
MCTI TEACH OUT PLAN PROCEDURES

MCTI Policy 69
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POLICY: MCTI POLICY 69 – MCTI TEACH OUT PLAN PROCEDURES

PERSONS AFFECTED: MCTI STAFF

If Michigan Career and Technical Institute plans to close a program, Administration makes every effort to phase out the program allowing for current students to complete the program as planned. This may or may not require a substitute instructor.

As soon as a decision is made to close a program, the following procedure is followed:

Step 1: The Manager of Career and Technical Education informs the Management Team of the closure and reviews the closure procedure with the Team.

Step 2: The Manager of Career and Technical Education informs Admissions to stop assigning students to the program.

Step 3: A supporting team, consisting of the Manager of Career and Technical Education, the MCTI Vocational Rehabilitation Counselor assigned to the closing program, and the instructor (if available), meets with current students to provide a verbal explanation and answers any questions. The students are given written documentation of:

- Program closure decision
- Timelines if known

If a substitute instructor is necessary for program completion, students will be given options such as completing the program with the new instructor, transferring to another MCTI program for which they qualify, or graduating with certifications earned to date. In this case, students are given written documentation of:

- Available options
- *Support system (who to go to for what) to help them make an informed decision
- Form to complete that documents the student's decision

Concurrently, MCTI's Manager of Career and Technical Education sends an email to each student's Home Vocational Rehabilitation Counselor providing the same information shared with students and the options available.

Step 4: If necessary, the supporting team has one or more follow-up meetings with the students to answer student's questions and address any concerns. Supports for students include, but are not limited to:

- Individual counseling with their MCTI Vocational Rehabilitation Counselor
- Individual counseling with their Home Vocational Rehabilitation Counselor
- Individual counseling with Social Worker
- Other support based on individual student need.