



Teach Out Academic Degree Completion Plan

Instructions:

Step One: Select a Teach-out Institution:

Different institutions may be better suited to fulfill the requirements of certain degrees or majors. For example, students completing a degree in professional studies areas such as Emergency Management may have one or two options to choose from, whereas students pursuing degrees in Labor Studies may have multiple options. Advisors can assist you in deciding which of the institutions is best suited to your needs and interests.

Step Two: Set Up an Appointment With Your Academic Advisor to Complete Your Academic Plan:

Your advisor will have a list of courses that have been approved for the teach-out at each institution. Working with an advisor, you will identify the courses you intend to complete as part of your degree completion plan. Your advisor will approve your plan, and you must return a signed copy to the Registrar. Students who have not submitted a signed degree plan by the end of April may not be eligible to participate in the teach-out.

Step Three: Enroll in Classes

You will complete any necessary application information at your teach-out institution and follow their procedures to enroll in courses and complete coursework outlined in the degree plan. You will pay tuition to the teach-out institution. There will be no further payments to NLC for fees, such as graduation, transfer of credit, or the like. **You will need to complete all degree requirements by the end of December 30, 2015 in order to receive an NLC degree.** If students are unable to complete all required coursework for the NLC degree by the end of December 2015 they could still complete a degree in a related area of study at the teach-out institution or any other institution of their choosing.

Step Four: Transfer Credit Back to NLC

You will need to request an official transcript from the teach-out institution at the end of each semester and send it to the Registrar at the National Labor College. The address in which to send your transcripts will be posted to the NLC web site. Once the transfer credits are applied, and you have completed all requirements, the Registrar will send you your diploma via US mail.

