

## Policies and Procedures

Policy Title	AUBH Academic Program Teach-Out Policy and Procedure	Policy Number	402
Section	Academic Affairs.	Approval Date	23 July 2023
Subsection	General Academic Policies	Authorizing Entity	Board of Governance
Responsible Office	Provost Office	Effective Date	3 September 2023
Distributed To	All Staff and Students	Next Review Date	23 July 2025

### 1.0 PURPOSE

- 1.1 The following policy and procedures apply to all AUBH degree programs.
- 1.2 The ultimate determination for the Teach-Out of a degree program is the responsibility of the President and Board of Governors.

### 2.0 DEFINITIONS

### 3.0 POLICY

- 3.1 Faithful stewardship of the resources entrusted in our care requires that we continuously review programs and campus locations of the University to ensure that we are being wise in the utilization of our finite resources. Careful consideration should be given to standards of mission fit, market analysis, academic excellence, academic resourcing, financial viability, continuous assessment and improvement, and administrative sustainability. It is expected that the colleges will periodically review these criteria when considering the continuation or revision of academic programs.
- 3.2 Decisions to terminate an academic program will be made after a formal review and careful consideration of findings. In the rare occasion that AUBH determines a program is no longer viable, appropriate, or a mission fit, the University may determine to terminate the program and enter into a period of Teach-Out. AUBH will make every effort to ensure the equitable treatment of students in the program to assist them in completing their program within a reasonable time frame. The schedule for the Teach-Out will take into consideration the schedule of courses, students in the program, and courses needed to complete the program. In those situations where AUBH cannot provide a hundred percent (100%) of the courses required for students to complete the program in a reasonable time, AUBH will enter into a Teach-Out agreement(s) with one or more accredited universities to accept the students to provide the remaining courses for program completion. Please refer to the WSCUC Teach-Out Plans and Agreements Policy for additional information.

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- 3.3 In the event of a Teach-Out and in line with the Higher Education Council (HEC) regulation number 206 of 2023, AUBH will notify the HEC of its intent to terminate the program at least 1 year before the date of the termination, explaining the steps followed in the Teach-Out Plan and how these ensure the students and staffs' rights.
- 3.4 Students and faculty will also be notified as soon as appropriate, and the University will maintain transparency throughout the Teach-Out period. There will be a clear and visible location on the AUBH website for students with all pertinent information. In addition, an individual will be identified as the point of contact for the Teach-Out, who is easily accessible to students.

### 4.0 PROCEDURES

#### 4.1 Teach-Out Decision

- 4.1.1 Teach-out decisions should normally be considered during the academic unit's regularly scheduled Program Review. In those cases where a program may be called into question between Program Review cycles, this will be called a "trigger" review. There are several "triggers" that may initiate the review of an academic program. These triggers might include the inability to attract excellent faculty, financial drain on the institution, shift in the market demographics, lack of administrative sustainability, and concerns about educational effectiveness. A call for review may be initiated by the Dean's Council, President's Council, or the college in which the program is housed.
- 4.1.2 The triggered review report is due to the provost within 3 months after the program has been notified by the provost. The triggered review must include a plan for a Teach-Out of the program or initiating a turn-around revision. If the academic unit decides to propose the termination of a program, the review should include the following:
- Nature of the program.
  - Reasons for termination.
  - Number of students currently enrolled.
  - Where students are in the program.
  - Resources used to offer the program.
  - Financial savings or costs for the program termination and Teach-Out Plan.
  - Explanation of how any students enrolled in the program will be helped to complete their program.
  - Assessment of whether any faculty will be adversely affected by the termination.
  - Explanation of how affected individuals will be informed of the planned termination.

#### 4.2 Teach-Out Plan

- 4.2.1 The Teach-Out Plan will include a full description of the subsequent process to provide instructional and academic support services to students enrolled in an educational program that will be discontinued.
- 4.2.2 The Teach-Out process often extends well beyond the termination date (the date on which the program is closed permanently to admissions) to allow time for enrolled students to complete their programs in a reasonable amount of time. The plan must provide for the equitable treatment of students if the program is terminated before students have completed their program of study.

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4.2.3 At a minimum, the Teach-Out Plan should include the following information:

1. Proposed date that the program will discontinue new enrollment.
2. Summary of the needs of prospective and previously matriculated students with regard to the proposed Teach-Out.
3. An explanation, with supporting documentation, timelines, and the proposed process for notifying students about the Teach-Out Plan.
4. Procedures to minimize the disruption of the education and services provided to students
5. A draft of all communications to the AUBH community, faculty, and students (e.g., announcements, advising guides, FAQs, etc.)
6. A draft of any Teach-Out agreements with other universities (please note that the HEC should be informed of AUBH's intent to terminate the program at least 1 year before the date of the termination. Farther more, WASC must approve in advance of the implementation of all Teach-Out agreements. AUBH's Accreditation Liaison Officer should be contacted immediately when a Teach-Out is under consideration).

### 4.3 Student Notification

After a teach-out is formally approved, the following actions shall be taken:

- 4.3.1 Notify current students through an explanation letter.
- 4.3.2 Notify enrolled students who are not yet admitted with an explanation letter.
- 4.3.3 Notify students on the University website.
- 4.3.4 Make individual advising sessions available to discuss options and develop individualized plans for degree completion.
- 4.3.5 Notify students of individual advising sessions and provide a point of contact for questions.
- 4.3.6 Develop and publish a master schedule of course offerings for the Teach-Out Plan.
- 4.3.7 Admissions office will notify prospective undergraduate or graduate students with active applications awaiting admission decisions. Prospective students should be given as much time as practicable to seek alternative majors or options.
- 4.3.8 Undergraduate students enrolled in the program with fewer than 60 credit hours, should be notified and guided to select a different major, and departmental faculty should advise such students regarding appropriate options.
- 4.3.9 Undergraduate students enrolled in the program with 60 or more credit hours, will be given a high priority to enable them to complete their degree programs. Each student will be provided an academic plan that enables him/her to complete the curricular program requirements within the teach-out period.

### 4.4 Roles and Responsibilities

#### 4.4.1 Provost/ College Dean

The Provost and College Dean will oversee all Teach-Out proposals and plans under consideration. They will be updated periodically by the academic unit leadership on the implementation of the Teach-Out plan and its ramifications.

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### 4.4.2 College Dean

The Academic Unit leadership will lead the faculty in the review process, development of the Teach-Out Plan, informing faculty and students, and overseeing the implementation of the Teach-Out Plan. The Dean will notify the Provost and the WASC Accreditation Liaison of the pending decision, and, if requested, provide a report to the President’s Council.

### 4.4.3 WASC Accreditation Liaison Officer (ALO)

The ALO will work with the academic unit leadership, College Dean, and Provost to develop and coordinate all external agency filings and reports to the HEC and WASC. The ALO will assist the academic unit leadership, College Dean and Provost in developing the Teach-Out Plan and filing with HEC and WASC.

## 5.0 RELATED DOCUMENTS AND REFERENCES

POLICY HISTORY			
Date of Last Action	Action Taken/Changes	Authorizing Entity	Effective Date