



Academic Program Elimination and Teach Out Policy ACA 6.0 Academic Affairs

Policy Type: Operational
Applies to: Faculty, administrators, students

POLICY DATES

Issued: 10/5/2018
Revised:
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From time to time, an academic program (including degrees, majors, and certificates) must be terminated due to one or more of the following:

- low enrollment
- concerns about academic quality
- financial viability
- changing University priorities
- departmental restructuring
- the requirements of accrediting or other regulatory bodies
- alignment with mission

When this occurs, the University has an obligation to those students currently enrolled to provide a reasonable opportunity to complete their academic programs. This document outlines general policies for “teaching out” terminated programs. In each case, the program administration and faculty will develop a customized plan tailored to the needs of that program’s students.

Definitions

Term	Definition
Teach out or teaching out	Facilitation of students through a program that is being terminated so that they may complete the program by developing individual plans for each student

PROCEDURE

1. When the University decides to terminate a program, the VPAA will promptly notify all members of the faculty, staff and administration who work in or support that program. This includes representatives of supporting departments like the Office of Marketing and the Office of the University Registrar.
2. At the time the University decides to terminate a program, it will develop a communication plan for current and prospective students. Those who recruit, market and/or advise for the program will receive detailed information on the teach-out plan in order to properly advise current and prospective students of their options. Ordinarily, applicants who have been admitted to the program but have not yet started will be advised of the program termination. All other pending applicants will be advised of the program termination and in some cases encouraged to apply to another University program or to a similar program at another institution.
3. Current students, defined as those who have taken courses in the previous two academic years without graduating or being dismissed, are to be promptly notified of the termination. They will also be notified of the timeline and options available to them, as outlined below.

Notification will take the form of an announcement on the University website, a certified letter to the student’s official address and an email to the student’s mountunion.edu email account. If students do not respond within 30 days of this

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notification, program administrators will make three attempts to contact the student by telephone at each telephone number on file.

4. The normal timeline for completion of a teach-out is four years counting from the final date of the term in which the termination decision is made. Depending upon the normal length of time required to complete the program, this period may be longer or shorter.

The timeline of the teach-out will be expressed through its effective terms; the starting point will be the final term in which students are admitted and the end point will be the last term of offering.

In the event that a student is unsuccessful in an attempt to complete the program within this timeframe, the administration and faculty of the program will nevertheless continue to make reasonable efforts to help the student graduate. In the event a student fails to make satisfactory progress, the University may deny further enrollment.

5. Students will receive academic advising on their timeline for completion and course scheduling options. These students will be advised that failing or withdrawing from a required course may prevent them from graduating.

6. Should a student in a terminated program choose to withdraw from the University and apply to another institution, the University will provide one official transcript at no charge unless the student has a transcript hold due to unpaid tuition.

7. During the teach-out, the administration and faculty of the academic program will take reasonable efforts to monitor students' progress and facilitate their successful completion. In consultation with the University Registrar, the following options may be considered, although only where granting the option will not compromise the academic quality of the program:

- a. running courses, even if below the normal enrollment threshold, perhaps as directed study courses;
- b. allowing independent study courses to satisfy program requirements where relevant;
- c. allowing reasonable course substitutions;
- d. allowing students to complete required courses at other regionally-accredited institutions through approved transient work.

8. Program administrators/advisors will develop individual teach-out schedules for each student. The student will receive a copy of the schedule, and another copy will be maintained in the student file to document student support efforts during the teach-out.

9. When the decision to terminate a program is made, application for program inactivation will be submitted for approval to the Ohio Department of Higher Education.

10. In the case of any of the following circumstances, the institution will also be required to submit a written teach-out plan to the Higher Learning Commission for approval:

1. The U.S. Department of Education notifies the Commission of an emergency action, or a limitation, suspension or termination or similar action against the institution;
2. The Commission acts to withdraw, terminate or suspend the status of an institution;
3. The institution notifies the Commission that it intends to cease or suspend operations or permanently close a site where it offers at least 100% of either a certificate or degree program before all students have completed their program of study;
4. A state licensing or authorizing agency notifies the Commission that an institution's license or legal authorization to provide an educational program in that state has been or will be revoked; or
5. The elimination of the program is the result of withdrawal or dismissal from a program accreditation.

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Responsibilities

Position or Office	Responsibilities
Academic Affairs	Oversees process of academic program elimination
University Registrar	Handles teach-out plans

Contacts

Subject	Office	Telephone	E-mail/URL
Program Elimination	Academic Affairs	(330)823-2690	academic@mountunion.edu
Teach-out plans	University Registrar	(330) 823-6018	registrar@mountunion.edu
Accreditation and/or federal compliance	Institutional Effectiveness	(330) 829-8175	effectiveness@mountunion.edu

History

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

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