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## 5.215 Program Discontinuation and Teach-out

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Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <b>Interim</b>		<b>Program Discontinuation and Teach-Out Policy</b>  <b>Policy 5.215</b>	
<b>Academic Policies</b>		Effective date: February 27, 2010	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date</b>
Approved	Board of Governors	2.27.10:14	February 27, 2010
Revised			
<b>Responsible Office</b>	<b>Responsible Administrator:</b>	<b>Contact information</b>	<b>Applies to:</b>
Office of University Chancellor	Chancellor	937-769-1351	All University and Campus Programs

## I. Introduction

It is common over the course of time that higher education institutions temporarily or permanently suspend concentrations or programs, and/or shutter departments and stop offering degrees. This policy indicates the Antioch University process that must be followed in each case.

## II. Temporary or Permanent Suspension of a Concentration or Specialization within a Program

A. If a campus decides it intends to temporarily or permanently suspend a concentration within an existent program, based on sound assessment and thorough campus-based deliberations, a teach-out plan must be provided for students to ensure they can complete their coursework in fashion that is of acceptable quality and reasonably similar in content. The campus is expected to make all corrections to its materials (e.g. catalog, website). The

campus CAO is expected to inform the University Vice Chancellor of Academic Affairs in writing of the change, although no approvals are required for the campus to make this decision.

B. Similarly, if a campus decides to reopen a temporarily suspended concentration within a program, at a later point, based on sound assessment and thorough campus-based deliberations, the campus CAO is expected to inform the University Vice Chancellor of Academic Affairs in writing of the change.

### **III. Temporary or Permanent Suspension of a Program or Degree**

A. If a campus decides it intends to temporarily or permanently suspend a program or degree, based on sound assessment and thorough campus-based deliberations, two documents must be developed and submitted to the university: (1) a Teach-Out plan and (2) a Proposed Change Analysis. Since both documents must be submitted to the University Chancellor's Office and subsequently to the HLC/NCA, careful attention should be paid to the timing of the submission of the materials. Some processes can be as short as two months and some may take as long as six months.

#### **1. The Teach-out Plan**

a) The teach-out plan must provide for the equitable treatment of students completing the program by ensuring that the campus has the necessary resources and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure and scheduling to the program that has been suspended, and that the campus demonstrates that it can provide students access without requiring them to move. The teach-out plan may consider the provision of content through other programs on campus and/or through access to content offered at other Antioch University campuses. The teach-out agreement provides students with reasonable opportunities to complete their education without significant additional charge.

b) Once the teach-out plan has been developed and approved by the appropriate campus-based authorities, it must be submitted to the University Vice Chancellor of Academic Affairs, prior to implementation of the proposed suspension.

## 2. The Proposed Change Analysis

a) The Proposed Change document should be a well-written analysis that adheres to the relevant sections of the HLC/NCA's documentation for request of an educational change (7.2). At a minimum, the proposed change analysis should include:

- (1) Description of the impact of the suspension on the campus mission and finances, the students being served, the faculty and staff involved, and other resources;
- (2) Description of the factors that led to the proposed suspension including the planning, needs analysis, and constituencies involved in the process;
- (3) Description of any internal or external approvals that are required;
- (4) Description of the campus plans to assess the suspension and determine the program or degree's future.

b) The University Chancellor's Office will review both the teach-out plan and proposed changed narrative – in advance of the implementation of the plan. It is possible that the Chancellor may request that additional information be prepared and/or designate the Vice Chancellor to review the materials.

c) The Chancellor's Office will inform HLC/NCA Commission of the institution's intention to suspend a program or degree and submit the two documents. HLC/NCA approval of the teach-out plan is required.

d) Once the Commission's approval has been received by the Chancellor's Office, the campus will be so notified. The campus can take no action regarding the proposed suspension or closure of a program or degree until approval has been received from HLC/NCA.

e) Once the decision is made and approval received, campus is expected to follow the agreed-upon teach-out plan, and to make all corrections to its materials (e.g. catalog, website). The Chancellor's Office will make all corrections to the University materials and update information to the HLC/NCA.

#### **IV. Institutional Teach-Out Arrangements with Other Institutions**

A. This is the only ‘teach-out’ that HLC/NCA specifically addresses in its policies. It stipulates:

1. Commission approval shall be required when an institution enters into a teach-out agreement with another institution. The institution shall be required to submit a teach-out plan in any of the following circumstances: (a) the Department notifies the Commission of a termination or similar action against the institution; (b) the Commission acts to withdraw, terminate or suspend the accreditation of an institution; or (c) the institution notifies the Commission that the institution intends to suspend operations. The institution shall submit the agreement to the Commission; the Commission will provide its approval if the following are met:

a) The teach-out agreement is with another institution accredited by or holding candidacy with an agency recognized by the U.S. Department of Education;

b) The teach-out agreement is consistent with all applicable state and federal regulations;

c) The teach-out agreement provides for the equitable treatment of students by ensuring that the teach-out institution has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure and scheduling to that provided by the closing institution, and the teach-out institution demonstrates that it can provide students access to such programs and services without requiring them to move or travel substantial distances; and

d) The teach-out agreement provides students with reasonable opportunities to complete their education without significant additional charge.

B. The Commission shall work with the U.S. Department of Education and the appropriate state agency, if any, to ensure a successful transition of students in the event an institution the Commission accredits closes.