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## **INTERIM “Teach Out” Policy on Program Closure and Student Completion**

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**Version:** Interim

**Responsible University Official:** Provost

**Version Effective Date:** 6-24-22

(Interim Approval, Pending CADD Review in April 2023)

### **1.0 Introduction**

This “teach-out” policy governs how SLU will fulfill its commitments to enrolled students when SLU chooses to discontinue a program (or a track within a program), terminate a modality of delivering the degree program (e.g., the school wishes to stop offering an on-line program but continue the equivalent on-campus program), or decides to close of an off-campus program location. This policy provides protections for students who have begun and are currently enrolled in the respective degree program being discontinued/changed, meeting a key Higher Learning Commission requirement.

### **2.0 Scope**

This policy governs all academic minor, major, degree, and certificate programs under the purview of the Provost. The policy also governs all students currently enrolled in, or on an institutionally-approved leave of absence from, a SLU academic program.

### **3.0 Policy Statements**

***Note: Unless otherwise noted, the phrases “close a program” and “closure” are used below to refer collectively to all of the three decisions that invoke this policy: closing a program in all its forms/modalities/locations, eliminating a delivery modality of an otherwise continuing program, or closing a physical location at which an otherwise continuing program will no longer be offered.***

- 3.1 Any request for University approval to close a program (voluntarily or involuntarily) must include a “teach out” plan as defined herein. University approval to close a program must, therefore, include approval of the proposed teach out plan.
- 3.2 All teach out plans must include the following:
  - A. the specific date(s) by which all marketing materials and advertising for the program will be withdrawn, canceled, corrected, or deleted;
  - B. the specific academic year when program recruitment will cease;
  - C. an audit conducted by the respective department chair (or equivalent) to determine what courses and/or other educational activities are required for all currently-enrolled students to complete their programs at the standard pace of academic progression;
  - D. a complete, term-by-term schedule of courses to be taught during the teach-out period ensuring that all remaining courses required for the students to complete their programs on time will be offered in a reasonable sequence. In some cases, it may be

necessary to modify the program requirements (e.g., include independent or directed study substitutes, or other requirement substitutions) to enable the students to complete their programs; in these cases the learning objectives and credit-hour requirements must be equivalent to those of the original degree program;

- E. the date by which all teach-out activities/offerings will end;
  - F. a description of the faculty resources needed and academic support services to be utilized throughout the teach-out period;
- 3.3 When an academic unit receives University approval to close a program, it will no longer admit students to the program.
- 3.4 All teach out plans will cease upon the timely completion of the program by the final student eligible for the teach out plan.
- 3.5 All teach-out plans must be consistent with any requirements of the external organizations that accredit or otherwise approve/certify the program to be closed.
- 3.6 The closing program is not obligated to otherwise accommodate students who fail to enroll in or successfully complete (per the definitions of the program) any required course if and when it is offered in full accordance with the approved teach-out plan.
- 3.7 The closing program is obligated to accommodate students opting to study abroad for one semester when doing so had historically been part of a standard program completion plan.
- 3.8 The academic unit administering any closing program is not obligated to retain, beyond the end of the teach out period, any faculty member(s) hired specifically to teach courses offered as part of the teach out plan.
- 3.9 Information about the closure and its implications for current and prospective students must be added to all program-related web pages and the current academic catalog. The program will be removed from the next academic catalog.
- 3.10 The Provost's Office will share with all impacted parties formal notification of all program closures and general information about a closing program's teach-out plan; academic units responsible for a closing program are also responsible for timely communication with all students about their related rights and responsibilities per this policy and the teach-out plan.
- 3.11 Modifications to the original teach out plan may be approved by the Provost upon request.
- 3.12 The Office of the Provost shall monitor the implementation of all teach-out programs and provide support as needed.

## 4.0 Approvals

### **This policy was:**

1. Approved: By the Provost (as an interim policy) on 6/24/2022