



California Health Sciences University

CHSU TEACH OUT POLICY

I. SECTION ONE

California Health Sciences University intends for all University programs to remain viable for long periods of time. Should a program fail to meet expectations, however, and the program is deemed not viable through the decision process described in this document, no new students will be admitted to the degree program. Nevertheless, the University will make every reasonable effort to honor the commitment to graduate all students remaining in the program.

Any plan for termination or action to implement the termination of a University degree program must comply fully with the WASC Senior College and University Commission (WSCUC) Teach-Out Policy (attached). The following guidelines govern the termination of University degree programs and teach-out plans:

- A. The academic unit in which the program is housed must first conduct a program review that carefully examines potential factors limiting the program's viability, such as, but not limited to, demographic shifts, regional shifts, professional shifts, external agency requirements, enrollment trends, or financial considerations.
- B. If it is determined that termination of the program, rather than some other action to revise the program, is the best course of action, the academic unit will submit a proposal for termination to the Provost. Such a proposal should contain the appropriate evidence and rationale in support of the decision; a timeline and curriculum plan for the full teach-out; and a plan to notify stakeholders, including students, internal constituents, and external regulatory bodies (e.g., U.S. Department of Education, WSCUC).
- C. Upon approval of the proposal, the Provost will forward a recommendation to the President. The final decision to terminate the program will be made by the President and Board of Trustees.
- D. Of particular concern is that students be notified in writing of a date for program closure as early as possible or as required by state or federal law. The notice will also include the rationale for termination, as well as any additional costs, if any, related to the program closure.
- E. Faculty participating in the program will be notified in writing, as early as possible or as required by state or federal law, of a date for program closure, as well as the rationale for termination.



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- F. Students are to be provided a clear listing of course offerings needed for program completion and a timeline in which such courses will be offered. The University will make every reasonable effort to offer the courses needed and to support students through program completion in a timely manner. As individual needs might require, independent study plans may be developed to assure that the students can meet the goals of their degree plans and be able to graduate in as timely a manner as possible.
- G. CHSU will also work with regional universities to negotiate transfer arrangements when feasible.

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- Policy Owner: Provost
 - Effective Date: 12/19/2017
 - President Approval Date: 12/19/2017
 - Provost Approval Date: 12/19/2017

Teach-Out Plans and Agreements Policy

An institution accredited by the Commission must submit to the Commission for its prior approval a teach-out plan, upon the occurrence of any of the following:

1. The Secretary of Education notifies WSCUC that the Secretary has initiated an emergency action against an institution in accordance with Section 487(c)(1)(G) of the Higher Education Act (HEA) or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA, and that a teach-out plan is required.
2. WSCUC acts to withdraw, terminate, or suspend accreditation or candidacy of the institution.
3. The institution notifies WSCUC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program.
4. A state licensing or authorizing agency notifies WSCUC that an institution's license or legal authority to provide an educational program has been or will be revoked.
5. When in WSCUC's judgment, an institution lacks sufficient resources to operate in accordance with the Commission's standards or any time WSCUC determines that a teach-out plan is appropriate to safeguard the interests of students.

A teach-out plan may include agreements with one or more other institutions. For more information about the expected elements of teach-out plans and teach-out agreements, please see the [Teach-Out Plans and Agreements Guide](#).

TEACH-OUT PLAN

A teach-out plan is a written plan developed by the institution if that institution, or an institutional location that provides one hundred percent of at least one program, ceases to operate before all students have completed their program of study. Institutions must submit a teach-out plan to WSCUC staff for approval prior to implementation of the plan. WSCUC may require an institution to enter into a teach-out agreement with other institutions as part of its teach-out plan. Institutions are expected to engage in ongoing communication with WSCUC during the teach-out period and provide periodic status updates.

A teach-out plan must:

1. provide for the equitable treatment of students by ensuring that a 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, and to meet all obligations to existing students of the closing institution or location.
2. specify any additional fees, tuition or other charges.
3. provide for notification to students of any additional costs.
4. include all of the required Teach-Out Plan Elements.

REQUIRED ELEMENTS OF TEACH-OUT PLANS

Closure of an Institution

1. Background information
 - a. Rationale for institution's closure decision
 - b. Description of decision to:
 - i. Teach-out students prior to closure, or
 - ii. Enter into teach-out agreements (see section on teach-out agreements below),
or
 - iii. A combination of both
 - c. Descriptive statistics including:
 - i. Enrollment by degree program and certificate program
 - ii. FTE of faculty (full time/part time)
2. FTE of staff (full time/part time)
3. Plans and options for students (currently enrolled and inactive)
4. Plans and options for faculty (part time and full time)
5. Plans and options for staff (part time and full time)
6. Academic Transcripts and Financial Aid Records
 - a. Provisions for identifying a receiving institution for records
 - b. Arrangements with state or international equivalent authorizing bodies for transfer of student records as applicable
7. Governing Board Financial and Legal Obligations
 - a. Rationale for closure date
 - b. Disposition of assets
8. Notification/Communication Plan
 - a. Student communication
 - b. Staff and faculty communication
 - c. Public communication
 - d. Coordination with other accrediting bodies
 - e. Coordination with state authorizing bodies
 - f. Timeline of Teach-Out Events
9. Teach-Out, Transfer and Articulation Agreements with Receiving Institutions (if applicable)
 - a. Consideration of requirements of programmatic or specialized accreditors
 - b. Consideration for requirements of professional licensure and certification bodies

Closure of a Location

Required if 100% of any program is offered at a closing location.

1. Background information
 - a. Rationale for location's closure decision
 - c. Descriptive statistics including:
 - i. Enrollment by degree program and certificate program
 - ii. FTE of faculty (full time/part time)
 - iii. FTE of staff (full time/part time)
2. Plans and options for students (currently enrolled and inactive)
3. Plans and options for faculty (part time and full time)
4. Plans and options for staff (part time and full time)

5. Notification/Communication Plan
 - a. Student communication
 - b. Staff and faculty communication
 - c. Public communication
 - d. Coordination with other accrediting bodies
 - e. Coordination with state or international equivalent authorizing bodies
 - f. Timeline of Teach-Out Events
6. Teach-Out, Transfer and Articulation Agreements with Receiving Institutions, as appropriate

TEACH-OUT AGREEMENT

If the closing institution is not able to remain open long enough to teach-out its own students, it must then rely on the assistance of one or more accredited institutions to complete the teach-out of its students. WSCUC may require an institution to enter into a teach-out agreement with one or more institutions as part of its teach-out plan. A teach-out agreement is a written agreement between two institutions when the institution, or a location of an institution that provides one hundred percent of at least one program, ceases to operate before all students have completed their programs of study and enters into an agreement with another institution to teach out the program(s). When an institution enters into a teach-out agreement with another institution, the initiating institution must submit the agreement to the WSCUC Vice President liaison for approval prior to its implementation.

The teach-out agreement may be approved only if the agreement is between institutions that are accredited by United States Department of Education (or international equivalent) recognized accrediting agencies. The closing institution must provide documentation that the teach-out institution's accreditor or international equivalent, if not WSCUC, has approved the agreement and has determined that the teach-out institution has sufficient capacity to carry out the teach-out plan in accordance with the accreditor's standards.

In order to be approved, a teach-out agreement must:

1. be consistent with applicable WSCUC standards of accreditation and policies.
2. provide 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 institution that is closing or discontinuing its location(s), to remain stable, carry out its mission, and to meet all obligations to its existing students.
3. demonstrate that the teach-out institution can provide students access to the program and services without requiring them to move or travel substantial distances.
4. require approval of another accrediting agency if the teach-out institution holds accreditation from that agency.
5. provide for timely notification to any applicable programmatic accrediting agency.
6. specify any additional costs charged to students by the teach-out institution. (Whenever possible, institutions are encouraged to form agreements with teach-out receiving institutions so students will not be required to pay more in tuition and fees than they would have been charged at the closing institution.)
7. provide for timely notification to students of any additional charges.
8. include all of the required Teach-Out Agreement Elements.

REQUIRED ELEMENTS OF TEACH-OUT AGREEMENTS

1. Introduction
 - a. Names and locations of closing and receiving institutions
2. Purpose of Agreement
3. Terms of Agreement
 - a. Transfer Credits
 - b. Transfer Criteria and Tuition
 - i. Exceptions to Receiving Institution's Transfer of Credit Policy
 - ii. Exceptions may include waiving usual residency requirements and course equivalencies
 - c. Custodian of Student Records

INSTITUTIONAL CLOSURE WITHOUT AN APPROVED PROVISIONAL PLAN OR TEACH-OUT AGREEMENT

If an accredited institution or an institution that is in candidacy status closes without a teach-out plan, the Commission will work with the U.S. Department of Education and appropriate state or international equivalent agencies, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charges.

Revised by the Commission, November 2009

Revised by the Commission, November 2013

Revised by the Commission, February 2019