

Pacific Union College
Teach Out Policy
Voted by Academic Senate 01/24/2017

If Pacific Union College decides to discontinue an academic program, the following teach out policy will be applied.

Process

The decision to discontinue an academic program is processed through Curriculum & Efficiency Committee, Academic Senate, and Administrative Council. Both the impacted department and the broader academic community have the opportunity to give input during this process. The final decision to discontinue an academic program is made by the Board of Trustees.

Notification

Students are made aware of the possibility of program closure during the discussion process, as appropriate. Students are formally notified of the pending program closure after it has been voted by the Board of Trustees.

Teach Out Period

Once the decision has been made to discontinue an academic program, the Academic Administration determines the length of the teach out period in consultation with the impacted department. The teach out period is typically one year in length, although this can vary. The students and faculty members are informed regarding the length of the teach out period as soon as the determination has been made.

Current Faculty

If the decision to discontinue the academic program results in the elimination of one or more current faculty positions, the college follows the policies and procedures outlined in the *Pacific Union College Faculty Handbook*.

Current Students

The Registrar's Office conducts a program evaluation for each student actively enrolled in the program at the time of the decision. The Registrar's Office then works with program personnel to review each student's program progress and divide them into two categories:

- **Category 1**
Students who already have completed a considerable amount of program coursework and can reasonably complete the remaining requirements within the designated teach out period.
- **Category 2**
Students who lack a considerable amount of program coursework and cannot reasonably complete the remaining requirements within the designated teach out period.

Next, students are advised regarding their program progress and their options. They may choose from the following:

- **Completion of Original Program**
Category 1 students may opt to complete the original program. Pacific Union College determines the method(s) to be used for providing the required curriculum; this may involve options such as directed studies or appropriate substitutions of similar courses. Each student must maintain continuous enrollment with good academic standing at Pacific Union College in order to complete the discontinued program. If the student decides to transfer out of the program, if the student's enrollment is disrupted, or if the student does not make satisfactory academic progress in the program, then Pacific Union College no longer guarantees the curricular resources for the completion of the program.
- **Transfer within Pacific Union College**
Students may opt to transfer to a different academic program within Pacific Union College. The college provides advising for students who wish to select this option. If the student transitions to a similar program,

every reasonable effort will be made to utilize previously-completed coursework in satisfaction of the program requirements.

- **Transfer to another Institution**

Students may opt to transfer to another institution. Pacific Union College helps students find and transfer to an institution that 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.

Academic program personnel develop a comprehensive teach-out grid detailing the decision and completion plan for each student. This completed grid is submitted to Academic Administration at the beginning of the teach out period. Students are provided with advising and support throughout the teach-out process.

New Enrollments

New enrollments will not be accepted into the program. Students who are not actively enrolled in the program at the time of the decision will not be allowed to declare or complete the program.