



Teach Out Policy

This policy applies to administration and faculty in all programs at California Institute for Human Science (CIHS).

Policy

The decision to close a degree program or CIHS as an institution would require substantial planning and careful consultation with all institutional departments and constituencies affected by the closure. Every effort would be made to inform everyone affected as fully as possible about the conditions leading to a decision of such importance, and all available information would be shared. As the immediate interests of current students and faculty are most directly affected, their present and future prospects would require sensitive and timely attention and involvement. The University teach-out policy aims to protect the interests of students and faculty and to satisfy the requirements established for the university by the WASC Senior College and University Commission (WSCUC) during this process.

The University is required to prepare a teach-out plan for approval if any of the following occurs:

1. The institution intends to cease operation entirely.
2. The institutional accrediting commission (WSCUC) terminates accreditation.
3. The US Department of Education (DOE) notifies the Commission that it has initiated an emergency action against the institution or an action to limit, suspend, or terminate the institution participating in any Title IV, Higher Education Act program.
4. The Bureau of Private Postsecondary Education (BPPE) of California notifies the Commission that the institution's license or legal authorization to provide an educational program has been or will be revoked

More specifically, if the University decides to close an educational program or the entire institution, one of the following options must be pursued:

1. Execute a Teach-Out Plan. The teach-out option occurs when the institution "teaches-out" currently enrolled students, no longer permanently admits students to programs, and terminates the educational program or the operations of the institution.
2. Develop and implement a Teach-Out Agreement. The teach-out agreement option occurs when the institution enters into a contract with another institution or organization to teach out the educational programs or program and to meet the needs of all relevant students and faculty

The Teach-Out Plan or Teach-Out Agreement must include the following information:

1. Dates of termination and closure.



2. Plans for Students: Identify specific plans for students who have not completed their degrees according to their academic needs in the event that CIHS would need to close the institution. *[This must include a narrative description of the options for students to complete their programs, including completion of programs and certificates at CIHS as well as options for completion at other institutions with which CIHS has formed agreements. In addition, it must include a description of how CIHS would ensure comparable program content, structure, scheduling, accreditation and stability at the receiving institution(s), if any are included].*
3. Plans for Faculty (part time and full time): *[This must describe how CIHS would arrange for continuation of faculty members who will be needed to teach courses, advise students, and engage in activities for the completion of the institution's work up to the closing date. Also, it should discuss how CIHS will assist faculty in finding alternative employment when faculty members are no longer needed and when they request such assistance.]*
4. Plans for Staff (part time and full time): *[This must describe how CIHS would arrange for continuation of those staff members who will be needed to advise students, carry out the work of the program, etc., up to the closing date. When staff members are no longer needed, CIHS should make every effort to assist them in finding alternative employment when they request such assistance.]*
5. Academic Transcripts and Financial Aid Records: *[This must describe the provisions for identifying a receiving institution or agency to be the permanent custodian of student records, including transcripts, financial aid and other records. It must also identify the process for notifying students.]*
6. Transfer Arrangements: *[This must describe the process for entering into written agreements with other institutions to receive transferring students and arrange for the prompt transmittal of their records.]*
7. Modality Arrangements: *[In so far as is possible, this must describe how the institution will make arrangements for students to continue with the same modality – e.g., on-site or online – they used when they enrolled and while they were pursuing their programs].*

The Teach-Out Plan or Teach-Out Agreement should make appropriate distinctions between all student cohorts impacted, as well as prospective and currently enrolled students. The teach-out period and teach-out plan may vary by academic department and/or program, assuming more than one is involved, and must be determined and approved in advance at all required levels, with final approval from the Board of Directors.

Definitions

1. *Degree Program (i.e. educational program)*. A degree program is an organized curriculum leading to a degree in an area of study recognized as an academic discipline by the higher education community, as demonstrated by assignment of a Classification in Instructional Programs (CIP) code by the National Center for Educational Statistics or as demonstrated by the existence of similar degree programs at other colleges and universities.



2. *Date of program termination.* The date on which the educational program is closed permanently to admission.
3. *Date of program closure.* The date on which the last student in teach-out has completed the educational program.
4. *Notification.* A letter from the institution's Accreditation Liaison Officer, or his/her designated representative to the WSCUC liaison summarizing a proposed change, providing the intended implementation date (and to the programmatic accreditation executive director as indicated). The policy and procedures for reporting and review of institutional substantive change are outlined in the appropriate accreditation handbooks.
5. *Teach-Out Plan.* The written plan and subsequent process by which the University provides institutional and academic support services to students enrolled in an educational program that has been discontinued. The teach-out process often extends well beyond the termination date (the date on which the site or program is closed permanently to admissions) to allow enrolled students to complete their program in a reasonable amount of time. The plan must provide for the equitable treatment of students in an institution.
6. *Teach-Out Agreement.* A written agreement between accredited institutions that provides for the equitable treatment of students if one of those institutions stops offering an educational program before all students enrolled in that program complete the program.