1.0 Introduction

This “teach-out” policy governs how SLU will fulfill its commitments to enrolled students when SLU chooses to discontinue a degree program (or a track within a degree 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.

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 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   A. the specific date(s) by which all marketing materials and advertising for the program will be withdrawn, canceled, corrected, or deleted;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 and catalog years for which 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 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;
G. a statement about how the school/department will assist students who are enrolled in teach-out program who wish to transfer to another program at SLU or any other college/university.

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 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.

3.8 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.

3.9 The college/school offering the program to be closed is responsible for developing and disseminating, in a timely manner, a communications plan that ensures all impacted parties are made fully aware of the closing and its implications for currently-enrolled students.

3.10 Modifications to the original teach out plan may be approved by the Provost upon request.

4.0 Approvals

This policy was:
1. Approved by CADD: n/a for now...
2. Approved (as an interim policy) by the Provost: 6/24/2022