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Policy Name

4.4201 Teach Out Policy

Purpose and Scope

Alvernia University regularly reviews each of its major and minor degree programs and certificate programs ("Offering") to ensure that they meet student and University expectations.

This policy defines "teach out" of an Offering for Alvernia University ("AU"). The policy:

- Defines "Teach Out".
- Identifies scope.
- Specifies process.

Responsibilities

Title or Role	Definition and What They are Responsible For
Senior Vice President of Academic Affairs and Provost	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

On occasion the University will determine after a formal review, and in compliance with the Faculty Handbook provisions regarding discontinuance of programs not mandated for financial exigency, that an Offering is not meeting those expectations and is no longer viable in the marketplace. In such a circumstance, no new students (including former students desiring to re-enroll) will be admitted to the Offering. The University will honor its commitment to graduate all students who remain continuously enrolled in the Offering in a timely manner. Students and prospective students will be notified in writing, as early as possible, of a date for program closure, the rationale for termination, as well as any additional costs, if any, related to the program closure. The University's review of an Offering and any decision to discontinue an Offering must comply fully with the requirements of Middle States Commission on Higher Education (MSCHE).

Policy Procedure

Discontinuing an Offering and the resulting Teach-Out will occur at the University in accordance with the following steps:

1. Upon recommendations for program discontinuance from a program, chair, dean or provost, a program review will be conducted that carefully examines potential factors limiting the program's viability. Such review may include, but is not limited to, demographic shifts, employer needs or demands, external agency requirements, enrollment trends, or financial considerations.
2. If it is determined that termination of the Offering, rather than some other action to revise the Offering, is the best course of action, the Provost/SVP of Academic Affairs will submit a proposal for program termination to the President for deliberation and action. Such a proposal will 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 (Pennsylvania Department of Education (PDE), MSCHE, and any program accreditors). Websites and all course catalogs will be updated to reflect the changes.

3. Students and prospective students will be notified in writing, as early as possible, of a date for program closure, the rationale for termination, as well as any additional costs, if any, related to the program closure. If a prospective student is scheduled to enroll in the program, the prospective student will be offered the opportunity to enroll in a different program, and if the prospective student does not want to enroll in another program offered by the University, a full refund.
4. Faculty participating in the degree program will be notified in writing, as early as possible, of a date for program closure, as well as the rationale for termination.
5. Students currently enrolled in the program will be provided a clear list of course offerings needed for program completion, a timeline in which such courses will be offered and an individual student-specific graduation plan. Student's acknowledgement of plan will be secured via a signature. For a reasonable period of time, the University will offer currently enrolled students the courses needed to complete the program and support those students through program completion in a timely manner. The University will counsel a student on the options for switching programs and graduation if the student drops or fails a class and, as a result, cannot finish the program because there is no opportunity to re-take the class. As individual student needs might require, independent study plans may be developed to assure that the students can meet the goals of their graduation plans and be able to graduate in as timely a manner as possible.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

Academic Affairs policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change. Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any other policies, 3rd party standards, guidelines and Exhibits referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

[Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
9/06/2023	Draft of policy based on practice
9/08/2023	Provost Review
9/12/2023	SLT Approval