



The University utilizes the following guidance in generating Teach Out Plans for programs that have been identified for Teach Out.

Teach-Out Plan Directive

1. PURPOSE

1.1 The purpose of this Teach-Out Plan directive is to ensure that adequate planning is undertaken and resources allocated to enable students in discontinued degree and certificate programs to receive all of the courses, academic support, and administrative support necessary for them to complete the requirements for their degree in a reasonable time.

1.2 This directive sets forth the requirements for teach-out plans.

2. SCOPE

2.1 This is a university academic procedure that governs implementation of college or department procedures, guidelines, or processes relating to discontinuation of programs.

2.2 This applies to all programs or certificates for which academic credit is awarded. It does not apply to continuing education programs, extended education programs, or other programs and training courses for which academic credit is not awarded.

3. DEFINITIONS

3.1 Discontinuation of a Program. Any action that results in a program ceasing to admit students, whether a suspension of enrollment or full program closure.

3.2 Continuous Enrollment. Student is enrolled each term through completion of the program with no leaves of absence.

3.3 Good Standing. Student performance meets the criteria for good standing as described in the JFK University General Catalog and applicable program student handbook; or, if applicable, the JFK University College of Law Catalog.

4. DESCRIPTION

4.1 Requirement.

- 4.1.1. Discontinuation of JFK University programs require approved teach-out plans that allow a reasonable time for all students enrolled in the program at the time of discontinuation to complete the requirements for their degree.
- 4.1.2. Program proposals requiring external approval by accreditors require a teach-out plan as part of the proposal.

4.2 Content. Affected Program Chairs, in consultation with their Dean of the College will develop a detailed teach-out plan that conveys how program quality will be maintained through the teach-out period. Each teach-out plan will describe how the discontinued program will ensure that JFK University offers all of the necessary courses and provides all the academic and administrative support necessary for each student who has started the program and maintains continuous enrollment in good standing to complete the program. Required components of the teach-out plans include:

- 4.2.1 Communications plan for notifying students and faculty;
- 4.2.2 Schedule and curricular plan, including any needed modifications, of remaining courses to degree completion;
- 4.2.3 Terms of completion, to include any criteria in addition to "continuous enrollment" and "good standing";
- 4.2.4 Budget for teaching out remaining courses and supporting students to degree completion (including advising and academic support);
- 4.2.5 Timeline for graduation of enrolled students;
- 4.2.6 Deadline for degree completion.

4.3 Approvals. A teach out is reviewed and approved by the College Academic Standards Committee, the Dean, the Academic Standards and Curriculum Committee, and the Faculty Senate. The Faculty Senate will then present the Teach Out to the Provost and to the President for final approval.

4.4 Distribution. Once approved by the President, all university departments will be notified of the teach out.

5. RESPONSIBILITIES

5.1 College Deans will ensure that teach-out plans are developed for programs being proposed for discontinuation and will ensure the full implementation of all teach-out plans.