Academic Affairs/Provost Office 4.4201 Teach Out Policy

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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, therationale 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-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

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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	SLTApproval

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