

Saint Mary's College of California
Teach out Plans and Agreement Policy and Protocol

I. Western Senior College and University Commission (WSCUC) Teach-Out Plans and Agreement Policy

According to the Western Senior College and University Commission (WSCUC) Teach-Out Plans and Agreement Policy, “an institution accredited by the Commission must submit to the Commission for its prior approval a teach-out plan or agreement upon the occurrence of any of the following:

- A. The Secretary of Education notifies WSCUC that the Secretary has initiated an emergency action against an institution in accordance with section 487(c)(1)(G) of the HEA or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) HEA, and that a teach-out plan is required.
- B. WSCUC acts to withdraw, terminate, or suspend accreditation or candidacy of the institution.
- C. The institution notifies WSCUC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program.
- D. A state licensing or authorizing agency notifies WSCUC that an institution’s license or legal authority to provide an educational program has been or will be revoked.”

A teach-out plan is a written plan developed by the institution if that institution, or an institutional location that provides one hundred percent of at least one program, ceases to operate before all students have completed their program of study. WSCUC may require an institution to enter into a teach-out agreement as part of its teach-out plan.

A teach-out plan:

- A. must provide for the equitable treatment of students by ensuring that the institution has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling, and to meet all of obligations to its existing students;
- B. must specify additional charges, if any, and provide for notification to the students of any additional charges.

WSCUC may require an institution to enter into a teach-out agreement as part of its teach-out plan. A teach-out agreement is a written agreement between two institutions when the institution or institutional location that provides on hundred percent of at least one program ceases to operate before all students have completed their program of study and enters into an agreement with another institution to teach-out the program(s). When an institution enters into such a teachout agreement with another institution, the initiating institution must submit the agreement to the Commission for approval prior to its implementation.

The teach-out agreement may be approved only if the agreement is between institutions that are accredited by a nationally recognized accrediting agency; and

- A. must be consistent with applicable standards of accreditation and Commission Policies;
- B. must provide for the equitable treatment of students by ensuring that the teach-out institution has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and

- scheduling to that provided by the institution that is closing or discontinuing its program(s), to remain stable, carry out its mission, and to meet all obligations to its existing students;
- C. must ensure that the teach-out institution can provide students access to the program and services without requiring them to move or travel substantial distances;
 - D. must provide for notification of another accrediting agency if the teach-out institution holds accreditation from that agency; and
 - E. must specify additional charges, if any, levied by the teach-out institution and provide for notification to the students of any additional charges. If an institution the Commission accredits or has granted candidacy to closes without a teach-out plan, the Commission must work with the Department of Education and the appropriate State agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charges.”

Revised and approved by the Commission 11/8/2013
Previously revised and approved by the Commission 11/06/2009

II. Saint Mary’s College Teach-out Plan Protocol

Saint Mary’s College is committed to making it possible for all students to finish the academic program in which they have enrolled. The Saint Mary’s College Teach-out Plan Protocol aims to satisfy the requirements established by the WSCUC Teach-Out Plans and Agreement Policy and to protect the interests of students should cessation of operations or closure of at least one academic program occur.

The decision to close a degree or certificate program, or a program track, should be made only after extensive review and discussion among the College’s academic leadership and in consultation with the Academic Senate. After the consultations and coordination have occurred, the Provost and Vice President for Academic Affairs and the President will approve the plan and present it to the Board of Trustees for their approval. After the Board approves, this decision will be communicated to the WSCUC Accreditation Liaison Officer in the case of an event enumerated under Section I.1.-4 and forwarded it to WSCUC.

Following the decision to move an existing program into an internal teach-out, the college will:

- Create and execute a communication plan to address the needs of affected students, faculty, and staff;
- Publish guidance for how the College will assist affected students seeking to transfer to another institution instead of persisting through the teach-out;
- Cease recruiting and enrolling new students in the program and all program marketing and advertising;
- Complete a course audit to determine all courses and requirements necessary to enable all enrolled students to complete the program and establish a course schedule and sequence that will enable achieve that purpose;
- Designate an appropriate level of faculty and academic support service resources to meet the needs of students and requirements of accrediting and licensing bodies, for the duration of the teach-out period;
- Establish the date by which all teach-out activities will end; and

- Maintain all academic and other relevant records in a secure manner for the required length of time.

An internal teach-out requires a set of stipulations which students will be required to meet:

- Students are expected to take the courses required when they are offered. Students who seek exceptions may request an Independent Study, which the college may provide if sufficient resources are available.
- Students who have failed a course may retake the course only if it continues to be offered at Saint Mary's College prior to the teach-out end date. If the course is no longer offered, the student may upon the approval of the Program Director or Dean complete the course or an equivalent course at another accredited institution in order to complete the program.
- Students who are dismissed from the program and either fail to appeal their dismissal or are unsuccessful in their appeal lose their right to benefit under the teach-out policy.
- Students who take a leave of absence or withdraw from the program after the announcement of the teach-out may return only if the courses required by the student for completion of the program are still offered and can be completed prior to the teach-out end date. The student must follow standard Saint Mary's College policy to re-enter the program.
- The college will assist those students who wish to transfer to another institution. Once students are accepted for transfer they will not be permitted to re-enroll in the program under teach-out.
- All credits earned by students prior to the end date of the teach-out will remain on their transcripts.