

## **Mills College Teach-Out Plans and Agreement Policy**

### **I. Background**

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:

1. 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.
2. WSCUC acts to withdraw, terminate, or suspend accreditation or candidacy of the institution.
3. 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.
4. 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.”

### **II. Definitions from WSCUC**

#### **A. Teach-Out Plan**

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:

1. 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;
2. must specify additional charges, if any, and provide for notification to the students of any additional charges.

#### **B. Teach-Out Agreement**

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 one 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 teach-out 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

1. must be consistent with applicable standards of accreditation and Commission Policies;
2. 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;
3. 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;
4. must provide for notification of another accrediting agency if the teach-out institution holds accreditation from that agency; and
5. 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

### **III. Mills College Policy**

Federal regulations require institutions to submit a teach-out plan to WSCUC for approval should any of the conditions enumerated in Section I. above occur. The Mills College Teach-out Policy aims to satisfy the requirements established by the WSCUC and, more importantly, to protect the interests of students should cessation of operations or closure of at least one academic program occur. Once a decision is taken, Mills College will engage the option of either developing a teach-out plan (Section II.A.) or executing a teach-out agreement (Section II.B.) and will inform affected parties about the causes and consequences of its actions. In all instances, careful consultation and coordination with affected student constituencies will occur to address their current and future interests in a sensitive and timely fashion.

After the consultations and coordination have occurred, the Provost and Dean of Faculty and the President will approve the plan and forward it to WSCUC. The WSCUC Accreditation Liaison Officer shall be informed in the case of an event enumerated under Section I.1.-4.

## IV. Procedural Steps

### A. Shared Governance Responsibilities

Any proposal for the termination of an undergraduate academic program will be forwarded to the Educational Policies Subcommittee (EPS) of the Faculty Executive Committee (FEC) and the Provost's Office, using the Proposal to Teach-Out a Program template. Proposals to terminate graduate academic programs will go to Graduate Council and the Provost's Office. The proposal must include a teach-out plan that considers the following:

- Reason for program(s) termination;
- Nature and number of program(s) affected;
- Dates of program termination;
- Number of students currently enrolled;
- Statistics on students' status and progress toward attaining each program's degree and/or certificate;
- Statistics on resources used to offer the program(s);
- Explanation of how students enrolled in the program will be informed of the impending termination;
- Explanation of how students enrolled in the program will be assisted in completing their program of study with minimal disruption or additional expense;
- Signed copies of teach-out agreements with other institutions, if any are required; and
- Provisions, if any are required, for storing student records, disposition of final financial resources and other assets.

The EPS or Graduate Council and Provost's Office will review the proposal with particular attention to the following:

- the proposal's effects on student recruitment and degree completion, and academic planning and standards;
- the proposal's effects on budgetary, financial, and planning issues.

If the proposal is deemed following this review to be in the best interest of the College, the Chair of the EPS in partnership with the Provost's Office will facilitate faculty review of the proposal in accordance with the Curricular Change Review and Implementation Guidelines and the Faculty Handbook.

If the proposed termination is approved by the faculty and Provost and Dean of the Faculty, the proposal will be forwarded to the Educational Policies committee of the Board of Trustees for consideration and presentation to the Board of Trustees.

### B. Affected Students

For affected students, an academic plan will be developed for each student that enables the student to complete the curricular program requirements within the teach-out period.

- The teach-out period will, typically, not be continued for more than two academic years following the date on which the notice of termination is given to students. Programs will determine, on a case-by-case basis, the necessary length of a teach-out plan within this timeframe.
- Students who do not make adequate progress in their academic plan for teach-out will be advised into another degree-granting program.
- If a course required for the degree is not offered in the teach-out period, students may make arrangements, with the program head's consent, either to take the course at another institution and transfer the credit or to arrange with the program to complete the requirements in some other academically appropriate fashion.
- Students are required to have ongoing contact with their academic advisor-mentor during the teach-out period to ensure that their academic plans are current and consistent with the projected course offering.

## **V. Scope**

Implementation of this policy applies to administration, faculty, and students for all academic programs of Mills College.