

## Teach Out Policy & Procedure for Discontinued Academic Programs

The Academic Affairs leadership may determine that specific academic programs should no longer be included in the University's academic portfolio. Likewise, an academic department may decide that one of its programs no longer belongs in the portfolio.

In such cases, the University is obliged to follow the deactivation and deletion process for academic programs outlined in the Memorandum of Understanding between the AAUP-Utica and the University and included in the Collective Bargaining Agreement.

In the event that a program is discontinued, a teach-out plan must be developed to ensure that students enrolled in the program are able to complete the program.

### Teach-Out Procedure

- The school dean, in consultation with the Provost, will develop a communication plan for students and prospective students informing them of the program's elimination and assuring them they will be able to complete a degree in that program.
- Students enrolled in a program targeted for closure should be/will be provided a clear list of course offerings needed to complete the program, a timeline in which the courses will be offered, and individual student-specific graduation plans.
- The department chair/program director will create the semester course schedules that will allow all currently enrolled students to complete the program in the appropriate amount of time. Courses required for the completion of a major (or a reasonable equivalent) will and must be available to students who wish to complete the major.
- If the department chair/program director does not create multiple year schedules, the school dean will fulfill this responsibility.
- The academic advisor and/or department chair/program director will develop individual plans of study for students enrolled in the program and meet with each student to review these degree completion plans. *A copy of this plan must be shared with the Office of the Registrar.*
- If the advisor and/or department chair/program director does not develop the individual plans of study and meet with the students, the school dean will fulfill this responsibility.
- Failure of students to take required courses when they are offered will not oblige the institution to offer the courses again.
- If students fail a required course, they will have the opportunity to repeat the course provided they are able to complete the course of student by the program's end. Information about repeating a course may be found in the catalog:  
[https://utica.catalog.acalog.com/content.php?catoid=68&navoid=5024&hl=%22repeat%22&returnto=search#Repeating\\_a\\_Course](https://utica.catalog.acalog.com/content.php?catoid=68&navoid=5024&hl=%22repeat%22&returnto=search#Repeating_a_Course)
- Students who are dismissed from, take a leave of absence, or withdraw from the program will be allowed to return *only if the program is still offered and the courses required are still being offered and the returning student is able to complete the courses prior to the*

*teach-out end date.* The Registrar will communicate to that they may not be able to complete their academic major when they return. If a plan of study has been developed, the Registrar will refer students to that plan.