

**Dominican University**  
**Academic Program Termination and “Teach Out” Policy**

*as unanimously approved by the University Curriculum Committee*  
*1 December 2015*

There may come a time when an academic program (including degrees, majors, and certificates) must be terminated due to one or more of the following:

- low enrollment;
- concerns about academic quality;
- financial viability;
- changing University priorities;
- departmental restructuring;
- the requirements of accrediting or other regulatory bodies; or
- alignment with mission.

When this occurs, the University has an obligation to those students currently enrolled to provide a reasonable opportunity to complete their academic programs. This document outlines general policies for “teaching out” terminated programs. In each case, the program administration and faculty will develop a customized plan tailored to the needs of that program’s students.

1. When the University decides to terminate a program, it will promptly notify all members of the faculty, staff and administration who work in or support that program. This includes representatives of supporting departments like the Office of Marketing and Communications and the Registrar’s Office.
  
2. At the time the University decides to terminate a program, it will immediately cease recruiting for that program. Those who recruit, market and/or advise for the program will receive detailed information on the teach-out plan in order to properly advise current and prospective students of their options. Ordinarily, applicants who have been admitted to the program but have not yet started will be advised of the program termination and will have their acceptances revoked. All other pending applicants will be advised of the program termination and encouraged to apply to another University program or to a similar program at another institution. All applicants will have their application fees refunded.

3. All current students, defined as those who have taken courses in the previous two academic years without graduating or being dismissed, are to be promptly notified of the termination. They will also be notified of the timeline and options available to them, as outlined below.

Notification will take the form of an announcement on the University website, a certified letter to the student's official address and an email to the student's dom.edu email account. If students do not respond within 30 days of this notification, program administrators will make three attempts to contact the student by telephone at each telephone number on file.

4. The normal timeline for completion of a teach-out is two years counting from the final date of the term in which the termination decision is made. Depending upon the normal length of time required to complete the program, this period may be longer or shorter.

The timeline of the teach-out will be expressed through its effective terms; the starting point will be the final term in which students are admitted and the end point will be the last term of offering.

In the event that a student is unsuccessful in an attempt to complete the program within this timeframe, the administration and faculty of the program will nevertheless continue to make reasonable efforts to help the student graduate. In the event a student fails to make satisfactory progress, the University will deny further enrollment.

5. In the case of undergraduate programs, those students with fewer than 60 credits at the end of the term in which the termination decision is made will ordinarily be required to transfer into a different academic program. These students will receive prompt academic advising to guide them into an appropriate program.

6. Undergraduate students with 60 or more credits completed by the end of the term in which the termination decision is made, as well as all graduate students will be able to participate in the teach-out. They will receive prompt academic advising on their timeline for completion and course scheduling options. These students will be advised that failing or withdrawing from a required course may prevent them from graduating.

7. Should a student in a terminated program choose to withdraw from the University and apply to another institution, the University will provide one official transcript at no charge unless the student has a transcript hold due to unpaid tuition.

8. Should a student in a terminated program choose to apply to a different academic program within the University, the application fee for that program will be waived.

9. During the teach-out, the administration and faculty of the academic program will take reasonable efforts to monitor students' progress and facilitate their successful completion. In consultation with the University Registrar, the following options may be considered, although only where granting the option will not compromise the academic quality of the program:

- a. running courses, even if below the normal enrollment threshold, perhaps as directed study courses;
- b. allowing independent study courses to satisfy program requirements where relevant;
- c. allowing reasonable course substitutions;
- d. allowing students to complete required courses at other regionally-accredited institutions.

10. Program administrators/advisors will develop individual teach-out schedules for each student. The student will receive a copy of the schedule, and another copy will be maintained in the student file to document student support efforts during the teach-out.

11. In the case of any of the following circumstances, the institution will also be required to submit a written teach-out plan to the Higher Learning Commission for approval:

1. The U.S. Department of Education notifies the Commission of an emergency action, or a limitation, suspension or termination or similar action against the institution;
2. the Commission acts to withdraw, terminate or suspend the status of an institution;
3. the institution notifies the Commission that it intends to cease or suspend operations or permanently close a site where it offers at least 100% of either a certificate or degree program before all students have completed their program of study; or
4. a state licensing or authorizing agency notifies the Commission that an institution's license or legal authorization to provide an educational program in that state has been or will be revoked.