

# ST. PATRICK'S SEMINARY & UNIVERSITY

## Teach-out Policy

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St. Patrick's Seminary intends and expects all its degree and certificate programs to remain viable for long periods of time. Should the Seminary lose its regional accreditation, or a program be deemed no longer viable according to the decision process outlined here, all marketing of the program will be withdrawn and no new students will be admitted to the program. The program will be removed from the next year's academic catalog and relevant institutional web pages will be taken down.

This policy will govern how the Seminary will make every reasonable effort to fulfill its commitments to enrolled students.

Any plan for termination of a degree program will comply fully with the WASC Senior College and University Commission (WSCUC) Teach-Out Policy (<https://wascsenior.app.box.com/s/mq946sr71zn39a1kfrcd>). Hence, the following regulations will apply to all SPSU teach-out plans:

1. Before a program is terminated, the Academic Dean must first conduct a program review that carefully examines the factors limiting the program's viability, including, but not limited to, enrollment trends, requirements dictated by the Catholic Church or other external agencies, difficulty in finding qualified faculty, and financial considerations.
2. If it is determined that the termination, rather than the modification, of the program is the best course of action, the Academic Dean will submit a proposal for termination to the President-Rector. Such a proposal should contain
  - (a) the appropriate evidence and rationale in support of the decision;
  - (b) a timeline and curriculum plan for the full teach-out that complies with the WSCUC Teach-Out Policy referenced above; and
  - (c) a plan to notify stakeholders, including students, internal constituents, such as faculty and staff, and external regulatory bodies (such as WSCUC and the U.S. Department of Education) in a timely manner.
3. Upon approval of the proposal, the President-Rector will forward a recommendation for termination and the teach-out plan to the Board of Trustees. The final decision to terminate the program will be made by the Board of Trustees.
4. Once the decision for termination is approved by the Board, the Seminary will notify WSCUC immediately. The Accreditation Liaison Officer will send the draft teach-out plan to WSCUC and remain in communication throughout the teach-out plan's execution. The Academic Office will monitor the implementation of all aspects of the teach-out plan.

5. Of particular concern is that students be notified in writing of a date for program closure as early as possible or as required by state or federal law. The notice will also include the rationale for termination, as well as any additional costs, if any, related to the program closure.
6. Faculty participating in the program will be notified in writing, as early as possible, or as required by state and federal law, of a date for program closure, as well as the rationale for termination.
7. Students are to be provided a complete transcript and a degree or certificate audit including a clear listing of course offerings needed for program completion along with the timeline in which such courses will be offered. The Seminary will make every reasonable effort to offer the courses needed and/or negotiate transfer agreements when feasible, supporting students through program completion in a timely manner. As individual needs might require, independent study plans may be developed to assure that the students can meet the goals of their degree plans and be able to graduate in as timely a manner as possible. Students will be expected to take the courses required for graduation when offered. Failure of students to take or pass the required courses when offered will not obligate the institution to offer the courses again.
8. All teach-out plans will cease upon the timely completion of the program by the final student eligible for the teach-out plan.