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DEFINITIONS

Teach-out – A teach-out plan identifies the steps to be taken in the event that the University closes or terminates an academic program.

Program of study – degree, major or minor approved and published in the Bethel University Catalog.

POLICY

The University will offer the coursework published in a catalog in force not older than six (6) years prior to the determination to close the program¹. The University may, at its discretion, offer appropriate substitute coursework in place of coursework originally published or offer coursework as directed studies in order that students already enrolled may complete their degrees in a timely manner. Students will not incur additional expense or delays in degree completion so long as they meet the criteria below:

1. The student matriculated and entered the program of study prior to the closure of admission to the program;
2. The student remains continuously enrolled at the university with no more than one term of non-enrollment (see *also* the University's policy on Medical Leaves); and
3. The student meets the academic requirements for the program and remains in good standing continuously. If a student fails to achieve a "C" or better in a required course or a passing grade in a prerequisite course, the University's obligation to the student terminates.

¹ Subject to regulatory bodies and accreditors

PROCEDURE

1. Upon determining to close a program, the University will notify all faculty and staff affected.
2. The Chief Academic and Compliance Officer will notify the Southern Association of Colleges and Schools.
3. A notation will be made in the catalog indicating admission to the program is closed.
4. The University will designate an individual to inform currently enrolled students of the decision. Notification will be in writing.
5. When appropriate, meetings will be held with students to discuss options.
6. Faculty in the affected program will develop a plan to offer the coursework to students in the program. Under certain circumstances, faculty may also advise students of alternative institutions for transfer.
7. In some situations, the University may substitute other academically appropriate courses for courses originally included in the program.
8. When all students in the program have completed the program or otherwise become ineligible, the program will be removed from the catalog.

RESPONSIBLE PARTIES

President, Chief Academic & Compliance Officer, Vice Presidents, Academic Deans, Program Directors

PUBLICATION

This policy shall be published on the University website.