



TEACH OUT POLICY

I. Policy Statement

In the event that California Northstate University (hereinafter “CNU”) or any of its professionally accredited programs lose regional or professional accreditation, and consistent with WSCUC accreditation standards, CNU is committed to teaching out and following through with its educational commitments to its students.

II. Purpose

This policy outlines the process for teach-out in the event that California Northstate University or any of its professionally accredited programs has its accreditation withdrawn, or if the University deems that the viability of a program is unfeasible. Or in the event of a natural disaster that forces the closing of the institution. This policy serves as a basis for the teach out plans for programs and the University.

III. Scope/Coverage

This policy applies to the institution and all of its academic programs.

IV. Procedure

In the event of a teach-out this procedure shall be followed.:

- A. Final teach-out date will be determined by the institution.
- B. All stakeholders will be notified of any change in plans to operate including: students, staff, faculty, administration, and cooperating organizations.
- C. Students will be provided with an individual graduation plan.
- D. Instruction and services will be provided at the same level throughout the completion of the program and qualified students will be able to complete the program.
- E. The teach-out plan will not result in an increase in any additional costs to students beyond any increases already determined by the Enrollment Agreements students signed upon entering the program
- F. Courses required for the teach-out plan will be provided on the current campus unless the campus has been rendered unusable by fire, flood, natural disaster or such other health and safety reason. In this case, an alternate location will be identified by CNU for completion of the teach-out plan including partnering with other institutions.
- G. CNU will make every attempt to retain continuous employment of the faculty and staff until the required course work is completed pending closure.
- H. Arrangements will be made to ensure that graduates of CNU programs have access to their



transcripts and records both immediately before and after closure.

V. Monitoring Program Viability

- A. Numerous factors can affect the viability of a program. These can include but are not limited to: (a) lower than expected enrollments; (b) a softening of the job market; (c) difficulty in finding qualified faculty.
- B. CNU will monitor the following:
 - a. Enrollment patterns and its competitor institutions in similar recruiting areas
 - b. Employment needs in the industry on an annual basis
 - c. The number of graduating students in specific degree areas in relation to employment needs.
 - d. Financial results compared with budget expectations
- C. Should any of the above indicate a need for modified projections, the university or program will adjust for its ongoing effectiveness and viability. The Board of Trustees shall be notified of any areas of concern and will decide the need for or timing of implementing a teach-out plan.
- D. A decision for termination of a program where teach-out would occur may be made when:
 - a. Enrollment over a two-year consecutive period has substantially failed to meet the target; and/or
 - b. The combination of the reduction in expenses coupled with an inability to raise additional capital fails to prevent increasing operating losses; and/or
 - c. Students cannot be provided with a sustained, high quality educational program.
- E. If the decision is made to cease operations of a program, the following steps will be taken:
 - a. All marketing materials and advertising for the program or college will be cancelled/withdrawn.
 - b. Recruitment for the program and/or college under the teach-out policy will cease.
 - c. New students will not be admitted.
 - d. The University will provide a schedule to offer all courses needed by students to complete the program in a sequence that will enable them to complete their programs in a reasonable time. Students will be expected to take the courses required to complete their programs when offered. Failure of students to take required courses when offered will not obligate the institution to offer the courses again.
 - e. In the second year following the decision, the expenses in the budget will be



minimized by reducing faculty, and reduction or elimination of the admissions function.

- f. Students who fall out of sequence in their program as a result of course failure may retake the failed course only if it continues to be offered at the University and the student can still complete the retaken course prior to the teach-out end date.
- g. Students who fail to make satisfactory academic progress and are dismissed from the program following an appeal, or failure to make an appeal will lose their right to benefit under the teach out policy.
- h. Students who are dismissed, take a leave of absence after the announcement of the teach out, or withdraw from the program will be allowed to return only if the program is still offered and the courses required by the student for completion of the program are still offered and the returning student will be able to complete those courses prior to the teach-out end date. The student must file an appeal to re-enter the program.
- i. In the third year following the decision, the expenses in the budget will be reduced by the elimination of faculty where possible, and a reduction in faculty development dollars.
- j. In the fourth year following the decision to cease operations, a skeletal staff will be in place to handle the transition and closing including: transfer of records and transcripts, sale of assets (if required), accounting including closing the books and a final audit. In addition, career services staff will be available to assist those graduates who have not found placement or further graduate education opportunities.

- VI. All CNU subchange proposals for new programs will include a teach-out plan consistent with this policy.
- VII. CNU maintains a financial reserve for teach-out plans.
- VIII. This policy will be made publicly available to all CNU students.
- IX. California Northstate University will notify WSCUC immediately if the Board of Trustees determines that a teach out of the institution or any of its programs must implement a teach-out.
- X. California Northstate University will notify BPPE within 30 days prior to the closing of a program in the event of a degree program closure or the closure of the institution. becomes necessary.

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