



## The American University of Kurdistan Policy of Teach-Out

Policy Number: AS037  
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### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This policy provides a framework for a teach-out plan and those procedures required in case AUK faces any circumstances that might lead to voluntary or involuntary closure of any of its academic programs. This policy is developed to assure that students who have begun degree programs can either complete their program or change to a mutually agreed course at no disadvantage.
- c. **Scope:** This policy applies to the Institution and all of its academic programs.

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Provost
- c. **Responsible Office:** Office of the Provost
- d. **Policy Contact:** Provost

### **III. DEFINITION**

A Teach-out plan is a written plan that AUK will develop in case it decides on the closure of any of its academic programs, voluntary or involuntarily, before all students have completed their program of study.

### **IV. POLICY STATEMENT**

This Policy addresses the responsibility of the American University of Kurdistan to make necessary arrangements for students to complete their academic programs in cases where any academic program discontinued.

### **V. POLICY PRINCIPLES**

- Teach-out plans and agreements, including a communications plan, must have final approval at least 90 days prior to the intended date of announcing the program closure. Delayed approvals will result in a delay in both announcing the program closure and the final day of the teach-out.
- Teach-out plans must be consistent with all requirements and expectations of external agencies, including any relevant licensing or accrediting bodies.
- Any decision to close a degree program must also include ceasing to admit students to the program.
- Before closing any degree program, the College or Department must create a teach-out plan for currently enrolled students and closes the program after they complete their programs.
- The teach-out policy will not raise any costs to the students.
- All stakeholders must be informed of any changes to operating, including students, faculty, staff, administration, and cooperating institutions.
- Students who withdraw or are dismissed from the program or on leave of absence after the teach-out has been announced may appeal to re-enter the program only if the courses they require to complete the program are available in the disclosed course schedule and can be completed before the teach-out end date. Re-entry into a teach-out program is not guaranteed and is at the final approval of the academic dean.
- Arrangements will be made to ensure that graduates have access to their transcripts and records after the program closes.
- The University is not obligated to retain full-time faculty members explicitly hired for the closed program and/or the teach-out plan.

## POLICY – Teach-Out

- Full-time faculty currently working in a program that is moving to teach-out remain subject to the guidelines and policies of the Faculty Handbook.

### **VI. POLICY PROCEDURES**

The Dean of the closing degree program prepares an initial report describing the cause for the program closing decision and submits a detailed report to the Provost. This report must include the following regarding the closing program:

- The rationale behind closing the program, including enrollment trends, sustainability of revenues and expenditures, faculty availability issues, graduates' employment prospects.
- FTE for all relevant faculty and staff.
- Academic status and progress for all enrolled students.
- Suggested graduation path for each enrolled student.
- Provisions for storing student records.
- Timeline of communications and other teach-out events.

Some or all of the following:

- Financial analysis
- Enrollment analysis
- Academic analysis

The Provost will bring the program closing report to be discussed in the Academic Council for review and approval.

The Provost may consult relevant administrative offices as part of this approval process. After obtaining the Academic Council's approval of program closure, the Council will recommend the program closure to the University's Cabinet along with all needed details, and will work to attain any other required approvals.

After the University Cabinet, final approval of the program closure and approval of the teach-out plan will be the responsibility of the Board of Trustees.

The College will create a communications plan to notify currently enrolled students about the rationale necessitating the program closure and the process by which they can still complete their degrees. Furthermore, the communications plan will address the needs of alumni of the program being closed.

The Provost's Office will notify relevant administrative departments about the program closure and the teach-out plan or agreement (Admission, Recruitment, Registration, Scholarship, Financial aid, Finance, Communication, etc).

## POLICY – Teach-Out

The following must be addressed in all proposed teach-out plans:

- Establishment of the date(s) by which all recruitment, communication, and program advertising materials will be withdrawn and deleted.
- Determining the date by which recruitment and admissions for the teach-out program ceases.
- The Dean/Chair of the teach-out program conducts an auditing process to decide what courses and other activities students currently enrolled need to complete their programs.
- With the assistance of the Registrar, the Dean/Chair of the closed program must prepare a schedule of courses that must be offered during the teach-out period to ensure that all students can complete their programs in a proper sequence.
- In some cases, it may be essential to adjust program requirements (e.g., including self-study courses or other alternatives) to enable the students to complete their programs. However, in these cases, the learning objectives and credit-hour requirements must be equivalent to those of the original degree program.
- Identifying the date by which the teach-out process will end.
- The Dean/chair of the program must determine the required faculty resources and academic support during the teach-out period.
- A College/Department is not obligated to accommodate students who fail to take required courses when offered under the teach-out plan or who do not receive passing grades in courses taught under a teach-out plan beyond the formal end of the teach-out period.

## VII. POLICY HISTORY

- a. **Approved by:** Board of Trustees
- b. **Adopted:** May 28, 2023