

## **Azusa Pacific University Teach-Out Policy**

Policy Title: Termination, Disestablishment, and Discontinuance of Academic Programs and Academic Units – Approved by APU Academic Cabinet 02-11

Context:

Sound academic and fiscal planning requires that consideration be given to strengthening academic program by terminating units and programs for which there is decreased long-term need or which cannot reasonably be expected to reach or maintain the level of quality expected in the University, or from which resources must be withdrawn to support higher priority programs.

The decision to transfer, consolidate, disestablish or discontinue an academic unit or program should be founded on considerations as careful and thorough as those for establishment of the same. For the most part the same issues need to be examined, and the same academic approval system/stakeholders should have the opportunity to participate consistent with the traditional system of shared governance in which the Academic Cabinet has the responsibility for approving the initial plans and budget for academic programs, faculty governance for evaluating the quality of courses and curricula, and the administration has the responsibility for allocating resources and determining administrative organization. This policy is intended to further this concept of shared governance and to aid in the development of explicit and well-understood procedures for such consolidations and or disestablishing academic units and discontinuing academic programs.

1. It is the responsibility of faculty governance (e.g., program review) and the Academic Cabinet to judge program quality and academic value and the responsibility of the administration to decide on administrative organization and on the allocation and use of resources.
2. Procedures for program feasibility shall be developed by the Academic Cabinet with input from the chairs and program directors.
3. For purposes of this policy, academic units are departments. An academic program consists of a sequence of courses leading to a degree; it does not include a concentration within a major. Changes in such concentrations within a major, which may prompt transfers of individual students, are not required to conform to this procedure.
4. The written procedures shall be based on the following considerations:
  - a. Prior Review
    - i) A decision to transfer or consolidate, to disestablish or discontinue an academic unit or program shall normally be preceded by a regular or ad hoc review of the unit or program conducted by a program director, department chair, dean, a program review committee, or the Academic Cabinet.
  - b. Consultation

i) Broad consultation, including faculty and students who are affected by the proposed change, is essential. Peer review from outside the University in judging academic quality should take place whenever possible.

ii) If the unit or program being considered for transfer, consolidation or termination is unique in the University; the President shall be consulted early in the process.

#### c. Phase Out

i) Arrangements shall be made for the orderly and appropriate transitions of academic and staff employees whose positions are affected by a decision to disestablish or discontinue or to transfer to another campus within the APU system, or to combine with another program or programs. These arrangements shall be in accordance with existing personnel policies to the extent that they are adequate for each specific decision.

ii) Arrangements will be made to teach out the remaining courses needed by students in the most efficient manner possible after a review of students' degree audits, and/or the university will shift the appropriate curricula to another Azusa Pacific school, allowing students to finish their degree requirements, or students will be provided other elective options.

Students will be notified of the change with at least one semester's notice and, if appropriate, will be given an opportunity to choose the most efficient method of finishing their studies within an established time period.

#### d. Decisions

i) The final decision on the disestablishment of schools and colleges and Degrees are made by the governing board on the recommendation of the President.