



## **Program Discontinuation/ Teach Out Policy**

Claremont Lincoln University regularly reviews its degree programs to ensure that those programs meet student and University expectations. On occasion the University will determine after a formal review that a program is not meeting those expectations and is no longer viable in the marketplace. In such a circumstance, no new students (including former students desiring to re-enroll) will be admitted to the program. The University will honor its commitment to graduate in a timely manner all students who remain continuously enrolled in the program.

The University's review of a program and any decision to discontinue a program must comply fully with the requirements of the University's accrediting body WASC Senior College and University Commission (WSCUC), as set forth in the WSCUC Teach-Out Policy. The following guidelines govern the termination of a University program and the development of a teach-out plan for such a program:

1. The VP of Academic Affairs must first conduct a program review that carefully examines potential factors limiting the program's viability, such as, but not limited to, demographic shifts, employer needs or demands, external agency requirements, enrollment trends, or financial considerations.
2. If it is determined that termination of the degree program, rather than some other action to revise the program, is the best course of action, the VP of Academic Affairs will submit a proposal for program termination to the President for deliberation and action. Such a proposal should contain the appropriate evidence and rationale in support of the decision; a timeline and curriculum plan for the full teach-out; and a plan to notify stakeholders, including students, internal constituents, and external regulatory bodies (e.g., U.S. Department of Education, WSCUC).
3. Students and prospective students will be notified in writing, as early as possible, of a date for program closure, the rationale for termination, as well as any additional costs, if any, related to the program closure. If a prospective student is scheduled to enroll in the program, the prospective student will be offered the opportunity to enroll in a different program, and if the prospective student does not want to enroll in another program offered by the University, a full refund.
4. Faculty participating in the degree program will be notified in writing, as early as possible, of a date for program closure, as well as the rationale for termination.
5. Students currently enrolled in the program will be provided a clear list of course offerings needed for program completion, a timeline in which such courses will be offered and an individual student-specific graduation plan. For a reasonable period of time, the University will offer

currently enrolled students the courses needed to complete the program and support those students through program completion in a timely manner. The University will counsel a student on the options for switching programs and graduation if the student drops or fails a class and, as a result, cannot finish the program because there is no opportunity to re-take the class. As individual student needs might require, independent study plans may be developed to assure that the students can meet the goals of their graduation plans and be able to graduate in as timely a manner as possible.