



American
Jewish
University

American Jewish University Teach-Out Policy

I. Introduction

The Western Senior College and University Commission (WSCUC) 2019 Teach-Out Plans and Agreement Policy states that accredited institutions must submit a teach-out policy to the Commission in the following cases:

1. The Secretary of Education notifies WSCUC that the Secretary has initiated an emergency action against an institution in accordance with Section 487(c)(1)(G) of the Higher Education Act (HEA) or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA, and that a teach-out plan is required.
2. WSCUC acts to withdraw, terminate, or suspend accreditation or candidacy of the institution.
3. The institution notifies WSCUC that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program.
4. A state licensing or authorizing agency notifies WSCUC that an institution's license or legal authority to provide an educational program has been or will be revoked.
5. When in WSCUC's judgment, an institution lacks sufficient resources to operate in accordance with the Commission's standards or any time WSCUC determines that a teach-out plan is appropriate to safeguard the interests of students.

In the event that any of the above-listed criteria are met, AJU will, in accordance with WSCUC guidelines, submit to the Commission for review (with the aim of swiftly initiating) its Teach-Out Policy. The overarching goal of this policy is the smooth, equitable, and transparent cessation of Program(s) or University (hereafter referred to as "academic entity" or "entity") operations, with deference to all that entity's constituents (students, faculty, and staff).

II. Implementation

The following steps will be taken:

1. The head of the closing academic entity (i.e. the Deans for the undergraduate and graduate Schools, and/or the Chief Academic Officer in the event of a University-wide closure) will draft an initial report detailing the rationale for the decision, which will be approved by the closing School's Steering Committee¹ before being submitted to the Academic Senate's Committee on Academic Affairs (CAA) by the Dean. This report will necessarily include the following information:
 - a. Proposed Date of entity cessation
 - b. Rationale for entity's cessation, including some or all of the following:
 - i. Financial analysis
 - ii. Enrollment analysis
 - iii. Academic analysis
 - c. FTE for all relevant faculty
 - d. FTE for all relevant staff
 - e. Record of each student's current academic status/progress
 - f. Proposed graduation path for each enrolled student
 - g. Plans for entering into Teach-Out Agreements with local, accredited institution(s), if necessary
 - h. Provisions for storing student records
 - i. Timeline of communications and other teach-out events (e.g. deadlines for student decisions)
2. The CAA will review the entity's report for both quality and clarity before taking one of two actions: A) requesting additional information and/or revisions to the report; or B) submitting the report, along with a recommendation for or against approval, to the Academic Senate.

¹ In the event of a University-wide closure, the Chief Academic Officer's report will go directly to the Academic Senate's Committee of Academic Affairs (CAA).

3. In the event that the Academic Senate votes to approve the entity's report, the Senate Chair will submit the report to the President for a final decision.
4. In the event that the President authorizes the entity's closure, the President's Office and the CAA will coauthor a Report Summary, to be distributed to the broader University community.
5. All affected students, faculty, and staff (i.e. those enrolled, teaching, or working in the closing entity(/ies)) will be notified in writing of the closure according to the timeline presented in the report, and, when possible, will meet with their advisors/supervisors to discuss the contents of the Report Summary.
6. The University/academic entity will generate a graduation path for each of its students, according as closely as possible to the proposals made in the report and working to ensure that all students' academic/degree goals are met.
7. In the event that the proposed termination date falls before the prospective graduation, the entity will make all reasonable efforts to arrange one or more Transfer Agreements with one or more local, accredited institutions, such that students may still graduate within a reasonable timeframe, incurring no or minimal costs associated with transferring.