



## Teach-Out Policy

### Definition of Teach-Out

**Institutional Teach-Out:** American Jewish University (AJU or the University)'s accreditor, the WASC Senior College and University Commission (WSCUC or the "Commission") defines a teach-out as, "a process during which an institution, or institutional location that provides 100% of at least one program, engages in an orderly closure or when another institution provides an opportunity for the students of a closing institution to complete their program, regardless of their academic progress at the time of closure." (WSCUC, 2020).

**Programmatic Teach-Out :** For purposes of this policy, a teach-out also includes a process during which an AJU academic program engages in an orderly closure or when another institution provides an opportunity for the students of a discontinued AJU program to complete their program, regardless of their academic progress at the time of the program closure.

As explained in this policy, AJU will develop a written teach-out plan to provide for the equitable treatment of students and orderly closure, in the event of an institutional or programmatic teach-out.

### I. Circumstances Requiring WSCUC Approval of a Teach-Out Plan

AJU is required to submit a Teach-Out Plan to WSCUC for approval upon the occurrence of any of the following circumstances:

1. The Commission places AJU on probation or issues a show-cause order;
2. AJU notifies WSCUC that it intends to cease operations entirely or close a location that awards 100% of at least one program, including if the location is being moved and would be considered by the US Secretary of Education (the Secretary) to be a closed school;
3. When, in the Commission's judgment, AJU lacks sufficient resources to operate in accordance with the Commission's Standards or any time it determines that a teach-out plan is appropriate to safeguard the interests of students;
4. The Commission acts to withdraw, terminate, or suspend the accreditation of AJU;



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5. A state licensing or authorizing agency notifies WSCUC - typically by email with an official letter attached, and only rarely by phone or physical mail - that AJU's license or legal authorization to provide an educational program has been or will be revoked;
6. The Secretary notifies WSCUC - typically by email with an official letter attached, and only rarely by phone or physical mail - of the occurrence of any of the following events concerning AJU's participation in Federal Student Aid Programs under Title IV of the Higher Education Act (HEA):
  - I. AJU is participating in Title IV, HEA programs under a provisional program participation agreement, and the Secretary has required a teach-out plan as a condition of participation;
  - II. The Secretary has placed AJU on the reimbursement payment method under Section 34 C.F.R 668.162(c) or the heightened cash monitoring payment method requiring the Secretary's review of the institution's supporting documentation under 34 C.F.R 668.162(d)(2);
  - III. The Secretary has initiated an emergency action against AJU, in accordance with section 487(c)(1)(G) of the HEA, or an action to limit, suspend, or terminate AJU 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; or
  - IV. AJU's independent auditor expresses doubt with the institution's ability to operate as a going concern or indicating an adverse opinion or a finding of material weakness related to financial stability.

### **II. AJU's Interaction with WSCUC During a Teach-Out**

In the event that any of the above-listed circumstances detailed in Section I. are met or in the event of a natural disaster that forces the closing of the institution, AJU will send, as soon as possible, a teach-out plan to its WSCUC Vice President liaison for review and approval. AJU is expected to engage in ongoing communication with WSCUC after initial notification and teach-out plan approval. This includes providing periodic status reports, including updates about the number of students successfully contacted in each closing program, updates regarding the signed teach-out agreements with other institutions (as



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applicable), and updates to the number of students with confirmed plans for completion of programs and graduation.

WSCUC does not review or approve teach-out plans for discontinued programs unless it is part of an institutional closure. Notwithstanding, consistent with WSCUC's Substantive Change Manual, AJU will develop a teach-out plan for any programs that are discontinued and will report these closures in its WSCUC annual report.

### III. Purpose and Scope/Coverage of Teach-Out Plan

#### 1. Purpose

This policy outlines AJU's process for developing teach-out plans. The overarching goal of this policy is to ensure compliance with WSCUC requirements and the smooth, equitable, and transparent cessation of the institution, its campus locations, and/or academic degree program(s) while focusing on careful and thoughtful planning and respect for all of AJU's constituents (students, faculty, and staff).

#### 2. Scope/Coverage

This policy applies to American Jewish University's degree programs and to its locations that award 100% of a degree program.

### IV. Teach-Out Plan – Proposal Process for Closures

Prior to the closure of AJU, an AJU location that offers 100% of a degree program, or the discontinuance of any AJU academic degree program, an institutional or programmatic review shall first be conducted. Consistent with AJU's Bylaws and Faculty Handbook, this process shall follow established lines of authority and shared governance responsibilities between the Board, administration, and faculty.

#### 1. Institutional Review:

In the event that institutional viability concerns arise, the following steps will occur in numerical order:

- I. AJU's Board of Directors will initiate an institutional review process, which may—but need not—include an external review. This review will examine factors such as demographic trends, regional or professional shifts, regulatory or accreditation requirements, enrollment patterns,



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and financial considerations that may affect the overall viability of the University or a University location.

- II. Following the completion of this review, the Academic Faculty Senate in accordance with the Faculty Handbook and University Bylaws. The Faculty Handbook provides that, in the event of a teach-out, consultation shall occur with the Committee on Academic Affairs (CAA) of the Faculty Senate. Consistent with established practice, the CAA shall conduct its review and forward its recommendation to the full Faculty Senate for final consideration and action. The Academic Faculty Senate shall provide its formal input and recommendation within four (4) weeks. The Faculty Senate's recommendation shall be documented and incorporated into the institutional review materials.
  - III. The President and Provost shall provide their administrative input and recommendation, taking into account the findings of the initial institutional review and the documented feedback from the Academic Faculty Senate. Their recommendation shall likewise be included in the materials submitted to the Board of Directors.
  - IV. Upon receiving all materials, the Board of Directors shall have eight (8) weeks to review the complete set of recommendations and determine whether to proceed with institutional closure or closure of a location that offers 100% of an academic program. The Board holds ultimate authority for institutional closure. A teach-out plan will be developed only following an affirmative vote by the Board to close the University or such a location.
2. Programmatic Review:
- I. The President or the Provost and Chief Academic Officer will initiate a formal review process, which may—but need not—include an external review. This review will examine factors such as demographic trends, regional or professional shifts, regulatory or accreditation requirements, enrollment patterns, and financial considerations that affect the viability of the degree program and will form the foundation of any possible recommendation.
  - II. The administration shall consult with the Academic Faculty Senate, in accordance with the Faculty Handbook and University Bylaws. The



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Faculty Handbook provides that, in the event of a teach-out, consultation shall occur with the Committee on Academic Affairs (CAA) of the Faculty Senate. Consistent with established practice, the CAA shall conduct its review and forward its recommendation to the full Faculty Senate for final consideration and action. Review and action by the full Faculty Senate shall constitute the standard and controlling procedure. This consultation, to be completed within four (4) weeks of the conclusion of the formal review, must occur before any recommendation regarding discontinuing a degree program can move forward. The Faculty Senate's input and recommendation must be formally documented and included in the packet of materials to be submitted to the Board of Directors.

- III. The President shall prepare and submit the final administrative recommendation—taking into account the review findings and the Faculty Senate's documented feedback—regarding the potential discontinuance of the degree program to the Board of Directors. This step shall also be completed within four (4) weeks following receipt of the Faculty Senate's recommendation.
  - IV. The Board shall review the complete set of materials and vote on whether to discontinue the degree program. The Board's review and vote shall occur within eight (8) weeks of receiving the President's recommendation. The Board holds ultimate authority for approval, and no degree program may be closed without an affirmative vote of the Board.
3. **Review Outcome:**  
Following an institutional or programmatic review, the Board of Directors shall make the final decision regarding institutional or programmatic closure and approve any required teach-out plan. The teach-out plan shall comply with accreditation and regulatory requirements and be implemented by AJU leadership.

### **V. Teach-Out Plan Requirements**

Teach-Out Plans for the institution shall include items 1-12 below. Teach-Out Plans for an AJU campus location that offers 100% of a program or the discontinuance of any academic



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program shall include items 1-5 and 7-12 below. Teach-Out Plans shall meet the requirements of the WSCUC Teach-Out Plans and Agreements Policy.

1. Background: AJU will provide background information that includes the following:

- I. Rationale for the closure decision:

AJU will provide a brief narrative that will describe the circumstances and efforts made to remediate the issues that led to the final decision to close.

- II. Description of decision to:

- i. Teach-out students prior to closure, or
- ii. Enter into a teach-out agreement with another institution, or
- iii. A combination of both.

- III. Descriptive statistics including:

- i. Enrollment by degree program and non-degree certificate program
- ii. Full-Time Equivalent (FTE) of faculty (full time/part time)

2. FTE of staff (full time/part time)

3. Plans and options for students (currently enrolled and inactive or on leave)

AJU shall make every reasonable and good-faith effort to identify and provide academic completion plans for each student based on their academic standing. These plans may be tailored to meet the specific academic needs and progress of each student toward completing their degree or program requirements. The plans may include, but are not limited to, a detailed narrative outlining available options for students to complete their program. These options may include continuing their studies at AJU or transferring to other institutions with which AJU maintains formal agreements, as appropriate. Furthermore, AJU shall ensure that any program offered at a receiving institution is, to the extent practicable, comparable to the original program in terms of academic content, structure, scheduling, accreditation,



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and overall stability, such that all commitments initially made to students upon entering AJU will be honored. This assessment, along with any supporting documentation, may be included in the student's academic completion plan, where applicable.

### I. Conservative Rabbinic Ordination

The University recognizes that rabbinic ordination within the Conservative/Masorti Movement is administered by the Rabbinical Assembly and is not subject to oversight by academic accrediting or governmental regulatory bodies. Accordingly, rabbinic ordination is distinct from the University's accredited academic programs.

The University recognizes that students who enroll in the rabbinic studies degree program do so with the intention of receiving rabbinic ordination within the Conservative Movement. The University also recognizes that rabbinic ordination requires meeting the standards set by the Rabbinical Assembly or the Conservative/Masorti Movement. Therefore, any teach-out plan, individual or otherwise, for rabbinic students must ensure that students receive the required academic and professional preparation to achieve the goal of ordination as Conservative rabbis.

### 4. Plans and options for faculty (full time and part time)

AJU shall comply with and implement the guidelines and protocols set forth in the American Jewish University Faculty Handbook.

### 5. Plans and options for staff (full time and part time)

AJU will arrange for continuation of those staff members who will be needed to advise students, carry out the work of the institution, location, program, etc., up to the closing date. In the event that staff members find new positions, AJU will accept their early resignations and will seek to ensure employment end dates that do not disrupt student education or services.

### 6. Academic transcripts and financial aid records

- I. Provisions for identifying a receiving institution or entity for records, if applicable



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- II. Arrangements with state authorizing bodies for transfer of student records, if applicable
7. Governing board financial and legal obligations

AJU will provide a narrative description of the rationale for the closure date and how it was determined as well as notice of the formal vote by the AJU Board of Directors to close the institution, campus location, or program(s).

  - I. Rationale for closure date
  - II. Disposition of assets, if applicable
  - III. Description of funding or escrow arrangements to cover the cost of implementing the teach-out plan, such as record retention and transcript services, student advising, and events or communications to inform students about their options.
8. Notification/communication plan
  - I. Student communication

AJU will describe its communication plan for promptly notifying students of the intention to close the institution, a campus location and/or program(s) and will keep them apprised of the details and developments in the process to ensure minimum disruption to complete their programs.
  - II. Staff and faculty communication

AJU will describe its communication plan for promptly communicating the decision to close the institution, a campus location and/or program(s) with staff and faculty. This includes how the institution will work collaboratively with affected staff and faculty, as well as timely and detailed information for all involved as it becomes available to assure minimal disruption.
  - III. Public communication



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AJU will describe the institution's plans for communicating with the public including the methods and language used.

- IV. Coordination with other accrediting bodies
- V. Coordination with state authorizing bodies
- 9. Timeline of teach-out events.

AJU will provide a detailed timeline of events associated with the teach-out, showing when communications will go out to students, faculty, staff, and the public, dates when students must complete graduation plans, and dates when students need to agree to transfer to a receiving institution or make their own arrangements.
- 10. Consideration of requirements of programmatic or specialized accreditors, if applicable
- 11. Consideration of requirements of professional licensure and certification bodies, if applicable
- 12. As applicable, teach-out, transfer and articulation agreements with receiving institutions that meet the requirements for WSCUC Teach-Out Agreements. AJU will provide a brief narrative description of the arrangements and decisions associated with the teach-out agreements. This will include a sample teach-out agreement with the receiving institution, as applicable.
  - I. WSCUC defines a teach-out agreement as “a written agreement between two institutions when the institution, or a location of an institution that provides 100% of at least one program, ceases to operate before all students have completed their programs of study.”
  - II. WSCUC may require AJU to enter into a teach-out agreement with one or more institutions as part of its teach-out plan. If a teach-out agreement is to be prepared, AJU shall review the WSCUC Teach-Out Plans and Agreements Policy to ensure any teach-out agreement meets the criteria necessary for Commission approval.



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- III. For purposes of an institutional teach-out plan, AJU must submit any teach-out agreement to the WSCUC for approval prior to its implementation. The submission must include documentation that demonstrates the receiving institution is accredited or pre-accredited and its accreditor has approved the agreement and determined that the receiving institution has sufficient capacity to carry out the teach-out. The review and approval of the teach-out agreement by WSCUC are overseen by the WSCUC Vice President liaison for AJU.