



University Teach Out Policy

SCOPE

This policy applies to administration and faculty in all programs of Washington Technology University.

POLICY STATEMENT

The decision to close a degree program requires substantial planning and careful consultation with all those affected. Every effort should be made to inform everyone affected as fully as possible about the conditions leading to a decision of such importance, and all available information should be shared. As the immediate interests of current students and faculty are most directly affected, their present and future prospects require sensitive and timely attention and involvement. The university teach-out policy aims to protect the interests of students and faculty and to satisfy the requirements established for the university by the Washington Student Achievement Council (WSAC).

DEFINITIONS

Teach-out Period: The period starting the date on which the Board of Trustees determines that a program or programs at Washington Technology University will be discontinued and ending when all students enrolled in the academic program/s have completed their studies at Washington Technology University or have transferred to other colleges or universities.

POLICY

If the Board of Trustees determines that WTU should need to discontinue one or all programs at Washington Technology University:

1. WTU will continue to provide the necessary resources and support to the academic leadership, faculty, and academic services staff in meeting all academic requirements.
2. The Administration, Academic Director, and Faculty of the university will continue to adhere to and remain accountable for complying with WSAC expectations while the university completes the teach-out.
3. The university administration will provide direct support and adequate resources to the current faculty in fulfilling their responsibilities and duties until all students enrolled in the academic program/s have completed their studies.
4. As soon as the decision is made by the Board of Trustees, the university will maintain open communication with all currently enrolled students. These students will be informed about the status of the program and be able to address concerns to the Academic Director, Vice President, and/or President.

5. At the point of decision being made, the university will stop advertising for, recruiting, or admitting additional students into any academic program. Currently enrolled students will continue to receive academic instructions under the curriculum plan that is currently in place.
6. The Academic Director, Registrar, and the Core Curriculum Faculty at Washington Technology University will discuss the possibility that students may express an interest in transferring to an academic program at nearby colleges or universities. Washington Technology University will develop collaborations with nearby colleges and universities, such as Bellevue Colleges, Seattle College System, Seattle University, and Seattle Pacific University, for the feasibility of transfer. Washington Technology University will provide assistance to facilitate the transfer process should the students currently enrolled desire to transfer to another college or university.
7. During the teach-out period, Washington Technology University will continue to maintain and enforce WTU academic and student conduct policies, including but not limited to those relating to dismissal, progression, and graduation. Students will continue to follow academic policies and procedures, conduct evaluation of teaching effectiveness, evaluation of faculty, courses, learning resources as well as evaluation of programs.
8. During the teach-out period, Washington Technology University will maintain enough qualified faculty members to continue to meet the instructional needs of the program.
9. Documentation of faculty qualifications, licensure, continuing education, and evaluations will be maintained in accordance with existing institutional practice.
10. Faculty will continue to implement evaluation methods and utilize tools in place to measure students' learning performance and progression toward graduation. The program curricula will remain current and available for review.
11. During teach-out period, all academic, personnel, and regulatory records will be securely maintained to prevent any loss, destruction, or unauthorized use. All records will be maintained for five years and will remain accessible to those with an authority to access.
12. During the teach-out period, the University will ensure compliance with the State of Washington regulations for degree-granting institutions, and accreditation standards.