

UC Berkeley Professional Programs Teach-out Plan

The UC Berkeley Teach Out Plan aims to satisfy the requirements established by the California Commission on Teacher Credentialing and, more importantly, to protect the interests of students should cessation of operations or closure of at least one academic program occur. Once a decision is taken, UCB will engage the option of either developing a teach-out plan or executing a teach-out agreement and will inform affected parties about the causes and consequences of its actions. In all instances, careful consultation and coordination with affected student constituencies will occur to address their current and future interests in a sensitive and timely fashion.

Any proposal for the termination an academic program must include a teach-out plan that considers the following:

- Reason for program(s) termination;
- Nature and number of program(s) affected;
- Dates of program termination;
- Number of students currently enrolled;
- Statistics on students' status and progress toward attaining each program's degree and/or certificate;
- Statistics on resources used to offer the program(s);
- Explanation of how students enrolled in the program will be informed of the impending termination;
- Explanation of how students enrolled in the program will be assisted in completing their program of study with minimal disruption or additional expense;
- Signed copies of teach-out agreements with other institutions, if any are required; and
- Provisions, if any are required, for storing student records, disposition of final financial resources and other assets.

The proposal will be reviewed by the Graduate Division or the appropriate undergraduate personnel with particular attention to the following:

- the proposal's effects on student recruitment and degree completion, and academic planning and standards;
- the proposal's effects on budgetary, financial, and planning issues.

For affected students, an academic plan will be developed for each student that enables the student to complete the curricular program requirements within the teach-out period. The teach-out period will, typically, not be continued for more than two academic years following the date on which the notice of termination is given to students. Programs will determine, on a case-by-case basis, the necessary length of a teach-out plan within this timeframe.

Students who do not make adequate progress in their academic plan for teachout will be advised into another degree-granting program.

If a course required for the degree is not offered in the teach-out period, students may make arrangements, with the program head's consent, either to take the required course at another institution and transfer the credit or to arrange with the program to complete the requirements in some other academically appropriate fashion.

Students are required to have on-going contact with their academic advisor/mentor during the teach-out period to ensure that their academic plans are current and consistent with the projected course offerings.