

KWALITEITSBESTUURSTELSEL / QUALITY MANAGEMENT SYSTEM

D.12(1)

**TITEL / TITLE: BELEID: "TEACH-OUT"
POLICY: TEACH-OUT**

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Date: 01 September 2022	Date: 01 September 2022
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Signatures	

Revision Record

Previous Version Nr.	D12	Last Review	21 Augustud 2017
New Nr.	D12(1)	Approved	01 September 2022
Hersien/Reviewed:	Julie 2022	Approved	01 September 2022

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1. PURPOSE

The decision to close a program, course or instructional site 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 staff are most directly affected, their present and future prospects require sensitive and timely attention and involvement. The purpose of this Teach-out Policy is to protect the interests of the College, students and staff and to satisfy the requirements established during this process.

2. SCOPE

This policy is applicable to all registered students and staff in all the programmes of Hugonote Kollege.

3. REFERENCES

- Hugonote Kollege Staff Policy

5. PRINCIPLES

5.1 In any of the following events, the College will act according to the approved Teach-out Plan:

- If the College ceases operations entirely or close an instructional site where at least one educational programme is offered;
- When the Council for Higher Education or the relevant regulating authority terminates the accreditation or the candidacy of the College;
- When a licensing or authorizing agency notifies the College that the institution's license or authorization to provide an educational programme has been or will be revoked.

More specifically, if the College decides to close an educational Program, course or instructional site, or the entire institution, one of the following options must be followed:

- Execute a Teach-out plan. The Teach-out option occurs when the institution “teaches out” currently enrolled students; no longer permanently admits students to programmes; and terminates the educational programmes, courses, the operational at an approved instructional site or the operations of the College.
- Develop and implement a Teach-Out Agreement. The Teach-out Agreement option occurs when the institution enters into a contract with another institution or organization to teach-out the educational programmes or courses.

5.2 Teach-out Plans and Teach-out Agreements must be approved by the Board of Directors of Hugonote Kollege in advance of implementation. To be approved, a teach-out plan must include the following information:

- Dates of termination and closure;
- An explanation of how affected parties (students, staff, etc.) will be informed of the impending closure;
- An explanation of how students will be helped to complete their programmes of study with minimal disruption or additional expense;
- Signed copies of Teach-out Agreements with other institutions, if any;
- How the staff will be redeployed or helped to find new employment; and
- In the event of the institution being closed, arrangements for the storing of student record, disposition of final financial resources and other assets.

5.3 The Teach-out plan should make appropriate distinctions between prospective and currently enrolled students. The Teach-out period and Teach-out Plan will vary by instructional site, programme or course and must be determined and approved in advance at all required levels.

5.4 **AFFECTED GROUPS**

5.4.1 **Prospective students**

Prospective students with active applications awaiting admission decisions to an affected instructional site or programme/course should be immediately advised to seek alternative programmes or courses. Prospective students should be given as much time as practicable to seek alternative programmes or courses. The relevant academic programme should immediately suspend admission of new students.

5.4.2 **Currently enrolled students in a degree programme**

Enrolled students in degree programmes should be given a high priority in College efforts to enable them to complete their degree programmes. An academic plan should be developed for each student that enables him/her to complete the curricular programme requirements within the teach-out period. Students should expect to take a sufficient number of courses/modules each semester to enable them to complete all requirements within the teach-out period. The teach-out period, typically, will continue for no more than three academic years following the date on which the notice of termination is given to students. Programmes, on a course by course basis, will determine the necessary length of a teach-out programme. Students who do not make adequate progress on their academic plan for teach-out will be advised into another programme or course. If a course required for the degree is not offered in the teach-out period, students may make arrangements, with the Programme's consent, to take the course at another institution as a transient student and transfer the credit, or to arrange with the Programme to complete the requirements in some other academically appropriate fashion. Students are required to have on-going contact with their academic lecturers during the teach-out period to ensure that their academic plans are current and consistent with the projected course offerings.

5.4.3 **Undergraduate students previously admitted**

Students previously admitted into a terminated instructional site, programme or courses that are not currently enrolled shall have their requests for readmission made on a case-by-case basis. At a minimum, the decision to readmit shall consider the ability of the student to complete the program within the Teach-out period, date(s) for the last date for achievement as per the SAQA document,

the ability of the Programme to offer needed courses within the Teach-out period, and the student's previous performance within the terminated educational programme.

5.4.4 **Students currently enrolled in a terminated certificate and diploma programmes**

Students currently enrolled in a terminated certificate or diploma programmes should be given an opportunity to complete their certificate/diploma. Programmes should work with such students to develop a strategy for completion within the Teach-out period. Students should expect to take all the prescribed courses/modules to enable them to complete all requirements within the Teach-out period. The Teach-out period will continue for no more than one academic year following the date on which the notice of termination is given to the students. The Teach-out period may vary by certificate and diploma programmes and must be determined by the Academic Committee with approval by the College Management. The certificate/diploma must be completed within the Teach-out period. Such students must meet the minimum credit hour requirements of the qualification.

5.4.5 **Staff**

Staff should be involved in and informed of plans to terminate an instructional site or programme/course at the earliest possible stage of consideration. The staff shall be informed of any potential layoff considerations covered by the College Staff Policy at the earliest possible stage of consideration and be kept apprised of recommendations forwarded to the Board of Directors regarding plans to terminate an instructional site or programme/course.

5.5 **RESPONSIBILITIES**

5.5.1 **The Dean of the Programme**

The Dean (and relevant Programme Co-ordinator) whose scope of authority involves an educational programme or instructional site being considered for termination shall inform and involve affected staff and students at the earliest possible stage of consideration. Once the decision to pursue closure of an educational program or instructional site has been made, the Dean shall forward a proposal to the Academic Committee which must be consistent with and allow for the reporting timelines required. The proposal should be developed with the involvement of the staff and students as possible and should outline the:

- Nature of the course,
- Reasons for termination,
- Number of students currently enrolled or affected,
- Progression statistics of students in the course,
- Resources used to offer the course,
- Explanation of how any students enrolled for the course will be helped to complete the course,
- Assessment of whether any other Programme will be adversely affected by termination, and
- Explanation of how affected individuals will be informed of the planned termination.

The Dean should be available to brief the Academic Committee of the pending decision. The Academic Committee will work with the Dean to develop and coordinate presentation on the proposal to the

College Management and the College Board of Directors. Once both bodies have approved of termination of the course or instructional site, the Dean (and Programme Co-ordinator) shall work with the Academic Committee to develop a Teach-out Plan, and implement the notification elements of the plan for students and staff. Both current and prospective students should be notified as soon as practicable. The Dean is responsible for on-going monitoring and reporting on the implementation of the Teach-out Plan to the Academic Committee.

5.5.2 The Academic Committee

The Academic Committee shall review the initial proposal to terminate an educational programme/course or instructional site forwarded by a relevant Dean. The Academic Committee will determine whether any Programme will be adversely affected by termination, and act to implement provisions therefor. The Academic Committee will check all information forwarded by the Dean for accuracy and sufficiency. The Academic Committee will work with the Rector to develop and coordinate presentations on the proposal to the College Board of Directors.

5.5.3 The Office of the Registrar/Operations/Administration Manager

The Office of the Registrar/Operations/Administration Manager shall be notified by the College Management of decisions by the Board of Directors regarding termination of an educational programme/course or instructional site. The Office will in turn notify and coordinate with the Administrative staff to effect appropriate changes in College records. The Administrative Department will maintain records that note both the date of termination and date of closure. The Office also will maintain student records on suspended and terminated courses as notified by the Academic Committee.

6. RESPONSIBILITIES & AUTHORITY

The implementation and management of the Teach-out Policy will be the responsibility of the Management of Hugenote Kollege.

7. RELATED POLICIES

- Hugenote Kollege Moderation Policy
- Hugenote Kollege RPL Policy
- Hugenote Kollege Appeals Policy
- Hugenote Kollege Certification Policy
- Hugenote Kollege Admission Policy
- Hugenote Kollege Financial Policy
- Hugenote Kollege Communication Policy