



PROGRAM TEACH-OUT MANUAL

*for
Academic Degree Programs Terminated
on
April 7, 2011*

Prepared by:
Office of Academic Affairs
Office of Institutional Effectiveness

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Florida A&M University

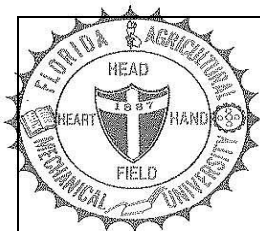
Teach-Out Manual

For Programs Terminated April 7, 2011

Introduction

On April 7, 2011, the Florida A&M University Board of Trustees approved a plan to restructure the University, including the termination of 24 degree programs. Shortly thereafter, the Provost provided the Deans with instructions and tools to engage in a systematic process to teach out the students who were in the terminated programs. This manual is a compilation of the memoranda of instructions, templates, guidelines and other tools designed to ensure a systematic and successful teach-out, enabling students to graduate from the terminated programs. It serves as a single source of information for deans, chairs, faculty and advisors who are assisting in the teach-out process.

The 24 terminated programs each has a specific period for teach-out, depending on the length of the program and the remaining courses required by the students in the program. Each of the 24 degree programs, including all majors under the degree programs, will not accept new students beginning summer 2011, and will conclude the teach-out phase as specified within this manual.



Excellence With Caring

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MEMORANDUM

OFFICE OF THE PROVOST AND
VICE PRESIDENT FOR ACADEMIC AFFAIRS

DATE: May 9, 2011

TO: Dean Ralph Turner
Dean Gennifer Bell
Dean James Hawkins
Dean Rodner Wright
Interim Dean Sam Donald
Dean Shawnta Friday Stroud

FROM: Cynthia Hughes Harris, Ph.D. *Cynthia Hughes Harris*
Provost and Vice President for Academic Affairs

SUBJECT: Teach-out of Students in Terminated Programs

You have already received information at the Deans' Meeting regarding the academic programs terminated by the FAMU Board of Trustees on April 7, 2011. I hope that you have begun preparing for the teach-out of students majoring in the affected programs. We have a responsibility to assist these students graduate within the teach-out period. I am providing the following documents to assist you in making the process clear and systematic:

1. List of terminated programs with indication of the last semester of the teach-out period for each
2. A timeline of actions and events that need to occur to make the teach-out successful
3. Guidelines for the teach-out, which include FAQ's
4. Template of a letter to be sent by the dean to each of the affected students, signed by the student and maintained in the student's academic file
5. Template of an individualized academic map to be provided to the students

Note that each dean must ensure that the following occur within the periods specified in the attached timeline:

- Notify each affected student
- Provide the academic maps for teach-out, ensuring availability of necessary courses in accordance with the maps
- Provide me with a list of courses to be taught by semester, including the name of the instructor, if known, for each terminated program
- Provide regular monitoring reports each semester, indicating actions taken with respect to the teach-out.

I will provide you a template for the monitoring reports and a draft letter to notify any specialized accrediting bodies. Thank you for your efforts in helping our students succeed.

Attachments

Cc: Deans of Pharmacy, Nursing, Allied Health, Engineering, ESI, Law

FAMU IS AN EQUAL OPPORTUNITY/EQUAL ACCESS UNIVERSITY

**Programs Terminated or Suspended by The Board of Trustees
on April 7, 2011**

The University will provide all undergraduate students currently in the affected programs who have at least 60 hours in the major, and all graduate students in the affected programs, an opportunity to complete degree requirements during a “teach out” period. Deans or designees will inform affected students of the program closure and the time within which they must complete the program. Students should work closely with their advisor, who will be knowledgeable about the projected course offerings of the terminated program. Undergraduate students with less than 60 hours in the major will be assisted in selecting another major. New students will not be enrolled in the program beginning with Summer 2011.

CIP Code	Program Name	Designation	Teach Out Period Ends
College of Engineering Sciences, Technology, and Agriculture			
010605B	BS Landscape Design and Management	Terminate	Summer 2013
010701B	BS International Agriculture and Business	Terminate and merge into BS Agribusiness	Summer 2013
150201B	BS Civil Engineering Technology	Terminate and Merge into BS Construction Engineering Technology	Summer 2013
150613B	BS Manufacturing Engineering Technology	Terminate	Summer 2012
College of Arts and Science			
131302B	BS Art Education	Terminate	Summer 2013
160901B	BA French	Terminate	Summer 2013
160905B	BA Spanish	Terminate	Summer 2013
422805S	EdS School Psychology	Terminate	Summer 2014
422805M	MS School Psychology	Terminate	Summer 2013
CIP Code	Program Name	Designation	Teach Out Period Ends
500903B	BA in Music Performance	Terminate	Summer 2013

500910B	BS Jazz Studies	Terminate and merge into BA Music	Summer 2013
School of Architecture			
040601M	MLA Landscape Architecture	Terminate	Summer 2013
School of Business and Industry			
520601B	BS Business/ Managerial Economics	Terminate	Summer 2012
School of Journalism and Graphic Communication			
090401M	MS Journalism	Terminate	Summer 2013
500499B	BS Graphic Communications	Terminate	Summer 2013
College of Education			
131201M	MS/MEd Adult Education	Terminate	Summer 2011
131205M	MS/MEd Secondary Education	Terminate	Summer 2011
131303B	BS Business Education	Terminate	Summer 2013
131303M	MS/MEd Business Education	Terminate	Summer 2011
131305M	MS/ MEd English Education	Terminate	Summer 2012
131311M	MS/ MEd in Mathematics Education	Terminate	Summer 2012
131316M	MS/MEd Science Education	Terminate	Summer 2012
131317M	MS/MEd Social Sciences Education	Terminate	Summer 2012
131320M	MS/MEd in Industrial Arts / Technology Education	Suspend	Summer 2013

Florida A&M University

Summary Implementation Plan for Program Terminations

Time Period	Action
April 7, 2011	BOT approval of restructuring plan, including program terminations
April 22, 2011	Faculty Senate vote on program terminations
April 29, 2011	University publicizes “Guidelines for Terminated Academic Degree Programs” with deans, chairs, faculty, advisors relevant administrative units
May 1-30, 2011	Deans mail letters by e mail and certified mail return receipt requested, to all affected students eligible for teach out of terminated programs. Provide list of students contacted to Provost. File any letters returned undelivered, with envelopes, in student file.
May 2, 2011	Notify BOG of Terminations
May 2011	Chairs, directors, advisors and faculty provide individualized teach out plan to affected students
May 2011	Chairs, directors, advisors and faculty advise affected undergraduate students with less than 60 credit hours into other majors
May 2011	Notify SACS and other relevant accrediting bodies of terminations
May 2011	Develop monitoring process to be implemented by deans with regular monitoring reports to include: <ul style="list-style-type: none"> • Numbers and names of students in teach out • Confirmation of affected students receiving letters, advising, individualized academic plans • Numbers and names of students advised into other majors, with identification of new majors • Progress of students in the teach out phase
June 2011	Deans oversee collection and filing of student acknowledgement of termination letters
June 2011- end of teach out	Beginning in June 2011, deans to develop and provide regular monitoring reports

Florida A&M University

Guidelines for Terminated Academic Degree Programs

The Florida A&M University (FAMU) Board of Trustees, on April 7, 2011, approved the restructuring plan for the University, which included terminating 24 academic degree programs. The shortfall in state revenues in the past 3 years have resulted in significant cuts to the University's budget. It is therefore no longer feasible to continue offering programs that have had relatively little student demand. The University must, instead, focus its resources on preserving and enhancing the quality of remaining academic programs.

Under the guidelines of FAMU's regional accrediting agency, the Southern Association of Colleges and Schools, Commission on Colleges, when closing a program," the institution must make a good faith effort to assist affected students, faculty, administrative and support staff so that they experience a minimal amount of disruption in the pursuit of their course of study or professional careers." Specifically, the institution should make every effort to teach out currently enrolled students and to discontinue admission of students to the program once the decision is made to terminate the program. The University is committed to assisting students affected by the program terminations and is making every effort to formulate procedures that minimize the impact on students while maintaining the integrity of the FAMU degree.

In the following sections, guiding principles for undergraduate and graduate programs are set forth in an attempt to answer many questions and offer recommendations about student issues which may arise. A set of FAQs is also listed for undergraduate programs that might be affected.

UNDERGRADUATE PROGRAMS

- **Prospective students** with active applications awaiting admission decisions to an affected program:
 - Immediately suspend admission of new students and advise students to seek alternative majors.
- **Currently enrolled students** in a terminated program who have less than 60 credit hours applicable to the major:
 - Immediately suspend certification into upper-division major and require students to select a different major.
 - Students will be advised by faculty or advisors regarding suitable options including transfer to comparable programs.
 - Change of major into a program that has been terminated will be suspended immediately.
- **Currently enrolled and admitted students** into the major at the upper division level, and who have 60 or more credit hours applicable to the major:
 - Programs will place high priority on enabling students to complete their degree programs.

- Programs will provide each student an academic plan that enables him/her to complete the program requirements within the teach out period. Some courses may be offered in the summer semesters.
- Students, in turn, should take a sufficient number of courses each semester to enable them to complete all requirements within the “teach out” period.
- Students who do not make adequate progress on their academic plan for teach out will be advised into another major.
- Course offerings will continue for at most two academic years beginning Fall 2011, and ending Spring 2013 (teach out period).
- If a course required for the degree is not offered at FAMU, students may make arrangements, with the department’s consent, to take the course at another institution as a transient student and transfer the credit back to FAMU.
- Students are required to have ongoing contact with their academic/faculty advisors during this time to ensure that their academic plan is current and consistent with the projected course offerings.

Frequently Asked Questions (Undergraduate)

1. Q. Can the residency requirement for the last thirty hours be waived for the terminated programs?

A. The current policy allows for six of the last thirty hours to be taken out of residence with the approval of the Academic Dean. There is no change in the policy or procedure. In cases of extreme hardship, appeals for additional hours to be taken out of residence may be made to the Academic Dean. Requests should be made by the student through the student’s advisor, chair or program leader to the Dean.

2. Q. What about a student in a continuing major who is currently required to take coursework in an eliminated major or program or department?

A. Coursework will be offered for at most two academic years following the termination date of the major. Departments will be encouraged to reserve seats for the majors requiring the courses. Students in the continuing major should work closely with their advisor who will be knowledgeable about the projected course offerings of the terminated major or program. Also, departments that are continuing should be flexible in identifying course substitutes for their students when courses are required from terminated units.

3. Q. Many programs require internships, some in the summer. Is there any flexibility in this requirement?

A. The current policy provides that chairs and /or academic deans may make course substitutions provided university policy is not violated. However, some internships may be required for acquisition of the appropriate license in the field and/or for accreditation purposes. In these cases, there is no flexibility in the requirements.

4. Q. If a student makes an unsatisfactory grade in a required course and the course will not be offered again, what provisions will be made for the student?

A. The student should work with his/her department chair and/or academic dean to arrive at a reasonable substitution.

5. Q. If a student has a grade of "I" on his record, how will the course be completed?

A. Students should complete the work for removal of I grades received prior to summer 2011 no later than Fall 2011. If the faculty member who awarded the incomplete grade is no longer employed, the student should work with the appropriate departmental personnel to devise an alternative solution. Faculty should not award incomplete grades from summer 2011 onward.

6. Q. Does a part-time student need to finish his/her degree within the same teach out period as a full-time student?

A. Yes, a part-time student must plan his/her program to finish in the same allowable time frame as the full-time student.

7. Q. There may be cases, in unusual circumstances, in which a student is unable to finish his/her degree in the allowable time frame. How will these situations be handled?

A. A student finding himself/herself in this situation should consult with departmental personnel to ascertain if there is any manner in which the degree program can be completed. The University, however, is under no obligation to ensure the program can be completed after the allowable period.

8. Q. If a student in the lower division, with less than 60 credit hours applicable to the major, feels he/she can complete the major within the teach out period, will the student be allowed to matriculate to upper division?

A. A student with less than 60 credit hours in a terminated major will not be permitted to continue to the upper division in that major and must select a new major. In exceptional special circumstances, on a case-by-case basis, a student may be allowed to continue with the approval of the

Provost. All students must complete the program within the designated teach-out period.

9. Q. If a student in the lower division is required to change his/her major will he/she be required to complete the state mandated common prerequisites of the new major?

A. Yes, under state regulations, the state mandated common prerequisites must be completed.

10. Q. If a student applies for readmission to a program which has been terminated. How is the readmission application handled?

A. Readmission to terminated programs will be made on a case-by-case basis, taking into account prior academic success, and the ability of the student to complete the program within the teach out period.

GRADUATE PROGRAMS (MASTER'S AND EDUCATION SPECIALIST)

- **Prospective students** with active applications awaiting admission decisions to a terminated program and newly admitted students:
 - Immediately suspend admission of all new students.
 - Notify students who have already been offered admission that they must complete the program within the teach out time period specified for the particular program. For programs with a one-year teach out, the period will end summer 2012. For programs with a two-year teach out, the period will end summer 2013. For programs with a three-year teach out, the period will end summer 2014. Students unable to comply with these time limits should seek an alternative program.
- **Currently enrolled students** in a terminated program:
 - Programs are encouraged to be understanding and flexible. High priority must be placed on enabling students to complete their degree programs.
 - Programs will work with students to outline a strategy for completion within the teach out time specified.
 - When possible, consideration should be given to allowing a student to switch from a thesis to a non-thesis master's program if doing so facilitates completion of his/her degree program.
 - Programs may consider allowable course substitutions and the provision of a DIS to substitute for a required course.
 - If necessary, students may be approved to take more than the currently allowable number of courses at another institution. Programs should request such an exception through the normal channels for graduate student exceptions, prior to students enrolling in the courses.

- Students must meet the minimum credit hour requirement for the degree.
- Thesis committee composition must meet university requirements.
- **Students seeking readmission** into a terminated program:
 - If students previously admitted into a terminated program, who have not been enrolled for a period of time, seek readmission, such readmission to terminated programs will be made on a case-by-case basis, taking into account prior academic success, and the ability of the student to complete the program within the teach out period.

4-15-2011

Sample Template for Notifying Students in Terminated Majors

Note:

*Undergraduate students already in baccalaureate programs that were terminated by the Board of Trustees, who have less than 60 credit hours applicable to the major, should be assisted to find an alternative major. Students **cannot continue in the terminated major**. Each undergraduate student who has 60 or more credit hours in the terminated major, and each graduate student already enrolled in the a master's or EdS program should be sent a letter from the Dean, Director or Chair, such as the sample letter below, no later than May 30, 2011. Have the student sign and date at the bottom of the letter, give a copy to the student and maintain the original in the student's academic file.-*

Dear _____

You are currently enrolled as a student in (state degree level and name of major, e.g. MS Adult Education). The Florida A&M University (FAMU) Board of Trustees, on April 7, 2011, approved the restructuring plan for the University, which included terminating this academic degree program. We regret that it is therefore no longer feasible to continue offering this program. The University is, however, committed to enabling students who are already in the program the opportunity to complete the program and obtain a FAMU degree.

The program will have a teach out period of (state number of years), ending in (state semester in which the teach out period will end) to enable you to complete the program requirements and graduate. It is your responsibility to complete a sufficient number of required courses each semester to enable you to complete the program in the time allotted. The program faculty and advisors will also assist students with identifying comparable programs to which they may wish to transfer, in the event they cannot complete the program at FAMU during the teach out period. Please work closely with your advisor and program faculty to ensure you are aware of all program requirements and the availability of required courses. You will be provided an academic plan which, if followed, will enable you to complete the degree program within the teach out period. They will do their utmost to assist you. The University wants to ensure that the investment you made in a FAMU education bears the intended results.

Please make an appointment immediately to meet with your advisor. We are committed to serving you and helping you complete your degree.

Sincerely,

Dean

I have received and read the above letter.

Student signature

Date

Spring 2012

Course Number	Course Name	Credit Hours	Instructor	Date Completed	Comments (attach additional comments if necessary)

Summer 2012 (if necessary)

Course Number	Course Name	Credit Hours	Instructor	Date Completed	Comments (attach additional comments if necessary)

Fall 2012

Course Number	Course Name	Credit Hours	Instructor	Date Completed	Comments (attach additional comments if necessary)

Spring 2013

Course Number	Course Name	Credit Hours	Instructor	Date Completed	Comments (attach additional comments if necessary)

Summer 2013 (if necessary)

Course Number	Course Name	Credit Hours	Instructor	Date Completed	Comments (attach additional comments if necessary)

Fall 2013

Course Number	Course Name	Credit Hours	Instructor	Date Completed	Comments (attach additional comments if necessary)

Spring 2013

Course Number	Course Name	Credit Hours	Instructor	Date Completed	Comments (attach additional comments if necessary)

Other Requirements (Specify):

Date Completed: _____

I have received and reviewed my academic map which enables me to complete my degree program within the teach-out period. I understand it is my responsibility to complete the program within the teach-out period.

Signature of Student

Date

May 18, 2011

MEMORANDUM

TO: Dean Ralph Turner
Dean Gennifer Bell
Dean James Hawkins

Dean Rodner Wright
Interim Dean Sam Donald
Dean Shawnta Friday Stroud

FROM: Cynthia Hughes Harris
Provost and Vice President for Academic Affairs

SUBJECT: Teach-out of Students in Terminated Programs

On May 9, 2011 I sent you a memorandum regarding the teach-out of students in programs terminated by the FAMU Board of Trustees on April 7, 2011, and provided documents to assist you in establishing a systematic process for this activity. I mentioned in that memorandum that I would provide you the following documents:

- draft letter to notify any specialized accrediting bodies
- template for the monitoring reports

These documents are attached. Please utilize the draft memorandum immediately to notify relevant specialized accrediting bodies of the termination and teach-out of any affected accredited programs, and copy me. Let me know if there are any issues regarding the students graduating from an accredited program during the teach-out. The attached list of terminated/suspended programs include the following accredited programs:

- BS Civil Engineering Technology
- BS Manufacturing Engineering Technology (has been dormant for several years; now terminated)
- MLA Landscape Architecture
- BS Graphic Communications
- BS Art Education
- MS School Psychology
- MS School Psychology
- MS/MEd Adult Education
- MS/MEd Secondary Education
- BS Business Education
- MS/MEd Business Education
- MS/ MEd English Education
- MS/ MEd in Mathematics Education
- MS/MEd Science Education
- MS/MEd Social Sciences Education
- MS/MEd in Industrial Arts / Technology Education (suspended)

The second attachment is the template for ongoing monitoring of the teach-out activities and will assist the chairs, deans, and me to ensure we are progressing as scheduled. The first submission of this document is due to me no later than **June 10, 2011**. Include in this submission, a sample academic map that you have provided to a student in each of the terminated programs in your area. You received the template for the academic map with my May 9, 2011 memorandum; I am attaching it once more. Please send it to me electronically and copy Ms. Spencer at diane.spencer@famu.edu. Subsequently, you will need to send me an **update each semester, observing the deadlines in the third attachment**. Thank you for your continued efforts to ensure an orderly and successful teach-out of our students.

Attachments

Cc: Deans of Pharmacy, Nursing, Allied Health, Engineering, ESI, Law

Sample Letter to Accrediting Bodies of Accredited Programs that were Terminated

Date

Dear _____:

This letter is to notify you that Florida A&M University (FAMU) has terminated the following program(s), effective Summer 2011:

The program terminations are included in the University's Restructuring Plan, which was approved by the FAMU Board of Trustees on April 7, 2011. The University has experienced significant shortfalls in state revenue over the past three years. As a result, it is no longer feasible to continue offering programs, such as those listed above, that have had relatively little student demand. The University is committed to offering quality education and therefore made strategic cuts in order to maintain and improve the quality of the programs that were retained.

The University is taking the following steps to assist students, faculty, and staff who will be affected by the program terminations.

1. Undergraduate students who have 60 or more credit hours, and all currently enrolled graduate students, will receive a notification letter from their respective deans informing them that their program has been terminated (see attached sample letter). The notification letters include the date of termination for the program and information describing the teach-out plan for each program. In addition each student will be provided an individualized academic map, which will enable him or her to complete the program requirements within the teach-out period. Course offerings in the terminated programs will continue until (fill in semester the teach out ends, from attached list). We want our students to graduate from an accredited program; please inform me if there is anything we should do to ensure this. Undergraduate students who have fewer than 60 credit hours will be prohibited from matriculating into the upper-division of the terminated programs. Faculty and staff advisors will assist each student with selecting a different major or transferring to another institution to complete their degree. No new students will be enrolled in the program(s) beginning summer 2011.
2. Faculty will receive a notification letter from their respective deans informing them of the program termination. The majority of faculty in the terminated programs will be reassigned to teach in other areas. Faculty and staff who will be terminated will receive letters informing them of their employment status. All University and collective bargaining requirements governing termination of employment will be honored.

Please let me know if any additional information or action is required.

Sincerely,

Attachment

cc: Dr. Cynthia Hughes Harris, Provost and Vice President for Academic Affairs



Florida A&M University Academic Program Teach-Out Monitoring Report

Date Submitted: _____

School/College:		Dean:	
Academic Degree Program:		Degree Level of Program:	
Number of Students Still Enrolled in Program:		Total Credit Hours Required in Program:	

Information on Students in the Program for Past 5 years, ending Spring 2011, Who Meet Teach-Out Criteria

#	Student ID	Student Name (Last Name, First Name)	Number Credit Hours Student Earned to Date	Program Closure Notification Letters Sent to Students (Yes/No) (Date)		Signed Response Received from Student (Date)	Academic Map for Teach-Out Provided to Student (Date)	Last Semester of Student's Enrollment	Actual Date, Student Completed All Program Requirements*
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									

**This includes all requirements to obtain degree such as passing required licensure exams and settling all unpaid University accounts and fees within the specified teach out period.*

Teach-Out Criteria: _____



Florida A&M University Academic Program Teach-Out Monitoring Report

Semester Reporting:		Number of Students Enrolled in Program as of Spring 2011:	
Number of Students Still Enrolled in Program This Semester (include students completing program this semester):		Number of Students Who Have Completed the Program Prior to This Semester (cumulative of all prior semesters):	
Number of Students Transferred to Another Institution this Semester:		Number of Students Who Changed Degree Program/Major This Semester:	

List of Courses Offered and Taken by Students This Semester

1.	2.	3.	4.	5.
6.	7.	8.	9.	10.
11.	12.	13.	14.	15.

Other Comments:

Person Completing Report
(Print)

Signature

Date

Dean
(Print)

Signature

Date