



The Holy Spirit University of Kaslik (USEK) teach-out policy is to assure students and faculty that there are in place measures, resources, plans and procedures that protect their interests during the process of closing an instructional location or of discontinuing a degree program, a major or an emphasis of an existing degree program.

USEK intends for all its instructional locations, degree programs or majors to remain viable for long periods of time. However, should an instructional location, a degree program, a major or an emphasis of an existing degree program fail to meet University expectations, USEK preserve its right to close the instructional location or to discontinue the degree program, the major or the emphasis of an existing degree program in question. The instructional location, the degree program, the major, or the emphasis will be designated as a “teach-out” instructional location or “teach-out” degree program, major, or emphasis. No new students will be admitted to the “teach-out” instructional location or the “teach-out” degree program, major or emphasis. USEK will make every reasonable effort to enable all students enrolled at the “teach-out” instructional location or “teach-out” degree program, major or emphasis at the time the decision to teach-out is announced to graduate.

Under such circumstances, the Dean whose scope of authority involves the “teach-out” instructional location or the “teach-out” degree program, major or emphasis shall design a “teach-out” plan consistent with institutional and/or program accreditation agency standards, and in compliance with the following guidelines:

1. **Prospective Students** with active applications awaiting admission decisions to an affected instructional location or degree program should be immediately advised to seek alternative programs or majors at USEK by the admission officer. In addition, the academic department or program should immediately suspend admission of new students.
2. **Currently enrolled students** should be given reasonable opportunities to graduate, without additional costs. Therefore, an academic plan should be developed by the Dean for the concerned location, degree program or major defining a schedule of courses that will ensure that all remaining courses required for students currently enrolled in that location, program or major will be offered in a sequence and on a schedule that will enable them to complete their education. This schedule will determine a defined maximum completion time with a teach-out end date. Necessary resources and services shall be provided to insure that a sufficient number of courses is offered each semester, including summers, to enable students to complete all requirements within the teach-out period. The teach-out period will vary by location, degree program, major or emphasis. Students must meet the minimum credit hour requirements for the degree, major or emphasis to graduate.



3. **Faculty** teaching at the “teach-out” instructional location or participating in the “teach-out” degree program or major should be notified as early as possible of the decision to close the instructional location or to discontinue the degree program, major or emphasis. Faculty required to ensure the orderly teach-out of enrolled students will remain in place until the teach-out end date, so long as their services are required by students to complete their program.
4. Teach-out plans must be reviewed by the School council in the case of a “teach-out” instructional location, program, major or emphasis, and the Provost Office. If the proposed plan is approved by the School council and the Provost, the proposal will be forwarded to USEK Academic and Research Council and the President for approval. Once the approval is obtained, the teach-out plan should be submitted to the Academic Committee of Board of Trustees for consideration and presentation to the Board of Trustees. Impacted students will be duly informed of the “teach-out” plan via email.
5. When needed, the University may enter into a Teach-out agreement with another institution as part of its teach-out plan. The teach-out agreement must be in writing between USEK and another nationally accredited higher education institution to give the opportunity to currently enrolled students to graduate without requiring them to move or travel substantial distances. Any additional charges levied by the teach-out institution must be communicated to students.
6. As soon as the decision of closing an instructional location or of discontinuing a degree program, a major or an emphasis of an existing degree is approved, the University shall notify the Lebanese Ministry of Education and Higher Education and report the teach out plan to all concerned Institutional Accreditation agencies in the case of closing an instructional location and to Program Accreditation agencies in case of discontinuing a degree program, a major, or an emphasis.

Institutional Closure

In the unlikely event of a permanent institutional closure, the Provost Office will establish a teach-out plan and communicate it to USEK Academic and Research Council and the President for approval. Once the approval is obtained, the teach-out plan should be submitted to the Academic Committee of Board of Trustees for consideration and presentation to the Board of Trustees.

USEK students, graduates, and alumni will be duly informed of the institutional closure and the teach-out plan via email, the University’s website, and public advertisements.

The teach-out plan will include, at minimum, the following criteria:



- a. a complete list of students currently enrolled in each program at USEK and the program requirements each student has completed;
- b. a list of the academic programs offered by USEK;
- c. the names of other institutions that offer similar programs and that could potentially enter into a teach-out agreement with USEK;
- d. an identification of a back-up or other entity to safeguard student records;
- e. a clear statement to students of the tuition and fees of the educational program and information about additional charges.
- f. USEK shall notify the Lebanese Ministry of Education and Higher Education and report the teach out plan to all concerned Institutional Accreditation.