



University of Balamand

## **Teach-out Policy**

Office of the Provost

As Approved by the University Council  
in its meeting of 23 February 2023

## **UNIVERSITY OF BALAMAND**

The University of Balamand (UOB) is committed to providing eligible students, enrolled in any program, with the opportunity to complete their course of study and to obtain their degree at the successful completion of the program should this program cease to operate. Eligible students are those who are actively enrolled in the program when the decision of discontinuation is announced publicly.

A program is phased out due to low demand, low enrollment, or other reasons related to force-majeure. The University Council (UC) is in charge of taking this decision based on a recommendation by a committee that will include the Provost, the VP for Enrollment Management, the academic Deans and the Registrar. To reach this recommendation, the committee studies the whole situation and a teach-out plan prepared by the concerned Department and approved by the concerned Faculty Council.

The plan will be approved if it:

1. is in line with the University academic rules and regulations as described in the University Catalogue;
2. is of a good quality that does not relax academic standards, and is reasonably similar in content, structure, and scheduling, to the one agreed upon with the concerned students upon enrollment;
3. meets all obligations to those students;
4. does not require any additional financial charges other than the ones usually required had UOB been able to continue offering the program regularly; and
5. outlines employment support for Faculty and staff through a clear redeployment strategy for the duration of their contract.

**UNIVERSITY OF BALAMAND**  
**Teach-Out Plan for Closing a Department**

<b>Date:</b>	
<b>Faculty:</b>	
<b>Department:</b>	
<b>Degree Level:</b> (Bachelor, Master, etc.)	
<b>Date of Closure:</b> (when students will no longer be admitted to the program)	
<b>Date when program of study courses will no longer be offered:</b>	
<b>Describe in details why this action is requested. Provide sufficient details for approval:</b>	
<b>How many students are currently enrolled in the Department?</b>	
<b>Provide:</b> - a detailed explanation of how affected students will be helped to complete their programs of study with minimal disruption including - a detailed course plan prepared for each student - a copy of the email that you sent out to students	
<b>Indicate if the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified:</b>	
<b>When applicable, indicate how faculty and staff will be redeployed:</b>	