



INSTITUTIONAL CONTINGENCY TEACH-OUT PLAN

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Institutional Contingency Teach-Out Plan

Introduction

In accordance with federal regulations, and having been placed on Probation for Good Cause by SACSCOC Board of Trustees at its December 2022 meeting, Saint Augustine's University has prepared an Institutional Contingency Teach-Out Plan. This contingency teach-out plan is created in due diligence as a precaution rather than as an imminent closure plan. Further, the plan assures adequate institutional planning and SACSCOC concurrence with the plan for the benefit of students, faculty, and staff well in advance of any immediate need.

Closing an institution of higher education is a difficult decision and because of its impact on students, faculty, staff, and others should be done thoughtfully, with careful planning, consultation, and communication, and with respect for established shared governance procedures. Saint Augustine's University (SAU) is committed to its students, faculty, and staff and will exhaust all efforts to remedy any issue that might lead to a decision to close the institution.

Saint Augustine's University is a member of and has an agreement with [Cooperating Raleigh Colleges \(CRC\)](#), a nonprofit consortium promoting cooperation and collaboration among higher education institutions in Raleigh and Wake County. Other members are Meredith College, NC State University, William Peace University, Shaw University, and Wake Technical Community College. All CRC institutions are accredited by SACSCOC.

CRC brings together students, faculty, and staff from the six campuses and connects the colleges and universities to the community. The belief is that working together fosters creativity and problem-solving and saves valuable time and resources. As a member of CRC, students from all CRC colleges and universities can take courses at any of the other member institutions and share the libraries and other resources.

When Cooperating Raleigh Colleges was founded in 1968, the vision was that cross-registration be designed in order that the student at a member home institution would not pay any additional fees to take a course offered by another member institution. The cross-registration of students for courses among the CRC campuses was one of the founding principles of Cooperating Raleigh Colleges and continues to be one of the most important cooperative CRC arrangements. The purpose of cross-registration is to provide students of each CRC institution the opportunity to enroll at other CRC campuses in courses which are not available at their home institutions.

Through Cooperating Raleigh Colleges, students have access to vast resources and a large number of courses, allowing students to draw upon the strength of each of the CRC institutions. Being a member of CRC offers tremendous opportunities for SAU, particularly as it relates to an Institutional Contingency Teach-Out Plan.

1. Communication

Teach-outs proceed more smoothly when the institution makes a compelling case about why the institution is closing and what the exact process and timeline for closure will be. Closures are difficult and painful for those directly impacted. SAU will be open, transparent, straightforward, and clear about teach-out plans with students, faculty, staff, families, and all stakeholders, if the time ever arises. All pertinent federal and state agencies need to be apprised of the institution's situation and any obligations relating to funds cleared with the proper authorities.

Methods of Communication:

Content may be used across various methods.

- a. Create a webpage on SAU site. Example:

News About Saint Augustine's University

Saint Augustine's University (SAU) was established in 1867 in Raleigh, NC by the Episcopal Diocese of North Carolina. For more than 150 years, Saint Augustine's University has stood true to its mission to sustain a learning community in which students can prepare academically, socially and spiritually for leadership in a complex, diverse and rapidly changing world. Saint Augustine's University has been nationally recognized as a comprehensive institution with high performing students, renowned faculty, focused community engagement, and a strong alumni base of change agents.

Unfortunately, on (date), the Saint Augustine's University Board of Trustees made the difficult decision to close the institution and to end an era after exhausting all possible alternatives to actions taken by its accreditation body, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) .

Link to video message from the President explaining the circumstances surrounding the closure.



Include a list of frequently asked questions and answers [SACSCOC Updates - Saint Augustine's University \(st-aug.edu\)](#)


- *What are the next steps?*
- *How does the decision to close affect me as a student?*
- *How does the decision to close affect me as a faculty or staff member?*
- *How can I stay informed about new developments regarding Saint Augustine's University and its status?*

- b. Send a letter and email messages to students duplicating the content from the webpage to maintain consistency in messaging. Add:

To complete the current academic year, Saint Augustine's University students may transfer credits and attend classes to continue their program of study at Cooperating Raleigh Colleges at no additional cost.

List CRC member institutions with links to each.

Academic records and transcripts can be accessed through the [National Student Clearinghouse](#). Financial aid, student account information, and refund questions may be addressed by contacting..... (List name, phone number, and email address.)

- c. Post messages on social media platforms currently in use at SAU:   

After 150-plus years of educating students, and having exhausted all efforts, Saint Augustine's University has officially closed on (date) due to issues of non-compliance with standards established by its accreditation organization, SACSCOC.

The entire SAU community will be kept apprised of the details and development in the process to ensure minimal disruption to completing degree programs. SAU will work collaboratively with affected staff and faculty, and provide timely and detailed information to all involved, as it is needed and becomes available, to assure minimal disruption to students.

- d. Conduct town hall meetings and on-air interviews with leadership team and Board of Trustees to also serve as means of notification and can provide current information if a teach-out plan is activated.

2. Student academic records

SAU will provide for the equitable treatment of students in the event that the institution ceases to operate before all students have completed their program of study. Because the immediate interests of currently enrolled students are most directly affected, their present and future prospects require especially sensitive and timely attention and involvement. As a member of CRC, Saint Augustine's University students can continue to take courses in their

respective programs of study toward a bachelor's or master's degree. CRC member institutions provide educational programs that are of acceptable quality and reasonably similar in content, structure, and scheduling to that promised to the students upon enrollment in SAU. Currently, students can enroll in courses offered at CRC member institutions at no additional charge. The contingency plan is that the CRC member institutions accept SAU students as transfers. Arrangements for transfer to other institutions will require complete academic records and all other related information be gathered in dossiers that can be transmitted promptly to receiving institutions.

The CRC Business Offices negotiated cross-registration and billing. Currently within CRC, the **Registrars Committee** and the **Academic Officers Committee** meet at least once a year to assess the process and to make recommendations for changes or additions. Their decisions are reflected in the minutes of those meetings. As part of the institutional contingency teach-out plan, SAU will work with other CRC member institutions to ensure access to student transcripts and financial records and allow for a smooth transfer of these records to teach-out institutions through the CRC.

Detailed plans of study for each individual student to complete that student's program are currently available and students have access to these plans, which are updated and monitored each semester. Every effort will be made by SAU to reach out to each student to ensure a complete understanding of the closure process and timeline, the impact on that particular student's time to degree completion, any changes to completion requirements based on teach-out agreements with other institutions, distance to new institutions, and additional costs and difference in programmatic accreditation (as applicable).

Where financial aid is concerned, particularly federal or state grants, arrangements will be made with the appropriate agencies to transfer the grants to the receiving institution. Where such arrangements cannot be completed, students will be informed. In cases where students have held institutional scholarships or grants, appropriate agreements will be negotiated if there are available funds that can be legally used to support students while completing degrees at other institutions.

Students have the right to expect basic minimal services during the final semester not only in the academic division, but also in the business office, financial aid office, registrar's office, counseling, and other essential support services. Staff will be retained long enough to provide these services.

SAU will advise students via mass mailing, email, and social media that all academic, financial aid and other records are stored and accessible in Ellucian Colleague ERP (enterprise resource planning) system, which is used throughout the institution. Student records are stored here and arrangements for their transfer and archiving will be made. Students have already been using Colleague and will be reminded of the process to gain access to their records.

A message will also be posted on the SAU website for current and former students that all academic transcripts, including validation/confirmations of academic credentials awarded,

can be obtained through the [National Student Clearinghouse](#), the nation's trusted source for degree verification and enrollment verification.

No encumbrances will be placed on access to academic records and transcripts for current students so that they may receive the documentation needed to continue their program of study elsewhere. For former students, however, who have an outstanding balance owed to SAU, as is the case currently, an official transcript will not be issued if there are any outstanding financial obligations to the University.

As a member of the [North Carolina Independent Colleges and Universities](#) (NCICU), SAU will arrange for student academic records to be transferred, stored, and entrusted there. Arrangements will be made for NCICU to be the permanent custodian of student records including all academic, financial aid, and other records including electronic archiving. NCICU is comprised of the state's 36 accredited private, nonprofit liberal arts, research, and comprehensive colleges and universities and consults and represents independent higher education in matters of state and federal public policy. It offers numerous opportunities for partnership among its members.

North Carolina Independent Colleges and Universities
530 N. Blount Street
Raleigh, NC 27604
919-832-5817

3. Student accounts receivable

SAU actively reaches out to students to collect outstanding balances owed to the University. If a contingency teach-out plan is implemented, SAU will reach out to current and former students via mail, social media, and active phone banks to inform students of the closure and intent to collect payments. Payment plans will be created for students requesting them.

In partnership with the U.S. Department of Education's central record for student aid, [National Student Loan Data System](#), SAU will in its communication with students and former students, point to the centralized, integrated view of federal student aid loans and grants that are tracked through their entire lifecycle from aid approval through disbursement and repayment. In the event of closure, SAU will inform its default agencies and will continue to work with them to collect payments on loans:

- [S & S Recovery](#)
- [ECSI](#)
- [ConServe](#)

A small team will be retained following a possible closure to send reports to agencies that will collect on behalf of SAU. All pertinent federal and state agencies need to be apprised of the

institution's situation and any obligations relating to state or federal funds cleared with the proper authorities.

4. Refunds and loan discharges

SAU is a private institution and not a state-funded institution. It is imperative that the financial aid office work closely with the student financial services office (accounts receivable), as they do, to ensure that eligible students receive information about refunds and loan discharges.

Consistent with messages in all communication regarding a closure, and following that initial letter, students would be sent a separate letter and an email outlining their individual account, outstanding balances, where and how to repay loans, refunds for which they are entitled, along with SAU contact information where questions can be addressed. Included in the letter would be information about a ["closed school discharge"](#), if that were the case, pointing to eligibility criteria and the application process for the discharge.

Any funds needing to be returned to the student would be disbursed. Financial aid and accounts receivable staff will remain available for students to resolve any issues relative to their finances with SAU.

5. Re-employment

Plan for Faculty

In every possible case, SAU will arrange for the continuation of those faculty members who will be needed to teach courses, advise students, and engage in activities for the completion of the institution's work pending a closing date. When faculty members are no longer needed, SAU will make every effort to assist them in finding alternative employment and work with the Human Resources department in Cooperating Raleigh Colleges (CRC) institutions for relocation and reassignment.

While SAU can make no guarantees, most SAU's programs and courses are currently offered at CRC institutions. Good faith efforts will be essential to assist faculty in relocation and teaching reassignments. Included in the institutional contingency teach-out plan are tables which show all the programs offered at CRC member institutions that match current SAU programs. (See also additional spreadsheets.)

SAU Program Name	Program Credential	Teach-out institution
ACCOUNTING	BS	Shaw University

BIOLOGY	BS	Shaw University
BUSINESS ADMINISTRATION	BS	Shaw University
CHEMISTRY	BS	Shaw University
COMMUNICATIONS	BA	Shaw University
COMPUTER INFORMATION SYSTEMS	BS	Shaw University
CRIMINAL JUSTICE	BS	Shaw University
ELEMENTARY EDUCATION	BA	Shaw University
ENGINEERING MATHEMATICS	BS	Shaw University
ENGLISH	BA	Shaw University
EXERCISE SCIENCE	BS	Shaw University
FILM	BA	North Carolina State University
HEALTH AND PHYSICAL EDUCATION	BS	Shaw University
MUSIC	BA	Shaw University
ORGANIZATIONAL MANAGEMENT	BS	Shaw University
POLITICAL SCIENCE	BA	Shaw University
PSYCHOLOGY	BA	Shaw University
PUBLIC ADMINISTRATION	MPA	North Carolina State University
PUBLIC HEALTH SCIENCE	BS	Meredith College
RELIGIOUS STUDIES	BA	Shaw University
SOCIOLOGY	BA	Shaw University
SPORT MANAGEMENT	BS	North Carolina State University
THEATRE	BA	Shaw University
VISUAL ARTS	BA	Shaw University

Plan for Staff

In every possible case, SAU will arrange for the continuation of those staff members who will be needed to advise students and to carry out the completion of the work pending a closing date. In the cases where staff will no longer be needed, SAU will make every effort to assist them in finding other employment and will work with CRC and other organizations to do so. Job fairs and resume workshops may also be conducted. It should be understood, however, that SAU can make no guarantees, but will produce genuine good faith efforts to assist in the relocation and reassignment of staff members.

Staff should be willing to accept the possibility of early termination of their contracts, provided that reasonable notice is given to all employees and that the reasons for retaining some

personnel longer than others are based on satisfying the minimal needs of students and the legal requirements for closing the institution.

6. Programs

The completed spreadsheet template provides a list of all academic programs offered by Saint Augustine's University (SAU) for all undergraduate and graduate degrees. The program list includes for each program at least two teach-out institutions offering comparable programs where students could complete their program of study, and a statement of assurance that the method of delivery is comparable. Additional good faith statements and assurances regarding credits, curricular requirements at the teach-out institutions, travel, and tuition and fees are included. As previously stated, SAU is a member of the Cooperating Raleigh Colleges (CRC) and as such, CRC institution students would not pay any additional fees to take a course offered by another member institution. Moreover, all institutions agree to accept credits for all courses. All credits are transferrable.

7. Teach-out Institutions

All teach-out institutions are fully accredited by SACSCOC. They include: Shaw University, North Carolina State University, William Peace, Meredith College, and North Carolina Central University.

8. Students

A completed spreadsheet includes student names, programs of study, and progress toward completion.

9. Spreadsheet Templates

As required, completed spreadsheets have been provided to accompany this contingency teach-out plan.

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