

Santa Fe University of Art and Design Teach Out Program

Santa Fe University of Art and Design will close in June 2018. The University will engage in a teach out of its eligible students who, at the conclusion of the Spring 2017 semester, have 36 or fewer credits remaining to degree completion, and may graduate no later than May 2018. The University will teach courses over the following sessions and semesters, which is considered the Teach Out Period:

- 2017 Summer Session 1: May 15 – June 30
- 2017 Summer Session 2: July 3 – August 17
- 2017 Fall Semester: August 28 – December 19
- 2018 Spring Semester: January 16 – May 11

Students are required to meet with an Academic Advisor to ensure that they understand the options available to them, as well as all applicable terms and conditions for each option.

Teach Out Eligibility Requirements

- Student must have 36 or fewer credits remaining to complete their degree.
- Students who need between 37 and 45 credits to complete their degree may be eligible to participate during the Teach Out Period, but must confirm with Academic Advisement that the courses needed for degree completion will be offered. Due to the condensed nature of the course catalog during the Teach Out Period, only courses required for degree completion for students that have 36 or fewer credits will be offered.

Terms and Conditions

- Students must remain continuously enrolled in their program of study and maintain satisfactory academic progress consistent with the requirements published in the Academic Catalog in order to maintain eligibility for participation during the Teach Out Period.
- Students who may need to take a medical leave of absence during the Teach Out Period must be aware that this could negatively impact their ability to complete their degree at SFUAD by May 2018 and should discuss contingency options (which, could include course completion at other institutions or transfer options) with their Academic Advisor.
- Students who are placed on academic probation during the Teach Out Period risk their ability and eligibility to complete their degree at SFUAD by May 2018 and should discuss contingency options (which, could include course completion at other institutions or transfer options) with their Academic Advisor.
- All students will continue to be eligible for federal financial aid, institutional aid, and previously awarded scholarships as long as they meet all usual requirements and standards of eligibility, as published in the Academic Catalog.
- Students must continue to adhere to all payment policies as outlined in the Academic Catalog.
- Students must complete their program of study at the conclusion of Spring 2018. SFUAD will not offer any classes beyond Spring 2018.

- Students may not make significant program changes during the Teach Out Period and must adhere to the **Degree Completion Plan** assigned by their Academic Advisor.
- In certain circumstances and at the discretion of the academic chair, SFUAD may waive its residency requirement at its own discretion with the approval of the academic department and proper documentation of course equivalency.
- Students are expected to work closely with their Academic Advisor to ensure progress toward completion.
- The University reserves the right to consider alternative arrangements for coursework, which may include courses at local institutions subject to applicable regulatory approvals.

If you have any questions about the Teach Out Program, please contact:

Dr. Christine Guevara

christine.guevara@santafeuniversity.edu

Students electing to participate in the program are required to sign the acknowledgement below indicating that they have read and understand the terms and conditions of the Teach Out Program as indicated above. Each student will receive a personalized **Degree Completion Plan**, which will include all courses remaining in the program of study to be offered by SFUAD through the Teach Out Period.

I indicate my agreement with the terms and conditions of the Teach Out Program. I also acknowledge that I have met with my Academic Advisor and have been presented a **Degree Completion Plan** that represents the courses I need to complete my program of study at SFUAD, and I understand that SFUAD will deliver these courses to me through the Teach Out Period in accordance with the terms and conditions outlined in this document.

I indicate my agreement with the terms and conditions of the Teach Out Program. I also acknowledge that I have met with my Academic Advisor and **do not have a path to complete my program of study at SFUAD**, but elect to take classes until I transfer into a new institution.

ACKNOWLEDGEMENT:

Student Name: _____

Student ID: _____

Phone: _____

Date: _____

Signature: _____