

Teach-Out Plan for Yuin University (YU)

1. Dates of termination and closure:

No more than two academic years after final decision of TRACS Commission

2. Number of students impacted:

- The number of students, per program, who either transferred to other institutions or chose not to continue their study.
 - Bachelor of Arts in Business Administration - 36
 - Master of Business Administration - 3
 - Doctor of Philosophy in Business Administration - 3
 - Bachelor of Arts in Theology - 1
 - Master of Divinity - 2
 - Doctor of Philosophy in Theology - 1
 - Master of Science in Acupuncture and Oriental Medicine - 13
- The number of students who completed their course of study prior to the closure of the institution.
 - Bachelor of Arts in Business Administration - 0
 - Master of Business Administration - 1
 - Doctor of Philosophy in Business Administration - 1
 - Bachelor of Arts in Theology - 0
 - Master of Divinity - 0
 - Doctor of Philosophy in Theology - 17
 - Master of Science in Acupuncture and Oriental Medicine - 0

3. Financial status (receivable or payable balances), if any, the status of unearned tuition, all current refunds due and account balances realized from the termination.

No students were due to receive refunds.

4. An explanation of how affected parties (students) will be informed of the impending closure; An explanation of how students will be helped to complete their program of study with minimal disruption or additional expense; An explanation of how affected individuals will be informed of the planned termination such as a disposition of all student records, including educational, billing, accounting and financial aid records, in an accessible location and in accordance with applicable legal requirements in the event the school closes;

a. Affected parties (students)

YU has emailed and contacted all students regarding our teach-out plan, including the schools that are cooperating with YU. Those students who have contacted YU as a result of the forced closure have been guided accordingly with alternative choices for furthering their education should they not choose to register at the schools on the

teach-out plan. Many students wanted to continue at YU. Some students have requested transcripts, which have been provided for them through US mail. YU has no financial aid (Title IV).

b. An explanation of how students will be helped to complete their program of study.

Currently enrolled undergraduate students in a degree program at the upper division level who have 60 or more credit hours applicable to the major in their program of study should be given a high priority in University efforts to enable them to complete their degree programs.

An academic plan should be developed for each student that enables him/her to complete the curricular program requirements within the teach-out period.

Yu students who have completed over 60 credits of their degree at YU have been given priority to grant their degree at the teach out school. Each teach out school has granted YU students a priority registration date. Each student is in possession of an academic plan for completion of their degrees.

The teach-out period, typically, will continue for no more than two academic years following the date on which the notice of termination is given to students. If a course required for the degree is not offered in the teach-out period, students may make arrangements, with the department's consent, to take the course at another institution and transfer the credit, or to arrange with the department to complete the requirements in some other academically appropriate fashion.

YU will not conduct their own Teach-Out Plan as BPPE has denied membership after TRACS denied YU's appeal of termination action. YU gave final grades to all students for the Fall 2020 semester.

Students are required to have ongoing contact with their academic advisor during the teach-out period to ensure that their academic plans are current and consistent with the projected course offering.

Graduate students currently enrolled in a terminated degree program should be given an opportunity to complete their degree programs. Departments and programs should work with such students to develop a strategy for completion within the teach-out period. Programs should be as flexible as possible in facilitating and allowing currently enrolled graduate students to complete their degree program. Such students must meet the minimum credit hour requirements for the degree.

All students have direct contact with YU staff through the Fall semester of 2020 for the purpose of proper guidance and to ensure their academic plans are being met. No student at YU will continue courses at YU after the Fall 2020 semester as YU will not conduct its own teach out classes.

c. Disposition of student records:

Student records and other related materials are maintained in student files and are located in a locked and secure filing room. These records are stored digitally as virtual files as well. The academic records and receipts are in their folders and are stored digitally. Also, the students' attendance records, class rosters, grades, etc. are maintained on the server digitally. Moreover, all tuition and payment records are recorded in QuickBooks.

Regarding the Spring 2020 semester, all materials that are provided by instructors and student responses will be kept separate in individual folders digitally in a corresponding format.

5. An explanation of how affected parties {faculty and staff} will be informed of the impending closure; How faculty and staff will be redeployed or helped to find new employment;

Faculty and staff will be redeployed or helped to find new employment through a new school in the near future (within 8 months).

Faculty and staff should be involved in and informed of plans to terminate a degree program at the earliest possible stage of consideration.

Faculty has been informed of any potential layoff considerations covered by the University Faculty Guidelines. At the earliest possible stage of consideration, they have been apprised of recommendations forwarded to the University Board of Trustees regarding plans to terminate the YU degree programs.

6. An explanation, accompanied by appropriate supporting documentation and timelines in the event of closure, of how the school notifies students a documentation and description of how the delivery of training and services to students will not be materially disrupted and the obligations to the students will be timely met;

After the university committee meeting, the university sent email to the instructors and students. In the email, the university mentioned alteration that will happen for the classes. Also, we provided the names and emails of the student for instructors that can be in touch with them.

Due to the situation of closure, YUs academic committee followed up the news of the TRACS update, made a decision to extend operations for one week, then decided to close immediately to be in line with requirements from BPPE and TRACS. Finally, as seen in documents submitted to TRACS, the instructors and students are in touch on a weekly basis via email and through in-person appointments.

7. If closing an institution: signed copies of teach-out agreements with other institutions, if any; and arrangement for the storing of student records, disposition of final financial resources and other assets.

Signed teach-out agreements with the following institutions were submitted to TRACS. The listed institutions have agreed to offer teach-out options for the noted programs.

- Stanton University (<https://www.stantonuniversity.com/admission/admissions-process/>)
 - Bachelor of Arts in Business Administration
 - Master of Business Administration
- International American University (<https://iaula.edu/admissions/>)
 - Doctor of Philosophy in Business Administration
- Grace Mission University (<https://www.gm.edu/general-information>)
 - Bachelor Arts in Theology
 - Master of Divinity
 - Doctor Philosophy in Theology
- Dongguk University (<https://www.dula.edu/msom-choose/>)
 - Master of Science in Acupuncture and Oriental Medicine

Additionally, TRACS has established an unofficial teach-out option with the University of South Los Angeles (<https://usla.edu/transfer-requirements>) for transfer of applicable credits earned by YU students in the Doctor of Philosophy in Business Administration program.