

**Wayland Baptist University**

**Substantive Change – Off-campus Instructional Site Closure**

**Site Offering Non-credit Instruction Only: Conway Baptist Church**

## Teach-Out Plan

### Location:

Conway Baptist Church  
2215 North Conway Avenue  
Mission, TX 78572

1. **Substantive Change Cover Sheet:** Attached
2. **Closure Date:** N/A. The only program offered at this location is the Certificate of Christian Ministry, which is a program for which no academic credit is awarded. Prior to academic year 2019-2020, students enrolled in the Certificate of Christian Ministry (COCM) program had the option to apply for up to 18 hours of academic credit based on completion of the COCM program if other eligibility criteria were met. On February 20, 2019, the university's Academic Council approved a restructuring of the COCM program to remove the option for academic credit. The program continues to be offered as a non-credit awarding program.
3. **Explanation of how affected parties will be informed of the impending closure:** Throughout the life of the COCM (over a decade), only one student applied for and met requirements to convert the certificate credit to academic credit. Consequently, the changes to the COCM approved by the Academic Council removed only that provision. The certificate program continues to be offered at this site, so no faculty, staff or students were negatively impacted by this change.
4. **Explanation of how all affected students will be helped to complete their program of study with minimal disruption or additional costs:** All students will be able to complete any current and future enrollments in modules comprising the COCM. There are no changes to the schedule of offerings, the cost, the faculty or the staff generated by converting from the potential to earn academic credit to non-credit awarding.
5. **Explain whether the students subject to the teach-out plan will incur additional charges or other expenses because of the teach-out, and, if so, how the students will be notified:** No additional expenses will be incurred as a result of this change. Costs remain \$100 per module for each COCM module. Costs of materials are covered in the cost, and no change is anticipated for either attendance or materials.
6. **Copies of signed teach-out agreements with other institutions, if applicable:** No teach-out agreements with other institutions are required.
7. **Description of how faculty and staff will be redeployed or helped to find new employment:** No faculty or staff will be displaced due to this change, so no one will be redeployed and no individuals will need to find new employment.