





All of the above listed programs require the following:

<input type="checkbox"/>	1	<b>Describe rationale for discontinuation.</b>
<input type="checkbox"/>	2	<b>Describe <i>how</i> the Teach-Out Plan, if approved, will be implemented.</b>
<input type="checkbox"/>	3	<b>Describe <i>when</i> the Teach-Out Plan, if approved, will be implemented.</b>

**III. Teach Out Plan:**

Please attach a **Teach Out Plan** when submitting the Program Discontinuation Form (*see Teach Out Plan Requirements below*).

**IV. Certification:**

I certify that all information provided is complete and accurate.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 (Owner or Administrative Official)

Printed Name of Administrative Official: \_\_\_\_\_

Title of Administrative Official: \_\_\_\_\_



### Teach Out Plan Requirements

A *Teach Out Plan* is a description of planned approach to be taken by the Institution as a result of planned programmatic or Institutional closure. An Institution has been deemed to be financially unsound is also subject to submitting a *Teach Out Plan*.

REQUIRED INFORMATION	
<b>I. <u>Student Information:</u></b>	
The Institution shall provide the Commission a <b>roster</b> of each currently enrolled students who are impacted by a planned program or Institutional closure, or would be impacted in the event of an unscheduled closure.	
<b>The roster must contain the following information:</b>	
<input type="checkbox"/>	Contact information, including phone numbers, email addresses, and mailing addresses.
<input type="checkbox"/>	Student ID Number (if applicable)
<input type="checkbox"/>	Program Information: <ol style="list-style-type: none"> <li>1) Program Name</li> <li>2) Total Program Clock/Credit Hours</li> <li>3) Clock/Credit Hours Earned</li> <li>4) Number of Outstanding Clock/Credit Hours</li> <li>5) Estimated Graduation/Completion Date</li> </ol>
<input type="checkbox"/>	Student Ledger: <ol style="list-style-type: none"> <li>1) Total Tuition</li> <li>2) Tuition Paid</li> <li>3) Tuition Earned</li> <li>4) Tuition Balance</li> <li>5) Refund Due</li> </ol>
<b>II. <u>Financial Improvement Plan (if requested by the Commission due to Financial Unsoundness):</u></b>	
<input type="checkbox"/>	See <i>Financial Improvement Plan</i> Guidelines for details.
<b>III. <u>Records:</u></b>	
<input type="checkbox"/>	Contact information for current Custodian of Student Records, which includes: <ol style="list-style-type: none"> <li>1) Name of Organization/Institution responsible for records.</li> <li>2) Contact person for transcript/record requests.</li> <li>3) Contact information must include direct phone, email address, physical and mailing addresses.</li> </ol>



**IV. Teach Out Agreements with Alternative Program Offered:**

- The Institution is to provide the Commission for approval, an alternative program, that is substantially equivalent as to:
  - 1) Program Content
  - 2) Quality of Instruction and Equipment
  - 3) Period of Program
  - 4) Accreditation Status
  - 5) Credentials
  - 6) Accessibility
  - 7) Placement Assistance
  - 8) Faculty
  - 9) Location (as compared to the location of the students current Institution)
- The Institutional shall provide this Teach Out Agreement for every program that the Institution is Authorized to offer and currently has students enrolled in.

**V. Demonstration of Commitment:**

- If the school's plan is to remain open until all students have completed their education**, then the plan must demonstrate the allocation and commitment of the necessary financial and educational resources (faculty and staff, etc.) and capital to support the full teach-out of the attending students including:
  - 1) An estimated cost per student, per program, to successfully complete the teach-out based on the required education/training program remaining for the current students outlined above;
  - 2) A budget for operations through the period of the teach-out and documentation that the budget supports the above costs to teach-out all students, including:
  - 3) Resources and financial commitments dedicated to maintaining all necessary operations until all students have completed their education;
  - 4) The expected revenue and operating expenses, including all facility allocations and all faculty and staff compensation; and
  - 5) Severance, retention bonuses, COBRA support and outplacement support, as appropriate.
- Management assumptions regarding retention of the necessary faculty and staff to complete the teach-out. For example, the anticipated retention rate for those employees who are offered a retention bonus to stay until the teach-out is complete and/or severance, and a plan to find suitable staff for a situation where the school falls below acceptable support levels.
- The school must provide evidence of financial resources that cover the cost of the teach-out as budgeted above.
- If the school's plan is not to teach-out all remaining students prior to closure**, then the plan to issue refunds in accordance with ACPE regulations.



**NOTIFICATION REQUIREMENTS**  
*(attach addition pages as necessary)*

**VI. Students:**

- Notification plan to all currently enrolled students indicating a date that they must complete all courses by program or institution end date.
- Notification plan to all currently enrolled students who may not be completed by program or institutional end date.  
*Including:*
  - 1) Providing refund options for portion of course work that will not be completed, in accordance with ACPE regulations.
  - 2) Providing a comparable equivalent program at another authorized institution in close proximity, which includes name of Institution and contact information.
- Notification plan to all currently admitted or prospective students, issuing refunds if necessary in accordance with ACPE regulations.
- A description of how student’s transcripts will be provided to and accessible by current and former students.

**VII. Faculty & Staff:**

- Notification plan to affected faculty and staff due to closure.

**VIII. Regulatory Bodies:**

- Notification plan to accrediting, state approval, or other regulatory bodies, as applicable, which includes:
  - 1) Name of Organization
  - 2) Name of Contact Person which interacts with Institution
  - 3) Contact information such as email address, phone number, physical and mailing addresses

**OTHER ACTIONS TO BE TAKEN BY INSTITUTION**

**IX. Enrollment:**

- The Institution is to discontinue enrollment of applicable programs affected by closure or all programs in the event of Institutional closure.

**X. Marketing:**

- The Institution is to discontinue advertising to prospective students.