



## TWO-PARTY TEACH-OUT APPLICATION

(June 2019)

**This application is to be submitted for approval to partner with an *outside* entity to conduct a teach-out.**

Mail one hard copy:

Council on Occupational Education  
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### GENERAL INFORMATION

COE-Accredited Institution				Institution ID#	
Main Campus Address					
Chief Administrator			Email		
Telephone Number		Extension		Web Site	
Institution Conducting Teach-Out				Web Site	
Date of Application					

The Council's policy for approval of the teaching-out of students requires that, at a minimum, all institutions submit a Teach-Out Plan and either an Institutional Teach-Out Form *or* a Two-Party Teach-Out Application. This policy applies to candidate and accredited institutions and all programs affected by a teach-out regardless of the mode of delivery.

#### **Institutional Teach-Out Form**

Submit an *Institutional Teach-Out Form* if the students are being taught-out *within* the institution, along with a copy of the Teach-Out Plan.

#### **Two-Party Teach-Out Application**

Submit a *Two-Party Teach-Out Application* for approval for the institution to partner with an *outside* entity to conduct a teach-out, along with a copy of the Teach-Out Plan. In cases where member institutions partner with other entities to conduct a teach-out of students, a copy of the Teach-Out Agreement between the entities involved must also be submitted. This documentation must go before the Commission for approval.

#### **Teach-Out Plan**

A plan for the teaching-out of students from a program or institution must be submitted upon the occurrence of any of the following events:

- (a) The Secretary of Education notifies the Council that the Secretary has initiated an emergency action against an institution, in accordance with section 487(c)(1)(G) of the HEA, or an action to limit, suspend, or terminate an institution participating in any Title IV, HEA program, in accordance with section 487(c)(1)(F) of the HEA, and that a teach-out plan is required.
- (b) A State licensing or authorizing agency notifies the Council that an institution's license or legal authorization to provide an educational program has been or will be revoked.
- (c) The Council acts to withdraw, terminate, or suspend the accreditation or candidacy of the institution.
- (d) The institution notifies the Council that it intends to cease operations entirely or close a location that provides one hundred percent of at least one program, or closes a program before enrolled students complete.

A Teach-Out Plan must be consistent with applicable standards and regulations. The plan must provide for the equitable treatment of students by insuring that:

- (a) Students are provided all of the instruction promised by the closed educational program or institution prior to its closure but not provided to the students because of the closure;
- (b) Institutions that are closing must work with regulatory agencies to assure that students are placed; and
- (c) Students are notified of additional charges, if any, for completing the course or program at the teach-out institution.

If the Commission approves the Teach-Out Plan that includes a program that is accredited by another accrediting agency, the Commission will notify that agency of the plan's approval.

**Teach-Out Agreement with Another Institution**

A Teach-Out Agreement, which is entered into by a COE candidate or accredited institution or at the request of the Commission, must be consistent with applicable standards and regulations. The agreement must provide for the equitable treatment of students by insuring that:

- (a) The agreement is between institutions that are accredited or in candidate status with an accrediting agency recognized by the U.S. Secretary of Education;
- (b) The teach-out institution is geographically proximate to the closed program or institution;
- (c) The teach-out institution can remain stable, carry out its mission, and meet all obligations to existing students;
- (d) The teach-out institution can demonstrate compatibility of its program structure and scheduling to that of the closed program or institution; and,
- (e) The teach-out institution will provide students with information about any additional charges, if any.

**Teach-Out of Another Institution**

An institution must notify and receive Commission approval prior to teaching-out students of another institution. The teach-out of programs that are not currently offered by the institution may require a focused team visit in the event that the teach-out requires special safety precautions and procedures.

**TEACH-OUT INFORMATION**

1.	Name of institution conducting teach-out				
	Address				
	Chief Administrative Officer				Email
	Telephone number		Extension		Web Site
2.	Name of institution or campus with the program(s) to be closed.				
	Address				
3.	Location where teach-out will occur				
4.	List the programs involved in the teach-out.				
		Program Name	Length of Program (Clock/Semester/Quarter Credit Hours)	Number of Students	Projected Completion Date
	a.				
	b.				
	c.				
d.					
5.	Are all of the programs listed in #4 above currently licensed and approved for the institution that is conducting the teach-out?				
	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, provide rationale for demonstrating that the institution can provide teach-out activities in compliance with Commission policies and standards.

6.	Will the teach-out use the program's currently approved hours, curriculum, delivery mode(s), instructors, equipment, student services, and learning resources?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7.	List the name of the institution which will issue certificates, diplomas, and/or degrees for the program(s) to be closed.	
8.	As of what date will no new students be enrolled?	
9.	What is the beginning date of the teach-out?	
10.	What date do you expect the last student to be taught-out? Note: The institution must inform the Council if the teach-out goes beyond this date.	
11.	Are any of the programs on Heightened Monitoring status for CPL reasons?	<input type="checkbox"/> YES <input type="checkbox"/> NO
	If yes, which program(s)?	
12.	Attach a copy of the Teach-Out Agreement.	
13.	Attach a copy of the Teach-Out Plan that demonstrates compliance with the Council's Teach-Out requirements as stated in the <i>Handbook of Accreditation</i> , Section V.B.I.(2).	
14.	Attach a copy of the state/district/authorizing agency approval of the Teach-Out Plan.	

<p><b>APPLICATION CERTIFICATION AND DISCLOSURE STATEMENT</b></p> <p>I certify that all the information contained in this application is true and correct.</p>	
<p><i>Signature of Chief Administrator</i></p>	<p><i>Date</i></p>