



## INSTITUTIONAL TEACH-OUT FORM

For Approval to Conduct a Teach-Out Within the Institution  
(May 2023)

Public Institutions: Email one PDF copy to Cherie Jolley: [cherie.jolley@council.org](mailto:cherie.jolley@council.org)  
 Non-Public Institutions: Email one PDF copy to Kallan Williams: [kallan.williams@council.org](mailto:kallan.williams@council.org)

### GENERAL INFORMATION

Institution Name			Main Campus 6-Digit ID #	
Main Campus Address				
Chief Administrator		Email		
COE Liaison		Email		
Telephone Number		Extension		

### Teach-Out

This term is used to describe the process of permanently closing (deleting) a program that currently has students enrolled.

The Council's policy for approval of the teaching-out of students requires that, at a minimum, all institutions submit either an Institutional Teach-Out Form (for approval to conduct a teach-out within the institution) or Two-Party Teach-Out Application (for approval to partner with an outside entity to conduct a teach-out) and a copy of the plan to conduct the teach-out.

This policy applies to candidate and accredited institutions and all programs affected by a teach-out regardless of the mode of delivery.

### 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 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. Teach-out plans submitted to the Council must include a list of currently enrolled students, academic programs offered by the institution, and the names of other institutions that offer similar programs and that could potentially enter into a teach-out agreement with the institution. 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 INFORMATION

Name of Program(s)	1.		
	2.		
Program Length (Clock and Credit Hours)	1.		CIP Code
	2.		
Delivery Mode(s)	<input type="checkbox"/> 100% Traditional <input type="checkbox"/> Hybrid <input type="checkbox"/> Distance Education <input type="checkbox"/> Competency-Based Education		
Location(s) where this program will be taught-out	Address		
Campus 1			
Campus 2			
Campus 3			
1.	Has the Commission placed this program(s) on a status due to failure to meet student achievement benchmarks?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	If so, as of what date was the program(s) placed on the status (month/day/year)?		
2.	As of what date did the institution stop enrollment into this program (month/day/year)? <sup>1</sup>		
3.	As of what date do you expect the last student to be taught-out (month/day/year)? <sup>2</sup>		
4.	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	
5.	State the reason for the teach-out.		

## TEACH-OUT PLAN

6.	I attest that the Teach-Out Plan is in compliance with all applicable standards and regulations as stated in the <i>Handbook of Accreditation</i> .	<input type="checkbox"/> YES	
7.	I attest that the Teach-Out Plan provides 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;	<input type="checkbox"/> YES	
	b. Institutions that are closing must work with regulatory agencies to assure that students are placed; and,	<input type="checkbox"/> YES <input type="checkbox"/> N/A	
	c. Students are notified of additional charges, if any, for completing the course or program at the teach-out institution.	<input type="checkbox"/> YES <input type="checkbox"/> N/A	

<sup>1</sup> A program placed in teach-out due to failure to meet student achievement benchmarks must cease enrollment immediately. The program cannot be added back to the list of approved programs until at least 12 months after the last student completes the teach-out.

<sup>2</sup> The institution must inform COE if the teach-out goes beyond this date.

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