Policy on Teach-Out Plans and Agreements  

Background
ACCJC seeks to ensure the equitable treatment of students by requiring institutions to submit a written teach-out plan, and if practicable, teach-out agreement, upon the occurrence of certain events or circumstances which might lead to voluntary or involuntary closure. ACCJC Policy on Closing an Institution provides further guidance for closing institutions. While federal regulations outline the specific circumstances which require a teach-out plan and teach-out agreement, the Commission also maintains the right to require a teach-out agreement as part of an institution’s teach-out plan.1

Definitions2
Teach-out: A process during which a program, institution, or institutional location that provides 100 percent of at least one program engages in an orderly closure or when, following the closure of an institution or campus, another institution provides an opportunity for the students of the closed school to complete their program, regardless of their academic progress at the time of closure.

Teach-out plan: A written plan developed by an institution that provides for the equitable treatment of students if an institution, or an institutional location that provides 100 percent of at least one program, ceases to operate or plans to cease operations before all enrolled students have completed their program of study.

Teach-out agreement: A written agreement between institutions that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 100 percent of at least one program offered, ceases to operate or plans to cease operations before all enrolled students have completed their program of study.

Policy3
Federal regulations require that institutions submit a teach-out plan, and if practicable, teach-out agreements as noted below, from accredited and preaccredited institutions upon the occurrence of any of the following events:

A. If the Department of Education notifies the Commission:
   (1) of a determination of a nonprofit or proprietary institution's independent auditor expressing doubt about the institution's ability to operate as a going

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1 34 CFR §602.24 (c)(5)
2 34 CFR §600.2
3 34 CFR §602.24 (c)
concern or indicating an adverse opinion or a finding of material weakness related to financial stability, then the Commission will require a teach-out plan;

(2) that the institution is participating in Title IV programs under a provisional program participation agreement and the Secretary has required a teach-out plan as a condition of participation, the Commission will then require a teach-out plan;

(3) that it has placed the institution on the reimbursement payment method or the heightened cash monitoring payment method requiring the Department of Education’s review of the institution’s supporting documentation, the Commission will then require a teach-out plan and teach-out agreement;

(4) and, that the Department of Education has initiated an emergency action against an institution, or an action to limit, suspend, or terminate an institution participating in any Title IV program, then the Commission will require a teach-out plan and teach-out agreement.

B. If a State licensing or authorizing agency notifies ACCJC that an institution's license or legal authorization to provide an educational program has been or will be revoked, the Commission will then require a teach-out plan and teach-out agreement.

C. If the Commission acts to:
   (1) place the institution on probation or show cause, then Commission will require a teach-out plan;
   (2) to withdraw or suspend the accreditation or preaccreditation of the institution, the Commission will then require a teach-out plan and teach-out agreement.

D. If the institution notifies ACCJC that:
   (1) it intends to cease operations entirely, then the Commission will require a teach-out plan and teach-out agreement.
   (2) it intends to close a location that provides one hundred percent of at least one program, including if the location is being moved and is considered by the Department of Education to be a closed school, the Commission will then require a teach-out plan and teach-out agreement.

E. Federal regulations also require that preaccredited institutions have a teach-out plan. Institutions applying for candidacy must submit the teach-out plan at the time of their preaccreditation review in accordance with substantive change guidelines.

**Commission Review of Teach-Out Plans**

The institution must submit its teach-out plan prior to implementation to the ACCJC in accordance with its substantive change guidelines.

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4 34 CFR §602.23 (f)(1)(ii)
A. The Commission will evaluate teach-out plans by ensuring:
   (1) consistency with applicable standards and regulations,
   (2) it provides for the equitable treatment of students,
   (3) it includes a list of currently enrolled students,
   (4) it includes a list of academic programs offered by the institution, and
   (5) it includes the names of other institutions that offer similar programs and that could potentially enter into a teach-out agreement with the institution.

B. If ACCJC approves a teach-out plan that includes a program or institution that is accredited by another recognized accrediting agency, it must notify that accrediting agency of its approval.

Commission Review of Teach-Out Agreements
ACCJC may require an institution it accredits or preaccredits to enter into a teach-out agreement as part of its teach-out plan in accordance with this policy and federal regulations. The institution must submit its teach-out agreement prior to implementation to the ACCJC in accordance with its substantive change guidelines.

The Commission may approve the teach-out agreement only upon these conditions:

1. The agreement provides a reasonable opportunity for students to complete their program of study if an institution, or an institutional location that provides 100 percent of at least one program offered, closes or plans to close, before all enrolled students have completed their program of study;
2. The agreement is consistent with applicable standards and regulations, and
3. The agreement provides for the equitable treatment of students being served by ensuring that the teach-out institution—
   i. has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, delivery modality, and scheduling to that provided by the institution or location closing; however, while an option by an alternate method of delivery may be made available to students, such an option is not sufficient unless an option by the same method of delivery as the original educational program is also provided;
   ii. has the capacity to carry out its mission and meet all obligations to existing students;
   iii. demonstrates that it can provide students access to the program and services without requiring them to move or travel for substantial distances or durations; and
   iv. demonstrates that it will provide students with information about additional charges, if any.

4. The Commission will not permit an institution to serve as a teach-out institution under the following conditions:

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5 34 CFR §602.24 (c)(5)
i. A determination of a nonprofit or proprietary institution's independent auditor expressing doubt about the institution's ability to operate as a going concern or indicating an adverse opinion or a finding of material weakness related to financial stability;

ii. The institution is under investigation, subject to an action, or being prosecuted for an issue related to academic quality, misrepresentation, fraud, or other severe matters by a law enforcement agency;

iii. The Commission acted to place the institution on probation or show cause.

5. The Commission is permitted to waive requirements regarding the percentage of credits that must be earned by a student at the institution awarding the educational credential if the student is completing his or her program through a written teach-out agreement or transfer.

6. The Commission must require the institution to provide copies of all notifications from the institution related to the institution's closure or to teach-out options to ensure the information accurately represents students' ability to transfer credits and may require corrections.

7. Teach-out agreements for closing institutions must include the following additional elements:

i. a complete list of students currently enrolled in each program at the institution and the program requirements each student has completed;

ii. a plan to provide all potentially eligible students with information about how to obtain a closed school discharge and, if applicable, information on State refund policies;

iii. a record retention plan to be provided to all enrolled students that delineates the final disposition of teach-out records (e.g., student transcripts, billing, financial aid records);

iv. information on the number and types of credits the teach-out institution is willing to accept prior to the student's enrollment; and

v. a clear statement to students of the tuition and fees of the educational program and the number and types of credits that will be accepted by the teach-out institution.

If an institution closes without a teach-out plan or agreement, ACCJC will work with the Department of Education and the appropriate State agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charges.

<Policy Committee First Read: date>