**HOW TO USE THIS COVER SHEET (DELETE THIS PAGE PRIOR TO SUBMISSION):**

Under certain circumstances, ACCJC may require an institution it accredits or those with candidacy status (preaccreditation) to enter into a teach-out agreement in accordance with Commission policy and federal regulations.[[1]](#footnote-1) These circumstances include the closure of an institution and the closure of an institutional location that provides 100 percent of at least one credit-bearing degree or certificate program.

Institutions must submit teach-out agreement(s) to the Commission for review and approval prior to implementation. This cover sheet is designed to support that submission process.

Text in **gray highlighting** indicates places where you may wish to customize the cover sheet to fit the specific circumstances of your institution. **Please remove the highlighting prior to submission.** Your ACCJC staff liaison is available to answer questions at any time.

**CHECKLIST FOR REVIEW OF TEACH-OUT AGREEMENTS**

In addition to the cover sheet, this document contains a copy of the checklist used by the Commission as it reviews and approves teach-out agreements. The checklist ensures that each teach-out agreement contains specific elements required by policy and federal regulations. The checklist has been provided here for reference only. Your institution is **not** required to fill out the checklist when submitting a teach-out agreement to ACCJC, but you may find it useful as you prepare agreements with receiving institutions. **Please delete the checklist from your cover sheet prior to submission.**

**SUBMISSION PROCESS:**

Unless you receive other guidance from your ACCJC staff liaison, you will submit your cover sheet, teach-out agreement(s), and any supporting documentation by uploading your files to ACCJC’s secure online cloud service. Please contact your ACCJC staff liaison to request a secure link.

Your submission must include the following:

* a PDF copy of the cover sheet;
* a PDF copy of each teach-out agreement being submitted for review;
* a folder (or folders) containing PDF copies of any supporting evidence.

[Insert college letterhead]

**To:** Accrediting Commission for Community and Junior Colleges

**From:** [insert Name of Chief Executive Officer]

 [insert Name of Institution]

 [insert Institution Address]

**Re:**  Teach-Out Agreements

Enclosed in this submission, please find teach-out agreements between [insert name of your institution] and the institutions noted in the table below as requested by the Commission in the action letter dated [insert date of action letter]. In accordance with the Commission’s *Policy on Teach-Out Plans and Agreements,* these agreements provide for the equitable treatment of students. They ensure enrolled students can complete their programs of study and meet curricular requirements for professional licensure or certification, if applicable, with minimal disruption in the event that [insert either the name of the institution or the name of the institutional location, as appropriate for the circumstances requiring a teach-out] should cease operations.

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| --- | --- |
| **Institution Name** | **Accreditation Status** |
| [Insert name(s) of accredited institution(s) with similar programs where teach-out agreement has been established] | [Insert name of this receiving institution’s institutional accreditor and list current status with this agency. E.g., WSCUC; Last reaffirmed June 2021] |
| [Insert name(s) of accredited institution(s) with similar programs where teach-out agreement has been established] | [Insert name of this receiving institution’s institutional accreditor and list current status with this agency. E.g., WSCUC; Last reaffirmed June 2021] |

[Insert additional rows as needed]

**Name of Proposed Receiving Institution: [insert name of institution]**

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| **1. Conditions that would Prohibit Approval of an Individual Teach-Out Institution***Note: Complete this checklist for each proposed receiving institution listed above. A “Yes” in any category will prohibit the Commission from permitting the institution to serve as a teach-out institution. In the event of a “Yes” selection below, further review of the agreement’s content is not needed.* |
| **If the proposed teach-out institution is nonprofit or proprietary:** Has the institution's independent auditor made a determination that expresses doubt about the institution's ability to operate as a going concern or indicates an adverse opinion or a finding of material weakness related to financial stability? | [ ]  Yes[ ]  No |
| **All institutions:**Has the institution’s accreditor acted to place the institution on probation or show cause? | [ ]  Yes[ ]  No |
| Has the Department of Education notified ACCJC that the institution is participating in Title IV, HEA programs under a provisional program participation agreement and has required a teach-out plan as a condition of participation? | [ ]  Yes[ ]  No |
| Has the Department of Education notified ACCJC that it has placed the institution on the reimbursement payment method under 34 CFR § 668.162(c) or the heightened cash monitoring payment method requiring the Department's review of the institution's supporting documentation under 34 CFR § 668.162(d)(2)? | [ ]  Yes[ ]  No |
| Has the Department of Education notified ACCJC that it 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? | [ ]  Yes[ ]  No |
| Has ACCJC acted to withdraw the accreditation or preaccreditation of the institution. | [ ]  Yes[ ]  No |
| Has the institution notified ACCJC that it intends to cease operations entirely or 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 to be a closed school? | [ ]  Yes[ ]  No |
| Has a state licensing or authorizing agency notified ACCJC that an institution's license or legal authorization to provide an educational program has been or will be revoked? | [ ]  Yes[ ]  No |
| Is the institution 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? | [ ]  Yes[ ]  No |
| **2. General Criteria Required for All Teach-Out Agreements** *Note: A “No” in any category will prohibit the Commission from approving the teach-out agreement.* |
| **Does the Teach-Out Agreement provide for the equitable treatment of students by ensuring that the receiving institution:**  |
| 1. has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content (and would meet curricular requirements for professional licensure or certification, if applicable), delivery modality, and scheduling to that provided by the institution or location closing?

**Note:** while an option by an alternate method of delivery may be made available to students, this option is not sufficient unless an option to complete in the same method of delivery as the original educational program has also been provided. | [ ]  Yes[ ]  No |
| 1. has the capacity to carry out its mission and meet all obligations to existing students?
 | [ ]  Yes[ ]  No |
| 1. demonstrates that it can provide students access to the program and services without requiring them to move or travel for substantial distances or durations?
 | [ ]  Yes[ ]  No |
| 1. demonstrates that it will provide students with information about additional charges, if any?
 | [ ]  Yes[ ]  No |
| **Additional Requirements for Teach-Out Agreements for Closing Institutions***Note: a “No” in any category will prohibit the Commission from approving the teach-out agreement.*  |
| **Does the Teach-Out Agreement include:** |
| 1. a complete list (including names) of students currently enrolled in each program at the institution and the program requirements the student has completed?
 | [ ]  Yes[ ]  No |
| 1. 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?
 | [ ]  Yes[ ]  No |
| 1. 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)?
 | [ ]  Yes[ ]  No |
| 1. information on the number and types of credits the teach-out institution is willing to accept prior to the student’s enrollment?
 | [ ]  Yes[ ]  No |
| 1. 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?
 | [ ]  Yes[ ]  No |

1. See [*Policy on Teach-Out Plans and Agreements*](https://accjc.org/wp-content/uploads/Policy-on-Teach-Out-Plans-and-Agreements.pdf) and 34 CFR § 602.24 (c)(5). [↑](#footnote-ref-1)