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

This template is designed to assist your institution as it completes a Teach-Out Plan. The template is essentially an annotated outline, with guidance and instructions for each required section of the report. The template also includes embedded formatting (e.g., headers, etc.) that will help build a table of contents for the final document.

Throughout the template, you will see highlighted text containing instruction and guidance:

* **Yellow highlighting** contains instructions and additional guidance related to the section.
* **Gray highlighting** indicates “insert text here” and provides a description of what to insert.

**Both types of highlighted text should be removed prior to the final submission of your Teach-Out Plan.** Your ACCJC staff liaison is available to answer questions at any time.

**DUE DATE:**

The due date for the Teach-Out Plan can be found in the action letter in which the Commission required your institution to submit the Teach-Out Plan. If you are preparing another report for the Commission in conjunction with the Teach-Out Plan, both documents will generally be due at the same time. Your ACCJC staff liaison can confirm the date if needed.

**SUBMISSION PROCESS:**

Unless you receive other guidance from your ACCJC staff liaison, you will submit your final report and supporting documentation by uploading your files to ACCJC’s secure online cloud service. Your ACCJC staff liaison will provide additional instructions and a link to the cloud service in advance of your submission due date.

Your submission must include the following:

* a PDF copy of the final Teach-Out Plan
* a complete list (including names) of students currently enrolled in each program at the institution and the program requirements the student has completed
* a folder containing copies of all evidence cited in the report (see below)

**REGARDING EVIDENCE FILES:**

As part of the submission process, you will upload a folder containing PDF copies of any evidence and/or documentation cited in your narrative responses. Within each folder, names of individual files should be meaningful enough to give a general idea of the file’s contents.

**REGARDING EVIDENCE LINKS:**

Within your report, you will link to evidence and documentation as needed. Your hyperlinks should be descriptive enough to indicate what document will be opened when a reader clicks the link. Hyperlinks may resolve to the individual evidence files that were uploaded to ACCJC as part of your submission (i.e., using relative links within the document) or to PDF files available on a dedicated, online institutional repository.

[insert college logo here]

**Teach-Out Plan**

Submitted by:

[insert College Name and

College Address]

to

Accrediting Commission for Community and Junior Colleges

[insert date of submission: Month Year]

Update the table of contents prior to submission. To update, click anywhere in the table of contents and select “Update Table” on the tab that appears above the table of contents header. When prompted, select “Update entire table.”

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# Circumstances Requiring the Need for a Teach-Out Plan

Provide a brief narrative describing the circumstances that led to the need for a teach-out plan. If your institution has been directed to submit a teach-out plan by the Commission in a formal action letter, please indicate the date of the action letter in the narrative.

[Insert narrative]

# Current Enrollment in College Degree and Certificate Programs

Complete the table below, adding rows as necessary to include the number of students currently enrolled in each credit-bearing degree or certificate program currently offered by the institution. Include the listing of all credit-bearing degrees and certificates from the College Catalog as supporting documentation. The institution must submit in a separate file to ACCJC a complete list (including names) of students currently enrolled in each program at the institution and the program requirements the student has completed.

|  |  |  |
| --- | --- | --- |
| **Program Name** | **Award Type** | **Enrollment** |
| [List the name of the program as it appears in the college catalog] | [insert award type, i.e., Associate Degree, Certificate, Baccalaureate Degree, etc.] | [Insert current headcount enrollment] |
| [List the name of the program as it appears in the college catalog] | [insert award type, i.e., Associate Degree, Certificate, Baccalaureate Degree, etc.] | [Insert current headcount enrollment] |
| [List the name of the program as it appears in the college catalog] | [insert award type, i.e., Associate Degree, Certificate, Baccalaureate Degree, etc.] | [Insert current headcount enrollment] |

Add rows to this table as needed until all programs are listed.

# Institutions with Similar Programs

Complete the table below. For each credit-bearing program listed in the college catalog, indicate the name of an accredited institution (or institutions) with similar programs where students could reasonably complete their programs of study (and would meet curricular requirements for professional licensure or certification, if applicable) in the event of a closure.

|  |  |  |
| --- | --- | --- |
| **Program Name** | **Award Type** | **Institution with Similar Program** |
| [List the name of the program as it appears in the college catalog] | [insert award type, i.e., Associate Degree, Certificate, Baccalaureate Degree] | [Insert name(s) of accredited institution(s) with similar programs where students could reasonably complete this program of study] |
| [List the name of the program as it appears in the college catalog] | [insert award type, i.e., Associate Degree, Certificate, Baccalaureate Degree] | [Insert name(s) of accredited institution(s) with similar programs where students could reasonably complete this program of study] |
| [List the name of the program as it appears in the college catalog] | [insert award type, i.e., Associate Degree, Certificate, Baccalaureate Degree] | [Insert name(s) of accredited institution(s) with similar programs where students could reasonably complete this program of study] |

Add rows to this table as needed until all programs are listed.

# Planned Procedures for Verifying Receiving Institutions

Provide a brief narrative describing how your institution would verify program content, structure, and scheduling, accreditation status, and institutional stability at the receiving institution(s). Provide links to supporting evidence and documentation as appropriate. You must clearly demonstrate how students completing a teach out would meet curricular requirements for professional licensure or certification, if any.

[Insert narrative]

# Planned Procedures for Notifying Students and Ensuring Access to Transcripts

Provide a brief narrative describing how your institution would notify students of their options and provide access to necessary records (e.g., transcripts). Provide links to supporting evidence and documentation as appropriate.

[Insert narrative]

# Planned Procedures for Ensuring Availability of Resources to Support Students

Provide a brief narrative describing how your institution would ensure that personnel and/or other resources are available to assist students with completing their programs of study and obtaining necessary records to transfer. Provide links to supporting evidence and documentation as appropriate.

[Insert narrative]