

PROPOSED CHANGES

Key: Deleted, Added, Explanation

~~Process for Reviewing a Required Teach-Out Plan~~ Policy on Teach-Out Plans

"Process for Reviewing a Required Teach-Out Plan" was adopted by the Commission on Accreditation in 2011, but not previously included in the COA Manual

~~A teach-out plan is required if any of the following occur:~~

- ~~• The Commission places an institution on public sanction because of concern for stability~~
- ~~• The Commission withdraws, suspends, or terminates accreditation or preaccreditation (candidate status)~~
- ~~• The institution voluntarily withdraws from accredited or preaccredited (candidate) status~~
- ~~• The institution closes a location where 100% of a program may be earned~~

~~The institution must submit a teach-out proposal to the appropriate Commission committee within 60 days of notification. In order for the proposal to be approved, it must provide for the equitable treatment of students in the event that the institution is no longer able to offer an accredited educational program to currently enrolled students. The proposal must be viable and ensure that enrolled students will have opportunity to graduate.~~

When an institution is no longer able to deliver a program to enrolled students as promised, an approved teach-out plan is required to provide for the equitable treatment of affected students. The institution must submit a teach-out plan proposal for review by the appropriate Commission on Accreditation committee. The proposal must be viable and ensure that enrolled students will have opportunity to graduate from a comparable program.

A teach-out plan is a proposed plan for enrolled students to complete comparable degrees or programs without hardship. A teach-out agreement is a formal contract between two institutions to implement a teach-out plan.

Planned Changes

Teach-out plans are to be submitted in advance of action in the following circumstances. The institution is not authorized to take action until the teach-out plan has been approved by the appropriate committee of the Commission on Accreditation:

1. The institution seeks to close a branch campus or additional location that provides 100% of at least one program (requires a substantive change proposal with teach-out plan).
2. The institution seeks to discontinue all graduate level offerings or all undergraduate level offerings (requires a substantive change proposal with teach-out plan).
3. The institution intends to discontinue an adult degree completion program.
4. The institution intends to discontinue an additional location.
5. The institution intends to close or cease operations.

For planned changes, teach-out plans are reviewed on the following schedule:

Proposal Received by	Commission Decision by
May 15	July 31
Sept. 15	Nov. 30
Dec. 15	Feb. 28

Note: For items 1-4 above, the teach-out plan may include a comparable, equitable, and convenient internal alternative for affected students to satisfy program requirements through other deliveries at the institution itself.

Unplanned Changes

Teach-out plans are to be submitted within 60 days of any of the following events:

1. The Commission acts place an institution on probation or show cause, or withdraw, terminate, or suspend the accreditation or preaccreditation of the institution.
2. The USDE Secretary notifies the Commission 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.
3. A State licensing or authorizing agency notifies the Commission that an institution's license or legal authorization to provide an educational program has been or will be revoked.
4. Unexpected closure of the institution.

For unplanned changes, teach-out plans are forwarded by the Commission office to the appropriate committee of the Commission for review by electronic meeting. The committee will evaluate the viability and acceptability of the plan and either return it to the institution with an explanation of the proposal's deficiencies and require revisions within 30 days, or approve the plan. Once approved by committee, the proposal will be distributed electronically to the full Commission for ratification vote. If the Commission does not ratify the decision, it will be remanded back to the committee for further review.

Characteristics of an Acceptable Teach-Out Plan

Although a ~~completed~~ formal agreement with another ~~school~~ institution is not required for this proposal, the institution ~~on public sanction requiring~~ required to submit a teach-out plan must provide evidence that at least one college or university meets the following qualifications:

1. Able to provide compatibility in content, quality, and calendar between the program(s) of instruction offered by the institution ~~on sanction~~ requiring a teach-out plan and the program(s) to be completed at the receiving institution
2. Accredited by a USDE ~~and/or a CHEA~~ recognized agency, or authorized by the appropriate provincial authority
3. In good standing with its accrediting agencies (no public sanctions).
4. Able to provide access to the offering(s) without requiring students to move or travel substantial distances.
5. Able to provide federal financial aid commensurate with the aid made available by the ~~sanctioned school~~ institution requiring the teach-out plan.

Additionally the teach-out plan must provide the following:

1. A description of a notification protocol to be used to notify all **affected** students of the teach-out plan and any additional charges students will incur.
2. Documentation demonstrating that the cost differential for the students will not be onerous.
3. A strategy for the security, preservation, and accessibility of student records.
4. A protocol for informing current and past students about the means for acquiring official copies of their records.

Approval Process:

- ~~1. Upon receipt of the proposed plan, the COA director will forward it to the appropriate COA committee for review.~~
- ~~2. The committee will evaluate the viability and acceptability of the plan and either (1) return it to the institution with an explanation of the proposal's deficiencies and require revisions within 30 days, or (2) forward it to the COA director with a recommendation for approval.~~
- ~~3. Upon receipt of the committee's recommendation, the COA director will notify the institution, the COA members, and any other related accrediting body, of the approval. The notification to Commission members will include a copy of the committee-approved plan.~~
- ~~4. Each Commission member shall have ten days to communicate a veto of the plan to the other Commissioners. If a majority of the Commissioners veto the plan, the COA director will be required to call a special meeting of the Commission (normally by electronic means) to determine what measures must be taken to make the plan acceptable. Following this determination, the plan will be returned to the institution in order to make the revisions required by the Commission. The institution will have 30 days to revise the plan and resubmit it to the original committee.~~

If the Commission approves a teach-out plan that includes a program that is accredited by another recognized accrediting agency, the Commission will notify that agency of the approval of the plan.

If an institution holding accredited or candidate (preaccredited) status with ABHE enters into a teach-out agreement (written agreement between institutions providing for one institution teaching-out students from the other institution), the teach-out agreement must also be approved by the ABHE Commission on Accreditation following the process outlined above. The agreement must be consistent with the requirements detailed in the ABHE Policy on Compliance with U.S. Department of Education Regulations. Note that the ABHE Commission on Accreditation requires a teach-out *plan* but not require a teach-out *agreement* with another institution.

If an institution holding accredited or candidate (preaccredited) status with ABHE closes without a teach-out plan or agreement, the Commission on Accreditation will work with the U.S. Department of Education and the appropriate state/provincial agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charge.

Adopted: February 2011, **PROPOSED** February 2016