

APPENDIX D. 20 - TEACH-OUT PLAN APPROVAL FORM

Section VIII of the COMTA Policies & Procedures Manual outlines when an institution or program is required to submit a Teach-Out Plan. Please submit a completed *Teach-out Plan Approval Form* with the Teach-Out Plans.

Name of Institution:				
Type of Accreditation:	Programmatic:	Institutional:		
Street Address:				
City: State:	Zip code:			
Contact name:	Title:			
Telephone number:	Email address:			
Other accrediting bodies that accredit the institution or program:				

At a minimum, the following information should be included in Teach-Out Plans to evidence the equitable treatment of students. Please indicate that each is included before submitting the Plan and Form.

	Criteria	Checklist
1.	The date of last classes scheduled or school closure. Also include the last date of student enrollments. (If the school does not currently have plans to close and the Teach-Out Plan was required by agency, note this.)	
2.	A chart or spreadsheet (Excel is preferred) listing all students impacted, should a teach-out be necessary, and including:	
	 a) their standing in their programs of study (credits earned and estimated completion dates), 	
	 any financial responsibilities (unearned tuition, refunds due or additional charges pending if tuition is not paid in full.) 	
3.	An explanation accompanied by appropriate supporting documentation and timelines of how the school would notify students in the event of closure, including notification of the students' rights and opportunities for teach-out, transfer and refunds.	
4.	A demonstration and description of how the delivery of training and services to students will not be materially disrupted, and that obligations to students will be timely met. (Will the school be conducting its own teach-out before closure, or will it partner with another institution in a teach-out agreement? In either instance, the school must demonstrate how the plan will "evidence the equitable treatment of students" (USDE regulations).	
5.	If applicable, the name of the proposed teach-out institution. If more than one	

	institution may be utilized for different programs, please list information for all.			
	a. If a self teach-out is proposed, please note.			
6.	If applicable, a brief statement of proposed teach-out institution's history and description of its current operations, including its faculty, facilities, equipment, and mission statement; and, other materials to evidence that the institution is stable, carries out its mission, meets all obligations to existing students, and is able to provide the necessary experience, resources and support services. a. If self teach-out is proposed, detail how stability and obligations to students will be maintained.			
7.	A description of the specific additional charges to students, if any, and the school's plan for providing advance notification to students of any additional charges.			
8.	In the event of school closure, a description of how all student records, including educational, billing, accounting and financial aid records, will be maintained or disposed of in an accessible location and in accordance with applicable legal requirements.			
Teach-out Agreement				
Has the Commission directed the institution or program to submit a teach-out agreement as part of its teach-out plan? Yes No				
Has the institution voluntarily entered into a teach-out agreement with another institution? Yes ☐ No ☐				
If the answer to either of the above questions is yes, please submit a copy of the proposed teach-out agreement with a completed <i>Teach-Out Agreement Approval Form</i> with the teach-out plan and form.				
Name: Title:				
Signature: Date:				
Do not write below the line – for COMTA staff use only				
Dat	te received: Reviewer: Date Reviewed:			
Directed by Commission? Yes ☐ (Date requested:) No ☐				
Complete? Yes No If incomplete, what is missing? (list) Date missing information requested: Information received: Yes No				
App	proved? Yes No			
Date other accrediting agencies notified, if applicable				