

Administrative Approval Form: Program Discontinuation

A change or departure from the program information specified in the Institution’s most recently approved Authorization application must be approved by the Commission before implementation. Commission Staff may administratively approve a change in curriculum, instructional delivery method, or senior management, if the change is not significant.

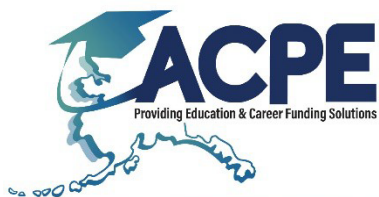
Instructions: Complete this form and pay the \$200 application fee.

I. Institution Information:

Institution Name: _____
Individual Completing Form: _____ Phone Number: _____

II. Program Discontinuation:

| NAME OF PROGRAM | REASON FOR DISCONTINUATION | DATE EFFECTIVE |
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All of the above listed programs require the following:

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| <input type="checkbox"/> | 1 | Describe rationale for discontinuation. |
| | | |
| <input type="checkbox"/> | 2 | Describe <i>how</i> the Teach-Out Plan, if approved, will be implemented. |
| | | |
| <input type="checkbox"/> | 3 | Describe <i>when</i> the Teach-Out Plan, if approved, will be implemented. |
| | | |

III. Teach Out Plan:

Please attach a **Teach Out Plan** when submitting the Program Discontinuation Form (*see Teach Out Plan Requirements below*).

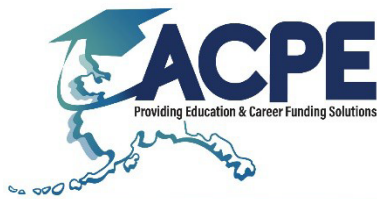
IV. Certification:

I certify that all information provided is complete and accurate.

Signature: _____ Date: _____
 (Owner or Administrative Official)

Printed Name of Administrative Official: _____

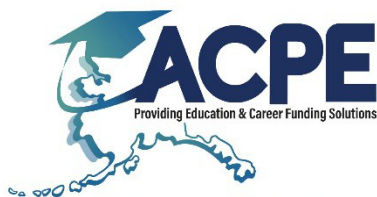
Title of Administrative Official: _____



Teach Out Plan Requirements

A *Teach Out Plan* is a description of planned approach to be taken by the Institution as a result of planned programmatic or Institutional closure. An Institution has been deemed to be financially unsound is also subject to submitting a *Teach Out Plan*.

| REQUIRED INFORMATION | |
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| I. <u>Student Information:</u> | |
| The Institution shall provide the Commission a roster of each currently enrolled students who are impacted by a planned program or Institutional closure, or would be impacted in the event of an unscheduled closure. | |
| The roster must contain the following information: | |
| <input type="checkbox"/> | Contact information, including phone numbers, email addresses, and mailing addresses. |
| <input type="checkbox"/> | Student ID Number (if applicable) |
| <input type="checkbox"/> | Program Information: <ol style="list-style-type: none"> 1) Program Name 2) Total Program Clock/Credit Hours 3) Clock/Credit Hours Earned 4) Number of Outstanding Clock/Credit Hours 5) Estimated Graduation/Completion Date |
| <input type="checkbox"/> | Student Ledger: <ol style="list-style-type: none"> 1) Total Tuition 2) Tuition Paid 3) Tuition Earned 4) Tuition Balance 5) Refund Due |
| II. <u>Financial Improvement Plan (if requested by the Commission due to Financial Unsoundness):</u> | |
| <input type="checkbox"/> | See <i>Financial Improvement Plan</i> Guidelines for details. |
| III. <u>Records:</u> | |
| <input type="checkbox"/> | Contact information for current Custodian of Student Records, which includes: <ol style="list-style-type: none"> 1) Name of Organization/Institution responsible for records. 2) Contact person for transcript/record requests. 3) Contact information must include direct phone, email address, physical and mailing addresses. |

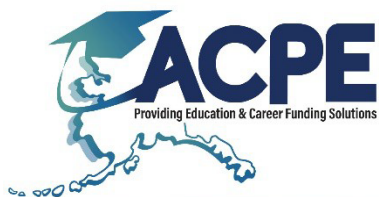


IV. Teach Out Agreements with Alternative Program Offered:

- ☐ The Institution is to provide the Commission for approval, an alternative program, that is substantially equivalent as to:
- | | | |
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| 1) Program Content | 4) Accreditation Status | 7) Placement Assistance |
| 2) Quality of Instruction and Equipment | 5) Credentials | 8) Faculty |
| 3) Period of Program | 6) Accessibility | 9) Location (as compared to the location of the students current Institution) |
- ☐ The Institutional shall provide this Teach Out Agreement for every program that the Institution is Authorized to offer and currently has students enrolled in.

V. Demonstration of Commitment:

- ☐ **If the school's plan is to remain open until all students have completed their education**, then the plan must demonstrate the allocation and commitment of the necessary financial and educational resources (faculty and staff, etc.) and capital to support the full teach-out of the attending students including:
- 1) An estimated cost per student, per program, to successfully complete the teach-out based on the required education/training program remaining for the current students outlined above;
 - 2) A budget for operations through the period of the teach-out and documentation that the budget supports the above costs to teach-out all students, including:
 - 3) Resources and financial commitments dedicated to maintaining all necessary operations until all students have completed their education;
 - 4) The expected revenue and operating expenses, including all facility allocations and all faculty and staff compensation; and
 - 5) Severance, retention bonuses, COBRA support and outplacement support, as appropriate.
- ☐ Management assumptions regarding retention of the necessary faculty and staff to complete the teach-out. For example, the anticipated retention rate for those employees who are offered a retention bonus to stay until the teach-out is complete and/or severance, and a plan to find suitable staff for a situation where the school falls below acceptable support levels.
- ☐ The school must provide evidence of financial resources that cover the cost of the teach-out as budgeted above.
- ☐ **If the school's plan is not to teach-out all remaining students prior to closure**, then the plan to issue refunds in accordance with ACPE regulations.



NOTIFICATION REQUIREMENTS

(attach addition pages as necessary)

VI. Students:

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| <input type="checkbox"/> | Notification plan to all currently enrolled students indicating a date that they must complete all courses by program or institution end date. |
| <input type="checkbox"/> | Notification plan to all currently enrolled students who may not be completed by program or institutional end date. <i>Including:</i> <ol style="list-style-type: none"> 1) Providing refund options for portion of course work that will not be completed, in accordance with ACPE regulations. 2) Providing a comparable equivalent program at another authorized institution in close proximity, which includes name of Institution and contact information. |
| <input type="checkbox"/> | Notification plan to all currently admitted or prospective students, issuing refunds if necessary in accordance with ACPE regulations. |
| <input type="checkbox"/> | A description of how student's transcripts will be provided to and accessible by current and former students. |

VII. Faculty & Staff:

- | | |
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| <input type="checkbox"/> | Notification plan to affected faculty and staff due to closure. |
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VIII. Regulatory Bodies:

- | | |
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| <input type="checkbox"/> | Notification plan to accrediting, state approval, or other regulatory bodies, as applicable, which includes: <ol style="list-style-type: none"> 1) Name of Organization 2) Name of Contact Person which interacts with Institution 3) Contact information such as email address, phone number, physical and mailing addresses |
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OTHER ACTIONS TO BE TAKEN BY INSTITUTION

IX. Enrollment:

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| <input type="checkbox"/> | The Institution is to discontinue enrollment of applicable programs affected by closure or all programs in the event of Institutional closure. |
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X. Marketing:

- | | |
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| <input type="checkbox"/> | The Institution is to discontinue advertising to prospective students. |
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