

**TEACH-OUT PLAN TEMPLATE**

In accordance with *ACEND® Policy & Procedure Manual-* Substantive Program Changes, Program Closure (located on the ACEND website: [Policy and Procedures](https://www.eatrightpro.org/acend/accreditation-standards-fees-and-policies/acend-policy-and-procedures)), ACEND requires programs to submit a Teach-Out Plan when a program voluntarily withdraws from or loses accreditation. If a program suddenly closes, ACEND reserves the right to require a Teach-Out-Plan immediately. The Teach-Out Plan Template and supporting documentation must be submitted electronically to acendreports@eatright.org and approved by ACEND prior to implementation of the plan.

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| **Date:** |  |
| **Program name and type:** |  |
| **Sponsoring institution:** |  |
| **City:** |  | **State:** |  |

***We certify that the information herein and attached hereto is correct. Signature must be present and may be presented as an electronic or scanned signature.***

**Program Director:**

|  |  |
| --- | --- |
|  |  |
| Name | Business Address |
|  |  |
| Title |  |
|  |  |
| Signature | E-mail Address |
| Telephone | Website Address |

**Administrator:** Provide name, credential, title, and signature of the Administrator to whom program director is responsible.

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| Name | Business Address |
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| Title |  |
|  |  |
| Signature | E-mail Address |
| Telephone | Website Address |

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| **Directions: The program must provide narrative and documentation about the closure including:** |
| 1. State if the entire program is closing, and if not, what part of the program is closing or being phased out.

Program Response: |
| 1. Date (MM/DD/YYYY) of closing/phase out. (Note that ACEND will close the program on this date at **10:00am CT** within ACEND’s database, with CDR and the US Department of Education. When deciding on a closure date, programs must factor in time needed to fully close the program which includes entering graduates into REPs, downloading any documentation needed in the REPs system and issuing verification statements to graduates. Contact your ACEND manager prior to submitting with questions regarding this identified date.)

Closure/Phase out Date - Click or tap to enter a date. |
| 1. State reason closing/phase out.

Program Response: |
| 1. Explain the adequacy of resources (faculty/preceptors, advising, physical facilities, etc.) available to enrolled students/interns during the teach-out period. Discuss resources that have been or will be impacted by the program closure, if any.

Program Response: |
| 1. Describe how the program will ensure that students/interns will be provided with all of the instruction promised by the program.

Program Response: |
| 1. Attach a list of students/interns currently enrolled in the program that includes all of the courses and/or rotations that each enrolled student/intern must complete for graduation/program completion and date of expected completion. (Date of program completion must be prior to the program closure date. For students/interns unable to complete the program by the closure date, the program must establish a teach-out agreement with another institution to ensure these students/interns complete the program. Describe the teach out agreement and provide a copy to ACEND as requested under #13.)

Program Response: |
| 1. State whether enrolled students/interns will incur additional charges due to the program closure and if so, how students/interns will be notified of these charges.

Program Response: |
| 1. ACEND requires verification statements to be stored indefinitely. Describe the program’s record retention plan that delineates where records of program graduates, including lists of graduates and corresponding verification statements for each, will be permanently stored.

Program Response: |
| 1. Describe how prospective and enrolled students/interns were informed of the program’s closing and implications of the closure (including but not limited to, those pertaining to prospective employment, eligibility to sit for the exam or qualify for internships) including date of communication(s). Attach a copy of all communications that were provided to prospective and enrolled students about the program’s closing, such as website information, dated letters, examples of acknowledgment forms to be signed by students/interns, etc. Communications must provide information about how former students may obtain a copy of the verification statement after program closure.

Program Response: |
| 1. Describe how the program’s interested parties including faculty, preceptors, academic advisors (including advisors of transfer students) affiliated community colleges (including those with articulation agreements) and advisory board, as applicable, were informed of the program’s closure and implications of the closure. Attach a copy of all communications that were provided to interested parties about the program’s closing such as letters or emails. These communications must be dated and include the recipients of that communication.

Program Response:  |
| 1. A program sponsored by an institution that is recognized by a U.S. institutional accreditor must provide a narrative describing how the program is meeting the requirements for teach-out agreements in effect for the sponsoring institution.

Program Response: |
| 1. The names of other similar programs that could potentially enter into a teach-out agreement, if needed. If the program is entering into a teach out agreement, include information about the institution under #13 (General comments without specific ACEND-accredited program names will not be accepted in this section).

Program Response: |
| 1. If the program reaches a teach-out agreement with another ACEND-accredited program to teach the remainder of the program, a teach-out agreement with the following additional information must be provided:
2. Evidence that the Teach-Out Plan provides for the equitable treatment of students, in particular by ensuring that they are able to complete the educational programs in which they were enrolled prior to the circumstances that led to the need for the Teach-Out Plan.
3. Evidence that the program will maintain the necessary experience, resources, and support services to provide an educational program reasonably similar in content, delivery modality and scheduling to that promised to the students upon enrollment.
4. A complete list of students/interns currently enrolled in the program and the program requirements each student has completed.
5. A plan to provide all potentially eligible students/interns with information about how to obtain a closed program discharge and, if applicable, information on State refund policies.
6. A record retention plan to be provided to all enrolled students/interns.
7. Information on the number of credits or supervised practice hours the teach-out institution is willing to accept for each student/intern prior to student/intern enrollment.
8. The percentage of credits, if any, that must be earned by a student at the institution awarding the educational credit must be clearly documented for each student/intern.
9. A clear statement of the tuition and fees of the teach-out institution.
10. Evidence that the program will provide students access to such programs and services without requiring them to move or travel substantial distances.

Program Response: |