

# PROGRAMMATIC TEACH-OUT PLAN APPROVAL FORM

Accrediting Commission of Career Schools and Colleges (ACCSC)

In accordance with *Section IV (F)(2) Rules of Process and Procedure, Standards of Accreditation* the Commission requires schools to submit a programmatic Teach-Out Plan any time that a school voluntarily discontinues a program or if the Commission takes an action to suspend or revoke the approval of a program. **Please Note:** This form is only for the purpose of a teach-out of a program and should not be submitted for the purpose of an institutional closure (see the ACCSC website for more information regarding forms to be submitted for an institutional closure and teach-out).

The Programmatic Teach-Out Plan must be submitted in an electronic format, prepared in accordance with ACCSC's [Instructions for Electronic Submission](#). The plan must contain all items, at a minimum, listed below:

SCHOOL #	SCHOOL NAME	TYPE		CITY	STATE	DEGREE GRANTING
		Main:	<input type="checkbox"/>			
		Branch:	<input type="checkbox"/>			

CONTACT PERSON	PHONE	EMAIL

## PROGRAM SCHEDULED FOR DISCONTINUATION:

PROGRAM TITLE (e.g. Business Administration)	INSTRUCTIONAL CLOCK HOURS	TOTAL CLOCK HOURS & OUTSIDE PREP HOURS	TOTAL CREDIT HOURS	TYPE OF CREDIT HOURS		FULL CREDENTIAL & ABBREVIATION (e.g. Associate of Science – AS)
				Semester:	<input type="checkbox"/>	
				Quarter:	<input type="checkbox"/>	

Are there any remaining students enrolled in this program?	<input type="checkbox"/>	YES
	<input type="checkbox"/>	NO
If yes, please provide the <b>total number</b> of remaining students enrolled in the program:		
Did the Commission suspend or revoke the approval if this program?	<input type="checkbox"/>	YES
	<input type="checkbox"/>	NO
Date the school ceased enrolling students in the program:		
Estimated date of last student(s) to graduate, if applicable: <i>(The school must notify the Commission office if this date changes.)</i>		

## REQUIRED SUPPORTING DOCUMENTATION (please attach all documents *after* the following page of this form):

1. A listing by name of all students in the program(s) and their estimated graduation dates, if applicable.
2. A description of how the school will ensure that the delivery of training and services to the remaining students, if any, will not be disrupted or modified and that the students will receive the remaining portion of the program in accordance with the terms set forth in the students' enrollment agreement.
3. List all other accrediting agencies this program is currently accredited by (i.e., programmatic accreditation) and confirm that the other accrediting agencies have been notified by the school regarding the teach-out and discontinuation of the program.

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I certify that the information herein and attached hereto is correct.

SCHOOL OFFICIAL NAME	SIGNATURE	TITLE	DATE

Upon receipt and approval of this completed form the Commission will update the school’s record in accordance with the dates provided above. The Commission expects that the delivery of training and services to the remaining students, if any, will not be disrupted or modified; that the students will receive the remaining portion of the program in accordance with the terms set forth in the students’ enrollment agreement; and that the school will continue to maintain compliance with ACCSC Standards of Accreditation.

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**The Commission approves the school’s plan for the discontinuation of the program(s) as listed above. The school’s record will be updated in accordance with the dates provided on the school’s plan. The applicable programmatic accrediting agencies and Department of Education will be copied on this approved programmatic teach-out.**

<b>For Office Staff Use Only</b> Approved by / Date Approved
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