

**NACCAS' Policies & Procedures**  
**January 2017**

**Policy IV.05 – Admission Policies and Procedures: Teach Out Policy and Checklist**

Institutions may submit draft versions of a [Teach-Out and Teach-Out Agreements](#) (see page 89) to the Commission for an advisory opinion prior to the agreement being finalized. A favorable opinion by the Commission will not constitute approval of the Agreement, and does not excuse the institution from undergoing the review and approval process once the final agreement has been executed. The Teach-Out Plan and/or Agreement applies also to programs which are discontinued.

If an institution accredited by NACCAS closes without a Teach-Out Plan or Teach-Out Agreement, NACCAS shall work with the U. S. Department of Education and/or the appropriate state agency, to the extent feasible, to assist students in finding reasonable opportunities to complete their education without additional charges.

If NACCAS approves a Teach-Out Plan or Teach-Out Agreement that includes a program that is accredited by another recognized accrediting agency, NACCAS will notify the other accrediting agency of its approval.

When developing a Teach-Out Plan and entering into a Teach-Out Agreement, the school must follow the NACCAS Teach-Out Policy and Checklist as follows:

- \_\_\_\_\_ 1. If no closure of an institution or program has occurred, an accredited institution must submit to NACCAS the Teach-Out Agreement entered into with another institution not later than 15 days after entering into such agreement.
- \_\_\_\_\_ 2. *In the event of an unplanned closure of an institution or program*, the Teach-Out Plan and Agreement must be submitted for approval not later than 15 days following the occurrence of a Teach-Out Event.
- \_\_\_\_\_ 3. In the event of the *planned* closure of an institution or program, the Teach-Out Plan and Agreement must be submitted 30 days prior to the closure date.
- \_\_\_\_\_ 4. A copy of the enrollment agreement for each institution that will receive students under the Teach-Out Agreement must be submitted.
- \_\_\_\_\_ 5. A copy of the catalog for each institution that will receive students under the Teach-Out Agreement must be submitted.
- \_\_\_\_\_ 6. A copy of the Teach-Out institution's license issued by the state regulatory agency must be submitted.
- \_\_\_\_\_ 7. Any additional information, if applicable, must be submitted.
- \_\_\_\_\_ 8. The Teach-Out Plan notifies students about additional charges, if any.
- \_\_\_\_\_ 9. The Teach-Out Plan provides students access to the program and services without requiring them to move or travel substantial distances.
- \_\_\_\_\_ 10. The Teach-Out institution(s) has the necessary experience, resources, and support services.

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- \_\_\_\_\_ 11. The teach-out institution(s) provides an educational program of acceptable quality as evidenced by state approval.
- \_\_\_\_\_ 12. The teach-out institution(s) has a program that is reasonably similar in content, structure, and scheduling to the closing institution or program.
- \_\_\_\_\_ 13. The teach-out institution(s) is stable, can carry out its mission, and meet all obligations to existing students.
- \_\_\_\_\_ 14. If an institution that is party to a Teach-Out Agreement has learned that another party to the Agreement plans to close, NACCAS must be notified.
- \_\_\_\_\_ 15. The closing school (or program) is responsible for submitting to NACCAS a list of students who were enrolled at the time of closure and indicate the arrangements made for each affected student.
- \_\_\_\_\_ 16. The closing school or program complies with applicable state and/or federal laws regarding records maintenance.