



Policy Title:	FEPAC Teach-Out Policy
Approved By:	FEPAC Commission
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Related Commission Document:	
References:	
Responsible Official:	Operations, Policies & Procedures Committee

OVERVIEW

A Teach-Out plan is a formal strategy implemented by a program during a loss of accreditation to ensure students currently enrolled can complete their studies with minimal disruption and continue with graduation despite the loss of accreditation status. This policy outlines the requirements of a Teach Out plan, including when one is needed. In circumstances involving voluntarily withdrawal from (including non-renewal or lapse in) FEPAC accreditation, programs must make notification to FEPAC using a Substantive Change Form (refer to the Substantive Change policy) to begin the Teach Out process.

Other reasons a FEPAC Accredited Program may need a Teach-Out Plan:

1. FEPAC acts to withdraw, terminate, or suspend the program's accreditation status.
2. A State licensing or authorizing agency gives notice that an institution's legal authorization to operate has been, or will be, revoked.
3. The institution notifies FEPAC that it intends to cease or suspend operations or permanently close the institution, or that it intends to discontinue some or all FEPAC-accredited programs before all students have completed their program of study.
4. The Commission determines in its sole discretion that closure or suspension of one or more academic programs at an institution raises concerns about the well-being of students in the FEPAC-accredited programs; or
5. The Commission determines that the institution is at risk for a sudden closure or suspension of some or all its operations because it is in financial distress, under government investigation, undergoing Change of Control, Structure or Organization, or facing other significant challenges.

The program must submit the teach-out plan to the Commission office for approval **prior to** its implementation, accompanied by documentation that cross-references the provisions of the plan to

each of the **Teach-Out Plan Requirements** specified below. FEPAC will evaluate the teach-out plan to ensure that it provides for the equitable treatment of students.

FAILURE TO SUBMIT A TEACH-OUT PLAN

Failure to submit an acceptable Teach Out plan will be reported to the appropriate regional accrediting body for the college or university and will preclude future FEPAC accreditation applications from the program or institution for a period of five (5) years.

TEACH - OUT PLAN REQUIREMENTS

Upon notification to FEPAC of voluntary withdrawal of accreditation OR in the event of an adverse action revoking the accreditation status of a FEPAC-accredited program, FEPAC requires the program to submit a Teach Out plan within thirty (30) calendar days that provides for the equitable treatment of the students that were enrolled in the program while it was accredited. Additionally, the program must follow FEPAC's instructions (e.g., public notification) provided in an official action letter.

Acceptable teach-out plans may include, but are not limited to, agreements with other accredited institutions to transfer appropriately qualified students, restoration of pre-revocation curriculum or faculty for the duration of the teach-out plan, or other suitable arrangements as deemed fit by the Commission.

Teach-out plans must include and address the following:

1. Name of program(s) being discontinued [i.e., the affected program(s)], and whether the institution is closing.
2. A listing by name of all students who are impacted by the closing of the program, the affected FEPAC-accredited program(s), and their estimated date of graduation.
3. Date of last enrollment of students in the affected FEPAC-accredited program(s).
4. A listing of all programmatic and institutional materials (websites, printed materials, etc.) that articulate the Program as a FEPAC accredited program and the plan (including timeline) for updating these materials to reflect the change in accreditation status.
5. A description of how (including timeline) the host institution and its closing FEPAC-accredited program will ensure delivery and services to the remaining students of the affected program(s).
6. The date(s) and substance of clear, accurate, and timely notification(s) to students and other communities of interest that the FEPAC-accredited program, location, and/or institution is closing.

7. A listing of all other accrediting agencies, institutional and programmatic, that have an affiliation with the affected FEPAC-accredited program(s).
8. A timeline identifying the date at which each event put forth to address 4., 5., and 6. (above) are to occur.
9. The disposition of students' records in the affected FEPAC-accredited program(s) including but not limited to:
 - a) Enrollment agreements
 - b) Financial aid transcripts
 - c) Attendance records
 - d) Academic transcripts
 - e) Student accounts
 - f) Diplomas or other certificates of program completion
 - g) List of all FEPAC-accredited programs offered prior to closure, and any previous name(s) used for each accredited program.
10. The closing program will identify whether it will:
 - a) Teach-out its currently enrolled students; no longer admit new students to the FEPAC-accredited program(s); and terminate the FEPAC-accredited program(s); **or**
 - b) Enter into an agreement with an institution to "teach-out" the affected FEPAC-accredited program(s). Such a teach-out agreement requires Commission approval prior to implementation. Please see the section below on Teach-Out Agreements for more information.

Considerations to ensure the equitable treatment of all currently enrolled students include:

How will the Program minimize significant disruption or modification to the program(s) for which students contracted in their enrollment agreement?

How will the remaining obligations to students be met?

Does the Program's voluntary withdrawal from FEPAC accreditation have an impact on the institution or student's financial responsibilities? (i.e., unearned tuition, refunds due to students, additional charges to students, if any, etc.)

How will the Program plan for timely and accurate advance notification to the students of any additional charges?

TEACH-OUT AGREEMENT

A Teach Out Agreement is defined as a written agreement between accredited institutions that provides for the equitable treatment of students if one of those institutions stops offering an educational program before all students have completed it. If an institution enters into a teach-out agreement with another institution, it must submit the agreement, signed by all parties, to the Commission office for approval prior to its implementation. The institution must also provide documentation that cross-references the provisions of the agreement to each of the criteria specified in the section below. For approval by the Commission, the agreement must be between institutions that offer FEPAC-accredited programs; be consistent with relevant FEPAC Standards of Accreditation, Policies and Procedures; and provide for the equitable treatment of students.

The Commission will approve a teach-out agreement only if it determines that the following criteria have been met:

1. The accepting institution (“teach-out institution”) has stipulated that it will provide for the equitable treatment of students.
2. The teach-out institution has the necessary experience, resources, and support services to provide FEPAC-accredited programs that are of acceptable quality and are reasonably similar in content, structure, and scheduling to those provided by the institution/program that is ceasing its operations.
3. The teach-out institution is administratively and financially stable, is achieving its mission, goals, and objectives, possesses the necessary academic expertise and relevant support services to provide quality educational experiences, and conducting the teach-out will not adversely impact the ability of the institution/program to meet all obligations to its existing students or its capacity to continue to meet FEPAC Standards of Accreditation.
4. The teach-out institution demonstrates that it can provide students access to equivalent FEPAC-accredited programs and services for which the students originally contracted and paid, but did not receive due to the closure, without requiring them to move or travel substantial distances, and that it will provide students with timely and accurate advance information about additional charges, if any.
5. The teach-out agreement must be with one or more institutions currently accredited by and in good standing with FEPAC and which currently offer FEPAC-accredited programs similar in content, structure, and scheduling to those offered at the closing program, and can conduct a teach-out.
6. The agreement must provide that, when the closing program terminates its teaching activities, the teach-out program will, upon a set schedule, in which the closing program provided the

original course of study, offer each student enrolled at the closing program a reasonable opportunity to promptly resume and complete the course of study--or a substantially similar course of study--in the same geographic area as the closing program (if possible).

7. The agreement must include a listing by name of all students who are affected by the closing of the program and their estimated date of graduation.
8. If any students have paid for training at the closing program, the agreement must state that the students will be provided all instruction for which students originally contracted but did not receive due to the closure of the program, without additional cost. Nothing in this paragraph precludes a student from the closing program from voluntarily transferring into another program and receiving additional training for an additional cost.
9. The closing program must provide the status of unearned tuition, all current refunds--and information, if applicable--due to students on the state tuition recovery fund, and how it may be used to discharge the program's obligations to students.
10. The closing program must provide notice in a timely manner to each student of the availability of the teach-out and effectively advertise the availability of a teach-out. The teach-out program must agree to provide students enrolled at the closing program--at their request with respect to the teach-out program's facilities, faculty, equipment, services, policies--information about the manner and means by which it will accomplish the teach-out, and other information pertinent to the teach-out.
11. The agreement must specify the financial responsibilities of all parties, including additional charges to students, if any, and timely and accurate notification to students of any additional charges.
12. The agreement must clearly indicate the location(s) where the students will be taught.
13. The agreement must state whether, upon completion of the program, the student will receive a degree, diploma, or certificate from the teach-out program or from the closing program.
14. The agreement must indicate whether students who had already enrolled but had not yet started their course of study at the closing program or who had been on leave of absence from the closing program, would be entitled to begin training or re-enroll at the teach-out program.
15. The agreement must state that the closing program will provide the teach-out program with copies of the following records for the students being taught out:
 - a) Enrollment agreements
 - b) Financial aid transcripts
 - c) Attendance records

- d) Academic transcripts
- e) Student accounts
- f) Diplomas or other certificates of program completion

16. The agreement must require that the teach-out program separately maintain records and document performance for the students being taught out at that program.

17. The agreement must provide appropriate notification to the Commission, students, and federal and state authorities. Appropriate notification includes a report, at least annually, on the status and progress of the implementation of the teach-out agreement provisions, and the equitable treatment of students.

18. The agreement must comply with applicable federal and state law.

Revision History

Date Revised	Summary of Revisions	Approved By