

**CANDIDACY FOR ACCREDITATION**

**Self-Study Report Appendix: TEACH-OUT PLAN TEMPLATE**

USDE requires candidacy programs to submit a Teach-Out plan to ensure that prospective and enrolled students/interns will be able to complete program requirements if the program does not achieve full accreditation or voluntarily withdraws from accreditation. In accordance with *ACEND® Policy & Procedure Manual,* Self-study Report for Candidacy for Accreditation (located on the ACEND website: [Policy and Procedures](http://www.eatrightpro.org/resources/acend/accreditation-standards-fees-and-policies/policy-and-procedures)), candidacy programs must submit a Teach-Out Plan with their self-study report. The Teach-Out Plan Template and supporting documentation must be submitted as an appendix to the program’s self-study report.

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| **Directions: The program must provide narrative and documentation about the potential closure including:** |
| 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 all the instruction promised by the program.   Program Response: |
| 1. State whether enrolled students/interns will incur additional charges due to the teach-out plan and if so, how students/interns will be notified as soon as practicable 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 will be informed of the program’s closing and implications (including, but not limited to, those pertaining to prospective employment, eligibility to sit for the exam or qualify for internships) of the closure. Attach a copy of all communications that will be provided to prospective and enrolled students about the program’s closing, such as draft website information, letters, acknowledgment forms to be signed by students/interns, etc. Communications to enrolled students/interns should provide information about how former students may obtain a copy of their verification statement after program closure.   Program Response: |
| 1. Describe how the programs stakeholders including faculty, preceptors, academic advisors (including advisors of transfer students) affiliated community colleges (including those with articulation agreements) and advisory board, as applicable, will be informed as soon as practicable of the program’s closure and implications of the closure. Attach a copy of all communications that will be provided to stakeholders about the program’s closing such as letters or email, etc.   Program Response: |
| 1. A list of other institutions with similar programs that could potentially enter into a teach-out agreement, if needed. (General comments without specific ACEND-accredited program names will not be accepted in this section).   Program Response: |