



## COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE PROGRAMMATIC TEACH-OUT AGREEMENT FORM

In accordance with CoARC Policy 1.13, CoARC requires submission and subsequent CoARC approval of the Programmatic Teach-Out Plan Form (available at [www.coarc.com](http://www.coarc.com)) or formal Teach-Out Agreement and required attachments from any program in jeopardy of losing accreditation or when a sponsoring institution voluntarily withdraws. Such a plan must detail how the sponsor will ensure the fair and equitable treatment of the remaining enrolled students. Failure to submit a teach-out plan form and agreements will result in notification of the institutional administration and accreditor of our intent to withdraw accreditation immediately.

1. CoARC requires a sponsor to complete a teach-out plan when:
  - a. a program or program option is placed on probation, requests inactive status or voluntarily withdraws;
  - b. the sponsor receives notice that its license or legal authorization to operate will be or has been revoked;
  - c. the CoARC takes action to withhold or withdraw the accreditation of a program or program option;
  - d. the sponsor receives notice from its institutional accreditor that an action has been initiated to suspend, revoke, or terminate the sponsor's accreditation status;
  - e. the sponsor receives notice from the U.S. Department of Education that an action has been initiated to limit, suspend, or terminate a sponsor's participation in any Title IV program under the Higher Education Act and that a Teach-Out Plan is required pursuant to federal regulations;
  - f. the sponsor receives notice from the U.S. Department of Education that an emergency action has been initiated; or
  - g. the CoARC otherwise determines that the submission of a Teach-Out Plan is appropriate.

Should the program's accreditation status be withdrawn or withheld, then the sponsor must execute its stated plan into a teach-out agreement and provide CoARC a copy of the agreement. If the sponsor chooses not to execute its own teach-out plan it must enter into an agreement with a CoARC accredited program to permit students to complete their education (Teach-Out Agreement). The plan or the agreement must give careful attention to fair and equitable treatment of students and provide notification of any additional charges the remaining students will incur.

The Programmatic Teach-Out Agreement must be submitted in an electronic format and must contain all items, at a minimum, listed below:

1. CoARC Accreditation Action or reason for plan (choose one):
2. CoARC Program Number:
3. Program Name:



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Please submit the following:

- A. A complete copy of the proposed Teach-Out Agreement(s)<sup>1</sup> between the closing program and the program to teach-out the students (“teach-out program”) cross-referenced to the following checklist and demonstrating the following criteria:

Item #	Substantive Criteria	Teach-Out Agreement	
		Page #	Paragraph #
1.	The Teach-Out Agreement must stipulate that the teach-out program will provide for the equitable treatment of students.		
2.	The Teach-Out Agreement must stipulate that the teach-out program has the necessary experience, fiscal, academic, and physical resources, as well as support services to accommodate the teach-out students, and to meet all obligations to its existing students.		
3.	The Teach-Out Agreement must stipulate that the teach-out program has the necessary clinical resources to accommodate the teach-out students, and to meet all obligations to its existing students. A list of clinical affiliate locations that will be utilized to provide the clinical instruction for the teach-out students along with copies of clinical affiliate agreements or clinical affirmation forms must be included.		
4.	The Teach-Out Agreement must stipulate that the teach-out program will provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the program that is ceasing operations whether entirely or at one of its locations.		
5.	The Teach-Out Agreement must show that the teach-out program has the capacity to provide all students with all of the instruction and services for which the students originally contracted and paid but did not receive due to the closure of the program without requiring them to move or travel substantial distances.		
6.	The Teach-Out Agreement must stipulate that the teach-out program will provide students with information and sufficient advance notification about additional charges, if any (a student may voluntarily transfer into the teach-out program and receive additional training for an additional cost).		
7.	The Teach-Out Agreement must include a list of the names of all students enrolled in the closing program (do not include social security numbers) with address, phone number, and the estimated graduation date for each.		

<sup>1</sup> There must be a separate Teach-Out Agreement with each CoARC-accredited program that will participate in the teach-out of students.



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8.	The Teach-Out Agreement must describe where the teach-out will occur – the closing program, the teach-out program, or a combination thereof.		
9.	The Teach-Out Agreement must state whether the teach-out program intends to retain any faculty at the closing program or add additional faculty for the purposes of the teach-out. A list of faculty responsible for the teach-out program along with their qualifications must be included. A schedule of time allocation between the administration of the teach-out students’ and existing students’ education must also be included.		
10.	An attestation that the teach-out program will agree that if the closing program terminates its teaching activities, the teach-out program will, upon a set schedule, 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 geographic area in which the closing program provided the original course of study.		
11.	An attestation that the closing program shall 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.		
12.	An attestation that the teach-out program will provide information to students enrolled at the closing program at their request with respect to the teach-out program, facilities, faculty, equipment, services, policies and practices, the manner and means by which it will accomplish the teach-out, and other information pertinent to the teach-out.		
13.	A clear description of the financial responsibilities of all parties.		
14.	The Teach-Out Agreement must state whether, upon completion of the program, the student will receive a degree from the teach-out institution, or whether the degree will be awarded by the closing institution.		
15.	The Teach-Out Agreement must indicate whether students who had already enrolled but who had not yet started their course of study at the closing program, and whether students who are on leave of absence from the closing program, would be entitled to begin training or re-enroll at the teach-out program.		
16.	The Teach-Out Agreement must state that the closing program will provide teach-out program with copies of academic and financial aid records for the students being taught-out.		
17.	The Teach-Out Agreement must require that the teach-out program shall separately maintain records and document performance under accrediting standards for the students being taught-out.		



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18.	The Teach-Out Agreement must provide for appropriate notification to the Commission and federal and state authorities.		
19.	The Teach-Out Agreement must comply with applicable federal and state law.		
20.	Signature of the chief executive officer of both the closing program's sponsor and the teach-out program's sponsor along with the Program Director of the teach-out program.		

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Sponsor of Closing Program Chief Executive Officer)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Sponsor of Teach-Out Program Chief Executive Officer)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Teach-Out Program Director)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return this completed form to:**

**Shelley Christensen**  
**Commission on Accreditation for Respiratory Care (CoARC)**  
 817-283-2835 ext 106  
[shelley@coarc.com](mailto:shelley@coarc.com)  
[www.coarc.com](http://www.coarc.com)