**Voluntary Withdrawal of Accreditation**

**Teach Out Plan**

**Please Note: A program in voluntary withdrawal of accreditation may still have its accreditation withdrawn (non-voluntary) by the Commission prior to its closing date if compliance with the Standards is not maintained.**

Institution Name:

Desired effective date of Voluntary Withdrawal:

Students graduating from the program prior to this date will be considered graduates of an accredited program.

*The definition of a* ***teach-out plan,*** *as specified in the federal regulations, is as follows: A teach-out plan is a written plan developed by the institution that provides for the equitable treatment of students to complete their education, including any teach-out agreements that the institution has entered into or intends to enter into with another institution.*

**Teach-Out Plan:** At a minimum, the proposed teach-out plan must ensure that all students who enrolled in the program receive all of the education under the terms of their contracts, to include receiving all learning materials and student services on a timely basis.

There are two approaches to teach-out a program that is voluntarily withdrawing:

1. The institution’s plan to **teach-out its own students**; or,
2. An executed teach-out agreement with one or more CAATE accredited programs

For either method of the teach-out plan, please complete the following steps:

1. Please complete the table by listing all students currently enrolled in the program. Once voluntary withdrawal is received and accepted by the Commission, the program may no longer admit students. Post-professional programs may admit students, but they are not considered to be in an accredited program.

Please add rows as necessary to include all students currently in the program.

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| **Student ID Number from** **e-Accreditation** | **Student Name** | **email** | **Expected Graduation year** |
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1. The program must attach an individual advising worksheet for each student indicating all courses (AT and non-AT) remaining in their program of study and the semester/quarter the student is expected to take that course. The advising worksheet must be signed by the student and the faculty/staff advisor.
2. For Professional programs, is the program currently compliant with Standard 30?       Please list the names of the individuals who fulfill the 2 FTE here:

***Standard 30: Athletic Training Faculty Number: In addition to the Program Director, there must be a minimum one full-time (1.0 FTE) faculty member as defined in the glossary, dedicated (100% of 1 FTE) to the athletic training program. (Revised March 1, 2013, programs must be in compliance by July 1, 2015).***

1. For Professional programs, is the program currently on Probation for Standard 11?       If yes, please include the date the program was placed on Probation:
2. Please list all AT curriculum courses by semester that will be taught during this teach-out plan (please add rows as necessary).

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| --- | --- | --- | --- |
| **Semester/quarter**  | **Course** | **Credits** | **Instructor** |
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1. Provide documentation of notification of the institution’s regional or national accreditor that the program is withdrawing accreditation/closing the program.
2. If the institution plans to enter into a written teach-out agreement with one or more CAATE accredited institution(s), attach agreement(s) to this submission.
3. Please indicate the location of where all records for students who have completed the program will be kept:

This document is to be used in conjunction with the Withdrawal of Accreditation instructions and must be uploaded to the Substantive Change Tab of e-Accreditation with the documents requested in those instructions.