CAATE
Commission on Accreditation of Athletic Training Education

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Please Note: A program in voluntary withdrawal of accreditation may still have its accreditation withdrawn (non-voluntary) by the Commission prior to its closing date if compliance with the Standards is not maintained.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 education under the terms of their contracts, including timely access to all learning materials and student services.

There are two approaches to teaching 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 the Commission receives and accepts a voluntary withdrawal, the program may no longer admit students. Please add rows as necessary to include all students currently in the program.

Student ID Number	Student Name	email	Expected Graduation Year

2. The program must attach an individual advising worksheet for each student, indicating all courses 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.

3. Is the program currently compliant with Standard III.22? Please list the names of the individuals who fill the 3 core faculty positions here:

4. Is the program currently on Probation for Standard 4? If yes, please include the date the program was placed on Probation:

5. Please list all AT curriculum courses by semester that will be taught during this teach-out plan (please add rows as necessary).

Semester/quarter	Course	Credits	Instructor

6. Provide documentation of notification to the institution's institutional or national accreditor that the program is withdrawing accreditation/closing the program.
7. 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.
8. Please indicate the location 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 attached to the formal letter requesting the voluntary withdrawal of accreditation as a PDF. A single PDF should be sent as an email attachment to: accreditation@caate.net.