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**Teach-Out Plans and Agreements Review Report**

*Effective Date: October 1, 2021*

**Instructions:**

* *Review the* ***Teach-Out Plans and Agreements Policy and***[***Procedures***](http://www.msche.org/Documents/SubChangeProcedures.pdf) *before completing this form.*
* *Review the* ***Teach-Out Plans and Agreements Form*** *and all attachments submitted by the institution.*
* *Collaborate with other peer evaluators to conduct a thorough and careful review. This report summarizes the findings of all of the peer evaluator(s) assigned to the review.*
* *Hold all information provided in the submission as confidential.*
* *Upload the* ***Teach-Out Plans and Agreements Review Report*** *to the secure MSCHE portal according to established deadlines. The report must be submitted in PDF format.*

**Name of Institution: Click or tap here to enter text.**

**Date of Report:** **Click or tap to enter a date.**

**Type of Teach-Out:**

(*Please note that the review depends on the type of teach-out plan. If the teach-out is for a Candidate institution, the institution only needs to complete certain information as indicated in the Teach-Out Plans and Agreements Form. If an item in this form is not applicable, write Not Applicable with a short explanation)*

**Evaluator Information**

**Lead Evaluator**: **Click or tap here to enter text.**

**Evaluator**: **Click or tap here to enter text.**

**Requests for Additional Information**

*List or describe the additional information requested by peer evaluators:*

**Click or tap here to enter text.**

**Section A: Review of the Teach-Out Plan**

1. Teach-Out Plan Summary
   1. Provide a brief summary (250 words or fewer) of the teach-out plan including the circumstances requiring the teach-out.

Click or tap here to enter text.

* 1. Does the plan demonstrate that there are sufficient resources and planning to meet the projected timeline? Explain.

**Click or tap here to enter text.**

* 1. Is the identified teach-out period reasonable for the scope of the teach-out plan? (Yes/No)   
     Is it feasible for the institution to fully implement the teach-out plan? Explain.

**Click or tap here to enter text.**

* 1. If the institution is requesting longer than 24 months for the teach-out period, describe how an extended period is/is not warranted.

**Click or tap here to enter text.**

* 1. Describe how the teach-out plan is/is not appropriate for the scope of academic programs.

**Click or tap here to enter text.**

1. Equitable Treatment of Students
   1. Summarize how well the plan provides for the equitable treatment of students.

**Click or tap here to enter text.**

* 1. Describe how any proposed additional student services will be helpful to students.

**Click or tap here to enter text.**

1. Required Notifications and Public Disclosure
   1. Describe how the institution is being fair and transparent about any additional charges and about the teach-out plan.

**Click or tap here to enter text.**

* 1. Was evidence provided that required notifications have taken place? Explain.

**Click or tap here to enter text.**

1. Final Disposition of Records
   1. Describe how the institution demonstrated through its proposal that it can properly transfer records to all the designated repositor(ies).

Click or tap here to enter text.

* 1. Is the institution following external requirements for the disposition of records? Explain.

**Click or tap here to enter text.**

* 1. Is it clear how students can obtain academic records now and into the future? It should be relatively easy for students to access academic records. Explain.

**Click or tap here to enter text.**

1. State and Federal requirements Related to Teach-Outs
   1. Is the institution meeting state requirements related to the teach-out? Explain.

Click or tap here to enter text.

* 1. Is the institution meeting federal requirements related to the teach-out? Explain.

**Click or tap here to enter text.**

1. Faculty and Staff Considerations
   1. Are the institution’s plans for the faculty and staff reasonable and fair? Explain.

**Click or tap here to enter text.**

**Section B: Review of the Teach-Out Agreements**

The institution is a Candidate institution and teach-out agreements are not required.

**Skip to Section C.**

The institution will conduct its own teach-out plan and no teach-out agreements are required.

**Skip to Section C.**

The institution elected to enter into teach-out agreements with other institutions.

The institution was required to enter into teach-out agreements with other institutions by the Commission.

If the institution elected to enter into or was required to enter into teach-out agreements, review each teach-out agreement for the following:

* The teach-out agreement provides access to programs and services without requiring students to move or travel great distances.
* The teach-out institution operates in a manner that is consistent with the Commission’s standards for accreditation, requirements of affiliation, policy and procedures, and federal compliance requirements.
* The teach-out institution has the necessary resources and support services to ensure an educational program that is of acceptable quality and is reasonably similar in content, structure, mode of delivery, and scheduling. In accordance with federal regulation § 602.24(c)(7), an alternative delivery modality is not sufficient unless the same delivery method of original program is also provided.
* The teach-out institution has the resources to remain stable and meet all obligations to students.
* The teach-out agreement is transparent and clear about the number and types of credits that will be accepted by the teach-out institution.
* The teach-out institution is transparent about any additional financial charges and provides critical information for students.
* The teach-out institution provides for the equitable treatment of students.
* The teach-out institution is accredited by a USDE recognized accreditor.
* The teach-out institution is in good standing with the USDE recognized accreditor.
* The teach-out agreement is signed by each institution subject to the agreement.

List each teach-out institution and indicate if the teach-out agreement is approved or rejected:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Teach-Out Institution**  **City/State** | **Academic Program(s)** | **USDE Recognized Accreditor / Status** | **Approved or Rejected** | **Brief Justification** |
| SAMPLE  Teach-Out University  Philadelphia, PA | Bachelor of Science Computer Science | Middle States Commission on Higher Education / Reaffirmed | Rejected | Agreement was not signed |
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**Section C: Review of Attachments (documentation and evidence)**

*All of the following attachments are required as part of the review process unless it is not applicable to the type of teach-out plan. If a required document was not provided because it is not yet available, peer evaluators must request that documentation in an updated teach-out plan.*

1. Checklist of required attachments (documentation and evidence):

\_\_\_☐ Enrolled-Students

\_\_\_☐ Educational-Programs

\_\_\_☐ Fin-Aid-Counseling

\_\_\_☐ Articulation-Events

\_\_\_☐ Notification-Teach-Out

\_\_\_☐ Notification-Add-Charges

\_\_\_☐ Transcripts

\_\_\_☐ Transfers

\_\_\_☐ External-Requirements

\_\_\_☐ External-Approvals

\_\_\_☐ Teach-Out-Timeline

\_\_\_☐ Charter-DGA-Status

\_\_\_☐ Notification-Records-Retention

\_\_\_☐ Notification-Student-Records

\_\_\_☐ Transfer to Repository

\_\_\_☐ Enrolled-Students-List

\_\_\_☐ Notification-Closed-School-Discharge

\_\_\_☐ Teach-Out-Agreement\_[ShortInstitutionName]

Signed Teach-Out Agreement(s) for each teach-out institution. Include any additional documentation supporting the teach-out agreement(s) (i.e., course equivalencies, etc.). Combine into one single PDF document.

1. Briefly summarize how the documentation and evidence provided supports or does not support the institution’s plan:

Click or tap here to enter text.

**Section D: Review of Certifications**

1. Was the certifications section completed?

No

Yes

**Section E: Proposal for Commission Action**

1. Do peer evaluators propose that the Commission approve the teach-out plan?

No. The Commission should reject the teach-out plan and require resubmission.

Yes The Commission will accept the teach-out plan and require an updated teach-out plan.

1. Provide a brief justification for the proposed action:

(be prepared to present to the Committee)

**Click or tap here to enter text.**

1. If the proposal for action requires an updated teach-out plan, indicate what must be included:

a comprehensive and implementable plan/ timeline, including critical milestones

a complete list of students currently enrolled in each program at the institution and the program requirements each student has completed

evidence that required notifications to all relevant stakeholders have taken place

evidence that the institution has notified students of any additional charges

evidence that student records have been transferred to the final repository (or evidence of arrangements for the permanent disposition of student records so that students and alumni will be able to obtain accurate and complete transcripts now and, in the future)

evidence of the release of transcripts (or the production and issuance of transcripts for any students wishing to transfer to another institution)

evidence that communications regarding student records has occurred

evidence that financial aid counseling has been conducted

evidence that onsite articulation events have taken place

documentation outlining State and federal requirements for the type of teach-out plan

documentation of the status of the charter or DGA

provisions for faculty and staff

signed copies of teach-out agreements, including any documentation supporting the agreements (i.e., course equivalencies, etc.)

any other supporting documentation