



Teach-Out policy (Program Discontinuation, Closure, Catastrophic Events)

PURPOSE: To provide VUIM community members with information about the institution's teach-out plans in the event the school cannot fully deliver instruction due to the program's discontinuation, school closure, or as the result of catastrophic events.

MONITOR: Dean of Enrollment Management

AUTHORIZATION: CEO

AUTHORIZATION DATE: March 2023

REVIEWED BY: CEO, Academic Dean, Dean of Enrollment Management

REVISION DATE(S):

EFFECTIVE DATE: March 2023

NEXT REVIEW DATE: March 2024

POLICY APPLIES TO: All community members

INTRODUCTION

In the event that the school must cease operations, in accordance with Virginia Administrative Code 8VAC40-31-280(C) and ACAHM's (the institution's accreditor) Notification of Change Policy 1.12, VUIM will immediately inform the State Council of Higher Education for Virginia (SCHEV) and the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM) of such changes. VUIM will notify all enrolled students of the pending closure immediately, describing to each student their financial obligations, their rights to a refund or adjustment and provisions made for

assistance toward completion of their academic programs, whether at the closing institution or by contract with another school.

According to the Accreditation Commission for Acupuncture and Herbal Medicine (ACAHM)'s Notification of Change Policy 1.12, the school is required to timely submit a written teach-out plan to ACAHM for review and action under any of the following circumstances:

1. The US Department of Education notifies the Commission that it has initiated action against the institution to limit, suspend, or terminate the institution's participation in Title IV HEA programs and that a teach-out plan is required.
2. ACAHM acts to withdraw, terminate, or suspend accreditation or candidacy status.
3. A State licensing or authorizing agency provides notice that the institution's legal authorization to provide an ACAHM-accredited/pre-accredited educational program has been, or will be, revoked.
4. The institution notifies ACAHM that it intends to cease or suspend operations or permanently close the institution (or branch campus or additional location), or that it intends to discontinue some or all ACAHM-accredited/pre-accredited programs before all students have completed their program of study.
5. Commission staff determines in its sole discretion that closure or suspension of one or more academic programs at an institution raises concerns about the well-being of students in these programs; or
6. Commission staff determines that the institution is at risk for a sudden closure or suspension of some or all its operations because it is in financial distress, under government investigation, undergoing Change of Control, Structure or Organization, or facing other significant challenges.

Teach-Out plans will include and address the following, as outlined in the ACAHM Teach-Out Policy:

- 1) Name of program(s) being discontinued [i.e., the affected program(s)], and whether the institution is closing.
- 2) A listing by name of all students who are impacted by the closing of the institution, the affected ACAHM accredited/pre-accredited program(s) and/or the branch or additional location(s) and their estimated date of graduation.
- 3) Date of last enrollment of students in the affected ACAHM-accredited/pre-accredited program(s).
- 4) Date of discontinuation of affected ACAHM-accredited/pre-accredited program(s)/location(s).
- 5) A description of how the institution will ensure the delivery and services to the remaining students of the affected ACAHM-accredited/pre-accredited program(s)
- 6) The disposition of students' records in the affected ACAHM-accredited/pre-accredited program(s)

- 7) The date(s) and substance of clear, accurate, and timely notification(s) to students and other communities of interest that the ACAHM-accredited/pre-accredited program, location, and/or institution is closing.
- 8) A listing of all other accrediting agencies, institutional and programmatic, that have an affiliation with the institution.
- 9) The closing program or institution will identify whether it will:
 - a) Teach-out its currently enrolled students; no longer admit new students to the ACAHM-accredited/pre-accredited program(s); and terminate the ACAHM-accredited/pre-accredited program(s), the operations of its branch campus or additional location(s) (if any), or the operations of the institution after students have graduated; or
 - b) Enter into an agreement with an ACAHM-accredited or pre-accredited ("Candidate") program/institution to "teach-out" the affected program(s). Such a teach-out agreement requires Commission approval prior to implementation. The teach-out plan must document that the institution identified to conduct the teach-out program.

Teach-out Agreement

According to the institution's accreditor - ACAHM - a teach-out agreement is defined as a written agreement between accredited institutions that provides for the equitable treatment of students if one of those institutions stops offering an educational program before all students have completed it. If VUIM enters into a teach-out agreement with another institution, it must submit the agreement, signed by all parties, to the Commission office for approval prior to its implementation. The institution must also provide documentation that cross-references the provisions of the agreement to each of the criteria specified in the section below. For approval by the Commission, the agreement must be between institutions that offer ACAHM accredited or pre-accredited programs; be consistent with relevant ACAHM Eligibility Requirements, Standards, Policies and Procedures; and provide for the equitable treatment of students. The Commission will approve a teach-out agreement only if it meets the criteria set by the [ACAHM Teach-Out Policy](#).

POLICY

VUIM's Teach-Out Policy aims to satisfy the requirements established by ACAHM and SCHEV and, more importantly, to protect the interests of students should cessation of operations or closure of at least one academic program occur. VUIM will make a good faith effort to assist affected students, faculty, administrative and support staff so that they experience minimal disruption in the pursuit of their course of study or professional careers. Once a decision is taken, VUIM will engage the option of either developing a teach-out plan or executing a teach-out agreement as described above and will inform affected parties about the causes and consequences of its actions. Students who have not completed their programs will be advised by faculty or professional counselors regarding suitable options,

including transfer to comparable programs. Arrangements will be made to reassign faculty and staff or assist them in locating other employment. In all instances, careful consultation and coordination with affected student constituencies will occur to address their current and future interests in a sensitive and timely fashion.

PROCESS

In the event that the school must cease operations, in accordance with [Virginia Administrative Code 8VAC40-31-280\(C\)](#), VUIM will immediately inform the State Council of Higher Education for Virginia (SCHEV). VUIM will provide SCHEV with information concerning teach-out arrangements, the status of any refunds due, provisions for student records maintenance and the status of currently enrolled students.

VUIM will notify all enrolled students of the pending closure immediately, describing students' financial obligations, their rights to a refund or adjustment and provisions made for assistance toward completion of their academic programs, whether at the closing institution or by contract with another school. Any such agreements must be approved by the Council. VUIM will also inform ACAHM of a decision, pay any associated fees and seek approval of change from the Commission.

Catastrophic Events

If online instruction cannot be fully delivered due to catastrophic events or other uncontrollable situations, every effort will be made to provide instruction for students through alternate delivery methods. If a program is canceled or cannot be delivered, no new students will be accepted into the program, and an above-outlined teach-out plan will be enacted.

REFERENCES

[34 CFR Part 602](#); [20 U.S. Code § 1099\(b\)](#); [Higher Learning Commission Policy for Commission Approval of Institutional Teach-out Arrangements](#); [Virginia Administrative Code 8VAC40-31-280\(C\)](#); [ACAHM Teach-Out Policy](#) under [ACAHM Notification of Change Policy 1.12](#).