

# AMERICAN BAR ASSOCIATION

## TEACH-OUT AGREEMENT

### APPROVAL FORM

In accordance with Rule 34 of the Rules of Procedure for Approval of Law Schools, if a school voluntarily enters into a Teach-Out Agreement or if the Managing Director requires a school to submit a proposed Teach Out Agreement as part of a Teach-Out Plan, the school must submit all information listed below. The Accreditation Committee and Council must approve the Teach-Out Agreement prior to implementation.

Check one: _____ Main School _____ Branch		
Name of School: _____		
Address: _____		
City: _____	State: _____	Zip Code: _____
Telephone Number: _____	Fax Number: _____	
Contact Person: _____	E-mail Address: _____	

Please submit the following:

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

Item #	Substantive Criteria	Teach-Out Agreement	
		Page #	Paragraph #
1.	The Teach-Out Agreement must stipulate that the teach-out school will provide for the equitable treatment of students.		
2.	The Teach-Out Agreement must stipulate that the teach-out school has the necessary experience, resources, and support services to meet the requirements herein and has the capacity to remain stable, carry out its mission, and meet all obligations to existing students.		
3.	The Teach-Out Agreement must stipulate that the teach-out school will provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the school that is ceasing operations whether entirely or at one of its locations.		
4.	The Teach-Out Agreement must show that the teach-out school 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.		
5.	The Teach-Out Agreement must stipulate that the teach-out school will provide students with information and sufficient advance notification about additional charges, if any (a student may voluntarily transfer into the teach-out school and receive additional training for an additional cost).		

1. There must be a separate Teach-Out Agreement with each school that will participate in the teach-out of students.

Item #	Substantive Criteria	Teach-Out Agreement	
		Page #	Paragraph #
6.	The Teach-Out Agreement must include a list of the names of all students enrolled in the closing program (please redact social security numbers) along with the estimated graduation date for each.		
7.	The Teach-Out Agreement must describe where the teach-out will occur - the closing program, the teach-out school, or a combination thereof.		
8.	The Teach-Out Agreement must state whether the teach-out school intends to retain any faculty at the closing program for the purposes of the teach-out.		
9.	An attestation that the teach-out school will agree that if the closing program terminates its teaching activities, the teach-out school 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.		
10.	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.		
11.	An attestation that the teach-out school will provide information to students enrolled at the closing program at their request with respect to the teach-out school's programs, 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.		
12.	An attestation that the teach-out school will provide information, if applicable, on the state tuition recovery fund.		
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 school, or whether the degree will be awarded by the closing program.		
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 school.		

Item #	Substantive Criteria	Teach-Out Agreement	
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16.	The Teach-Out Agreement must state that the closing program will provide the teach-out school with copies of the following records for the students being taught-out: <ul style="list-style-type: none"> <li>i. Enrollment Agreements</li> <li>ii. Financial Aid Transcripts</li> <li>iii. Attendance Records</li> <li>iv. Academic Transcripts</li> <li>v. Student Registration List</li> <li>vi. Student Accounts</li> </ul>		
17.	The Teach-Out Agreement must provide for placement services to students who complete their courses of study.		
18.	The Teach-Out Agreement must require that the teach-out school shall separately maintain records and document compliance under the Standards for Approval of Law Schools for the students being taught-out.		
19.	The Teach-Out Agreement must provide for appropriate notification to the Council and federal and state authorities.		
20.	The Teach-Out Agreement must comply with applicable federal and state law.		
21.	Signature of the chief executive officer of both the closing program and the teach-out school.		

B. In order to demonstrate that the teach-out school has the necessary program, experience, resources and support services, the school must submit:

1. Evidence to show that the teach-out institution is accredited in good standing by the American Bar Association.
2. Evidence to show that the proposed teach-out institution currently offers a program of acceptable quality and similar in content, structure and scheduling to that offered at the closing program or to show how the proposed teach-out school would be capable of conducting a teach-out of the program, including:
  - a. A list of all courses at the closing school and all courses offered at the teach-out institution in a side-by-side comparison;
  - b. A list of any faculty being retained temporarily for the purposes of the teach-out, the programs and courses taught by each, and information showing that each faculty member is qualified; and
  - c. An explanation as to how the proposed teach-out institution would be capable of conducting the teach-out.
3. Evidence to show that the teach-out institution has the capacity to remain stable, carry out its mission, and meet all obligations to existing students, including:

- a. A schedule of time allocation between the administration of the teach-out students' and existing students' education, and a list of any staff members being retained temporarily for the purpose of the teach-out and any new faculty members hired to accommodate the teach-out; and
  - b. A budget of projected income and expenses for the entire period of the teach-out, as determined by the last date of graduation, that shows income and expenses required for the proper operation of the teach-out.
4. Evidence to show that the teach-out institution 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, and to show how students are to be notified of any additional charges, including the following:
- a. An explanation as to the adequacy of the teach-out location's facilities and equipment;
  - b. If any portion of the teach-out will take place at the facilities of the teach-out school, information pertaining to the location and type of facility where the students will be taught out, including the distance from the closing program to the teach-out location; and
  - c. A description of additional charges, if any, and the school's plan to provide advance notification to students, if applicable.

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

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

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

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Teach-Out School Chief Executive Officer)

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

**SUBMIT TO: Managing Director of Accreditation and Legal Education  
Section of Legal Education and Admissions to the Bar  
American Bar Association  
321 North Clark Street  
Chicago, Illinois 60654**