AMERICAN BAR ASSOCIATION
TEACH-OUT PLAN
APPROVAL FORM

In accordance with Rule 34 of the Rules of Procedure for Approval of Law Schools, the Council requires schools to submit a Teach-Out Plan any time that a school voluntarily closes the school or a branch, or if the Council takes an action to suspend or revoke the approval of a school or branch.

The Teach-Out Plan must contain at a minimum all items listed below:

1. Name of school or branch (hereinafter “program”) scheduled for discontinuation:
2. Are there any remaining students enrolled in this program? Yes □ No □
3. Date the school ceased enrolling students in the program.
4. Timeline of activities, including methods and timing of notice to students of the Teach-out Plan and additional charges required by the Teach Out Plan, if any.
5. Date of program discontinuation (if there are no remaining students enrolled in the program).
6. A listing by name of all students in the program and their estimated graduation dates, if applicable.
7. Evidence that the Teach-Out Plan provides a) for the equitable treatment of students, in particular by ensuring that they are able to complete the educational programs in which they were enrolled prior to the circumstances that led to the need for the Teach Out Plan, b) that the school will maintain the necessary experience, resources, and support services to provide an educational program reasonably similar in content, structure and scheduling to that promised to the students upon enrollment, and c) that the school will provide students access to such programs and services without requiring them to move or travel substantial distances.
8. Estimated date of last student(s) to graduate, if applicable. The school must notify the Office of the Managing Director if this date changes.
9. List all other accrediting agencies this program is currently accredited by (e.g., regional accreditation).
10. Did the Council suspend or revoke the approval of this program? Yes □ No □
11. Will the educational program be provided without additional charges to students? Yes □ No □
   If no, please specify the charges and the basis for them.
12. A transfer assistance plan that includes information on transfer options for students and informs students of the procedure for promptly receiving student records before and after closure.
The Council will approve the Teach Out Plan if it:

A. provides for the equitable treatment of students by ensuring that the school has the necessary experience, resources, and support services to:

- Provide, insofar as possible without additional charge to the students, an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the school ceasing operation entirely or of one of its programs or at one of its locations;
- Provide students access to program(s) and services without requiring them to move or travel great distances;

B. is consistent with the ABA Standards for Approval of Law Schools; and

C. requires the teach-out school to provide notification to students of any additional charges.

We certify that the information herein and attached hereto is correct.

Name: ____________________________
(Dean)
Signature: ____________________________ Date: ____________________________

Name: ____________________________
(University President or Chair of Law School Board)
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

Updated May 2017