

GUIDELINES AND POLICY STATEMENTS

VI.D. WITHDRAWAL AND WITHDRAWAL WITH TEACH-OUT

A program may notify ACOTE in writing at any time of its intent to discontinue the program by a specified date or to voluntarily withdraw accreditation. If students remain enrolled at the time of notification, the program must submit a teach-out plan that demonstrates that students who complete the teach-out will satisfy the curricular requirements necessary for professional licensure and certification. ACOTE may at any time withdraw accreditation involuntarily.

ACCREDITATION WITHDRAWN-VOLUNTARY

Written requests to withdraw accreditation must be signed by the CEO of the institution and the program director or the dean overseeing the program. Requests should be addressed to ACOTE, c/o the Accreditation Department, and must be submitted through ACOTE Online (<https://acote.aota.org>) using the “Substantive Change” tab and categorized as “Other”. The request must include confirmation that no students remain enrolled in the program. Programs with enrolled students must request Accreditation with Teach-Out status and may not request Accreditation Withdrawn-Voluntary until all students have completed or otherwise exited the program.

Upon receipt, the request for voluntary withdrawal of accreditation will be forwarded to the ACOTE reviewers assigned to the program. A letter indicating the final decision will be sent to the CEO, dean, and program director with a copy to the state licensing board, Department of Education, and the institutional accrediting agency within 10 business days of ACOTE’s decision.

If the request is approved, and no students remain enrolled in the program, the program’s accreditation status will change from **Accreditation** to **Accreditation Withdrawn-Voluntary** or from **Probationary Accreditation** to **Probationary Accreditation Withdrawn-Voluntary**. This change becomes effective on the date the accreditation decision is finalized, as specified in the action letter.

ACCREDITATION WITHDRAWN-VOLUNTARY WITH TEACH-OUT

Written requests to withdraw accreditation with teach-out must be signed by the CEO of the institution and the program director or the dean overseeing the program. Requests should be addressed to ACOTE, c/o the Accreditation Department, and must be submitted through ACOTE Online (<https://acote.aota.org>) using the “Substantive Change” tab and categorized as “Other”. Requests must include the following information:

- The date the program plans to withdraw Accreditation. The date must be after all students have completed or otherwise exited from the program. A program may remain in Accreditation with Teach-Out status for a maximum of three (3) years, dependent upon the accreditation term remaining. Accreditation with Teach-Out is not eligible for renewal.
- A statement attesting that the program is not currently enrolling new students and does not plan to enroll new students in the future.
- A teach-out plan that ensures equitable treatment of the remaining students and enables them to complete all curricular requirements necessary for graduation and eligibility for professional licensure and certification. The plan must specify:
 - The number and status of students remaining in the program
 - A list of similar programs that could potentially enter into a teach-out agreement with the program
 - A teach-out agreement that ensures all currently enrolled students are able to complete all program requirements within three years
 - A provision for notification to the students of any additional costs
 - Resources, including faculty, for ensuring a quality education for the remaining students in the

- program
- How the plan closure will be disclosed to students in the program and to prospective applicants
- A summary of how the institution plans to continue the program during the teach-out

Upon receipt, the request for withdrawal with teach-out will be forwarded to the ACOTE reviewers assigned to the program. If the request for withdrawal with teach-out includes a request for delay of an on-site evaluation visit, the request will be considered in accordance with [ACOTE Policy V.C. Delay of On-Site Evaluation](#). A letter indicating the final decision will be sent to the CEO, dean, and program director with a copy to the state licensing board and the institutional accrediting agency within 10 business days of ACOTE's decision.

Upon approval of the request, the program's accreditation status will be changed from **Accreditation** to **Accreditation with Teach-Out** or from **Probationary Accreditation** to **Probationary Accreditation with Teach-Out**. This change becomes effective on the date the accreditation decision is finalized, as specified in the action letter. See ACOTE Policy [VI.E. Sample Statements Regarding Accreditation Status and Use of Logo](#) for a sample statement when publishing the accreditation status of the program.

The program will be required to submit updated teach-out reports to ACOTE throughout the teach-out period and until the withdrawal date identified by the program. Upon completion of the teach-out, when no students remain enrolled, ACOTE will change the program's status to **Accreditation Withdrawn-Voluntary** or **Probationary Accreditation Withdrawn-Voluntary**, as applicable.

ACCREDITATION WITH TEACH-OUT STATUS REPORTING REQUIREMENTS AND FEES

Programs holding **Accreditation with Teach-Out** or **Probationary Accreditation with Teach-Out** status must continue to submit the Annual Report, provide regular teach-out reports as requested by ACOTE, and pay the annual accreditation fee.

At a minimum, teach-out reports must include the number of students remaining in the program, each student's status and progress in the program, and the resources available, including faculty, to support those students and ensure the continued delivery of a quality educational experience. At ACOTE's discretion, programs in **Accreditation Withdrawal with Teach-Out** status that have been cited with areas of noncompliance may also be required to report on their progress in addressing and correcting those deficiencies.

CANDIDACY/PREACCREDITATION WITHDRAWN-VOLUNTARY

The appropriate institutional official may notify ACOTE in writing at any time that the program seeks to have Candidacy or Preaccreditation withdrawn. The letter and any supporting documentation must be submitted through ACOTE Online (<https://acote.aota.org>) using the "Substantive Change" tab and categorized as "Other" and must be signed by the CEO of the institution and the program director or dean overseeing the program. If there are any students remaining in the program, this notification must include a teach-out plan that ensures equitable treatment of the remaining students and enables them to complete all curricular requirements necessary for graduation and eligibility for professional licensure and certification. The plan must specify:

- The number and status of students remaining in the program
- A list of similar programs that could potentially enter into a teach-out agreement with the program
- A teach-out agreement that ensures all currently enrolled students are able to complete all program requirements within three years
- A provision for notification to the students of any additional costs
- Resources, including faculty, for ensuring a quality education for the remaining students in the program
- How the plan closure will be disclosed to students in the program and to prospective applicants
- A summary of how the institution plans to continue the program during the teach-out

If the request is approved, and no students remain enrolled in the program, the program's status will be changed to **Candidacy Withdrawn-Voluntary** or **Preaccreditation Withdrawn-Voluntary**, as applicable.

The official is informed that the sponsoring institution must apply for accreditation as a new applicant should it wish to resume sponsorship of an accredited program.

ACCREDITATION WITHDRAWN-INVOLUNTARY (WITH OR WITHOUT TEACH-OUT)

ACOTE may take **immediate adverse action to change a program's status to Accreditation Withdrawn-Involuntary without first providing a period of probation**, if:

- There is evidence of critical areas of noncompliance that appear to be irremediable within a reasonable length of time, or a documented threat to the welfare of current and potential students.
- The accreditation review process confirms that the program has not come into substantial compliance with the Standards within 2 years (in accordance with USDE guidelines). The program may maintain the Accreditation or Preaccreditation status until the program has had reasonable time to complete the activities in the teach-out plan or to fulfill the obligations of any teach-out agreement to assist students in transferring or completing their program.
- The program has not complied with the administrative requirements for maintaining accreditation within 1 year.

The appropriate official is provided with a clear statement of the concerns and the opportunity for appeal and is informed that the sponsoring institution may apply for accreditation as a new applicant when the program is believed to be in full compliance with the Standards and with the administrative requirements for maintaining accreditation.

The program is expected to assist students who have not yet completed their degrees to find reasonable opportunities to complete their education. The program must provide ACOTE a teach-out plan that ensures equitable treatment of the remaining students and enables them to complete all curricular requirements necessary for graduation and eligibility for professional licensure and certification. The plan must specify:

- The number and status of students remaining in the program
- A list of similar programs that could potentially enter into a teach-out agreement with the program
- A teach-out agreement that ensures all currently enrolled students are able to complete all program requirements within three years
- A provision for notification to the students of any additional costs
- Resources, including faculty, for ensuring a quality education for the remaining students in the program
- How the plan closure will be disclosed to students in the program and to prospective applicants
- A summary of how the institution plans to continue the program during the teach-out

Opportunity for Withdrawal of Accreditation

The institution sponsoring a program may withdraw accreditation at any time prior to ACOTE action. Programs selecting this option will receive a status of Accreditation Withdrawn-Voluntary. Programs that choose this option will relinquish the opportunity to appeal that is provided to programs receiving a status of Accreditation Withdrawn-Involuntary.

Opportunity for Appeal

The letter from ACOTE notifying the appropriate officials that the program has received Accreditation Withdrawn-Involuntary status indicates that the institution may appeal the decision. (See [ACOTE Policy IV.D. Appeals Process](#)).