FORM 8
PROGRAM REVIEW TEMPLATE
DECERTIFICATION

Application for Decertification of Course/Degree Program Template
On-Site/
_____

All information must be sent electronically.

Institution name:

Date of last certification:

Title of degree program for decertification:

Reason for decertification:

Institution Closing
Provide the following:
A) Proposed effective date
B) Last date of teach-out for the program(s)
C) Last date of operations and last date of faculty employment.
D) Status of unearned tuition, refunds and account balances:
E) Copy of the notification of the closing sent to accrediting agency.

Degree/course decertification
Provide the following:
A) Current status of institution (no change, bankruptcy, change in ownership, etc.):
B) How and when the institution will notify students of the decertification
C) Student options such as enrollment in another program or institution:
D) Number of students still enrolled in the program
E) For each student currently enrolled include the following:
1) Name
2) Current mailing address and phone number
3) Estimated graduation date
4) Percentage of degree completion
5) Teach-out plan

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