

## Teach-Out Procedures

**ACCET Policy** - [https://s3.amazonaws.com/docs.accet.org/downloads/Doc\\_32\\_Feb2024.pdf](https://s3.amazonaws.com/docs.accet.org/downloads/Doc_32_Feb2024.pdf)

In the event of school closure, MyComputerCareer has the necessary resources to ensure that students will be enabled to complete their training. In the event that, due to unforeseen circumstances, MyComputerCareer is unable to complete the student's training, a teach-out arrangement will be established with a school that teaches similar curriculum.

Each student will be given a minimum 30-day written notice of the school's intent to close. Prior to closure, school officials will assist students with:

- (1) Completing their programs at the school;
- (2) Identifying an equivalent program at other institutions;
- (3) Transferring to other institutions, and
- (4) Receiving refunds for unearned tuition per State, National and Federal refund policies.

MyComputerCareer would utilize other MyComputerCareer main campuses via distance education or contact Information Technology schools nearby or well-known distance education IT schools in an effort to allow the students to complete their training.

We have arranged a record retention disposition with the [North Carolina Department of Natural and Cultural Resources](#) who has agreed to accept and maintain student transcripts, financial aid records and other essential files of students enrolled or have graduates from our North Carolina campuses. The State Archives also will provide the services rendered by a registrar for these records. The NCCC **Academic Records Policy and Records Disposition** schedule is located in the first link link below. The second link will take you to the State Archives process for obtaining transcripts:

1. <https://www.nccommunitycolleges.edu/college-faculty-staff/tech-operations/records-retention/>
2. <https://archives.ncdcr.gov/researchers/services/academic-transcripts-defunct-colleges>

### **North Carolina Policy (Page 22 of Full CODE):**

<https://ncccsstg.wpengine.com/wp-content/uploads/2024/05/Entire-Code-01FEB24.pdf>

#### **1B SBCCC 200.99 COMMUNITY COLLEGE CLOSURE: TEACH-OUT PLAN AND RECORDS PRESERVATION**

(a) Any community college which closes shall inform each student and each applicant of its pending closure at least 90 days prior to closure.

(b) Prior to closure, college officials shall help students identify equivalent programs and provide assistance in transferring to other community colleges. A student who is displaced due to a community college closing may transfer to any other community college which offers the student's program without loss of credits or quality points.

Community colleges shall give priority admission and placement to transfer students who have been displaced due to a community college closing.

(c) Before closing, the college shall file a copy of all student permanent academic and financial aid records with the Department of Cultural Resources in accordance with the records retention process.