



Checklist for Independent Institution Closure

According to Illinois Administrative Rules (23 Ill. Adm. Code 1030.70), an independent institution which is closing, either voluntarily or involuntarily, is required to immediately notify the Illinois Board of Higher Education (IBHE or the Board):

Notice Requirements:

- 1. Send official notice of the closure to the Academic Affairs Division and file an institutional change request in the IBHE system and upload the required documentation.

Illinois Board of Higher Education, Division of Academic Affairs
1 N. Old Capitol Plaza, Suite 333 | Springfield, Illinois 62701-1377
- 2. Provide teach-out plans for currently enrolled students who have not completed their program or course of instruction. Also provide details regarding arrangements for transferring students to another approved institution. The teach-out agreement must demonstrate equitable treatment of students and provide avenues for students to complete their degree programs within a reasonable period of time. Include all transfer agreements and provide a copy of the approval letter from your accrediting agency.
- 3. Post an institutional closure website within 24 hours of the announcement with relevant information for students regarding teach-out plans, student meetings, advising assistance, financial aid questions, transfer fairs, and state regulatory and agency contact information. Include links to the U.S. Department of Education's information webpage for students on Closed School Discharge and Borrower Defense for federal student loans. Provide the URL to IBHE.
- 4. Provide the name, email, address, and phone number of the person responsible for managing the closure.
- 5. Provide the name, email, address, and phone number of the person responsible and legally authorized by the institution to serve as the registrar to assist with transcript issues post institutional closure.
- 6. Provide a list of names and contact information for those student services personnel assisting with the closure (i.e., advising, financial aid, etc.), in case of a need for a referral.
- 7. Provide a list of students affected and anticipated decisions regarding graduation, transfer, or teach out for each student (name, student I.D., classification, number of hours earned and hours remaining, expected graduation date, veteran status, email, phone number, program of study, last date of attendance, and federal aid amounts). The last date of attendance is necessary for mid-term closures.
- 8. Provide a list of any specialized accreditation held by the institution or programs requiring licensure.
- 9. Provide a plan for the advising services offered to students (meetings, dates, agenda, etc.) and services related to student basic needs (housing, food, and other areas covered by HOUSE Liaisons).
- 10. Furnish copies of all accrediting agency approvals.
- 11. Furnish copies of the communication plan that includes the proposed timeline and methods for notifying students of the teach-out plan, including any students who may be on approved leaves of absence, as well as to faculty, staff, and other institutional constituents.

Academic Records:

- 12. Provide detailed information on how all original or legible true copies of the institution's academic records will be kept, which shall include, at a minimum, the academic records of each former student that is traditionally provided on an academic transcript, such as, but not limited to, courses taken, terms, grades, and other such information. Additionally, please provide detailed information on how student documentation required for licensure will be kept and how the educational verification for those records will be certified post closure.
- 13. Convert all paper records to digital records at the time of closure.
- 14. Release all academic and financial holds on students prior to closure. Provide a list of those students with academic and financial holds.
- 15. Notify all previous and currently enrolled students of which institution or entity will become the custodian of all academic records for the closing school (please provide a copy of this communication). The Board maintains a list of closed degree-granting institutions for which academic records are available.
- 16. IBHE shall be notified of where all records are located. IBHE shall be given written legal authorization for access to all facilities where academic records are stored prior to closure.

External Relations:

- 17. Provide institutional spokesperson contact information to IBHE.
- 18. Provide a copy of the press release and other campus communication regarding the closure.