



### **AMDA Teach-Out/School Closure Plan**

In the event a decision is made by AMDA to discontinue a program or close a campus, the following proposed protocols would come into effect. The intention of this teach-out plan is to provide resources and services for students to continue their education through AMDA or another institution.

AMDA is committed to providing continued financial and administrative support to fulfill the institution's obligations to currently enrolled students through the date of closure.

AMDA has maintained and will continue to maintain open communication with all currently enrolled students. AMDA will notify inactive and withdrawn students on a leave of absence about the status of the program and options for completing their program through email.

Currently enrolled students will be informed about the status of their program and can see their program requirement progress on the Student Portal. AMDA will provide a program completion plan for each student to complete their studies.

AMDA will assist students enrolled in the program who would like to transfer to another program in order to complete their degree. As a first option, we recommend transferring to the AMDA Los Angeles campus. As an alternative, this may include articulation agreements, partnerships or collaborations with other institutions. AMDA, to the extent possible, will work with teach-out partners to ensure the same financial terms and support services are maintained.

AMDA's Financial Aid Department will provide students with information on state and federal loan discharge policies related to school closure.

Records will be available to students regardless of outstanding fees to the institution. Upon closure, in compliance with the applicable record retention requirements specified by federal and state regulations, AMDA will provide institutional records (e.g. academic and financial information) to teach-out partners and regulators. In compliance with The Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and other applicable regulatory requirements, AMDA will dispose of records not designated for archiving.

Current students, inactive students and alumni will be informed of AMDA's record retention plan and methods of accessing records post-closure.

Should you have any questions, please reach out to the Office of Institutional Effectiveness at [OIE@amda.edu](mailto:OIE@amda.edu).