



GOVERNMENT OF PUERTO RICO

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Puerto Rico Council on Education

**FORM FOR THE CLOSURE OF OPERATIONS OF HIGHER EDUCATION INSTITUTIONS**

**ADVISORS:** \_\_\_\_\_

**SPECIALIST:** \_\_\_\_\_

## Introduction

The Puerto Rico Council on Education (PRCE), created by Reorganization Plan No. 1 of July 26, 2010 (PR 1), is the government agency that manages public policy regarding standards of education in Puerto Rico within the regulatory scope of the Plan. Among its main responsibilities is the licensing of all education institutions interested in operating in Puerto Rico and the accreditation of public and private basic education institutions.

A license is a permit granted by PRCE to an institution to operate as a higher education institution in Puerto Rico. It is granted based on the favorable result of the evaluation of compliance with the requirements established in the regulations for licensing Institutions of higher education in Puerto Rico, Num. 8265 (2012). For this purpose, the certification issued by the Council explicitly indicates the name of the institution, its units or learning sites and their geographical location, academic offerings, educational methodology, and the term of the license.

An institution that intends to close operations, either in whole or in part, must notify the Council in writing with at least six (6) months prior to the date planned for closure or as soon as the circumstances allow. Also, it must notify federal authorities and applicable accrediting agencies for their corresponding actions and keep the Council informed on these proceedings. The notice will express the measures taken or to be taken by the institution to minimize to the least possible any harm the affected students, the community, and the public interest may experience as the result of said closure (Article 47, Regulation 8265).

An institution in the process of total or partial closure, which intends to establish an agreement with (an)other institution(s) to transfer the responsibility of fulfilling the educational contract with students (*Teach Out Agreements*) must make sure that said agreement is consistent with provisions established by Article 49, Regulations 8265.

The institution must establish a mechanism that will enable students and graduates to receive services like official transcripts and other documents related to academic registry, or otherwise request the Council to assume the custody of transcripts. The institution shall provide the Council a microfilmed or digitized copy of each student and graduate academic records since the commencement of operations, certifying that the information provided is correct.

For the closure process, the institution has to complete this Closing of Operations Form and submit it within thirty (30) working days from the date the intention to carry out a closing was notified, or within the term the Council considers suitable based on the particular situation. The Council will assess and oversee the process of total or partial closure, to ensure that it is carried out while safeguarding the public interest, and may order the institution to take such measures as deemed necessary by the Agency to achieve the objectives referred to in Regulations 8265. In addition, PRCE may conduct visits, inspections and require the necessary information for an orderly closing of operations by an institution of higher education, and for protecting students and the public interest. It is the obligation of the institution to facilitate said visits or inspections, and provide access to documents and information.

**I. GENERAL INFORMATION**

Institution's current name and any other name with which the institution has ever been known

Name	Certification Number

Include all license certifications beginning with the first license (Add rows if necessary)

Certification Number	Date

<b>Physical Address</b>				
	Number		Street or Avenue	
	Sector			
	City		Country	ZIP Code
	<b>Postal Address</b>			
Number/PO Box		Street		
Sector				
City		Country	ZIP Code	
<b>Phone Num.</b>		<b>Fax:</b>		
<b>E-mail address</b>		<b>Internet page:</b>		

<b>Chief Executive Officer</b>			<b>Type of Institution</b>  <input type="checkbox"/> Public <input type="checkbox"/> Private: <input type="checkbox"/> Non-profit <input type="checkbox"/> For profit
	Complete Name		
	Title		

**Academic offering (Add rows if necessary)**

Academic program name as approved by the PRCE	Certification Number	Number of students per academic program during this academic year	Number of students that are graduation candidates during this academic year

<b>Institutional accreditations (Add rows if necessary)</b>			
Entity name			
Status	<input type="checkbox"/> Candidate	<input type="checkbox"/> Approve	<input type="checkbox"/> On probation <input type="checkbox"/> Other
Time period	From	To	
Entity name			
Status	<input type="checkbox"/> Candidate	<input type="checkbox"/> Approve	<input type="checkbox"/> On probation <input type="checkbox"/> Other
Time period	From	To	

**II. INFORMATION RELATED TO THE CLOSURE PROCESS**

Official date of institutional closure of operations:	
Reasons for the closure (if bankruptcy, please inform if the institution is under the protection of the bankruptcy law or intends to be):	

**III. STUDENTS**

Graduation candidates during closure year (Add rows if necessary)

Student name	Student ID Number	Academic program title	Remaining courses	Graduation date

If the closure of the institution will prevent any of the students mentioned in the table above from graduating from the institution, indicate -for each affected student- if the institution has managed its transfer to another institution and to which one. (Include copy of letters documenting the agreements between institutions regarding the transfer of each student and their academic and financial aid records.) (Add rows if necessary).

Student name	Name of the institution that is going to receive the student	Does any agreement between the institutions exist to accept the student

List students that are **not** graduation candidates during closure year (Add rows if necessary)

Student name	Student ID Number	Academic program title	Remaining courses	Graduation date

In terms of each of the students mentioned in the table above, please indicate if the institution has managed its transfer to another school and to which one. (Include copy of letters documenting agreements between institutions regarding the transfer of each student and their academic and financial aid records.)

Student name	Name of the institution that is going to receive the student	Does any agreement between the institutions exist to accept the student

Submit the institutional plan for the transfer to other institutions of students with respect to which there is not a transfer agreement.

**IV. ACADEMIC RECORDS<sup>1</sup>**

Article 48 of the 8265 Regulation provides that the institution must establish a mechanism so that students and graduates can continue receiving services like official transcripts and other documents related to academic Registrar, or ask the Council to assume custody of transcripts. Regardless of the decision, the institution shall provide the Council microfilmed or digitized copy of all student and graduate academic records from the commencement of operation, certifying that the information provided is correct. They will be kept in the vault that PRCE maintains for these purposes.

Microfilming shall comply with provisions of the standards for the delivery of transcripts from educational institutions under the jurisdiction of the PRCE in process of institutional closure. If you choose to digitalize records, the institution shall bear the costs the PRCE would have to incur to acquire the equipment and services needed to read and print the information scanned in compact disc and/or optical disc. The institution shall provide an academic records search index.

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<sup>1</sup>The academic record consists of transcript, diploma and graduation certification, the latter if the student completed the degree. Documents regarding economic assistance, medical history and enrollment, among others, are not part of the academic record.

Select the option that best represents the institution's decision regarding to registrar services:

Continue offering the Registrar services. If you marked this option, you shall comply with the following:

- ✓ The institution must inform previously and in writing to the PRCE any change of contact person, physical address, mailing address, telephone numbers, e-mail addresses, and days and office hours intended to provide the service of Registrar; since the PRCE must provide this information to the institution alumni and members of the educational community that call or visit the PRCE in search of information about the institution.
- ✓ The institution must respond to Registrar service requests within a reasonable time of two weeks. Any request by graduates must be written in compliance with the Family Educational Rights and Privacy Act of 1974 family (FERPA).
- ✓ Academic records should be kept in a secure area and in adequate, permanent, and fire-resistant files, properly safeguarded against theft, fire, floods and other disasters, as well as from misuse and other risks to their security and integrity.
- ✓ The institution may not destroy, sell, alter or dispose any of the documents microfilmed or digitalized, which will remain in the physical address previously notified. In the event of an eviction action, or any other circumstance requiring the movement of these documents to another location, the institution shall be obliged to inform the PRCE prior to carrying out a shipment. The PRCE will evaluate the future location of the documents in order to approve or disapprove it. If the PRCE disapproves the transfer, the institution will be required the immediate delivery of the documents and will deliver them, at their cost, to the place indicated by the PRCE.
- ✓ The institution will not offer courses, grant degrees or in any other form operate an institution of higher education in Puerto Rico, without previously requesting and obtaining a new license, authorized by the PRCE.

Deliver to PRCE the academic records of students. If you marked this option, you shall comply with the following:

- ✓ The institution will deliver, microfilmed or digitized, all academic records. Microfilming shall comply with provisions of the standards for the delivery of transcripts of educational institutions under the jurisdiction of the PRCE in process of institutional closure. If you choose to digitize records, the institution shall bear the costs the PRCE would have to incur to acquire the equipment and services needed to read and print the information scanned in compact disc or optical disc.
- ✓ The institution will not offer courses, grant degrees or in any other form operate an institution of higher education in Puerto Rico, without previously requesting and obtaining a new license, authorized by the PRCE.

- ✓ The institution shall provide an academic records search index.

**V. STUDENT FINANCIAL RECORDS**

Indicate which information is included in the student financial records (e.g. payment of fees and tuition, refunds, other):

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List students that, at the date of closure, the institution plans to reimburse for services paid and not received

Student name	Student ID Number	Amount to reimburse	Concept

**VI. PUBLIC RESPONSIBILITY**

Include copy of the notification sent to active students, inactive students and graduates informing where will copies of their files be available.

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Include copy of notice published in a newspaper of general circulation, informing about the closure of operations and where the registrar service will be offered to the graduates of the institution.

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Include digitalize copy of all catalogs with curricula that were offered at the institution during its operations with changes and dates.

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VII. OTHER

Indicate what other measures has the institution implemented so students, the community and the public interest will be affected as little as possible with the institutional closing.

Include any other information that the institution considers relevant for this process.

VIII. CERTIFICATION

I certify that the information and the documents provided in this form are correct to the best of my knowledge and belief.

I certify that the information and the documents included here, as well as others submitted during the closing process are truthful, correct and in accordance with the applicable regulations. I acknowledge that the information and documentation can be verified and that to provide incorrect, false or misleading information could involve failure to comply with these bylaws. Such non-compliance may involve economic sanctions or consequences to the license of the institution.

<b>REGISTRAR NAME</b>	<b>Signature</b>
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<b>CHIEF EXECUTIVE OFFICER NAME</b>	<b>Signature</b>
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Signed in \_\_\_\_\_, Puerto Rico, today \_\_\_\_\_, \_\_ of 20\_\_.