



May 9, 2018

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**VIA E-MAIL ONLY**

acicswhartford@americaninstitute.com

Mr. Christopher Coutts  
President/COO  
American Institute  
99 South Street  
West Hartford, CT 06110

**Subject: Program-Level Withdrawal of Approval**

Dear Mr. Coutts:

The Council has reviewed the 2017 Campus Accountability Report (CAR) for **American Institute - West Hartford, CT**. As a result of its review, the Council found that the following based on the *Accreditation Criteria*:

The following program is materially out of compliance with ACICS standards for student achievement and has been underperforming for the last two years, as summarized below. It has been determined that the program has little or no chance of coming into compliance within the maximum time frames (Section 2-1-809 & Appendix L).

**Placement Performance**

<b>Program Name</b>	<b>Credential Level</b>	<b>2017 Placement</b>	<b>2016 Placement</b>
Computers, Networking and Security	Certificate/Diploma	18%	33%

**Council Action**

The Council considers student achievement outcomes to be of the utmost importance. Due to the significant nature in which the program is out of compliance with that standard, and the previous opportunity provided to the campus to demonstrate improvement in the program, the Council acted to withdraw approval for the program. **However, this withdrawal of program approval does not apply to currently enrolled students through their completion.**

**Termination of Program**

In accordance with Section 2-2-503 of the *Accreditation Criteria*, **the campus must cease any new enrollments** in the listed program on or before the due date for submission of the Program Termination application, with immediate public notice to all interested parties, including, but not limited to, students, governmental agencies, the local community, and ACICS. The campus must submit a Program Termination application through its Member Center account for each affected program **within ten (10) business days of receipt of this notification**. As part of the supporting documentation for the application, the campus must provide the following:

1. Evidence that all interested parties have been notified appropriately. Documentation must include copies of web posting, e-mail blasts, formal communication, catalog revisions, and updates to all advertising materials.

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2. An audit of all students currently enrolled in the program with an indication of expected date of completion/graduation.
3. A plan to teach-out students in that program that does not negatively impact their progress to complete the program in the normal time frame. This plan must include documentation to demonstrate that the campus will continue to offer the educational services to these students, including courses and student and employment support services or provide formal agreements with comparable institutions to facilitate a transfer of these students.

Upon its review of the information provided in the Program Termination application concerning student matriculating status, the Council may direct the campus to immediately identify for execution transfer agreements with other institutions or campuses within its institution, given the severe underperformance of the program.

Failure to follow the Council's directive may result in the suspension or revocation of your institution's grant of accreditation.

Council-directed withdrawal of approval for a program conditions the institution's grant of accreditation with respect to the inclusion of the program and therefore is appealable to the Council. Due to the limited nature and narrow scope of the withdrawal of program approval, the appeal to the Council may be in writing only. If the campus intends to appeal this withdrawal of program approval action, it must submit any supporting materials by **June 30, 2018**, to [car@acics.org](mailto:car@acics.org).

Please contact Ms. Perliter Walters-Gilliam at [pwgilliam@acics.org](mailto:pwgilliam@acics.org) or (202) 336-6769 if you have any questions.

Sincerely,



Michelle Edwards  
President and CEO

- c. Ms. Cathy Sheffield, Accreditation and State Liaison, U.S. Department of Education  
([aslrecordsmanager@ed.gov](mailto:aslrecordsmanager@ed.gov)) ([CaseTeams@ed.gov](mailto:CaseTeams@ed.gov))  
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