



NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

Graduate School of Biomedical Sciences

POLICY: CLINICAL LABORATORY SCIENCES TEACH OUT PLAN

I. Purpose

This policy outlines contingency plans in the event of program closure.

II. Scope

This policy applies to the Clinical Laboratory Sciences program in the Graduate School of Biomedical Sciences of New York Medical College.

III. Definitions

IV. Policy

TEACH-OUT PLAN

In the unfortunate event that New York Medical College (NYMC) is compelled to close the Clinical Laboratory Sciences program, NYMC will make every reasonable effort to assist affected students to experience the least possible disruptions in further pursuing their studies or career plans. The following contingency plan will be used:

Student Teach Out-Plan:

- NYMC will stop enrolling new students into its program.
- NYMC will create a listing by name and, if applicable, the last four digits of the social security number of all students in each program and their estimated graduation dates, the status of unearned tuition, all current refunds due and account balances.
- NYMC will determine the date of last classes, and date of site closure.
- NYMC will make arrangements for disposition of all student records, including educational, accounting and financial records, in an accessible location and in accordance with applicable legal requirements in the event NYMC closes.
- NYMC will create an explanation, accompanied by appropriate supporting documentation and timelines, of how the closing institution will notify students in the event of closure and, if applicable, how the closing institution will notify the students of the teach-out. Students will also be advised that they can continue in Touro College's Pathology Assistant program.
- NYMC will create procedures to ensure that the delivery of training and services to students will not be materially disrupted and that obligations to students will be timely met.
- If the teach-out cannot reasonably be completed at Touro College's Pathology Assistant program, NYMC will identify each institution located in reasonable geographic proximity that currently offers programs that are similar to those at the closing institution and may be available to conduct the teach-out of some or all students.
- Teach-out agreement(s) will be consistent with all applicable state and federal regulations.
- NYMC will ensure that, as permitted by New York State law, students are allowed to graduate

under the original plan.

Faculty and Staff Contingency Plan:

- NYMC will create a plan and timeline which describes procedures to ensure the delivery of training and services to students and identify the faculty and staff necessary for the completion of NYMC's work.
- To the extent possible, NYMC will create a plan to assist with the reassignment of faculty and staff.

Trigger Point:

- We will work diligently with our accreditor, the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) to ensure that the needs of our students are met. Final approval of any teach-out, or transfer agreement will be handled by New York Medical College, NAACLS and the Department of Education.

Note: A NYMC Graduate School of Biomedical Sciences official will be designated to provide verification of eligibility for students applying for the ASCP certification exam and New York State permits and licenses.

In the event of permanent/temporary clinical affiliate closure,

- Students will be notified of the clinical affiliate closure via email.
- In the event of immediate closure, effected students will be contacted via email with plans for evaluation of assignments completed to date. Assignments remaining in the interrupted rotation. Remaining rotations will be assigned at available clinical affiliates of the program.
- If remaining sites are not available to accept additional students, the policy for Limited Space at Clinical Sites would apply.

In the event of temporary location shutdown, building closure (not technically a teach-out),

- Current Students will be notified as soon as possible of the location closure via email.
- Didactic coursework will migrate to remote learning with links available on Canvas.
- Scheduled exams will be available on Canvas.