



Program Closure and Teach Out Plan

**UT Health San Antonio / UHS Histology Training Program
7703 Floyd Curl
Department of Pathology, 325C
San Antonio, TX 78229**

Submitted to NAACLS
for approval on
(Enter date here)

Prepared by:
Jennifer Hubbard, Program Director

Table of Contents

Statement of Program Closure.....	1
Regulatory Compliance.....	1
Mission and Academic Integrity.....	1
Student Completion Support	2
Disposition of Records and Transcripts.....	2
Provisions for Faculty and Staff.....	2
Disposition of Assets and Facilities.....	3
Advisory Committee Obligations.....	3
Public Disclosure.....	3
Concluding Statement.....	3



Statement of Program Closure

The UT Health San Antonio / UHS Histology Training Program will be closing effective (enter date here). The program will close after the completion of the current training group.

The decision to discontinue the Histology Training program was reached after the new budget plans were created and the funding was not abundant enough to support the program.

The UT Health San Antonio / UHS financial and administrative support will fulfill the systems obligations to the currently enrolled students and support its accrediting obligations.

Regulatory Compliance

The UT Health San Antonio/ UHS Histology Training Program will continue to operate with ambitious standards and compliance to the NAACLS accreditation standards throughout the teach out and closure process.

Mission and Academic Integrity

The UT Health San Antonio / UHS Histology Training Program will ensure an efficient, educationally sound, faculty sensitive and student focused transition during the program completion and closure process. In all instances, the process will be conducted by the program director and supporting staff with the highest academic integrity.



Student Completion Support

In the teach out communications to students, UT Health San Antonio / UHS will fulfill obligations to current students by developing a course schedule and maintain a guide to complete their required courses and rotation schedules for their training. The program director will conduct monthly evaluations to ensure students or maintain the assigned schedule to ensure program completion date. Department funding for the program will continue until the graduation date of the currently enrolled students.

The library and computer access will remain available to the students until graduation date, and throughout the teach-out process. All regular campus facilities will be operational as usual.

Disposition of Records and Transcripts

The UT Health San Antonio / UHS Histology Training program will maintain all record in the Histology Laboratory. All graduates of the program will maintain the ability to request information from their records at any time from the Histology Laboratory at 7703 Floyd Curl, RM 325C, San Antonio, TX 78229. The request for records of former graduates will be documented on the UT Health Histology Training Program website.

Provisions for Faculty and Staff

The graduation date of the last class of students (enter date here) will mark the last day of faculty obligations to the Histology Training program. Faculty will return to their regular laboratory duties and not be required to lecture or review any additional students.



Disposition of Assets and Facilities

The UT Health San Antonio / UHS assets will remain with each organizations Department of Pathology. Assets such as inventories, furniture, lab supplies, and equipment will remain in the predetermined departments. Resources that were donated to the program will be assessed for deposition in a manner consistent with the intent of the donors, i.e., TSH donations.

Governing Committee Obligations

The Advisory committee that sits for the Histology Training Program will remain intact during the teach out process and through the graduation of the current class, ending (enter date here).

Public Disclosure

The UT Health San Antonio/ UHS Histology Program will release an email to the department of Pathology and all parties involved with the training program stating the current plans to discontinue the program at the end of the current year, (enter date here). NAACLS will be contacted at the same time. Current students will be part of this communication.

Concluding Statement

UT Health San Antonio/ UHS Histology Training program will continue to work to ensure the fulfillments and obligations are meet throughout the teach out period. They will continue to ensure and uphold the integrity of the institution, maintain student services, and ensure appropriately trained faculty and available for the students.