



VERA Z. DWYER SCHOOL OF HEALTH SCIENCES

DIVISION OF MEDICAL LABORATORY SCIENCE

Policy #:	MLS-A-01
Effective date:	06/2018
Target group:	All students, faculty, and staff
Section:	Medical Laboratory Science program
Last revision date:	08/01/2024

Academic and Clinical Teach Out Plan

Purpose

The purpose of this policy is to determine appropriate steps, in accordance with IU South Bend policies, if the Bachelor of Science in Medical Laboratory Science is identified for closure.

Policy

The Division of Medical Laboratory Science will adhere to the requirements outlined in this document, in IU South Bend policy SB-ACA-79 *Reorganization, Elimination, and Merger of Academic Units and Programs at Indiana University South Bend*, and any other policies and procedures identified to support the process.

Notification of closure

Notification to NAACLS

In the event of a decision for closure, the Bachelor of Science in Medical Laboratory Science Program Director, Vera Z. Dwyer School of Health Sciences Associate Dean, and IU South Bend administrators will create a detailed plan, specific to the circumstances at the time, and submit it to NAACLS within 30 days of the closure notification.

Notification to students

Upon confirmation of the closure date and completion of the plan, current and future students will be notified by the Program Director of the decision and impact on education. The program website will be updated to notify any visitors that the program will no longer accept applications and the date of closure. The campus bulletin will no longer provide the major as an option for students.

Notification to clinical partners

Upon confirmation of the closure date and completion of the plan, the Program Director will notify clinical partners of the decision and coordinate with them to ensure students complete required clinical rotations.

Student Impact

The Program Director and IU South Bend administration will work collaboratively to ensure that all students currently enrolled in the NAACLS-accredited Medical Laboratory Science program at IU South Bend will be able to complete their required coursework in a timely fashion. Current full-time or adjunct faculty will be retained to provide all required courses for completion of the program, in person or online based on instructor availability.

Students enrolled at IU South Bend as pre-Medical Laboratory Science students will be advised of alternative academic opportunities, including other Medical Laboratory Science programs in Indiana and other degree options at IU South Bend.

Faculty Impact

The faculty of the Bachelor of Science in Medical Laboratory Science program will meet with the Program Director and Vera Z. Dwyer School of Health Sciences Associate Dean to discuss options and impact on faculty appointments. Decisions about faculty appointments will align with IU South Bend policy SB-ACA-79 and may include dismissal or reassignment. Faculty members who do not agree with the decisions made may file a procedural grievance with the IU South Bend Faculty Board of Review.

Staff Impact

The Associate Dean of the Vera Z. Dwyer School of Health Sciences, in collaboration with IU South Bend administration, will determine dismissal or reassignment of program staff.

Temporary or Permanent Structure Closure

In the event of temporary or permanent structure closure that impacts the university's ability to conduct coursework in a specific location, alternative placement options will be identified. Specific to the Bachelor of Science in Medical Laboratory Science program, if Vera Z. Dwyer Hall were to close temporarily or permanently as a result of damage or hazardous conditions, student classes will be relocated to other buildings on campus where classrooms and laboratory facilities are available. In the event of a total campus shutdown, off-campus classrooms and laboratories will be identified for program use.

Policy History

Date	Action
06/2018	Original policy CLS-08 written
08/01/2023	Policy number changed; updated to current expectations and alignment with IU South Bend policy SB-ACA-79
08/01/2024	Updated division name, policy number, and titles due to campus reorganization.