

EXECUTIVE ORDER**2020-05**

Teach-Out Plans and Teach-Out Agreements Policy

San Juan Bautista School of Medicine compromise is to maintain and comply with the require standards of the accreditation agencies. In the event that the institution or any of its programs are placed under a probatory status, the institution will design strategic plans and work to comply with all accreditation standards within the accreditor agency timeline. In the unfortunate event that San Juan Bautista School of Medicine (SJBSM) is compelled to close the institution or any of its programs, it 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:

1. SJBSOM will stop enrolling new students into its program.
2. The institution 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.
3. The Institution will determine the date of last classes, and date of site closure.
4. The Institution 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 the institution closes.
5. The Institution will create an explanation, accompanied by appropriate supporting documentation and timelines, of how the closing program will notify students in the event of closure and, if applicable, how the closing program will notify the students of the teach-out. Students will also be advised regarding options available to them including transfer to programs in Puerto Rico or the US mainland.

6. The Institution 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.
7. If the teach-out cannot reasonably be completed at the Institution, the Institution 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.
8. Teach-out agreement(s) will be consistent with all applicable state and federal regulations

Faculty and Staff Contingency Plan:

1. The Institution 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 the institution's work.
2. To the extent possible, the institution will create a plan to assist with the reassignment of faculty and staff.

Trigger Point:

- SJBSOM will communicate its internal and external community of any adverse accreditation status following the requirements of the accreditation agencies.
- SJBSOM will work diligently with our accreditors, to ensure that the needs of our students are met. Final approval of any teach-out, or transfer agreement will be handled by SJBSM, accreditation agencies and the Department of Education.



Dr. Yocasta Brugal
President/Dean

Approved: June 13, 2020