



# ST. LOUIS COLLEGE of HEALTH CAREERS

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Dear Medical Assistant (MA) Applicant/Student,

As part of our commitment to transparency and student success, we want you to know that SLCHC is no longer enrolling new students in the Medical Assistant (MA) program and will be teaching out the existing enrolled students with plans to close the program permanently. In compliance with our accrediting agency requirements, we have developed an official Teach-Out Plan to ensure that all currently enrolled students have the opportunity to complete their studies and graduate as scheduled.

## **What This Means for New Applicants**

Effective immediately, SLCHC will no longer be accepting new applications for the MA program. Any applicant who has already applied, but not started yet, will be provided a list of alternative programs within SLCHC or referred resources within the external community.

Any application or related program fees collected will be refunded back to the applicant who has not started the program yet.

## **What This Means for Currently Enrolled Students**

**Continuation of Studies:** All currently enrolled MA students will have the opportunity to finish their program as scheduled. However, students who withdraw from the program during this Teach Out Period, will not be permitted to re-enroll in the MA program.

**Students also will not be permitted to retake classes or take other steps that would extend their expected graduation date beyond the scheduled completion of the Teach-Out Plan.**

**Support Services:** All SLCHC student support services will remain available to all enrolled students throughout the Teach-Out Period. This includes program instruction, advising, tutoring, and student/career services.

**Alternative Programs/Institutions:** All currently enrolled students will be provided the opportunity to complete the MA program by their original expected graduation date. However, should a student elect to transfer to another program or institution, the admissions department can discuss alternative programs within SLCHC or suggest outside sources within the greater community.

*"Celebrating Over 40 Years of Educating and Serving the Healthcare Community"*

Financial Aid: The Teach Out Plan will not affect your financial aid or program charges/costs. If you choose to enroll in an alternative program or institution, refunds of tuition and fees will be processed in accordance with SLCHC's standard procedures.

### **Next Steps**

Enrolled students who plan to finish their program should continue as scheduled.

Students who have additional questions or wish to discuss other options, including transferring out of the program, should reach out to David Blanc, Dean of Academic Affairs at: [dblanc@slchc.edu](mailto:dblanc@slchc.edu).

SLCHC remains committed to ensuring a smooth transition and student success. The teach-out plan has been designed to minimize disruption and to support students in achieving their educational goals.

Sincerely,

Mickey Slevin  
President  
[mickey@slchc.edu](mailto:mickey@slchc.edu)