

Program Letter of Agreement

Between

UPMC MEDICAL LABORATORY SCIENCE PROGRAMS

And

Saint Francis University

THIS PROGRAM LETTER OF AGREEMENT is made between the UPMC Chautauqua Program in Medical Laboratory Science, 207 Foote Avenue, Jamestown, NY, hereinafter referred to as "PROGRAM" and the Saint Francis University, 132 Franciscan Way, Loretto, PA, hereinafter referred to as "SCHOOL".

UPMC Altoona Medical Laboratory Science Program 620 Howard Avenue Altoona, PA	UPMC Chautauqua Medical Laboratory Science Program 207 Foote Avenue Jamestown NY	UPMC Williamsport Medical Laboratory Science Program 700 High Street Williamsport, PA
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WHEREAS, UPMC, is a Pennsylvania non-profit corporation providing the financial and necessary resources for the PROGRAM.

WHEREAS, the SCHOOL is an educational institution that provides a baccalaureate degree in the area of medical laboratory science and is a member in good standing with its state's commission/association of higher education.

WHEREAS, the SCHOOL and UPMC, and its affiliated entities are parties to that certain Academic Affiliation Agreement in which the PROGRAM is providing the education and experience to the SCHOOL's students, the terms of which are incorporated by reference to this Program Letter of Agreement; and

WHEREAS, the PROGRAM is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and will provide a supervised course of study in medical laboratory sciences which meets or exceeds the standards established by the National Accrediting Agency for Clinical Laboratory Sciences.

WHEREAS, the PROGRAM and the SCHOOL are mutually desirous of cooperating in the manner hereinafter described so that students enrolled in the PROGRAM's Medical Laboratory Science curriculum may be provided with the opportunity and privilege of the use of the medical facilities and resources of UPMC and the PROGRAM to participate in a supervised course of study in Medical Laboratory Science ("Academic Year").

NOW, THEREFORE, in consideration of the mutual obligations, terms and conditions set forth herein, the parties agree as follows:

I. Rights and Responsibilities of SCHOOL:

1. SCHOOL agrees to provide the educational prerequisites for admission to accredited PROGRAM with specific curriculum counseling given to aspirants in terms of their abilities and interest in biology, chemistry and laboratory science. SCHOOL further agrees that for a student to be eligible for admission to the PROGRAM, they shall confirm the student has/will have completed all courses required by SCHOOL's baccalaureate degree program in Medical Laboratory Science/Medical Technology prior to the start of the PROGRAM's Academic Year and the student meets the then current grade point requirements and other criteria established by the PROGRAM for a student's admission.
2. SCHOOL agrees to grant a minimum of 30-32 semester-hour credits to the student upon successful completion of the Academic Year at the PROGRAM. Grades provided by the PROGRAM shall be converted to the SCHOOL grading system for inclusion in the student's overall quality grade point average and shall be recorded on the student's official SCHOOL transcript.
3. SCHOOL shall confer a baccalaureate degree on all students who met the requirements for graduation set by the SCHOOL in its sole discretion. The conferring of the degree shall not be contingent upon a student having passed a national certification examination or license examination as stipulated by NAACLS standards. The SCHOOL maintains the right to withhold the degree from a student as a result of disciplinary action.
4. SCHOOL agrees to appoint an individual to serve as the Medical Laboratory Science liaison to the Program Director of the PROGRAM, who will periodically communicate in order to discuss, plan and evaluate the academic preparation of the students.
5. Representatives of SCHOOL shall have the right to visit the PROGRAM and may make arrangements to meet with students from SCHOOL during such visit. SCHOOL agrees to allow PROGRAM representatives to visit SCHOOL for purposes of student recruitment to the PROGRAM and education related to Medical Laboratory Science.
6. SCHOOL shall grant courtesy, non-salaried, adjunct faculty appointment to the Program Director of the PROGRAM.
7. SCHOOL shall be responsible for advising each student, prior to the Academic Year of any and all applicable policies related to safety, confidentiality and more related to the clinical laboratory experience and presence on a hospital campus with active patient care. All students shall be advised of their obligations to abide by the policies and procedures of the PROGRAM, and should any student fail to abide by any policy and/or procedure, they may be dismissed from the PROGRAM. The PROGRAM will provide the SCHOOL with all the applicable information in advance to the Academic Year.
8. SCHOOL shall require its students attending the PROGRAM to comply with the health status and safety requirements of UPMC as outlined in that certain Academic Affiliation Agreement, including but not limited to require vaccinations, tuberculosis screening, drug screening and overall health status. In accordance with state laws, students may also be required to undergo a criminal background check, FBI clearance and Child Abuse Clearance. Any services provided by UPMC to PROGRAM students shall be at the expense of the student.

9. SCHOOL shall require the student to carry professional liability insurance while participating in the PROGRAM, at the student's own expense unless such coverage is provided by SCHOOL, as outlined in that certain Academic Affiliation Agreement with minimum limits of one million dollars (\$1,000,000) per incident and three million dollars (\$3,000,000) annual aggregate. This policy must remain in effect for the duration of the Academic Year, and proof of coverage must be provided to the PROGRAM.
10. SCHOOL is to inform that the student is responsible directly to the SCHOOL for any tuition or fees due the SCHOOL, and directly to the PROGRAM for any tuition or fees due to the PROGRAM. The student shall also be responsible for all expenses which may include, but not be limited to, textbooks, apparel, classroom supplies, travel expenses and living expenses. Students of the PROGRAM may also have opportunities to travel to educational seminars that may require additional fees to be paid by the student.

II. Rights and Responsibilities of UPMC and the PROGRAM:

1. UPMC will have sole authority and control over all aspects of patient services. UPMC will be responsible for and retain control over the organization, operation and financing of its services.
2. UPMC and PROGRAM shall develop, maintain, provide specific training and enforce policies and procedures to address personal safety, safe work practices, and patient rights to privacy and confidentiality as described in the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The PROGRAM shall provide the UNIVERSITY, at least two (2) weeks in advance of the start of the Academic Year, all current relevant rules, regulations and policies of the PROGRAM.
3. UPMC shall provide to the student, to the extent possible, first aid for any injuries or illness that may occur during the clinical Academic Year experience. However, UPMC assumes no responsibility, financial or otherwise, beyond the initial first aid.

The student shall be required to carry hospital/medical insurance throughout the duration of the clinical laboratory experience. Documentation of insurance coverage must be provided upon commencing the Academic Year.

4. PROGRAM agrees to maintain its accreditation with NAACLS throughout the term of this Agreement. PROGRAM, as soon as practical, shall advise SCHOOL of any changes in the PROGRAM's accreditation status, ownership or directorship of the PROGRAM.
5. PROGRAM shall designate a person, usually the Program Director, to serve as a liaison between the parties who will communicate periodically with the liaison of the SCHOOL in order to discuss, plan and evaluate the clinical experience of the student. This liaison shall provide academic status information to SCHOOL liaison when requested and at a minimum of a mid-year and final transcript.
6. PROGRAM is solely responsible for the process of evaluation and acceptance of a student into the PROGRAM. The policies for acceptance, including academic standards and technical prerequisites, shall be clearly defined, published and made available for the prospective students. The PROGRAM does not agree to accept any minimum number of students from the SCHOOL,

nor does the SCHOOL agree to provide any minimum number of students to the PROGRAM.

7. PROGRAM will provide the didactic and academic requirements for completion of the Academic Year as established by NAACLS through its published standards. The PROGRAM agrees that the activities assigned to students while in the academic setting shall be educational and students shall not be used in lieu of professional or nonprofessional staff.
8. PROGRAM shall publish on-line, and periodically update, a web page contains a detailed description of the PROGRAM, including the criteria for admission to the PROGRAM and outcomes assessment.
9. PROGRAM shall have exclusive responsibility for appointing PROGRAM faculty and staff, and shall be responsible for curriculum planning, course selection and student evaluation.
10. PROGRAM shall be responsible for the supervision of the student during the Academic Year, including appointing mentors/supervisors who will monitor student activities during laboratory experience. This includes assigning grades and reporting grades to SCHOOL at the completion of the Academic Year.
11. Pass-fail decisions rest with the PROGRAM faculty and Program Director, and all decisions made by them will be considered final. The PROGRAM, in its sole discretion, has the authority to dismiss any student who does not conform to the standards and regulations for students of the PROGRAM. If this action becomes necessary, the Medical Laboratory Science liaison at SCHOOL will be notified before the action is completed. It is recognized that although the PROGRAM has the final decision in these matters, the SCHOOL has a strong and valid interest in the student, and every effort will be made to work together. All such dismissals shall comply with PROGRAM policies and procedures. A process of appeal shall be available for neutral evaluation of proceedings to ensure due process.
12. PROGRAM shall award the student a Certificate of Completion upon satisfactory completion of the Academic Year.
13. PROGRAM agrees to permanently maintain student PROGRAM transcripts.
14. PROGRAM: (i) has not had their eligibility or certification to participate in the Federal Student Aid (FSA) programs terminated or revoked by United States Department of Education (“USDE”); (ii) has not had their application for certificate or recertification to participate in the FSA programs denied by USDE; and (iii) has not voluntarily withdrawn from participation in FSA programs under a “termination to show-cause, suspension or similar type of proceeding”.

III. Shared Responsibilities and General Provisions

1. SCHOOL and PROGRAM shall be free from any financial incentives or improper payments in accordance with the transparency and integrity in their collaboration. SCHOOL will pay no collaboration fees to the PROGRAM and the PROGRAM will pay no collaboration fees to the SCHOOL.
2. The Medical Laboratory Science liaison from SCHOOL and the Program Director of the

PROGRAM, or their designees, shall communicate on a regular basis in order to discuss, plan and evaluate the academic and clinical experience of the student, and discuss changes that are relevant to either party. These meetings assure cooperation between the SCHOOL and the PROGRAM for the ultimate benefit of the student.

3. This Program Letter of Agreement shall commence on the last date of execution by the parties as set forth below and shall continue for the duration of the current Academic Affiliation Agreement unless otherwise terminated. If the Academic Affiliation Agreement is renewed the Program Letter of Agreement will be renewed for the same duration.
4. This Agreement may be terminated at any time by either party by written notice, letter or email, at least sixty (60) days prior to the effective date of termination. All enrolled students, students accepted to and students participating in the Academic Year of study at PROGRAM shall be permitted to complete said course of study during which the effective date of termination occurs. All applicable provisions of this Program Letter of Agreement shall remain in force during the extension period.
5. This Agreement shall be amended, modified, or revised only upon written agreement of the parties hereto.
6. Both parties agree to continue their respective policies of nondiscrimination in the provision of the services called for under this Agreement and agree not to discriminate on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, or marital, familial, or disability status or status as a protected Veteran or any other legally protected group status.
7. Both parties shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.
8. Both parties agree to comply with all federal, state and local laws, and NAACLS, Joint Commission or other accreditation standards that may be applicable to the Program Letter of Agreement and the services provided for hereunder.
9. Neither party shall assume any liabilities of the other party. As to liability for damage, injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Program Letter of Agreement.
10. The parties to this Program Letter of Agreement are independent contractors. The relationship of the parties to this Agreement shall not be construed to create a partnership, joint venture, or any other relationship, other than that of independent contractors.
11. This Program Letter of Agreement and referenced Academic Affiliation Agreement represent the entire Agreement between the parties and supersede all prior written or verbal understandings.

AND NOW, intending to be legally bound by the provisions set forth herein, the parties set their hand and seal as follows:


SCHOOL:



Authorized Representative **Date**
20 Nov 2025

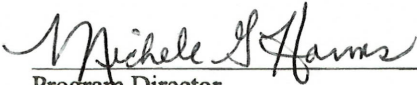
Michael B. McGinnis, Ph.D.
Vice President for Academic Affairs

ALTOONA MLS PROGRAM:



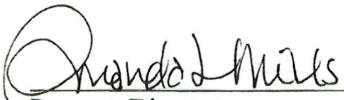
Program Director **Date**
Andrew Baughman, MHS, MLS(ASCP) 11-20-25

CHAUTAUQUA MLS PROGRAM:



Program Director **Date**
Michele Harms, MS, MLS(ASCP) 11/21/25

WILLIAMSPORT MLS PROGRAM:



Program Director **Date**
Amanda Mills, MHS, MLS(ASCP) 11/29/25