

# Andrews University

Department of Medical Laboratory Sciences



# MLS STUDENT HANDBOOK

## 2024-2025

*Reviewed & Updated: 8/2024*

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# PURPOSE OF THE STUDENT HANDBOOK

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The purpose of the Student Handbook is to bring together the various policies and procedures that specifically apply to students in the Department of Medical Laboratory Sciences. University policies can be found and reviewed in detail in other Andrews University publications, such as the [Bulletin](#) and the [Andrews University Student Handbook](#).

The Department of Medical Laboratory Sciences does not intend nor claim that this handbook supersedes any official University policy, publication, or procedure. It is the student's responsibility to be familiar with and follow all the rules and regulations of the university. It is also the student's responsibility to complete all course work required for admission to and successful completion of the Medical Laboratory Science Clinical Year Program and all forms, applications, and University requirements for graduation. The Department of Medical Laboratory Sciences cannot and will not be responsible for the students' neglect in meeting all requirements and deadlines.

**Note:** *The content of this Student Handbook may change at any time. The department faculty reserves the right to make changes and give public notification of such as deemed necessary.*

# MISSION STATEMENT

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The mission of the Department of Medical Laboratory Sciences, in harmony with Andrews University and the Seventh-day Adventist Church, is to prepare students for Christian service as Medical Laboratory Scientists.

The MLS **department** encourages faculty in professional, educational, and spiritual growth.

The MLS **faculty** educates students to develop excellence in the professional skills necessary for a life work of service in quality health care and dedication to improving the human condition.

MLS **graduates** will minister to the needs of others by practicing and promoting standards of excellence as medical laboratory science professionals.

# MEDICAL LABORATORY SCIENCES (MLS) PROGRAM

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## Essential Functions

### 1. Professional skills:

- Must be emotionally stable.
- Must be able to deal with stress and maintain emotions under pressure and time constraints in a socially acceptable manner.
- Must be able to maintain professional decorum and composure in a wide variety of situations.
- Must be able to maintain confidentiality and absolute integrity.
- Must be able and willing to follow directions.
- Must be able to make decisions, prioritize tasks, and work on multiple tasks simultaneously.
- Must be able to both work independently and in cooperation with others.
- Must be able to apply acquired learned skills and knowledge to new situations.
- Must be able and willing to work with potential biological, chemical, radiologic, mechanical, and electrical hazards.
- Must maintain personal hygiene and neatness appropriate to the professional workplace.

### 2. Communication skills:

- Must be able to communicate effectively in spoken and written English.
- Must be able to comprehend and respond to both formal and colloquial English in person-to-person interactions, written communications, and telephone conversations.

### 3. Physical requirements:

- Locomotion: Must have the coordination to allow free movement from one location to another in such areas as clinical and student laboratories, patient rooms, stairways, and elevators. Must be able to stand (or sit) for extended periods of time.
- Motor skills: Must have the ability to lift and move objects of at least twenty pounds. Must have the fine motor coordination to perform delicate manipulations of clinical specimens and instruments.
- Tactile requirements: Must have a sense of touch, pressure, and temperature discrimination.
- Visual acuity: Must be able to distinguish major colors, identify and distinguish objects and fine details both macroscopically and microscopically. Must have depth perception.

### 4. Requirements for Clinical Affiliation Placement:

- Transportation: Must have available independent transportation to clinical practicum rotations. Public transportation is not available at all clinical sites.
- Student Trainee License: Must be willing to submit an application and pay a fee for a trainee license if required by the state where clinical practica experience is assigned.
- Social Security Number: Must have a United States Social Security Number.
- Criminal Background Check: Must provide an acceptable criminal background check to meet the advancement to clinical practicum criteria.
- Drug Screen: Must provide an acceptable drug screen to meet the advancement to clinical practicum criteria.
- Medical Clearance: To meet the advancement to clinical practicum criteria, you must submit the "Physical Exam - Statement of Medical Clearance" form signed by a US Board Certified health care provider.
- Immunizations: Must submit the list of immunizations listed in the "Health Requirements" form signed by a health care provider as required to meet advancement to clinical practicum.

### 5. International Students must provide the Andrews University Student Services office with photocopies of their current I-20 document, the picture ID page of their passport, and the US visa page of their passport.

# ENTRY LEVEL COMPETENCIES (ELC)

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## **NAACLS Entry Level Competencies of the Medical Laboratory Scientist\***

*\*Linked to Program Objectives (O)*

At the entry-level, the medical laboratory scientist will possess the entry-level competencies necessary to perform the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion Medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed, or performed.

At the entry-level, the medical laboratory scientist will have the following basic knowledge and skills:

1. (O8, 15) Application of safety and governmental regulations and standards as applied to clinical laboratory science;
2. (O1, 2, 10) Principles and practices of professional conduct and the significance of continuing professional development;
3. (O5, 6, 7) Communications sufficient to serve the needs of patients, the public, and members of the health care team;
4. (O3, 4, 13) Principles and practices of administration and supervision as applied to clinical laboratory science;
5. (O11, 12) Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
6. (O9, 14) Principles and practices of clinical study design, implementation, and dissemination of results.



**Graduate Competencies**

The graduate of the Andrews University Program for Medical Laboratory Science is expected to:

- Correctly perform routine laboratory tests, interpretations, and problem-solving tasks as defined in the job description for a Medical Laboratory Scientist.
- Demonstrate the basic skills needed to develop expertise in any medical laboratory science specialty and conduct scientifically sound research in those areas.
- Have the professional skills to adapt quickly to new job situations, new methodologies, and new instrumentation.
- Possess the interpersonal skills to work effectively as a team member in performing duties as a medical laboratory scientist.
- Apply laboratory management principles to human resources, education methodologies, and financial and regulatory compliance to enable cost-effective, high-quality, value-based laboratory services.
- Apply principles of laboratory safety, quality assurance/performance, and laboratory information systems to provide effective, timely, accurate, and cost-effective reporting of laboratory data.
- Support the need for and participation in continuing education and proficiency testing.
- Maintain professional deportment and demeanor, upholding ethical and moral values in all situations.
- Possess the skills necessary to evaluate published studies as an informed consumer.

# PROGRAM OBJECTIVES & OUTCOMES

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- Program Objectives (O)** Upon graduation and initial employment, the Medical Laboratory Science Andrews University graduate should be inclined to engage in Christian service as a Medical Laboratory Science Professional and be able to demonstrate entry-level competencies in the following areas of professional practice:
1. Reflect ethical and moral attitudes as well as principles essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family;
  2. Maintain an attitude of respect for the patient and confidentiality of patients' records and/or diagnoses;
  3. Develop and establish procedures for collecting, processing, and analyzing biological specimens and other substances;
  4. Perform analytical tests on body fluids, cells, and other clinical substances;
  5. Integrate and relate data generated by the various clinical laboratory departments while making decisions regarding possible discrepancies;
  6. Confirm abnormal results, verify quality control procedures, and develop solutions to problems concerning the generation of laboratory data;
  7. Make decisions concerning the results of quality control and quality assurance measures and institute proper procedures to maintain accuracy and precision;
  8. Establish and perform preventive and corrective maintenance of equipment and instruments, as well as identify appropriate sources for repairs;
  9. Develop, evaluate, and select new techniques, instruments, and methods in terms of their usefulness and practicality within the context of a given laboratory's personnel, equipment, space, and budgetary resources;
  10. Demonstrate professional conduct and interpersonal skills with patients, laboratory personnel, other health care professionals, and the public;
  11. Establish and maintain continuing education as a function of growth and maintenance of professional competence;
  12. Provide leadership in educating other health personnel and the community;
  13. Exercise principles of management, safety, and supervision;
  14. Apply principles of educational methodology and
  15. Apply principles of current information systems.

**Program Outcomes (PO)\*** PO 1: (O1, 2, 10) Christian service as medical laboratory science (MLS) professionals.

**\*Linked to Program Objectives (O)**

PO 2: (O3-15) MLS Entry-Level Professional Competence  
Provide MLS profession-related comprehensive instruction sufficient to meet entry-level MLS employment competencies—including attention to professional growth, personal student-professor interactions, excellent advising, and an emphasis on the spiritual dimensions of the health care field.

PO 3: Maintain Program Accreditation

# ACADEMICS

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## **Admissions Criteria to MLS Clinical Year Program**

Admission to the Medical Laboratory Science (MLS) Clinical-Year program is based on completion of all pre-clinical courses, the grade-point average calculated for all mathematics and science courses, the recommendation of the faculty, and acceptable personal references. See Policy on *“Admissions Criteria to Senior-Year Clinical Studies.”*

## **Advising: Andrews Campus**

At the time of admission to Andrews University, “Students are assigned academic advisors based on the major chosen. Advisors function as academic guidance counselors to help students schedule their courses, learn how to follow academic rules and regulations, and make decisions regarding their future. Although advisors assist students, **the responsibility for meeting degree requirements and knowing the rules which govern academic matters always rests with the individual student.**” (Refer to the [Undergraduate Academic Policies](#))

Academic advisors are assigned to all students by the Student Success Center. The student will receive the name of their advisor at registration. If a student wishes to change the academic advisor they have been assigned, a request may be submitted to the Student Success Center.

The MLS Program and faculty, which serve as academic advisors, adhere to all University policies, including advising objectives and responsibilities as stated in the Bulletin. Andrews University complies with the Family Educational Rights and Privacy Act (FERPA), the federal law that governs the release of and access to student education records as described in the Bulletin (Available from <https://bulletin.andrews.edu/content.php?catoid=16&navoid=3305>)

## **Advising: Before Clinical Practica**

Advising/Orientation - Before students leave the Andrews University campus for clinical practica, they must attend an orientation session with the Andrews Campus Program Faculty. At this time, the student will be given information such as clinical site and program policies, practicum schedules, and syllabi. A question-and-answer period will be held. Attendance is mandatory. Failure to comply with this requirement may jeopardize the student’s ability to complete the clinical practica.

## **Advising: During Clinical Practica**

The Education Coordinator at the clinical site will serve as an additional advisor. The Program faculty at Andrews University will frequently communicate with the students regarding matters related to their rotation.

## **Class Load**

During the Clinical Year, a student must enroll in the required courses each semester, which total at least 16 semester credits per term. Registering for credits that are less than the specified amount is not permitted. In other words, the student must complete the required courses within the specified period. **The MLS Clinical Year consists of three consecutive semesters:** two semesters of didactic and student laboratories followed by 16 weeks of clinical practica. If, for any reason, this sequence is not followed, the entire year must be repeated.

The Clinical Year is a 12-month program (August – July) and requires registering for a full credit load each semester. The fall semester is a 16-week semester; the spring semester is a 10-week semester; the summer semester is a 16-week semester. Refer to page 19 for the Clinical Year Curriculum Map.

**Competency Examinations**

The Andrews University Program for Medical Laboratory Science provides for students seeking work experience or other professional education to be used in lieu of coursework within the curriculum as outlined in the Program. *See Policy on "Competency Examination" (Refer to Appendix, p. 41).*

**Continuance in the Clinical Year Program**

The Clinical Year program consists of three contiguous semesters. Fall and the first part of Spring Semesters are taught on the Andrews campus with extensive theory and laboratory exercises coverage. During this period, the student must demonstrate a clinical cumulative grade-point average of 2.50 or above with no course grade less than a "C- (minus)."

After successfully completing the Fall and first part of the Spring Semester, students may be advanced to selected clinical affiliations for the final portion of the program. Students who do not meet the above-stated GPA requirements during their first two semesters might be allowed to advance to clinicals if the Program faculty perceives exceptional circumstances.

Clinicals consist of 16 weeks of clinical practica. Students will gain clinical experience as they rotate through the various laboratory departments at affiliated clinical sites during this time. A student may continue in clinical studies conditional upon acceptable ethical department, exemplary practices in laboratory procedures, patient care, and satisfactory academic performance as established by program policy. *See Policy on "Student Code of Professional Conduct."*

**Grades**

The MLS Department follows the University's published grading system and grade point averages. Refer to the University [Bulletin](#) for details. Grading is at the discretion of the Andrews University instructor and is defined in each course syllabus.

**Graduation**

Providing all degree requirements have been satisfactorily completed, graduation with a Bachelor of Science in Medical Laboratory Science (BSMLS) is scheduled for August, at the end of the Clinical Year.

Granting of the BSMLS degree and MLS Certificate are **not contingent** upon the students passing any external certification or licensure examination.

It is the responsibility of the student to make necessary arrangements regarding graduation. The student must ensure that the following are met, as well as other graduation requirements stated in the *Andrews University Bulletin*.

- A *Graduation Application and Agreement Form* must be completed by the student and returned to the Academic Records Office no later than the date specified in the Academic Calendar.
- Transcripts for transfer credits must be submitted to the Academic Records Office **a minimum of 30 days before graduation**.
- All *Incompletes* and *Deferred* grades must be changed to a satisfactory grade in the Academic Records Office **a minimum of 15 days before graduation**.
- Must obtain financial clearance from the Student Financial Services Office to participate in graduation exercises and receive a diploma.

**Graduation in absentia:** *See the Andrews University [Bulletin](#).*

**Program Pin**

**MLS Program Pin (Actual size: 3/4 of an inch)**

Students who completed the Clinical Year of the Andrews University Program for Medical Laboratory Science are eligible to receive the official Program pin.



# CLINICAL YEAR

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## Attendance: Andrews Campus

The *Andrews University Bulletin* states:

### Class Attendance/Absences

"Regular attendance at all classes, laboratories, and other academic appointments is required of each student ... Whenever the number of absences exceeds 20% ...of the total course appointments, the teacher may give a failing grade. Merely being absent from campus does not exempt the student from this policy. Absences recorded because of late registration, suspension, and early/late vacation leaves are not excused. The class work missed may be made up only if the teacher allows it. Three tardies are equal to one absence. Registered students are considered class members until they file a *Change of Registration* form in the Academic Records Office."

Also, Refer to "Holiday Travel," page 16.

### Absences Due to Illness

"Excuses for absences due to illness are granted by the teacher. Proof of illness is required. Residence-hall students must see a nurse on the first day of any illness that interferes with class attendance. Non-residence hall students should show written verification of illness obtained from their physician..."

Refer to [General Academic Policies](#) for the full text.

Decisions regarding tardiness and absences are ultimately left to the discretion of each teaching faculty member in the Program for Medical Laboratory Science.

## Attendance: Chapels, Forums, and Co-Curricular Choices

Students in the MLS Program are expected to meet the University's Chapels, Forums, and Co-Curricular Choices requirements established for all students during the Fall Semester. For more details, please refer to:

<https://www.andrews.edu/life/involvement/co-curricular-education/index.html>

During the on-campus portion of the Spring Semester MLS Program, senior/clinical year students who are not exempted from attending Chapels, Forums, and Co-Curricular Choices are required to **attend a minimum of ten (10) programs** prior to the beginning of the 16-week clinical practica.

## Attendance: Clinical Practica

See Policy on "Attendance During MLS Clinical Practicum," page 38.

## Class/Lab Schedule: Andrews Campus

Because of program requirements, the MLS Clinical Year is rigorous. Weekly classes or labs may begin as early as 8:00 a.m. and end as late as 6:30 pm. Within these times, schedule variances may occur and are left to the discretion of the teaching faculty. Therefore, students must be flexible and available during class/lab hours.

Students are not permitted to take any additional course work during the Clinical Year. Exceptions to this policy may be petitioned and must be approved by the

Program Director. A copy of the typical Fall and Spring Semester Class Schedule is included in this Handbook (*see page 20*).

**Class/Lab Schedule:  
Clinical Practica**

The clinical practicum schedule is based on the following:

- Information from the assigned clinical affiliation in accordance with their availability and needs.
- Strengths and weaknesses of the student as perceived by the Program faculty.
- The Clinical Affiliate Education Coordinators establish clinical rotation schedules in consultation with their clinical instructors and the Program's clinical coordinator or director. The rotation schedule will be provided to the students as soon as it is available, which may be upon arrival at the clinical site.

**Criminal Background  
Check**

To participate in the clinical practicum, students must provide documentation of an acceptable criminal background check to the MLS Department office by **January 31**. The cost of this service is the responsibility of the students. The MLS Department office facilitates this process and utilizes PreCheck & SentryMD, a tracking system for Clinical Year documents. Information is provided to students during the August orientation. Those students who neglect to submit their documents or do not have an acceptable vaccination or background check report may be denied participation in the clinical practica. To create an account, go to [MyStudentCheck.com](http://MyStudentCheck.com).

**Disability  
Accommodation**

If a student has, or suspects they have, a disability that may interfere with their learning, please get in touch with the department chair or Program Director. Refer to the MLS Program Essential Functions (page 7).

**Drugs of Abuse  
Screening**

Clinical affiliates require mandatory testing for the presence of drugs of abuse. Students must provide documentation of an acceptable drug screen to the department office by January 31. The student is responsible for the cost of the test. The MLS Department office facilitates this process. Information is provided to students during the August orientation. Students who refuse to be tested may be denied participation in clinical practica. Andrews is committed to zero tolerance for drugs of abuse. See [Andrews University Student Handbook](#).

**Health/Immunization  
Documentation**

A copy of the student's Statement of Medical Clearance form **signed** by a US board-certified healthcare provider must be submitted to the MLS department office by January 31. The Documentation of Immunization/Immune Status form for the following must also be submitted on the same date:

- Tuberculosis (skin test or X-ray)
- Mumps
- Tetanus/Diphtheria
- German Measles/Rubella
- Measles/Rubeola
- Chickenpox/Varicella
- Hepatitis B
- Influenza
- Other vaccines or lab tests may be required (i.e., COVID-19 vaccination)

<b>Holiday Travel</b>	If, for some reason, a student departs early or returns late for a scheduled University holiday, each day of absence will count as <b>TWO absences</b> with the consequent effect on the student's grade. It is the student's responsibility to obtain missed material(s) from classmates. It is at the instructor's discretion to determine if the makeup of assignments, quizzes, exams, or labs is feasible.
<b>Registration: Andrews Campus</b>	Online registration will follow standard procedures as delineated in the <a href="#">Andrews University Bulletin</a> .
<b>Registration: Clinical Practica</b>	<p>The student must complete their Summer Semester registration prior to leaving campus for clinical rotations. Students are encouraged to make all financial arrangements prior to leaving campus to participate in their clinical practica.</p> <p><i>Note: If the student is unable to register, he/she will be suspended from clinical practica until the registration process is completed. Unregistered students are <b>NOT</b> permitted to participate in any clinical activity. Should the length of suspension compromise the quality of the clinical education experience, graduation may be delayed. This will be determined by the Department of Medical Laboratory Sciences Faculty in consultation with the Education Coordinator of the clinical affiliate where the student is assigned. The decision of this group is binding.</i></p>
<b>Social Security Number</b>	Students must have a valid United States Social Security Number prior to going to the clinical practica. Proof of a valid social security number must be submitted to the MLS department office by January 31, prior to the start of clinicals.
<b>Student Dress</b>	<p><b><u>At Andrews University</u></b></p> <p>The style of dress should reflect principles of modesty and appropriateness rather than current fashion trends. During the Fall and Spring Semesters, while attending classes on campus, MLS students must dress according to the <a href="#">Andrews University Dress Code</a>.</p> <p>Remember simplicity, taste, function, and appropriateness when deciding what to wear. Items such as shorts/skirts, "spaghetti" straps, tight clothing, low cut, strapless or midriff blouses, and extremes in cosmetics are unacceptable for the Andrews student. In addition, shorts and open-toe shoes are not allowed in student laboratories. All students must also wear a knee-length laboratory coat with long sleeves while attending laboratory sessions.</p> <p>Students who disregard safety and dress codes will be asked to leave the class or laboratory sessions. Persistent dress and safety violations will be documented and placed in the student's citizenship file and may jeopardize continuance in the MLS Program and at Andrews University. Refer to the <a href="#">Andrews University Dress Code</a>.</p> <p><b><u>During Clinical Practica</u></b></p> <p>Healthcare workers must take particular care of their appearance. Patients who are ill or anxious are even more susceptible to their environment; therefore, Medical Laboratory Scientists must be careful not to offend patients' sensitivities. Cleanliness is required, but the use of any fragrances, whether perfume, perfumed soaps, or lotions, is strongly discouraged.</p> <p>In general, clinical affiliates' dress codes follow the same standards required by Andrews University. In addition to the styles of clothing already mentioned above as inappropriate, blue jeans may not be allowed. <b>During clinical practica, students</b></p>



**must conform to the institution's dress code to which they are assigned.**

Information about a clinical site's dress code is shared with students in their advancement to clinicals letter. Students may also check with the Education Coordinator on the first day of clinical practica.

**Student Trainee License** Some states require a student trainee license for participation in clinical practica. If you are assigned to a site that requires a trainee license, the Department will provide contact information where you can submit the request for licensure. **Note that students cannot begin their clinical experience until the state has issued a trainee license.** Therefore, it is important to begin this process as soon as you are notified of the requirement(s).

## 2024-2025 MLS Academic & Clinical Year Calendar

### **FALL SEMESTER 2024 (August 26 – December 12)**

Clinical Year Classes Begin	August 26
Labor Day	September 2
Week of Prayer	September 9-13 (Adjusted Class Schedule)
Fall Recess	October 14-15 (no classes/labs)
Thanksgiving Break	November 27-December 1 (no classes/labs)
Last Day of Clinical Year Classes Day of Classes	December 4
Study Day for Clinical Year Students	December 5
Clinical Year Final Exams	December 6-12
Clinical Year Fall Semester Ends	December 12
Year-End Break	December 13 - January 12, 2025

### **SPRING SEMESTER 2025 (January 13 – March 14)**

Clinical Year Classes Begin	January 13
Martin Luther King Day	January 20 (no classes/labs)
Presidents' Day	February 17 (classes/lab may be held)
Last Day of Didactic Classes	February 28
Clinical Year Final Exams	March 3-7
Comprehensive Final Lab Competencies	March 10-12
MLS Research Symposium	March 13
Orientation to Clinical Practica (Morning)	March 14 (attendance required)
END of Clinical Year Spring Semester	March 14
Spring Break & Travel to Clinicals	March 16 – 30
Clinical Practica BEGINS	March 31
Last Day of Spring Semester Classes	April 24
END of AU Spring Semester	May 1
Graduation Weekend (Biomedical Diagnostics degree conferral)	May 2-4

### **SUMMER MLS CLINICAL YEAR SEMESTER 2025**

BEGINS AU Summer Semester	May 12
Memorial Day Holiday	May 26 (no practicum)
BEGINS MLS Pre-Clinical Summer Courses	June 9 (2 <sup>nd</sup> Summer Session: June 9 – July 3)
Fourth of July Holiday	July 4 (no classes/labs/practicum)
MLS Pre-Clinical Summer Courses	July 7 (3 <sup>rd</sup> Summer Session: July 7 – August 1)
END Clinical Practica	July 18
END AU Summer Semester	August 1
Clinical Year Certificate Ceremony	August 2
Andrews University Graduation	August 3

- **Categorical/Technologist Students:** The categorical clinical practicum's length depends upon individual scheduling. However, it can never be completed before the middle of May. Certification eligibility dictates that the categorical program must be equivalent to one academic year.
- **Online MLT to MLS Students:** Follow the on-campus calendar as applicable.

**Note:** This document is provided for your convenience. The clinical program follows the published University schedule. Should the administration change the schedule or errors be found in this document, it will be adjusted accordingly.

Document available from <http://www.andrews.edu/chhs/mls/resources/index.html>

Revised 12/11/2023; 3/8/2024; 3/13/2024; 8/23/2024

# COURSES FOR THE CLINICAL YEAR (CURRICULUM MAP)

FALL SEMESTER (AU Campus)		
Course Number	Course Title	Credits
MLSC 401	Clinical Year Seminar & Research Methodology	1
MLSC 411	Hematology & Lab	3
MLSC 421	Clinical Immunology and Molecular Diagnostics & Lab	2
MLSC 431	Clinical Bacteriology & Lab	4
MLSC 441	Immunohematology & Lab	3
MLSC 451	Clinical Chemistry I & Lab	3
<b>TOTAL CREDITS</b>		<b>16</b>

SPRING SEMESTER – (AU Campus)		
Course Number	Course Title	Credits
MLSC 405	Clinical Year Seminar & Research Project	1
MLSC 414	Body Fluids & Hemostasis & Lab	3
MLSC 432	Specialized Clinical Microbiology & Lab	2
MLSC 442	Transfusion Medicine & Lab	3
MLSC 452	Clinical Chemistry II & Lab	3
MLSC 470	Laboratory Operations & Best Practices	3
SPRING SEMESTER - Second Session (Clinicals)		
MLSC483	Comprehensive Review & Written Examination	1
<b>TOTAL CREDITS</b>		<b>16</b>

SUMMER SEMESTER (Clinicals)		
Course Number	Course Title	Credits
MLSC 415	Hematology, Hemostasis & Body Fluids Practicum	3
MLSC 423	Clinical Immunology Practicum	1
MLSC 433	Clinical Microbiology Practicum	4
MLSC 443	Clinical Immunohematology Practicum	4
MLSC 453	Clinical Chemistry Practicum	3
<b>TOTAL CREDITS</b>		<b>15</b>

# CLASS SCHEDULE – CLINICAL YEAR FALL & SPRING SEMESTERS

Below are *examples* of the typical Fall and Spring Semester Class Schedules. Class schedules for the clinical year may be subject to change. Students will be notified accordingly. A class schedule is provided to students in their orientation packet.

Fall Semester - MLS Clinical Program Class Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
8:00 - 8:20	BB/Heme EXAMS		Immuno/Make-up EXAMS		CC & Micro EXAMS			
8:30 - 9:20	MLSC411 Hematology	MLSC421 Clin. Imm. & Molecular	MLSC441 Immunohematology	MLSC431 Clinical Bacteriology				
9:30 - 10:20	MLSC431	MLSC451 Clinical Chemistry I	MLSC451 Clinical Chemistry I	MLSC411 Hematology	MLSC441 Immunohematology			
10:30 - 11:20	Clinical Bacteriology	ASSEMBLY		CHAPEL	MLSC401 Clinical Year Seminar			
11:30 - 12:20	LUNCH							
12:30 - 1:20	LUNCH							
1:30 - 3:55	MLSC411 Hematology LAB A	MLSC421 Immunology LAB B	MLSC431 Bacteriology LAB A	MLSC451 Clin. Chem I LAB B	MLSC431 Bacteriology LAB A	MLSC441 BB LAB B	Research Projects & Unknowns	
4:05 - 6:20	MLSC421 Immunology LAB A	MLSC411 Hematology LAB B	MLSC451 Clin. Chem I LAB A	MLSC431 Bacteriology LAB B	MLSC441 BB LAB A	MLSC431 Bacteriology LAB B		

MLSC401	Clinical Year Seminar & Research Methodology	1 credits
MLSC411	Hematology	3 credits
MLSC421	Clinical Immunology & Molecular Diagnostics	2 credit
MLSC431	Clinical Bacteriology	4 credit
MLSC441	Immunohematology	3 credits
MLSC451	Clinical Chemistry I	3 credits

Spring Semester - MLS Clinical Program Class Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:20		EXAMS			EXAMS
8:30 - 9:20	MLSC432		MLSC432	MLSC475 Med Lab Mgmt Concepts	
9:30 - 10:20	Clinical Mycology & Parasitology	MLSC461 Body Fluids	Clinical Mycology & Parasitology	MLSC412 Hemostasis	MLSC432 Clinical Mycology & Parasitology
10:30 - 11:20	MLSC442		MLSC442		MLSC442 Transfusion Medicine Lab
11:30 - 12:20	Transfusion Medicine	ASSEMBLY	Transfusion Medicine	CHAPEL	
12:30 - 1:20	LUNCH				
1:30 - 2:20	MLSC475 Seminar	MLSC452 Clinical Chemistry II	MLSC475		
2:30 - 3:20	MLSC412 Hemostasis		MLSC475 Med Lab Mgmt Concepts	MLSC461 Body Fluids	MLSC452 Clin. Chem II LAB
3:30 - 4:20	MLSC400 Spec. Proc. & Processing	Research Projects & Unknowns	MLSC400 Specimen Procurement & Processing		
4:30 - 5:20					

Course #	Course Name	Credits
MLSC400	Specimen Procurement & Processing	1 credit
MLSC405	Clinical Year Seminar & Research Project	1 credit
MLSC412	Hemostasis	1 credit
MLSC432	Clinical Mycology & Parasitology	2 credits
MLSC442	Transfusion Medicine	2 credit
MLSC452	Clinical Chemistry II	2 credits
MLSC461	Body Fluids	1 credit
MLSC475	Medical Lab Management Concepts	2 credits

# COMMITMENTS/DEADLINES FOR THE CLINICAL YEAR

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## Application for Financial Aid

Must be completed before or during registration. **The MLS Clinical Year is a three-semester program. Remember to include the Summer Semester (clinical practicum) in your financial aid planning.**

## Clinical Year Pictures

Will be arranged through the MLS Department Office. All students will be asked to sit for a portrait for inclusion in the class picture displayed in the Department. Sitting charges for these photographs are covered by the Department. Additional pictures for personal use may be purchased at the student's expense.

## Senior Exit Test

If offered, it must be taken in the Spring Semester of the Clinical Year. Second Baccalaureate degree and guest students from affiliated schools are exempt from this requirement.

## Transfer Credits (if applicable)

Must be sent to the Records Office no later than four weeks before graduation. For information, contact the Records Office.

## Requirements for Clinical Affiliation Placement

- United States Social Security number.
- Have independent transportation.
- Student Trainee License if required by the state where clinical practica is assigned.

The following documents must be submitted to the PreCheck website by **January 31**.

- Statement of Medical Clearance
- Immunizations/Immune Status Form
- Criminal Background check
- Drug Screen

Students who do not submit the required documents cannot attend class until all the proper documentation is submitted.

## Financial Clearance

Financial arrangements for the Spring and Summer Clinical Semesters **must** be made with the Student Finance Office.

## Application for Graduation\*

Must be submitted to the Records Office before leaving for clinicals. Application forms are available from the Records Office. Students who fail to complete the graduation application before going for clinicals and then request assistance from the Department to rectify this will be charged \$50 for this service.

## Graduation Announcements\*

Announcements may be purchased through the bookstore. See the Bookstore website for directions. Order in May or June to ensure on-time delivery.

## Regalia Order\*

Go to the [Bookstore](#) website for a link and instructions for ordering graduation regalia online—order by **June 1** to allow enough time for delivery.

## Housing Arrangements at the Clinical Site

Student housing facilities and availability vary from one clinical affiliate to another. The Department Office may assist the student in the initial contact for housing at the clinical site. Further coordination and financial arrangements are the student's responsibility.

## Application for Certification Exams

Applicants must successfully finish the Clinical Year Program to be eligible to sit for certifying examinations.

## ASCP

Apply online for the Medical Laboratory Science Exam by "Route 1" at the [ASCP website](#).

**NOTE:** This information is provided for your convenience. It is intended to aid the student in completing the necessary steps toward graduation. It does not supersede the requirements listed in the *Andrews University Bulletin*. It is the responsibility of the student to meet all requirements and obligations as outlined in the *Bulletin*.

# FINANCIAL INFORMATION

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<b>Certification Exam</b>	When registering for the Board of Certification (BOC) examination, the student must submit an online application to the American Society for Clinical Pathology (ASCP). In addition, an application fee must be remitted. The ASCP determines the examination cost, which at the time of this document's update is \$250.00. Because the exam fee may increase without notice, please confirm the amount by visiting the <a href="#">ASCP BOC website</a> .
<b>Criminal Background Check</b>	Students must have a criminal background check to be eligible for clinical practica. The cost of service is the student's responsibility.
<b>Financial Aid</b>	The Student Financial Services Office handles all financial aid information and processing.
<b>Graduation Fee</b>	For more information, consult the <i>Andrews University Bulletin</i> .
<b>Health Status Documentation &amp; Drug Screen</b>	To be eligible for clinical practica, students must have a drug screen, background check, a physical examination, and updated immunizations. The cost for these services is the student's responsibility.
<b>International Transcript Evaluation Fees</b>	Students who hold degrees from international institutions must have transcripts evaluated by a foreign transcript evaluation agency. The student is responsible for the cost of this service. See Policy on " <i>Transcript Evaluation of all non-USA Degrees</i> ."
<b>Medical Insurance</b>	Students enrolled in the Program for Medical Laboratory Sciences must have medical insurance coverage provided by Andrews University or equivalent coverage through a personal/private carrier. Documentation of this coverage is required before the student is permitted to register for classes.
<b>Students Holding a Valid Baccalaureate Degree</b>	<p>The <i>Andrews University Bulletin</i> states:</p> <p>"Students who have earned a baccalaureate degree may receive a 33% reduction for courses taken for a second baccalaureate degree. This discount applies only to courses required to complete the 2nd degree." Refer to the <a href="#">Undergraduate Financial Assistance</a> policy at Andrews University.</p> <p>The 33% reduction in tuition may also apply to post-baccalaureate students entering the Clinical Program or to students completing the prerequisite coursework for the Master of Science in Medical Laboratory Science. This tuition reduction plan is available only on a space-available basis and does NOT apply to Master level coursework. <i>For more information, consult the Andrews University Bulletin.</i></p>
<b>Professional Education Fees</b>	Professional programs such as the Program for Medical Laboratory Sciences have additional expenses beyond those covered by tuition. Therefore, the University charges a professional fee for the three Clinical Year semesters (Fall, Spring, and Summer), billed directly to each student's account. Professional fees cover a variety of items, including but not limited to course syllabi, educational resources, lab fees, lab coats, program pin, and clinical year activities.

- Course Fees** Fees may be applicable for some pre-requisite/pre-clinical courses. Course fees are indicated in the bulletin, and the amount is listed in the [class schedule](#). Course fees are charged directly to each student's account upon course enrollment/registration.
- Student Trainee License** Some states require a student trainee license for participation in clinical practica. A student assigned to a state that requires a trainee license is responsible for the cost of applying and maintaining the trainee license.
- Tuition for Clinical Year** Tuition is charged at the standard University rate. Refer to [Tuition and Fees 2024-2025](#) for more information.

# DEPARTMENTAL SERVICES & GUIDELINES

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<b>Bulletin Boards/Digital Displays</b>	Students wishing to post announcements may submit requests to the department's office. No announcements may be posted without approval from the Department of Medical Laboratory Sciences Office.
<b>Certificate Ceremony</b>	The Department of Medical Laboratory Sciences Faculty hosts a Certificate Ceremony on Sabbath afternoon of the Summer Graduation weekend. At this ceremony, students who have successfully completed the Program are awarded a Certificate of Completion from the Andrews University Program for Medical Laboratory Science. The families, out-of-town guests, and close friends of the graduates are invited to attend. The MLS department sends invitations to those individuals. A light supper is served after the presentation of certificates.
<b>Departmental Assemblies</b>	Departmental assemblies are regularly scheduled throughout the semester. <b>Attendance is required for all MLS Majors.</b> Information concerning the date, time, location, and topic content will be posted.
<b>Departmental Office</b>	Departmental office hours may vary from semester to semester. Please refer to the posted schedule.
<b>Equipment</b>	Students can access computer terminals in the Student Lounge (HH328). Due to concerns regarding the potential transfer of computer viruses, the faculty and department's accreditation support specialist <u>will NOT</u> correct or print documents from students.
<b>Faculty Office Hours</b>	Students should consult each faculty member's posted office hours regarding faculty schedules.
<b>Locker Use</b>	The Department of Medical Laboratory Sciences (MLS) provides lockers for students to have a safe place to store books, coats, and similar personal belongings. The MLS department commits to keeping all lockers secure with a department lock; therefore, we reserve the right to place a lock on any locker that is found open. Additionally, unassigned lockers and lockers that have been surrendered will be secured in like manner. Access to a locker is a privilege, and students accept all responsibility associated with their use, as outlined in the <i>Locker Use</i> policy (page 54 of this handbook).
<b>Mailboxes</b>	Student mailboxes are provided for the return of assignments and departmental notices. These are located adjacent to Halenz Hall 217. An authorization form to place graded material in the mailboxes will be distributed at the beginning of the year. Examinations/tests will not be placed in the mailboxes at any time. If a student declines the use of a mailbox, the faculty will return the materials directly to the student. It is expected that students respect the privacy of other individuals' mailboxes.
<b>Personal Electronic Equipment</b>	Cell phones, laptops, electronic pads, and all other personal electronic devices must be turned off during class and laboratory sessions unless used to access class materials. Text messaging is not permitted during class or labs. If maintaining cell phone contact is imperative, students must obtain prior approval for cell phone use from the instructor, and the incoming call signal must be set to <i>vibrate</i> .



- Social Media Use** Social networking is a significant form of public communication, which can be used for collaboration and support amongst students. No matter the social media platform used, students are expected to post responsibly and exchange opinions and ideas in compliance with all University and department policies and professional codes of conduct. Refer to the *Social Media Policy* (page 58 of this handbook).
- Student Laboratories** Students may use the laboratories during regularly scheduled sessions or by making special arrangements with the faculty. Students and other individuals not registered or participating in sessions with a scheduled lab time are denied access to the laboratories. Appropriate safety protocol must always be followed.
- Student Lounge** The MLS Student Lounge is located on the third floor of Halez Hall (HH 328). This space contains a microwave and a full-size refrigerator for student use. Students are expected to clean up after themselves. The refrigerator is cleaned every Friday, and items left, except condiments, will be disposed of.

# CLINICAL SITE INFORMATION

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**Assignment to a Clinical Site** The process for clinical site assignments is generally initiated during the early part of the Fall Semester. Students are given a form on which to rank clinical site preferences. While consideration is given to student preferences, assignments also depend on recommendations from the teaching faculty and the education coordinators of the clinical affiliates. Students are not guaranteed their first choice in clinical assignments. The decision of the faculty is final. Typically, students will be informed of their clinical site assignment before the Christmas vacation.

**General Information** Information about the Clinical Affiliates is available in the department's office. Students must not contact clinical sites directly. Such contacts are considered annoying and detrimental, thus not in the student's best interest.

**Housing** Housing facilities vary from one clinical affiliation to another. Locating housing is the student's responsibility. However, the Department of Medical Laboratory Sciences may assist with the initial contact for housing at the clinical site. Further coordination and financial arrangements are also the student's responsibility.

**Transportation** **Transportation to/at the assigned clinical site is the responsibility of each student.** Although every student is assigned to a primary clinical site, many sites will include rotations at another facility. Thus, students must plan to travel to other locations. The clinical site is not responsible for providing transportation. This is not expected and should not be requested as there are liability concerns the affiliates will not undertake. Advancement to clinicals is contingent on the student being able to provide a valid US driver's license, proof of car registration, and proof of car insurance.

**Requirements by Clinical Affiliates** To become eligible to participate in the practicum portion of the Clinical Year Program, all students must provide:

1. An acceptable criminal background check;
2. Results of an acceptable drug screen test;
3. A statement of medical clearance (physical) signed by a US Board Certified healthcare provider;
4. Documentation of updated immunizations or immune status for required vaccines. Refer to page 15 of this handbook for a list of immunizations.

These documents must be obtained within specified time intervals. During orientation, on the first day of the Clinical Year, students will be instructed on the timeline for procuring these documents.

In addition to the general requirements, some clinical affiliates may have additional requirements. To attend clinicals, students must provide all the required documentation for the site they are assigned to and be responsible for paying the required fees for obtaining said documentation.

# PERFORMANCE EVALUATIONS

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During the Clinical Year, the faculty will evaluate the student regularly. These evaluations will be informal as well as formal (Mid-Term Student Performance & Progression) and will be based on the following objectives:

## Performance Evaluation Objectives: Affective, Psychomotor & Cognitive

### WORK HABITS

- Demonstrate regular and punctual attendance for class and labs.
- Demonstrate neatness by making the work area/records presentable.
- Economize to conserve reagents and/or time.
- Take initiative, actively seeking unassigned work when time permits.
- Come prepared and perform procedures according to set protocol.
- Comply with safety rules in an exemplary manner.
- Demonstrate professional communication skills; keep instructors informed.

### PERSONAL TRAITS

- Maintain institutional and patient confidentiality as well as absolute integrity.
- Ask for clarification and communicate problems to others in a professional manner.
- Use mature discretion in interpersonal communication.
- Interact in a positive way, demonstrating courtesy and tactfulness to others.
- Model punctuality, arriving at the section on time.
- Dress in a professional manner, which represents the image of the institution, always complying with the dress code.
- Maintain appearance and personal hygiene.
- Contribute to positive morale and spirit within the class.
- Embrace diversity, global cultures, and ideas.

### TECHNICAL ABILITY

- Demonstrate organizational ability by handling multiple tasks efficiently.
- Execute tasks quickly, efficiently, and with dexterity.
- Maintain clerical accuracy, demonstrating good understanding and quality of records.
- Learn new procedures quickly with little repetition.
- Keep ahead of the workload by doing more than expected.
- Exceed expected efficiency and maintain composure under stress.
- Demonstrate good technical reasoning, making correct interpretations.
- Apply theory in problem-solving situations.

Note: The [Student Performance & Progression Rubric](#) is available from the MLS Department website.

# CERTIFICATION EXAM

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<b>Philosophy</b>	<p>The Medical Laboratory Science Program is designed to meet the eligibility requirements for the U. S. MLS Certification. The American Society of Clinical Pathologists (ASCP) Board of Certification (BOC) offers this certification. Upon successful completion of the Program, the student will be eligible to sit for this examination. MLS graduates are expected to become certified as soon as possible and within the first three months after graduation.</p>
<b>Application Forms</b>	<p>Eligible applicants must submit an online application for the ASCP examination. For U.S. Certification information and instructions on how to apply, please go to <a href="https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info#">https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info#</a></p>
<b>Fee(s)</b>	<p>Payment for the Application fee is required upon submission of the online application. The cost of the Board of Certification (BOC) examination is determined by the agency (ASCP) and is currently as follows:</p> <p style="text-align: center;">BOC (ASCP) <b>\$250.00</b> (as of 6/2024)</p> <p style="text-align: center;"><i>(Application fee is subject to change without notice)</i> See Policy on "Certification Exam."</p>
<b>International Certification and State Licensures</b>	<p>Some states require a license to work, which may require successful completion of additional coursework, clinical practicum time, or a state-administered examination. <b>The MLS Program at Andrews University guarantees the provision of appropriate course work/experience/practica to meet the American Society for Clinical Pathology certification eligibility requirements.</b> The student must meet additional requirements if they plan to work in one of the states with additional requirements. Failure to meet these additional requirements in advance will jeopardize the feasibility of exploring any possible assistance by the Program to meet additional requirements. See Policy on "Student Preparation for Certification Examination."</p>
<b>Schedules</b>	<p>The BOC exam is offered as a computer adaptive test (CAT) throughout the year and at designated examination sites. Refer to the ASCP Procedures for Examination and Credentialing (July 2023 updates) for scheduling information.</p>
<b>Student's Responsibility</b>	<p>Eligible students are responsible for all aspects of the BOC exam. Students' responsibilities include accessing the application online (see link below), paying the exam fee, scheduling the exam, transportation to the testing site, consequences for tardiness or absenteeism, and retakes if they fail the exam. To apply, go to <a href="https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info">https://www.ascp.org/content/board-of-certification/apply-now-check-status-update-info</a>.</p> <p>Please note that applications will be processed within 45 days of receipt. If documentation establishing eligibility is not received within 45 days, the applicant will be deleted from the examination process. <b>Application fees are non-refundable.</b></p>

# PROFESSIONAL MEMBERSHIPS

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## **Professional Memberships**

The Andrews University Medical Laboratory Science Program students are encouraged to enroll as student members in one or several professional agencies. The student is entitled to all privileges and benefits designated to the student member. This includes receiving professional journals, local, regional, and national meeting announcements, and bulletins. Following is a list of membership agencies and phone numbers:

### **AABB**

#### **Association for the Advancement of Blood & Biotherapies**

4550 Montgomery Avenue  
Suite 700, North Tower  
Bethesda, MD 20814  
Telephone: 301-907-6977  
[www.aabb.org](http://www.aabb.org)

### **ADLM**

#### **Association for Diagnostics & Laboratory Medicine**

1850 K Street, NW, Suite 625  
Washington, D.C. 20006  
Telephone: 800-892-1400  
<https://www.myadlm.org/>

### **ASCLS**

#### **American Society for Clinical Laboratory Science**

6701 Democracy Blvd., Suite 300  
Bethesda, MD 20817  
Telephone: 301-657-2768  
[www.ascls.org](http://www.ascls.org)

### **ASCP**

#### **American Society for Clinical Pathology**

33 W. Monroe  
Suite 1600  
Chicago, IL 60603  
Telephone: 312-541-4999  
[www.ascp.org](http://www.ascp.org)

### **ASM**

#### **American Society for Microbiology**

1752 N. Street N.W.  
Washington, D.C. 20036-2904  
Telephone: 202-737-3600  
[www.asm.org](http://www.asm.org)

# WORK OPPORTUNITIES

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**Workload: Andrews Campus**

Both Fall and Spring Semesters of the Program are intensive. Students are encouraged to maintain their grade-point average by establishing daily study habits. Suggested study time will vary from student to student; nevertheless, 2-4 hours/day may be needed. Given this, each student should use discretion if and when work schedules are established.

**Workload: Clinical Rotations**

*See Policy on "Student Employment at Clinical Affiliates," page 48.*

**Work Opportunities: Andrews Campus**

Job opportunities for students are posted on the web at <https://www.andrews.edu/admres/jobs/show/student>

**Work Opportunities: Clinical Rotations**

After school hours, work opportunities may be available at a clinical affiliate. This is not guaranteed, cannot be expected, or demanded. Refer to the *Student Employment at Clinical Affiliates* policy (page 48 of this handbook).

**Work Opportunities: Clinical Rotations For International Students**

International students must follow federal law outlining work eligibility. Typically, employment is limited to on-campus employment only at the school issuing the I-20. Although clinical students are engaged in learning activities during the clinical practica under the direction of Andrews University, the affiliate site is not an extension of the Andrews campus. Therefore, our clinical affiliates are separate institutions and are not considered part of Andrews University. Depending upon the type of visa held, working for pay after hours during clinical practica may not be allowed.

**MLS STUDENT HANDBOOK  
APPENDIX A**



**DEPARTMENT & PROGRAM POLICIES**

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## ACADEMIC DISHONESTY AND/OR PLAGIARISM

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**Area:** Academics

**Philosophy:**

Healthcare professionals are expected to exemplify ethical deportment and integrity. In conjunction with the student's academic development, Christian character development is an integral part of the Medical Laboratory Science Program's educational experience. Students are expected to always demonstrate honesty and personal integrity. This policy is in accordance with the Andrews University (AU) Academic Integrity policy. To access the AU Academic Integrity Policy, visit

[http://www.andrews.edu/services/research/research\\_compliance/responsibleconductofresearch/academic-integrity-policy.html](http://www.andrews.edu/services/research/research_compliance/responsibleconductofresearch/academic-integrity-policy.html).

**Policy:**

Failure to maintain academic integrity constitutes academic dishonesty. This policy defines academic dishonesty; ensures due process for students accused or suspected of academic dishonesty on work performed within a course, lab, or clinicals; and proposes appropriate sanctions for students found guilty of academic dishonesty.

**Examinations:** Cheating on an examination/test is considered, but is not limited to using unauthorized aids, copying from another's work on in-class examinations and quizzes, discussing exams or examination questions with students who have not yet taken/written the exam (the student who discusses examinations with a student who has not taken the exam will be treated the same as the one who was helped), or unauthorized collaborating on take-home or clinical exams. If a violation of ethical conduct occurs, one or more of the following will be imposed:

1. A score of zero on the examination or quiz will be given.
2. A failing grade (F) for the course.
3. Probationary status in the Clinical Year Program.
4. Dismissal from the Program.
5. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.

**Laboratory Reports:** *Dry labbing* refers to copying another's laboratory reports, falsifying data, or producing fictional (yet plausible) data or lab results without performing the assignment, experiment, or lab procedure. One or more of the following will be imposed for dry labbing:

1. All culpable individuals will receive a score of zero for the report.
2. All culpable individuals may receive a score of zero for the entire laboratory grade.
3. Probationary status in the Clinical Year Program.
4. Dismissal from the Program.
5. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.



Plagiarism:

Plagiarism consists of presenting another's work as one's own. One or more of the following will be imposed for plagiarism:

1. The material must be rewritten to receive credit.
2. Probationary status in the Clinical Year Program.
3. Dismissal from the Program.
4. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.

Self-plagiarism consists of presenting one's work, previously published or submitted for class, as though it were new. One or more of the following will be imposed for self-plagiarism:

1. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.
2. The material must be re-written to receive credit.
3. Probationary status in the Clinical Year Program.
4. Dismissal from the Program.

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**ADMISSION CRITERIA TO THE MEDICAL LABORATORY SCIENCE CLINICAL YEAR PROGRAM**

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**Area:** Minimum Grade Point Average (GPA)

**Philosophy:**

The cumulative grade-point average may be used as an indicator of a student's ability to successfully complete the Medical Laboratory Science (MLS) clinical year as well as an indicator of the amount of individualized attention that the student may require.

**Policy:**

Admission to senior-year clinical studies requires an overall grade-point average of 2.50 or greater in the cognate sciences, mathematics, and MLS content courses. In the admissions process, the grade-point average for the cognate sciences, mathematics, and MLS content courses are computed together. This combined grade-point average must be a minimum of 2.50. Preference is given to students with higher GPAs. An interview may also be necessary to ascertain an applicant's eligibility.

An individual with a grade-point average of less than 2.50 but greater than 2.25 may be admitted to the Program if there are extenuating circumstances, and it is the professional judgment of the Program for Medical Laboratory Science Admission Committee that the student exhibits reasonable prospects for successful completion of the program. No more than 10% of the admitted class will be comprised of these special-case admissions.

The grade of a cognate science, mathematics, or MLS content course must be equal to or greater than a C- (minus) to count towards a degree or certificate program.

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**ADMISSION CRITERIA TO THE MEDICAL LABORATORY SCIENCE CLINICAL YEAR PROGRAM**

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**Area:** Admissions Process

**Philosophy:**

The philosophy and goals of the Medical Laboratory Science (MLS) Admissions Committee are as follows:

1. A realistic expectation on the part of the student for successful completion of the MLS courses and passing certification examination(s).
2. A minimum grade-point average (GPA) of 2.50 is desirable for students entering the MLS Clinical Year.
3. No preferential treatment will be given to students based on religion.

**Policy:**

An independent admissions process is required for students who wish to enter the MLS Clinical Year. Application to the Clinical Year must be completed online and submitted by January 31, prior to their anticipated clinical-study year.

Admission to senior-year clinical studies requires an overall GPA of 2.50. In the admissions process, the GPAs for the cognate sciences, mathematics, and medical laboratory science content courses are computed together. This combined GPA must be a minimum of 2.50. Preference is given to students with higher GPAs. The grade of a cognate science, mathematics, or MLS content course must be equal to or greater than a C- (minus) to count towards a degree or certificate program.

The clinical year of the Medical Laboratory Science Program is comprised of two semesters of lectures and student laboratories on the Berrien Springs campus and sixteen weeks of clinical practicum at an affiliated clinical site. Students may enter clinical practicum only upon satisfactory completion of the semesters taught at Andrews University. Satisfactory completion is defined as a clinical year cumulative GPA of 2.50 and the recommendation of the faculty. A student receiving a cumulative GPA of less than 2.50 may be allowed to advance if the Department of Medical Laboratory Sciences faculty perceives exceptional circumstances and makes a recommendation to allow the student to continue in the program. A student enrolled in the clinical practicum may only continue those studies conditional upon acceptable ethical department and exemplary practices in patient care. The clinical site instructor, clinical education coordinator and the MLS faculty are the final arbiters in determining student continuance.

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**ADMISSION CRITERIA TO THE MEDICAL LABORATORY SCIENCE CLINICAL YEAR PROGRAM**

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**Area:** PASS/NO CREDIT & Minimum Grade Point Average (GPA) Calculations

**Philosophy:**

During the COVID-19 outbreak many schools offered alternative grade options to include Pass (P) and No Credit (NC). Because the cumulative grade-point average (GPA) may be used as an indicator of a student's ability to successfully complete the Medical Laboratory Science (MLS) clinical year as well as an indicator of the amount of individualized attention that will need to be given the student, considerations must be given to these grade options in calculating the minimum GPA for Program admissions.

**Policy:**

For the purpose of calculating a GPA for Admission to the Clinical Year Program, Pass (P) and No Credit (NC) grade options for cognate sciences, mathematics, and MLS content courses will be calculated as follows:

<b>Pass/No Credit Grade</b>	<b>Equivalent Letter Grade for GPA Calculation</b>
Pass (P)	C-
No Credit (NC)	Needs to repeat the course

Considerations:

- If GPA is lower than the minimum 2.5 required, look at overall scholastic performance.
- The grade of a cognate science, mathematics, or MLS content course must be equal to or greater than a C- (minus) to count towards a degree or certificate program.

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## ATTENDANCE DURING MLS CLINICAL PRACTICUM

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### **Area:** Attendance

### **Philosophy:**

The primary purpose of the Medical Laboratory Science (MLS) Practicum is to provide the student with an educational experience in the professional environment. To maximize this experience, the student must be at the appointed place at the appointed time. The student must complete the clinical practicum competencies, practicum course content, and practicum contact time (16 weeks) before graduation and writing certification exams.

### **Policy:**

1. A student not at their assigned rotation place at the designated time will be considered tardy.
2. A student with over one hour tardy may be considered absent.
3. In the event of an emergency or illness, the student is expected to contact the education coordinator and/or the section supervisor before the scheduled rotation starting time to report the reason for the tardiness/absence and the expected return time. In addition, the student must inform the Andrews University course instructor as soon as possible and within 24 hours of the occurrence.
4. The student must document the time and person contacted in the rotation attendance sheet.
5. The student may have one day's absence during a rotation. Five (5) or more such absences may result in dismissal from the program, jeopardize the student's educational experience, and delay the completion of the clinical practicum and graduation date. , or dismissal from the Program. The following guidelines apply:
  - a. The student is responsible for all material content missed during an absence.
  - b. If the absence is for two or more consecutive rotation/school days, the student is responsible for all the missed material content and must make up the missed contact time for all days after the first day.
  - c. For a single absence during a one-week rotation --such as immunology--, the student is responsible for all the missed material content and must make up the missed contact time.
6. Absences for personal matters must be requested and approved by the appropriate Andrews University clinical coordinator or program director, education coordinator or designee, and the section supervisor before the anticipated absence.
7. Three (3) tardiness will be counted as one (1) absence.
8. If a student leaves their assigned place without permission before the scheduled quitting time, they will be considered absent for that day.
9. In the event of an illness or emergency resulting in an extended absence, the Andrews University faculty and the clinical education coordinator will work with the student to arrange make-up of missed material and contact time if possible. Make-up time may delay the completion of the clinical practicum, thus delaying the completion of the Program and possibly the graduation date.
10. Excessive tardiness and/or absences will jeopardize the student's educational experience and grade and may lead to their dismissal from the Program

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## CLINICAL YEAR SEMINAR

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**Area:** Medical Laboratory Science

**Philosophy:**

The Medical Laboratory Science (MLS) profession has always been faced with an explosion of new technological advances and dynamic workplace changes. Being a professional clinician is not limited to inward cognitive knowledge but involves additional teamwork, communication, and education skills. To equip and enable each student to face these challenges, the Andrews University Program for Medical Laboratory Science includes a Seminar to foster professional growth.

**Policy:**

As part of the Clinical Year curriculum, students register for two (2) seminar courses: MLSC 401 Clinical Year Seminar and Research Methodology and MLSC 405 Clinical Year Seminar and Research Project. A letter grade will be assigned for these courses. Students who fail either of these courses may be dismissed from the Program. As with all other courses, students must achieve a minimum grade equal to or greater than a C- (minus) to be eligible to progress in the Program.

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**CRITERIA FOR ACCEPTING NON-ANDREWS UNIVERSITY FUNDAMENTAL/PRE-CLINICAL COURSES**

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**Area:** Credit Transfers

**Philosophy:**

Several Andrews University MLSC fundamental/pre-clinical or equivalent courses are required before entry into the Andrews University Program for Medical Laboratory Science (MLS). Students who wish to enter the AU MLS Clinical Year Program may have taken courses at other schools and/or may hold some form of certification in the clinical laboratory field and may wish to have one or more of these courses substituted for the Andrews University MLSC fundamental/pre-clinical courses. This policy ensures these individuals are prepared for the MLS Program and have the best chance for success.

**Policy:**

Students who wish admittance to the Medical Laboratory Science Clinical Year Program at Andrews University must have successfully completed the MLSC fundamental/pre-clinical courses or courses deemed equivalent. For non-Andrews University courses to be considered for evaluation of equivalency to the Andrews University MLSC fundamental/pre-clinical course(s), the following criteria apply:

- The course(s) must have been completed within the past five years. \*  
\*Exceptions: Applicants with MLT certification AND current work experience are exempt from the time limit of five years.
- The student must have achieved a grade of at least C- (C minus), on a four-point scale, in any non-Andrews University course the student wishes to be considered for equivalency evaluation. Courses with a grade lower than a C- (C minus) will not be considered for equivalency.
- The student must provide a course syllabus for each course being petitioned that shows the corresponding term the course was taken. The course syllabus must include a detailed course description, a list of topics covered in the course, and a course schedule.

If the course is deemed **not equivalent**, the student must take the Andrews University course for credit; Regular tuition and course/lab fees apply.

If the course was taken more than five years ago, the student has two options for fulfilling the pre-clinical/fundamental course requirements:

- Demonstrate competency by taking an MLS department-prepared competency exam in the subject area and achieving a minimum of 85 % (a fee of \$150 may apply). A score of less than 85% on the competency exam will automatically require the student to register for the corresponding Andrews University course.
- Register for the corresponding/required Andrews University course. Regular tuition and course/lab fees apply.

Term Definitions:

- MLSC: The Andrews University course identifier for MLS Program courses.
- Competency Exam: An exam developed by the instructor of the relevant Andrews University course.



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## COMPETENCY EXAMINATIONS

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**Area:** Medical Laboratory Science

**Philosophy:**

The curriculum, encompassing both didactic and clinical components of the Medical Laboratory Science (MLS) Program, is designed to prepare students to meet certification requirements for the American Society for Clinical Pathologists (ASCP). Students will be eligible to sit for this examination after successfully completing the entire Program as outlined in the Andrews University Bulletin.

A student seeking work experience or other professional training considered in lieu of course work within the curriculum as outlined in the Program must adequately demonstrate knowledge and proficiency equivalent to or greater than that which would be achieved through the required educational experiences of the program. Therefore, a competency examination is required before any exception can be made from the established program.

**Policy:**

Requests for exceptions to the established program must follow the steps outlined below:

1.
  - a. Validate the request to write the competency examination by providing ample documentation. (i.e., a letter from the laboratory manager and/or section supervisor describing the scope of responsibilities and experience of the individual, the syllabus from the course in question, recognized certification, etc.).
  - b. Successfully pass a competency examination provided by the course instructor of the discipline being challenged. Successful passing of a competency examination is defined as achieving a grade no less than B- (B minus).
2. If academic credit is desired or necessary, all requirements of the Credit by Examination section of the Andrews University Bulletin apply.
3. Competency examinations or work-experience waivers for clinical practica are not permitted. Completion of the MLS Clinical Year is contingent on participation in the clinical practicum component.

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**CREDIT BY EXAMINATION**

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**Area:** Academics

**Philosophy:**

To provide a mechanism for students with verifiable phlebotomy experience to fulfill the Bachelor of Science in Medical Laboratory Science degree requirement MLSC 470 470 - Laboratory Operations & Best Practices (3 credits).

**Policy:**

Recognizing that all students, regardless of previous experience in phlebotomy, will be required to satisfactorily demonstrate proficiency in the clinical facility to which they are assigned, a validation of experience and knowledge is established. Validation of acquired knowledge of the theoretical principles, protocol, and ethical issues involved in the practice of phlebotomy may be obtained as follows:

1. An individual with documentation of certification as a phlebotomist by an approved registry agency will be granted a "Pass" for the course.
2. An individual with *documented phlebotomy experience\** who does not hold certification may be required to take a phlebotomy competency examination. A score of 80% or greater represents that the phlebotomy competency has been met.
3. Individuals without certification who have *documented phlebotomy experience\** and do not achieve a score of 80% or greater on the phlebotomy competency examination will be required to satisfactorily complete the didactic portion of the course. A grade will be assigned according to course protocol.

\*Documentation of experience shall be defined as verification of employment and extent of experience, such as job description provided by the employer, which meets departmental approval.

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## HEALTH AND IMMUNIZATION REQUIREMENTS

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**Area:** Documentation

**Philosophy:**

To ensure the health and wellbeing of students for interaction with colleagues, staff, and patients.

**Policy:**

Health Examination	Students must present documentation of a physical examination prior to entering clinical practica.
Hepatitis B Immunization	Students must have completed the Hepatitis vaccination series before starting the clinical practicum or provide acceptable exception documentation.  If students are unable to provide documentation of a completed Hepatitis B series, documentation of a titer indicating immunity must be provided.
Immunization/Drug Testing/ Physical and Mental Requirements	Some clinical affiliates and state laws require additional health-related requirements or testing. Students will be informed of, and MUST meet, the specific requirements of the clinical affiliate or state where they are assigned for clinicals.
Infectious Conditions	Faculty have the right to mandate receipt of a physician's written evaluation that the student is not a health risk to patients/co-workers before permission will be granted for the student to enter the clinical practica.
Sickness/Absence	Five (5) days during the entire clinical practica. Only one day can be missed during a particular rotation without making up the time missed.
Health Status Related Expenses	Students are financially responsible for all expenses related to achieving and documenting all the health and immunization requirements determined by the Program, clinical affiliate, or state.

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**SCHOLARSHIP AWARDS**

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**Area:** Scholarships

**Philosophy:**

Scholarship monies funded through special contributions to and designated for Medical Laboratory Science (MLS) students will be awarded by the Department of Medical Laboratory Sciences faculty. All declared majors are eligible, regardless of race, creed, or religious background.

**Policy:**

Assigning departmentally awarded scholarships will be based on the following criteria:

1. Evidence of exemplary character and citizenship.
2. Good scholarship, equal to or exceeding that which is required for entrance into the MLS Clinical Year Program.
3. Commitment to the Medical Laboratory Science profession.
4. Financial need.

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**STUDENT CODE OF PROFESSIONAL CONDUCT**

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**Area:** Clinical Year Program

**Philosophy:**

As a professional in the health care environment, high standards of conduct are expected by colleagues and patients. While in the educational stages of the professional career, the student is expected to demonstrate professional conduct in school and clinical settings.

**Policy:**

Upon acceptance into the Program for Medical Laboratory Science, the student will receive a copy of the attached agreement. After thorough study and understanding, the student must sign, date, and return the agreement to the Program Director.

The student may be dismissed from the program for any of the following:

1. Refusal to sign the agreement.
2. Failure to abide by the agreement.

# Andrews University

Department of Medical Laboratory Sciences

## **Agreement of Understanding and Commitment to Uphold the Code for Professional Conduct of the Andrews University Program for Medical Laboratory Science**

The professional conduct required for all Medical Laboratory Science students in the clinical studies year is an essential aspect of the student's development.

These requirements include the following:

1. Confidential patient information shall not be disclosed to unauthorized persons.
2. Strict integrity shall be maintained in all matters of personal and professional relationships.
3. Safety procedures shall be maintained at all times.
4. An incident report shall be filed, and the course/clinical instructor will be notified whenever there is an accident involving any potentially contaminated item(s).
5. Chemical substances shall not be misused.
6. Courtesy shall be practiced in dealings with all.
7. Attendance at all program appointments shall be met with punctuality.
8. Equipment shall not be misused.
9. Compliance with both the Andrews University and clinical site code of department and dress, which include the following:
  - a. Impeccable personal grooming.
  - b. Shoes and socks or stockings must be worn at all school and hospital appointments. Shoes must be made of an impermeable material and closed toe.
  - c. No dangling jewelry.
  - d. Long hair must be tied back.
  - e. Jeans, shorts, and T-shirts are not appropriate professional attire.
  - f. A full or three-quarter length laboratory coat is required in all student and hospital laboratories.

I have been fully advised concerning the expected professional conduct and agree that deviation from these requirements may result in counseling, grading penalties, and/or other disciplinary measures including expulsion from the program.

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Student's Name (PRINT)

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AU ID

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Student's Signature

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Date

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## STUDENT DRESS

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**Area:** Medical Laboratory Science

**Philosophy:**

The Andrews University Program for Medical Laboratory Sciences prepares students for a professional environment in the clinical setting. In addition to portraying a professional attitude, student dress must also be professional and meet the safety requirements in the workplace.

**Policy:**

Student attire for lectures, labs, and general school activities is expected to follow the standards of modesty, simplicity, and appropriateness, as outlined in the Andrews University Bulletin. Examples of inappropriate attire for women include, but are not limited to, sheer blouses, tube tops, low necklines, bare midriffs, spaghetti straps or no straps, tank tops, shorts, or short skirts. Extreme use of cosmetics is not acceptable. Examples of inappropriate attire for men include, but are not limited to, tank tops, bare midriffs, or unbuttoned shirts. Modest shorts, while acceptable for certain settings on-campus activities are not acceptable attire in MLS laboratories.

**Laboratory Sessions On Campus:**

Students will observe and practice all safety precautions during laboratory sessions. In addition to the attire listed above, open-toe shoes are not allowed during laboratory sessions. All MLS labs require students to wear a full or three-quarter length laboratory coat.

**Senior/Clinical Year Practica:**

Each clinical site affiliate has a dress code. Students are expected to follow the standards set forth by the institution to which they have been assigned. Although blue jeans are considered acceptable attire on campus, they may not be acceptable during the clinical practica portion of the Clinical Program.

Students who disregard safety and dress codes will be asked to leave the class or laboratory session. Dress and safety violations will be documented, placed in the student's file, and may jeopardize continuance in the MLS Program.

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## STUDENT EMPLOYMENT AT CLINICAL AFFILIATES

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**Area:** Student Employment during Clinical Practica

**Philosophy:**

Students may seek employment at an affiliated clinical institution as long as it does not interfere with their studies. The following policy is intended to assist the student in determining when and how much work is acceptable.

**Policy:**

The following criteria apply to student employment during clinical practica:

1. The student shall have completed the clinical education for the activities in which the student will be asked to perform or be judged acceptably proficient by the supervisor of the laboratory area in which the work will be performed.
2. The student shall have maintained a clinical education GPA of 2.50 or greater and shall not be on academic probation at the time of employment. All tests, quizzes, reports, and homework shall be up to date.
3. The student shall have completed all clinical hours expected and prescribed as a part of the clinical education assignments up to the time of employment.
4. The student shall have completed all class work other than clinical assignments, which are required to be completed prior to the end of the Clinical Year.
5. It is not obligatory for a clinical institution to provide employment for any student, nor is it required that any student agree to work, either part-time or full-time, during the term of clinical education or subsequently. Employment arrangements may be entered into by the students and a clinical facility when it is perceived by both parties to be advantageous to do so. The affiliated clinical institution may place the student(s) on its part-time payroll and may grant each the reimbursement and benefits in accordance with that institution's policy governing part-time employees. It is the responsibility of the affiliated hospital's supervising personnel to monitor the student-employee's work performance and enforce compliance with usual hospital practices and standards.
6. The liability insurance of the clinical facility shall apply as primary for student coverage during the hours he/she is employed by the hospital and to the exclusion of University insurance coverage of his/her employed activities.
7. Students shall not be employed for service work during scheduled clinical education hours.
8. Students may be employed during hours which are not scheduled times for clinical education, but the times of employment shall not include the hours between 11:00 p.m. and 5:00 a.m. Sunday through Thursday.
9. If the student receives from the clinical institution (hospital) a scholarship or other financial aid with attendant expectations that the student will work at the hospital following graduation, those



arrangements should be clearly understood by both parties to the agreement, and each shall have a written copy of the same including authorized signatures.

10. Students shall be assigned phlebotomy duties as a part of their clinical rotations. The time of these assignments shall vary with the particular hospital to which the student is assigned and is considered school time for which pay will not be expected or received. The phlebotomy assignments will be terminated when the student has attained proficiency as defined in the learning objectives.
11. Other periods of assigned clinical experiences outside regular weekly day shifts shall be for the purpose of experiencing laboratory operations as they are unique to a different time of the day. In any event, these assignments shall be limited to not more than ten percent (10%) of the time assigned for any one laboratory rotation (i.e., immunohematology, hematology, etc.). The times assigned may be for early morning phlebotomy and evening shift experience. Students shall not be assigned for non-employed clinical experience between the hours of 11:00 p.m. and 5:00 a.m. on any day of the week as a part of their student rotations.
12. International students must follow federal law outlining work eligibility. Typically, employment is limited to on-campus only at the school issuing the I-20. Although clinical students are engaged in learning activities during the clinical practica under the direction of Andrews University, the affiliated site is not an extension of the Andrews campus. Clinical affiliates are separate institutions; therefore, they are not considered part of Andrews University. Depending upon the type of visa held, working for pay after hours during clinical practica may not be allowed.

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**STUDENT PREPARATION FOR CERTIFICATION EXAMINATION**

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**Area:** Medical Laboratory Sciences

**Philosophy:**

The Medical Laboratory Science program is designed to meet the certification requirements for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC). Upon successful completion of the Program, students will be eligible to sit for this examination.

**Policy:**

The Medical Laboratory Science Program does not guarantee accommodations to any or all additional requirements imposed beyond those of the ASCP.

ASCP certification examination:	To facilitate preparation for the Board of Certification exam by the ASCP, students are required to participate in a comprehensive review course (MLSC 483 Comprehensive Review and Examination) during their clinical year. The student will be eligible to sit for this certification examination after successfully completing the program.
State licensure:	The student is responsible for contacting the state where they intend to seek employment to determine the eligibility requirements for state licensing.
Non-USA certification requirements:	It is the responsibility of the student to contact the certification agency of the country in which they will be working to determine the eligibility requirements for becoming certified in that country.

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## STUDENT GRIEVANCE PROCEDURE

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**Area:** Student Grievance

**Philosophy:**

Whenever individuals have close associations, there is the possibility of misunderstandings and disagreements. In the event of such a situation, the student is expected to conduct themselves in a professional manner. The following policy is to assist the student in this process.

**Policy:**

**On-campus Students:**

Should a student have a grievance against the Department of Medical Laboratory Sciences or the Program for Medical Laboratory Science, its policies, actions, faculty, or staff, the following are the steps that the student should take:

1. The grievance should be discussed factually with the instructor. This individual will treat any grievance with dignity and respect and will give a specific answer within three working days of the time the problem is brought to their attention.
2. If the answer does not satisfy the student, the grievance will be submitted in writing to the Department Chair or Program Director. The nature of the grievance may necessitate the Department Chair or Program Director to consult one or more faculty members. The Department Chair has the authority to settle problems relating to the department and the Program Director has the authority to settle problems relating to the program. An answer will be provided to the student within three working days. In the case the Department Chair or Program Director is also the instructor, the student is to select another departmental faculty member to act in place of the Department Chair or Program Director in settling the issue.
3. If this answer does not satisfy the student, the grievance should be taken to the Dean of the School of Health Professions, who will give an answer within three working days.
4. If the student has not received satisfaction from the Instructor, the Department Chair, the Program Director, or the Dean of the School of Health Professions, the student may request the grievance be considered and arbitrated by a grievance panel consisting of the following:
  - a. A Medical Laboratory Science faculty person appointed by the Department Chair or Program Director.
  - b. The Dean of the School of Health Professions.
  - c. A faculty, staff, or administrative member chosen by the first two members (a. and b.) in consultation with the student.

If the student needs help preparing the presentation, they may enlist the help of a fellow student, a Medical Laboratory Science faculty person, or the ombudsperson. This individual will have the responsibility of helping the student effectively present the position as the student sees it. Specifically, these responsibilities include:

1. Assisting in the preparation of the presentation
2. Arranging to present the problem to the supervisor, director, or the panel
3. Assisting in the verbal presentation of the problem

The panel will hear the complaint within five working days of the request and will give a written statement of the decision within five working days of hearing the complaint. It is understood that the decision of the grievance panel is final, and the student must abide by its decisions. The student's educational program will not be jeopardized as a result of initiating the grievance procedure.

Off-campus Students:

Should a student have a grievance against the laboratory or hospital, the clinical program or policies or actions, the following action should be taken by the student (in the following order):

1. The grievance should be discussed factually with the clinical instructor. This individual will treat any grievance with dignity and respect and will give a specific answer within three working days of the time the problem is brought to their attention.
2. If the answer does not satisfy the student, the grievance should be taken to the facility's Education Coordinator, who, in consultation with the Administrative Director of the laboratory, has the authority to settle problems relating to the clinical rotation program and will give an answer within three working days.
3. If the answer does not satisfy the student, the grievance should be taken to the Andrews University Program Director. This person has the authority to settle problems relating to the Program and will give an answer within three working days.
4. If this answer does not satisfy the student, the grievance should be taken to the Dean of the School of Health Professions, who will give an answer within three working days.
5. If the student has not received satisfaction from either the clinical instructor, the facility's education coordinator, the Program Director, or the Dean of the School of Health Professions, the student may request the grievance be considered and arbitrated by a panel consisting of the following:
  - a. A Medical Laboratory Science faculty person appointed by the Program Director
  - b. The Dean of the School of Health Professions
  - c. A faculty, staff, or administrative member chosen by the first two members (a. and b.) in consultation with the student
  - d. The education coordinator from the corresponding clinical affiliate

If the student needs help in preparing the presentation, they may enlist the help of a fellow student, a Medical Laboratory Science faculty person, or the ombudsperson. This individual will have the responsibility of helping the student effectively present the position as the student sees it. Specifically, these responsibilities include:

1. Assisting in the preparation of the presentation
2. Arranging to present the problem to the supervisor, director, or the panel
3. Assisting in the verbal presentation of the problem

The panel will hear the complaint within five working days of the request and will give a written statement of the decision within five working days of hearing the complaint. It is understood that the decision of the grievance panel is final, and the student must abide by its decisions. A student's educational program will not be jeopardized as a result of initiating the grievance procedure.

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## LOCKER USE

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**Area:** Safety

**Philosophy:**

The Department of Medical Laboratory Sciences (MLS) provides lockers for students to have a safe place to store books, coats, and similar personal belongings.

**Policy:**

The MLS department commits to keeping all lockers secure with a department lock; therefore, we reserve the right to place a lock on any locker that is found open. Additionally, unassigned lockers and lockers that have been surrendered will be secured in like manner.

Access to a locker is a privilege. Students must accept all responsibility associated with their use, as outlined below.

1. All lockers are the property of Andrews University and are managed by the MLS department.
2. Use of a locker by a person other than to whom it is assigned is forbidden. Misuse of a locker may lead to termination of locker privileges.
3. The MLS department faculty and staff reserve the right to open a locker without seeking the consent of the student to whom the locker is assigned in instances where there is suspicion that locker procedures are being abused or in case of an emergency.
4. Flammable materials, dangerous chemicals, explosives, or weapons of any kind are strictly prohibited inside the lockers.
5. Perishable items such as food and illegal/controlled substances such as drugs or alcohol are also strictly prohibited inside the lockers.
6. All students must use locks issued by the MLS department office only. The use of personal locks is prohibited. The lock is to be returned to the MLS department office (HH218) after the completion of the spring semester. If the department-issued lock is not returned within seven (7) business days from the last day of the semester, the replacement cost will be charged to the student account.
7. Upon assignment of a locker, the student is responsible for inspecting the locker unit and reporting any damage or needed repairs to the MLS department office. Students will assume the cost of any unreported damages. The cost of repairing a damaged locker will be charged to the student's account.
8. All personal items must be stored completely within a locker. No items are to be left hanging outside of a locker.
9. At the end of the agreed term for locker use, the student is responsible for leaving the locker in clean condition and in good repair. No items should be left in the locker, and the MLS department reserves the right to dispose of items left in the locker at semester's end.
10. Neither the MLS department nor Andrews University can be held responsible for lost, stolen, or damaged personal property associated with locker use.

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**TRANSCRIPT EVALUATION OF ALL NON-USA DEGREES**

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**Area:** Medical Laboratory Sciences

**Philosophy:**

The Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) must meet the requirements of this agency. NAACLS requires that all degrees obtained outside the United States be evaluated by an authorized transcript service.

**Policy:**

All students holding a non-USA baccalaureate degree, equivalent, or higher degree, wanting to enter clinical studies and sit for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC), must have their transcripts evaluated by an authorized transcript service. Only evaluation agencies approved by both Andrews University and the ASCP will be accepted.

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## PERSONAL PROTECTIVE EQUIPMENT

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### Area: Safety

### Philosophy:

The risks when working in a laboratory setting can be greatly reduced or eliminated when proper precautions and practices are observed. Using Personal Protective Equipment (PPE) is necessary to manage, prevent, and minimize, to the fullest extent practical, risks to the health, safety, and well-being of students and instructors participating in student laboratory activities.

### Policy:

All instructors and students must wear the proper PPE in the labs. In addition to appropriate clothing, required PPE includes a lab coat, goggles (if required), and gloves. If a student comes unprepared to the lab (without proper clothing or the required PPE), they will be asked to leave, change, and/or retrieve their PPE. All laboratory personnel and students must remove all PPE before leaving the lab. Wearing PPE is not permitted in hallways and restrooms.

### **Laboratory Clothing**

Clothing worn in the laboratory should not be loose fitting and should cover and protect as much skin as possible. The clothes should be made of chemical-resistant materials, such as cotton or other natural fibers. Jeans and long-sleeved t-shirts are good examples of appropriate laboratory attire. Long or loose hair must be tied back. Remove jewelry (including necklaces, rings, bracelets, and watches) to prevent chemicals from seeping underneath them. Shoes must have closed toes and soles of good gripping material. Clogs, perforated shoes, sandals, flip-flops, and cloth shoes (i.e., suede, canvas, etc.) do not protect against spilled chemicals and are not to be worn in the lab.

### **Laboratory Coats**

Knee-length laboratory coats with long sleeves are required when working in the laboratory. Lab coats must be worn closed (e.g., buttoned, snapped) to protect clothing. Head covering such as scarves or hijabs should be tucked inside the lab coat so they will not come in contact with contaminated material. Laboratory coats must be worn only in the labs. Lab coats must not be worn during breaks or in public areas (e.g., halls, restrooms, classrooms, cafeterias, or dormitories).

The cost of the laboratory coat is the student's responsibility. All students enrolled in fundamental courses are required to purchase a one-semester-use lab coat from the Andrews University Bookstore. Students are required to replace their lab coats when they have become compromised and no longer provide adequate protection. A lab coat is provided for students enrolled in the Clinical Year Program. Lab coats that have not been approved are strictly prohibited, with no exceptions.

Laboratory coats are to be removed immediately before leaving the laboratory area and either hung in the appropriate place or placed in a zip-lock plastic bag for storage.

The MLS Department provides lab coats for instructors, graduate/research assistants, and lab workers. These lab coats are not to be loaned to students who have forgotten their lab coats. Failure to bring a lab coat constitutes unpreparedness. The student cannot participate in the lab without their lab coat.



**Gloves**

Students are required to wear disposable, single-use gloves when they have the potential for direct skin contact with blood and other potentially infectious materials; also, when a student has non-intact skin (i.e., cuts and/or abrasions) when touching or handling contaminated items or surfaces.

Gloves are removed inside out aseptically and are replaced as soon as possible when visibly soiled, torn, punctured, or any time their ability to function as a barrier is compromised. They are not washed in disinfectant for reuse. The MLS Department offers hypoallergenic gloves for student use.

**Aprons**

Aprons are worn in addition to the laboratory coat when the laboratory coat cannot provide adequate protection (e.g., during pregnancy) or when fluid contamination is likely (e.g., apheresis). Aprons are not a substitute for laboratory coats but serve as additional protection.

**Eye Protection**

Eye protection may be required while in the laboratory. Avoid use of contact lenses in the laboratory. If they are used, inform the instructor so that special precautions may be taken (i.e., goggles may need to be worn). Eyewear and/or portable deck top plastic shields, if necessary, will be provided to prevent splashes, sprays, spatter, or droplets of blood or infectious materials if there is a potential for eye, nose, or mouth contamination. Protective eyewear, such as goggles, may also be purchased by the student. Eyewear should be appropriately cleaned before using and whenever splashes or contamination are visible. When not in use, protective eyewear must be decontaminated and put in an individual case in contamination-free storage.

**Masks**

Students may be required to wear disposable masks in the lab. Disposable masks will be provided for use during laboratory activities, in accordance with CDC recommendations and university guidelines for SARS-COV-2 safety. Disposable masks must be removed upon exiting the lab and replaced with a personal cloth facemask or face covering as necessary.

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## SOCIAL MEDIA USE

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**Area:** Professionalism

**Philosophy:**

The department of Medical Laboratory Sciences supports and promotes collaboration through the use of social media. Social media refers to a variety of web-based platforms, applications, and technologies that enable people to interact with one another online. Examples of social media include, but are not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, Tumblr, Pinterest, Vimeo, LinkedIn, Reddit, Vine, Google Plus, Flickr, Pinterest, Wordpress, blogs, and other sites with content generated by both the owner and the audience.

Due to the professional nature of the Clinical Year Program and its affiliation with Andrews University, faculty, staff, and students are expected to post responsibly and exchange opinions and ideas in compliance with all University and department policies and codes of conduct.

**Policy:**

- The MLS department is committed to fostering an educational environment that allows for freedom of speech and expression in accordance with the First Amendment to the U.S. Constitution. However, the MLS department will not tolerate any activity or posting on an Official University Social Media Site that loses First Amendment protection such as any unlawful, defamatory, or obscene activity or posting. The MLS department reserves the right to remove any such posting without notice.
- Faculty, staff, and students will Respect the privacy and rights of both colleagues and students.
- Any official department social media login information must be on file in the MLS department office and updated as necessary.
- No social media messaging or communications shall replace the regular use of the Andrews email account, Google calendar and other tools used by the department for official communications.
- If a student wishes to share a clinical experience or case, he/she must respect and maintain patient confidentiality at all times and in compliance with HIPAA law.
- The MLS department reserves the right to delete, edit or amend any misleading or inaccurate content depicted in posts or posts violating this policy and the professional code of conduct.