

**NORTHEASTERN STATE  
UNIVERSITY**

**STUDENT HANDBOOK  
2020**

**for the  
MLS TRANSITIONAL DEGREE  
COMPLETION PROGRAM**

## **Mission Statement**

The mission state of the College of Science and Health Professions, Northeastern State University is to provide: (A) a professional and academic experience for students who determine to professionally prepare themselves in fields directly related to the programs of the College; and (B) a useful experience for those who have selected preparation in fields primarily related to other divisions within the university. The programs are intended to be of service to students. An integral part of the university's purpose and curriculum are to be responsive to regional need.

The Medical Laboratory Science faculty of the College of Science and Health Professions are committed to excellence in developing students to compete effectively in addressing concerns and needs of the region the University serves. The proposed program is in-line with that philosophy and addresses the mission of the College appropriately.

## **Requirements for Admission into NSU MLS Transitional Baccalaureate Degree Completion Program**

1. Completion of an Associate of Science or Associate in Applied Science in Medical Laboratory Technology, be a certified MLT (ASCP or AMT), and currently employed at an accredited medical laboratory facility that is willing to serve as a clinical site for the student's clinical practicum rotations.
2. An earned Associate of Science or Associate of Arts degree from an accredited Oklahoma College satisfies the general education requirements, but an Associate of Applied Science does not.
3. Review the General Education requirements for a BS degree to make sure all courses have been met. All general education courses must be completed prior to taking any clinical core courses.
  - a. If general education courses are still needed, you may complete them online at NSU or another state college/university.
4. Completion of prerequisite courses: Essentials of Organic Chemistry or Organic Chemistry I AND College Algebra; prior to starting the program.
5. A minimum GPA of 2.5 for all coursework is required for admission into Northeastern State University and the MLS program.

OR

1. Hold a Bachelor of Science degree in Biology, Chemistry, Microbiology, Molecular or similar major to include courses the following courses: Essentials of Organic Chemistry or Organic Chemistry I, College Algebra, and Microbiology.
2. Current employment as a laboratory technician at an accredited medical laboratory facility that is willing to serve as a clinical site for the student's clinical practicum rotations.
3. A minimum GPA of 2.5 for all coursework is required for admission into Northeastern State University and the MLS program.

OR

1. Hold a Bachelor of Science degree in Biology, Chemistry, Microbiology, Molecular or similar major to include courses the following courses: Essentials of Organic Chemistry or Organic Chemistry I, College Algebra, and Microbiology.
2. A minimum GPA of 2.5 for all coursework is required for admission into Northeastern State University and the MLS program.
3. Willing to commit to a 6 month, full-time practicum at one of the participating medical laboratories in Oklahoma City, OK; Tahlequah, OK; or Ft. Smith, AR.

## **PROGRAM GOALS AND BEHAVIORAL OBJECTIVES FOR TRANSITIONAL MEDICAL LABORATORY SCIENCE PROGRAM**

Goal #1: To prepare students as competent medical technology professionals as defined by the program's local and regional community of interest and by National Board credentialing examination matrices.

Obj. #1: Upon graduation the student will demonstrate the ability to comprehend, apply and evaluate information relevant to the role of medical technologist.

Assessment Plans: Evaluation tools consist of National Board Credentialing Examination by the American Society for Clinical Pathology (each class shall have a mean score equal to or greater than the minimum pass level), employer surveys, which have been used by the department for the last ten years. Target populations include all graduates for the last three years. Employers are surveyed every two years.

Obj. #2 Upon graduation, students will demonstrate technical proficiency in all skills required to practice the profession.

Assessment Plans: Evaluation methods consist of clinical checklists and rating scales, by clinical instructors which are conducted during each clinical rotation at the end of the rotation; employer and graduate surveys. This is handled by the department chair.

Obj. #3 Upon graduation, students will demonstrate the ability to effectively communicate and interact with patients, physicians, and other health professionals, in a manner consistent with employee standards.

Assessment Plan: Evaluation methods include: Summative affective rating scaled completed by clinical instructors which is conducted on all clinical students weekly and at the end of each rotation (chemistry, hematology, etc.). Employer surveys are conducted the year after the student graduates.

## **Role of University Program Director**

The University Program Director will advertise the program and develop and admission application. The program director will review applications, conduct interviews and notify students of admission into the program. The program director will provide the clinical site with an affiliation agreement and upon request clinical course objectives and the Student Handbook. The student will be provided the Student Handbook at the beginning of the program and clinical course objectives and practicum paperwork at the beginning of each clinical rotation.

The University Program Director will be working with university faculty, adjunct faculty and students to coordinate the clinical component of each discipline. The clinical objectives, evaluation tools and learning activities have been developed in conjunction with clinical faculty and input is always encouraged. Tests and quizzes may be given by clinical faculty if desired. The psychomotor and affective evaluation forms will be submitted to the clinical supervisor by each student at the beginning of the rotation. The Clinical Coordinator will visit the students during their clinical practicum rotations.

During the student's rotation contact will be maintained through telephone calls, email and clinical site visits. Please do not hesitate to initiate contact with the University Program Director or Clinical Coordinator.

At the completion of the student's rotation, the evaluation forms should be reviewed with the student, and signed by both the student and the clinical faculty if possible, and forwarded to the university. The University will maintain the student file and assign the clinical grade. The clinical grade will be entered on the student transcript.

The Clinical Coordinator will meet with all clinical faculty, either individually or as a group, to review and revise the total educational experience for their discipline. Decisions reached at that time will be in effect for a minimum of six months or until other changes are necessary.

Medical Laboratory Science Curriculum 2019-2020  
 MLS Transitional Baccalaureate Degree Completion Program

Course Number	Credit hours	Course Name
<b>Fall, year one</b>		<b><u>Clinical Core Prerequisites</u></b>
MLS 4124	4	Pathogenic Microbiology
MLS 4133	3	Clinical Laboratory Genetics
MLS 4623	3	Clinical Laboratory Operations
MLS 4822	2	Laboratory Management
<b>Spring, year one</b>		
MLS 4226	6	Clinical Virology/Parasitology/Mycology
MLS 4513	3	Molecular Diagnosis
MLS 4013	3	Concepts in Immunology
<b>Fall, year two</b>		<b><u>Clinical Core Courses</u></b>
MLS 4464	4	Advanced Clinical Microbiology
MLS 4572	2	Clinical Immunohematology
MLS 4712	2	Urinalysis and Body Fluids (1 <sup>st</sup> 8 weeks)
MLS 4722	2	Coagulation (2 <sup>nd</sup> 8 weeks)
MLS 4812	2	Research Methods in MLS
MLS 4332	2	Clinical Practicum I
<b>Spring, year two</b>		
MLS 4424	4	Advanced Clinical Chemistry
MLS 4334	4	Advanced Clinical Hematology
MLS 4562	2	Clinical Immunology and Serology (1 <sup>st</sup> 8 weeks)
MLS 4613	3	Communications in MLS
MLS 4825	5	Clinical Practicum II
<b>Summer, year two</b>		
MLS 4912	2	Seminar
MLS 4842	2	Clinical Practicum III

## Course Catalog Descriptions

### MLS 4013 - Concepts in Immunology

3 Credit Hours

Students learn immune mechanisms of the human body involved with resistance to infection, production of allergic conditions and use of serological methods in other scientific fields.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program. .

### MLS 4124 - Pathogenic Microbiology

4 Credit Hours

Students learn general aspects of infectious diseases to include all types of bacteriology. Principles of Immunology, antimicrobial agents, and vaccines will be covered.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

### MLS 4133 - Clinical Laboratory Genetics

3 Credit Hours

Students learn basic principles of genetics including molecular genetics. Emphasis on genetic basis of disease and genetic technology for diagnosis.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

### MLS 4226 - Clinical Virology/Parasitology/Mycology

6 Credit Hours

Students learn the identification, physiology, life cycles, ecology, host interactions, and infections of viruses, parasites, and fungi.

**Prerequisite:** MLS 4124 Pathogenic Microbiology with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

### MLS 4332 Clinical Practicum I

2 Credit Hours

Students will be assigned to clinical laboratory affiliates for practical experiences in various procedures and techniques in Phlebotomy, General Laboratory Practices, Urinalysis, and Body Fluids. This clinical practicum includes observation and the completion of the clinical competencies, including psychomotor and affective skills, signed off by the laboratory supervisor or teaching Medical Laboratory Scientist.

**Prerequisite:** MLS 4013 Concepts in Immunology, MLS 4124 Pathogenic Microbiology, MLS 4133 Clinical Laboratory Genetics, MLS 4226 Clinical Virology/Parasitology/Mycology, MLS 4613 Communications in MLS, MLS 4623 Clinical Laboratory Operations, MLS 4712 Urinalysis and Body Fluids, and MLS 4822 Laboratory Management. Concurrent enrollment in MLS 4712 Urinalysis and Body Fluids is allowed. All prerequisite courses must be completed with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

MLS 4334 Advanced Clinical Hematology

4 Credit Hours

Students learn the theory and laboratory study of hematology including systematized study of disease, cell maturation and function, and methodology used in routine and special hematology studies, and in correlation of hematological findings with physiological conditions.

**Prerequisite:** MLS 4623 Clinical Laboratory Operations with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

MLS 4424 Advanced Clinical Chemistry

4 Credit Hours

Students learn the theory and laboratory study of clinical chemistry. Students learn the theory and laboratory methodology of analytical biochemistry, instrumentation, lab mathematics, quality control, as well as routine and special procedures of medical significance.

**Prerequisite:** MLS 4623 Clinical Laboratory Operations with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

MLS 4464 Advanced Clinical Microbiology

4 Credit Hours

Students learn the theory and laboratory study of pathogenic bacteria, viruses, parasites, and fungi. Topics include isolation, identification, antimicrobial susceptibility testing, and medical significance of microorganisms. Topics of quality control, computer applications, safety and governmental regulations will also be covered.

**Prerequisite:** MLS 4124 Pathogenic Microbiology and MLS 4226 Clinical Virology/Parasitology/Mycology with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

MLS 4513 - Molecular Diagnosis

3 Credit Hours

Students learn applied genetic theory and molecular methodologies using medical genomic/proteomic assays with correlation of medical significance. Methods include PCR, flow cytometry, electrophoresis and blotting techniques.

**Prerequisite:** MLS 4133 Clinical Laboratory Genetics with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.



### MLS4562 Clinical Immunology and Serology

2 Credit Hours

Students learn the theory of immunologic responses and procedures used in serological determinations as they relate to the medical significance of immunology and infectious disease.

**Prerequisite:** MLS 4013 Concepts of Immunology with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

### MLS 4572 Clinical Immunohematology

2 Credit Hours

Students learn the theory of immunohematology, fundamentals of antigen - antibody reactions, blood groups and types, compatibility testing, blood components and the lab methods used as they relate to the medical significance of immunohematology.

**Prerequisite:** MLS 4133 Clinical Laboratory Genetics with a minimum grade of C.

**Restrictions:** Admission to the Medical Laboratory Science Degree Completion (2+2) program.

### MLS 4613 - Communications in Medical Laboratory Sciences

3 Credit Hours

Students learn topics of concern that deal with patient and health provider communication. Students will submit informative projects/presentations utilizing various modes of communication. Topics covered will include communication skills, conflict situations, interviews, and cultural sensitivity.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

### MLS 4623 – Clinical Laboratory Operations

3 Credit Hours

Students learn laboratory math skills directed toward current practice in the medical laboratory. These Skills include laboratory conversion of measurement, solutions and concentrations, dilutions, graphing, quality assurance, Westgard rules, principles of within-run quality control, and standardization of instrumentation.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

### MLS 4712 Urinalysis and Body Fluids

2 Credit Hours

Students learn theory and laboratory study of urinalysis and body fluids including methods used in instrumentation for specimen analysis, quality control and medical significance.

**Prerequisite:** MLS 4623 Clinical Laboratory Operations with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

### MLS 4722 Coagulation

#### 2 Credit Hours

Students learn the theory and laboratory study of hemostasis including methods used in instrumentation for specimen analysis, quality control and medical significance.

**Prerequisite:** MLS 4623 Clinical Laboratory Operations with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

#### MLS 4812 - Research Methods in Medical Laboratory Science

##### 2 Credit Hours

Students learn the tools and steps of research including journal review and development of research proposals. Introduction to most current acceptable writing styles for scientific papers.

Course culminates in a research proposal.

**Prerequisite:** MLS 4613 Communications in Medical Laboratory Sciences and MLS 4822 Laboratory Management with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

#### MLS 4822 - Laboratory Management

##### 2 Credit Hours

Students learn basic management skills, health care delivery systems, ethics, professionalism, human resources, financial management, education methodology, and laboratory safety.

**Restrictions:** Admission into Medical Laboratory Science Degree Completion (2+2) program.

#### MLS 4825 Clinical Practicum II

##### 5 Credit Hours

Students will be assigned to clinical laboratory affiliates for practical experiences in various procedures and techniques in the Chemistry, Hematology, Coagulation and Immunology laboratories. This practicum includes observation and the completion of the clinical competencies, including psychomotor and affective skills, signed off by the laboratory supervisor or teaching Medical Laboratory Scientist.

**Prerequisite:** MLS 4334 Advanced Clinical Hematology, MLS 4562 Clinical Immunology and Serology, and MLS 4722 Coagulation with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

MLS 4842 Clinical Practicum III

2 Credit Hours

Students acquire practical experience in various procedures and techniques in Microbiology, Immunohematology, and Molecular laboratories at clinical laboratory affiliates. This clinical practicum includes observation and the completion of the clinical competencies, including psychomotor and affective skills, signed off by the laboratory supervisor or teaching Medical Laboratory Scientist.

**Prerequisite:** MLS 4464 Advanced Clinical Microbiology, MLS 4513 Molecular Diagnosis, and MLS 4572 Clinical Immunohematology with a minimum grade of C.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

MLS 4912 - Seminar in Medical Laboratory Sciences

2 Credit Hours

Students review all areas of medical laboratory science to include hematology, chemistry, urinalysis, immunohematology, immunology, coagulation, and microbiology. Course culminates in mock board of certification in preparation for American Society of Clinical Pathologists Board of Certification Examination.

**Restrictions:** Admission into the Medical Laboratory Science Degree Completion (2+2) program.

## Policy for Continuation of Program Enrollment.

### Definitions:

*Upper Division Coursework:* NSU offers online pre-clinical core courses (year 1) for the MLS 2+2 degree completion program.

*Clinical Coursework:* NSU offers online clinical core courses (year 2) for the MLS 2+2 degree completion program.

*Laboratory Practicum:* Clinical laboratory experiences provided by student's employer or select medical laboratory facility during non-working hours as the approved clinical site.

### Academic

#### Program Policy:

1. The student must maintain a C in each didactic course. If less than a C is earned, the student will be allowed to repeat the course once. The initial failed grade will be counted toward policy 2.
2. If a student fails (D or F) two or more courses in the program, regardless of repeated courses, the student will be informed in writing that they are terminated from the program.
3. The student must successfully complete all Clinical Core Prerequisites courses (year 1 courses) before being allowed to advance to the Clinical Core courses (year 2).
4. The student must successfully complete all General Education courses before being allowed to advance to the Clinical Core course (year 2).
5. The student must enroll each semester for a minimum of two hours of credit. If a student does not enroll for courses each semester, the student may be required to reapply to the program.

### University Academic Information

<http://catalog.nsuok.edu/content.php?catoid=20&navoid=722>

#### Academic Policies

##### Academic Misconduct

Academic misconduct includes cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, or assisting others in any such act or attempts to engage in such acts. Academic misconduct in any form is contrary to the purposes and functions of the University and therefore is unacceptable and prohibited.

Any faculty member, administrator, or staff member may identify an act of academic misconduct and should report that act to the department head/college dean, Vice President for Academic Affairs or administrative supervisor.

Students violating the standards of academic honesty are subject to disciplinary action including reduction of a grade(s) in a specific course, assignment, paper, or project; a formal or informal reprimand at the professorial, dean, or academic vice president level; expulsion from the class in which the violation occurred; expulsion from a program; or expulsion from the university.

#### Administrative Withdrawal

Students in all classes are subject to administrative withdrawal. This action adversely impact financial aid, veteran's benefits, and/or athletic eligibility; therefore, it is important that students attend class regularly and contact their instructor regarding absences.

Students who enroll in a course or courses and never attend or have poor attendance or participation as determined by the instructor may be administratively withdrawn "AW." The administrative withdrawal "AW" can be processed from week six through week twelve of sixteen-week courses. AW deadlines for courses delivered using other schedule formats (eight-week, four week, etc.) will be based on the same percentages of completion.

Students who are administratively withdrawn will be responsible for payment and repaying any financial aid received for the course or courses that must be returned to the provider.

#### Drops and Withdrawals

If it is necessary for a student to drop a single class, withdraw from a single class, or withdraw completely from all courses at the university, the student must complete the process by doing the following:

- Drop a single course (on or before the full refund date) - The student can drop via goNSU unless he/she has a hold that impacts registration. In the case of a hold, contact the Office of the Registrar or the University Advising Center.
- Withdraw from a single course (after the refund date) - The student can withdraw via goNSU unless he/she has a hold that impacts registration. In the case of a hold, contact the Office of the Registrar or the University Advising Center.
- Completely withdraw from all courses - The student must complete a [Semester Withdrawal form](#) available online. The form is also available in the Office of the Registrar at the Tahlequah Campus or the Enrollment Services Office at the Broken Arrow or Muskogee campuses.

Drop During Refund Period - if a student drops a class during the refund period, the course will not appear on the academic record.

Withdrawal Before or During the Twelfth Week - if a student withdraws from a single class or completely from the university after the refund period through the end of the twelfth week of a regular fall or spring semester, the instructor will assign a "W"

(withdrew passing) regardless of the student's progress in the course. The automatic "W" period for short term classes is prorated at 3/4 time from the start of class.

**Withdrawal After the Twelfth Week** - If a student withdraws from a single class or completely from the university after the twelfth week (automatic "W" period), the instructor will assign a "W" or "F" depending on the student's standing in the class at the time of withdrawal. A "W" will be assigned if the student was passing at the time of withdrawal. An "F" will be assigned if the student was failing at the time of withdrawal.

Drop and withdrawal deadlines are published each semester in the schedule of courses. Failure to follow the above procedures may have a negative impact on a student's standing with the university and financial aid status.

#### Records Holds, Student Obligations, Suspensions

Each student, upon matriculation at the University, assumes an obligation to obey all rules and regulations made by properly constituted authorities. A hold may be placed on a student's file by the appropriate office for 1) academic deficiencies such as unmet admission requirements, poor grades, etc. 2) financial obligations and 3. lack of compliance with University regulations and policies.

The University may not release records including transcripts for students who have financial or other obligations to the University, or who are found responsible for not complying with University regulations and policies outlined in the Policy Manual of the Board of Regents of the Regional University System of Oklahoma.

A hold on records or the suspension of a student can be authorized by the President, the Vice President of Academic Affairs, or the Provost / Vice President of Student Affairs as outlined in University policies and procedures.

#### Ethics

A student is expected to abide by the ethics of the graduate program and the profession for which s/he is preparing as well as the academic and student conduct policies of NSU.

Students violating the standards of academic honesty are subject to disciplinary action including reduction of a grade(s) in a specific course, assignment, paper, or project; a formal or informal reprimand at the professional, dean, or academic vice president level; expulsion from the class in which the violation occurred; expulsion from a program; or expulsion from the university.

### Employment Requirements (if student applied under the first two application requirements)

1. Student must maintain employment at an approved clinical site throughout the degree completion process.
2. Termination from clinical site due to clinical site closing, lay-off or cut backs will not result in student dismissal from the program. Laboratory practicum will continue once student is employed at an approved clinical site.
3. Any infringement of laboratory or hospital policy that results in student's termination as an employee may also result in termination from the program. Student may file an appeal as stipulated in "Appeal Process".

### Laboratory Competency Policy

1. Clinical Practicums may not be started until the student has completed the appropriate background check, purchase liability insurance, completed the appropriate clinical core courses, and have an affiliation agreement in place with the employer.
2. Competencies CANNOT be completed during the student's working hours. They must be completed during NON-WORKING HOURS. Failure to comply is cause for immediate dismissal from the program.
3. Competency checklists must be completed during clinical rotations and initialed by the Clinical Instructor. At least 75% of the checklists need to be completed at level 4-5.
4. Every student will have psychomotor and affective evaluations completed by clinical instructor for each laboratory area.
5. Students are expected to arrive punctually for clinical rotations and show respect and professionalism for the laboratory equipment and supplies as well as the clinical instructor.
6. Students are expected to demonstrate professionalism when working with coworkers, Laboratory and Hospital management and other health care providers.
7. Students experiencing non-laboratory related issues are encouraged to contact the laboratory supervisor or the Program Director for assistance.
8. Students experiencing personality conflicts with laboratory personnel are encouraged to contact the laboratory supervisor, Clinical Coordinator or Program Director.
9. All discussions between students and clinical or school representatives are strictly confidential.
10. Evaluations or competencies that are incomplete or unacceptable:
  - a. Clinical instructor will confer with the student in order to determine if further clinical experience is needed or if other issues are involved.
  - b. Clinical Coordinator and Clinical Instructor will develop a plan of action for the student to improve competency outcomes. The student, Clinical Coordinator and Clinical Instructor will sign the plan and make copies for themselves as well as the Program Director.

- c. If the student does not comply with the written plan, the student may face dismissal from the Clinical Affiliate and the Program.
10. A formal written grievance may be presented to the laboratory supervisor, Clinical Coordinator or the Program Director for any student grievances of any nature. Please see the appeal process for formal grievance procedure and for grievances involving the Program Director or Clinical Coordinator.
11. If employer doesn't have a department, the Program Director or Clinical Coordinator will make arrangement at an approved alternative site.

#### Appeal Process for Student Grievances

In the event of any student grievance, student's identity will be kept confidential during the appeal process. All conferences and discussions are considered confidential. Information is shared only at the student's request. The Program Director has a private office and the diagnostic laboratories departments have conference rooms that can be used for private conversations. The appeals policy allows for the involvement of the Program Advisory Committee should the student feel that he/she needs further assurance of impartiality.

#### Grade Appeal:

1. Student shall notify Program Director verbally and in writing within 10 days of any academic grievance issues. Examples to support the appeal must be included in the written notification.
2. For appeals involving a potential termination from the program due to academic failure, the student shall provide written evidence and rationale for the appeal. A three person committee consisting of Program Director, Clinical Coordinator and instructor will review the written grievance and provide a written summary of findings to the student within 10 days. An advisory committee member may serve as part of the appeals committee at the student's request.
3. A student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consultation with the instructor and/or Dean. The Grade Appeals Process must be formally initiated with a written appeal to the Dean within four months following awarding of the original grade. Please contact the dean of the college in which the grade was given for a copy of the grade appeals process. (<http://catalog.nsuok.edu/content.php?catoid=20&navoid=722#academic-misconduct>).

#### Laboratory Performance Appeal

1. Grievances regarding laboratory evaluations or laboratory assignments will be provided to the Program Director within 10 days of the occurrence. The Program Director will arrange separate interviews with the student as well as the clinical instructor.



2. A written proposed solution developed by the Program Director, the clinical instructor and the student will be provided to all parties. If no proposed solution can be determined, a review committee consisting of an advisory committee member of the student's choice, Clinical Affiliate laboratory director and a non-teaching medical laboratory scientist of the facility will propose a solution.
3. The committee solution is final and binding. All parties will sign a written agreement of the solution.

#### Non- Academic Performance

1. Student grievances of a personal nature not related to inadequate grades or performance in the laboratory shall be provided in writing to the Program Director within 10 days of the occurrence.
2. Program Director, a member of the advisory committee, of the student's choice and laboratory supervisor will review the grievance and provide a written decision to the student within 10 days of receiving the grievance in writing.
3. If the grievance involves the Program Director or Clinical Coordinator, a written statement will be provided to the Laboratory supervisor who will forward it to not less than two members of the advisory committee within 10 days of the occurrence.
4. The laboratory supervisor and/or advisory committee members will inform the Program Director or Clinical Coordinator that a student grievance has been filed but will maintain student anonymity. A written resolution developed by the advisory committee members and the laboratory supervisor will be presented to the student and the Program Director/ Clinical Coordinator by the advisory committee members. All parties will have 10 days to respond in writing to the advisory committee.
5. If either party rejects the resolution, a request may be made in written to the advisory committee for two additional members to review the grievance.
6. The two additional advisory committee members will develop a proposed solution and provide a final written resolution to all parties within 10 days. The final resolution will be signed by all parties and kept in a confidential file by the Clinical Affiliate.

#### **Accreditation**

Program is accredited by the National Accreditation agency for Clinical Laboratory Science (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; phone: 773-714-8880.

#### **Board of Certification**

Graduates of this program will be eligible to take the American Society of Clinical Pathology, Medical Laboratory Scientists Board of Certification Exam.

## **Academic Policies / Required Information**

All students must be familiar with the following federal, state, and regional regulations:

1. Academic Misconduct
2. Americans with Disabilities Act Compliance
3. Behavioral Intervention Team
4. Inclement Weather Policy
5. Release of Confidential Information
6. Student Handbook
7. Teach Act
8. Textbook Information
9. Title IX Information and Reporting

**Required Textbook information can be found on the Medical Laboratory Professions organization in Blackboard.**

### **Financial Aid**

Information regarding financial aid can be found at the below website.

<http://offices.nsuok.edu/financialaid/FinancialHome.aspx>

### **Scholarships**

Information regarding scholarships available can be found at the below website.

Additionally, external MLS scholarships are posted under the MLS scholarship tab in the Medical Laboratory Professionals Blackboard Organization.

<http://scholarships.nsuok.edu/>

### **Tuition & Fees**

Information regarding tuition and fees can be found at the below website.

<https://offices.nsuok.edu/admissions/tuitionfees.aspx>