

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.02.01.00.00)
EFFECTIVE DATE: 9/10
REVISION DATE: 9/11, 7/14, 3/15, 1/16, 5/17, 5/18, 3/19, 4/20, 7/20, 4/21, 4/23, 4/24
REVIEW DATE: 10/12, 10/13, 3/16

SUBJECT: ACADEMIC AND PROFESSIONAL STANDARDS

PURPOSE:

To outline the academic and professional requirements necessary for successful completion of medical laboratory science program and to define student and faculty rights and obligations.

POLICY:

1. Graduation requirements

- 1.1. Students must fulfill all university requirements for graduation with a Bachelor of Science degree.
- 1.2. Students must adhere to all program policies and procedures, maintain honesty on lecture exams, and keep confidentiality of information on patients, employees and fellow students throughout the program.
- 1.3. Students must successfully complete all main didactic classes of the program with a grade of 75% or better prior to taking the Hospital Final exams. These classes include:
 - Blood Bank
 - Chemistry I
 - Chemistry II
 - Hematology
 - Immunology
 - Lab Operations
 - Microbiology
 - Mycology
 - Parasitology
 - Urinalysis and Body Fluids
- 1.4. Students must successfully complete all clinical rotations of the program earning a minimum grade of 75% or better. Clinical rotations include:
 - Blood Bank
 - Chemistry
 - Lab Operations
 - Microbiology
 - Hematology
 - Immunology
- 1.5. Student must complete all clinical courses (30 credit hours) in order to receive credit for the program.

- 1.5.1. In the event that a student resigns or is dismissed from the program before completion, partial credit will not be granted to the student.
- 1.5.2. In the event that a student completes the program but fails to meet one or more academic, clinical, or professional standards of the program, partial credit will be awarded only for the courses successfully completed and the student will not receive a certificate of completion from the program.

2. Program completion

- 2.1. Students earn a certificate of completion upon graduation of the program.
- 2.2. Successful completion of graduation requirements qualifies students to become eligible to take the American Society of Clinical Pathology (ASCP) Board of Certification (BOC) exam.
- 2.3. The granting of certificate of completion is not contingent upon passing an external certification or licensure examination.

3. Evaluation of student performance

Guidelines

- 3.1. Various evaluation systems such as assignments, written tests/examinations, and clinical rotation evaluations are utilized by the program to assess student competency and the ability of students to meet academic requirements in a didactic lecture setting and a clinical rotation setting.
- 3.2. Each instructor determines the method type and frequency of evaluations for the course.
- 3.3. Extenuating circumstances include but are not limited to serious illness and family emergency.

Assignments

- 3.4. Assignments include but are not limited to study questions, case studies, clinical rotation evaluations, homework assignments, etc.
- 3.5. Students will have a minimum of five days to complete an assignment once the assignment has been given; rare exceptions may occur with program director approval.
- 3.6. Students will be notified of the due date when the assignment is given.
- 3.7. Students are to complete assignments by the given due date.
- 3.8. Assignments submitted after the due date will not be accepted unless extenuating circumstances occur or prior arrangements are made with the instructor.
 - 3.8.1. Extenuating circumstances are determined by faculty discretion.
 - 3.8.2. Late submissions may be subject to a penalty in grade, regardless of reason; implementation of the penalty and severity of the penalty is determined by the instructor and should be consistent for each student.
 - 3.8.3. Standard penalty for late assignments is a reduction in score of 20% for every day the assignment is late.
 - 3.8.4. Late submission of assignments is subject to counseling.
 - 3.8.5. Excessive occurrences of late submissions due to any reason will result in no credit given.

Tests/Examinations

- 3.9. Examination content reflects learning objectives provided in student oriented learning outlines.
- 3.10. Student will only have one attempt per exam.
- 3.11. An exam grade below 75% is considered failing.
 - 3.11.1. If an exam grade is below 75%, it is recommended that the student review the subject matter and discuss it with the instructor.
 - 3.11.2. Failure to achieve 75% or better on exams will result in implementation of the *Disciplinary Action policy (MLS.02.06.00.00)*.
 - 3.11.3. In the event of poor performance, additional assignments may be offered by the instructor to all students in the class in order to correct any major mistakes and to improve understanding of main topics covered. Examples of additional assignments include:
 - Providing explanations for each missed test question
 - Briefly outlining the learning objectives
 - An essay discussing relevant topics in detail
 - A different exam
- 3.12. Student must notify the program director prior to the scheduled test time in the event the student is unable to take the exam. A failure to notify the program director prior to the test time will result in no credit.
 - 3.12.1. In the event of a scheduled student absence, exams should be taken prior to the day of the exam.
 - 3.12.2. In the event of an unscheduled absence due to an extenuating circumstance, student will schedule the exam on the first day of returning to the program. Exams will be taken the first day upon return unless the training schedule does not allow for it.
 - 3.12.3. Exams missed due to an extenuating circumstance are not subject to a penalty in grade, unless occurrences become excessive.
 - 3.12.4. Excessive occurrences resulting in a missed exam due to any reason will result in no credit. Excessive occurrences are defined in the *MLS Policy, Attendance and Punctuality Standards 02.03.00.00*
 - 3.12.5. If an exam is missed due to tardiness, the student will not be allowed to take the exam after the scheduled exam period.

Clinical Rotation Evaluations of Students

- 3.6. Each clinical instructor performs an evaluation of the student's clinical performance.
 - 3.6.1. Formal evaluations to assess student performance are given at the end of clinical rotations.
 - 3.6.2. Evaluations and grades reflect faculty's assessment of the student's psychomotor performance (i.e., technical skills), affective behavior (i.e., professionalism, work ethic), and cognitive performance (i.e., knowledge/critical thinking skills).
 - 3.6.3. Student progress is assessed daily during clinical rotations.

- 3.6.4. Students are permitted to perform laboratory procedures under qualified supervision (clinical instructor and laboratory staff) after demonstrating competency according to the performance standards.
- 3.6.5. Performance standards are used to evaluate student psychomotor skills in a progressive manner.
- 3.6.6. Student psychomotor performance is evaluated on a scale of 1-5 for each procedure based on the following performance standards:
1. **DISCUSSION:** student shows an understanding of the procedure through discussion.
 2. **OBSERVATION:** student observes performance of the procedure.
 3. **MINIMUM PROFICIENCY:** student performs the procedure or task under direct, maximum supervision and with only minimum understanding of the process.
 4. **MODERATE PROFICIENCY:** student performs the procedure or task with slight guidance/correction from the instructor and with moderate understanding of the process.
 5. **MAXIMUM PROFICIENCY:** student performs the procedure or task satisfactorily with minimum guidance/correction from the instructor and demonstrates full understanding of the process.
- 3.6.7. Clinical rotation grade computations are as follows:
- Psychomotor performance 50%
 - Affective behavior 25%
 - Cognitive performance 25%
- 3.6.8. If the student does not meet the minimum psychomotor/technical competencies within a scheduled rotation, the student will be given a second opportunity to complete the psychomotor/technical requirements according to arrangements made by the program director and clinical instructor. If the student does not demonstrate competency at the required levels upon completion of the second opportunity, the student will be dismissed from the program.

Hospital finals

- 3.7. Hospital finals and a Mock certification exam are taken by the students during the last month of the program in the following areas:
- Blood Bank
 - Chemistry
 - Hematology
 - Immunology
 - Lab Operations
 - Microbiology
 - Urinalysis and Body Fluids
 - Mock Certification

Assigning grades

3.8. Method of assigning grades is as follows:

A = 90% - 100%

B = 80% - 89%

C = 79% - 75%

Not Passing = Below 75%

Final grades

3.9. The final course grade is weighted as follows:

- Clinical Rotations 60%
- Lecture Grades 30%
- Hospital Finals 10%

	Class	Weight
4351 TOPICS IN MEDICAL TECHNOLOGY	Lab Operations Clinical Rotation	60.0%
	Lab Operations Class	30.0%
	Lab Operations Hospital Final	10.0%
	Total	100.0%
4117 MICROBIOLOGY	Microbiology Clinical Rotation	60.0%
	Microbiology Class	15.0%
	Parasitology Class	7.5%
	Mycology Class	7.5%
	Microbiology Hospital Final	10.0%
	Total	100.0%
4125 CLINICAL CHEMISTRY I	Chemistry Clinical Rotation	60.0%
	Chemistry I Class	30.0%
	Chemistry Hospital Final	10.0%
	Total	100.0%
4325 CLINICAL CHEMISTRY II	Chemistry Clinical Rotation	60.0%
	Chemistry II Class	30.0%
	Chemistry Hospital Final	10.0%
	Total	100.0%
4236 CLINICAL HEMATOLOGY	Hematology Clinical Rotation	60.0%
	Hematology Class	15.0%
	Hemostasis Class	7.5%
	Urinalysis Class	7.5%
	Hematology Hospital Final	5.0%
	Urinalysis Hospital Final	5.0%
	Total	100.0%
4246 CLINICAL IMMUNOLOGY	Blood Bank Clinical Rotation	40.0%
	Immunology Clinical Rotation	20.0%
	Blood Bank Class	20.0%
	Immunology Class	10.0%
	Blood Bank Hospital Final	5.0%
	Immunology Hospital Final	5.0%
	Total	100.0%

4. Rights and obligations of the student

- 4.1. Student shall have the right to receive a copy of the program booklet, which states program requirements.
- 4.2. Student shall have the right to receive a copy of the Academic and Professional Standard Policy.
- 4.3. Student shall have the right to receive a written description of course content, requirements, and grading policy for each course or clinical rotation.
- 4.4. Student shall be graded or have performance evaluated solely upon the performance in accordance with the academic standards.
- 4.5. Student shall not be evaluated on the basis of race, color, creed, sex, or national origin.
- 4.6. Regarding failure to meet the academic or professional standards, the student has the following rights:
 - 4.6.1. Meet with the program director and discuss reason of student's failure to meet requirements or violation of standards.
 - 4.6.2. Program director will offer suggestions to student for possible continuation of clinical internship or possible penalty to be imposed.
 - 4.6.3. Meet with those persons who determined that the student failed to meet the academic and/or professional standards.
 - 4.6.4. Appeal the imposition on any academic and/or professional penalty.

5. Rights and obligation of faculty

- 5.1. The faculty (lecture or clinical instructor) must evaluate the student's academic performance. This evaluation involves:
 - 5.1.1. Assignment of grades by faculty teaching a course or laboratory rotation.
 - 5.1.2. Review of academic performance by the program director.
- 5.2. Academic evaluations are not restricted to the lecture and technical/practical evaluation, but include the assessment of professional demeanor and conduct.
- 5.3. The program has the right to counsel/dismiss a student who may have met formal curriculum requirements, but lacks professional skills or is unwilling to accept professional responsibility in the practice of the clinical laboratory and demeanor considered necessary.
- 5.4. Grades and evaluations issued by the faculty and decisions or recommendations of the program director are subject to the provisions of section 4, which describe student rights.
- 5.5. Instructors should issue a written syllabus describing content, requirements, and grading policy for the course or laboratory rotation to all students enrolled in a course or rotation.
- 5.6. Course grades and laboratory evaluations are reviewed by the program director.
 - 5.6.1. If student performance in the course or laboratory rotation does not meet the academic requirements in Section 1, the program director may implement the Disciplinary Action Policy (MLS.02.06.00.00).

REVIEWED BY:

Program Director, School of Medical Laboratory Science