

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.03.10.00.00)
EFFECTIVE DATE: 9/15
REVISION DATE: 10/15, 9/16, 9/17, 11/17, 3/18, 9/18, 10/18, 8/19, 9/19, 4/20, 4/21, 5/23
REVIEW DATE: 5/17, 5/18, 5/24

SUBJECT: ADMISSION COMMITTEE RESPONSIBILITIES

PURPOSE:

To select the best qualified students for the School of Medical Laboratory Science from the received applications, to establish and review selection criteria, and to adhere to OCCLSA, NAACLS, and legal guidelines for student selection. The program will not discriminate against any person because of race, color, religion, sex, age, disability, or national origin.

PROCEDURE:

Responsibilities

The responsibilities of the admission committee members are as follows:

1. To review all items in the Admission Committee handbook.
2. To attend meetings as they are scheduled, typically in September and January.
3. To review the completed file of each applicant.
4. To participate in a lawful interview of the applicant, which take place between November 1st and January 15th each year.
5. To objectively evaluate each applicant according standardized criteria.
6. To complete a qualifications profile for each interviewed applicant.
7. To submit a final list for the Matching Program to program officials based on the above information.

Overview

1. Members of the committee are given the Admission Committee handbook, which addresses the following:
 - 1.1. Interviewing guidelines
 - 1.2. Reception etiquette
 - 1.3. Conversation etiquette
 - 1.4. Interview technique etiquette
 - 1.5. Prohibited and permissible EEOC sensitive questions
 - 1.6. Standardized oral and written interview questions

Application File

1. Application files are due by October 15th each year.
2. All application files are reviewed by members of the admission committee, which ensure that application files are complete and that applicants meet all entrance requirements.
3. A personal interview is then scheduled with the admission committee, which takes place between November 1st and January 15th each year. The following information is needed to complete the application file:

- 3.1. Application (including \$10 processing fee)
 - 3.2. Official transcripts from all colleges attended
 - 3.3. Copy of university/college degree certificate (if applicable)
 - 3.4. Academic references from two professors
 - 3.5. Employer reference (if applicable)
 - 3.6. Foreign transcript evaluation by an ASCP approved agency (if applicable)
 - 3.7. Essential Functions for Admission signed and returned to Program Director
 - 3.8. Criminal background report from www.castlebranch.com.
4. Applicants must meet the entrance requirements as outlined in the OCCLSA Application and *Entrance Requirements Policy (MLS.03.07.00.00)* in order to be considered for admission.

Evaluation of GPA

1. Student transcripts are evaluated using the 4.00 grading scale.
2. To be considered for admission to the program, the student must have a minimum 2.50 cumulative grade point average (GPA) and a minimum 2.50 GPA in program prerequisites (see OCCLSA Application and Admission Process Policy).
3. Applicants must obtain a C or better in program prerequisites.

Interview Process

1. Interviews will be scheduled from November 1st through January 15th using a multi-mini interview format. The process includes:
 - 1.1. Welcome tour and a brief meeting with program director (1 hour)
 - 1.2. Written interview (30 minutes)
 - 1.3. Oral interview at four stations (40 minutes)
 - 1.4. Question and answer session (20 minutes)
2. Each applicant is asked questions from a standardized list. Each applicant is allowed the same amount of time for the interview process.

Selection Criteria

1. Applicants who have met the entrance requirements and completed the application procedure may be selected for admission based on the following criteria:
 - 1.1. Timeliness
 - 1.2. Interest/Motivation
 - 1.3. Knowledge of Medical Laboratory Science
 - 1.4. Commitment to MLS Program
 - 1.5. Career Goals
 - 1.6. Written Interview
 - 1.7. Coursework
 - 1.8. Communication Skills
 - 1.9. Interpersonal Skills
 - 1.10. Academic References
 - 1.11. Work Experience

1.12 Professionalism

2. All applicants are asked the same set of standardized questions during the oral and written interview process so that each applicant may be evaluated objectively.
3. **Student selection is non-discriminatory with respect to race, color, religion, sex, age, disability, and national origin.**
4. Selection of students will be made in January for the class to begin in May.
5. The program participates in the OCCLSA matching program.

Initial Acceptance

1. Each applicant selected for a medical laboratory science internship position will be notified by the program director following the OCCLSA Matching Meeting held in January.
2. Student must verify acceptance by submitting a letter to the program director by March 1st.
3. Failure to respond is viewed as a negative response, and the next applicant on the program's alternate list will be offered the position.

Final Acceptance

1. Final acceptance is contingent upon:
 - 1.1. Successfully completing all university coursework for classes prior to entrance into the program.
 - 1.2. Applicant successfully passing criminal background check.
 - 1.3. Successful completion of safety requirements of the program:
 - 1.3.1. Physical examination
 - 1.3.2. Urine drug screen
 - 1.3.3. TB skin test
 - 1.3.4. Proof of immunizations
 - 1.4. Meeting all standards of the *Entrance Requirements Policy (MLS.03.07.00.00)*

REVIEWED BY:

Program Director, School of Medical Laboratory Science