

PROCEDURE: SCHOOL OF MEDICAL LAB SCIENCE (MLS.03.07.00.00)
EFFECTIVE DATE: 4/06
REVISION DATE: 9/10, 7/14, 10/14, 11/14, 2/15, 9/16, 8/17, 8/18, 3/19 10/19, 12/19, 4/20, 4/21, 9/21, 10/23, 3/24, 4/24
REVIEW DATE: 5/7, 4/8, 3/9, 4/10, 4/11, 5/12, 4/13, 4/14, 3/15, 5/17, 5/18, 4/23

SUBJECT: ENTRANCE REQUIREMENTS

POLICY:

1. Applicant must submit a completed application with processing fee and all official university transcripts by October 15 of each year to be considered for eligibility. Applications are available online at www.occlsa.org.
2. Applicant must submit all documentation to complete the application file before an interview may be granted. A complete file includes:

- Completed application with fee
- Official transcripts from each college or university attended
- Essential Functions for Admission form (signed)
- Academic reference form completed by two professors
- Foreign transcript evaluation by an ASCP approved agency (if applicable)
- Criminal background report from www.castlebranch.com

3. Applicant must either be a **3+1** or **4+1** candidate.

3 + 1 option (baccalaureate candidate): **3 years of college + 1 year MLS program**; degree will be in Medical Laboratory Science through an affiliated university upon completion of the program. University coursework for the degree, except for the college credit obtained for completing the MLS program, must be completed prior to program entry.

4 + 1 option (post-baccalaureate candidate): **Baccalaureate degree + 1 year MLS program**; degree will be in a Biology, Chemistry, or related science prior to program start date. University coursework for the degree must be completed prior to program entry.

4. Applicant must successfully complete all program prerequisites with a C or better prior to date of program entry.

- 4.1. Program prerequisites are as follows:

- Biological Sciences (minimum of 16 credit hours)
 - Microbiology (Bacteriology)
 - Immunology
 - Physiology or Anatomy

- Chemistry (minimum of 16 credit hours)
 - General Chemistry (2 courses)
 - Organic Chemistry
 - Biochemistry

- Mathematics (minimum of 3 hours)
 - College Level Math or Higher or Statistics

- 4.2. Survey courses do not qualify as fulfillment of Chemistry and Biological Science prerequisites. **Please note:** Chemistry courses titled "Survey of Biochemistry" and "Survey of Organic Chemistry," offered by Oklahoma State University, qualify as prerequisite courses.
5. Microbiology, Immunology, and Biochemistry must be completed within seven years of the application deadline. If more than seven years have passed, applicant must retake those individual classes and pass with a C or better.
6. Applicant must have a minimum 2.50 cumulative grade point average (GPA) and a minimum 2.50 science grade point average (GPA) in biology/chemistry courses (based on a 4.00 grading scale).
 - 6.1. Cumulative GPA calculations include all attempted courses from each university attended by the applicant.
 - 6.2. Science GPA calculations include all attempted biology and chemistry courses from each university attended by the applicant.
 - 6.3. Withdraws are excluded from GPA calculations.
 - 6.4. Academic forgiveness is not considered in GPA calculations, as all failed grades are included. All original and repeated courses are included in overall GPA and science GPA calculations.
7. Accepted 3+1 applicant affiliated with a university will enroll in the following university courses during the program to obtain college credit:

Summer:	4325 Clinical Chemistry II 4351 Topics in Medical Technology
Fall:	4117 Clinical Microbiology 4125 Clinical Chemistry I
Spring:	4236 Clinical Hematology 4246 Clinical Immunology/Immunoematology
8. A 4+1 applicant who possesses a foreign baccalaureate degree must have transcript evaluated by an ASCP-approved agency.
9. The program has the right to discontinue the student application process or to take disciplinary action against or rescind the clinical privileges of a student whose criminal background report discloses information which the hospital believes, in its sole discretion, is not suited for the entity environment.
10. Applicant selected for the program must submit written notification of acceptance or declination by March 1st. If a response is not received by this day, the position will be offered to the next available alternate.
 - 10.1. An applicant that has been matched to a program will submit a \$50 refundable deposit through PayPal to OCCLSA in order to secure a position in that program.
 - 10.2. Deposits will be refunded two weeks after the program start date.
 - 10.3. Applicants that do not fulfill the acceptance commitment will not receive this refund per discretion of the program director.
11. Applicant must submit to the program director updated official transcripts as they become available after university coursework has been completed for fall and spring semesters prior to program entry date.

12. Applicants accepted into the program must pass a physical examination performed by Saint Francis Health System Employee Health Services (EHS) prior to entry.
- 12.1. Applicants accepted into the program will need to schedule an appointment with EHS for no earlier than four weeks from program start date.
- 12.2. Physical examination includes:
- Drug screen
 - Required immunizations
 - Measles/mumps/rubella (MMR)
 - Seasonal influenza
 - TB skin test verification
 - Hepatitis B vaccine (recommended but not required)
 - Vital sign check
 - Vision test
 - N95 Respiratory fit test
- 12.3. Vaccines required by the hospital will be provided to applicants lacking them.

Failure to successfully meet one or more entrance requirements listed in this policy, including passing the criminal background check and/or drug screen, may result in possible or immediate revocation of program acceptance.

REVIEWED BY:
Program Director, School of Medical Laboratory Science