

# **Medical Laboratory Technology Program**

## **Student Handbook**

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## **WELCOME**

Welcome to the Des Moines Area Community College Medical Laboratory Technology (MLT) Program! This program will provide you with a variety of learning experiences to prepare you to play a major role in the detection, diagnosis and treatment of diseases.

The College and Program faculty and staff wish you success in the Program!

## **STATEMENT OF ACCREDITATION**

The Des Moines Area Community College Medical Laboratory Technology program is accredited by:  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Rd., Suite 720  
Rosemont, Illinois, 60018-5119  
(847) 939-3597  
(773) 714-8880  
Web site: <http://www.naacls.org>.  
Email: [naaclsinfo@naacls.org](mailto:naaclsinfo@naacls.org)

## **NOTICE OF NON-DISCRIMINATION**

Des Moines Area Community College shall not engage in nor allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability and genetic information. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Campus Provost's office, the Academic Deans' office, the Judicial Officer, or the EEO/AA Officer, Human Resources. For information about the ADA, the Section 504/ADA Coordinator may be contacted at 515-964-6857. For Title IX questions and concerns contact 515-964-6850.

Source: <https://go.dmacc.edu/about/Pages/nondiscrimination.aspx>

The Mission Statement of Des Moines Area Community College is below, and can also be found on the website at: <https://www.dmacc.edu/about/Pages/missionstatement.aspx>

**MISSION:** DMACC provides quality, affordable, student-centered education and training designed to empower all students in their pursuit of life's opportunities and career goals.

**VISION:** DMACC will improve the quality of life for individuals in its communities by meeting their educational and training needs throughout their lives.

**LIFE'S CALLING:** Life's Calling is the essence of Des Moines Area Community College. By evoking opportunity and empowerment, Life's Calling is designed to inspire, energize and encourage students to achieve their career dreams and life's aspirations-right here at DMACC.

**PURPOSES:**

1. Prepare students to succeed in earning a baccalaureate degree by offering transferable higher education courses
2. Prepare students to succeed by offering higher education courses in technical and occupational areas that lead to an associate's degree, certification, or diploma.
3. Through collaboration and cooperation with business and labor, prepare individuals for success in the work force by anticipating and responding to work place training and education needs.
4. Provide opportunities for high school students that include alternative high school completion programs, college-level academic and technical courses, and courses not currently available at their high schools.
5. Provide support services for students that are under prepared or have other challenges that might prevent them from being successful in higher education programs.
6. To meet the needs of our diverse population, develop partnerships with educational institutions, businesses, governmental agencies, and communities.
7. For students, faculty, staff, and community, continuously improve access to and make optimal use of current and emerging technology.
8. Provide opportunities for students and members of the community to pursue avocational interests and personal development.
9. Provide professional development opportunities for faculty and staff to create and maintain a campus climate conducive to collaboration and cooperation, responsible and innovative use of resources, and a process of continuous improvement.
10. Provide opportunities for adults to complete their high school diploma.

## **FIRSTS GOALS**

1. **FIRST in Quality** - A true cornerstone of our past and present and future success is the quality of the education and services we provide for our students and our district.
2. **FIRST in Service** - Every person in our service area has the right to a DMACC education.
3. **FIRST in Affordability** - We are committed to making a quality DMACC education as affordable as possible

## **VALUES:**

**Responsiveness** - Reach out actively to serve our communities.

**Excellence** - Ensure accountability, quality, and responsibility in every endeavor.

**Community** - Exchange and communicate ideas and information openly, through collaboration and shared decision-making.

**Learning** - Create a student-centered environment to foster lifelong, accessible and relevant learning leading to career success.

**Cultural Understanding and Mutual Respect** - Value individual rights, privacy and diversity.

**Innovation** - Embrace change and anticipate emerging issues.

**Professional Integrity** - Maintain a high standard of ethics and honesty in professional activities and performance of duties.

## **PROGRAM MISSION STATEMENT**

The mission of the Des Moines Area Community College Medical Laboratory Technology Program is to provide a quality educational experience for our students, help them develop skills necessary for employment as entry level MLTs, and prepare them to be successful on professional certification exams.

## **PROGRAM GOALS**

The MLT Program will prepare the graduate for the skills, knowledge, and attitude necessary to begin a successful career as an MLT

The MLT Program aims to provide training at the associate-degree level to help meet the staffing needs of laboratories in the region. It is the College's goal to help and motivate the student to develop his/her optimum level of performance, and gain entry-level competency. As a graduate of the MLT Program the student will be prepared to work within the health care team to provide quality health care and maintenance of optimum health for all individuals of the society.

MLT Program Goals include:

To assist the student in acquiring knowledge of:

- The principles derived from the life sciences, which form the basis for application of medical laboratory techniques.
- Theory of disease acquisition, diagnosis, and treatment.

To assist the student to perform:

- Techniques necessary for quality laboratory testing.

To assist the student in developing:

- Communication and professional skills necessary to establish optimum interpersonal relationships with patients and other health care personnel.
- An awareness of his or her professional responsibility to the community as an MLT.
- An awareness of the necessity for continued professional and educational growth.

## **DESCRIPTION OF THE PROFESSION**

The Medical Laboratory Technician (MLT) is an allied health professional who is qualified by academic and practical training to provide service in clinical laboratory science. The MLT must also be responsible for his/her own actions, as defined by the profession.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are qualities essential for a clinical laboratory technician. They must demonstrate ethical and moral attitudes and principles which are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnoses must be maintained.

(Source: Preamble to the Standards of Accredited Educational Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, October 2001.)

## **DESCRIPTION OF CAREER ENTRY**

At career entry, the MLT will be able to perform routine clinical laboratory tests as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values. Communications skills will extend to frequent interactions with members of the healthcare team, external relations, customer service and patient education. The level of analysis ranges from waived/point of care testing to complex testing encompassing all major areas of the clinical laboratory. The clinical laboratory technician/medical laboratory technician will have diverse functions in areas of analysis, information processing, training, and quality control monitoring wherever clinical laboratory testing is performed.

(Source: Preamble to the Standards of Accredited Educational Programs for the Clinical Laboratory Technician/Medical Laboratory Technician, October 2001.)

As listed on the *MLT Program Information Brief*, the following list is an indication of the type of work an MLT does:

- Works in a laboratory under the direction of a Medical Technologist and/or Supervisor
- Uses a number of instruments in the laboratory for sterilizing, analyzing and testing
- Keeps the laboratory clean and well-organized
- Keeps records of tests
- Uses math to make solutions or to record results of tests
- Handles test slides and fragile equipment
- Uses a laboratory computer system in some settings

As listed on the *MLT Program Information Brief*, the following list is an indication of the skills and abilities an MLT needs:

- Works under pressure when test results are needed quickly
- Sees well for microscope study and be able to make fine adjustments
- Works independently following prescribed procedures
- Cooperates and gets along with other hospital staff
- Performs activities in an organized and detailed manner
- Has self-discipline and takes initiative in identifying learning needs
- Is able to communicate well
- Works with speed and accuracy

## **OVERVIEW OF THE PROGRAM**

The Des Moines Area Community College Medical Laboratory Technology program prepares the student to perform complex laboratory procedures with a limited amount of supervision. This is currently a 5-semester program that begins in the Fall semester. Students have the option to attend part-time; thus, lengthening the time to complete the program. Training includes a 23-week hospital laboratory assignment. Graduates are awarded an Associate of Applied Science (AAS) degree from the College. Graduates typically find jobs in hospital, clinic and physician office labs; however, opportunities for employment also exist in blood collection and blood testing facilities (i.e., blood centers), public health laboratories, veterinary offices, and industrial laboratories. Graduates are eligible to take national certification exams. Granting of the AAS degree is not contingent upon passing an external certification exam.

Any student who is enrolled in the Web-blended Medical Laboratory Technology courses of DMACC's MLT Program must have a Cooperating Lab. It is the student's responsibility to solicit the



support of a Cooperating Laboratory. DMACC serves as one option for a Cooperating Lab. If the Cooperating Lab is other than DMACC, the Lab Manager/Director must complete all required documentation and be approved by the MLT Program Director by August 1, before the school year begins in the Fall semester; or, at least 30 days before classes begin in the Spring or Summer semesters.

### **PROGRAM ENTRY REQUIREMENTS**

1. Complete an application for admission.
2. Attend a required information/registration session or obtain the approval of the program chairperson.
3. Submit to the Admissions Office evidence of high school graduation or HiSET (formerly GED), or equivalent prior to enrollment.
4. \*Submit to the Admissions Office evidence of grade "C" or better in one year of high school algebra or the equivalent ([MAT 063](#)).
5. \*Submit to the Admissions Office evidence of grade "C" or better in one year of high school biology or the equivalent ([BIO 156](#) or Academic Achievement Center Biology I and II).
6. \*Submit to the Admissions Office evidence of grade "C" or better in one year of high school chemistry or the equivalent ([CHM 122](#) or Academic Achievement Center Chemistry I and II).
7. The following assessment scores are required:
  - Math: a minimum ALEKS Math score of 30 or ACT score of 20.
  - Writing: a minimum Accuplacer Sentence Skills score of 73 or ACT score of 19.
  - Reading: a minimum Accuplacer Reading score of 82 or ACT score of 19.
8. [BIO 164 - Essentials Anatomy/Physiology](#) is a required course in the MLT program. Students are strongly encouraged to take this course or an equivalent anatomy and physiology course(s) prior to starting the MLT program. We will accept [BIO 733 - Health Science Anatomy](#) and [BIO 734 - Health Science Physiology](#) or [BIO 168 - Anatomy & Physiology I](#) and [BIO 173 - Anatomy & Physiology II](#) (or equivalent courses) in place of [BIO 164 - Essentials Anatomy/Physiology](#).

Reference: [http://catalog.dmacc.edu/preview\\_program.php?catoid=7&poid=1385](http://catalog.dmacc.edu/preview_program.php?catoid=7&poid=1385)

### **PROGRAM COMPETENCIES**

1. Collect biological specimens for analysis.
2. Process biological specimens for analysis.
3. Perform analytical tests on body fluids, cells, and other products.
4. Determine factors that affect procedures and results.
5. Take appropriate actions within predetermined limits when corrections are indicated.
6. Monitor quality control within predetermined limits.
7. Perform preventive and corrective maintenance of equipment and instruments or referring to appropriate source for repairs.
8. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
9. Recognize the responsibilities of other laboratory and health care professionals and interacting with them with respect for their jobs and patient care.
10. Relate laboratory findings to common disease processes.
11. Protect patients and self from transmission of infectious disease.
12. Recognize the need for continuing education as a function of growth and maintenance of professional competence.
13. Maintain professional growth and competence through involvement in continuing education.
14. Demonstrate work place basic skills of listening, writing, leadership, and time management.
15. Practice written and oral communication skills.

## **PROGRAM OFFICIALS, FACULTY AND STAFF**

***\*NOTE: Program officials, faculty and staff should be contacted only using school phone numbers and email addresses provided to students. Students may NOT contact program officials, faculty and staff at home or on their personal time without permission.***

### **Program Director/Chair**

Karen Campbell, MAT, MT(ASCP)  
(515) 964-6926 or 1-800-362-2127, ext. 6296  
2006 S. Ankeny Blvd., Bldg. 24, Room 110E  
Ankeny, IA 50023  
[kicampbell@dmacc.edu](mailto:kicampbell@dmacc.edu)

### **Instructors**

Michelle Erickson, MT(ASCP)  
(515) 965-6023 or 1-800-362-2127, ext. 6023  
2006 S. Ankeny Blvd., Bldg. 24, Room 110D  
Ankeny, IA 50023  
[mserickson@dmacc.edu](mailto:mserickson@dmacc.edu)

Teresa Hoover, MLT(ASCP) – Adjunct Instructor, Lab Assistant  
[tghoover@dmacc.edu](mailto:tghoover@dmacc.edu)

### **Health and Public Services Counselor**

Mary McClure  
(515) 964-6436 or [mmmclure@dmacc.edu](mailto:mmmclure@dmacc.edu)

### **Health and Public Services Advisor**

Sheri Husak  
(515) 964-6467 or [slhusak@dmacc.edu](mailto:slhusak@dmacc.edu)

### **Health and Public Services Administrative Assistants**

(515) 964-6875

## **ADVISORY COMMITTEE**

The MLT Technician program is served by an Advisory Committee. Members provide advice to improve the program. Its goal is to enhance the quality of the program so that its graduates will succeed after college. Advisory Committee members include: the MLT Program Director/Chairperson and Instructors, representatives from various clinical affiliates, representatives from various clinical labs and industries, and graduates of the program.

Meetings are held at least twice per year. Members are appointed to one-year terms, but may be reappointed.

Members advise on the educational program, career selection, placement, and evaluation. Responsibilities of the MLT Advisory Committee include:

- Discuss and make recommendations about the adequacy of equipment and supplies
- Assist in establishing, adding or deleting course material to enable students to develop job competencies
- Assist with job analysis
- Recommend curriculum material and publications
- Provide learning resources for instructional purposes
- Provides information concerning aptitudes, education and work experience desirable of entry-level MLT positions
- Assist in developing and obtaining sample tests for clinical rotations and certification requirements
- Assist in the placement of MLT students and graduates for employment
- Recommend requirements that will be needed for competency on the job

Copies of minutes from past meetings are on file with the Program Director. The College and the MLT Program Director keep a list of current members.

**CURRENT CLINICAL AFFILIATES\***

Current clinical affiliates include the following facilities. Contracts are on file.

Boone County Hospital, Boone

Broadlawns Medical Center, Des Moines

Clarinda Regional Health Center, Clarinda

Clarke County Hospital, Osceola

Dallas County Hospital, Perry

Fort Madison Community Hospital, Fort Madison

Great River Medical Center, West Burlington

Grinnell Regional Medical Center

Health Enterprises Medical Lab – Newton

Mary Greeley Medical Center, Ames

Mercy Medical Center, Des Moines

Myrtue Medical Center, Harlan

St. Anthony Regional Hospital, Carroll

Stewart Memorial Community Hospital, Lake City

Trinity/Unity Point - Muscatine

Unity Point – Iowa Methodist Medical Center, Des Moines

Unity Point – Iowa Lutheran Hospital, Des Moines

Unity Point –Methodist West, West Des Moines

VA Central Iowa Health Care System, Des Moines

\*Clinical Site listing is revised as needed. A current list is on file at National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

### **POSSIBLE AFFILIATE SITES**

The MLT Program welcomes other clinical facilities to participate in educating students. The Labs at these locations have served as clinical affiliates in the past and most likely will be in the future:

Greater Regional Medical Center, Creston

Guthrie County Hospital, Guthrie Center

Health Enterprises Medical Lab – Central Iowa Healthcare, Marshalltown (formerly  
Marshalltown Medical & Surgical Center)

Knoxville Hospital & Clinic, Knoxville

Madison County Health Care System, Winterset

Mercy – Iowa City

Montgomery County Hospital, Red Oak

Pella Regional Health Center, Pella

Shenandoah Medical Center, Shenandoah

## **CURRICULUM**

[http://catalog.dmacc.edu/preview\\_program.php?catoid=5&poid=850](http://catalog.dmacc.edu/preview_program.php?catoid=5&poid=850)

### **Term 1 : Select 1 Course From Options 1, 2 and 3**

MLT 120	Urinalysis	3 credits
MLT 115	Clinical Lab Fundamentals	3 credits
*BIO 164	Essentials Anatomy/Physiology	Opt 1a 5 credits
CHM 122	Intro to General Chemistry	Opt 2 4 credits
CHM 165	General/Inorg Chemistry I	Opt 2 4 credits
PSY 111	Introduction to Psychology	Opt 3 3 credits
SOC 110	Introduction to Sociology	Opt 3 3 credits

### **Term 2 Select 1 Course From Options 4 and 5**

MLT 232	Advanced Hematology & Coagulation	5 credits
ENG 105	Composition I	3 credits
BIO 732	Health Science Microbiology	Opt 4 4 credits
BIO 186	Microbiology	Opt 4 4 credits
CHM 132	Intro to Organic/Biochemistry	Opt 5 4 credits
CHM 263	Organic Chemistry I	Opt 5 5 credits

### **Term 3**

MLT 261	Immunohematology	5 credits
MLT 270	Immunology & Serology	2 credits
MLT 180	Clinical Lab Practicum I	1 credits

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**Term 4**                      **Select 1 Course From Option 6**

MLT 242	Clinical Chemistry	8 credits
MLT 251	Clinical Microbiology	6 credits

SPC 101	Fund of Oral Communication	Opt 6 3 credits
SPC 122	Interpersonal Communication	Opt 6 3 credits
SPC 170	Professional Communication	Opt 6 3 credits

**Term 5**

MLT 289	Advanced Clinical Lab Practicum	9 credits
MLT 292	Clinical Lab Professionalism & Review	3 credits

\*For students starting the program prior to Fall 2017, the above classes replace these:

MLT 282	Clinical Laboratory Practicum II	12 credits
MLT 290	Clinical Seminar and Review	2 credits

**Total credits required to complete this program 71**

\*Course options for anatomy and physiology in place of BIO 164:

BIO 733	Health Science Anatomy	Opt 1b 3
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AND

BIO 734	Health Science Physiology	Opt 1b 3
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BIO 168	Anatomy & Physiology I	Opt 1c 4
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AND

BIO 173	Anatomy & Physiology II	Opt 1c 4
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## **COURSE DESCRIPTIONS**

Descriptions of the MLT courses are below. Descriptions of all courses can be found in the College catalog or by accessing: [http://catalog.dmacc.edu/preview\\_program.php?catoid=5&poid=850](http://catalog.dmacc.edu/preview_program.php?catoid=5&poid=850)

### **MLT115: Clinical Lab Fundamentals – 3 hours**

**Pre-requisites:** Acceptance into the MLT Program

A course designed to acquaint the student with the field of laboratory medicine. Basic lab math, testing methods, and quality control are presented. This course also incorporates an introduction to blood collection, and the study of common blood cells and blood cell disorders.

### **MLT120: Urinalysis – 3 hours**

**Pre-requisites:** Acceptance into the MLT Program

This course includes the study of urine formation and the methodology of determining the physical, chemical, and microscopic properties of urine in normal and abnormal states. Basic lab skills, safety, and quality control in urinalysis are presented. Body fluids analysis is also included.

### **MLT232: Adv Hematology & Coagulation – 5 hours**

**Pre-requisites:** Grade of “C” or better in both MLT115 - Clinical Lab Fundamentals and MLT120- Urinalysis.

A review of basic procedures, followed by a study of normal and abnormal blood and bone marrow smears as they relate to anemias and leukemias. Hematology instrumentation, quality control, coagulation, and body fluids analysis are studied. This advanced course is a sequel to the Beginning Hematology course, and includes an in-depth study of various anemias, leukemias and other hematological disorders.

### **MLT180: Clinical Practicum I – 1 hour**

**Pre-requisites:** MLT115 Clinical Lab Fundamentals

Students report to a local hospital to join the phlebotomy team to practice patient approach and to draw blood specimens.

**MLT261: Immunoematology** – 5 hours

**Prerequisites:** Grade of "C" or better in MLT232 Adv. Hematology and Coagulation; MLT270 Immunology & Serology must be taken prior to or concurrently with MLT261. Successful completion of the following courses: BIO164 Anatomy and Physiology or equivalent; BIO732 Health Science Microbiology or equivalent; CHM132 Intro to Organic and Biochemistry or equivalent.

Principles of immunoematology with the practices of blood banking are presented. ABO grouping and Rh typing and transfusion testing procedures are performed. Blood group antigens and antibodies are studied.

**MLT270: Immunology & Serology** – 2 hours

**Pre-requisites:** Grade of "C" or higher in Adv. Hematology & Coagulation (MLT232). Immune reactions of the body will be studied. Reactions between antigens and antibodies will be used as a means to detect diseases such as hepatitis, infectious mononucleosis and rheumatoid arthritis.

**MLT242: Clinical Chemistry** – 8 hours

**Prerequisites:** Grade of "C" or better in Clinical Lab Fundamentals (MLT115) and Urinalysis (MLT120). Successful completion of the following courses: Essentials Anatomy/Physiology (BIO164) or equivalent; Introduction to General Chemistry (CHM122) or equivalent; Intro to Organic/Biochemistry (CHM132) or equivalent.

Study and analysis of electrolytes, proteins, lipids, enzymes, hormones, drugs and various other biochemical compounds found in the human body. Test results are correlated with patients' conditions. Laboratory math, statistics, and quality control are presented.

**MLT251: Clinical Microbiology** – 6 hours

**Prerequisites:** Grade of "C" or better in Clinical Lab Fundamentals (MLT115) and Urinalysis (MLT120). Successful completion of the following courses: Essentials Anatomy/Physiology (BIO164) or equivalent; Health Science Microbiology (BIO732) or equivalent; Introduction to General Chemistry (CHM122) or equivalent; Intro to Organic/Biochemistry (CHM132) or equivalent.

A study of clinically important microorganisms. Students learn and practice techniques used to isolate and identify pathogenic bacteria, parasites and fungi.

**MLT289: Advanced Clinical Lab Practicum – 9 hours**

**Pre-requisites:** Successful completion of the first four terms in the Med Lab Tech Program with a GPA of 2.0 or higher. Co-req: MLT292

Students rotate through various departments (hematology, chemistry, microbiology, blood bank, and urinalysis) of the hospital laboratory applying knowledge and skills learned in the classroom.

**MLT292: Clinical Professionalism & Review – 3 hours**

**Pre-requisites:** Successful completion of the first four terms in the Med Lab Tech Program with a GPA of 2.0 or higher. Co-req: MLT289.

Students review medical laboratory subjects, share experiences in the clinical area, and present case studies. Job-seeking skills, continuing education opportunities, legal responsibilities, and professional organizations are also discussed. A mock certification exam is given.

**BACKGROUND CHECKS**

Background checks will be performed on all students admitted to the MLT program. These will be conducted prior to beginning the student's first clinical rotation semester. Students should also be advised that clinical sites may perform their own background checks also. Results may prevent placement for clinical practicum. Not being accepted at a clinical practicum site WILL affect successful program completion. Please note that background checks are required before employment in the health care field and results may affect obtaining employment at a Medical Laboratory Technician.

If a student has concerns or questions about the background check procedure or possible findings, he or she should consult the MLT Program Director.

## **GENERAL POLICIES**

Many of the general policies that apply to the entire College, including but not limited to students' rights and responsibilities, academic and attendance policies and procedures, and the appeal process, can be found in the most current edition of the *Student Handbook*: <https://go.dmacc.edu/handbook/Pages/welcome.aspx>

### **Student Responsibilities**

Entry into a professional program entails responsibilities as well as rights. The following identifies student responsibilities in the MLT Program. Included are professional responsibilities for being accountable in practice and respecting others and one's self, as well as responsibilities for being an active participant in the learning process and for one's role as a learner.

Students in the MLT Program will be expected to:

1. Act professionally. There will be no tolerance for bullying or disrespect of fellow students, faculty or staff; or, of any behavior (e.g., excessive "drama" brought into the classroom, consistent talking during class and/or labs, dominating an instructor's time during lecture or lab preventing other students from receiving help, etc.) that interferes with learning and teaching. Professional behavior also includes being safe and keeping other students safe. In the MLT program, examples of unacceptable behavior include: unsafe drawing of blood, resting one's head or body on the lab bench, etc. Any students who exhibits these behaviors will be counseled by MLT faculty; and, the meeting will be documented. If unacceptable behavior persists, the student will meet with the Program Chair, Dean of Health & Public Services, and Counselor. A behavior contract will be written, reviewed with the student, and copied to the Judicial Officer. Continuation of such behavior will lead to the student being withdrawn from the MLT program.
2. Regularly attend and/or participate in classes and labs, as scheduled. Missing lecture and lab will result in a deduction of points and/or a percentage of the final grade. Each course has a specified number of lecture and lab time. Refer to course syllabi for specific deductions.
3. Practice communicating effectively and professionally. Students are to use professional language and refrain from making inappropriate comments to other students, faculty, and staff.
4. Actively participate in class and small group discussion.

5. Assume responsibility for own learning and development by:
  - a. being prepared for class and lab activities.
  - b. completing assignments on time with written work being done either hand-written legibly or computerized (depending on the assignment); and, in proper format.
  - c. accepting constructive criticism and supervision by others and using suggestions for growth.
  - d. monitoring own progress in meeting course objectives and seeking out needed learning experiences and instructor assistance.
  - e. using appropriate resources and references to increase knowledge base and improve performance.
  - f. scheduling appointments with instructor(s) for assistance with class assignments and obtaining materials that were missed due to any absence.
6. Be accountable for own judgments, actions, or non-actions.
7. Adhere to Standard (Universal) Precautions and Occupational Safety and Health Administration (OSHA) Bloodborne Pathogen standards including the use of Personal Protective Equipment (PPE) and adherence to Exposure Control Plans. Students must document training annually. Any exposure incident MUST be reported to the instructor immediately.
8. Adhere to the Health Insurance Portability and Accountability Act (HIPAA) during class discussions, clinical experiences and clinical practicum rotations.
9. Contact either the Program Director/Chair and/or the instructor regarding absences or tardiness.
10. Make arrangements for and complete make-up assignments after any missed class or lab. It is the student's responsibility to contact the instructor about making up missed labs or assignments. It is also the student's responsibility to obtain any materials missed due to his or her absence. See individual course syllabi for specific requirements.

11. Be a willing participant in laboratory situations when other students need patients to practice phlebotomy or other laboratory procedures.
12. Follow appropriate channels of communication to resolve concerns over testing and evaluation procedures or classroom activities.

Student → Instructor → Program Director/Chair/Director → Dean

**Grievance/Appeal Policy**

Whenever a student desires information concerning the curriculum, or takes issue with some aspect of an individual class policy, a department policy or a college policy, such student shall discuss the problem with the party most immediately involved. If the matter is not satisfactorily resolved, the appeal process as outlined in the DMACC Student Handbook will be followed.

## **Clinical Practicum**

A vital element in the MLT program curriculum is the clinical practicum (i.e., rotation). Students may request geographic locations, but the Program Director/Chairperson makes all final placement decisions with input from clinical site representatives.

Placement is based on a number of criteria, the foremost of which is the number and variety of student clinical spaces available. Students with full or regular status will be given priority over students with alternate status. Students who are completing their curriculum plan in a timely manner will be given priority over students who have had to extend their curriculum plan. Those students will be placed in a regular status and provided a clinical site as soon as one becomes available. Consideration is given to the student's employment issues and to any special requests made by the Site Coordinators.

The MLT Program will strive and plan to provide timely clinical rotations for all students with full status; however, circumstances can change that are beyond the control of the Program. In the event that there would not be a sufficient number of clinical placement positions for all students completing the didactic semester, clinical assignments will be made on the basis of grade point average, attendance, and professional behavior assessments.

Clinical affiliation and rotation provides an opportunity for students to gain experience in a hospital laboratory under the supervision of the staff. Students will not be expected to function independently as an additional staff member, but will be expected to perform routine laboratory procedures with minimal supervision.

Clinical laboratory professionals do not expect to teach basic procedures or theory. The student must demonstrate this ability through satisfactory completion of all classroom competencies and laboratory check-offs. If a student has not satisfactorily completed course work and demonstrated the ability to perform required procedures, he or she will not be allowed to go on to a clinical assignment. The instructor(s) and Program Director/Chairperson must be sure that all students will be safe practitioners at the level expected for students in the final phase of the educational program.

It is the student's responsibility to assure that all requirements have been completed.

Clinical practicum evaluations will be based on performance in the clinical setting under the supervision of the staff. Students will be expected to apply the knowledge and skills gained from previous course work. During clinical practicum, the MLT student will be expected to:

1. Participate in clinical practicum on assigned days at assigned times. If the student is ill or has an emergency that prevents him or her from being at the clinical site, the student must notify both the clinical office **AND** the MLT Program Director/Director/Chair. A student must have the required clinical hours to graduate from the program. Absences will mean making up these hours at the end of the semester at a time arranged with both the clinical site supervisor/instructor and Program Director/Director/Chair.
2. Safeguard the patient in the clinical setting by:
  - a. recognizing self-limitations.
  - b. seeking out the supervisor when unsure of self or when unable to follow directions/guidelines given.
  - c. reporting errors or mistakes and following through with the needed action for remedy.
  - d. adhering to hospital policies, procedures, and routines.
  - e. accurately recording and reporting patient care data.
  - f. adhering to the Health Insurance Portability and Accountability Act (HIPAA) regarding patient confidentiality.
3. Accept constructive criticism from supervisor and utilize suggestions for growth.
4. Develop attributes that reflect professional conduct and respect for one's self and others:
  - a. protect the patient's right to privacy by maintaining strict confidentiality.
  - b. respect the human dignity and uniqueness of others regardless of social or economic status, personal attributes, or nature of health problems.
  - c. listen attentively and courteously when others are speaking.
  - d. demonstrate poise, tact, and self-control when communicating with others.
  - e. express self clearly and accurately both verbally and in written work.
  - f. offer assistance to others rather than waiting to be asked.
  - g. project a professional image/attitude during clinical activities.
5. Adhere to Universal Precautions and OSHA Bloodborne Pathogen Standards including use of Personal Protective Equipment (PPE's) and adherence to agency Exposure Control Plans. Report any exposure incident to clinical supervisor **AND** to the Program Director/Director/Chair.



### **Service Work Policy**

It is the policy of the MLT program that students will receive no financial remuneration for the clinical practicum experience. Practices in which students are substituted for regular staff must be avoided. Students may seek employment in the laboratory in which they are assigned for the clinical practicum. This is termed “service work” and must be performed outside the scheduled hours of the clinical practicum. Any service work must be noncompulsory, paid, supervised on site and subject to employee regulations.

### **“Teach out” Plan**

If the DMACC MLT were to plan to close permanently, the MLT Program would no longer accept students and finish out the ones who are currently enrolled in MLT classes.

In the event of a natural disaster (e.g., tornado, flood, etc.), in which the DMACC MLT Program would have to close immediately for an undetermined amount of time, all efforts would be made to move classes to another DMACC campus at which there would be room for a class and lab. The MLT Program has a good relationship with the three other MLT Programs in the state, so ideally supplies could be shared. The MLT Program also is on good terms with our clinical sites and various industries (BD, BioRad, etc.), and a member of our Advisory Committee works for McKesson (formerly Laboratory Supply Company). These could be potential resources for supplies. Students impacted at clinical sites would be moved to other sites when available.

In the event the DMACC MLT Program would have to close temporarily (e.g., blizzard, ice storm), classes would resume as soon as possible. Missed days of clinical rotation would not be counted against students. If students would have to miss more than 1 week of clinical rotation, instructors would attempt to find an alternate site or extend the rotation at the end.

### **Student Conduct and Disciplinary Action**

[https://go.dmacc.edu/student\\_services/int/Procedures/ES4630%20Final.pdf](https://go.dmacc.edu/student_services/int/Procedures/ES4630%20Final.pdf)

MLT students, like all DMACC students, are responsible for maintaining standards and adhering to regulations adopted by the College. Unsafe, unprofessional, dishonest, or disruptive conduct is not acceptable. Such behavior may result in failure of the course or disciplinary action including suspension from class, clinical practicum or the program.

MLT faculty members, as experienced practitioners, are in the best position to judge unsafe, disruptive, dishonest and/or unprofessional conduct. In addition, they have a professional obligation to protect the patient and society from potential harm.

Students with substance abuse problems may be referred to the Student Assistance Program (SAP). Students who attend classes or other College-sponsored educational activities while under the influence of alcohol or drugs may be subjected to disciplinary action up to and including suspension from the program.

DMACC is committed to providing a safe, orderly, and healthy environment where all students can learn. All students should demonstrate appropriate behavior and respect for property and all persons. Student behavior which interferes with an effective learning environment is a breach of discipline and is not tolerated. This policy includes behaviors that occur on college property, while the student is engaged in or attending a college-related, sponsored or approved activity, or where the student is a representative of the college and his/her behavior has a negative impact on the college. The following are examples of, but are not limited to, behaviors, which will result in disciplinary action:

- Actions which show insensitivity, intolerance, or discrimination on the basis of race, creed, color, national origin, sex, religion, or disability
- Disorderly behavior which includes harassment, intimidation, annoyance, assault to another person, unlawful or unapproved actions of protest, or usage of profane verbal or non-verbal communication
- Disobedience of the college's rules, regulations, policies, laws of the State of Iowa or federal laws
- Insubordination to college personnel
- Sexual harassment
- Conspiracy, defined as an agreement or combination between two or more persons to engage in a course of criminal conduct
- Possession or use of dangerous objects
- Trespassing
- Arson

- Possession, sale or attempted sale of a controlled substance or a “look alike” or “imitation” controlled substance
- Criminal mischief, theft, or destruction of property

Each instructor implements and enforces rules to maintain appropriate classroom discipline. If a breach of conduct occurs in the classroom, lab, or during practicum, the Instructor and/or Program Chair may enforce discipline, including the removal of the student from class. If necessary, the Instructor and/or Program Chair may recommend probation, and/or suspension or expulsion to the Dean, Vice President of the College, and Judicial Officer.

### **Criteria for progression in the program, including probation, suspension, and possible dismissal – Termination Clause**

The following is a list of events that can lead to dismissal from the MLT Program. These are examples of issues but dismissal from the program is not limited to the items listed. Each case will be evaluated individually before the decision of dismissal is made.

1. Failure to comply with the rules, regulations, and policies outlined by a clinical site.
2. Failure to comply with rules, regulations, and policies as presented in the DMACC MLT Program Student Handbook and student conduct as described in the DMACC policies and Student Handbook.
3. Failure to demonstrate ethical behavior, professional conduct, and a positive attitude.
4. Any violation of confidentiality regarding medical laboratory and patient information.
5. Failure to report to the practicum site without giving prior notification of the intended absence to both the Program Chair and Clinical Coordinator. Leaving the practicum site without prior notification and approval of the Program Chair and Clinical Coordinator.
6. Inability to demonstrate entry-level competency in the performance of psychomotor and affective tasks identified on task performance evaluation sheets.
7. Failure to fulfill delegated responsibilities and duties within the scope of the medical laboratory technician practice that are congruent with the level of training.
8. Failure to correct deficient areas identified during site visit or on evaluations.
9. Failure to demonstrate initiative, integrity, cooperation, and motivation.
10. Reporting to the practicum site under the influence of mind-altering substances.
11. Failure to maintain an acceptable appearance and personal hygiene.
12. Inability to interact effectively with professional personnel.
13. Failure to demonstrate emotional stability.
14. Use of profanity.
15. Violation of the Iowa Smoke-Free Air Act.

16. Use of personal electronic devices, including personal cell phones and internet, including text messaging and Facebook during practicum hours.
17. Violation of safe care in the opinion of the Program Chair and/or Clinical Site Contact including but not limited to: physical or verbal abuse of a patient, failure to observe safety precautions, failure to report accidents, incidents, or errors immediately to the Program Chair and Clinical Site Contact.
18. Deviating from scheduled Practicum hours, including absences and tardies, except for documented health reasons, without prior notification/approval from the Program Chair and Clinical Site Contact.
19. DMACC may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to: cheating and plagiarizing (presenting someone else's words as one's own). Collaborating and/or cheating on quizzes, assignments, or examinations, or the practice of plagiarism, whether intentional, or accidental, are serious violations of trust and show a lack of academic integrity. Scholastic dishonesty is unacceptable in any course.

The program reserves the right to request the withdrawal of any student whose health, work, or conduct is determined to be detrimental to the health and safety of the student themselves, other students, or patients.

### **Academic Dishonesty**

[https://go.dmacc.edu/student\\_services/int/Procedures/ES4670%20Final.pdf](https://go.dmacc.edu/student_services/int/Procedures/ES4670%20Final.pdf)

Stealing or copying papers or other written assignments, collaborating or cheating on examinations, or plagiarism constitute grave and serious violations of personal trust and academic integrity. Other examples of dishonesty in the program include falsifying or fabricating records or reports (i.e., procedures performed, laboratory results, etc.). Academic dishonesty lowers professional standards and adversely affects our professional and public image. This dishonesty can lead to negligent and/or dangerous clinical practice, which places patient safety at risk and can also lead to legal action against the medical laboratory and the patient care facility.

See course syllabus for sanctions for academic dishonesty.

Information regarding student rights and regulations is available through the program counselors.

## **Attendance**

Regular attendance and consistent study habits are essential to success in college and are expected of all students at DMACC. The College Catalog states that absenteeism and tardiness interfere with the learning process and can contribute to academic failure. The legitimacy of the reason for the absence in no way minimizes the loss incurred. The responsibility for completing course requirements lies with the student. No absence, for whatever reason, relieves the student of the responsibility for completing all work assigned to them.

The MLT policy on attendance is in harmony with that of the College. In order to maximize learning opportunities and evaluate whether course and program objectives have been attained, students are expected to participate in class, lab and clinical assignments regularly and as scheduled. Instructors recognize that illness, emergencies, or uncontrollable circumstances, such as icy roads or child care problems, will occasionally arise, causing absenteeism or lateness. After such an absence, it is the student's responsibility to contact the instructors and complete any required make-up assignments as outlined.

Students have ample time off from classes – often up to 10 weeks each academic year. Please use this time off for vacations and other personal occasions. Missing class due to a personal vacation or occasion is not an excused absence. Plan ahead. An online academic calendar is posted almost two years in advance. If you are unsure of when classes are in session, please see the Program Chair.

The student will be placed on Attendance Probation if absenteeism affects the ability of the student to meet course objectives or deadlines for assignments; or, if tardiness or absenteeism becomes habitual or a pattern develops. An appointment will be scheduled with the student to develop a contractual plan to improve attendance. Continued attendance problems can result in failure for the course or suspension.

Student attendance patterns will also be reflected on the final student evaluation for prospective employers.

## **School Closings**

In the event of inclement weather, DMACC students should listen to radio and television stations for possible school closing announcements. Students are strongly encouraged to sign up for DMACC alerts at: [https://go.dmacc.edu/SAFETY/Pages/dmacc\\_alert.aspx](https://go.dmacc.edu/SAFETY/Pages/dmacc_alert.aspx) . A decision will be made as soon as possible on school closings so that the word gets out in a timely fashion. However, weather conditions sometimes change very quickly, and school closing decisions are not made until conditions warrant the closing. Students should also check Black Board for announcements specific for MLT class cancellations.

## **Guidance and Counseling**

The instructors and the Program Director/Chairperson are available for academic and personal advisement. Depending on the student's needs, the student may be referred immediately to the Counseling department. Conferences regarding student's progress may be requested by the student or instructor. Information shared is kept confidential.

There are specific exceptions when Counselors and staff members are legally bound to break confidentiality. These exceptions are:

- The counselor or staff member reasonably suspects that a child under the age of 18 is being abused or neglected;
- The counselor or staff member reasonably believes you may be at risk to harm yourself; or
- The counselor or staff member reasonably believes you may pose an imminent risk of harm to others.

Professional counseling services are also available to any student who may be experiencing school or personal problems.

<https://go.dmacc.edu/counseling/Pages/welcome.aspx>

## Health

At their own expense, students must have obtained their required immunizations and/or tests prior to beginning phlebotomy or as requested by the Program Director/Chair. Students will not be permitted to perform phlebotomy, attend clinical experiences, or clinical practicum until all required health forms are completed and submitted. Changes in health status after completion of health form must be reported to Program Director/Chair. **Students are required to inform their Instructor(s) of any condition/disease that may relate to precautions being taken to safeguard the student and/or peers.**

Students who are ill should remain at home until well and contact their personal physician if necessary. Notify the Program Director/Chair, Instructor or Clinical Site about any tardiness or absence. The Program Director/Chair may request a verification from the physician that the student is ready to return to class and/or clinical.

A prolonged absence and/or limitations identified by the student's physician will be evaluated by the faculty to determine if learning experiences can be modified and objectives met within time constraints. If the student, with reasonable accommodation, is unable to perform any essential function in a safe and successful manner, they will be required to withdraw from the program.

Like HIV, Hepatitis B Virus (HBV) is a blood borne disease with serious implications for health care workers. Due to accidental exposure risks and because HBV is preventable by immunization, students are required to be vaccinated for Hepatitis B. This immunization series should begin as soon as possible after being accepted into the MLT program.

A student who becomes ill or injured will be responsible for the costs incurred. It is recommended that students obtain health insurance. A physician and nurse are available on the DMACC campus at scheduled times (see current postings). Services are free to DMACC students.

### **Labs**

Labs are an integral part of the MLT courses. Students are to assist in maintaining a clean, neat, and safe environment by putting away used supplies/equipment, cleaning work stations, following OSHA guidelines, and by adhering to College regulations regarding no eating or drinking in the lab. Food will be allowed in the classroom for authorized special activities only. Students must also NOT apply make-up or lip balm, or handle contact lenses in the MLT classroom/lab. Additional rules and regulations may apply for different MLT classes (see specific course syllabus), as well as at cooperating sites and clinical affiliates.

Students will learn the venipuncture and dermal puncture technique, and will be performing invasive procedures. Students will also “be” patients for invasive procedures as part of the educational process.

### **Skill Check-Offs**

Students must be prepared to perform skill check-offs on entry level MLT competencies as scheduled in labs. It will be considered an unsatisfactory check-off attempt if a student fails to come prepared and at the scheduled time without prior notification to the lab instructor. A student needing to repeat a check-off will receive a grade reduction. No more than three attempts at a check-off will be allowed. Lab instructors will keep a competency file for each student's check-off sheets. This file will be the documentation that all required skills have been achieved. Students may review their files at any time.



### **Grooming and Uniform Dress Code**

Students must follow general lab rules, including those listed in individual course syllabi. Students are also expected to follow College policies concerning the wearing of non-offensive material.

#### Labs

Students must follow these rules, as well as those included in individual course syllabi:

1. Hair must be pulled back off the face.
2. Facial hair must be worn in such a manner that it will not obstruct activities.
3. **NO:** food, drink, gum, applying make-up or lip balm, handling contact lenses, injecting or orally taking medications in the MLT classroom/lab
4. Students are required to wear a lab coat when performing labs. Closed-toe leather shoes are to be worn when in labs.
5. Lab coats should **NOT** be worn outside the lab.

#### Clinical Visits and Practicum

Although fashion trends in dress, accessories, hair color and hair styles are part of a student's personal life, these same trends can be seen as less than professional by the public and detract from their perception of the student's capability to practice safely. Therefore, MLT students' dress and appearance for clinical experience and practicum must be professional. Grooming and dress code policies are based on the following standards:

- Client safety:  
Tissue integrity – patients are to be protected from tissue damage from fingernails, jewelry, etc.  
Infection control – patients are to be protected from known sources of infection, actual or potential
- Professional Demeanor – MLT students are expected to represent themselves, DMAACC, and the clinical laboratory in a professional manner
- Compliance – DMAACC has an obligation to comply with the dress code standards of any clinical affiliates or agencies we contact for experience

The following is not meant to be all-inclusive, and any questions or concerns are to be brought to the Program Director/Chair. Agency and/or clinical affiliate policy supersedes school policy if the requirements are more stringent.

1. Meticulous grooming and daily personal hygiene are essential because of close proximity to patients and others.
2. Hair must be clean, worn off the face and shoulders.
3. Facial hair must be clean, trimmed, and worn in such a manner that it will not obstruct activities.
4. Makeup is to be natural/subtle, and nails well-manicured as to not tear gloves.
5. Odors of any kind may be offensive to patients. Products with strong odors (e.g., perfumes, tobacco, etc.) must be avoided when in uniform or while working in clinical.
6. **NO:** food, drink, gum, applying make-up or lip balm, handling contact lenses, injecting or orally taking medications in the lab
7. Jewelry must be worn sparingly – in some clinical sites only a wedding ring and wristwatch is allowed. For pierced ears, small, simple posts may be worn. This is for the safety and protection of the student. No other facial or body piercings must be visible.
8. Tongue rings or posts may **NOT** be worn as they often prevent the student from speaking clearly or professionally.
9. Closed-toe leather shoes are to be worn. Canvas shoes are **NOT** acceptable.
10. The dress code for clinical practicum is usually clean street clothes. **NO:** T-shirts, shirts with printed messages, shorts, jeans.

Students will be suspended from the clinical practicum area for continued failure to adhere to grooming and dress expectations. Follow the policy for the clinical rotation for more specific guidelines.

### **Technology/Cell Phone Policy**

<https://go.dmacc.edu/handbook/polprocedures/Pages/cellphone.aspx>

Cell phones must be in the OFF or SILENT position during class. Students who are expecting emergency calls should notify the Instructor. Students should NOT receive or make calls, text messages, or other communication during class. This behavior is rude, unprofessional, and distracting to instructors and fellow students.

Only emergency messages will be taken by the secretary and relayed to the student between classes. Students are to use public pay telephones, their own cell phone, or a peer's cell phone to make phone calls. **Do NOT ask to use an Instructor's phone for personal reasons.**

Students without their own phone must identify a telephone number where messages can be received from the MLT Program faculty and responded to promptly by the student.

### **Medical Laboratory Club**

The MLT students can organize and obtain funding from the Student Activities board for Club activities. These activities include social functions for club members, humanitarian services to others, and educational activities. The Club needs the support, enthusiasm, and involvement of all students to be successful. All MLT students are encouraged to become student members of the DMACC-sponsored club, as well as of the professional organizations, the American Society for Clinical Laboratory Science (ASCLS) and the American Society for Clinical Laboratory Science – Iowa chapter (ASCLS-IA).

### Scholastic Requirements

1. Refer to the College Catalog; or, for Program academic requirements, access [http://catalog.dmac.edu/preview\\_program.php?catoid=5&poid=850](http://catalog.dmac.edu/preview_program.php?catoid=5&poid=850)
2. Successfully check off on required skills.

In the event a student fails to successfully complete a check-off on a skill, he or she must repeat the check-off at a time designated by the instructor. Skills must be repeated within the stated time period and attempted up to a maximum of three (3) total attempts. Failure to successfully complete any skill within the stated time frame will lead to a failing grade in that Medical Laboratory course.

3. Students taking a course with a Medical Laboratory acronym (MLT) must achieve a grade of "C" or better to progress onto the next course in the sequence.
4. Continuation in the program is dependent upon the successful completion of all courses in the sequence identified. Should students not complete or fail a required course, they must drop to a part-time status. The Program Director/Chair should be contacted by the student for advisement.
5. A *Student Action Report* will be processed for unsatisfactory class and/or practicum performance or if the instructor is unable to evaluate the student's performance due to absenteeism. Refer to each individual course syllabus for specific requirements.

### Grading Policies

1. The grading scale and designations used by the Office of Student Records and Services in recording academic work on the official transcript are identified in the College Catalog.
2. Medical Laboratory course grades are based on the following range of percentages:

A – 93.0 to 100 = 4.00 Grade Point Average  
B – 86.0 to 92.999999999 = 3.00 Grade Point Average  
C – 78.0 to 85.999999999 = 2.00 Grade Point Average  
D – 70.0 to 77.999999999 = 1.00 Grade Point Average  
F – ≤ 69.999999999

3. All course work must be completed by established deadlines.
4. Students who have concerns about course exams and evaluation procedures are expected to PROMPTLY discuss their concerns with the appropriate instructor.
5. **THERE ARE NO OPTIONS FOR EXTRA-CREDIT WORK OR REPEATING OF EXAMS OR PAPERWORK TO RAISE COURSE GRADES, EITHER DURING OR AT THE END OF THE COURSE.**

### Testing

1. All books, notes, etc., will be removed from the writing area. There will be no loose papers or open books at any place at your desk.
2. There will be no talking from the time that distribution of test papers begins until all students have completed their exam.
3. Cellular phones may **NOT** be used as calculators.

### Test Makeup

Students are expected to take tests as scheduled. Make up testing is to be used for illness or extreme circumstances. See individual course syllabi.

1. Students are to make arrangements with their instructor for taking the missed exam.
2. **ALL make-up tests and lab practicals – taken before or after the scheduled time – will receive a 10% penalty** off the total number of points regardless of the reason missed.
3. Tests may not be scheduled during the student's class hours.
4. Faculty will monitor test absenteeism and restrict makeup testing if the privilege is abused or used excessively.
5. A *Student Action Report* will be filed for any student who has not made up an exam according to guidelines, and the exam may be computed as "0" towards the course grade.

## Graduation Requirements

Diplomas are issued to MLT students with:

1. A grade of "C" or better in all Medical Laboratory Technician courses.
2. A passing grade in all required courses.
3. A minimum 2.0 cumulative grade point average in the MLT Program.

## Graduation Application

Students planning to graduate must file a *Graduation Application* with the Credentials and Graduation office. A student is considered a candidate for graduation only after proper completion and filing of the *Graduation Application* form. Students will then receive OFFICIAL notification of their status on meeting graduation requirements.

## Withdrawal

The Program Director/Chair should be consulted when a student is considering withdrawing from the program. To withdraw from a course, the student must drop any courses by the designated semester drop date.

One or more faculty members of the MLT Program may recommend the withdrawal of any student whose health, conduct, or academic performance makes it inadvisable for the student to continue preparation as a Medical Laboratory Technician.

If a student fails an MLT course, he or she will be withdrawn from the program and must complete a *Restart Application* to be readmitted to the MLT program. Students are only allowed to restart or be resubmitted to the program **ONE TIME**.

## Readmission and Special Starts

### Definitions

- A **“Re-start”** student is defined as the student who withdrew from or failed an MLT course and now wishes to return to the program.
- **“Stopping out”** describes a student who has chosen to delay progression in the program when they are in “Good Standing” (student has made satisfactory progress in the program to date).
- A **“Special Start”** student is defined as one who wishes to resume the MLT program after stopping out when they were in good standing.
- A seat must be available to Restart or Special Start.

The MLT Program allows students to restart one (1) time. If a student is not successful after one restart, progression is stopped and re-entry to the program denied. The student is no longer eligible to be in the MLT program.

Students seeking re-admission must recognize that knowledge and technology change rapidly. This results in on-going revisions in curriculum and professional requirements. Students are advised to contact their Program Chair, Counselor, or Academic Advisors for current requirements. Students seeking readmission to the program may be required to meet additional requirements which could include starting at the beginning of the Program even though the curriculum is the same.

There is never a guarantee of readmission to the MLT Program. Factors that influence whether a student will be considered for readmission include, but are not limited to:

- a. follow-through and completion of recommendations and restart requirements made by faculty and/or Program Chair at time of withdrawal or student’s request for readmission.
- b. specific reason for the withdrawal.
- c. student conduct, academic and clinical performance during previous enrollment.
- d. health and attendance patterns.
- e. current program requirements.
- f. faculty recommendation
- g. space availability in the program or course

Students who have failed/withdrawn may be required to remediate skills or otherwise demonstrate competency for re-entry. A transition course or standardized tests may be required. Stipulations for student readmission are maintained on file. Restarts enter under the current catalog.

There is a limit of **ONE TIME** that a student may be readmitted to the MLT Program. An application for readmission can be denied.

Readmission will depend on space being available in the course. The student must have the Program Director/Chair's approval prior to registering.

If a student is unable to start the term identified on the restart application, the application will be cancelled, and the student will need to fill out a new form to apply for the next available starting time. Stipulations for readmission will be reevaluated against current program requirements.

If you have questions at any time or feel circumstances should warrant an exception to any of the policies outlined in this handbook, contact the MLT Program Director, Dean or Counselor.