

— DEPARTMENT OF —  
**MEDICAL LABORATORY  
S C I E N C E S**



**STUDENT  
HANDBOOK**

**2023–2024**

Medical Laboratory Technician  
Medical Laboratory Scientist



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# Welcome

Dear MLS Student,

Congratulations again on your acceptance into Weber State University's Medical Laboratory Sciences Program! You have chosen to be a part of Weber State University's unique and renowned MLS Program. The faculty and staff welcome you and wish you success in the MLS Program and in your college experience.

This handbook is designed to acquaint you with important information about the WSU MLS Program. Our goal is to have everything that you need to know about the MLS Department and Program in one place. We hope that after you read through it, you will use it as a reference when needed and that it will be a useful guide to you as you progress through the MLS Program. If you have a question about a department requirement, policy, etc., you should consult this handbook first. Also, if you have questions about the contents of this handbook, please contact the MLS Program Director or the MLS Department Chair.

We wish you all the best and look forward to our associations.

Best Regards,

*MLS Department Faculty and Staff*

## Department Key Contacts

**Matthew Nicholaou**

*DrPH, MT(ASCP)<sup>CM</sup>*

Department Chair &  
Associate Professor

Office: (801) 626-6204  
[matthewnicholaou@weber.edu](mailto:matthewnicholaou@weber.edu)

**Jaime Brown**

*BHA*

Administrative  
Specialist

Office: (801) 626-6118  
[jaimebrown2@weber.edu](mailto:jaimebrown2@weber.edu)

**Christy Achter**

*BS MLS(ASCP)<sup>CM</sup>*

BS MLS Online  
Coordinator

Office: (801) 626-6874  
[christyachter@weber.edu](mailto:christyachter@weber.edu)

**Ashely Wilkinson**

*BS MLS(ASCP)<sup>CM</sup>*

AAS MLT Online  
Coordinator

Office: (801) 626-6120  
[ashleywilkinson2@weber.edu](mailto:ashleywilkinson2@weber.edu)





## Introduction

The purpose of this handbook is to present policies, guidelines, and information concerning the Weber State University Medical Laboratory Sciences program. It is intended for use by students, faculty, and administration alike and is meant to complement rather than to replace or supersede the information given in the general University catalog.

### 1.2 PROGRAM MISSION STATEMENT

The mission of the MLS Department is to provide the highest standards of education to produce properly trained individuals who are ethical, customer service oriented, and prepared to take and pass appropriate certification exams in order to enter the medical laboratory workforce.

### 1.3 PROGRAM VISION STATEMENT

Our Vision is through quality education, our graduates will improve the health, quality of life, and wellbeing of the individuals they serve. The MLS program will serve the

community by providing medical laboratory education through the continual development of effective, contemporary curriculum with learning experiences using both traditional delivery as well as distance learning programs.

### 1.4 UNIVERSITY ACCREDITATION

The Northwest Commission on Colleges and Universities (NWCCU) accredits Weber State University. It also has professional accreditation in a number of specialized fields. For more information: [weber.edu/accreditation](http://weber.edu/accreditation).

### 1.5 PROGRAM ACCREDITATION

The Medical Laboratory Sciences AAS and BS degree programs are accredited by:

[National Accrediting Agency for Clinical Laboratory Sciences](http://www.naacls.org) (NAACLS)

5660 North River Road, Suite 720  
Rosemont, IL 60018-5119

Phone: 847-939-3597





### 1.6 PROGRAM LEARNING OUTCOMES

Upon successful completion of this program, students will be able to:

- Demonstrate knowledge of theory underlying laboratory testing using analytical, interpretive, and problem solving skills. (MLT/MLS)
- Apply mathematical calculations to laboratory situations. (MLT/MLS)
- Perform laboratory procedures from simple to complex, including specimen collection and processing, analysis, interpretation, and use of quality assurance procedures. (MLT/MLS)
- Correlate laboratory theory and terminology to practical laboratory work. (MLT/MLS)
- Gather additional laboratory data and apply problem-solving skills to solve problems/discrepancies. (MLT/MLS)
- Relate laboratory finding to common disease processes. (MLT/MLS)
- Demonstrate professional conduct and ethical behavior.(MLT/MLS)
- Demonstrate effective communications skills and behavior with colleagues in the program and in laboratory settings. (MLT/MLS)
- Demonstrate ability to oversee day-to-day operations to include hiring and technical supervision. (MLS)
- Demonstrate proficiency in basic research skills and statistical analysis. (MLS)
- Understand the role of other health care disciplines in patient diagnosis and successfully participate as part of the health care team. (MLS)

Upon graduation from the MLS Program, students are eligible to sit for the American Society for Clinical Pathology Board of Certification (ASCP BOC) national certification exam.

For information in this handbook on how to sign up for the exam, go to Student Resources, 5.10 Certification Exam.

Passing this exam is not a requirement for obtaining an AAS or BS MLS degree; however, inability to pass this exam may result in inability to obtain, or maintain, employment.

For the most up-to-date program outcomes, please see: <https://weber.edu/mls/programoutcomes.html>

### 1.7 PROGRAM GOALS

A. Support the goals and mission of Weber State University.

1. Assist the student in planning to meet the academic requirements for an Associates of Applied Science and/or a Bachelor of Science degree from Weber State University.
2. Maintain appropriate and adequate academic standards consistent with those of the University.
3. Provide the student with opportunities to accept the role as a professional, relate to those outside the medical community, grow personally, and adapt to change.





B. Support the goals and mission of Weber State University.

1. Provide the curriculum that will enable the student to:
  - a. Develop competence in the theoretical knowledge and technical skills necessary for proficient performance of clinical laboratory procedures to the best of their ability.
  - b. Participate in laboratory experiences that will fulfill requirements in the following areas:
    - Chemistry
    - Coagulation
    - Hematology
    - Immunology
    - Microbiology
    - Molecular Diagnostics
    - Phlebotomy
    - Specimen Processing
    - Urinalysis
  - c. Prepare for the national certification examination for the profession.
2. Provide well-qualified and motivated instructors.
3. Develop and use valid assessment tools.
4. Provide students with a broad educational background by using a variant of education resources and experiences.
5. Assist the student in developing techniques and attitudes for continuous professional development.

C. Provide opportunity for the student to become aware of the medical team and its responsibility for delivery of quality health care.

1. Provide the environment necessary to enable each student to develop



and demonstrate professionalism and concern for the patient.

2. Develop awareness of the role and responsibilities of the medical laboratory scientist as a member of the health care team.
3. Encourage interaction with persons from other medical disciplines in cooperative efforts in areas of education and development of the team concept.

#### 1.8 MLS FACULTY & STAFF

A current list of MLS Faculty and Staff can be found on our WSU MLS website: [weber.edu/mls/facultystaff.html](http://weber.edu/mls/facultystaff.html)

#### 1.9 COMMUNICATING WITH FACULTY & STAFF

**In-person Meetings with Faculty or Staff:** Faculty hold regular office hours during the week where students are free to walk-in for questions or advising. If a student would like to meet with Faculty outside regular office hours, they must make a prior appointment with the Faculty or Staff member directly or through the Department Administrative Specialist.

**Emailing Faculty or Staff:** Contact Faculty or Staff through email is preferred and the student should always use their Weber State University email account for communications related to their coursework or education. The student should always write emails in a



respectful and professional tone, as well as leaving a reasonable amount of time for a response.

## Essential Functions

### 2.1 PROGRAM AFFECTIVE OBJECTIVES

MLS students are expected to conduct themselves in a professional manner. During or after completion of MLS courses, students will be able to accurately or positively:

- Follow written and verbal instructions, as well as all program policies.
- Adhere to established safety procedures.
- Maintain attendance and punctuality for classes and assigned laboratory sessions.
- Display honesty, reliability and integrity when performing laboratory procedures.
- Display ethical conduct during classes and in interactions with instructors, other students, patients, and additional members of the healthcare team.
- Display interest and motivation for class/labs.
- Maintain good interpersonal relationships with instructor(s), other students, patients, and additional members of the healthcare team.
- Organize tasks and maintain a clean work area.
- Accept constructive feedback given in the educational environment.
- Maintain confidentiality of patient information and test results.
- Utilize laboratory equipment and supplies for the purposes intended.

These effective objectives will be evaluated by faculty/instructors during the academic year. Unprofessional or unethical behavior

will be grounds for dismissal from the MLS program.

### 2.2 CAREER ENTRY COMPETENCIES FOR MLS GRADUATES

After successful completion of Weber State University's Medical Laboratory Science Program, graduates will be able to:

- Prepare human samples for analysis. Storage of transport samples for analysis using appropriate preservation methods.
- Follow prescribed procedures, and with adequate orientation, perform routine testing in chemistry, microbiology, immunology/serology, immunohematology, hematology, hemostasis, molecular testing and other emerging diagnostic testing.
- Operate and calibrate clinical laboratory instruments or equipment after proper orientation.
- Troubleshoot and correct basic instrument malfunctions. Refer serious instrument problems to a senior laboratorian or a supervisor when necessary.
- Prepare reagents or media from a prescribed procedure. This includes calculating necessary computations, using an analytical balance, and adjusting the pH if necessary.
- Evaluate media, reagents, and standards according to established criteria.
- Conduct established quality control procedures on analytical test equipment, reagents, media, and products; evaluate results of quality control and implement corrective action when indicated.
- Establish basic quality control procedures, confidence limits, and normal ranges for new procedures or methods.





- Perform comparison studies on new or existing procedures, and report results according to conventional scientific formats.
- Assess the reliability of laboratory results through correlation of data with common physiological conditions.
- In prescribed instances, indicate the need for additional laboratory testing for definitive diagnostic information.
- Provide clinical orientation and supervision for students and new or less skilled laboratory personnel. Lecture or provide class demonstrations.
- Practice established safety measures.
- Inform superiors of flagged activities, including unusual patient data or results.
- Actively engage in continuing education to maintain and grow in professional competencies.
- Present effective in-service continuing education sessions when asked.
- Apply managerial/supervisor skills for completion of projects as assigned.
- Comply with all applicable regulatory statutes.
- Practice quality assurance and performance improvement techniques for optimum laboratory analysis.
- Manage laboratory operations and human resources to ensure cost-effective and high-quality laboratory services.
- Communicate effectively with members of the healthcare team, external relations, and patients.
- Evaluate research and published studies to keep informed of new techniques and procedures.

- Utilize information management to provide timely and accurate reporting of laboratory data.
- Behave in a professional and ethical manner.
- Maintain the patient as the focus for providing quality laboratory services.

### 2.3 ESSENTIAL FUNCTIONS

The following are non-academic requirements for the MLS Program at Weber State University comprising the physical, emotional, observational, verbal, behavioral, and intellectual characteristics necessary for the MLS professional. These functions parallel the essential functions, or task-based criteria, that employers define and expect of laboratorians when they are hired. Students will be continually evaluated for their ability to meet these standards throughout the professional curriculum.

#### 2.3.1 Essential Functions of Observation

1. Read and comprehend text, numbers and graphs displayed in print and on a video monitor.
2. Operate a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
3. Characterize the color, odor, clarity and viscosity of biologicals, reagents, or chemical reaction products.
4. Observe laboratory demonstrations in which biologicals (i.e. body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological and histochemical components.



### 2.3.2 Essential Functions of Movement

1. Move freely and safely about a laboratory.
2. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
3. Travel to clinical laboratory sites for clinical experience.
4. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing over several hours.
5. Lift and move objects (up to 50 lbs.).
6. Maneuver phlebotomy and culture acquisition equipment to safely collect valid laboratory specimens from patients.
7. Possess sufficient upper body muscle coordination and adequate dexterity to handle body fluid specimens, biohazards, chemical hazards and instruments safely in order to prevent harm to self or others.
8. Control laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.
9. Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate and transmit laboratory information.

### 2.3.3 Essential Functions of Communication

1. Read and comprehend technical and professional materials (i.e., textbooks, magazine and journal articles, handbooks, and instruction manuals).
2. Follow verbal and written instructions in order to correctly and independently

perform laboratory test procedures.

3. Clearly instruct patients, nurses and other non-laboratory personnel prior to specimen collection.
4. Maintain the confidentiality of patient information.
5. Communicate with faculty members, fellow students, staff, and other health care professionals verbally and in a recorded format (writing, typing, graphics, or telecommunication).
6. Independently prepare papers, laboratory reports, and take paper, computer and laboratory practical exams.
7. Communicate clearly in English, both orally and in writing, in a professional and tactful manner with patients, laboratory personnel, faculty, and other healthcare and non-healthcare members

#### 2.3.3.1 TOEFL Requirement for MLS students

All international students and any applicants educated outside the United States must demonstrate proficiency in English. Those whose native language is not English must submit an official score from the Test of English as a Foreign Language (TOEFL). Students applying for the MLS Program must meet the following language requirements:

- Internet-based TOEFL exam score of 83 with a 26 or higher on the speaking portion
- Paper-based TOEFL exam score of 570 with a TSE-A score of 50\*\*
- Computer-based TOEFL exam score of 220.

OR

- International English Language Testing System (IELTS)\* exam score of 6.5



OR

- Accuplacer score above 90, if Accuplacer score is below 90 student must complete the LEAP program AND English 1010 with a grade of “C” or above

OR

- Submit proof of earning a degree from a regionally accredited U.S. college or university at which English is the language of instruction. If this is not received, the TOEFL or IELTS score will be required.

\* TOEFL or IELTS scores must be less than 2 years old. Arrangements and costs incurred for the TOEFL or IELTS will be the responsibility of the student. Original TOEFL or IELTS scores should be sent in with the program application. Weber State University’s TOEFL code is 4941. (A report copy will only be accepted if it is made and signed by a notary public who authenticates the photocopy from the original document)

\*\* Students taking the paper-based TOEFL (PBT) exam must also take the TSE-A (Test of Spoken English-Academic)

*2.3.4 Essential Functions of Intellect*

1. Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression and critical thinking
2. Be able to exercise sufficient judgment to recognize and correct performance deviations.

*2.3.5 Essential Functions of Behavior*

1. Be able to manage the use of time and to systematize actions in order to complete professional and technical tasks within realistic constraints.
2. Be able to provide professional and

technical services while experiencing the stresses of task-related uncertainty (e.g. ambiguous test ordering, ambivalent test interpretation), emergent demands (e.g. “stat” test orders), and a distracting environment (e.g. high noise levels, crowding, complex visual stimuli).

3. Work independently and with others.
4. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.
5. Organize workspace and workflow.
6. Be flexible and creative and adapt to professional and technical change.
7. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
8. Adapt to working with unpleasant biological samples and chemicals.
9. Support and promote the activities of fellow students and of health care professionals.
10. Be honest, compassionate, ethical and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (e.g. participate in enriched educational activities).





## 3.0 MLS Program Offerings

### 3.1 PROGRAM OPTIONS

The MLS Department degree programs are organized into a "ladder" format, with the four-year curriculum divided into two programs, the Associate of Applied Science (AAS) MLS Program followed by the Bachelor of Science (BS) MLS Program. Each of these degrees is offered both as On-Campus and Online programs. Those interested in either the Online AAS or BS degree must be currently employed in, or have access to, a hospital or clinical laboratory to complete the clinical portion of the program.

### 3.2 ON-CAMPUS PROGRAM

#### 3.2.1 On-Campus Advising and Application

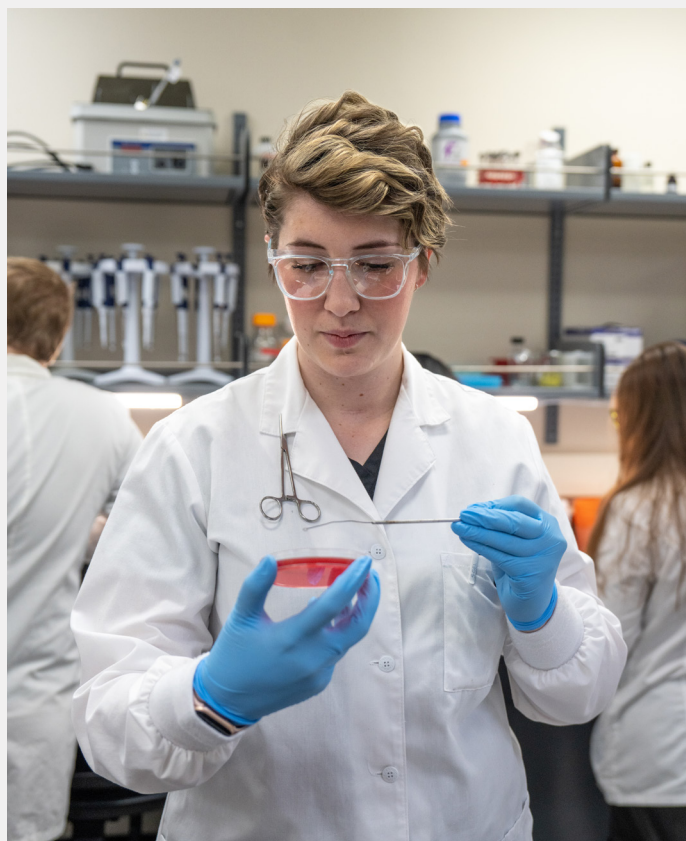
All students applying to the On-Campus AAS MLS program must meet with an MLS advisor prior to applying to the program. Please email [mls@weber.edu](mailto:mls@weber.edu) to schedule an appointment. The advisor will review student transcripts, review program prerequisites, and make recommendations on how to improve an applicant's qualifications. Strict pre-requisite requirements are critical for a competitive On-Campus program application. Once accepted to the program, academic advising appointments can be scheduled with the AAS or BS program director or other MLS faculty. The MLS program offers pre-med and pre-PA advising.

Applications for the On-Campus AAS or BS MLS program are available online from March 1 to April 1 for the upcoming fall semester. There is a non-refundable \$25 application fee, paid through the application. Applications are not accepted after April 1 for the coming fall semester. Upon receipt of student applications, students will be enrolled in a cohort Canvas course for the current academic year where further instructions and acceptance communication will take place. For more information on the application process and links, please see our website: [weber.edu/mls](http://weber.edu/mls).

#### 3.2.2 On-Campus Time Requirements to Complete Degree

Once a student is accepted into the AAS or BS MLS campus program, course work must be completed within one year for the AAS MLS program and two years for the BS MLS program. Please refer to 4.5 for the MLS program course expiration policy.

If a student is required to repeat a course, or expects to take longer than the allotted time, the student is required to re-apply to the program. This policy is necessary due to the limited number of seats available each year in the campus program. Submission of an application does not imply acceptance into the MLS course(s). Acceptance will depend on the ranking of the student in the application pool for that academic year and applications will be ranked along with all other applicants. If a student does not reapply, enrollment into the course(s) will not be allowed.







### 3.2.3 On-Campus Tracking Options

The On-Campus AAS and the BS MLS programs offer two learning tracks:

- Track I Laboratory Professional: for students intending to work as medical laboratory scientists or who intend to apply to physician assistant or other graduate schools. Positions are also available in industrial labs, education, medical sales, medical research, forensics, medical administration, cytology, histology, etc.
- Track II Pre-Professional: for those who intend to apply to medical, dental, or veterinary schools. This track will prepare students for their continuing education.

### 3.2.4 On-Campus Semester Plan Options for BS MLS Students

There are three course schedule options available to students once they have been accepted into the BS MLS program: a four-semester plan, three-semester plan, and an accelerated two-semester plan. See MLS website for information about the different semester options. The accelerated two-semester plan requires advising with the MLS Program Director prior to the application deadline and subsequent MLS Department approval.

### 3.2.5 On-Campus Student Documentation Requirements

On-Campus AAS and BS MLS programs require a criminal background check, drug screen, and immunization records of all accepted students. Refer to Canvas cohort course for information on ordering these screens and specific due dates. Students are responsible for the cost associated with these requirements.

The purpose of this policy is to help ensure a safe environment in student laboratories

and clinical enrichment sites, and to select students who exercise good judgment and ethical behavior. Court records are searched for any felony or misdemeanor at the state and national level as well as for other registry listings. The results are reported to the MLS clinical rotation coordinator and any issues are brought to the attention of the MLS department chair and program director. If the background check reveals convicted criminal actions or the drug screen reveals the presence of a non-prescribed controlled substance, the student may be removed from the MLS program.

Background checks, drug screens, and immunization records are also used in the pre-screening process for clinical rotations. Clinical affiliates may refuse to accept a student for clinical rotations who have a criminal record, regardless of whether or not the MLS program allows the student to complete the program. The MLS Department makes no guarantees that a student with a criminal record can be placed in a clinical rotation. A failed drug screen will preclude the student from participating in clinical rotations and may result in dismissal from the MLS Program.

The following immunizations are required:

- Hepatitis B- One of the following is required: 3 vaccinations OR a positive antibody titer (lab report OR physician verification of titer results required). If a series is in process, submit which have been completed in the series and new alerts will be created as a reminder to complete the series. If the titer is negative or equivocal, a new alert will be created as a reminder to receive 1 booster shot.
- Tetanus, Diphtheria & Pertussis (Tdap) - Submit documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.



- Varicella (Chicken Pox) - One of the following is required: 2 vaccinations OR positive antibody titer (lab report OR physician verification of titer results required) OR medically documented history of disease. If a series is in process, submit which have been completed in the series and new alerts will be created as a reminder to complete the series. If the titer is negative or equivocal, a new alert will be created as a reminder to receive 1 booster shot. History of disease from student or parent is acceptable instead of physician verification.
- Measles, Mumps & Rubella (MMR) - One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report OR physician verification of titer results required). If any titer is negative or equivocal, a new alert will be created to receive 1 booster shot.
- TB Skin Test- One of the following is required: 2 step TB Skin test (1-3 weeks apart) OR QuantiFERON Gold Blood test OR if positive results, provide clear Chest X-Ray results. All documentation must be administered within the past year.
- Influenza- Submit documentation of a flu shot administered during the current flu season.

AAS MLS students who continue on to the BS MLS program will be required to repeat a background check and drug screen and maintain all required immunization records.

#### 3.2.5.1

All immunization exemption requests must go through the exemption request process by filling out this form ([https://weber.co1.qualtrics.com/jfe/form/SV\\_2b4CGsjrZ3mQfIj](https://weber.co1.qualtrics.com/jfe/form/SV_2b4CGsjrZ3mQfIj)). Students should be aware that exemption requests may take weeks to process and, therefore and may impede their ability to

attend clinical sites. Students will be unable to attend clinical until the exemption has been granted. Students should be aware that some clinical partners do not accept immunization exemptions. Therefore, students should understand that the declination of the COVID-19 vaccination, or any vaccine, may, at a minimum, prolong the completion of the program and at a maximum, result in the indefinite inability to successfully meet the requirements of completion for the program. In addition, exemptions may require alternative health/safety measures on a case-by-case basis, depending on the clinical placement and type of exemption.

#### 3.2.6 On-Campus Clinical Rotations

In addition to the weekly lab hours completed in our simulated labs on campus, On-Campus program students are required to participate in a two-week clinical rotation during the summer following the second and third year of the MLS program as long as all academic requirements have been successfully met. The MLS Department is charged with scheduling campus student rotations with local and rural clinical affiliates.

As part of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accreditation regulations, no student may engage in service work during his/her clinical experience. All laboratory test results generated by students during their clinical hours must be directly supervised by clinical laboratory staff. While the student is performing their clinical hours, they must be performing duties as a student, and not an employee. Definition of Service Work: Providing or generating results of clinical tests on patient samples without direct supervision of clinical staff or supervisor managers which exceeds the expected component required for the educational process.



### 3.3 ONLINE PROGRAM

To be eligible for the Online AAS or BS MLS program, students must be working in, or have access to, a certified laboratory. The laboratory must be willing to support the student with clinical hours throughout the Online program. Online students are responsible for securing and maintaining clinical support for the duration of the program. The MLS program does not assist with clinical placement.

#### 3.3.1 Online Advising and Applications

Prior to applying to the Online AAS or BS MLS Program, students may find it helpful to work with one of the MLS online coordinators, who will serve as the student's advisor. The advisor will review student course articulation and make recommendations on how to improve an applicant's qualifications for admissions into the Online AAS or BS MLS Program. The advisor will update the student's major and create an academic plan. The list of online program contacts can be found on our website: [weber.edu/mls/contactpage.html](http://weber.edu/mls/contactpage.html).

Fall program applications are due by May 1, Spring program applications are due by September 1, and Summer program applications are due by February 1. A statement of support is required and must be uploaded to the Online MLS application indicating that the student has clinical support from an accredited laboratory for the clinical portion of the program. Applications received without a completed

statement of support will not be considered for acceptance. The application also includes a non-refundable \$95 application fee paid through the application. For more information on the application process and links, please see our website: [weber.edu/mls](http://weber.edu/mls)

Once the application cycle is closed, a preliminary review will be completed within 1-3 weeks and the student will be notified of the status of their application: complete or incomplete. Complete applications will be moved to the final review phase where the MLS Department establishes an affiliation agreement with the supporting facility.

The affiliation process can take a minimum of eight weeks to complete. Once the affiliation is completed and all academic criteria met, a student will be notified of acceptance via their WSU student email and notified of any student requirements such as submitting immunization records or completing background checks and drug screens. All student requirements must be completed prior to registering for MLS program courses.

#### 3.3.2 Online Time Requirement to Complete Degree

Once a student is accepted into the Online AAS or BS MLS program, course work must be completed within seven semesters for an Online AAS MLS student and nine semesters for an Online BS MLS student.

Students should expect to take program classes each semester until degree completion. If a student needs to take a semester off from classes, they should consult with their MLS advisor prior to the absence. Once accepted to the MLS program, an absence of classes for three consecutive semesters may result in the student being removed from the program. Once removed, the student may be re-quired to reapply to the MLS program. Please refer to 4.5 for the MLS program course expiration policy.



### 3.3.3 Online Student Documentation Requirements

As a condition of completing clinical rotations, Online MLS students may be required to complete a background check, drug screen, physical exam, submit immunization records and proof of insurance or purchase subscriptions to clinical placement programs. Any clinical requirements will be stipulated in the affiliation agreement with WSU and the student's clinical site. All requirements must be met before the student completes any clinical hours with the clinical site.

Upon acceptance to the Online MLS program, the student will be given a list of clinical requirements to complete. In general, most clinical facilities require the following immunizations to be on file with the school:

- Hepatitis B- One of the following is required: 3 vaccinations OR a positive antibody titer (lab report OR physician verification of titer results required). If a series is in process, submit which have been completed in the series and new alerts will be created as a reminder to complete the series. If the titer is negative or equivocal, a new alert will be created as a reminder to receive 1 booster shot.
- Tetanus, Diphtheria & Pertussis (Tdap) - Submit documentation of a Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.
- Varicella (Chicken Pox) - One of the following is required: 2 vaccinations OR positive antibody titer (lab report OR physician verification of titer results required) OR medically documented history of disease. If a series is in process, submit which have been completed in the series and new alerts will be created as a reminder to complete the series. If the titer is negative or equivocal, a new alert will be created as a reminder to receive 1

booster shot. History of disease from student or parent is acceptable instead of physician verification.

- Measles, Mumps & Rubella (MMR) - One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report OR physician verification of titer results required). If any titer is negative or equivocal, a new alert will be created to receive 1 booster shot.
- TB Skin Test- One of the following is required: 2 step TB Skin test (1-3 weeks apart) OR QuantiFERON Gold Blood test OR if positive results, provide clear Chest X-Ray results. All documentation must be administered within the past year.
- Influenza- Submit documentation of a flu shot administered during the current flu season.

#### 3.3.3.1

All immunization exemption requests must go through the exemption request process by filling out this form ([https://weber.co1.qualtrics.com/jfe/form/SV\\_2b4CGsjrZ3mQfli](https://weber.co1.qualtrics.com/jfe/form/SV_2b4CGsjrZ3mQfli)). Students should be aware that exemption requests may take weeks to process and, therefore and may impede their ability to attend clinical sites.







Students will be unable to attend clinical until the exemption has been granted. Students should be aware that some clinical partners do not accept immunization exemptions. Therefore, students should understand that the declination of the COVID-19 vaccination, or any vaccine, may, at a minimum, prolong the completion of the program and at a maximum, result in the indefinite inability to successfully meet the requirements of completion for the program. In addition, exemptions may require alternative health/safety measures on a case-by-case basis, depending on the clinical placement and type of exemption.

#### 3.3.4 Online Program Clinical Rotations

Clinical hours for the Online program are completed concurrently with the program course, ex: the semester a student is enrolled in the hematology course, clinical hours in a hematology lab are required. Minimum clinical hour requirements can be found on our MLS website at [weber.edu/mls/labcompetency](http://weber.edu/mls/labcompetency).

As part of the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accreditation regulations, no student may engage in service work during his/her clinical experience. All laboratory test results generated by students during their clinical hours must be directly supervised by clinical laboratory staff. While the student is performing their clinical hours, they must be performing duties as a student, and not an employee. Definition of Service Work: Providing or generating results of clinical tests on patient samples without direct supervision of clinical staff or supervisor managers which exceeds the expected component required for the educational process.

If a student voluntarily or involuntarily leaves their supporting laboratory, or wishes to change the location of their supporting laboratory during the program, a new

statement of support must be submitted before registering for any MLS courses. The student should also notify their MLS advisor immediately. Failure to notify your MLS advisor of a change in clinical support may result in a delay in academic progress. Online students are responsible for securing and maintaining clinical support for the duration of the program. The MLS program does not assist with clinical placement.

#### 3.4 AAS AND BS MLS COURSE REQUIREMENTS

For a list of course requirements for the AAS and BS MLS program, please see WSU's catalog under majors and minors: [catalog.weber.edu](http://weber.edu). This is also where individual course descriptions can be found.

#### 3.5 MEDICAL LABORATORY ASSISTANT CERTIFICATE COURSE



The Medical Laboratory Assistant (MLA) certificate course is offered as a stand-alone course available On-Campus and Online. This course is a great stepping-stone towards the MLT program for students interested in starting their career in laboratory sciences. After successful completion of this course, the student will receive a WSU MLA certificate. Students will also be eligible to sit for the MLA (ASCP) exam via route 6 in conjunction with six months full-time work experience. Visit our website for more information: [weber.edu/mls](http://weber.edu/mls).



### 3.6 STATE AUTHORIZATION AND LICENSURE

The MLS programs at Weber State University are accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). After students graduate from our programs, they are eligible to take the corresponding board of certification (BOC) exam through the American Society for Clinical Pathology (ASCP).

However, PLEASE BE AWARE, that we do not assist with state licensure, it is the student's responsibility to ensure that they meet the additional requirements of their state health department to practice in their state. We recommend reaching out to your local health department to inquire about any additional requirements outside of the ASCP certification.

Please visit [WSU State Authorization](#) site for more information.

### MLS Departmental Policies

#### 4.1 STUDENT LABORATORY DRESS CODE

Students should be respectful of peers and instructors by practicing daily hygiene. Hair, teeth, body, and clothes should be clean. Clothes should also be in good condition and appropriate for the laboratory or lecture setting. (For example, no open-toed shoes are permitted in the student laboratory.) Deodorant should be used. Note that long hair should be tied back to avoid interfering with the performance of laboratory procedures. Personal protective equipment (PPE's) should be worn at all times in campus laboratories. PPE is de-fined as protective equipment or clothing designed to protect the wearer's body from injury or ill-ness. This includes, but is not limited to, gloves, eye protection, closed toed footwear, pants or garment that covers legs and ankles, and a laboratory coat. Gloves should be changed when necessary (visibly soiled, torn, etc.) and disposed of in the biohazard waste. Never reuse gloves.

The MLS Department student dress code for On-Campus program students is as follows:

- Personal protective equipment (PPE's) should be worn at all times in campus laboratories. PPE is de-fined as protective equipment or clothing designed to protect the wearer's body from injury or ill-ness. This includes, but is not limited to, gloves, eye protection, closed toed footwear, pants or garment that covers legs and ankles, and a laboratory coat. Gloves should be changed when necessary (visibly soiled, torn, etc.) and disposed of in the biohazard waste. Never reuse gloves.
- A laboratory coat must be worn at all times when students are in the laboratory and it must be buttoned or snapped at all times. Lab coats are to be worn only in the laboratory (no lab coat in the classroom, restroom or drinking fountain). Lab coats are to be stored on designated coat racks in the MLS laboratory. Students should have a designated pen and permanent marker that is to be kept with the lab coat and to be used in the laboratory only. Students should wash lab coats once or twice a semester, when it becomes visibly dirty, or as hygiene necessitates washing. Student identification badge should be displayed on lab coat at all times.
- In laboratory work where safety is a prime consideration, clothing should cover as much of the body as possible. Long pants or scrubs are required, and must touch the top of shoes. Shorts, skirts, or capris are never allowed (even during warmer months). Shoes cannot have open-toes, open-heels, or perforations.



- Long hair can present a biohazard risk and should be kept tied back during the lab to prevent it from falling into any material the student may be working with. Hats of any type (baseball caps, beanies, etc.) may not be worn in the laboratory.
- Jewelry may be worn with discretion and consideration of safety precautions. Dangling chains, necklaces, and bracelets can be dangerous and should



not be worn. Excessive jewelry should not be worn in the laboratory.

- All clothing should be clean and neat in appearance and students should practice good personal hygiene.

A student who is not compliant with the MLS Department dress code will be given a zero for the laboratory activity that day and if a student does not comply with the dress code more than twice a semester, they will fail the laboratory portion of the associated course. Any MLS Faculty or Staff may identify a student who is not compliant with the dress

code.

Online program students should follow the dress code policy of their supporting laboratory.

#### 4.2 LABORATORY SAFETY STANDARDS

Each student is responsible for becoming knowledgeable regarding the expectations and policies of the MLS program.

Since medical history and examination cannot reliably identify all patients infected with blood borne or other transmissible pathogens, Blood and Body Fluid Standard Procedures are adhered to at all times. (Standard Precautions)

- All health care workers must routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with any blood or body fluids may be anticipated.
- Gloves must be worn when handling specimens, items or surfaces soiled with blood or body fluids, when performing specimen collection procedures, or any time when exposure may occur.
- Hands must be washed immediately after gloves are removed. Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with blood or other body fluids.
- All health care workers must take precautions to prevent injury caused by needles and other instruments or devices during procedures. Appropriate engineering controls, personal protective equipment (PPE's), and safe work practices should be used at all times. To prevent needle stick injuries, needles should never be recapped, purposely bent or broken, removed from syringes, or otherwise manipulated by hand. Needle safety devices should be engaged as soon as possible.



- Laboratory work involves dealing with chemical reagents and other hazardous materials. For this reason, all students are required to wear face protection and gloves while working in designated areas of the laboratory.
- Weber State University adheres to Blood and Body Fluid Standard Procedures (Standard Precautions). Instructors will outline specific course/department requirements as needed. It is required that students are trained in the details of the Occupational, Safety and Health Administration (OSHA) Blood Borne Pathogen Standards and Safety. This will be introduced in MLS 1113 Introduction to Laboratory Practices, and compliance will be expected thereafter. Appropriate documentation will be kept for each student. The University Safety Policies can be found here: [www.weber.edu/EHS/writtenprograms.html](http://www.weber.edu/EHS/writtenprograms.html).
- Training that involves invasive procedures such as phlebotomy will occur only under the direct supervision of an instructor. Once the student has demonstrated appropriate proficiency he/she may perform additional procedures under the indirect supervision of an instructor.

4.2.1 WSU Bloodborne Pathogens Post-Exposure Procedures

The Environmental Health and Safety Department as WSU manages post-exposure procedures. For more information, please visit their website: [www.weber.edu/ehs](http://www.weber.edu/ehs). And for post-exposure procedure form and detailed procedure, visit: [weber.edu/EHS/Forms.html](http://weber.edu/EHS/Forms.html).

4.3 GRADING POLICY

The MLS Department follows the grading system of the university: [weber.edu/Records/](http://weber.edu/Records/)

[Grading System.html](#).

MLS Grading Rubric:

Grading Scale	Grade Points	Percentage (%)
A	4.0	93.0% - 100%
A-	3.7	90.0% - 92.9%
B+	3.3	86.0% - 89.9%
B	3.0	83.0% - 85.9%
B-	2.7	80.0% - 82.9%
C+	2.3	76.0% - 79.9%
C	2.0	73.0% - 75.9%
C-	1.7	70.0% - 72.9%
D+	1.3	66.0% - 69.9%
D	1.0	63.0% - 65.9%
D-	0.7	60.0% - 62.9%
E	0.0	Below 59.9%

4.4 COMPETENCY POLICY

The AAS and BS MLS Programs are based on the philosophy of competency-based education. It is essential that students acquire and demonstrate a minimum level of competency as a laboratorian. With this objective in mind, the MLS Department has the following competency requirements:

**The minimum passing grade for all MLS program courses is a “B-.”**

**Exam competency requirement:**

- A minimum competency level of 80% must be obtained on all course exams.
- If a score of 80% or higher is not achieved on an exam, the student will be required to take a re-take exam. The first exam score will be used for grading purposes.
- Failure to achieve an 80% or above on a retake exam will result in a final letter grade for the course being no greater than a "C+."





- If a student is required to retake more than half of the exams in a course (e.g. more than two retakes if the course has four exams, or more than three retakes if the course has five-six total exams, etc.), even if the retake exam scores are 80% or above, the final letter grade for the course will be no greater than a “C+”.
- A letter grade of “C+” or lower will require the student to retake the course in order to receive an AAS or BS degree in MLS.

#### Laboratory competency requirement:

- In addition to the exam competency requirement, students must obtain at least an 80% proficiency in the laboratory component that accompanies an MLS course.
- Failure to achieve an 80% or above in the overall laboratory grade for a course will result in a final letter grade for the course being no greater than a "C+."
- A letter grade of “C+” or lower will require the student to retake the course in order to receive an AAS or BS degree in MLS.
- If a student achieves an 80% on the laboratory competency portion of a course, but fails to pass the course overall, they may use the competency checklist when retaking the course. The student may use this competency checklist ONLY if they receive permission from the MLS professor AND if they retake the course in a consecutive semester.

#### 4.5 MLS COURSE EXPIRATION POLICY

Credit for MLS degree courses will count towards the degree for five (5) years from completion of the course. Any courses

completed outside that time frame will need to be repeated to meet program requirements.

#### 4.6 ACADEMIC PROBATION AND DISMISSAL POLICY

##### Academic Probation

Once accepted into the AAS or BS MLS Program:

- A student may be placed on academic probation if in two separate MLS courses, the student receives less than a “B-” as a final grade, and/or receives less than a “B-” twice for the same MLS course.
- An Unofficial Withdraw (UW) or Withdraw (W) in an MLS course is considered a failing grade and may trigger the above guideline to academic probation.
- Once a student is placed on academic probation, a “B-” or better must be maintained in each MLS course, or the student will be dismissed from the program.
- A student may be placed on academic probation if they are not on schedule to complete the AAS and BS degree programs in seven or nine semesters, respectively.
- Prior to being placed on probation, the MLS faculty will review and discuss the student's academic performance and make a formal decision as to whether probation is warranted.
- If a student is placed on academic probation, they will be notified by the MLS department chair through Weber email.



- The student will remain on academic probation until the degree is completed.

### Academic Dismissal

After being placed on academic probation, a student may be dismissed from the MLS Program based on academic performance if the student is unable to maintain a grade of “B-” or better in each MLS course. An Unofficial Withdraw (UW) or Withdraw (W) in an MLS course is considered a failing grade and may trigger the above guideline to academic dismissal.

- Prior to being dismissed, the MLS faculty will review and discuss the student's academic performance and make a formal decision as to whether dismissal is warranted.
- If a student is dismissed, they will be notified by the MLS department chair through Weber email.

#### 4.7 STUDENT CODE OF CONDUCT

##### 4.7.1 Cheating

WSU Policies and Procedures Manual (PPM) outlines unacceptable ethics and honesty in the academic setting, which also applies to the MLS clinical laboratories ([Student Code PPM 6-22-IV-D](#)).

The following activities are specifically prohibited:

A. Cheating, which includes but is not limited to:

1. Copying from another student's test,
2. Using materials during a test not authorized by the person giving the test (as an example - cell phones),
3. Collaborating with any other person during a test (or laboratory assignment)

without authority,

4. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part, the contents on any test (or laboratory activity), without authorization of the appropriate official,
5. Bribing any other person to obtain any test or test content,
6. Soliciting or receiving unauthorized information about any test,
7. Substituting for another student or permitting any other person to substitute for oneself to take an exam,
8. Copying or printing any part of an exam or quiz that is being taken through a proctor.

B. Plagiarism, which is the unacknowledged (un-cited) use of any other person or group's ideas or work. This includes purchased or borrowed papers.

C. Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;

D. Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;

E. Giving, selling, or receiving unauthorized course, lab results, or test information;

F. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise or activity;

G. Infringing on the copyright of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions.



#### 4.7.2 Academic Dishonesty, Sanctions, and Dismissal Policy

The MLS Department has a no tolerance policy to cheating. Graduates of the MLS Program will be working in the healthcare field where patient safety is paramount. The policy reflects the department's responsibility to the health care community to graduate students who are ethical and honest, without exception. If a student cheats in an academic setting, that behavior may possibly continue in the workplace and patient safety may be compromised.

If a violation of the Student Code of Conduct occurs (see above), the incident will be reviewed by the course instructor, the MLS department chair, the MLS program director, and the student. Depending on the severity of the incident, sanctions could result in a zero for the assignment/lab/quiz/test, an "E" for the course, or dismissal from the MLS program. All incidences of cheating are reported to the WSU Dean of Students and a report is placed in the student's MLS department file.

#### 4.7.3 Professional and Behavioral Conduct

In addition to the MLS Student Essential Requirements of Behavior, Weber State University Policies and Procedures Manual (PPM) outlines unacceptable professional and behavioral issues ([Student Code PPM 6-22](#)).

#### 4.7.4 Professional and Behavioral Probation and Dismissal Policy

If a violation of the WSU Student Code of Conduct - Professional and Behavioral policy occurs, the incident will be reviewed by the course instructor, the MLS department chair, the MLS program director, and the student. Depending on the severity of the incident, sanctions could result in probation or suspension from MLS classes, dismissal from the MLS Program, and/or dismissal from WSU. The student may be required to appear

before a WSU Student Code of Conduct hearing. All incidences of professional and behavioral misconduct are reported to the WSU Dean of Students and a report is placed in the student's MLS department file.

#### 4.7.5 Incident Report form

If a violation of the WSU Student Code of Conduct - Professional and Behavioral policy occurs, the incident will be reviewed by the course instructor, the MLS department chair, the MLS program director, and the student. Depending on the severity of the incident, sanctions could result in probation or suspension from MLS classes, dismissal from the MLS Program, and/or dismissal from WSU. The student may be required to appear before a WSU Student Code of Conduct hearing. All incidences of professional and behavioral misconduct are reported to the WSU Dean of Students and a report is placed in the student's MLS department file.

WSU PPM Student Code 6-22

VIII-Jurisdiction

#### **Student Grievances Against Faculty**

Grievances against an individual faculty member on grounds other than grading, course sanctions, academic dishonesty, or admission/standing in restricted enrollment programs shall be referred to the appropriate department chair, dean, vice president, or other responsible administrator for resolution according to the provisions of Section 9 of the PPM. Specific guidance with respect to this procedure should be obtained from the Due Process Officer. Individuals should submit their petitions as soon as possible but no later than six (6) months after the event or issue being contested. Where the interests of justice require, however, this time limit may be extended with the approval of the Due Process Officer. The student's petition must contain a statement of the relief sought (desired outcome) and a short account of the facts, reasons, and rationale to support the desired outcome.



## Student Grievances Against Staff/ Administration

Whenever possible, complaints or grievances should be resolved at the lowest level possible (ie: staff member, supervisor, director, etc.). If unresolved, grievances against an individual member of the University staff or administration should be referred to the vice president having supervisory jurisdiction over the subject matter of the complaint for resolution according to the provisions of the Student Code or other relevant portions of the PPM. (see PPMs 3-2, 3-14, 3-15 and 3-32). Specific guidance with respect to this procedure should be obtained from the Due Process Officer. For academic, professional and behavior issues, the MLS faculty involved will complete an **Incident Report Form**, which will be filed in the student's MLS department records. The form is also available for students to fill out and submit to faculty, program director, and/or department chair.

### 4.7.6 Children in the Classroom/Laboratory

In general, children, including infants, are not allowed at Weber State University except in certain areas and under certain circumstances. University facilities and courses are not designed for children. Children who are brought into classrooms by student-parents may disrupt the work of other students and the instructor.

Because of the special nature and purpose of classroom instruction at Weber State University, children are not allowed in classes unless prior approval is obtained from the instructor. If permission to bring the child into the class is obtained and the child becomes disruptive, the person responsible for the child must immediately remove the child from the classroom. If the person responsible for the child does not do so, the instructor has the right to require both parties to leave the classroom.

In emergency situations where prior approval cannot be obtained before coming to campus, the student shall seek approval before the start of class and abide by the decision of the instructor. If approval is not given, the student will not bring the child to class.

Furthermore, children must not be left unattended in halls or any other place on campus.

Under no circumstances are children allowed in the student laboratory, or left unattended anywhere in the vicinity of the laboratory. Student laboratories involve the use of hazardous materials and items that are considered dangerous. Laboratory workflow must not be impeded, therefore unattended children must never be present anywhere in the laboratory or surrounding areas.

### 4.8 APPEAL AND GRIEVANCE POLICY

If a student has been dismissed from either the AAS or BS MLS programs, a letter will be sent to the student from the MLS department chair with an explanation of the dismissal. The student will have the option to appeal the dismissal by:

- Submitting a formal appeal letter to the MLS department chair within 30 days of receiving the dismissal letter. The appeal letter is an opportunity for the student to provide information regarding their dismissal, express why they should be allowed to continue in the MLS Program and present a plan that will address the dismissal issue if allowed to resume MLS course work. The MLS faculty will make a decision to either uphold the dismissal or allow the student back into the program on a probation status. The student will be notified of that decision within five working days to their Weber State email from the MLS Department Chair.





- If the appeal is denied by the MLS Department, the student has the option to request a review by the Dumke College of Health Professions (DCHP) grievance committee. The committee is composed of five to seven DCHP faculty members from various departments within the college and one DCHP student representative. If granted a hearing, the student will again be given the opportunity to express to the committee why they should be allowed to continue in the MLS Program and present a plan that will address the dismissal issue. The DCHP grievance committee will respond to the student with a recommendation to the MLS department chair. Note that this is a recommendation only and the MLS Department will consider the committee’s comments.

**4.9 STUDENT RECORDS AND PRIVACY RIGHTS**

The Family Education Rights and Privacy Act (FERPA) guarantees to University students certain rights regarding their official records maintained by the University. Students, both current and former, have the right to inspect and review their educational records. Official educational records are maintained in the Office of the Registrar. Educational records are:

- Records -- handwriting, print, computer, videotape, audiotape, film, microfilm, microfiche or e-mail – of an institution that
- Contain information directly related to the student and
- Are maintained by an agency or institution or party acting on its behalf.
- Education records do not include
- Records/notes in sole possession of maker not accessible or revealed to any other person except a temporary substitute

- Medical records
- Employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment
- Records created and maintained by a law enforcement unit used only for that purpose, is revealed only to law enforcement agencies of the same jurisdiction, and the enforcement unit does not have access to education records
- Information on a person that was obtained when no longer a student (i.e., alumni records) and does not relate to the person as a student

The FERPA Act also requires that the University forbid the release of personally identifiable student records or information without the written consent of the student (except “directory information” unless the student refuses permission). Directory information is information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. WSU has designated the following student information as directory information (personally identifiable information) that it may disclose to the public without the consent of the student: name, address, telephone number, major (program of study), dates of attendance, degree(s) received, full-time/part-time status, and honors received.





The MLS Department also maintains records on students who have applied to the MLS Program, and an individual file on each student that has been accepted into the Program. Files contain information such as program applications and acceptance letters, incident reports if any, and acknowledgement of having read MLS student handbook.

#### 4.10 STUDENT EMAIL POLICY

The preferred method of emailing between the MLS faculty/staff and students is the mail.weber.edu system. One exception to that is a student can email a faculty from within Canvas. There are many notifications that the MLS Department sends to students that require attention, and it is the department's policy that those emails be sent to the student's WSU email address. Therefore, we ask that the student either check this email regularly, or forward it to an email address that is used more frequently.

#### 4.11 MLS DEPARTMENTAL HONORS

**APPLICATION:** In the Spring semester of the applicants first year in the program (AAS or BS) they are to meet with the departmental honors advisor and fill out the departmental honors entrance application found on the Honors Student Portal available on the Weber State University Honors website: [www.weber.edu/honors](http://www.weber.edu/honors).

**Note:** Campus students will typically apply for honors during the first year of entering the AAS program.

**REQUIREMENTS:** The student must achieve all of the following requirements to earn Department Honors:

- Graduate with an overall WSU GPA of 3.5 and a Departmental GPA of 3.7.
- Take and pass the ASCP Board of Certification (BOC) exam for Medical Laboratory Technician and show either

proof of scheduled exam date or payment to ASCP for the BOC Medical Laboratory Scientist certification.

- Must complete at least one of the following activities:
  - Complete MLS 4803 & 4804 with a grade of A and submit their research for publication in ERGO.
  - Write a formal review article under the supervision and approval of the Departmental Honors Advisor and/ or a Faculty mentor. The paper must be at least 10 pages in length with a minimum of 50 citations of primary research articles.
- Complete one of the following:
  - Donate at least 20 hours of documented time to a major-related professional organization.
  - Complete at least 20 hours of documented major-related community service.

**Note:** All articles and events must be approved by the Department Honors Advisor

**COMPLETION:** In the semester for which the student plans to graduate, they must schedule a meeting with the Departmental Honors Advisor to complete the departmental honors exit application found on the Honors Student Portal available on the Weber State University Honors website: [www.weber.edu/honors/](http://www.weber.edu/honors/). Student must also present documentation of meeting all the above stated requirements in a portfolio that will be given to the Honors Advisor.



## Student Resources and Information

### 5.1 TUITION AND FEES

For On-Campus students and in-state Online students, information concerning tuition and fees can be found under [Tuition, Payments & Deadlines](#), including rates per credit hour, means of payment, late fees, refunds, and so forth. For Online students, please refer to the WSU Online website for [Online tuition rates](#). On-Campus MLS students are required to provide lab coats (available through WSU bookstore). Some students may be required to have health insurance coverage to participate in clinical rotations. Any health care costs incurred during the academic program is the student's responsibility.

Students accepted into the On-Campus MLS Program must also complete mandatory immunization records, criminal background check, and drug screen check. Students are responsible for the cost of the background check/drug screen as well as for the cost of any immunizations.

Students accepted into the Online MLS Program may be required to pay for new background checks, drug screens, submit immunization records, or subscriptions to placement programs for clinicals. Student will be notified of any clinical requirements upon acceptance to the Online MLS program.

### 5.2 SCHOLARSHIP AND FINANCIAL AID

The [Financial Aid and Scholarship Office](#) administers federal and state grants, work programs, and loans. The university does offer a large number of scholarships. All students are encouraged to apply for financial assistance through the Free Application for Federal Student Aid (FAFSA). Staff members are available to answer questions by appointment or walk in basis at the Student Services Center room 120, 801-626-7569.

In addition to the university's scholarship and financial aid programs, the MLS Department provides the following scholarships to assist

students in achieving their educational goals:

- The Ann Hackleman Scholarship
- The Medical Laboratory Science Scholarship
- The Deborah Ogden Cullis Jensen Memorial Scholarship in MLS
- The H.E. Larson MLS Scholarship for Baccalaureate Degree Students
- The O. Rex Child MLS Scholarship
- The Dr. Vernal Johnson Scholarship
- WSU Medical Laboratory Sciences Academic Waiver

The criteria for the above listed scholarships are based on an academic standing (GPA range of 2.5-4.0) or financial need. See the scholarship link located towards the top of this page for information regarding deadlines and applications.

For more information, please contact the MLS Office in MH208, or call 801-626 6118.

### 5.3 PROFESSIONAL AND COMMUNITY ORGANIZATION

Students enrolled in NAACLS-accredited programs are eligible for free membership in [ASCP](#) (American Society for Clinical Pathology). Benefits of membership include access to on-line journals, opportunities to apply for scholarships, attend workshops for free, participate in the National Student Honor Program, and receive email updates relevant to medical laboratory science. More information is available at [www.ascp.org/students](http://www.ascp.org/students).

Students are also eligible to join the [American Society for Clinical Laboratory Science](#) (ASCLS) as a student member. ASCLS annual dues are \$27.00, which includes a subscription to ASCLS Today and additional basic benefits. (NOTE: student members of ASCLS are automatically members of the state organization, ASCLS-Utah.)



In addition, students may find useful information and possible membership opportunities through the following:

[American Association for Clinical Chemistry](#)

[American Association for Blood Bank](#)

[American Society for Microbiology](#)

Students are also encouraged to join the Weber State University Medical Laboratory Science Club. The MLS Club aims to promote the Medical Laboratory Technologist and Medical Laboratory Scientist professions through campus outreach and professional networking with similar clubs across the state. Club members will be provided with opportunities for involvement in professional societies and continuing education. Club members will organize, promote, and participate in community and service activities. The MLS Club will provide mentoring for prospective and enrolled students to provide academic and career planning in order to reach success in the AAS and BS programs, as well as in the workplace.

#### 5.4 MLS STUDENT REPRESENTATIVES

Students are encouraged to represent the MLS department as student representatives. The 2nd year AAS student representative must currently be in the AAS MLS program, while the BS student representative must currently be in the 3rd or 4th year of the MLS program. Nominations and voting occur during the fall academic semester.

Duties and Responsibilities:

- Organize student nominations for MLS Teacher of the Year.
- Serve on the College Area Council
- Serve as liaison between the students and MLS Faculty
- Serve as a student voice for MLS.
- Serve as the Major Fest representative

for the department.

- Plan MLS Department spring picnic.
- Serve as student representative on ASCLS-UT board.

#### 5.5 STUDENT COUNSELING SERVICES

There are a number of student counseling services available to WSU students:

[Counseling & Psychological Services](#)  
 801-626-6406

WSU Ogden Campus  
 Student Services Center, Suite 280  
 WSU Davis Campus  
 Building D2, Room 257

- Stress, anxiety disorders, depression, sleep, self-esteem, and panic
- Coming out, safe place for LGBTQ students to seek support and help
- Offer help and resources to individuals suffering from eating disorders
- Obsessive-Compulsive Disorder
- Grief and loss







- Relationships, offer couples and family counseling for people in all types of partnerships and families
- Suicide and suicidal ideation, what not to say, 24 hr. hotline 1-800-suicide or 1-800-273-talk, immediate danger, call 911 or take person to nearest emergency room

[Veteran Services](#)

801-626-6039

WSU Ogden Campus  
 Shepherd Union 332  
 WSU Davis Campus  
 Building D2, Room 262

- Honored to assist military members and entitled family members in using their educational benefits.
- Credit for Military Service and training, you must contact the Admissions office
- Veteran or military members can register each semester with senior status, WSU veteran services can make sure that you are coded as such.
- VITAL Coordinator, Robert Brito. See Veterans Services website for contact information: <https://weber.edu/veterans>
- Readjustment, PTSD, depression, anxiety, etc.
- Mental health treatment
- Help with academic difficulties
- Resource for VA healthcare

**5.6 SERVICES FOR STUDENTS WITH DISABILITIES (SSD)**

Any student requiring accommodations or services due to a disability must contact [Services for Students with Disabilities](#) (SSD) in Suite 280 of the Student Services Center, 801-626-6406 (or Building D2, Room 257 at the Davis Campus). SSD can also arrange to provide course materials in alternative formats upon request. Services include:

**Services & Accommodations:** Services for Students with Disabilities can provide

assistance to disabled students in many different ways. Our staff has been trained to provide the most suitable accommodations for any given disability. Listed below are a few examples of how our program may assist you as a student with a disability:

- **Adaptive Technology:** Services for Students with Disabilities uses the latest in adaptive technology and assistive devices. We have a wide range of computer systems adapted to the specialized needs of people with visual impairments. For hearing impaired students, real-time captioning can be used right in the classroom.
- **Curriculum Adaptation:** Some methods used to adapt course curriculum include raised line drawings for graphs and figures and altering the location of lab equipment or classrooms for mobility impaired students.





- **Reading:** Reading services are available for students who are visually impaired or who have a verified organic dysfunction that has impaired their reading abilities. These services include recorded textbooks and course handouts and readers to help with tests (see below). When necessary, assistance is available for library research.
- **Accommodated/Adapted Testing:** Certain disabilities, including visual impairments and some cognitive disorders, require special accommodations for course examinations. We are available to proctor tests in these special circumstances. Extended time and other accommodations are available for qualified individuals who are registered for our services. Students who are not registered with SSD with appropriate documentation on file may not be eligible for this service.
- **Interpreting:** Deaf and otherwise hearing-impaired students use interpreting services in the classroom and in curriculum related situations. We also offer real-time captioning services for certain students who do not use American Sign Language interpreters.
- **Tutoring:** In certain situations, this office can help augment existing on-campus resources with additional tutoring, particularly in the area of math. Whenever possible, we recommend that students use the excellent tutoring programs available through Student Support Services.
- **Mobility Assistance/Advising:** Students are, in general, responsible for their own mobility needs (such as wheelchairs or motorized scooters); SSD can assist with instruction on accessible routes or alternate access during construction. When necessary, SSD may arrange to move a specific course to a more accessible location or assist with

accessible seating. WSU has a limited shuttle system available to all students free of charge. Parking questions should be addressed to WSU Parking Services (801.626.6533).

- **Registration Assistance:** Disabled students at WSU are eligible for special considerations during registration. Students who are registered with SSD are given priority during the registration process. This service is only available to students with documented disabilities who are registered with our program.
- **Cooperative Education Placement:** SSD assists students with disabilities to gain full or part time cooperative education employment. These placements are closely coordinated with appropriate academic departments on campus enabling students to receive college credit for work performed. Currently there are limited opportunities for co-op placement; our staff is working hard to increase the availability of these opportunities.

#### 5.7 TEACH OUT PLAN

In the event that a catastrophic event occurs that results in an interruption of the university's ability to operate the MLS program's main campus, the program will attempt to continue to provide instruction via the Canvas online course delivery system. Should the online delivery system also be incapacitated, attempts will be made to accommodate courses at affiliate campuses or clinical affiliate sites.

#### 5.8 WSU CODE PURPLE

Code Purple is an emergency notification system that gives Weber State University the ability to communicate health and safety emergency information quickly--by text, voice, and e-mail message. By enrolling in Code Purple, students may receive safety-related information, regardless of location.



WSU has contracted with the third-party firm Send Word Now to provide the infrastructure and equipment to support the Code Purple notification system. By participating in the Code Purple program, students are acknowledging that they have read and agree to the [Code Purple terms and conditions](#) and [disclaimer](#) posted on the Web site. To review or update student contact information, please log in to the [eWeber](#) portal and click on the link under the WSU Code Purple channel on the main eWeber page. If students do not wish to be notified by the Code Purple system in the event of an emergency, click the "deactivate my account" button at the bottom of the Code Purple registration page.

### 5.9 GRADUATION

Each student who expects to qualify for either an Associates of Applied Science or a Bachelor of Science degree in MLS must apply for graduation. Note: There are only two commencement ceremonies held each year, spring and fall. There will not be a graduation ceremony to attend after the summer



semester, but students must still apply for graduation for their degree to post.

To apply, log into the eWeber portal, click the student services tab, then click the "Graduation Application" link in the CatTracks Channel.

The application is a simple three-step process:

1. Choose the semester student wants to

graduate

2. Choose the degree
3. Choose how you want your name to appear on your diploma and the address where you want your diploma mailed.

Once you've applied, your application will show the status of your application review. It will show you if there are any problems that need to be resolved, when they're resolved, and most importantly, when your application was approved and your degree was posted.

Completion of all the requirements for the Associates of Applied Science in Medical Laboratory Science:

- A student shall earn a minimum grade point average of 2.7.
- Satisfactory achievement of essential competencies in all MLS courses.
- Completion of all MLS courses with a minimum letter grade of "B-" and a "C" or better in all support courses.
- All boxes should be checked as complete in CatTracks.
- Completion of the WSU graduation application process which is finalized by the Registrar's Office and includes:
  - o Completion of 63 credit hours
  - o Residency: Minimum of 20 WSU credit hours
  - o Core General Education Requirements
  - o Major Requirements

Completion of all the requirements for the Bachelor of Science in Medical Laboratory Science:

- A student shall earn a minimum grade point average of 2.7.
- Satisfactory achievement of essential competencies in all MLS courses.



- Completion of all MLS courses with a minimum letter grade of “B-” and a “C-” or better in all support courses.
- All boxes should be checked as complete in CatTracks.
- Completion of the WSU graduation application process which is finalized by the Registrar’s Office and includes:
  - Completion of 120 credit hours
  - Residency: Minimum of 30 WSU credit hours
  - Completion of 40 credits in upper division (3000-4000) courses
  - Core General Education Requirements
  - Breadth General Education Requirements
  - Major Requirements

#### 5.10 CERTIFICATION EXAM

Specific information regarding the certification examination will be available at any time during the student’s educational program from the Program Director, the [MLS website](#) and can also be found on the [ASCP BOC](#) website. In general, applications to sit for the **Board of Certification (BOC-ASCP)** examination should be made no earlier than four weeks prior graduation from the program. This is a computer exam, administered by a testing center, and contains approximately 100 questions.

Passing this exam is not a requirement for obtaining an AAS or BS MLS degree; however, inability to pass this exam may result in inability to obtain, or maintain, employment.

Students are highly encouraged to sit for the certification exam within one to three months of program completion.

#### 5.11 MLS ACRONYMS AND ABBREVIATIONS

The following is a list of acronyms and abbreviations that are commonly used in the field of Medical Laboratory Sciences.

- AAB: [American Association of Bioanalysts](#) – Professional certifying agency for clinical laboratory scientists, managers, supervisors, technicians, and phlebotomists.
- AABB: [American Association of Blood and Biotherapies](#) - An accrediting agency for blood banks.
- AMT: [American Medical Technologists](#) – Certification agency and membership society for medical technologists and medical laboratory technicians.
- API: [American Proficiency Institute](#) – Private proficiency testing organization, providing proficiency testing for hospital laboratories, physician offices, clinics, and point-of-care testing sites. Also provides student scholarship opportunities.
- ASCLS: [American Society for Clinical Laboratory Sciences](#) – Professional membership organization for laboratory professionals. Also provides student scholarship opportunities.
- ASCP: [American Society for Clinical Pathology](#) – Professional membership organization for pathologists and laboratory professionals. Agency responsible for credentialing laboratory professionals. Also provides student scholarship opportunities.
- BOC: [Board of Certification](#) (formally BOR: Board of Registry) – Certification agency arm of the ASCP.





- BOK: Body of Knowledge – A document created by ASCLS to determine scope of practice for an entry level MLT or MT.
- CAP: [College of American Pathology](#) – Accrediting agency utilizing teams of laboratory professionals as inspectors. CAP helps laboratories achieve the highest standards based on detailed and focused checklist requirements. CAP is also the agency that allows laboratories to regularly evaluate their performance and improve the accuracy of the patient results they provide through their CAP Proficiency Testing Surveys.
- CBER: [Centers for Biologics Evaluation and Research](#) – Agency under the FDA, which regulates the U.S. blood supply.
- CCSQ: [Center for Clinical Standards and Quality](#) – Center responsible for implementing the CLIA program.
- CDC: [Centers for Disease Control and Prevention](#)
- CLA: Clinical Laboratory Assistant – Professionals that perform the basic functions of laboratory work under the supervision of other laboratory professionals. Tasks include processing specimens, simple testing, reporting results, and performing data entry in a laboratory setting. The CLA position may not require a credential.
- CLEC: [Clinical Laboratory Educators Conference](#) – Annual laboratory educators conference sponsored by ASCLS.
- CLIA: [Clinical Laboratory Improvement Amendments](#) – Act used by CMS that regulates all laboratory testing (except research) performed on humans in the U.S.
- CLMA: [Clinical Laboratory Management Association](#) – Organization providing support, resources, and advocacy in the clinical laboratory industry.
- CLS: Clinical Laboratory Science
- CLSI: [Clinical and Laboratory Standards Institute](#) – Not-for-profit organization that develops clinical laboratory testing standards with input from industry, government, and health care professionals. (Formerly NCCLS: National Committee for Clinical Laboratory Standards).
- CME: Continuing Medical Education (also known as CE: Continuing Education) – Education opportunities beyond the university designed to meet national and state license renewal requirements.
- CMP: [Certification Maintenance Program](#) – ASCP Board of Certification program dedicated to professional competency in the workplace.
- CMS: [Centers for Medicare & Medicaid](#) – CMS regulates all laboratory testing (except research) performed on humans in the U.S. through the Clinical Laboratory Improvement Amendments (CLIA).
- COLA: [Commission on Office Laboratory Accreditation](#) – Private organization founded in 1988 to help laboratories stay in compliance with the new Clinical Laboratory Improvement Amendments (CLIA). The Joint Commission now recognizes COLA as a laboratory accreditation program.
- FDA: [Food and Drug Administration](#) – Regulatory agency responsible for regulation of the collection of blood and blood components used for transfusion or for the manufacture of pharmaceuticals derived from blood or blood components, such as clotting factors.



- HIPAA: [The Health Insurance Portability and Accountability Act](#) – Privacy rule enforced by the Office for Civil Rights, which protects the privacy of individually identifiable health information.
  - JC: [The Joint Commission](#) (Formerly JCAHO: Joint Commission on Accreditation of Healthcare Organizations) – Not-for-profit accrediting agency that accredits and certifies health care organizations and programs in the U.S.
  - MLT: Medical Laboratory Technician – The associate level laboratory professional.
  - MLS: Medical Laboratory Science (formally CLS, or Clinical Laboratory Science).
  - MT: Medical Technologist – The bachelor level laboratory professional.
  - NAACLS: [National Accrediting Agency for Clinical Laboratory Sciences](#) – Agency responsible for accreditation and approval of education programs in the clinical laboratory sciences and related health care professions.
  - NCUR: [National Conference for Undergraduate Research](#) – Conference dedicated to promoting undergraduate research, scholarship, and creative activity in all fields of study.
  - OSHA: [Occupational Safety and Health Administration](#) – Administration created in response to the Occupational Safety and Health Act of 1970 which assures safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education, and assistance.
  - PPE: Personal Protective Equipment - Protective equipment to be worn when performing laboratory procedures;
- includes gloves, safety glasses, and lab coats.
- QA: Quality Assurance.
  - QC: Quality Control.
  - POCT: Point of Care Testing - Medical testing provided at or near the site of patient care.
  - UCUR: [Utah Conference for Undergraduate Research](#) – State conference modeled after NCUR and is dedicated to promoting undergraduate research, scholarship, and creative activity in all fields of study.