

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
 MEDICAL LABORATORY SCIENCE PROGRAM
 POLICIES/PROCEDURES
 TABLE OF CONTENTS**

Administration

MLS Program Organizational Structure	AD 1.0
History (website link)	AD 2.0
Mission, Goals and Philosophy (website link)	AD 3.0
Accreditation (website link)	AD 4.0
MLS Leadership Committee	AD 5.0
Affiliations (website link)	AD 6.0
Advisory Board	AD 7.0
Notice of Non-Discrimination (website link)	AD 8.0

Student Affairs

Admissions Committee	SA 1.0
Admissions	SA 2.0
Essential Requirements	SA 2.1
Admissions Deferral Policy	SA 2.2
Attendance	SA 3.0
Leave of Absence (LOA)	SA 3.1
Student Funds and Finances	SA 4.0
Student Scholarships	SA 4.1
Professional Behavior	SA 5.0
Dress Code	SA 6.0
Health Safety and Compliance	SA 7.0
Service Work Policy and Employment	SA 8.0
Conferring Degrees	SA 9.0
Graduation with Honors (link to CAHP handbook)	SA 9.1
Student Success and Academic Standing Policy	SA 10.0
Probation	SA 11.0
Dismissal	SA 12.0
Grievance and Appeals	SA 13.0
Teach Out Plan	SA 14.0

Curriculum

Curriculum Committee	CU 1.0
Clinical Education Coordinator Committee	CU 2.0
Curriculum and Course Descriptions (link to webpage)	CU 3.0
Standardization of Clinical Courses	CU 4.0
Examinations	CU 5.0
Evaluation and Grading of Clinical Courses	CU 6.0
Evaluation of Credentials for Advanced Placement	CU 7.0
Retention of Materials	CU 8.0
Grading System	CU 9.0
Career Entry Competencies	CU 10.0
Program Evaluation	CU 11.0

Manual Reviewed and Updated on 05/10/2020

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

The University of Nebraska Medical Center Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The 11+ month program leads to a baccalaureate of science degree in Medical Laboratory Science and eligibility for national certification.

To contact NAACLS, please use the contact information below:

[National Accrediting Agency for Clinical Laboratory Sciences](#)

5600 N River Road, Suite 720

Rosemont, IL 60018

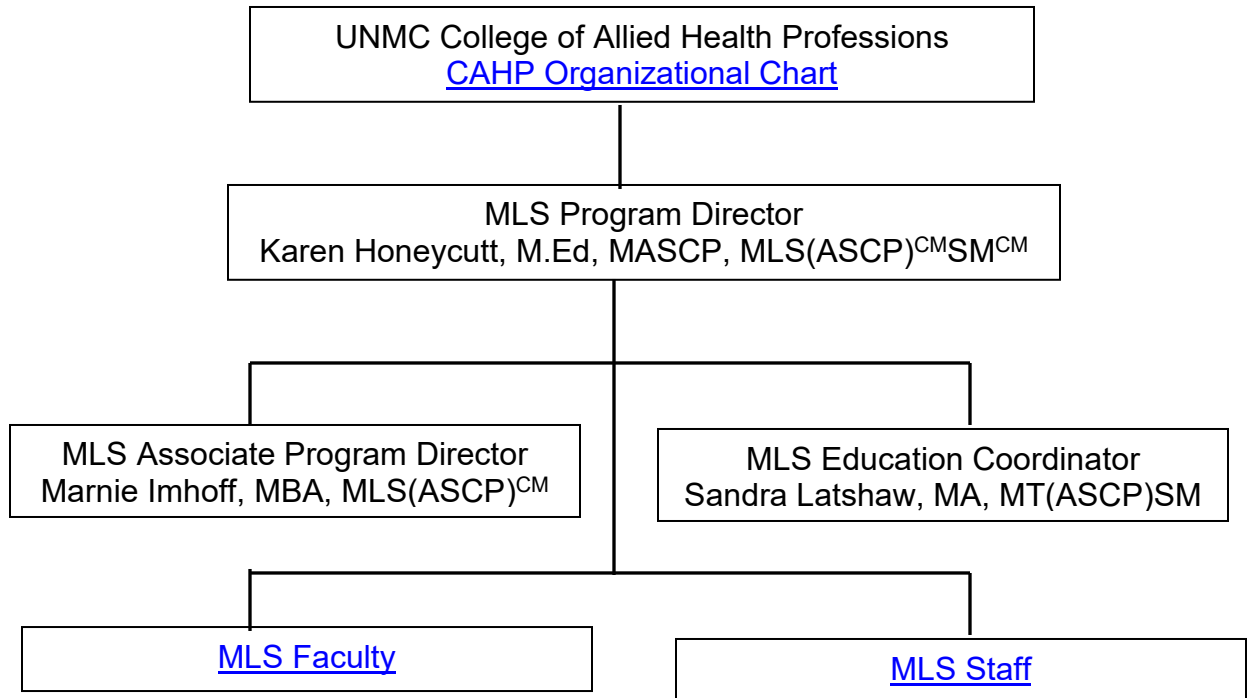
Phone: (773) 714-8880

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number AD 1.0

Subject: Organizational Structure

Page 1 of 1



**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number AD 5.0

Subject: **LEADERSHIP COMMITTEE**

Page 1 of 1

PURPOSE: The responsibilities of this committee are to review and make recommendations on matters related to program policies and procedures.

MEMBERSHIP: The committee shall include:

1. Program Director
2. Associate Program Director
3. Education Coordinator

DUTIES:

1. Formulate and implement program policies and procedures
2. Formulate and implement any emergency program teach out plan for closure procedures
3. Facilitate program evaluation using outcome measures
4. Make recommendations to the CAHP administration regarding individual student progression when appropriate
5. Appoint ad hoc committees and consultants as appropriate
6. Other duties as assigned

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number AD 7.0

Subject: **ADVISORY BOARD**

Page 1 of 1

PURPOSE: The responsibilities of this board are to review and make recommendations on matters related to program strategic planning.

MEMBERSHIP: The committee shall include:

1. Program Director
2. Associate Program Director
3. Board Members

DUTIES: Consult with program administration regarding:

1. Strategic planning initiatives
2. Policies and procedures
3. Recruitment strategies
4. Curriculum
5. Other topics as deemed necessary

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 1.0

Subject: ADMISSIONS COMMITTEE

Page 1 of 1

PURPOSE: The responsibilities of this committee are to review and make recommendations on matters related to MLS admissions.

MEMBERSHIP: The committee shall include:

1. A chairperson
2. Committee member(s)

DUTIES OF CHAIRPERSON:

1. Preside at all planning meetings including dissemination of meeting minutes
2. Preside at a minimum of 80% of the applicant interviews
3. Facilitate communications with CAHP ASA Office
4. Report actions and recommendations of the committee to the MLS Program Director
5. Other duties as assigned

DUTIES OF ADMISSIONS COMMITTEE:

1. Recommend admission policies and procedures in collaboration with the CAHP ASA Office
2. Receive and process applications from prospective students via the CAHP ASA Office
3. Make recommendations to the MLS Program Director concerning action on each application received
4. Other duties as assigned

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.0

Subject: ADMISSION POLICY

Page 1 of 3

PURPOSE: The Medical Laboratory Science Program shall maintain an admission policy, which ensures that:

1. The most qualified applicants are selected to fill the student positions in the Medical Laboratory Science Program.
2. Admission to the Medical Laboratory Science Program shall not be denied any person on the basis of race, color, gender, sexual orientation, national origin, age, handicap, marital status, religion, or veteran status.

APPLICATION:

Each applicant must submit the University of Nebraska Medical Center on-line application form for the Medical Laboratory Science Program. The Admissions Committee shall consider each applicant who has completed the on-line application form by the published deadline(s). A qualified applicant, who submits their application form after the published deadline(s), may be considered for an alternate appointment if a position becomes available. A completed application file requires:

See <http://www.unmc.edu/alliedhealth/education/mls/admission/apply.html>

Each applicant will be notified of any application materials that have not been received by the College of Allied Health Professions Academic and Student Affairs Office.

STUDENT SELECTION: The most qualified applicants will be selected to fill the positions in the Medical Laboratory Science Program. In the event of equally qualified applicants, preference will be given to the University of Nebraska students and Nebraska residents. The following criteria shall be used for student selection:

See:

<http://www.unmc.edu/alliedhealth/education/mls/admission/index.html>

The number of acceptance slots is determined by the number of available clinical practicum slots. Applicants are only accepted if there is a clinical slot available for the academic year in which clinical practicums will be completed.

COLLEGE OR UNIVERSITY REQUIREMENTS:

All required courses should be taken for a letter grade unless the student receives specific approval from the Medical Laboratory Science Program Admissions Committee to take a required course Pass/Fail.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.0

Subject: **ADMISSION POLICY**

Page 2 of 3

UPDATING THE PREREQUISITES:

The Admissions Committee recognizes the significance of the preclinical academic preparation in correlation to the student's successful performance during the clinical year. Therefore, it is essential that the preparation reflect current information. An applicant who has completed the academic prerequisites more than five years previous to admission will be evaluated by the Admissions Committee and Program Director to determine an acceptable means of updating the prerequisites. The applicant may be asked to complete one or more of the following:

1. Successful completion of an advanced level chemistry course such as Biochemistry
2. Successful completion of an acceptable course in Microbiology and Immunology
3. Current work experience in the field(s) of Biochemistry, Microbiology, Molecular Diagnostics or Immunology acceptable to the Admissions Committee

FOREIGN APPLICANT REQUIREMENTS:

1. All students who took courses required for admission into the UNMC MLS Program, or who obtained a Certificate or Degree from a foreign institution must have the transcript evaluated by a Board of Certification-approved evaluation organization available from the ASCP website (www.ascp.org) and meet CAHP's foreign transcript evaluation requirements..

See: <https://www.unmc.edu/alliedhealth/education/non-us-coursework.html> |

2. All student whose native language is not English must meet CAHP's and the MLS Program's English proficiency requirements.

See: <https://www.unmc.edu/alliedhealth/education/english-proficiency.html>

NOTIFICATION OF SELECTION:

The Admissions Committee will review completed applications. They will then make one of the following recommendations to the Combined Program Committee on each applicant:

1. ACCEPTANCE to the incoming class
2. ALTERNATE to be considered should a position become available
3. HOLD for current grades/updated transcripts
4. NOT SELECTED for admission into the Program

The UNMC CAHP ASA Office shall notify each applicant via letter of the status of their application.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.0

Subject: **ADMISSION POLICY**

Page 3 of 3

Applicants receiving acceptance letters must 'Accept' or 'Decline' their position by completing the online 'MLS Offer of Acceptance Form' by the indicated due date. As part of this online acceptance form, applicants must indicate they have read and understand the program Essential Requirements. A deposit is not required to hold their acceptance spot.

Any applicant who declines their position must reapply if they desire to be considered for admission to succeeding classes. No positions will be held/reserved in future classes

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 2.1

Subject: ESSENTIAL REQUIREMENTS

Page 1 of 3

PURPOSE: To identify the essential requirements for students enrolled in the UNMC Medical Laboratory Science Program

PROCEDURE:

1. The Essential Requirements are published on the official program web site at: <http://www.unmc.edu/alliedhealth/education/mls/admission/essential-requirements.html>
2. A copy of the essential requirements for the Medical Laboratory Science Program is included with all acceptance notifications. Students who accept positions in the Medical Laboratory Science Program are required to digitally acknowledge reading and understanding the document.
3. **ADA Accommodations:**
It is the policy of the University of Nebraska Medical Center to provide flexible and individualized accommodation to students with documented disabilities. To receive reasonable accommodations, students must complete a Request for Services application and provide documentation to the Services for Students with Disabilities office. Information is available at the Counseling and Student Development Center website at <https://www.unmc.edu/stucouns/services/disabilities/index.html>. The office is located in Bennett Hall, 6001 within the [Counseling and Student Development Center](#). Meetings are by appointment. Adequate time for processing, up to four weeks, is recommended.

Following this, all requests are processed under the procedures established through the Disability Services Office, Student Counseling Center, at UNMC.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.1

Subject: ESSENTIAL REQUIREMENTS

Page 2 of 3

Introduction

The Bachelor of Science Degree in Medical Laboratory Science is recognized as requiring the acquisition of general knowledge and basic technical performance skills in all areas of Medical Laboratory Science, otherwise known as the clinical laboratory science profession.

Policy

The Faculty in the Medical Laboratory Science Program has a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the program, as well as for the welfare of students in the Program. To fulfill this responsibility, the program has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. Discrimination is prohibited on the basis of race, color, sex, national origin, age, disability, marital status, sexual orientation, religion or veteran status.

Program

Admission and retention decisions for Medical Laboratory Science are based not only on prior satisfactory academic achievement, but also on non-academic factors which serve to insure the candidate can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum, and for the development of professional attributes required by the faculty of each student at graduation.

The University of Nebraska Medical Laboratory Science Program curriculum requires essential abilities in information acquisition. The student must have the ability to master information presented in course work in the form of lectures, written material, and images. Additionally, the student must have the cognitive abilities necessary to master relevant content in basic science and clinical courses at a level deemed appropriate by the faculty.

The student must be able to perform patient testing safely and accurately. He/she must be able to distinguish and identify objects both macroscopically and microscopically.

The student must have 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. He/she must be able to perform delicate manipulations on specimens, instruments and equipment (such as calibrated pipettes) sufficient to meet specifications for accuracy in diagnostic testing. He/she must be able to lift and move objects (e.g., load individual tubes in an analyzer and move test tube racks from one bench to another). He/she must have fine motor control skills to carry out technical procedures, such as, isolating bacteria by smoothly moving a loop (i.e., a 6-inch wire with a looped end) over the surface of an agar (gel) culture plate without tearing the surface of the agar. The student must have sufficient touch discrimination to discern veins in order to perform venipunctures.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.1

Subject: ESSENTIAL REQUIREMENTS
(Continued):

Page 3 of 3

The student must be able and willing to work with blood and with organisms that may be infectious. He/she must be able to work safely with a wide variety of chemical reagents.

Approximately 75% of each day is spent standing or walking and 25% is spent sitting in an indoor setting. Lifting of up to 50 pounds of equipment or supplies is required. Frequent interaction with computer terminals and laboratory equipment is necessary, requiring interpretation of visual presentation on screen, repetitive hand movements and fine manipulation.

The student must possess the emotional stability required for full utilization of his/her intellectual abilities. He/she must be able to work accurately and safely under stress, (e.g., work under time constraints); read and record numbers accurately; perform repetitive tasks; concentrate in distracting situations; and make subjective evaluations and decisions where mistakes may have a high impact on patient care. He/she must be able to adapt to changing environments and be able to prioritize tasks.

The student must be able to communicate effectively in verbal and written English in order to obtain and transmit information to patients and members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervisory help and consultation in a timely manner.

The student must possess attributes which include integrity, responsibility, and tolerance. He/she must show respect for self and others, work independently as well as with others, and project an image of professionalism.

These standards identify the requirements for admission, retention and graduation from the program. It is the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential functions described.

Students who wish to obtain further information regarding disability accommodations should contact:

**Services for Students with Disabilities
Bennett Hall, Room 6001
University of Nebraska Medical Center
984255 Nebraska Medical Center
Omaha, NE 68198-4255
Phone: 402-559-5553**

See: <https://www.unmc.edu/stucouns/services/disabilities/index.html>

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 2.2

Subject: ADMISSIONS DEFERRAL

PURPOSE: To identify the process for incoming students requesting to defer admission into the MLS Program.

PROCEDURE:

The MLS Program will consider requests for a deferral of admission for students with unforeseen or extraordinary extenuating circumstances. Requests for deferral may only be made by applicants who have been offered admission to the program and will have completed the prerequisites for admission prior to the start of the MLS Program's academic year. Applicants with an alternate status will not be considered for deferral.

All deferral requests will be considered on a case-by-case basis. The MLS Admission's Committee will review all requests and make a recommendation to the MLS Program Director for final approval or denial.

Deferral requests must be received in writing by March 20 of the year of planned entry. Students who are granted a deferral may enter the program without reapplication in the year following the academic year for which they were initially offered admission. Students who defer admission must confirm, in writing, their intent to matriculate by no later than December 1 of the year prior to when they will enter the program.

Under no circumstances will deferrals be granted for more than one academic year. Only one deferral will be allowed. Students who are granted a deferral but are unable to matriculate the following year must seek re-admission to the program through the standard admissions process.

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 3.0

Subject: ATTENDANCE POLICY

Page 1 of 1

PURPOSE: To define the attendance requirements for MLS students.

REQUIREMENTS:

Each student is required to attend all classes, lectures, case study sessions, and clinical experiences. There are no allotted days for sick leave or absences. All didactic (theory-based) courses and clinical practicum work must be completed before grades (other than 'Incomplete') can be assigned. This may necessitate extra days being made up in the clinical department or at the end of the year. If a large number of sick days are accrued in one rotation block, the entire rotation may have to be rescheduled at a later date to complete the required material. The timing and location of this rescheduled work will be established by UNMC program administration.

1. Failure to meet the program's attendance requirements may result in corrective action, including academic probation, dismissal, or a required leave of absence.
2. Absences due to special circumstances (e.g., funerals, weddings, etc.) must be approved by the department instructor and or clinical liaison, the UNMC Clinical Coordinator and/or the UNMC Program Director.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 3.1

Subject: LEAVE OF ABSENCE (LOA)

Page 1 of 2

PURPOSE: To establish guidelines for an extended leave of absence (LOA) required by or approved by the Program Director.

LEAVE OF ABSENCE:

A leave of absence for a limited time may, under exceptional circumstances, be required by or approved by the program director. Any such leave of absence shall be solely in the discretion of the UNMC program administration, based upon the circumstances, and evaluated on a case-by-case basis.

1. Reasons for the LOA may include, but are not limited to, excessive absences due to health, personal, or family circumstances (see Policy SA 3.0). Proper medical documentation will be required if appropriate.
2. A required LOA halts progression within the curriculum while maintaining a class position, but does not excuse the student from any course requirements.
3. The student is responsible for initiating determination of the financial consequences of a required leave of absence. Students should review financial arrangements with the Business Office and the Office of Financial Aid at their home university.
4. Students who are placed on a LOA are responsible for notifying the program director, in writing, of their intention to return to classes no later than the date specified by the director. Failure to do so will result in forfeiture of the student's place in the class, and dismissal from the program. Re-entry into the MLS program would require reapplication through the usual admissions process, with no guarantee of re-admission.
5. When a LOA is required, the program director and program faculty may recommend or require that the student meet additional conditions (e.g., documentation of remedial academic work) prior to resuming enrollment in the program. Proper medical documentation will be required, if appropriate, before the student is allowed to return from the LOA.
6. The student must resume enrollment in the program within the following academic year. Upon re-enrollment following a LOA, the student will be subject to all policies and curriculum requirements which pertain to the class he or she is joining, and the student may be placed on academic probation during the semester of return.
7. The traditional MLS Program will grant no more than a single LOA to a student within any 12-month period.
8. The Degree Advancement Option will grant no more than a combined total of 12-months LOA.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 3.1

Subject: LEAVE OF ABSENCE (LOA)

Page 2 of 2

Leave of Absence continued:

9. All didactic (theory-based) and clinical practicum requirements must be completed before final grades are assigned.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 4.0

Subject: STUDENT FUNDS AND FINANCES

Page 1 of 1

PURPOSE: To delineate financial responsibilities and privileges for students enrolled in the Medical Laboratory Science Program.

RESPONSIBILITIES AND PRIVILEGES:

1. University of Nebraska Medical Center (UNMC) students shall pay the tuition and fees required by UNMC. See:
<http://www.unmc.edu/alliedhealth/education/mls/admission/tuition.html>
2. All UNMC students are eligible to be considered for scholarship awards, loans, and grants available through the Financial Aid office at the University of Nebraska Medical Center.
3. A student who withdraws from the Medical Laboratory Science Program during any term for which they are registered is entitled to claim a refund according to the current schedule. The current refund policy is published on the UNMC website at:
<http://www.unmc.edu/financialaid/vital/index.html>
4. All UNMC students are enrolled as seniors in the University of Nebraska Medical Center and are eligible for all benefits and rights of UNMC students.
5. Students enrolled through their home institution are enrolled as visiting senior students at the University of Nebraska Medical Center and are eligible for all benefits and rights of visiting UNMC students.
6. Appropriate financial records will be maintained by UNMC on each UNMC student per UNMC policy

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 4.1

Subject: **STUDENT SCHOLARSHIPS**

Page 1 of 1

PURPOSE: To clearly delineate the process of awarding scholarships to UNMC students enrolled in the Medical Laboratory Science Program.

MEMBERSHIP: The Medical Laboratory Science Program Scholarship Committee consists of the following members:

1. Program Director
2. Associate Program Director

PROCEDURE:

The CAHP ASA Office, in collaboration with the UNMC Financial Aid Office, sends the medical laboratory science scholarship committee the following information: (1) scholarship resource list, (2) a scholarship application list for MLS students with the cumulative GPAs in descending order as of fall semester grades prior to enrollment, and (3) a description sheet for codes.

After careful examination of the scholarship application list and the scholarship resource list, the scholarship selection is as follows:

1. Regents scholarships are awarded solely on the basis of academic excellence (GPA based on all pre-clinical hours attempted) and Nebraska residency.
2. Non-resident tuition scholarships are awarded on the basis of academic excellence (GPA based on all pre-clinical hours attempted), financial need and non-residency status.
3. The remaining scholarships are awarded on the basis of academic excellence (GPA based on all pre-clinical hours attempted) and financial need, while abiding by all of the specific stipulations associated with each scholarship.
4. After the scholarship funds are awarded, the information is sent to the CAHP ASA Office and the UNMC Financial Aid Office to be reviewed for compliance with UNMC scholarship guidelines.
5. Scholarship notification letters are sent to the respective students following approval from the Financial Aid Office.
6. If additional scholarships become available to the students, this committee will (1) notify the students as appropriate, and/or (2) will nominate students according to guidelines of respective scholarships.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 5.0

Subject: PROFESSIONAL BEHAVIOR

Page 1 of 1

PURPOSE: To describe the policy for dealing with students who do not demonstrate professional behavior.

PROCEDURE:

1. Professionalism is expected in all situations at all times. Course grades require successful completion of all components, as stated in the Professional Behaviors Evaluation, in order to meet minimum requirements for a passing grade (see Policy CU 6.0). This evaluation includes assessment of professional ethics/integrity, dependability/initiative/responsibility, and interpersonal skills/communication.
2. The MLS student must consistently demonstrate professionalism towards lecturers, instructors, co-workers, fellow students, preceptors and proctors, program officials, and other health care professionals.
3. Non-professional behavior is demonstrated by being disrespectful and/or disrupting class, and will not be tolerated. Disrespectful and disruptive behaviors include, but are not limited to the following:
 - Use of cell phones other than in an emergency
 - Disruptive and inattentive actions during classroom or other synchronous sessions
 - Improper use of computers and all personal devices
 - Confrontational discussions/communications
4. If a student is exhibiting non-professional behavior, she/he will be asked to terminate the inappropriate communication or behavior and/or may be asked to leave the session/clinical area. An instructor will complete the Non-professional Behavior Documentation Form, and ask that it be signed or acknowledged by the student. The Non-professional Behavior Form will initiate the instructor's completion of the Professional Behaviors Evaluation. Both forms then become a part of the student's file.
5. Reports of unprofessional behavior may lead to a rating of "Not Acceptable" on the Professional Behaviors Evaluation, which in turn may lead to probation (see Policy SA 10.0).

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 6.0

Subject: DRESS CODE

Page 1 of 1

PURPOSE: To ensure each student is attired in a manner that complies with safety requirements and will present a professional appearance to the patient, visitor, medical staff, and hospital personnel.

AFFILIATED HOSPITAL GUIDELINES:

Each student shall comply with the dress code, identification badge policy, and safety codes of the affiliated hospital to which they are assigned. The dress code requires that each student be clean and well groomed. Scrubs are acceptable if approved by the hospital laboratory.

ATTIRE:

A student may choose either of the following options:

1. Appropriate street wear covered by a laboratory coat that meets all regulatory requirements. Appropriate street wear includes dress slacks, shirts, pantsuits or dresses. Low-heeled, closed toed shoes with hose or socks are required. When in the laboratory and PPE is worn, the only allowed exposed skin is above the neck.

Unacceptable forms of dress include denim or denim-like pants/skirts, shorts, T-shirts, low necklines, bare backs, and sandals.

2. Scrubs covered by a laboratory coat that meets all regulatory requirements. Low-heeled, closed toed shoes with hose or socks are required.

APPEARANCE:

Personal cleanliness is required of those who work in hospitals. Fresh, clean clothes and shoes are essential. Hair shall be neatly groomed and secured so that it does not fall freely when moving the head. Any loose clothing (e.g., scarves) must be secured under the lab coat. All cosmetics, perfume, after shave lotion, and jewelry shall be conservative. Avoid wearing strong scents that others may be sensitive.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 7.0

Subject: STUDENT HEALTH, SAFETY AND COMPLIANCE

Page 1 of 1

PURPOSE: To establish guidelines for health care, hospitalization, compliance, and safety for students enrolled in the Medical Laboratory Science Program.

GUIDELINES: The Medical Laboratory Science Program shall provide a system of emergency out-patient health care for students.

1. Each UNMC student shall be required to pay the current University of Nebraska Medical Center fees for outpatient care. Outpatient services covered are listed on the UNMC website at <http://www.unmc.edu/familymed/studenthealth/>.
2. Each student shall be required to have hospitalization insurance. A group plan is available through the University of Nebraska Medical Center for UNMC students. Students enrolled at UNMC will be required to participate in this plan unless documentation is submitted showing the student is adequately covered by another plan.
3. Students shall be instructed in safe practices and standard precautions in the clinical laboratory. Students are required to comply with laboratory safety policies and procedures.
4. Each student must provide a medical history and evidence of vaccination or immunity as required by the University of Nebraska Medical Center and the student's assigned clinical site facility.
5. All UNMC students should be considered to be at high risk for exposure to Hepatitis B and other blood-borne pathogens.
6. Each student must comply with their assigned clinical sites requirements for additional compliance, including but not limited to drug testing and vaccinations, before and during the clinical year. Any costs are incurred by the student.
7. Each student is responsible for completing any compliance training required by UNMC and their assigned clinical site by the required due date. UNMC training requirements include, but are not limited to:

Blood borne Pathogen and Tuberculosis
HIPPA
Privacy, Confidentiality and Information Security ([UNMC POLICY 6045](#))
Safety
Title IX

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 8.0

Subject: **SERVICE WORK POLICY AND STUDENT EMPLOYMENT**

Page 1 of 1

PURPOSE: To establish guidelines for student clinical rotations and employment.

CLINICAL ROTATION SERVICE WORK POLICY:

Medical Laboratory Science Program students **shall not receive stipends for any portion of the required clinical practicum work** or activities in the Medical Laboratory Science Program.

Clinical rotations occur during traditional working hours (e.g., Monday-Friday, between 0630 – 1630). Provision of services by MLS students on nights, weekends, and holidays is not encouraged unless there are specific, definable, educational objectives associated with the experience. All experiences will be under the supervision of qualified personnel. Students must be notified of a non-traditional (i.e., outside of 0630-1630) rotation schedule at the time of acceptance into the program and acceptance of their clinical site placement.

During clinical rotations, students do not work unsupervised, and are able to perform testing with supervision.

See: CAHP Clinical Education Experiences at:

https://www.unmc.edu/cahphandbook/index.php/Academic_Policies_and_Procedures#Clinical_Education_Experiences

EMPLOYMENT:

Medical Laboratory Science students may work additional hours outside the normal educational program for remuneration provided the student continues to maintain a satisfactory performance level in the educational program.

The student's work schedule shall not interfere with any class or clinical assignment as scheduled in the Medical Laboratory Science Program.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 9.0

Subject: **CONFERRING DEGREES**

Page 1 of 1

PURPOSE: To state the policy on awarding the Bachelor of Science degree in Medical Laboratory Science.

AWARDING THE DEGREE:

1. Completion of the MLS program requires a successful completion of each course. The requirements for successful completion of each course are defined in the respective course syllabus.
2. Upon successful completion of the Medical Laboratory Science Program, the student will be eligible to receive a Bachelor of Science Degree in Medical Laboratory Science from the University of Nebraska Medical Center or the equivalent degree from the academic affiliate.
3. Granting of the degree is not contingent upon the student passing an external certification exam.
4. Requirements for graduation with honors are described in Policy SA 9.1.
5. See CAHP Policy:
https://www.unmc.edu/cahphandbook/index.php/Academic_Affairs#Requirements_for_Graduation

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 9.1

Subject: GRADUATION WITH HONORS and DEAN'S LIST

Page 1 of 1

PURPOSE: To describe guidelines for Dean's List designation and conferring degrees with Honors

REQUIREMENTS:

In accordance with the UNMC College of Allied Health Professions, students may be recommended for graduating with honors and the CAHP Dean's List according to the following CAHP policy:

See:

https://www.unmc.edu/cahphandbook/index.php/Academic_Policies_and_Procedures#Requirements_for_Graduation

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 10.0

Subject: Student Success and Academic Standing Policy

Page 1 of 3

See CAHP Policy:

https://www.unmc.edu/cahphandbook/index.php/Student_Success_and_Academic_Standing

1. **Academic Standing of CAHP Students:** Within the parameters established below, programs within the College of Allied Health Professions will designate the current Academic Standing of each student. All students will be considered to have an Academic Standing of “Satisfactory” upon entry into the program, and any changes in Academic Standing will be reported to the student and to the CAHP Assistant Dean for Academic Affairs, who is responsible for securely maintaining individual and aggregate records of academic status, progression, remediation, and sanctions for all CAHP students.
2. **Academic Standing Defined:** At any given time, students in the CAHP will be designated by their Program Director as having an Academic Standing in one of the following categories satisfactory, at-risk, formal remediation and academic probation. (These terms refer strictly to Academic Standing and should not be confused with the term “Satisfactory Academic Progress,” which is used to determine financial aid status.) Per the CAHP Academic Standing Policy, a MLS student will be considered for at-risk, formal remediation and academic probation status per criteria below.

2.1. Satisfactory

- 2.1.1. All students entering a CAHP program are considered to have an Academic Standing of “Satisfactory.” No transcript notation will be made for this standing; absence of other notation implies satisfactory academic standing.
- 2.1.2. Program directors and advisors are encouraged to identify *at-risk* students as early as possible, provide advice on potential sources of assistance, and follow up as needed to maximize chances of students’ academic success.
- 2.1.3. **MLS Program ‘at-risk’ criteria:**
During student laboratory:
 - 2 failing practicals and/or exams in program
 - at risk for not passing a course (not meeting course requirements after completing approximately 50% of the course)Clinical rotation (per semester)
 - 2 program practicum-related remediation assignments; student is passing all courses
 - 3 program theory-related remediation assignments; student is passing all courses
 - ≥ 3 program, either practicum or theory remediation assignments

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

2.2. Formal Remediation is the first level of academic performance action, and it cannot be appealed. Notation of “Formal Remediation” does not appear on the student’s transcript.

- 2.2.1. “Formal Remediation” may be imposed in any instance in which academic work and/or professional conduct has been or is unsatisfactory as determined by the program director with input from the faculty as appropriate.
- 2.2.2. The Program Director will provide the student with a written “Notice of Formal Remediation” which includes a proposed remediation plan and a time to meet with the director to approve that plan or to discuss alternatives to that plan. The remediation plan must include a specified timeline of activities and a deadline for satisfactory completion of the plan.
- 2.2.3. Once the remediation plan is agreed upon and signed by both the student and the Program Director, the Program Director must provide a copy to the student and the CAHP Director of Student Services.

By the deadline for successful completion of the remediation plan:

- 2.2.3.1. The student must either satisfactorily complete the remediation plan, in which case the student’s Academic Standing will immediately return to “Satisfactory,” or
 - 2.2.3.2. The Program Director may amend the completion date for the remediation plan, or
 - 2.2.3.3. The student may be assigned a standing of “Academic Probation.”
- 2.2.4. **MLS Program ‘Formal Remediation’ criteria:**
Student Laboratory: student not passing a course prior to any remediation
- Clinical Rotations (per semester)
- >2 program, practicum-related remediation assignments
 - >3 program, theory-related remediation assignment’s
 - Student does not meet ‘*at risk*’ remediation target dates
 - Student is temporarily pulled from a theory course to prioritize their practicum academic focus
 - Student is at risk for not passing a course (not meeting course requirements after completing approximately 50% of the course)

2.3. Academic Probation

- 2.3.1. Academic Probation is the second level of academic performance action, and it cannot be appealed. Notation of “Academic Probation” does not appear on the student’s transcript.
- 2.3.2. “Academic Probation” may be imposed in any instance in which academic work and/or professional conduct is unsatisfactory, as determined by the Program Director with input from the faculty as appropriate.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

- 2.3.3. The Program Director will provide the student with a “Notice of Academic Probation” that includes a proposed remediation plan and a time to meet with the director to approve that plan or to discuss alternatives to that plan. The remediation plan must include a specified timeline of activities and a deadline for satisfactory completion of the plan.
- 2.3.4. Once the remediation plan is agreed upon and signed by both the student and the Program Director, the Program Director must provide a copy to the student and the CAHP Director of Student Services.
- 2.3.5. The CAHP Director of Student Services will file an internal Change of Status form showing Academic Probation, including the student’s signature to acknowledge the change of status.
- 2.3.6. If a student successfully completes the remediation plan, the Program Director will provide a Notification of Return to Satisfactory Standing to the student and the CAHP Director of Student Services, documenting the student’s return to Satisfactory Academic Standing. Should this return to Satisfactory Academic Standing happen simultaneously with the student’s program completion, then the Notification of Return to Satisfactory Standing must be provided prior to graduation.
- 2.3.7. If a student has not met the conditions of the remediation plan in the time specified:
- 2.3.7.1. The Program Director may amend the completion date for the remediation plan, and the student will maintain the Academic Status of “Academic Probation,” or
 - 2.3.7.2. The Program Director may change the Academic Status to “Required Academic Leave of Absence” or “Withdrawn” or “Dismissed”.
- 2.3.8. **MLS Program ‘Academic Probation’ criteria:** see policy SA11.0

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 11.0

Subject: PROBATION

Page 1 of 2

PURPOSE: To describe the guidelines for probation for students enrolled in the Medical Laboratory Science Program.

ACADEMIC GRADES: Academic grades are based on evaluation of professional behaviors, knowledge and theory, and technical competencies. A program may recommend probation for a student based on failure in any one of these three domains of learning.

ACADEMIC SCHEDULE:

In the academic schedule of the Medical Laboratory Science Program, students have completed first semester student laboratory courses by August of each year, clinical practicum and didactic (theory-based) courses by December of each year, and second semester clinical practicum and didactic (theory-based) courses by the scheduled last day of the program.

ACADEMIC PROBATION: A student may be placed on probation for:

1. Student at risk for not passing 2 courses (not meeting course requirements after completing approximately 50% of the course) as published in the respective course syllabi
2. Failure to meet two formal remediation target dates
3. Student has failed a course requiring student to repeat the course

GRADING SYSTEM: The course evaluation may consist of quizzes, unit examinations, technical evaluations, and lab practical examinations. The student's final grade shall include an evaluation of the professional behaviors, theoretical aspects, and the technical components, if applicable.

Evaluation of professional behaviors shall be structured so the faculty can assess behavioral and professional traits. Results of this evaluation are used in counseling for professional development, as well as in grading of courses.

Grade Requirements: Satisfactory completion of a course requires the following:

1. Achieving $\geq 70\%$ in the theory and/or technical components prior to any remedial activities in Student Lab, Rotation I, or Rotation II in a course according to the requirements described in the respective course syllabus/guidelines.
2. Meeting all requirements stipulated in course syllabus.

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 11.0

Subject: PROBATION

Page 2 of 2

NON-ACADEMIC PROBATION: A student may be placed on probation for failure to comply with the University, affiliated hospital, and/or laboratory regulations or policies.

NOTIFICATION: A student will be notified in a conference with a program official (followed by a written memorandum) that they have been placed on probation. The conference and subsequent memoranda should indicate the reasons for probation and the plan recommended to the student for correction of deficiencies.

REMOVAL OF PROBATION: Probationary status may be rescinded when the deficiencies are removed to the satisfaction of the program officials.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 12.0

Subject: **DISMISSAL**

Page 1 of 1

PURPOSE: To describe guidelines for dismissal of students enrolled in the Medical Laboratory Science Program.

ACADEMIC GRADES: Academic grades are based on evaluation of professional behaviors, knowledge and theory, and technical competencies. A program may recommend dismissal of a student based on failure in any one of these three domains of learning

ACADEMIC DISMISSAL:

A student may be subject to dismissal for:

1. Failure to achieve 70% in the theory and/or technical components prior to any remedial activities during the Student Lab program phase in two courses according to the requirements described in the respective course syllabus/guidelines.
2. Failure to achieve 70% in the theory and/or technical components after completion of remedial activities during the Student Lab program phase in one course.
3. Failure to achieve 70% in the theory and/or technical components prior to any remedial activities in Rotation I or Rotation II in two courses according to the requirements described in the respective course syllabus/guidelines.
4. Failure to achieve 70% in the theory and/or technical components after completion of remedial activities during Rotation I or Rotation II in one course.
5. Dishonesty on a written examination, a laboratory test, or laboratory report.
6. Failure to meet acceptable professional behaviors requirements.

NON-ACADEMIC DISMISSAL: Failure to comply with University, affiliated hospital, or laboratory regulations or policies may be grounds for immediate dismissal.

NOTIFICATION: A student will be notified in a written communication and/or conference with program officials that a recommendation for dismissal has been forwarded to the CAHP Assistant Dean for Academic Affairs or the CAHP Executive Associate Dean. The CAHP Assistant Dean for Academic Affairs or the CAHP Executive Associate Dean will then notify the student of his/her dismissal in writing, sent by tracked email or certified mail. A copy will be forwarded to the MLS Program Director.

APPEAL: A student has the right to appeal dismissal action by using the approved grievance procedures established by the University of Nebraska Medical Center. A student is entitled to see their personal file and make copies of any documents they consider important (see Policy SA 12.0). (see UNMC Student Handbook, 'Appeals of Academic Evaluations' at [http://www.unmc.edu/student-services/ documents/Handbook.pdf](http://www.unmc.edu/student-services/documents/Handbook.pdf)).

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number SA 13.0

Subject: GRIEVANCE AND APPEAL

Page 1 of 1

PURPOSE: To describe the process for handling a grievance and/or appeal.

GRIEVANCE PROCESS:

A MLS student having a complaint or grievance should endeavor to resolve the problem using the following sequence of administrative levels:

1. Person involved in problem or situation
2. Person with major educational responsibilities in that area or department
3. Program Director
4. Program Medical Director
5. CAHP Assistant Dean for Academic Affairs
6. CAHP Executive Associate Dean

APPEALS PROCESS:

Academic policies of the College of Allied Health Professions address the student appeal process. If a MLS appeal is related to a grade or academic progress evaluation, it will be heard by the CAHP Faculty-Student Appeals Committee. If a matter is related to student discipline, it will be directed to the CAHP Discipline Hearing Board. These procedures assure that there is a mechanism for neutral evaluation. (see UNMC Student Handbook, Appeals of Academic Evaluations and Procedural Rules Relating to Student Discipline at <http://www.unmc.edu/student-services/documents/Handbook.pdf>).

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number SA 14.0

Subject: **TEACH OUT PLAN**

Page 1 of 1

PURPOSE: To describe guidelines for preparing for student program completion in the event of natural disaster or other event that affects scheduled educational processes.

TEACH OUT PLAN: in the event of a normal educational process disruption (i.e., clinical site unable to provide clinical experiences, natural disasters, institutional closure, academic program closure), the UNMC MLS Program will work with regional partners and resources to determine a plan to resume student educational processes and experiences. Any student in good standing shall be permitted to complete the clinical and didactic requirements for successful completion of the MLS program.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 1.0

Subject: CURRICULUM COMMITTEE

Page 1 of 1

PURPOSE: The responsibilities of this committee are to review and make recommendations on matters related to the MLS Program curricula.

MEMBERSHIP: The committee shall consist of:

1. Education Coordinator (Chair)
2. Program Director
3. Committee member (ad hoc)

DUTIES OF CHAIR:

1. Preside at all curriculum meetings, including interdisciplinary subcommittee meeting
2. Communicate any significant curriculum changes to and from the CAHP Curriculum Committee
3. Coordinate faculty assignments for the implementation of all MLS Program curriculum
4. Other duties as assigned.

DUTIES OF CURRICULUM COMMITTEE:

1. Provide leadership in the development, implementation, and evaluation of MLS Program curricula
2. Provide oversight for the curriculum subcommittees for MLS interdisciplinary taught courses
3. Provide oversight for discipline specific curricula
4. Appoint curriculum subcommittees as required
5. Other duties as assigned.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 2.0

Subject: CLINICAL EDUCATION COORDINATOR COMMITTEE

Page 1 of 1

PURPOSE: The responsibilities of this committee are to review and make recommendations on matters related to the MLS Program clinical affiliate sites.

MEMBERSHIP: The committee shall consist of:

1. Associate Program Director (Chair)
2. UNMC Clinical Education Coordinators
3. Committee member (ad hoc)

DUTIES OF Chair:

1. Preside at all UNMC clinical education coordinator planning meetings
2. Communicate any significant clinical affiliate site changes or issues to MLS Program Director
3. Communicate any significant clinical affiliate site student issues to MLS Program Director
4. Other duties as assigned.

DUTIES OF UNMC Clinical Education Coordinator COMMITTEE:

1. Develop and implement communication strategies to and from clinical affiliates and students
2. Facilitate the developed clinical rotation processes with clinical site liaisons
3. Initiate plans to resolve identified clinical affiliate issues
4. Facilitate the clinical liaison conference calls
5. Other duties as assigned.

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number CU 3.0

Subject: **DESCRIPTION OF COURSES**

Page 1 of 1

PURPOSE: To describe course content and assign semester hour credit for courses included in the Medical Laboratory Science Program curriculum.

COURSES: The following courses are included in the Medical Laboratory Science curriculum:

See course listing

<http://www.unmc.edu/alliedhealth/education/mls/about/curriculum.html>

See course descriptions:

<http://www.unmc.edu/alliedhealth/education/mls/about/course-descriptions.html>

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 4.0

Subject: STANDARDIZATION OF STUDENT LABORATORY AND CLINICAL PRACTICUMS Page 1 of 1

PURPOSE: To ensure the standardization of student laboratory and clinical laboratory practicums across all MLS Program teaching locations. .

MINIMUM GUIDELINES AND STANDARDS:

Minimum guidelines for the student laboratory and clinical laboratory practicums courses are determined by the Medical Laboratory Science Curriculum Committee.

The minimum standards for the student laboratory or clinical laboratory practicums are:

1. The supervised student laboratory and clinical laboratory practicum experiences shall include hands-on or simulated experiences used to develop mastery techniques and reinforce theoretical aspects in the following content areas: chemistry, urinalysis, hematology, hemostasis, microbiology, parasitology, mycology, immunohematology, molecular diagnostics, body fluids analysis, and phlebotomy.
2. Clinical laboratory practicum experience shall include representative methods of current laboratory practice, applicable to that specific area. Reinforcement by repetition is encouraged. Students shall work under the supervision of a clinical laboratory practitioner.
3. Minimum length of clinical laboratory practicum experiences shall meet the current standards for determining credit value for courses as approved by the College of Allied Health Professions of UNMC.
4. Provision of services by MLS students on nights, weekends, and holidays is not encouraged unless there are specific, definable, educational objectives associated with the experience. These experiences will be under the supervision of qualified personnel. Students must be notified of a non-traditional (i.e., outside of 0630-1630) rotation schedule at the time of acceptance into the program and acceptance of their clinical site placement.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 5.0

Subject: EXAMINATIONS

Page 1 of 2

PURPOSE: To establish a uniform examination policy for the MLS Program.

USE AND MAINTENANCE:

Examinations are used to assess the MLS Student's understanding and competency of academic material and technical skills. Examinations may consist of unit, comprehensive, and lab or simulated practical examinations.

All test questions are to be maintained as "secure"; therefore examinations will not be returned to the medical laboratory science student. Students will be allowed to review the examination under supervision with program permission on a case-by-case basis. Copying, printing, or saving of examinations by the student is not allowed.

Paper examinations will be maintained by the respective program official or faculty member for a period of at least 30 days after the posting of the student's final grade report. If an appeal has not been filed in that time, the program official may destroy the examinations.

TESTING GUIDELINES: The following testing guidelines will be used for all examinations:

1. Examinations will be proctored.
2. Students will be seated with ample separation space between each other.
3. Examinations (except for hands-on practical examinations) will be completed using online examination software (e.g., ExamSoft/SofTest) or an online course management system. Students must have a personal device that meets compatibility requirements as published by the examination software and UNMC CAHP. Paper examinations are utilized by program permission only and on an exam-by-exam basis. It is the responsibility of the student to maintain a personal testing device that meets the online examination software requirements. Students are required to consult with the examination software support services to resolve any technical issues.
See: <http://www.unmc.edu/alliedhealth/admissions/computers.html>
4. Students will be permitted to utilize the calculator available within the examination software. If approved to use another calculator, the approved calculator may not be pre-programmed with formulas, calculations or other sensitive information. Use of a calculator other than provided by examination software will be approved for each exam as appropriate.
5. Students will not be permitted to have academic material near their seats while taking exams, unless approved for use during the examination. Examples include, but are not limited to the following:
 - a. Cellular telephones; electronic devices other than what is required to utilize examination software, such as personal smart devices , , , recording or filming devices,
 - b. Coats, jackets, headwear, backpacks, book bags, briefcases
 - c. Books, notes, study materials

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 5.0

Page 2 of 2

6. Pencils, erasers and scratch paper will be provided to the student when taking exams. All of which will be collected before the student leaves the proctored environment.

Students who abuse testing guidelines will be asked to surrender their unfinished examination to the proctor and/or to exit the examination software per proctor direction and will be asked to leave the examination room. The exam will not be scored, and a grade of zero will be entered as the grade. The proctor or program official will present the Nonprofessional Behavior Documentation Form, ask that it be signed by the student, and a conference with a program official will follow. This form then becomes a part of the student's permanent record. Abuse of testing guidelines may be grounds for dismissal from the Medical Laboratory Science Program (see Policy SA 11.0).

ALTERNATE EXAM DATES:

A student who is unable to complete an examination at the scheduled time shall make arrangements with the appropriate program official and faculty contact to take the examination according to these guidelines:

1. Arrangements to take the examination before the regularly scheduled time will be made by the appropriate program official and/or faculty.
2. Completion of missed exams is expected to be completed upon a student's return to class. Individual considerations may be made for a student based on extenuating circumstances upon consultation with a UNMC MLS Program official. All previously published course syllabi/guidelines must be adhered to.

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number CU 6.0

Subject: **EVALUATION AND GRADING OF COURSES**

Page 1 of 1

PURPOSE: To provide for consistent and fair evaluation and grading practices in the courses in the MLS curriculum.

EVALUATION SYSTEM:

The student's final grade in each course shall include an evaluation of any theoretical aspects, technical components, and professional behaviors. Grading criteria will be specified in each course syllabus.

To satisfactorily complete each course, a student must maintain minimum passing requirements as stated in each course syllabus

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 7.0

**Subject: EVALUATION OF CREDENTIALS FOR ADVANCED
PLACEMENT**

Page 1 of 2

PURPOSE: To establish guidelines whereby a student accepted into the Medical Laboratory Science Program, who presents appropriate credentials/experience, might be given the opportunity to challenge selected portions of the curriculum. This policy does not apply to courses that routinely offer 'Challenge Exams' to all students. These 'Challenge Exam' options are stated in course syllabi.

PROCESS*:

A student who desires to be considered for advanced placement in the program must submit a written request to the appropriate program officials prior to August 1*, of the year the student enrolls. The request should include a documentation of credentials/experience and a designation of the portion of the clinical curriculum the student desires to challenge.

CREDENTIALS:

Appropriate credentials a student may present to challenge selected portions of the curriculum include:

1. Certification as a medical laboratory technician.
2. Documentation of completion of a NAACLS accredited curriculum for medical laboratory technicians.
3. Documentation of work experience acceptable to the Leadership Committee.
4. Other documented credentials acceptable to the Leadership Committee.

CHALLENGE:

The program officials shall review the student's credentials and shall be responsible for submitting a written plan delineating the competencies the student desires to challenge. Challenge examinations (written, simulation and/or practical) will be representative of the examinations used to assess progress in that component of the program's curriculum.

The plan for challenge shall be approved by the Curriculum Committee.

UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES

Number CU 7.0

Subject: EVALUATION OF CREDENTIALS FOR ADVANCED PLACEMENT

Page 2 of 2

LIMITATIONS OF CHALLENGE:

The MLS student may only challenge the technical components of a clinical practicum course.

SCHEDULE:

Any adjustment of the schedule, resulting from successful challenge of competencies, shall be determined by the appropriate program officials.

*Degree Advancement Option Students' advanced placement specifications are explained in each student laboratory and clinical practicum course syllabus or course information document.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 8.0

Subject: RETENTION OF MATERIALS

Page 1 of 1

PURPOSE: To establish a uniform policy for the retention of materials used for the evaluation of clinical laboratory science student's academic performance.

EXAMINATIONS AND EVALUATION MATERIALS:

Examinations, technical evaluations, and professional behavior evaluations are maintained by the program for a period of at least 30 days after the posting of the student's final grade report. If a grade appeal has not been filed in that time, the program may destroy the examinations and evaluations.

STUDENT RECORDS:

Each student's online file shall contain the following while in the program:

1. UNMC application form
2. Copy of official college transcripts
3. Record of transcript evaluation

PERMANENT STUDENT RECORDS

1. Academic transcript (maintained by the UNMC Registrar or home institution registrar) on record with: legal name, grades/credits, dates of admission and completion

Documentation of any counseling reports/sessions is maintained for a minimum of two years.

Each student shall have access to their records. No portion of the student's record shall be released without written approval from the student.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 9.0

Subject: GRADING SYSTEM

Page 1 of 1

PURPOSE: To provide for consistent and fair grading practices in the Medical Laboratory Science Program.

GRADING SYSTEM:

Each course in the Medical Laboratory Science curriculum is graded separately (see Policy CU 3.0).

The Medical Laboratory Science Program utilizes the UNMC and CAHP grading system.

See: https://www.unmc.edu/cahphandbook/index.php/Academic_Affairs

1. If a student is unable to complete a course during the registered semester and has successfully completed 50% of the course work, the student may request a grade of 'incomplete' for that semester. If an 'incomplete' is granted and unless an alternate schedule has been approved at the time the 'incomplete' was granted, the student has the subsequent semester to successfully complete the course. If the course is not successfully completed within the next semester timeframe, the grade of 'incomplete' will be changed/documentated on the student's transcript to a failing grade of 'F.'
2. For all courses in which less than 50% of the course work is successfully completed during the registered semester, a failing grade of 'F' will be documented on the student's transcript. The student will be required to re-register for (i.e., re-pay) for these courses to successfully progress in the program.
3. If a student is unable to successfully progress in registered course work due to circumstances, you may formally request a 'Personal Leave of Absence' (LOA) (see MLS Policy SA 3.1). You are allowed 12 months of LOA during the time you are enrolled in the UNMC MLS Program. During a LOA, you will not have access to course materials per UNMC policy.

The program director reserves the right to recommend that a student withdraw if health, academic progress, or other factors make it impractical and inadvisable for the student to continue in the program.

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Subject: CAREER ENTRY COMPETENCIES

Number CU 10.0
Page 1 of 1

PURPOSE: To describe career entry competencies expected of our Medical Laboratory Science graduates.

COMPETENCIES:

After successful completion of the curriculum in all major clinical laboratory areas*, the graduates are able to:

1. Develop clinical procedures for pre-analytical, analytical and post-analytical test phases
2. Process specimens, evaluate specimen suitability, and resolve pre-analytical problems.
3. Perform clinical laboratory tests accurately and efficiently.
4. Perform quality control, troubleshoot quality control problems, and take appropriate corrective action if indicated.
5. Interpret clinical laboratory data, correlate results to available patient information, confirm result validity, recognize discrepancies, and take appropriate corrective action if indicated.
6. Participate in equipment and instrument preventive maintenance and minor troubleshooting.
7. Communicate complete, concise, and understandable test results to appropriate parties, including application of current laboratory information systems (LIS).
8. Apply principles of research and method evaluation to develop, evaluate, and select new test methods for implementation within the laboratory.
9. Follow safety and governmental regulations/standards as applied to the clinical laboratory.
10. Exercise professional behaviors and ethical conduct.
11. Communicate effectively to serve the needs of patients, laboratory professionals, healthcare team members, and the community.
12. Demonstrate life-long learning to foster expertise in MLS theory and application.
13. Apply principles of educational methodology in educating healthcare personnel and the community regarding clinical laboratory topics.
14. Apply basic principles of clinical laboratory management and leadership.
15. Apply quality assurance and performance improvement initiatives.
16. Actively advocate for the profession.

*Core laboratory (clinical chemistry, hematology, hemostasis), immunohematology, microbiology, urinalysis and body fluids, molecular, parasitology, mycology
Updated 1/9/2020

**UNIVERSITY OF NEBRASKA MEDICAL CENTER
MEDICAL LABORATORY SCIENCE PROGRAM
POLICIES/PROCEDURES**

Number CU 11.0

Subject: PROGRAM EVALUATION

Page 1 of 1

PURPOSE: To describe guidelines for the evaluation of the MLS Program.

PROCESS:

The Leadership Committee administers the evaluation process and maintains documentation of program evaluation.

Evaluation of the Medical Laboratory Science Program shall address the following:

1. EFFECTIVENESS OF THE PROGRAM

The program administration shall have a continuing system for reviewing the effectiveness of the program including a formal Self-Study process required for continuing accreditation.

2. PERFORMANCE OF GRADUATES

The program evaluation shall include documentation of performance by graduates on external certification examinations, as well as, graduate and employer surveys.

3. GRADUATION AND PLACEMENT RATES

The program evaluation shall include a review of graduation rates and placement rates for all students.

4. EVALUATION REFLECTED IN THE CURRICULUM AND OVERALL PROGRAM

The results of the program evaluation shall be documented and reflected in the curriculum and other elements of the program.

Evaluation feedback shall be obtained from students, graduates, faculty, employers of graduates, advisory groups, certification examinations, surveys, and interviews.

Such outcomes assessment shall incorporate a plan for identifying areas of concern and documentation of the changes implemented to address such concerns.