TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>4</td>
</tr>
<tr>
<td>Educational Compact between Medical Laboratory Science Program Faculty and Students</td>
<td>5</td>
</tr>
<tr>
<td>Teaching and Learning</td>
<td>5</td>
</tr>
<tr>
<td>Curriculum</td>
<td>5</td>
</tr>
<tr>
<td>Professional Conduct</td>
<td>6</td>
</tr>
<tr>
<td>Quality of Institutional Life</td>
<td>6</td>
</tr>
<tr>
<td>Armstrong State University Program of Medical Laboratory Science</td>
<td>7</td>
</tr>
<tr>
<td>Introduction</td>
<td>7</td>
</tr>
<tr>
<td>History</td>
<td>7</td>
</tr>
<tr>
<td>Accreditation</td>
<td>7</td>
</tr>
<tr>
<td>Goal</td>
<td>7</td>
</tr>
<tr>
<td>Objectives</td>
<td>8</td>
</tr>
<tr>
<td>Student Outcomes and Expected Results</td>
<td>8</td>
</tr>
<tr>
<td>Student Outcome #1</td>
<td>8</td>
</tr>
<tr>
<td>Student Outcome #2</td>
<td>9</td>
</tr>
<tr>
<td>Student Outcome #3</td>
<td>9</td>
</tr>
<tr>
<td>Essential Functions</td>
<td>9</td>
</tr>
<tr>
<td>Essential Visual and Observation Skills for Medical Laboratory Science</td>
<td>9</td>
</tr>
<tr>
<td>Essential Motor and Mobility Requirements for Medical Laboratory Science</td>
<td>10</td>
</tr>
<tr>
<td>Essential Communication Requirements for Medical Laboratory Science</td>
<td>10</td>
</tr>
<tr>
<td>Essential Intellectual Requirements for Medical Laboratory Science</td>
<td>10</td>
</tr>
<tr>
<td>Essential Behavioral Requirements for Medical Laboratory Science</td>
<td>11</td>
</tr>
<tr>
<td>Medical Laboratory Science Program Faculty</td>
<td>12</td>
</tr>
<tr>
<td>Clinical Affiliates</td>
<td>12</td>
</tr>
<tr>
<td>Medical Laboratory Science Program Course Offerings</td>
<td>13-15</td>
</tr>
<tr>
<td>Recommended Schedule: Traditional Track</td>
<td>16</td>
</tr>
<tr>
<td>Recommended Schedule: South Carolina Online Fast Track</td>
<td>17</td>
</tr>
<tr>
<td>Recommended Schedule: MLT-MLS Career-Ladder Track</td>
<td>18</td>
</tr>
<tr>
<td>Academic Guidelines</td>
<td>19</td>
</tr>
<tr>
<td>Advisement</td>
<td>19</td>
</tr>
<tr>
<td>Attendance</td>
<td>19</td>
</tr>
<tr>
<td>Clinical/Campus Lab</td>
<td>19</td>
</tr>
<tr>
<td>Personal Appearance</td>
<td>19</td>
</tr>
<tr>
<td>Exams and Grading of Exams</td>
<td>19</td>
</tr>
<tr>
<td>Course Grades (70% Rule)</td>
<td>20</td>
</tr>
<tr>
<td>Progression Requirements</td>
<td>20</td>
</tr>
<tr>
<td>Withdrawal/Incomplete</td>
<td>20</td>
</tr>
<tr>
<td>Appeal Policies</td>
<td>21</td>
</tr>
<tr>
<td>Program Completion Requirements</td>
<td>21</td>
</tr>
<tr>
<td>Readmission Procedures</td>
<td>21</td>
</tr>
<tr>
<td>Second BS Degree</td>
<td>22</td>
</tr>
<tr>
<td>Practicum Rotation Assignments: Traditional Students</td>
<td>22</td>
</tr>
<tr>
<td>Practicum Rotation Assignments: Online Students</td>
<td>22</td>
</tr>
<tr>
<td>Awards</td>
<td>22</td>
</tr>
<tr>
<td>Certificate Ceremony</td>
<td>23</td>
</tr>
<tr>
<td>Licensure and Certification</td>
<td>23</td>
</tr>
</tbody>
</table>

Updated July 15, 2015
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeting Student Anticipated Expenses</td>
<td>24</td>
</tr>
<tr>
<td>Estimated Expense Schedule</td>
<td>25</td>
</tr>
<tr>
<td>Communication</td>
<td>25</td>
</tr>
<tr>
<td>Safety</td>
<td>25</td>
</tr>
<tr>
<td>Universal Precautions</td>
<td>26</td>
</tr>
<tr>
<td>Children on Campus/Clinical Sites</td>
<td>26</td>
</tr>
<tr>
<td>Policy on Substance Abuse</td>
<td>26</td>
</tr>
<tr>
<td>Student Behavior and Activities</td>
<td>27</td>
</tr>
<tr>
<td>Policy on the Right to Copy and use Software</td>
<td>27</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>27</td>
</tr>
<tr>
<td>Professional Behavior: Class and Clinical</td>
<td>28</td>
</tr>
<tr>
<td>Statement of Professionalism</td>
<td>28</td>
</tr>
<tr>
<td>Code of Ethics</td>
<td>29</td>
</tr>
<tr>
<td>Duty to the Patient</td>
<td>29</td>
</tr>
<tr>
<td>Duty to Colleague and the Profession</td>
<td>29</td>
</tr>
<tr>
<td>Duty to Society</td>
<td>29</td>
</tr>
<tr>
<td>Pledge to the Profession</td>
<td>30</td>
</tr>
<tr>
<td>A Summary of the Armstrong Honor Code</td>
<td>31</td>
</tr>
<tr>
<td>A. Violations</td>
<td>31</td>
</tr>
<tr>
<td>B. Reporting a Violation</td>
<td>31</td>
</tr>
<tr>
<td>C. Hearings</td>
<td>31</td>
</tr>
<tr>
<td>D. Administrative Action</td>
<td>31</td>
</tr>
<tr>
<td>E. Right to Appeal</td>
<td>31</td>
</tr>
<tr>
<td>Forms</td>
<td>32</td>
</tr>
<tr>
<td>Certification Statement</td>
<td>33</td>
</tr>
<tr>
<td>Honor Code and Pledge Statement</td>
<td>33</td>
</tr>
<tr>
<td>Online Access to ASU Catalog and Student Handbook</td>
<td>33</td>
</tr>
<tr>
<td>Acceptance/Agreement for Distance Program</td>
<td>34</td>
</tr>
<tr>
<td>Traditional Students Only-Informed Consent for Blood Collection</td>
<td>35</td>
</tr>
<tr>
<td>Traditional Student Only- Clinical Site Acknowledgement Form</td>
<td>35</td>
</tr>
<tr>
<td>Online Students Only-Authorization for Release of Records and Information</td>
<td>36-37</td>
</tr>
<tr>
<td>Online Students Only-Student Applied Learning Experience Agreement</td>
<td>38-39</td>
</tr>
</tbody>
</table>
Welcome

The Medical Laboratory Science Program is pleased to welcome you to an exciting and dynamic profession. It is critically important for you to realize that health care providers and employers require graduates who are not only technically competent but who are also excellent communicators, critical thinkers, and problem solvers.

Upon successful completion of this program, you will have gained the minimum knowledge, skills, and abilities to function as a competent medical laboratory scientist in a job entry level position. We, the faculty, desire to assist you in becoming a successful medical laboratory scientist by enhancing your critical thinking and communication skills. We also want you to be proud of your accomplishments, abilities, and potential and we want to be able to say that we are pleased to have you as a colleague. Our reward is your success.

Your education in Medical Laboratory Science will prepare you directly for a job in a wide variety of laboratory settings. About half of all Medical Laboratory Technologists are employed in hospitals. Others work in doctors’ offices, diagnostic laboratories, or industry.

Possible Career Paths

Educational Compact between Medical Laboratory Science Program Faculty and Students

The purpose of this compact is to define what the Armstrong State University Medical Laboratory Science program faculty, staff, and students can reasonably expect from one another to enhance learning productivity. Expectations are divided into 4 areas: Teaching and Learning, Curriculum, Professional Conduct, and Quality of Institutional Life.

Teaching and Learning

Colleges and universities have one thing in common: they exist to promote teaching and learning. Learning is not confined to the classroom, laboratory, and library. Learning is primarily, but not exclusively, a student activity.

Proposition: Students may expect their professors to:
• be knowledgeable about the subject under study and/or direct students to sources of information
• use effective teaching approaches such as holding students to high standards of performance, explaining desired outcomes, and applying fairly and clearly
• articulated evaluation practices
• be available for consultation

Proposition: Faculty may expect students to:
• prepare for, and attend, classes and structured learning activities
• participate fully in classroom activities
• invest the time and effort demanded by course requirements
• complete assignments in a timely fashion
• behave in a civil, supportive manner toward peers and teachers
• strive to apply what they learn in class to their lives outside the classroom

Curriculum

Proposition: Students may expect the Medical Laboratory Science Program to:
• offer a curriculum that provides a coherent intellectual and practical experience
• offer a curriculum which provides exposure to all the major subject areas commonly offered in the modern clinical laboratory
• offer learning experiences to develop entry level competencies of the medical technologist

Proposition: The faculty may expect students to:
• be willing to research answers to questions on their own
• seek advice from faculty and staff who are knowledgeable about specific content areas
• accept the written student outcomes and expected results presented in the MLS Student Handbook
• utilize course syllabi and course objectives
Professional Conduct

Faculty and staff members will apply professional ethics and behaviors to teaching and learning and to the practice of healthcare.

Proposition: Students may expect the Medical Laboratory Science Program faculty and staff to:
- serve as a role model for ethical and moral behavior
- communicate clearly and fairly apply rules, policies, and practices
- provide programs, services, and facilities as described in program publications

Proposition: The faculty may expect the students to:
- distinguish between actions that are consistent with and those which violate the principles of professional ethics
- behave in a manner consistent with the principles of integrity and ethics

Quality of Institutional Life

Learning is as much a social activity as a solitary endeavor. It best occurs in settings where learners are known by name and respected as individuals, feel comfortable, interact with people from backgrounds different than their own, feel free to take intellectual risks, assume responsibility for their learning and social welfare, and have opportunities to participate in community governance.

Student learning is facilitated when faculty members and students demonstrate mutual respect for each other. In addition, faculty members should have high expectations for student performance, both in and outside the classroom.

Proposition: Students may expect the faculty and staff to:
- have and support diversity within the student body, faculty, and staff consistent with the program’s context and educational purpose
- treat them with civility, respect, fairness, and compassion
- guarantee and model free expression through logical and rational conversation
- provide a safe learning environment free from harassment

Proposition: The faculty may expect students to:
- treat each other and faculty and staff with civility, respect, and compassion
- exercise guaranteed freedoms in a responsible manner consistent with the aims and traditions of the academy
- acknowledge the interdependence of the MLS Program and the clinical affiliates (e.g. hospitals)
- take responsibility for their learning and collective welfare
- contribute to the quality of life in the program and the surrounding community
Armstrong State University Program of Medical Laboratory Science

Introduction

This Handbook was prepared to provide you a quick reference to certain program information and policies. You should keep it in an accessible place. Revisions and/or additions will be distributed separately. The statements in this handbook are for information purposes only and should not be construed as the basis of a contract between a student and this Department. While the provisions of this document will generally be applied as stated, the ASU Medical Laboratory Science Program reserves the right to change any provision. Also, it is the student’s responsibility to be cognizant of ASU policies and procedures in the ASU Catalog and Student Handbook.

History

The Medical Laboratory Science Program was established in April 1982. In September 1982, the first class was accepted for enrollment into a "2 + 2" curriculum. In April 1985, the program was granted full accreditation for 5 years (1985-1990) by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA). The program received continuing accreditation by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) for four consecutive periods of seven years (1990-1997, 1997-2004, 2004-2011, and 2011-2018).

Accreditation

The Medical Laboratory Science Program at Armstrong State University is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119, (847)939-3597, (773)714-8880, FAX: (773)714-8886, email: info@naacls.org, http://www.naacls.org

Goal

The overall purpose of the Medical Laboratory Science Program is to provide students with a high quality academic and professional environment allowing for the development of their intellectual and manipulative competencies and attainment of professional values and characteristics. Inherent to this purpose is the goal to prepare a competent clinical laboratory general practitioner. Continued assessment of the educational program permits revision to meet professional needs and assure the best in patient care.
Objectives

The Medical Laboratory Science Program is designed to assist students in their achievement of job entry-level competencies within the profession and provide a foundation for their future professional goals. Therefore, the program will maintain the necessary resources, qualified faculty and structured educational experience to prepare the program graduate to be able to:

1. Train graduates to integrate theory and practice by effective use of campus laboratories and clinical sites.
2. Prepare graduates who can not only generate data to be used in patient care but also evaluate the validity of that data and assure its reliability before reporting results.
3. Prepare graduates who function as laboratory professionals by respecting the confidentiality of patient information, maintaining neatness in personal habits, work areas, and laboratory reports; performing to the best of their abilities; and assuming responsibility for their conduct as well as their work.
4. Satisfy eligibility requirements to sit for and pass a professional certification examination.
5. Qualify for employment in a variety of settings; i.e., urban or rural hospital laboratories, commercial laboratories, physician office laboratories.
6. Progress within clinical laboratory science to education, supervision, or management positions

Student Outcomes and Expected Results

Based on the vision and guiding principles of the College of Health Professions, the faculty of the Medical Laboratory Science Program believe that all graduates, in order to achieve the above identified objectives, must exhibit the following student outcomes and expected results. Therefore, various instructional strategies and course requirements will be incorporated into the Medical Laboratory Science courses to insure that students obtain the outcomes. For example, in addition to regular written tests, students will be required to complete research papers, give presentations, work in teams to discuss and solve case histories, and use computers, to name a few. Each course will have specified outcomes unique to that content area. Students will be evaluated on these outcomes as a part of the course grade.

Student Outcome #1

The student will demonstrate the knowledge, technical skills, and professional conduct of an entry-level laboratory scientist in the field of medical laboratory science.

Expected Results:

1. The student will demonstrate evidence of understanding the breadth and depth of medical and scientific principles associated with laboratory testing.
2. The student will perform and interpret standard and complex laboratory tests by identifying, organizing, planning, and using necessary resources.
3. The student will exhibit a general comprehension of the many factors that affect health and disease, and recognize the importance of proper test selection, the numerous causes of discrepant test results, and deviation of test results.
4. The student will exhibit an understanding of quality control and assurance, standards of practice, safety and waste management procedures, information management, and management and education theory.
5. The student will exhibit an understanding of conduct benefiting a professional employee which includes but is not limited to; punctuality, respect for patients, peers and supervisors, ethical behavior and accepting responsibility and consequences for one’s own actions.
Student Outcome #2

The student will demonstrate the ability to think critically and solve problems associated with the practice of medical laboratory science.

Expected Results:
1. The student will correlate laboratory data with other laboratory data and pathologic states, determine validity of tests results, and need for additional tests.
2. The student will evaluate laboratory data and methods to determine appropriate decision and/or action.
3. The student will recognize the existence of procedural and technical problems and take corrective action according to predetermined criteria.

Student Outcome #3

The student will exhibit effective oral, written, and computerized communication skills as it relates to the delivery of quality health care.

Expected Results:
1. The student will receive and transmit written information to medical, paramedical, or lay individuals that is clear, concise, and grammatically correct.
2. The student will demonstrate effective individual and group-oriented oral communication skills.
3. The student will demonstrate the ability to acquire, organize, and evaluate information.
4. The student will demonstrate the ability to use computers to process and report information.

Essential Functions

Students enrolling in and graduating from a Medical Laboratory Science Program must meet the essential function requirements of the academic program and the profession. Essential functions are the non-academic standards that a student must be able to master to participate successfully in the MLS program and become employable. Examples of this program’s essential functions are provided below. If you are not sure that you will be able to meet these essential functions, please consult with the program director for further information.

Essential Visual and Observation Skills for Medical Laboratory Science

The Medical Laboratory Science student must be able to:

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

Updated July 15, 2015
Essential Motor and Mobility Requirements for Medical Laboratory Science

The Medical Laboratory Science student must be able to:

- Perform laboratory-testing adhering to existing laboratory safety standards.
- Perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing, over several hours.
- Travel to assign clinical laboratory Practicum sites.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Grasp, hold, transport, and utilize specimens, reagents, hazardous chemicals and equipment in a safe manner as needed to perform laboratory testing.
- Obtain patient specimens in a timely, safe, and professional manner (e.g. perform phlebotomy).
- Use laboratory equipment (e.g. pipettes, inoculating loops, test tubes) and instruments to perform laboratory procedures according to established laboratory guidelines.
- Use computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.
- Troubleshoot and correct basic equipment malfunctions.

Essential Communication Requirements for Medical Laboratory Science

The Medical Laboratory Science student must be able to:

- Read and understand technical and professional materials, (i.e. textbooks, journal articles, handbooks and instruction manuals).
- Follow oral and written instructions independently.
- Clearly instruct patients regarding specimen collection.
- Demonstrate sensitivity, confidentiality and respect when speaking with patients.
- Communicate clearly, accurately and tactfully with faculty members, student colleagues, staff and other health care professionals orally and in a recorded format (writing, typing, graphics, or telecommunications).

Essential Intellectual Requirements for Medical Laboratory Science

The Medical Laboratory Science student must be able to:

- Comprehend, measure, calculate, reason, integrate, analyze, evaluate, correlate, problem-solve and compare.
- Recognize abnormal laboratory results (e.g. patient and QC) and take appropriate action.
- Demonstrate critical-thinking and judgment skills appropriate to a given situation.
- Independently prepare papers, prepare laboratory reports, and take paper, computer and laboratory practical examinations.

Updated July 15, 2015


**Essential Behavioral Requirements for Medical Laboratory Science**

The Medical Laboratory Science student must be able to:

- Organize work and perform multiple tasks within given time constraints and under stressful conditions while maintaining the ability to communicate clearly.
- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test order, ambivalent test interpretation), emergent demands (i.e. “stat” test order) and distracting environment (i.e., high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self and nearby individuals.
- Adapt to working with unpleasant biologicals
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- 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 and act on constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities).
- Show respect for individuals of different age, ethnic background, religion, and/or sexual orientation.
- Exercise independent judgment and accept responsibility for own work.
- In addition, the student must follow all established policies and procedures of the program and clinical affiliate sites.
MEDICAL LABORATORY SCIENCE PROGRAM FACULTY

Interim-Program Director: Charlotte Bates, MT (ASCP), Instructor
M.Ed, Georgia Southern University
B.S., Georgia Southern University
B.S., Medical College of Georgia

Medical Director: J. Ralph Edgar, M.D., Ph.D.
M.D., Duke University
Ph.D., Duke University
B.S., Massachusetts Institute of Technology

Faculty: Charlotte Bates, MT (ASCP), Instructor
M.Ed, Georgia Southern University
B.S., Georgia Southern University
B.S., Medical College of Georgia

Carol Jordan BS, MT (ASCP) SMcm, Instructor
B.S., Georgia Southern University
B.S., Georgia Southern University

Part-Time Faculty: Joel I. Myers, MT (ASCP), Instructor
B.S., Georgia Southern University

Floyd Josephat, Ed.D, MT (ASCP), Instructor
Ed.D., Union University
M.S. University of Memphis
B.Sc. Harding University
B.A. Harding University

Lab Instructors: Tamara Morris, B.S. MLS, MLS (ASCP)
Robbie Wylie, B.S. MLS, MLS (ASCP)
Amy Chall, B.S. MLS, MLS (ASCP)

Clinical Affiliates
A current list of clinical affiliates is available in the Medical Laboratory Science office.

Updated July 15, 2015
MEDICAL LABORATORY SCIENCE PROGRAM COURSE OFFERINGS

MEDT 3100 URINALYSIS AND BODY FLUIDS 2-2-2
Only open to Medical Laboratory Science majors. Qualitative and quantitative study of the physical and microscopic constituents of urine and other body fluids. Includes practice of manual and automated procedures and their relationship to diagnosing disease.

* MEDT 3110 URINALYSIS AND BODY FLUIDS 2-0-2
Prerequisite: admission to MLS program
Qualitative and quantitative study of the physical and microscopic constituents of urine and other body fluids.

MEDT 3200 CLINICAL BACTERIOLOGY 4-4-5
Open only to Medical Laboratory Science majors. The relationship of bacteria, mycobacteria, spirochaetes, and mycoplasmas to human disease with an emphasis on the isolation and identification of pathogenic bacteria.

* MEDT 3210 CLINICAL BACTERIOLOGY 4-0-4
Prerequisite: admission to MLS program

MEDT 3300 CLINICAL HEMATOLOGY AND HEMOSTASIS 4-4-5
Only open to Medical Laboratory Science majors. Study of pathology and physiology of the formed elements of blood with an emphasis on clinical correlation. Study of the principles of hemostasis and blood coagulation including interpretation of results. Manual and automated laboratory procedures are performed based on principles of hematology and hemostasis.

* MEDT 3310 CLINICAL HEMATOLOGY AND HEMOSTASIS 4-0-4
Prerequisite: admission to MLS program
Study of pathology and physiology of the formed elements of blood with an emphasis on clinical correlation. Study of the principles of hemostasis and blood coagulation including interpretation of results.

MEDT 3400 CLINICAL IMMUNOHEMATOLOGY 4-3-5
Open only to Medical Laboratory Science majors. Basic immunohematologic principles and their application to the preparation and administration of whole blood and blood components including the selection and processing of donors, cross matching procedures, and antibody identification.

* MEDT 3410 CLINICAL IMMUNOHEMATOLOGY 4-0-4
Prerequisite: admission to MLS program
Basic immunohematologic principles and their application to the preparation and administration of whole blood and blood components. Includes the selection and processing of donors, cross matching procedures and antibody identification.

MEDT 3500 CLINICAL CHEMISTRY 4-3-5
Open only to Medical Laboratory Science majors. Focus on physiological principles and concepts, methodologies and clinical significance of biochemicals and elements found in blood and other body fluids.

Updated July 15, 2015
Manual and automated laboratory procedures are performed with an emphasis on quality control and quality assurance. Clinical chemistry case studies are presented to aid in clinical correlation and problem solving.

* MEDT 3510 CLINICAL CHEMISTRY 4-0-4
Prerequisite: admission to MLS program
Focus on physiological principles and concepts, methodologies and clinical significance of biochemicals and elements found in blood and other body fluids. Clinical chemistry case studies are presented to aid in clinical correlation and problem solving.

MEDT 3600 CLINICAL LABORATORY METHODOLOGIES AND MOLECULAR DIAGNOSTICS 3-2-3
Open only to Medical Laboratory Science majors. The course serves as a basic introduction to the clinical laboratory focusing on topics in laboratory safety, microscopy, phlebotomy, general laboratory equipment, quality assurance, laboratory mathematics, and principles and methodologies of clinical laboratory instrumentation.

* MEDT 3610 CLINICAL LABORATORY METHODOLOGIES AND MOLECULAR DIAGNOSTICS 3-0-2
Prerequisite: admission to MLS program
The course serves as a basic introduction to the clinical laboratory focusing on topics in laboratory safety, microscopy, phlebotomy, general laboratory equipment, quality assurance, laboratory mathematics, and principles and methodologies of clinical laboratory instrumentation.

MEDT 3700 CLINICAL IMMUNOLOGY 2-2-3
Open only to Medical Laboratory Science majors. Principles and procedures used in the isolation, identification, and quantifications of diagnostically significant antigens and antibodies. This course will also familiarize students with the basics of molecular diagnostics technology and the types of tests available.

* MEDT 3710 CLINICAL IMMUNOLOGY 2-0-2
Prerequisite: admission to MLS program
Principles and procedures used in the isolation, identification, and quantifications of diagnostically significant antigens and antibodies. This course will also familiarize students with the basics of molecular diagnostics technology and the types of tests available.

MEDT 3800 CLINICAL MICROBIOLOGY 2-2-3
Only open to Medical Laboratory Science majors. Pathogenesis and laboratory identification of human parasites and clinically significant fungi and viruses.

* MEDT 3810 CLINICAL MICROBIOLOGY 2-2-3
Prerequisite: Admission to MLS program
Only open to Medical Laboratory Science majors. Pathogenesis and laboratory identification of human parasites and clinically significant fungi and viruses.

MEDT 4000 DIRECTED STUDY 3-3-1
Prerequisite: permission of instructor or program
Selected Medical Laboratory Science topics. Credit varies by topic. Offered on demand.
MEDT 4115 CLINICAL PRACTICUM
0-V-15
Prerequisite: MEDT 3100, MEDT 3200, MEDT 3300, MEDT 3400, MEDT 3500, MEDT 3600, MEDT 3700, MEDT 3800, or admission to a Medical Laboratory Science Online program.
Structured clinical laboratory experiences. Rotations will include clinical microbiology, clinical chemistry, immunohematology, hematology, coagulation, immunology/serology, urinalysis, phlebotomy and molecular diagnostic testing.

MEDT 4600 CLINICAL PATHWAYS & CRITICAL DECISION MAKING
5-0-5
Prerequisite: MEDT 4115
Advanced topics in clinical laboratory science, emphasizing analysis and presentation of multidisciplinary case studies.

MEDT 4900 LABORATORY MANAGEMENT AND EDUCATION
3-0-3
Prerequisite or co-requisite: MEDT 4115
Fundamental concepts of laboratory management, operation, finance, managerial leadership, personnel administration, and educational principles for laboratory scientists.

MEDT 4990H HONORS THESIS IN MEDICAL LABORATORY SCIENCE
0-3-3
Prerequisite: MEDT 3000-3900 and acceptance into the Honors Program
A research project under the supervision of a program faculty committee. Project must include a thesis and oral presentation.

* Open only to Career Ladder Track students
✓ Available online only
RECOMMENDED SCHEDULE: TRADITIONAL TRACK

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 3200 (5)</td>
<td>MEDT 3100 (2)</td>
<td>MEDT 4115 (9)</td>
</tr>
<tr>
<td>MEDT 3300 (5)</td>
<td>MEDT 3400 (5)</td>
<td></td>
</tr>
<tr>
<td>MEDT 3600 (3)</td>
<td>MEDT 3500 (5)</td>
<td></td>
</tr>
<tr>
<td>MEDT 3700 (3)</td>
<td>MEDT 3800 (3)</td>
<td></td>
</tr>
<tr>
<td>16 CREDIT HOURS</td>
<td>15 CREDIT HOURS</td>
<td>9 CREDIT HOURS</td>
</tr>
</tbody>
</table>

### FALL
- MEDT 4600 (5)
- MEDT 4900 (3)
- MEDT 4115 (9)

17 CREDIT HOURS

*All practicums are grouped under one course number – MEDT 4115*

<table>
<thead>
<tr>
<th>4110</th>
<th>4710</th>
</tr>
</thead>
<tbody>
<tr>
<td>4210</td>
<td>4810</td>
</tr>
<tr>
<td>4310</td>
<td></td>
</tr>
<tr>
<td>4410</td>
<td></td>
</tr>
<tr>
<td>4510</td>
<td></td>
</tr>
</tbody>
</table>

() = CREDIT HOURS
RECOMMENDED SCHEDULE: SOUTH CAROLINA FAST-TRACK

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 3100 (2)</td>
<td>MEDT 3400 (5)</td>
<td>MEDT 3200 (5)</td>
</tr>
<tr>
<td>MEDT 3500 (5)</td>
<td>MEDT 3300 (5)</td>
<td>MEDT 3800 (3)</td>
</tr>
<tr>
<td>MEDT 3600 (3)</td>
<td>MEDT 4115 (6)</td>
<td>MEDT 4115 (6)</td>
</tr>
<tr>
<td>MEDT 3700 (3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDT 4115 (6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19 CREDIT HOURS</td>
<td>16 CREDIT HOURS</td>
<td>14 CREDIT HOURS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 4600 (5)</td>
</tr>
<tr>
<td>MEDT 4900 (3)</td>
</tr>
<tr>
<td>MEDT 4115 (6)</td>
</tr>
<tr>
<td>14 CREDIT HOURS</td>
</tr>
</tbody>
</table>

All practicums are grouped under one course number – MEDT 4115

4110    4710
4210    4810
4310
4410
4510

( ) = CREDIT HOURS
RECOMMENDED SCHEDULE: ONLINE CAREER-LADDER TRACK

<table>
<thead>
<tr>
<th>FALL</th>
<th>SPRING</th>
<th>SUMMER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 3110 (2)</td>
<td>MEDT 3310 (4)</td>
<td>MEDT 3210 (4)</td>
</tr>
<tr>
<td>MEDT 3510 (4)</td>
<td>MEDT 3410 (4)</td>
<td>MEDT 3810 (3)</td>
</tr>
<tr>
<td>MEDT 3610 (2)</td>
<td>MEDT 4115 (6)</td>
<td>MEDT 4115 (6)</td>
</tr>
<tr>
<td>MEDT 3710 (2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDT 4115 (6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>16 CREDIT HOURS</strong></td>
<td><strong>14 CREDIT HOURS</strong></td>
<td><strong>13 CREDIT HOURS</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDT 4600 (5)</td>
</tr>
<tr>
<td>MEDT 4900 (3)</td>
</tr>
<tr>
<td>MEDT 4115 (6)</td>
</tr>
<tr>
<td><strong>14 CREDIT HOURS</strong></td>
</tr>
</tbody>
</table>

All practicums are grouped under one course number – MEDT 4115  
4110  4710  
4210  4810  
4310  
4410  
4510  

() = CREDIT HOURS
Academic Guidelines

Advisement

All MLS students are assigned a faculty advisor. It is expected that students make appointments with assigned advisor during the advisement period each semester. Students must be advised and have registration “Hold” released by faculty in order to register. Faculty are also available during office hours for consultation and assistance. Students are encouraged to schedule appointments when necessary. Each student has final responsibility to ascertain that he or she has complied with all applicable catalog requirements for graduation.

Attendance

Attendance at each scheduled class or participation in the classroom is expected. Students are expected to adhere to the course policies related to attendance and are responsible for all activities associated with each class. Students are expected to show interest in learning. Distractions such as eating, sleeping or snoring are not allowed during lectures or laboratory sessions. In accordance with ASU academic policy, instructors may drop students from any course with a grade of W or WF, if in their judgment; absences have been excessive (ASU Catalog).

Clinical/Campus Lab

The clinical/campus lab experience assignments in each course have been determined to be the kind and amount necessary to meet course objectives. Therefore, students are expected to attend every scheduled clinical/lab. The student should notify the clinical facility prior to the beginning of clinical if he/she will be absent. Time missed during the clinical experience will be made up at the discretion of clinical course faculty. The ASU absence policy applies to clinical/campus lab as well as scheduled course class time.

Personal Appearance

Traditional students will be required to wear “scrubs” or uniforms on days when laboratory sessions are held. On other days students should wear conservative clothing befitting a professional health care provider. No shorts or revealing shirts or tops will be worn at any time. Proper undergarments must be worn and must not be visible. No head dress is allowed unless from medical or religious purposes. Sandals, open toed or open heeled shoes are not permitted in the laboratory. This includes “clogs”.

All students will bathe regularly and wear an effective deodorant. Strong aromatic scents should not be used. All long hair will be pulled back and fastened during laboratory periods. Fingernails shall be neat, clean, short, and unpolished. For men, beard and/or moustache must be neatly trimmed. Otherwise, face must be clean-shaven. In reference to jewelry, only a wedding band, watch, and/or one small pair of post earrings are permitted. No other jewelry is permitted. Mobile devices (i.e. cell phones) are not allowed in lecture, laboratory, or clinical sessions. The program reserves the right to interpret the dress code and make decisions regarding professional appearance.

Exams and Grading of Exams

In program courses, students are not allowed to keep exams or tests. Exams/tests may be reviewed in the classroom or by appointment with the instructor. It is considered a violation of the ASU Honor Code for exams to be photocopied or for questions to be copied in any manner unless approved by the course instructor. Other evaluation and exam policies are explained in individual course syllabi.

It is also the responsibility of the student to bring to the attention of the respective course instructor any grading errors within 48 hours after the receipt of the graded assignment or test. Grades will not be changed due to error after this 48-hour time period.

Updated July 15, 2015
Course Grades (70% Rule)

For program courses in which a laboratory component exists, successful completion of the course includes making at least 70% in the lecture component and the laboratory component.

For program practicum courses, successful completion of the course includes making a grade of “C” or higher in all rotations within the practicum.

Progression Requirements

1. The student must earn a "C" or better in each Medical Laboratory Science course. A grade of D, F, or WF is considered a failing grade.
2. A student receiving a grade of D may repeat a single MLS course only one time and at the next offering.
3. A grade of D in any Medical Laboratory Science course may result in a reduced course schedule as determined by the program director.
4. Unless approved by the Program Director, a grade of D in any Medical Laboratory Science course will result in postponement and/or dismissal of clinical rotation until the student has achieved a passing grade at next available course offering.
5. A student receiving a grade of D twice in a single MLS course or a grade of D in more than one MLS course will be dismissed from the program with no option for readmission.
6. A student receiving a grade of F or WF will be dismissed from the program with no option for readmission.
7. The student must maintain an overall adjusted Grade Point Average of 2.0 or better. A student who falls below the 2.0 GPA will be placed on "Suspension" for one semester. If the student's GPA is not raised by the end of the next semester, the student will be dismissed from the program.
8. Annual documentation and maintenance of liability insurance and health requirements must be provided to the program. Failure to provide this documentation by August 1 each year enrolled in MLS courses will result in administrative withdrawal.
9. Failure to comply with any of the above requirements while in the MLS program constitutes grounds for dismissal from the program.

Withdrawal/Incomplete

Students who are unable to complete a semester’s work due to extenuating circumstances may:

1. Withdraw before midterm without penalty and receive a “W” for the course.
2. Withdraw after midterm and receive a “WF” (Withdraw Failing), which is carried in the cumulative GPA as an “F”.
3. Apply for an “I” (incomplete) grade by:
   a) Notifying the appropriate faculty member of the reason.
   b) Submitting in writing a plan for meeting course requirements.
   c) Executing the plan with approval of the faculty member to remove the “I” prior to midterm of the following semester. An “I” grade automatically converts to an “F” if this requirement is not met.
   d) Receiving an “I” in selected MEDT courses prohibits progression to courses that have as a prerequisite a course in which the student has received an “I”.

Updated July 15, 2015
Appeal Policies

Program policies are designed to support the highest academic standards and protect the integrity of the program thus they should be adhered to. The program places a high value on maintaining those academic standards. Thus the program supports dealing with academic deficiencies and resolving conflicts at the lowest level and with the least formality possible. A student who contests a grade or the progression and completion policies should contact the office to complete the appropriate appeal forms.

Program Completion Requirements

Students must complete the MLS program within three consecutive years from the date of their initial admission. Students who do not complete the program within this time limit must apply for readmission, meet current criteria for admission, and have their previous credits evaluated. Students who are granted readmission must meet course requirements in effect at the time of evaluation. Degree completion requirements for Armstrong State University can be found at: http://www.armstrong.edu/Departments/graduation/registrar_degree_completion_requirements

Readmission Procedures

1. The student must complete the application for the MLS program and Armstrong State University. Readmission to Armstrong State University is required if the student does not enroll in classes for three consecutive semesters.
2. The student will be required to meet admission and curriculum requirements in effect at the time of readmission.
3. The student’s admission will be based upon space availability and recommendation by the MLS Admission Committee.
Second BS Degree

For Students with USG Degree: A student from another university system institution must: a) have Area F and Related Fields approved by the program director, and b) complete all required Medical Laboratory Science courses.

For Students without USG Degree: A student who has a degree from a non-university system of Georgia must meet general degree requirements from ASU as described in the catalog. Requirements may include courses in the core curriculum in addition to demonstrated proficiency in US history and government and GA history and government. Proficiency may be demonstrated by satisfactory completion of specified courses, Advanced Placement Tests, or CLEP. Students considering this option should request a degree audit by the Registrar’s office upon application to the University.

Practicum Rotation Assignments: Traditional Students

Due to the limited number of clinical sites and laboratory personnel in Savannah, it will be necessary to assign students to clinical sites outside of Savannah. Every effort is made to facilitate a mutual arrangement between students and various clinical sites. Some clinical sites offer tuition support to students in exchange for a signed commitment to be employed at the respective site for an agreed upon timeframe.

Full-time enrolled students have top priority assignment to the practicums at the clinical sites. Full-time students who become enrolled in the program on a part-time basis will be assigned to rotations in the current and following year(s) after the full-time students are assigned, if additional space is available. Thus, assignment to rotations cannot be guaranteed in a timely manner if one is enrolled on a part-time basis and such action may delay completion of the program and graduation.

Practicum Rotation Assignments: Online Students

All students entering the online programs are required to obtain and maintain clinical training support from an approved clinical site. The training support must be documented by completion of the Statement of Support form. Suitability of clinical sites is based on test volume and lab accreditation and is at the discretion of the program director in collaboration with the clinical coordinator.

Awards

Each year the Medical Laboratory Science program presents two types of awards: the Medical Laboratory Science Clinical Excellence Award and the Medical Laboratory Science Award for Academic Excellence. The awards are presented to the graduates chosen by the faculty, who have demonstrated exemplary performance in the clinical area or have achieved an outstanding GPA in all of the MLS courses. Both awards may be given to the same individual. The Academic Excellence is offered to one student in each track. The Clinical Excellence Award is only awarded to an individual who had no laboratory experience before entering the program, but excelled in clinical rotations.

Updated July 15, 2015
Certificate Ceremony

A formal ceremony for awarding the "Certificate of Completion" from the Medical Laboratory Science program will be held prior to the ASU graduation ceremony. **All graduates are required to attend.** The date, time, and place are announced during the final Fall Semester.

Licensure and Certification

In the medical laboratory sciences, achieving certification includes 3 steps: basic education (e.g. bachelor's degree), professional practicum (either as part of the bachelor's degree or afterwards), and successful completion of a national certification examination. In order to be eligible for the examination at the Medical Laboratory Scientist level, you must possess a bachelor's degree and complete a professional practicum accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). The program is NAACLS accredited and graduates are eligible for national certification. There are a variety of agencies that offer generalist certification for baccalaureate laboratory professionals. The most common is the Board of Certification of the American Society of Clinical Pathology (ASCP).

Most graduates choose to be certified by ASCP. Graduates are eligible for the Medical Laboratory Scientist (MLS) certification. Issuing of the BS degree or the post BS certificate is not contingent upon the students passing any type of external certification or licensure examination.

Students should plan to take the exam as soon as they complete the program. The cost is approximately $225. Students should plan this expense into their finances for the clinical experience.
Budgeting Student Anticipated Expenses

Students may expect to have additional expenses in excess of regular university tuition.

1. **Uniforms:** Each student is responsible for meeting uniform standards. Students have a choice where to buy uniforms and shoes.
2. **Books:** Required textbooks must be obtained by the beginning of each semester. All courses have current syllabi posted on the Internet.
3. **Transportation:** Students are responsible for their own transportation for all clinical experiences and assigned field trips.
4. **Liability Insurance:** All students must show proof of purchase of liability insurance. Students must participate in a group policy provided by Armstrong State University that can be purchased for a nominal fee. Information and sources of liability insurance may be obtained from the Medical Laboratory Science program.
5. **Health and Safety Requirements:** All students accepted into the program are required to submit complete health history forms, evidence of health insurance, and evidence of liability insurance prior to participation in clinical experiences. Students must maintain health insurance while enrolled in the program. All health and safety requirements must be current for each academic year (e.g. August 15 of current year to August 14 of next year). An annual physical exam and tuberculin test is required. The University System of Georgia requires that students have in-force health insurance. Each student in the program will be automatically enrolled in the insurance plan each semester and your student account will be charged for this insurance. If you currently have your own health insurance, you MUST apply through the online system for a waiver. If your waiver is approved, the insurance charge will be removed from your student account. If you do not apply for the waiver by the deadline or your waiver is not approved, you will be responsible for payment of the insurance charge on your student account.
6. **Criminal Background Checks:** All students are required to complete a criminal background check before being granted entry into the clinical internship. Clinical agencies utilized by the program of Medical Laboratory Science require criminal background checks and/or drug testing prior to acceptance of the student into clinical facilities. Students who do not pass the criminal background check and/or drug test may be unable to attend clinical courses and therefore may be unable to complete their program of study. Any fees or cost associated with background checks and/or drug testing are the responsibility of the student. Contact Professional Screening and Information, Inc. for fee schedule, (706) 235-7574, [www.psibackgroundcheck.com](http://www.psibackgroundcheck.com)
7. **Exit Exam:** In addition to the ASU exit exam (The Academic Profile), students are required to take a program exit exam.
8. **Graduation Fees:** Regular college graduation fees.
9. **Miscellaneous:** Throughout the program students may incur expenses related to assigned course projects.
Estimated Expense Schedule
(Not inclusive of all possible expenses)

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traditional Tuition</td>
<td>$154.40/credit hr</td>
<td>Each Semester</td>
</tr>
<tr>
<td>Online tuition</td>
<td>$220.00/credit hr</td>
<td>Each Semester</td>
</tr>
<tr>
<td>Fees</td>
<td>$335.00-541.00</td>
<td>Each Semester</td>
</tr>
<tr>
<td>Books</td>
<td>$800.00</td>
<td>Junior Year</td>
</tr>
<tr>
<td>Criminal Background Check</td>
<td>~$74.00</td>
<td>Before entering clinical’s</td>
</tr>
<tr>
<td>Liability Insurance</td>
<td>$16.00</td>
<td>First Semester (Junior and Senior Years)</td>
</tr>
<tr>
<td>Uniform, Shoes, etc.</td>
<td>$200-250.00</td>
<td>First Semester (Junior Year) and as necessary</td>
</tr>
<tr>
<td>ASU Academic Profile Exit Exam</td>
<td>$20.00</td>
<td>Second Semester (Senior Year)</td>
</tr>
<tr>
<td>Graduation Fee (application, cap/gown)</td>
<td>$63.00</td>
<td>Semester before graduation semester</td>
</tr>
<tr>
<td>Expenses related to Licensure</td>
<td>$225.00</td>
<td>After Graduation</td>
</tr>
<tr>
<td>Additional Individual Course Expenses</td>
<td>$10-30.00</td>
<td>Varies</td>
</tr>
</tbody>
</table>

Communication

To maintain effective communication, you are to keep the Medical Laboratory program officials informed as to your current address and phone number and provide the name and phone number of a parent and/or relative to be notified in case of emergency. All students must have an email address and are expected to check email on a periodic basis. If it appears that you will not be able to attend class (lecture, lab or clinical rotation), call the Medical Laboratory Science office. If necessary, leave a message. No cell phones or other personal electronic devises are allowed in the classroom, laboratory, or clinical rotation.

Safety

Safety practices in the student laboratory and clinical rotations will be enforced. Each student will be required to read and understand material in the Medical Laboratory Science Program Laboratory Safety Manual, written to meet OSHA and CDC guidelines. Students will sign a statement to this effect. Safety violations will result in appropriate disciplinary action consistent with the ASU College of Health Professions policy on Standards, Suspensions and Dismissals. Repeated safety violations may result in dismissal from the Medical Laboratory Science Program.
Universal Precautions

Hepatitis B and Human Immunodeficiency Virus (HIV) infections are significant and growing risks in the United States. Health care workers are especially at risk for developing these diseases due to exposure to needle-sticks and splashed blood/body fluids. Hepatitis B, which infects thousands of health care workers and kills approximately 200 person each year, is preventable by immunization. Hepatitis B and HIV+ status can be prevented through the consistent use of UNIVERSAL PRECAUTIONS. There is no known method to prevent the development of AIDS in HIV+ individuals. Therefore, it is mandatory that efforts be taken to prevent exposure to these diseases. Universal Precautions must be followed by students and faculty in the clinical settings. Students are encouraged to be immunized against Hepatitis B or must sign a waiver accepting responsibility for potential consequences of not being immunized.

Children on Campus/Clinical Sites

ASU policy prohibits the presence of children during class activities. Children may not be left unattended in any ASU building on campus or on ASU grounds.

Policy on Substance Abuse

The University policies on alcoholic beverages and drugs are described in the Student Conduct Code which states in part, “The possession or use of drugs (without a valid medical prescription) controlled by the federal government is prohibited.” In accordance with these policies, the program has adopted the following policy for MLS students in academic clinical settings:

1. If a student reports to class/clinical under the influence of drugs/alcohol, he/she will not be allowed to remain in the academic/clinical setting that day and the matter will be referred to the instructor/Clinical Coordinator for further evaluation. If the student insists he/she is not impaired, he/she has the option of having a drug/alcohol screen done at his/her expense.

2. The clinical instructor and the Clinical Coordinator will determine when the student can return to clinical, if the student has been asked to leave the clinical setting due to being under the influence of drugs/alcohol.

3. If deemed necessary by the Clinical Coordinator and the clinical instructor, the student will be referred to a certified addiction counselor for evaluation. Further action will depend on the recommendation of the counselor.

4. If the addiction counselor believes treatment is necessary, the student may have the option of returning to the program upon completion of treatment. A drug/alcohol screening must be performed with negative results within one week of returning to clinical.

5. If the student does not comply with the above recommendations, he/she will be referred to the Head of the program for further actions.

6. Based on recommendations of the addiction counselor, the student may need to attend an aftercare program. If such a treatment plan is prescribed, the student must provide the Student Services Coordinator with documentation of attendance.

Detailed documentation of the incident(s) will be written by the clinical instructor and signed by the student indicating it has been read by the student. The documentation will be placed in the student’s file.

Updated July 15, 2015
Student Behavior and Activities

Policy on the Right to Copy and use Software

Armstrong State University as a unit of the University System of Georgia supports the principles adopted by the Office of Information Technology Policy on The Right to Copy and Use Software (Revised Feb. 26, 1990) of the Board of Regents. This program follows and supports the same principles. In summary, the unauthorized copying of any software (programs, applications, databases, etc.) from any computer is illegal. Any student violating this policy will be immediately reported to the Vice President of Student Affairs by any person (other student(s) or Faculty) as per the ASU Student Code of Conduct.

Note: The complete policy may be obtained from the Director of CIS.

Extracurricular Activities

Medical Laboratory Science has traditionally been an "unseen profession". To lessen this view of our profession, this program and its faculty expect students to be actively involved in extracurricular activities which promote the profession, the school, and/or the program.

The Medical Laboratory Science Club promotes social and intellectual fellowship among its members, encourages research, development of professionalism, and to raise the prestige of medical technologists. It is open to all Medical Laboratory Science and Pre-Medical Laboratory Science Students. Fees: $5.00 per semester.

The American Society for Clinical Laboratory Science (ASCLS) provides dynamic leadership and vigorously promotes all aspects of clinical laboratory science practice, education and management to ensure excellent, accessible cost-effective laboratory services for the consumers of health care. Student membership is open to persons enrolled in a structured program of training or academic instruction in clinical laboratory science, or to full-time graduate students in related science area. National Dues: $25.00, State Dues: $2.00.

You can apply for ASCP Student Associate Membership if you intend to meet the ASCP Board of Registry eligibility requirements for certification and you have been accepted or are currently enrolled in a regionally accredited college/university science program or a laboratory science program approved by an appropriate accrediting agency. You can be an ASCP Student Associate member until you become certified by the ASCP Board of Registry and eligible for ASCP Associate membership or 5 years from the date of application, whichever occurs first. This application must be signed by your program director. Annual Dues: Free.
Professional Behavior: Class and Clinical

1. Students are expected to be prepared for all class and laboratory/clinical assignments. They are expected to attend class and clinical on time.
2. Students are adults and are responsible for their own behavior and learning. Guidance and support are provided by faculty for students who seek assistance related to academic improvement.
3. Students are expected to exhibit appropriate professional conduct in class, lab and clinical situations. A student may be denied permission to progress in the Program if, in the opinion of the faculty, the student’s behavior, character, mental, or physical capacity cast grave doubt upon the student’s potential to function.
4. Civility in the classroom/laboratory will be maintained. Students causing disruption will be dismissed from the classroom/clinical environment.
5. All students are expected to abide by the Armstrong State University Honor Code and Code of Conduct.
6. Students are considered representatives of ASU when in classes conducted by guest lecturers or on field trips and, therefore, are expected to dress and behave with consideration for the image they project to the general community.
7. Students must be qualified and acceptable to clinical agencies utilized in the program.
8. Confidentiality of patient records and situations will be maintained at all times.
9. Students are responsible for maintaining the privacy and dignity of patients at all times.

Statement of Professionalism

Serving as a professional medical laboratory scientist is more than pipetting solutions, looking through a microscope at white blood cells or urinary sediment, or performing a venipuncture on a patient. These are all technical and academic aspects of being a professional. The true professional adheres to given rules of conduct and subscribes to a Code of Ethics.

As in any profession, your conduct and manner will be evaluated subjectively and objectively by the people with whom you come in contact. The attributes of a professional include neatness, cleanliness, punctuality, dependability, dedication, meticulousness and cooperation. These attributes will help you obtain professional status. To remain a professional, one must constantly evaluate oneself, seek to improve one's skills and stay abreast of the developments in the Medical Laboratory Science field.

The professional is ethical in his/her ethical dealing with the client. He/she recognizes and is willing to admit when something is done incorrectly and subsequently sees that it is done correctly. You have a moral obligation to serve the patient with accuracy, thoughtfulness and care.
Code of Ethics

The Following is the code of Ethics of the American Society for Clinical Laboratory Science:

**Duty to the Patient**

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

**Duty to Colleague and the Profession**

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health professionals with the primary purpose of ensuring a high standard of care for the patients they serve.

**Duty to Society**

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

*Updated July 15, 2015*
Pledge to the Profession

As a clinical laboratory professional, I strive to:

Maintain and promote standards of excellence in performing and advancing the art and science of my profession;

Preserve the dignity and privacy of patients;

Uphold and maintain the dignity and respect of our profession;

Seek to establish cooperative and respectful working relationships with other health professionals;

And

Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.
A SUMMARY OF THE ARMSTRONG HONOR CODE

When you first registered at Armstrong, you agreed to abide by the rules of the Honor Code. This code, which appears in the Students Illustrated, explains your rights and responsibilities as a student. Your instructors presume that you have read the code in full. The following summary is intended not as a substitute for the Honor Code, but as a reminder of some important points.

A. VIOLATIONS

The following are considered general violations of the Honor Code:
1. Giving or receiving any unauthorized help on any assignment, test, or paper.
2. Stealing (Also see Policy on the Right to Copy and Use Software)
3. Plagiarizing. Plagiarism is the unauthorized use of another's words or ideas. Ignorance of what constitutes plagiarism will not be accepted as an excuse for plagiarism.
4. Giving perjured testimony before the Student Court.
5. Suborning, attempting to suborn, or intimidating witnesses.

B. REPORTING A VIOLATION

Anyone wishing to report a violation of the Honor Code may come to the Office of Student Affairs for assistance in contacting members of the Student Court.

C. HEARINGS

Any student accused of violating the Honor Code has the right to a fair and impartial hearing before the Student Court.

D. ADMINISTRATIVE ACTION

Immediately following a hearing, the Student Court will report its recommendation to the Vice President of the college. Any student found guilty of violating the Honor Code will be subject to administrative action, ranging from a loss of test credit to a one-year suspension for a first offense.

E. RIGHT TO APPEAL

A student has the right to appeal the findings of the Student Court or the action of the Vice President/Dean of Faculty to the President of the College.

Updated July 15, 2015
FORMS
ARMSTRONG STATE UNIVERSITY
MEDICAL LABORATORY SCIENCE PROGRAM

CERTIFICATION STATEMENT

I do hereby acknowledge that I have received a copy of the current Medical Laboratory Science Program Student Handbook and that I have read and understood the content therein. I agree to abide by the stipulations set forth in the Student Handbook while I am a student in the program. I have also read and understood the Essential Functions and policies for progression in and completion of the Medical Laboratory Science Program. I have also been provided an opportunity to question the Medical Laboratory Science Director, Clinical Education Coordinator, or ASU Faculty about content which I do not understand and I realize that failure to return this form prevents me from entering the program.

____________________________________  __________________________
Signature                                      Date

I have read and understood the Armstrong State University Honor Code and pledge to abide by it in all courses.

____________________________________  __________________________
Signature                                      Date

I have obtained or have access to a current copy of the ASU Catalog and I have access to the ASU Student Handbook and realize that it is my responsibility to be apprised of pertinent ASU policies and procedures, which may supersede policies and procedures in the Medical Laboratory Science Program.

____________________________________  __________________________
Signature                                      Date

________________________________________
Print Name

Updated July 15, 2015
Acceptance / Agreement for Distance Program

1. I understand that I must complete an orientation session during the first week of the program and am responsible for all expenses incurred (including lodging).

2. I understand that throughout the program, I must have access to high speed internet, word processing (e.g. Microsoft Word) and presentation (e.g. PowerPoint) software.

3. I will not share my password or allow others to print information that will be accessible by me.

4. I will keep all lecture materials, lecture objectives and exam materials confidential.

5. I am on my own honor regarding examinations, practical and other materials that must be completed for this program.

6. I will take all tests by the due date unless prior approval is obtained from the appropriate faculty.

7. I will ensure that all required documentation is obtained and turned in to the appropriate faculty.

8. If I change employment during this year, I will notify the Medical Laboratory Science program and will complete all the required paperwork.

9. I will adhere to policies and procedures of Armstrong State University and the Medical Laboratory Science program.

10. I am responsible for completing all requirements for graduation including all prerequisites, and all Medical Laboratory Science classes.

11. I understand that I may be terminated from the program or be put on academic probation for any of the following: If I fail to pay the required fee; if I am not able to achieve a minimum passing score of 70% in any Medical Laboratory Science class; if I deviate from program policy; if I have inappropriate or unprofessional behavior as determined by the clinical facility; or if I fail to submit paperwork in a timely manner.

Signature: ___________________________________________ Date: ____________

Printed Name: __________________________________________________________
TRADITIONAL STUDENTS ONLY
ARMSTRONG STATE UNIVERSITY
MEDICAL LABORATORY SCIENCE PROGRAM

Informed Consent for Blood Collection

For effective phlebotomy (blood collection) training it is necessary for students to voluntarily serve as patients. In other words, enrollment in this program also includes informed consent for another student to collect blood samples via venipuncture and/or finger stick technique. The instructional program includes carefully planned instructional communication to minimize the risks (e.g., hematoma, fainting) associated with blood collection. Thus, your participation in this program includes your informed consent to have blood collected via venipuncture and/or finger stick technique and that you will not hold the University, the Program, or any clinical site affiliate responsible for associated complications.

_____________________________________________             __________________
Printed Name                                               Signature            Date

Clinical Site Acknowledgement Form

In accepting a seat in the Medical Laboratory Science Program, I understand and accept that I may have to relocate/move from Savannah in order to complete practicum courses.

_____________________________________________             __________________
Printed Name                                               Signature            Date
ONLINE STUDENTS ONLY
ARMSTRONG STATE UNIVERSITY
MEDICAL LABORATORY SCIENCE PROGRAM

AUTHORIZATION FOR RELEASE OF RECORDS AND INFORMATION

TO: The Board of Regents of the University System of Georgia on behalf of Armstrong State University (hereinafter referred to as the “Institution”), and any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the “Facility”)

RE: ________________________________ (Print Name of Student)

As a condition of my participation in an applied learning experience and with respect thereto, I grant my permission and authorize The Board of Regents of the University System of Georgia or any of its member institutions to release my educational records and information in its possession, as deemed appropriate and necessary by the Institution, including but not limited to academic record and health information to any Facility where I participate in or request to participate in an applied learning experience, including but not limited to any Georgia Hospital Association member Facility (hereinafter referred to as the “Facility”). I further authorize the release of any information relative to my health to the Facility for purposes of verifying the information provided by me and determining my ability to perform my assignments in the applied learning experience. I also grant my permission to and authorize the Facility to release the above information to the Institution. The purpose of this release and disclosure is to allow the Facility and the Institution to exchange information about my medical history and about my performance in an applied learning experience.

I further understand that I may revoke this authorization at any time by providing written notice to the above stated person(s)/entities, except to the extent of any action(s) that has already been taken in accordance with this “Authorization for Release of Confidential Records and Information”.

I further agree that this authorization will be valid throughout my participation in the applied learning experience. I further request that you do not disclose any information to any other person or entity without prior written authority from me to do so, unless disclosure is authorized or required by law. I understand that this authorization shall continue in force until revoked by me providing notice to the Institution and the Facility, except to the extent of any action(s) that has already been taken in accordance with this “Authorization for Release of Records and Information”.

In order to protect my privacy rights and interests, other than those specifically released above, I may elect to not have a witness to my signature below. However, if there is no witness to my signature below, I hereby waive and forfeit any right I might have to contest this release on the basis that there is no witness to my signature below. Further, a copy or facsimile of this “Authorization for Release of Records and Information” may be accepted in lieu of the original.
I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this “Authorization for Release of Records and Information”; and that I, or my parent and/or guardian, have read carefully and understand the above “Authorization for Release of Records and Information”; and that I have freely and voluntarily signed this “Authorization for Release of Records and Information”.

This the _____ day of ____________.
Month, Year

Participant Signature

Name: _________________________________
(Please Print)

Witness Signature

Name: _________________________________
(Please Print)

Parent/Guardian Signature
(If applicable)

Name: _________________________________

Witness Signature

Name: _________________________________
ONLINE STUDENTS ONLY

ARMSTRONG STATE UNIVERSITY

MEDICAL LABORATORY SCIENCE PROGRAM

STUDENT APPLIED LEARNING EXPERIENCE AGREEMENT

In consideration for participating in an applied learning experience (hereinafter referred to as the “A.L.E.”) at any Georgia Hospital Association member Facility or any other Facility where I may participate in such as an A.L.E. (hereinafter referred to as the “Facility”), I hereby agree to the following:

1. To follow the administrative policies, standards and practices of the Facility when in the Facility.

2. To report to the Facility on time and to follow all established regulations of the Facility.

3. To keep in confidence all medical, health, financial and social information (including mental health) pertaining to particular clients or patients.

4. To not publish any material related to my A.L.E. that identifies or uses the name of the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association, the Facility or its members, clients, students, faculty or staff, directly or indirectly, unless I have received written permission from the Institution, the Board of Regents of the University System of Georgia, the Georgia Hospital Association and the Facility. However, the Facility hereby grants to the Institution the right to publish Institution administrative materials such as catalogs, course syllabi, A.L.E. reports, etc. that identify or uses the name of the Georgia Hospital Association, the Facility or its members, staff, directly or indirectly.

5. To comply with all federal, state and local laws regarding the use, possession, manufacture or distribution of alcohol and controlled substances.


7. To arrange for and be solely responsible for my living accommodations while at the Facility.

8. To provide the necessary and appropriate uniforms and supplies required where not provided by the Facility.

9. To wear a name tag that clearly identifies me as a student.

Further, I understand and agree, otherwise to in writing, that I will not receive any monetary compensation from the Board of Regents of the University System of Georgia, the Institution or the Facility for any services I provide to the Facility or its clients, students, faculty or staff as a part of my A.L.E.

Unless otherwise agreed upon in writing, I also understand and agree that I shall not be deemed to be employed by or an agent or a servant of the Institution, the Regents or the Facility; that the Institution, the Regents and Facility assumes no responsibilities as to me as may be imposed upon an employer under any law, regulation or ordinance; that I am not entitled to any benefits available to employees; and therefore, I agree not to in any way to hold myself out as an employee of the Institution, the Regents or the Facility.

Updated July 15, 2015
I understand and agree that I may be immediately withdrawn from the A.L.E. based upon a lack of competency on my part, my failure to comply with the rules and policies of the Institution or Facility, if I pose a direct threat to the health or safety of others or, for any other reason the Institution or the Facility reasonably believes that it is not in the best interest of the Institution, the Facility or the Facility’s patients or clients for me to continue. Such party shall provide the other party and the student with immediate notice of the withdrawal and written reasons for the withdrawal.

I understand and agree to show proof of professional liability insurance in amount satisfactory to the Facility and the Institution, and covering my activities at the Facility, and to provide evidence of such insurance upon request of the Facility.

I further understand that all medical or health care (emergency or otherwise) that I receive at the Facility will be my sole responsibility and expense.

I have read, or have had read to me, the above statements, and understand them as they apply to me. I hereby certify that I am eighteen (18) years of age or older, or my parent or guardian has signed below; that I am legally competent to execute this Applied Learning Agreement; and that I, or my parent and/or guardian, have read carefully and understand the above Applied Learning Experience Agreement; and that I have freely and voluntarily signed this “Applied Learning Experience Agreement”.

This the _____ day of __________________.

______________________________    ________________________________
Participant Signature    Witness Signature

Name: ___________________________    Name: ___________________________
(Please Print)    (Please Print)

______________________________    ________________________________
Parent/Guardian Signature    Witness Signature
(If applicable)

Name: ___________________________    Name: ___________________________