



Medical Laboratory Science Department Policies and Procedures 2023–2024

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I. Educational Philosophy and Competencies

Introduction:

The information provided in this handbook exists for the student, faculty and administration of the policies and procedures of the Medical Laboratory Department, College of Science and West Liberty University as a whole.

The Medical Laboratory Department is committed to a policy of Equal Opportunity and does not discriminate based on race, color, sex, age, religion, handicap, veteran status, sexual orientation, or national origin in the administration of its educational program, activities or with respect to admission.

“West Liberty University prohibits discrimination and is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, creed, religion, national origin, ancestry, physical or mental disability, age, sexual orientation, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), genetic information, gender identity, or gender expression. West Liberty University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. The university is dedicated to ensuring access and equal opportunity in its educational programs, related activities, and employment. Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims is prohibited.”

<https://westliberty.edu/residence-life/files/2022/09/Student-Handbook-2022-23.pdf>

Accreditation Statement:

The West Liberty University Medical Laboratory Science Department is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The Medical Laboratory Science was awarded a five (5) year accreditation in October 2019.

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd.
Suite 720
Rosemont, IL. 60018-5119
Phone: 847-939-3597 or 773-714-8880
Fax: 773-714-8886
Email: info@naaccls.org
Website: <http://www.naaccls.org>

Vision, Mission Statement, Goals and Competencies

Vision:

WLU aspires to be a model of innovative, inclusive, and transformational education accessible to all and that positively impacts society. <https://westliberty.edu/about/#vision>

West Liberty University MLS Department seeks to become the premier program in the tri-state region.

Mission Statement:

West Liberty University, established in 1837, was the first institution of higher education in West Virginia. Today, we are a dynamic, inclusive, student-centered community that cultivates scholarly exploration, experiential learning, creative expression, and global citizenship.

WLU is a public university committed to providing students with a comprehensive education from undergraduate to advanced degrees while serving as the region's leading advocate for the arts, education, research, and economic opportunity. <https://westliberty.edu/about/#vision>

The Medical Laboratory Science program at WLU strives to educate and train students to become competent, career-entry level Medical Laboratory Scientists. <https://westliberty.edu/medical-laboratory-science/>

MLS Program Goals:

Through formal education and clinical experiences, the Medical Laboratory Science Department is committed to prepare a medical laboratory scientist who upon completion of the Bachelor of Science Degree will:

1. Demonstrate entry-level professional competencies as defined by the American Society of Clinical Laboratory Science (ASCLS).
2. Incorporate evidence-based decision making and critical thinking skills in the clinical laboratory setting.
3. Pursue life-long learning and continued professional growth and development through the participation in continuing education and professional organizations.
4. Respond to the changing health needs of the community by assuming leadership roles in service activities and volunteer efforts.
5. To provide a contemporary and comprehensive nationally accredited curriculum that provides the students with a solid knowledge base in the field of laboratory science.
6. To provide an environment that promotes and encourages professional development and ethics.

Student Learning Outcomes:

1. Students will demonstrate critical thinking skills in evaluating quality control and assessment, as well as clinical data via completion of a TQM (total quantity management) project.
 - a. CLS 340, 420, WLU writing rubric.
2. Students will demonstrate didactic proficiency by completing the American Society of Clinical Pathology (ASCP) Board of Registry (BOC) of 75% and above.
 - a. Final BOC scores.

3. Explain the principles underlying clinical laboratory testing, including the interpretation of specific laboratory tests.
 - a. All MLS courses support this SLO.
4. Students will analyze and evaluate patient case histories individually or in class discussion in the following areas: Body fluids, Clinical Chemistry, Hematology, Immunohematology, Microbiology, and Molecular Diagnostics.
 - a. CLS 320, 340/342, 300/302, 375, 360/372, 415, and 400.
5. Upon completion of the MLS Program, students will demonstrate entry-level competency to enter the work force.
 - a. (CLS 400): Passing score (400) in each area of the BOC assessment.
6. Students will demonstrate professional development through student membership in either the ASCLS or ASCP and Affective Domain Objectives: Characteristics Needed by a MLS Professional.
 - a. Providing documentation of membership to the ASCP and/or to the ASCLS.
 - b. Affective Domain Objectives met on each of the MLS courses.

West Liberty University Organizational Chart:

<https://westliberty.edu/university-effectiveness/files/2022/09/Visio-Orgby-College2022.pdf>

Description of Entry Level Competencies of the Medical Laboratory Scientist

At entry level, the medical laboratory scientist will possess the entry-level competencies necessary to perform the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis, Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed, or performed.

At entry level, the medical laboratory scientist will have the following basic knowledge and skills in the Clinical Laboratory.

***Preamble** *Unique Standards Medical Laboratory Scientist (MLS)*, National Accrediting Agency for Clinical Laboratory Sciences, 2012.

Affective Domain Objectives:

Characteristics needed by an MLS professional which are evaluated throughout the program.

1. **Dependability.** The student will attend every class. Rare, unavoidable absences are called or e-mailed to the instructor in advance. The student arrives, leaves and hands in assignments on time. The student follows through on commitments.
2. **Communication Skills.** The student displays appropriate nonverbal and verbal communication. The student uses effective written communication.

3. **Organization Skills.** The student manifests skill in prioritizing work under time constraints. The student keeps an orderly notebook. The student keeps an orderly work area. The student follows written and verbal directions.
4. **Safety Awareness.** The student follows established safety rules.
5. **Teamwork.** The student cooperates with others to reach group goals. The student deals with conflict in a professional manner.
6. **Character.** In hypothetical and real situations, the student uses independent judgment to make decisions based on moral and ethical implications. The student shows respect for others regardless of culture/religion/race/sex.
7. **Positive Attitude.** The student displays initiative. The student seeks help when needed, accepts constructive criticism and attempts to improve professional skills. The student stays alert give the task his/her full attention and participates in class.

II. Program/Department Curriculum

- West Liberty University Medical Laboratory Science Department is provided through the WLU College of Science.
- The curriculum is designed to provide 38 credits in Bachelor of Science Liberal Arts, required 22 to 24 credits in science support courses, and 60 credits in MLS.
- Students successfully completing this degree will receive a 4-year Bachelor of Science degree in Medical Laboratory Science, accredited program through the NAACLS accrediting agency.

Transfer students

Effort will be made to transfer courses from other institutions of equivalent or exceeded course work. This is at the discretion of the MLS Program Director for MLS courses and Admissions for general study courses. In the end: <https://westliberty.edu/admissions/requirements/transfer/>

- A student must have at least 36 semester hours of residence credit at WLU at least 16 of the last 32 hours completed in residence at WLU.
- A minimum of 15 semester hours of credit in the major field of study in residence at WLU any exception to these requirements must be approved by the Committee on Admissions and Credits.
- Unless otherwise noted, students must complete all general education requirements, including any specific general education courses required by their majors.
- Students must also earn a *minimum of 120 credit hours*, although some programs may require additional hours for graduation. Of those 120 credit hours, **48 credit hours** must have been earned at a four-year institution. A maximum of 72 hours can be applied from two-year schools.
- Students will be given an opportunity to “test out” of courses required by the MLS program.

This will be at the discretion of the Program Director. A passing grade of 70% is needed to be considered “tested out” of that course. This is used for transfer students only.

Medical Laboratory Science (BS) *traditional*

College: COLLEGE OF SCIENCES (Department of Medical Laboratory Sciences)

Major: Medical Laboratory Sciences

Year 1: Semester 1 Fall		Hours	Year 1: Semester 2: Spring		Hours
	ENG 101 English College Composition I	3		ENG 102 College Composition II	3
	CLS 105 MLS Survey	1			
	COM 101 Fundamentals of Oral Communication	3		BIO 124/125	4
	Math 130 College Algebra	4 -5		MATH 160 Intro to Statistics*	3-5
	CHEM 110/111	4		CHEM 112/113	4
	Semester hours	15 -16		Semester hours	14-16
Year 2: Semester 1 Fall		Hours	Year 2: Semester 2: Spring		Hours
	CHEM 340/341	4		CLS 210 Introduction to MLS	3
	BIO 216 Microbiology	3		CLS 220 MLS Pathophysiology	2
	BIO 212/214 Anatomy & Physiology	3/2		Elective	9
	Elective	3			
	Semester hours	14		Semester hours	14
Year 3: Semester 1 Fall		Hours	Year 3: Semester 2: Spring		Hours
	CLS 300 Clinical Hematology I	4		CLS 302 Clinical Hematology II	3
	CLS 301 Clinical Hematology I lab	1		CLS 320 Analysis of Body Fluids	3
	CLS 340 Clinical Biochem	3		CLS 321 Analysis of Body Fluids Lab	1
	CLS 341 Clinical Biochem. Lab	1		CLS 342 Clinical Biochemistry	2
	CLS 360 Clinical Microbiology	3		CLS 372 Clinical Microbiology II	3
	CLS 361 Clinical Microbiology lab	2		CLS 373 Clinical Microbiology II lab	1
	CLS 380 Clinical Immuno & Serology	3		CLS 375 Immunohematology	3
	CLS 381 Clinical Immunology lab	1		CLS 376 Immunohematology lab	1
	Semester hours	18		Semester hours	17
Year 4: Semester 1 Fall		Hours	Year 4: Semester 2: Spring		Hours
	Electives:	9		CLS 490 MLS Research	2
	CLS 420 Clinical Lab Management	1		CLS 411 Hematology & Coag Practicum	1
	CLS 415 MLS Molecular Diag.	3		CLS 441 Clinical Biochem Practicum	1
	CLS 416 MLS Molecular lab	2		CLS 461 Clinical Micro Practicum	3
				CLS 471 Clinical Blood Bank Pract.	2
				CLS 483 Clinical Phlebotomy Pract.	1
				CLS 400 Comprehensive Review	4
	Semester hours	15		Semester hours	14

To begin Spring 2023 academic year. //lmj * MATH 160 3 vs 5 credits.

This course includes a 2 hour recitation. It is open to students with a MATH ACT score below 19 or MATH SAT below

Student Name: _____, Banner ID: _____

Anticipated Graduation Date: _____, Advisor: _____, Comments:

Medical Laboratory Science Certificate

General Studies credits = 38 (obtained from the Biology degree)

Medical Laboratory Science credits: 45

Biology students or graduates that are interested in working in the Clinical Laboratory can use this certificate to sit for the ASCP Board of Registry Exam.

WLU MLS Department requires the following to be considered.

- A Minimum of a 2.75 GPA
- Biology seniors or graduates are preferred.
- Immunology required – (BIO 317 or CLS 380 & 381)
- Molecular required – (BIO 208,460 or CLS 415,416)
- Organic Chemistry
- All completed General Education requirements.

First Semester (Fall):

CLS 300 Clinical Hematology I	4
CLS 301 Clinical Hematology I Lab	1
CLS 340 Clinical Biochemistry I	3
CLS 341 Clinical Biochemistry I Lab	1
CLS 360 Clinical Microbiology I	3
CLS 420 Laboratory management	1
<u>CLS 361 Clinical Microbiology I Lab</u>	<u>2</u>
Total:	15

Second Semester (Spring):

CLS 302 Clinical Hematology II	3
CLS 320 Analysis of Body Fluids	3
CLS 321 Analysis of Body Fluids	1
CLS 342 Clinical Biochemistry	2
CLS 372 Clinical Microbiology II	3
CLS 373 Clinical Microbiology II lab	1
CLS 375 Immunohematology	3
<u>CLS 376 Immunohematology</u>	<u>1</u>
Total:	17

Third Semester (Summer):

Clinical Rotations: 411,441,461,471,483	8
CLS 400	4
<u>CLS 455</u>	<u>1</u>
Total	13

Note: courses such as Immunology, Molecular, and/or Organic Chemistry maybe transferred from other institutions. May take prerequisites preadmission or concurrent of the certificate pathway courses.

Arrangements made with hospital laboratories can be agreed on the following:

- Labs Tuesdays and Thursdays to accommodate students in the Certificate pathway.

- Lecture asynchronous Zoom lectures of campus lectures available to students who desire this method of teaching.
- Tests/assignments are on Sakai platform.
- Clinical rotation can be accelerated if each area when competencies are met.
- Institution must document when the student is learning as a student or when working as an employee. Documentation will be given to the MLS Department.

Textbooks

Students may purchase their textbooks through the WLU Library Bookstore.

Prices charged shall not be less than the prices fixed by fair trade agreements and include, in addition to the price paid by the bookstore, a handling charge to cover expenses incurred for personal and other services, supplies and equipment, storage, and operating expenses.

West Liberty University Bookstore

Phone: 304-336-8086

Website: <https://westliberty.bncollege.com/?catalogId=10001&storeId=51055&langId=-1>

West Virginia Higher Learning Commission requires that universities indicate that resource material is available to students, or a textbook is necessary. When a textbook is required a grading scale is provided to denote what price range it falls into.

<https://westliberty.edu/bog/files/2010/01/Policy-51-Textbook-Affordability.pdf>

https://www.wvhepc.edu/wp-content/uploads/2020/02/Series_51_4-27-10.pdf

- 0 = The course requires course textbooks, or service with total course materials cost of \$75.01 or more.
- 1 = The course uses OER or non-OER course textbooks, material, or services with total course material cost of \$0 (no cost).
- 2 = The course uses course textbooks, material or services with total course material cost between \$0.01 to \$75.00.
- 3 = The course does not require course textbooks, material or services.

Course	Text
JUNIOR FALL	<p>Refer to Academic catalog for course descriptions.</p> <p>https://westliberty.smartcatalogiq.com/en/2022-2023/Undergraduate-Catalog/Courses</p>
<p>CLS 300 Clinical Hematology I (Required) Faculty: Bonnie Porter bporter@westliberty.edu</p>	<p>1. McKenzie, S. (2019) <i>Clinical Laboratory Hematology</i> (4th ed.) Prentice Hall ISBN: 3rd edition:0133076016 / 9780133076011. ISBN: 4th edition: loose-leaf format only: 9780134709390 / 013470939X</p> <p>2. Harmening, D.M., K. Finnegan, <i>Heme notes: a Pocket Atlas of Cell Morphology</i>, 1st. F.A. Davis Company, 2014 ISBN: OER= 0 for both</p>
<p>CLS 301 Clinical Hematology I Lab (No text required) Faculty: Bonnie Porter bporter@westliberty.edu</p>	<p>OER= 3</p>
<p>CLS 340 Clinical Biochem. I (#1 Required, #2 recommended) Faculty: Lisa Jordan lisa.jordan@westliberty.edu</p>	<p>1. Michael L. Bishop, MS, MLS(ASCP); <i>Clinical Chemistry: Principles, Techniques, and Correlations</i>, (9th Edition), Jones & Bartlett Learning, LLC, an Ascend Learning Co. ISBN: 9781284238860. OER = 0</p> <p>2. David N. Bailey, MD., Robert L. Fitzgerald, PhD, DABCC; <i>Clinical Chemistry</i>, (2nd edition), ISBN: 9780891896838. Publisher ASCP press (cheaper if you are a student ASCP member)</p>
<p>CLS 341 Clinical Biochem. lab (No text required) Faculty: Bonnie Porter bporter@westliberty.edu</p>	<p>OER= 3</p> <p>OER= 3</p>
<p>CLS 360 Clinical Micro I (Required) Faculty: Lisa Jordan lisa.jordan@westliberty.edu</p>	<p>1. Kiser, K., Payne, W., and Taff, T., <i>Clinical Laboratory Microbiology A Practical Approach</i>, Pearson, ISBN -13: 978-0-13-092195-6</p> <p>OER= 0</p>
<p>CLS 360 Clinical Micro I lab (No text required) Faculty: Lisa Jordan lisa.jordan@westliberty.edu</p>	<p>OER= 3</p>
<p>CLS 380 Clinical Immunology, Serology (Required) Faculty: Bonnie Porter bporter@westliberty.edu</p>	<p>Turgeon, M.; <i>Immunology and Serology in Laboratory Medicine</i>, (6 Edition), Mosby, St. Louis, 2018.</p> <p>OER= 0</p>

<p>CLS 381 Clinical Immunology lab</p> <p>(No text required)</p> <p>Faculty: Bonnie Porter</p> <p>bporter@westliberty.edu</p>	<p>OER= 3</p>
<p>JUNIOR</p>	<p>SPRING</p>
<p>CLS 302 Clinical Heme II</p> <p>(Required: same as in Heme I)</p> <p>Faculty: Bonnie Porter</p> <p>bporter@westliberty.edu</p>	<p>OER= 3</p>
<p>CLS 320 Analysis of Body Fluids</p> <p>(Required)</p> <p>CLS 321 Analysis of Body Fluids lab</p> <p>Faculty: Bonnie Porter</p> <p>bporter@westliberty.edu</p>	<p>OER= 0</p>
<p>CLS 342 Clinical Biochem II</p> <p>CLS 372 Clinical Micro II</p> <p>CLS 373 Clinical Micro II lab</p> <p>(Same text requirement as Fall courses.)</p>	<p>OER= 3</p>
<p>CLS 375 Immunohematology</p> <p>(Required)</p> <p>CLS 376 Immunoheme lab</p> <p>Faculty: Bonnie Porter</p> <p>bporter@westliberty.edu</p>	<p>OER= 0</p>
<p>SENIOR</p>	<p>FALL</p>
<p>CLS 420 Lab Management</p> <p>(Required)</p> <p>Faculty: Bonnie Porter</p> <p>bporter@westliberty.edu</p>	<p>OER= 0</p>
<p>CLS 415 MLS Molecular</p> <p>(Required)</p> <p>Faculty: Dr. Stuart Cantlay</p> <p>stuart.cantlay@westliberty.edu</p>	<p>Buckingham, L (2019). <i>Molecular Diagnostics: Fundamentals, Methods, & Clinical Applications</i> (3rd edition) F.A. Davis Company, Philadelphia. ISBN: 0803668295 / 9780803668294</p> <p>OER= 0</p>

<p>CLS 416 MLS Molecular Lab</p> <p><i>(Required)</i></p> <p>Faculty: Dr. Stuart Cantlay stuart.cantlay@westliberty.edu</p>	
<p>SENIOR SPRING</p>	
<p>CLS 490 Research</p> <p><i>(Required)</i></p> <p>Stuart Cantlay <stuart.cantlay@westliberty.edu></p>	<p><i>OER= 3</i></p>
<p>Clinical courses:</p> <p>CLS 411,441,461,471,483</p> <p>CLS 400 Review, Senior Seminar</p> <p><i>(No textbooks required)</i></p> <p>Faculty: Bonnie Porter & Lisa Jordan bporter@westliberty.edu lisa.jordan@westliberty.edu</p>	<p><i>OER= 3</i></p> <p>Resources will be provided. Textbooks and old BOC review books will be provided.</p>
<p style="text-align: center;">Study Guide</p>  <p style="text-align: center;"><i>(Recommended)</i></p>	<p>BOC Study Guide 7th Edition: MLS-MLT Clinical Laboratory Examinations</p> <p>ISBN: 978-0-89189-6845</p> <p>https://store.ascp.org/productlisting/productdetail?productId=148755311</p> <p>Quick Compendium of Medical Laboratory Sciences</p> <p>ISBN: 978-0-89189-6616</p> <p>https://store.ascp.org/productlisting/productdetail?productId=131962289</p>

Admissions

Students may apply online to the MLS department before the registration deadline for that semester. However, MLS courses are only offered once a year and must be taken synchronously. Essential support courses to entering the MLS Department are:

- CHEM 340/341- are only waived academic year 2022 to 2023.
- BIO 216 – maybe waived depending on grades and/or course work. Evaluated on an individual basis by the Program Director.
- GPA at least a 2.5 – exception can be made only on an individual basis by the Program Director.
- CHEM 112/113 – required with no exceptions.
- BIO 124/125 – required with no exceptions.
- MATH 130 & 160 - required with no exceptions.

General Graduation for Bachelor of Science requirement at WLU:

- “A student must have at least 36 semester hours of residence credit at WLU at least 16 of the last 32 hours completed in residence at WLU.
- A minimum of 15 semester hours of credit in the major field of study in residence at WLU any exception to these requirements must be approved by the Committee on Admissions and Credits.
- Unless otherwise noted, students must complete all general education requirements, including any specific general education courses required by their majors. Students must also earn a *minimum of 120 credit hours*, although some programs may require additional hours for graduation. Of those 120 credit hours, **48 credit hours** must have been earned at a four-year institution. For programs requiring 128 credit hours, 56 credit hours must have been earned at a four-year institution. A maximum of 72 hours can be applied for two-year schools.
- For graduation, all applicants must have a cumulative grade point average of at least 2.00. There are additional programs that require more than the minimum 2.00 for graduation; for specific departmental requirements, refer to the appropriate departmental listing in this catalog.”
<https://westliberty.smartcatalogiq.com/en/2022-2023/Undergraduate-Catalog/Academic-Policies/General-Requirements-for-Graduation>
- “Upon successful completion of all course requirements, as outlined in the University Catalog, students are awarded the BS degree in Medical Laboratory Science. However, graduating from WLU MLS program does not guarantee passage of the American Society Clinical Pathology Board of Certification exam (ASCP BOC). “ *Program Description 2023.pdf*

MLS Certification:

A BS in a science degree but must have the support courses necessary to complete this pathway (ie. Biology, Chemistry, Molecular Biology, Immunology). Upon graduation students will take the American Society of Clinical Pathology (ASCP) Board of Registry Exam (BOC) via "Route 1" to obtain their required MLS certification. This is a CLIAA '88 legislative requirement to work in the field of Clinical Laboratory Science. Other certifications such as AMT are also recognized to work in the Clinical Laboratory. Also, there are states that require licensure in addition to being AMT or ASCP certified. <https://westliberty.smartcatalogiq.com/2022-2023/Undergraduate-Catalog/College-of-Sciences/Medical-Laboratory-Science>

Essential Functions/Technical Standard

The Medical Laboratory Science Program is committed to diversity and educating students who will make the population of health care professionals a true representative of our diverse community.

The following essential functions/technical standards are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Program applicants and admitted students with disabilities are confidentiality reviewed to determine whether there are any reasonable accommodations that would permit the individual to satisfy the program standards. The following essential functions/technical standards are required of all students enrolled in the Medical Laboratory Science Program:

Theme	Essential Functions	Example of Required Activities Expected either on campus or at your Clinical Rotation. (Not all inclusive)
Observation	Candidates must be able to observe demonstration and participate in hands-on learning in the classroom, laboratory, and clinical settings. Candidates must be able to acquire information from written documents and computer systems.	<ul style="list-style-type: none">• Read small, fine print in all environments, including low-light conditions for accurate patient identification.• Read and interpret charts, graphs and labels.• Acquire information from various equipment such as alarms and emergency signals.• Read and interpret instrument panels and printouts and record results.• Differentiate basic colors and their hues, shading or intensity and clarity in relation to distinguishing tube types and equipment choices.• Assess point of care testing such as pH litmus paper by comparing test-strip results to a value chart.• Use a microscope to read biological material and identify elements microscopically.

<p>Communication</p>	<p>Candidates must be able to communicate effectively, sensitively, and efficiently with patients, families, health care professional and faculty. Candidates must be able to acquire the patient’s medical history in a timely manner, interpret non-verbal information, and establish a therapeutic rapport with patients. Candidates are also required to record information accurately and clearly; and communicate efficiently in English with other health care professionals.</p>	<ul style="list-style-type: none"> • Sufficiently communicate in English to retrieve information from literature, computerized databases and lectures to communicate concepts on written exams and patient charts. • Communicate effectively and efficiently with patients, students, staff, faculty, and all members of the healthcare team during all learning experiences. • Fluently read and comprehend the English language necessary to understand caregiver’s written and/or electronic orders and understand any signage related to safety and patient care. • Interact with healthcare faculty, patients and family in person and via the telephone.
<p>Motor Skill & Mobility</p>	<p>Candidates must have sufficient motor functions that they are able to execute movements required to provide general care and treatment to patients in all health care settings within a specified amount of time.</p>	<ul style="list-style-type: none"> • Maintain full range of motion allowing for gross movements within confined spaces such as bending, stooping, squatting, lifting (up to 20 pounds), pushing or prolonged sitting or standing. • Use fine motor skills, steady hand function and hand-eye coordination. • Position and operate typical equipment found in the laboratory environment including manipulation of tools, microscopes and instruments. • Carry out diagnostic procedures including those that utilize fine motor skills, repetitive hand movements, turning and dialing knobs (such as for a microscope). • Handle potentially infectious biological materials, flammable and hazardous chemicals, and electrical equipment. • Manipulate laboratory materials to complete tasks (such as pipette, measure and aliquot liquids). • Safely grasp and release small objects. • Handle needles and syringes and perform phlebotomy safely and accurately.

<p style="text-align: center;">Interpersonal Behavior & Social Skills</p>	<p>Candidates must exhibit the emotional stability required for full utilization of their intellectual abilities, which includes, but is not limited to, the exercise of good judgment, and the prompt completion of responsibilities associated with the care of patients. Candidates are expected to exhibit integrity, honesty, professionalism, compassion, and display a spirit of cooperation and teamwork.</p>	<ul style="list-style-type: none"> • Tolerate physically, mentally and emotionally demanding workloads, function effectively under stress, adapt to changing environments, display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of patients. • Concentrate under pressure, multi-task, and complete assigned work within time constraints. • Express compassion, integrity, concern for others, interpersonal skills, interest, and motivation when working with patients, staff and faculty. • Manage apprehensive patients with a range of moods and behaviors in a tactful, culturally sensitive, congenial, personal matter so as not to alienate or antagonize them. • Accept feedback and respond by appropriate modification of behavior. • Show genuine empathy, understanding, interest and professionalism while interacting with patients. • Maintain emotional stability to adapt to rapidly changing environments.
<p style="text-align: center;">Cognitive & Intellectual</p>	<p>Candidates must be able to assimilate detailed and complex information presented in both didactic and clinical coursework. Candidates are expected to possess the ability to measure, calculate, reason, analyze, synthesize, and transmit information. Candidate must also command the ability to think critically, possess problem-solving and organizational skills necessary the classroom, laboratory, and clinical setting.</p>	<ul style="list-style-type: none"> • Learn through a variety of methods including, but not limited to, classroom instruction, small group, problem-based learning groups, team and collaborative activities, individual study, preparation, and presentation of reports simulations, and through the use of technology. • Organize time independently and manage multi-faceted demands and schedules. • Comprehend three-dimensional relationship and to understand spatial relationships of anatomic structures.

<p>Environment</p>	<p>Candidate must have sensory and physical well-being that will allow an individual to tolerate occasional distressing and/or disturbing conditions that may be present in a clinical setting.</p>	<ul style="list-style-type: none"> • Tolerate smells associated with disease states and infections. • Tolerate sights such as open incisions, invasive procedures during code situations and injuries/deformities. • Acclimate to various noises which may range from distractions to annoyances. • Emotional strength to understand patient and/or family disturbance, death and dying. • Function effectively (by completing the given task) in emergent and stressful situations.
<p>Computer & Technological Skills</p>	<p>Candidate must be able to utilize electronic technology in didactic, laboratory and clinical environment.</p>	<ul style="list-style-type: none"> • Demonstrate basic computer functions such as data entry, printing, and ability to function in multiple screens simultaneously. • Learn and understand the software technology utilized in the health setting. • Demonstrate the ability to fully utilize computer equipment such as keyboard, mouse, and bar-code scanner necessary to process orders and document any discrepancies.
<p>Problem Solving/ Organizational Skills</p>	<p>Candidates must think critically and demonstrate problem-solving and organizational skills necessary in providing quality patient care.</p>	<ul style="list-style-type: none"> • Understand the relationship between patient health status/condition and requested collections. • Demonstrate the skills necessary to prioritize collections especially in emergent situations. • Effectively troubleshoot/adapt when necessary. • Understand additional resources available, where to locate them and how to use them. • Perform complex interpretive testing. • Apply knowledge, skills, and values used in previous coursework and life experiences in new situations.
<p>Ethics</p>	<p>Candidates must adhere to West Liberty University's mission, vision and value statements.</p>	<ul style="list-style-type: none"> • Recognize the importance of performing duties in accordance with policies and standard operating procedures. • Accept the expectation of maintaining patient confidentiality, both from a legal standpoint and a humanitarian perspective. • Understand the Patient Bill of Rights and perform care in a manner that exhibits respect, dignity and empathy for the patient and family members.

<p style="text-align: center;">Safety</p>	<p>Candidates must be able to recognize and respond to safety issues.</p>	<ul style="list-style-type: none"> • Follow the prescribed guidelines for working with hazardous materials and work with them safely, including mechanical, electrical thermal, chemical, radiologic, and biologic hazards. • Take appropriate actions to emergency situations and safety issues.
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Professional Ethics Policy

If a student is found in violation of the university policy on academic dishonesty and receives an “F” for any such course, the student will be dismissed for violation of professional ethics and will not be reinstated into the program. The policies, rules, and regulations regarding academic student rights are contained in the academic portion of this handbook. If a student wishes to appeal any faculty committee decision about dismissal, the appeal must be submitted in accordance with the student appeals procedure.

<https://westliberty.edu/provost-office/standing-committees/>

Professionalism

To uphold the standards of the profession, students must demonstrate the qualities of a health-care professional. Professionalism is a requirement of the Medical Laboratory Science Department.

1. Professional traits include, but are not limited to:
 1. Honesty and integrity
 2. Assuming responsibility
 3. Accountability
 4. Commitment to excellence
 5. Respect for others
 6. Empathy and compassion
 7. Competence
 8. Following instruction
 9. Positive attitude
 10. Appearance

2. Professionalism will be assessed by professional development (affective behavior) forms. Refer to Affecter Behaviors page 7 for further details.
3. **Student Memberships:** Membership at one or all of these professional institutions are required to document professionalism.
 - a. American Society for Clinical Laboratory Science (ASCLS) is available for \$28/year.
<https://ascls.org/join/>
 - b. American Society for Clinical Pathology (ASCP) has **free** membership.
<https://www.ascp.org/content/membership/become->

III. General Policies

Absence, Student Leave Policy

Leave of Absence:

Students may request an unanticipated leave of absence for a variety of reasons. Types of absences include emergency, parental, personal, funeral, military and jury duty leave. All request for a leave of absence must be approved by the program director. Students must be informed when considering an extended leave because of program requirements. Students who are absent for a period of time that is disruptive to completion of the curriculum may be required to take a leave of absence and re-enter the program depending on the circumstances.

Unscheduled Absence

Students are expected to follow the WLU MLS policy for unscheduled absence notification. Students must notify the program (Program Director). Unscheduled absences (including late arrival) by phone within 30 minutes of the class/lab rotation start time. During the didactic section of the curriculum, the student must also notify their course instructor. During the Clinical Experience, the student must also notify their clinical laboratory instructor.

- Program Director, Lisa Jordan 304-336-8177, lisa.jordan@westliberty.edu
- Clinical Education Coordinator, Bonnie Porter, 304-366-8174, bporter@westliberty.edu

Scheduled Absences

Time off request are approved by the Program Director and can be request by email. This would include participating in university sport events etc.

Attendance policy

Students enrolled in the program will receive didactic and clinical education Monday through Friday. During the academic schedule (August- May), students must be present in the teaching laboratory as scheduled (with some exceptions, as noted on didactic schedules or syllabi). During the clinical experience (January – May) students must be present Monday – Friday from 7:00/8:00 am – 3:30/4:30 pm daily, unless otherwise arranged.

All students are expected to complete all aspects of the program, including web-based assignments and attend all laboratory sessions, seminars, small group discussion sessions, conferences, and clinical experience. The successful completion of the program is based on a wide range of learning experiences for the student. Unexcused absences; tardiness; failure to complete web-based assignments; missing teaching laboratories or clinical internships is not tolerated and may result in academic probation and dismissal.

PERSONAL LEAVE	Due to the academic rigors of the MLS program, and probability of failure if classes are missed, personal leave is discouraged.
EMPLOYMENT	<p>Due to the academic rigors of the MLS program, and probability of failure if classes are missed, employment beyond 12-16 hours/week is discouraged. Students will not be allowed to leave their program academic courses early to arrive at a place of employment on time. On occasion, if students need to leave their assigned clinical rotations early to get to their job on time, they must have permission from the program director; students will only be allowed a reasonable amount of time to leave early (i.e., 15-30 minutes), and only on an occasional (rare) basis.</p> <p>In addition: students in clinical rotations may work in suitable positions that are supervised, voluntary, paid, subject to employee regulations, and outside of hours of the educational experience. Refer to the <i>Clinical Practicum Handbook</i> for further information.</p> <p>NAACLS standards states: “service work by students in clinical setting outside of academic hours must be noncompulsory. Students may not be substituted for regular staff during their student experiences”.</p>
TARDINESS	Tardiness and unexcused absences will be tracked by academic faculty and clinical instructors as a behavioral deficiency and may result in probation if it interferes with academic and clinical performance. For unplanned absences, such as weather, oversleeping, or car trouble, students are expected to notify their instructor that they will be late and explain the reason.
HOLIDAYS/BREAKS	The MLS Department will follow all university academic calendar.

Lockers

Lockers in the hallway can be used to store personal supplies while on campus. Notify the Program Director if you would like to use one.

Mobile Devices: social media, calls, texting, emailing

Phones are an important part of our communication. However, they can be equally disruptive. On campus MLS students are NOT permitted to use their mobile device during student’s laboratory sessions unless instructor has approved it.

Policy concerning the appropriate conduct are found in the West Liberty University Student Handbook : <https://westliberty.edu/residence-life/files/2022/09/Student-Handbook-2022-23.pdf>

The use of the West Liberty University network and computers as described in the WLU student handbook “Article III: Proscribed Conduct, Section B: Conduct – Rules and Regulations” will be adhered to.

Refer to <https://westliberty.edu/conduct/computer-and-technology-use/>

“Any violation of the above items or other applicable policies, including but not limited to HIPAA, FERPA, academic program handbooks, and the WLU Student Code of Conduct, will result in the agent or manager of the applicable account being directed to remove the applicable social media posts.” <https://westliberty.edu/brand/social-media/>

Professional Appearance and Hygiene Standards

Rationales:

1. Maintaining a professional appearance.
2. Controlling infection (Related to the student, student’s contracts & patient).
3. Providing for safety.

Policy:

1. **Women:** Black “scrub-type” uniforms (slacks without cuffs or dress uniforms of knee-length), white hose, duty shoes; and white lab coat may be worn for comfort.
2. **Men:** Black “scrub-type” uniforms, white socks and duty shoes; white lab coat may be worn for comfort.
3. **Hair:** long or loose hair is not permitted; and must be always worn off the collar.
4. **Cologne/Make-up:** Are to be used conservatively so as not to be offensive when in contact with patients.
5. **Shoes:** Must always be clean. It is recommended that duty shoes be worn only in the hospital for infection control reasons and not outside.
6. **Personal Possessions:** is the student’s responsibility and not the MLS Department.
7. **Acceptable Attire:**
 - a. Uniform must be clean, neat, in good repair and an appropriate fit.
 - b. Tops must be long enough to cover backside when bending over.
 - c. Long or short sleeve tee shirts may be worn under the uniform. Tees that are white, navy, grey or black may be worn and must be plain with no design or logos.
 - d. Undergarments should be worn and should be white or neutral and not be visible.
8. **Infection Control/Cleanliness/Neatness:** All students are expected to make personal cleanliness and neatness a basic habit. It is your individual responsibility to take every possible precaution to protect patients, co-workers, and visitors against infection by utilizing all basic techniques of cleanliness previously learned in preparation for your career. Cleanliness should include clothing, food, equipment, supplies, and environment.
9. **Fingernails:** Should be neat, clean, well kept, and of professional length (1/4 inch beyond the fingertip). “wearing artificial nails may contribute to transmission of certain healthcare-associated pathogens.” Guideline for Hand Hygiene in Health-care Settings. MMWR 2002; vol. 51, no. RR-16.

STUDENTS: You must be aware and remember that due to the nature of the program, you will be exposed to contagious diseases and dangerous substances. You must follow all laboratory safety procedures and conform to all applicable regulations!

Safety:

West Liberty University MLS program takes safety seriously. The Safety Handbook located via Google Drive

<https://docs.google.com/document/d/1GIBxAiv0bdDma926mAs2HkUNuPGdXGRl/edit?usp=sharing&ouid=115446445458637270585&rtpof=true&sd=true> has a form that must be signed and dated that it was read.

Please give the signed form to either the Program Director or the Clinical Educational Coordinator when completed. This form will remain in your files for 5 years.

Emergency Procedures

In the event of any single emergency incident, there are several immediate and defensive actions the members of our university should take. Those actions are described in the various list of Emergency Procedures listed on this link <https://westliberty.edu/health-and-safety/emergency-procedures/>

Fire Alarms <https://westliberty.edu/health-and-safety/emergency-procedures/fire-procedures/>

Accident and Injury Investigation Report form refer to <https://westliberty.edu/health-and-safety/accident-injury-investigation-report/>

OSHA policy <https://westliberty.edu/health-and-safety/bloodborne-pathogen-training/bloodborne-pathogen-osh-information-sheet/>

HIPAA Review & Training

HIPAA Policy:

- All students, faculty and staff are not permitted to access or disclose confidential health information without authorization. HIPA presentation will be conducted in freshman orientation and in the senior year before clinical rotations begin.
- However, the West Liberty University clearly states that FERPA, HIPA, and other rights including the university's need protected from social media posts.
<https://westliberty.edu/brand/social-media/>

HIPPA Training:

- All students are required to complete training for awareness and compliance with the patient's privacy regulations of the Health Insurance Portability and Accountability Act. This training will be available to all students during their clinical rotations.

Student Laboratory Policy

Universal Precautions and Laboratory Safety

The student will be collecting, processing, and working with patient and known blood, and body fluids, and microorganisms that could be potentially pathogenic during his/her professional education.

The student will be oriented to and understand the use of and need for Universal Precautions and will follow these guidelines both in the student and hospital laboratories.

The student will notify the Program Director and the course instructor or clinical instructor concerning ALL incidents or accidents. Please see the policy on laboratory incidents/accidents.

Key Points to Remember

1. FOLLOW UNIVERSAL PRECAUTIONS AT ALL TIMES.
2. NO eating, drinking, smoking, mouth pipetting or application of makeup in the student or clinical rotations.
3. NO placing objects (fingers, pens, pencils, etc.) in the mouth.
4. Wash hands immediately if contaminated and before leaving the laboratory area.
5. Use laminar flow hoods and other safety equipment when required.
6. NO coats, backpacks/book bags or personal belongings are permitted in the student or clinical practicums.

Refer to Safety Manual and Website:

<https://westliberty.edu/health-and-safety/laboratory-safety-practice/>

<https://docs.google.com/document/d/1GIBxAiv0bdDma926mAs2HkUNuPGdXGRI/edit?usp=sharing&oid=115446445458637270585&rtpof=true&sd=true>

Incidents/Accidents

Form: <https://westliberty.edu/health-and-safety/accident-injury-investigation-report/>

General Student Laboratory guidelines.

1. In the event of exposure, thoroughly wash the area with soap and water, unless a mucous membrane exposure, in which case flush copiously with water.
2. Copies of each form need to be returned to the Program Director's office.

Student Health Services

Information for student health services may be found at <https://westliberty.edu/health-services/>

Liability Insurance

WLU COI 2022 2023 pdf.: Certificate of liability Insurance # L 0187 – Jul 1, 1971, coverage July 1, 2022 to July 1, 2023 12:01 a.m. ET

Immunizations

Not a requirement to attend classes but will be further requested at our clinical affiliates. Refer to the Clinical Practicum Handbook for details.

Sakai Technical Support

WLU learning platform is Sakai.

Login is located in the upper right corner of the Sakai home page.

Your User ID is your nine (9) character WLU ID number. If it starts with an @ symbol, make sure you include that as the first of the nine characters.

Your initial password (until you change it) is your six (6) digit date of birth in MMDDYY format.

If you encounter difficulties with Sakai, please try one or both of the following:

1. Log out, restart your computer and log back into Sakai
2. Switch to a different web browser, then try logging into Sakai.

If you need help with logging in, please open a [Sakai Help Ticket](#). You will need your WLU ID number to submit a ticket. If you do not know your WLU ID number, please email online@westliberty.edu.

Links below are available for further information.

<https://westliberty.edu/distance-education/sakai-faq/>

<https://westliberty.edu/distance-education/accessibility-2/>

Tuition

Academic Year 2022-23

Base Tuition	Per credit hour (part-time)	Per semester full time
In-State Tuition	\$356.17	\$4,358.00
Metro Tuition	\$586.91	\$7,118.00
Out-of-State Tuition	\$705.50	\$8,550.00

Transcripts <https://westliberty.edu/registrar/students/transcripts/>

Cost

The price of an official transcript is \$9.00.

Orders

West Liberty University has retained Parchment to accept transcript orders over the Internet. **Please click on the Parchment icon below to begin your order.**



Check the Status of Your Request

Sign in to [Parchment.com](https://www.parchment.com) and click Orders. Go to the 'Tracking' help page for full details.

IV. Academic Program Policies

Advising

Students are responsible for scheduling time each semester for advising. An email will be sent out to all MLS students that advising sessions are available. It is expected that each student will be aware of how to use Degree Works to track their process.

Degree Works

Degree Works is a web-based tool that you and your academic advisor can use to monitor your academic progress toward degree completion. Degree Works allows you and your academic advisor to plan future academic coursework. Degree Works looks at the major requirements for the catalog in the year you began taking coursework and the coursework you have completed to produce an easy-to-read audit. PLEASE REMEMBER THAT THE DEGREEWORKS AUDIT IS UNOFFICIAL and only the Registrar's Office determines official eligibility for graduation.

Degree Works is available in your WINS account. Once you log into your WINS account, click on the Student Service Menu, and select Degree Works from the list of options.

Students are responsible for complying with all academic policies published in the University catalog. If students have any questions about the information presented in this audit, they are encouraged to contact their advisor or the University Registrar at <https://westliberty.edu/registrar/>.

Student Records/The Family Education Rights and Privacy Act (FERPA)

Student records:

Student records are maintained in the Nursing and MLS Department office for 5 years. After 5 years the files will be shredded. Permanent copies will be assessable through Degree Works.

Records may include the MLS student's application, program orientation completion, didactic coursework and clinical experience grades and evaluations (including student performance evaluations), and advising, are maintained by the Medical Laboratory Science Program. Students in the medical laboratory science program are guaranteed their rights to confidentiality and impartiality, as outlined in this policy. Any release of this information can only be authorized by the student.

West Virginia Policy on the Family Educational Rights and Privacy Act,

West Liberty University and the following Board of Governors policies:

"Within the WLU community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions, Registrar, Student Services, Financial Aid, Business Office, academic schools and departments, academic advisers, Campus Police, and athletic department. " <https://westliberty.edu/conduct/ferpa/>

Often students ask faculty members to serve as references for job applications or Graduate school. Students must complete the FERPA form located at the end of this handbook on page 44, when faculty are asked to share academic information with others.

Directory Information

Students may withhold Directory Information by completing a non-disclosure form in the Enrollment Center. Request for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Enrollment Center or appropriate campus office.

The full WVU Policy on the Family Educational Rights and Privacy Act (FERPA) is available at: <https://westliberty.edu/conduct/ferpa/>

This policy protects the privacy of educational records in compliance with the [Family Educational Rights and Privacy Act of 1974 \(20 U.S.C., Section 1232-g\) \(FERPA\)](#)

Transferred course work.

The West Virginia Higher Education Policy Commission has established a process and format which enables students who transfer from one college or university to another to transfer core coursework that will count toward fulfillment of general studies requirements at the receiving institutions. Under terms of the agreement, a student may transfer undergraduate coursework in the areas of English Composition, Communication and Literature, Fine Arts Appreciation, Mathematics, Natural Science, and Social Science as general studies credits. For further details on the above, please refer to the University Catalog or contact the Registrar.

MLS Courses that equal or exceed WLU course equivalents will be transferred from other accredited academic institutions.

Substitution or waivers may occur on an individual basis by the Program Director.

WLU MLS Department Academic Standard requirements:

Criteria:

Graduation is contingent upon the successful completion of all required courses, clinical rotations, and other requirements.

MLS Department requires the following to graduate:

1. Maintain at least a 2.5 overall GPA and achieve a 2.5 semester GPA each semester while in the program.
 - a. Failure to do so will result in an Action Plan to improve performance.
2. A 70% score must be achieved on the comprehensive examination final given at the end of the Spring semester (CLS 400).
 - a. Failure at the first attempt can result in a second attempt. Refer to Warning, Probation, Dismissal and Appeal.
3. Maintain appropriate professional behavior, demeanor, conduct, and attendance.
 - a. Refer to Affecter Domain at the beginning of this handbook and found in each syllabus.
4. Successfully complete all clinical rotations.

Warning, Probation, Dismissal and Appeal

I. Minimum Academic Standards

Because MLS courses are sequenced and are taught only one semester per year, successful completion of all MLS professional courses is a prerequisite to entering the following semester.

A student must maintain a “C” or higher in all Medical Laboratory Science and science courses included in the Medical Laboratory Science curriculum. <https://westliberty.edu/medical-laboratory-science/ms-slp-admissions/>

Failure to meet Academic Standards

1. When minimal academic standards are not met by the Midterm grades, the student & faculty will complete an “Action Plan” to try to mitigate a failing grade in the course(s). Failure in a Medical Laboratory Professional Course: A grade of D, F, WF, FI in any of the MLS courses will result in immediate suspension from the program. In order for a student to be considered for reinstatement, the course must be repeated with a grade of “C” or higher during the next regular semester the course is offered. If a course grade of “D” or lower is subsequently repeated, the original grade will remain and be counted as an unsatisfactory grade. Upon earning a second unsatisfactory grade (D, F, WF, FI) in any MLS course, the student is immediately and permanently dismissed from the MLS Program. A student has the right to formally appeal decisions involving such matters to the WLU Academic Appeal Committee. <https://westliberty.edu/provost-office/standing-committees/>
<https://westliberty.edu/medical-laboratory-science/ms-slp-admissions/>
2. Students with any academic deficiencies such as a D, F or I; must be resolved before going to their clinical rotation.
3. **Any student with a D or F on their “Comprehensive Program Final” will not graduate. It can be resolved by the following:**
 - a. A course grade of a D on the Program Final (in CLS 400) will be assigned as an Incomplete with the intention of remedial work during the following semester.
 - b. The entire course (CLS 400) needs to be repeated (only once) the next time it is offered if the Program Final grade obtained was an F.

“Note: If it is determined that probation or dismissal from the program is warranted based on failure to meet academic standards, the MLS student may elect instead, to resign from the MLS program.”

- II. *The MLS Faculty and Staff believe your attitudes and behaviors in the classroom, clinical, and professional settings on and off campus should reflect a professional behavior at all times. MLS students are accountable for their actions and campus police will be called for any student who is disruptive, exhibits impaired behavior, negligent, and/or is a threat to patients, faculty, staff, or students. Random drug testing will be required as needed. Students removed from any setting for any of the above mentioned reasons and/or have a positive drug test, may be permanently dismissed from the program pending further investigation.*

Readmission Policy Following Suspension

Following suspension, a student must repeat the course deficiency that resulted in the suspension during the next semester in which the course is offered. When the deficiency is corrected, the student will be allowed to continue.

Grading

Purpose: Students will receive letter grades reflecting their academic performance in the program.

Policy: Letter grades correspond to the 4-point, grade point average system according to the number of credit hours. Percentage grades for didactic classes are based on the scale below.

Grading Scale

A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0
D	65-69%	1.0 (failure)
F	<65%	0.0 (failure)

Recognition is accorded candidates for graduation as follows:

Summa Cum Laude 3.90- 4.00

Magna Cum Laude 3.70- 3.89

Cum Laude 3.50-3.69

The grade point average of all courses at West Liberty University and that of all work transferred from other institutions must meet the grade point standard in each category of honors.

To be considered for graduation with honors, a student must have completed a minimum of 36 semester hours of credit for regular letter grade (A, B, C, D, F) at West Liberty University.

General policy on Examinations and Quizzes

Scheduled Exams: Refer to individual course syllabi for scheduled examinations.

Quizzes: It is the discretion of each instructor to give unscheduled quizzes in any course, laboratory, or clinical rotation.

Final Exams: Students will be informed of the dates of Final Examinations each semester upon release by the provost's office Final Schedule. However, if the students wish to schedule their finals as a class to promote a better outcome, it can be arranged per the instructor discretion. If

a student misses a final examination, a grade of "I" may be used at the discretion of the instructor. As with the other exams, final exams will be proctored, or arrangements will need to be made.

Accommodation will be made for excused absences.

Excused absences accommodation will be made with the instructor of the course.

Comprehensive Program Examination

A comprehensive examination is given at the end of CLS 400 Review of the senior year that covers all content of the Clinical Laboratory Science curriculum.

Students must pass the program Comprehensive Examination with a minimum score of 70% on the 1st attempt. Students will be allowed to repeat the examination once without required remediation in the case of failing the examination on their first try.

Students must pass the program comprehensive exam to pass the course and to graduate from the program.

Failure to arrive on time for the examination will result in the student forfeiting his/her first attempt at the examination. Requests for excused absences must be in writing and reviewed by the Program Director. The examination will be rescheduled for any student not successful on his/her first attempt or for students who missed the first examination. Students who do not meet these standards will receive an ***Incomplete***, followed by ***remediation***, and if unsuccessful again when the course is offered the next scheduled time, will be dismissed from the program.

Special Accommodations

Students in the Medical Laboratory Science program will be given every opportunity to succeed in their academic setting. If any student has a special need for testing arrangements, note taking, or other accommodations, they must notify the program director as soon as possible. Program officials will consider each request individually. Note that any requested accommodations must be within the minimum essential functions required for the program.

SPECIAL ACCOMODATIONS	Notify the program director as soon as possible of any special needs related to the academic classroom.
TESTING ARRANGEMENTS	Any special testing arrangements must be discussed prior to the scheduled examination date. Program officials reserve the right to require students to meet with an ADA Coordinator before approving requests for special testing arrangements. https://westliberty.edu/lcdc/accessibility-services/

JUSTIFYING ACCOMODATIONS	Program faculty may require students to provide a letter of proof justifying their special request.
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Student Grievance/Complaint Policy

A grievance or complaint must be submitted to the Medical Laboratory Science (MLS) Program director within 15 working days of the incident using the form found at the end of the handbook. A conference will be held with the MLS Program Director, the student and the offending person(s) if deemed appropriate. If the grievance is not resolved or if the student does not agree with the recommendation for action, the student may appeal to the Dean of College of Science. If the grievance involves the MLS Program Director, the student should address his or her concern to the Dean of the College of Science.

Grade appeal

<https://westliberty.edu/human-resources/files/2018/06/Procedure-221-Grade-Appeals.pdf>

V. MLS Program/University Closure

If the MLS program should close, and if resources are sufficient, WLU would allow students with junior and senior-level status enrolled in the MLS major to complete their degree within two years. Should resources be insufficient for a two-year teach-out, WLU would make every attempt to help WLU MLS students enroll in another regional MLS program, such as the program within the Trinity Health System.

VI. Clinical Experience Policies and Guidelines

What:

The Clinical Experience is the “hands-on” application of the didactic curriculum in the context of the job of a Medical Laboratory Scientist and is an important component of your education. This experience provides a practical form of learning and contributes to professional development.

Cognitive (knowledge) and performance (psychomotor) objectives related to each discipline will be provided to the student. Evaluations and grading will be based on these objectives as well as professional behavior (Affective Evaluation).

Students may be performing tasks performed by other professional technologists. The purpose of these tasks is educational to reinforce knowledge as well as master laboratory techniques. Repetition is encouraged as it reinforces skills.

Students will be informed of their expectations and how their final grade is determined at the beginning of each clinical rotation.

The faculty reserves the right to recommend dismissal from the program if clinical laboratory performance, unethical or unprofessional behavior, or poor academic standing makes it inadvisable or impractical for the student to complete the program.

Upon successful completion of all required Medical Laboratory Science coursework, students are guaranteed clinical experience; however, a specific site is not guaranteed.

The program guarantees that students who have successfully completed their junior year will be assigned to one of more affiliates for the clinical practicum.

- In the event one of more clinical affiliates chooses to end their affiliation with us, we will follow the statement in the agreements that says if the decision to end it occurs at least three months before the beginning of the start of the practicum the agreement will dissolve.
- Next, the Program will make every effort to place the student with the remaining affiliates.
- However, if an affiliate cannot be secured for our students in our Spring Practicum, a Summer Practicum will be considered.
- Still if that isn't acceptable between the student and the Program, a new agreement will be established with a new affiliate.

When:

The Clinical Practicum Spring 2024 semester of your senior year. General policies can be found in the **Clinical Practicum Handbook**.

Preparing for your Clinical Practicum may take time, so beginning Fall semester (2023) in completing all immunizations (if not already completed), health records and background checks cannot be left at the last moment.

Congratulations you are almost done!!

West Liberty University MLS Clinical Affiliates

CONTACT PERSONNEL			
AGENCY	CONTACT PERSON	ADDRESS	PHONE
Vitalant (Blood banking Reference facility)	Kim Mylan	Clark Building	O: 412-209-7462
	Sr. Technical Training Specialist kmylan@vitalant.org	501 Martindale St. Pittsburgh, Pa 15212	P: 412-209-7460
East Ohio Regional Hospital	Ellen Christakis	90 N 4 th Steet	Hospital number:
	Lab Director echristakis@eohospital.com	Martins Ferry. OH. 43935	740-633-1100
Ruby Memorial WVU medicine	Tracie Hinkle, Lab Director traci.hinkle@wvumedicine.org	1 Medical Center Dr, Morgantown, WV 26505	TH: 304-598-4241
	Ashley Schmidt, Lab Manager schmidtash@wvumedicine.org		AS: 304-598-4241 ext. 3223

(Clinical liaison).			
Reynold's Memorial Hospital- WVU	Emily Maguire Laboratory Manager Emily.Maguire.m@wvumedicine.org	800 Wheeling Ave. Glen Dale, WV 26003	304-843-3401(O)
Washington Health Systems Washington Hospital	Kim Schramm Laboratory Director kschramm@whs.org	155 Wilson Ave. Washington., Pa. 15301	Main hospital 724- 225 7000
Weirton Medical Center	Aulbrey Thomas Laboratory Manager aulbrey.thompson@weirtonmedical.com	601 Colliers Way Weirton, WV 26062	304-797-6110 (O) 304-797-6584 (F)
Wetzel County Hospital	April Norris Lab Manager April.norris@wvumedicine.org	3 East Benjamin Dr. New Martinsville, WV 26155	304-455-8105(O) 304-455-8066(F)
Wheeling Hospital	Margret Pyles /Lab Director margaret.pyles@wvumedicine.org	1 Medical Park Wheeling, WV 26003	304-243-3959(O) 304-243-3379 (F)

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Form for Documenting Student Conferences/Complaints/Grievances

Student Name:

Date: _____

Session Initiated by:

Nature of Session:

Summary of Discussion:

Resolution/Recommendation:

Recommendation for Action:

___ None/Place in Student File for Future Reference

___ Program Director

___ Dean

Faculty Signature: _____

Student Signature: _____

(Student signature does not mean that the student agrees or disagrees with the decision, only that he/she was present for the meeting.)

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Adherence to student policy

Form to be returned.

All students are expected to comply with the policies and procedures of the Medical Laboratory Science (MLS) Department, West Liberty University (WLU). Students will have continued access to university policies on its website, and the MLS Department Student Policies on Google Drive.

- West Liberty University:
<https://westliberty.edu/residence-life/files/2022/09/Student-Handbook-2022-23.pdf>
- MLS Policy and Procedure Handbook & Clinical Practicum Handbook - Google

West Liberty University and MLS Department Policies and Procedures

- Computers, Cell Phones, E-mail and Internet Use, Social Media Guidelines:
<https://westliberty.edu/conduct/computer-and-technology-use/>
- Personal Hygiene and standards
- Emergency Preparedness: <https://westliberty.edu/emergencies/plan/>
- FERPA & Student Information Release Authorization:
<https://westliberty.edu/conduct/ferpa/>
- Laboratory Safety: refer to Safety Manual website:
<https://westliberty.edu/health-and-safety/laboratory-safety-practice/>
- West Liberty University Student Health Service
<https://westliberty.edu/health-services/>
- West Liberty University Toppers Card:
<https://westliberty.edu/college-union/college-union-office/topper-card/>
- Mutual Respect, Diversity Equity and Inclusion <https://westliberty.edu/diversity/>
- Safety and Security:
<https://westliberty.edu/health-and-safety/emergency-procedures/personal-security-procedure/>
- Warning, Probation, Dismissal, and Appeal Procedure
<https://westliberty.edu/physician-assistant/admissions/selected-policies/>

Policies and procedures are subject to change upon the discretion of the Medical Laboratory Science Department Program Director and the College of Sciences, and students will be notified accordingly when applicable.

I have reviewed the Medical Laboratory Science Department Policy & Procedures 2023 – 2024 Handbook, and the respective West Liberty University policies indicated above. I have also completed the assigned orientation training modules relative to these policies located on the MLS Google Drive. I have had the opportunity to ask questions concerning these policies to clarify my understanding. I am hereby fully aware of my obligation to abide by these policies while a student in this program. Return this page to the Program Director for your files.

Signature _____ Date _____

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**MEDICAL LABORATORY SCIENCE
WEST LIBERTY UNIVERSITY
PROGRAM DESCRIPTION DOCUMENTATION**

Form to be returned.

I acknowledge that I have received a copy of the WLU MLS Program Description 2023 document containing the program description, including criteria for progression in the Program, the mission statement and goals of the Program, the Program faculty, the essential functions, SLO's, and the expected affective domain behavioral objectives. This document was reviewed with me on:

Date of review: _____ Signed: _____

In addition, review the Essential Functions of the Program and sign below:

I have received a copy of the MLS Program Description with the essential functions. Furthermore, I have read and understand them. To the best of my knowledge:

_____ YES, I am able to meet the essential functions as outlined

Signature: _____ Date: _____

_____ NO, I am unable to meet one or more of the essential functions as outlined. Indicate which standard(s):

Signature: _____ Date: _____

Students must realize that consistent, documented violations of the affective domain objectives, poor technical skills, or repeated demonstration of poor judgment or decision-making skills may prevent them from passing a course, didactic or clinical, thus impeding progression in the curriculum and delaying graduation, or being dismissed from the program.

Sign and date both copies of this document that were given to you. Return one copy with your completed application form to the Program Director. Keep the second copy for yourself.

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FERPA verification of student rights: *Form to be returned.*

Please print: Student's Full Name:

Address: _____

Cell Phone #:

Address:

Student ID:

Date of Birth: - -

Information related to FERPA at WLU can be located here

<https://westliberty.edu/conduct/ferpa/>

I understand that:

- (1) I have the right not to consent to the release or disclosure of my education records;
- (2) I have the right to inspect and review such records upon request.

(3) this consent to release or disclose will expire after I cease to be a student for 1 or until revoked by me, in writing, and delivered to the Program Director, whichever comes first.

Any disclosure of information made by WLU prior to the receipt of written revocation is not affected by revocation. I further understand that in order for WLU to release my education records, this release must be executed. Therefore, I, the undersigned, expressly authorize the Medical Laboratory Department to do the following:

A. Use necessary information from my education records, including grade point average obtained while attending West Liberty University, as it relates to my candidacy for employment, certification, licensure, awards, or accolades. In addition, I hereby authorize West Liberty University to use any grade point average obtained while attending West Liberty University to publicize and/or display any academic awards or recognition that I may receive.

B. Use my Directory Information and/or my photograph, as defined by the University's policy and/or procedure, to promote and market the Medical Laboratory Science Department, the College of Science, and West Liberty University.

I _____ on (Date)_____ understand what it is written concerning this release.

(Identity of student must be confirmed upon receipt by any MLS faculty.

For Office Use Only: Received by _____

Date _____

Keep Page Blank _____

