

COLLEGE OF HEALTH PROFESSIONS
MEDICAL LABORATORY SCIENCES
MLT-to-MLS PROGRAM

STUDENT HANDBOOK



2024-2025 Academic Year

Table of Contents

Mission Statement	3
Program Goals	3
UAMS Telephone Numbers	4
General Policies, Rules & Regulations	5
Equal Opportunity	5
Smoking Policy	5
Policy for Media	5
Policy for Drug Testing and Criminal Background Checks	6
Registration Policies	6
CHP Non-Cognitive Performance Standards	7
Policy for Readmission into the MLS Program	8
Program Progression Policy	9
Student Remediation Policy	9
Grading Scale	10
HIPAA Training	10
Inclement Weather Policy	10
Safety	11
Professional Behavior	11
Consent to Release Education Records	11
Feedback	11
Recordings of Lectures	12
Student Complaints Policy	12
Academic Appeal Procedure	12
Testing and Exams	13
Parking Information	14
Student Honors & Scholarships	15
MLT Curriculum	15
MLT-MLS – 3 Semester Track	15
MLT-MLS – 4 Semester Track	16
MLT-MLS - 5 Semester Track	17
Course Information for Distant Students	19
Honor Code	18

Medical Laboratory Sciences Program

Mission Statement

The Medical Laboratory Science Program of the Department of Laboratory Sciences in the College of Health Professions is dedicated to providing students with the appropriate education and training necessary for the development of entry-level competencies in all areas of the routine clinical laboratory. Graduates of the Medical Laboratory Science Program will be prepared to sit for any entry-level national certification examination in the discipline and will be prepared to practice as ethical and competent professionals. In keeping with the mission of the College of Health Professions, the Medical Laboratory Science Program will also be actively involved in scholarly activities and professional service including the development and delivery of continuing education to appropriate clinical laboratory professionals.

Program Goals

- Provide a “Quadruple Aim” Culture within the Medical Laboratory Science Program.
 - To improve knowledge, skills, and attitudes necessary for graduates to contribute toward improving the patient care experience, improving the health of the population, and decreasing the cost of care through a longitudinal inter-professional education and collaborative practice.
- To provide educational excellence in the discipline of Medical Laboratory Science for Arkansas and beyond, continually striving for excellence in teaching, research/scholarly activities, and professional and community service
- To maintain educational excellence in the medical laboratory science curriculum that addresses current and emergent knowledge and skills to provide the student with competencies to pass with high scores the national certification examinations and to begin professional work as an entry-level, baccalaureate-prepared, laboratory scientist
- To produce graduates who are effective communicators with all members of the health care team
- To instill in our graduates the highest standards of performance and professional ethics
- To develop in our students creative and critical thinking skills needed to promote sound and independent judgments
- To maintain and develop new partnerships with clinical affiliates and the biotechnology industry to provide for continuing education and laboratory training opportunities
- To foster leadership through personal examples and to provide a source of leadership knowledge and guidance in medical laboratory sciences
- To work collaboratively with medical researchers in cutting-edge projects leading to innovations in biotechnology and contribute to sustaining the growth of the laboratory science profession

UAMS Telephone Numbers

Department of Laboratory Sciences

Dr. Nathan Johnson, Department Chair/Program Director	501-686-8443
Paul Nelson, Assistant Department Director	501-686-6863
Lindsay Gilbert, Associate Professor	501-686-8490
Cherika Robertson, Assistant Professor	501-296-1594
Jason Key, Assistant Professor	501-686-6198
Rebecca Bird, Assistant Professor	501-686-6875
Sarah Parker, Assistant Professor	501-296-1017
Shaneika Chambers, Assistant Professor	501-686-7790
Courtney Anderson, Assistant Professor	501-526-3232
Thao Vu, Assistant Professor	501-526-6285
Thia Stocker, Executive Assistant	501-686-5776

College of Health Professions

Dr. Susan Long, Dean	501-686-6854
Phyllis Fields, Welcome Center	501-686-6856
Financial Aid	501-686-5451
Bursar's Office	501-686-6128
Student and Employee Health	501-686-6565
Campus Police	501-686-7777
Student Success Center	501-526-2297
IT Department	501-686-8555

General Policies, Rules & Regulations

Students must adhere to policies mandated by the University of Arkansas for Medical Sciences, the College for Health Professions (see CHP Catalog), the Department of Laboratory Sciences, and the Medical Laboratory Science Program. If a problem occurs during a lecture course, the student should attempt to resolve the problem with the responsible faculty member. If the problem is not resolved, the student should contact the program director or department chair. Unresolved problems must follow the procedures set forth by CHP and the UAMS.

Equal Opportunity

Medical laboratory science applicants are considered without regard to race, color, creed, age, marital status, national origin, disability or sex. Qualified applicants with disabilities receive equal consideration.

Smoking Policy

Employees and students are prohibited from smoking on or in all UAMS designated buildings, owned or leased properties, UAMS owned or leased vehicles, and UAMS adjacent grounds, including parking lots and ramps.

This policy applies to all persons, including employees, faculty, students, patients, visitors, contractors, subcontractors, and others in UAMS buildings and parking lots and ramps. Individuals located in buildings off-campus which are not owned by UAMS will abide by the smoking policy of the building in which they reside. Administrative personnel responsible for these areas may impose more restrictive policies if so desired.

Policy for Media

Students should return all issued media to the faculty/education coordinator by the end of the semester. Students will be assessed a fee equal to the replacement cost of the media. Transcripts will not be released to students who have outstanding balances with the Department of Laboratory Sciences. Additionally, any media is intended for use by students enrolled in the UAMS Medical Laboratory Science Program and may not be copied for private use.

Policy for Drug Testing and Criminal Background Checks

Throughout the duration of the program, if a student begins to decline academically while exhibiting unprofessional, erratic, or self-destructive behaviors, the student may be subjected to random drug screening by the department. In the event if a student fails a random drug test, the student will be placed on academic probation and will be required to meet with the department program director, chair, and the Associate Dean of CHP to determine the best course of action. The student may be required to complete drug counselling or may be removed from the program.

Registration Policies

1. Adding or Dropping Courses in the Current Semester

With appropriate approval, a student may add or drop a course, in the semester in which he/she is currently enrolled. Providing the change is completed no later than the fifth day of classes in that semester, notation of that change will appear on the student's transcript.

With appropriate approval, courses may be dropped after the fifth day of classes. Under some circumstances, students may receive a refund of fees when dropping a course early in the semester. The schedule for "return of fees" may be found in the current CHP Catalog.

Students dropping a course must do so before the 20th day before the semester ends. **Dropping a course: It will be the sole responsibility of the student to take the dropped course in a later semester.** Dropping a course in the fall or spring term may necessitate a delay in graduation. If a student fails 1 or more courses, a formal consultation with the Program Director and Chair is required, the student may not be allowed to register in the program for the following semester.

Courses may not be added after the fifth day of class. The form to be used to add or drop a course can be obtained from the Office of the Registrar the link is provided <http://healthprofessions.uams.edu/current-students/forms/>.

CHP Non-Cognitive Performance Standards

Students are accountable for conducting themselves as responsible adults.

Student Conduct: A College of Health Professions student is considered to be a mature adult whose attitude, conduct, and morals are compatible with the functions and missions of the University of Arkansas for Medical Sciences as an educational institution, and with the ethical

standards of his/her chosen profession. Each student is expected to comply with requests of University Officials in the performance of his/her duties; to obey the laws of the city, state, and nation; and to refrain from conduct which would demean the ethics and integrity of his/her chosen profession.

CHP Student Responsibilities Code: Failure to comply with the requirements of any code item could result in a conference with the Department Chair or his/her designee to discuss the difficulty. Should a conference be held, and the problem continues after the conference, the student will be referred to the Assistant Dean for additional disciplinary action.

The following is a description of the principal non-cognitive responsibilities of students in the Medical Laboratory Sciences Program:

1. Come prepared for class.
2. Attend **all** classes, laboratories, and clinical/field experiences, as scheduled, unless previous arrangements have been made with the instructor or department chair.
3. Request instructor/student conferences when needed.
4. Treat patients and co-workers justly and impartially, regardless of their sex or their physical, mental, emotional, political, economic, racial, or religious characteristics.
5. Maintain a non-biased, open point-of-view during course and laboratory sessions.
6. Act as a favorable role model for your chosen health profession at all times.
7. Be responsible for the condition of the instructional area during and at the completion of a class session.
8. Refrain from eating, or drinking in classrooms during class, laboratory, or clinic sessions.
9. Maintain and arrange class materials in a form which will be usable in the future as a professional reference.
10. Attempt to resolve concerns and questions in a courteous and informal manner utilizing only, when necessary, the Appeals Procedure according to the CHP published rules.
11. Adhere to the student responsibilities required by the program in which enrolled.
12. Maintain academic and professional integrity.

The University of Arkansas for Medical Sciences, College of Health Professions reserves the right to dismiss a student at any time on the grounds the University and College judge to be appropriate. Each student by his own admission to the College recognizes this right of the University and College. The receipt of academic credit, graduation, and the granting of a degree or certificate lies solely within the powers of the University and College.

Policy for Readmission into the MLS Program

Students who are dismissed from the Medical Laboratory Science Program for academic reasons or withdraw by their own decision and wish to be considered for readmission must adhere to the following policies:

- Individuals seeking readmission will be considered “new” applicants to the program. A new application will need to be completed.

- In order to be considered for readmission to the program, the applicant must have a Cumulative Grade Point Average (CGPA) of 2.50 or greater, a GPA of 2.50 or greater in all science/mathematics courses taken prior to reapplication (including courses taken in the Medical Laboratory Science Program), AND a GPA of 2.00 or greater in all the general education courses taken prior to reapplication.
- MLT-MLS students who are nationally certified as medical laboratory technicians, currently working as medical laboratory technicians in clinical laboratories, and who reapply within one (1) year of the initial withdrawal date will not be required to repeat professional courses previously completed (*i.e.*, grade of C or higher).
- MLT-MLS students who reapply more than one (1) year after the initial withdrawal date and are readmitted to the program may be required to repeat all program professional course work, regardless of successful completion of any professional course prior to readmission.

Students NOT eligible for readmission are those who:

1. Are dismissed from the Medical Laboratory Science Program due to unprofessional conduct.
2. Withdraw twice from the program.

Program Progression Policy

To progress in the program and to remain in good academic standing, students must satisfactorily complete course requirements each semester. Specifically, the following must be achieved:

1. **The MLS Student Academic Performance Committee will hold a mid-term grade review. Students with failing mid-term grades in one or more courses may be placed on academic probation and provided a written action plan. Failure to meet probationary requirements may result in dismissal from the program.**
2. **A grade of “D” or “F” and a G.P.A. of less than 2.0 may result in dismissal from the program.**
3. **Receiving a grade of “D”, “F”, or “I”, in any course is not acceptable for graduation.**
4. Non-graded Requirements – Students must obtain a satisfactory evaluation on all required non-letter graded assignments, projects, practical examinations, and reflections.
5. Professionalism – Students must maintain academic and professional integrity while in the program in accordance with the CHP Student Responsibilities Code.

Students who receive a grade of “D” or “F” and have a G.P.A. of greater than 2.0 may be allowed to take the failed course the next time it is offered with Program Director/Chair approval.

Program track changes will require a meeting with the Program Director to discuss progression options, which may include dropping additional courses to be repeated the following year.

Students are allowed to retake a course twice. After the third failure, the student will be dismissed from the program and not eligible for readmission.

Student Remediation Policy

The program is committed to an active partnership with students to maximize their success. Program faculty monitor and document student academic and clinical progress to identify deficiencies and establish means for remediation. Remediation is an opportunity for students to correct deficiencies with the support of faculty members and others, e.g., tutors. Remediation is individualized and may consist of a variety of strategies and requirements that enable the student to demonstrate competency on the course or program objectives.

Remediation:

- Students concerned about their academic progress may request an advising session with their faculty advisors at any time to address their concerns and request remediation on self-assessed deficiencies.
- The Student Academic Performance Committee will hold a mid-term review of all students' attendance, professional behavior, and academic performance. If deficiencies are identified, an action plan is developed for the student. This may include remediation opportunities, academic probation or dismissal from the program.

Grading Scale

For all didactic (lecture) courses:

90% - 100%	= A
80% - 89%	= B
70% - 79%	= C
60% - 69%	= D
below 60%	= F

For all student laboratory course:

93% - 100%	= A
85% - 92%	= B
77% - 84%	= C
69% - 76%	= D
below 69%	= F

Mandatory Trainings

All CHP students are required to complete training for Health Insurance Portability and Accountability Act (HIPAA) and Blood Borne Pathogens. If you are an Arkansas resident, you will be required to do additional trainings.

Inclement Weather Policy

By virtue of the mission of UAMS, the campus never closes; however, when the inclement weather policy is in effect, all CHP classroom activities (including examinations) will be canceled for the remainder of that day. Canceled classes and examinations will be rescheduled by the program faculty at a later time, possibly at night or on weekends.

Check your UAMS email for further details!

Safety

Students must adhere to all safety policies mandated by the University, the Department, and the hospitals at which they are employed. These include the safety policies required by the Occupational Safety and Health Act and by the Centers for Disease Control. If there is a conflict between the policies and/or the practices of the department and those of the hospital to which the student is assigned, the more stringent policy must be followed. Failure of clinical staff to follow safe practices does not excuse students from adhering to mandated policies. Students are required to follow the AIDS policy of the university (See CHP Student Handbook).

Professional Behavior

Students are expected to conduct themselves in a professional and responsible manner. Other areas covered by professional and responsible behavior include ethical and moral behavior and professional judgment and behavior. If performance is judged by the committee to be unsatisfactory, the student will be either placed on probation or dismissed from the program depending on the seriousness of the inappropriate behavior. A single confirmed charge of lying on the application, cheating, or falsifying laboratory results will lead to dismissal from the program.

Consent to Release Education Records

The University of Arkansas for Medical Sciences has adopted a procedure governing the release of educational records. This procedure must be followed whenever anyone contacts us or one of the clinical instructors regarding information on a current student or graduate of our department. For example, when someone from one clinical site contacts a clinical instructor from another clinical site for information on a student/graduate they may hire.

When we are contacted to release educational records, the request must be accompanied by a completed *Consent to Release Academic Performance Records* form signed by the student/graduate. On the occasions when information is requested, we must ask the person requesting the information to have the student first complete the form and send a copy to us; then we are free to release the information. The completed forms should be kept by the education coordinators at each site.

Feedback

Course instructors will reply to emails within 48-72 hours Monday – Friday. Although some instructors respond over weekends and holidays you cannot be guaranteed a response during these times.

Recordings of Lectures

Lecture and lab presentations are the intellectual property of the faculty and faculty must give their permission for their lecture, lab, and other presentations to be recorded. Recorded lectures/labs may only be posted on websites or other locations approved by the College of Health Professions. Students are prohibited from providing or distributing these materials in any manner – print, electronic, or any other media – or links to these materials to anyone outside of their UAMS classes.

Failure to abide by this policy may constitute a copyright infringement which may have legal consequences. Furthermore, failure to abide by this policy may result in disciplinary action including dismissal.

Student Complaints Policy

The Department of Laboratory Sciences is committed to providing an educational environment that is conducive to learning, if a student has a concern, he/she should first discuss the concern with the specific course faculty. If time permits a meeting request should be sent to the faculty member to schedule a face-to-face or phone conference. After meeting with the faculty member and the issue is not resolved the student may complete a Medical Laboratory Science Program Formal Complaint Report and schedule a meeting with the MLS Program Director. This begins the formal complaint process. The program will maintain a copy of the report in the student's file and provide a copy to the student. If the complaint remains unresolved, the student may take the Complaint Report to the Department Chair. If still dissatisfied, the report may be taken to the Associate Dean for Academic Affairs. Beyond this point, the student may wish to begin the grievance process. Refer to the CHP Catalog for information on the grievance procedure.

Academic Appeal Procedure

This procedure is for appeal of academic matters including grades or other evaluations awarded for a course, assignment project, examination, clinical procedure, clinical rotations, or other program-related performance including professional conduct and clinical judgment. Please review the Academic Appeal Procedure in the current CHP catalog.

Testing and Exams

Exams will be available on the scheduled date from 12:00am- 11:59pm CST. In the event that a student does not take an exam on the scheduled date, they must contact the instructor immediately to make arrangements to take the exam. A penalty for late submission may be given, refer to the course syllabus. If the exam is not made up within 2 days, the student will receive a score of zero (0) for that exam. Retake examinations are not permitted.

Online students must have a computer that has Internet connectivity with a web browser that is compatible with the current learning management system (Mozilla Firefox or Google Chrome). Chromebooks and tablets are not acceptable alternatives. **The computer must be equipped with a webcam and Respondus Lockdown Browser, a test taking software.**

All students will take a Final Comprehensive Exam in their final semester. The student will have 2 attempts at the exam. If the student elects to take both attempts, the highest grade out of both attempts will be used. Each attempt will be open for a 1-week period, no exceptions. Please see the Laboratory Case Studies course syllabus for dates.

Using Respondus LockDown Browser and a Webcam for Online Exams

This course requires the use of Respondus LockDown Browser, a test taking software used by the department. In order to access exams, students must go through RLDB. To download Respondus Lockdown Browser, please refer to this website:

- <http://www.respondus.com/lockdown/information.pl?ID=163415257>

All exams must be taken using Respondus Monitor, in which a webcam is required. The webcam can be built into your computer or can be the type that plugs in with a USB cable. For more information on using Respondus Monitor, please refer to these websites:

- <https://www.respondus.com/products/monitor/requirements.shtml>
- <https://www.respondus.com/products/monitor/resources.shtml>

Taking a Test with Respondus – Follow these guidelines:

- Start LockDown Browser and navigate to the exam. You won't be able to access the exam with a standard web browser.
- Ensure you're in a location where you won't be interrupted
Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials: books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- If a webcam is required, make sure it is plugged in or enabled before starting LockDown Browser

- **An Environmental Check MUST be done when prompted by Respondus.** Faculty may impose a penalty or a zero for the exam if an environmental check is not done.
 - a. **Instructors must see the desk/table where you are taking the exam**
 - b. **The wall behind your screen/computer**
 - c. **The floor around where you are sitting.**
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.
- A webcam is required, you will be recorded during the test to ensure you're using only permitted resources.

Parking Information

1. War Memorial Stadium
 - Students should park at the stadium. It is patrolled by UAMS Police.
 - Consult the UAMS Parking webpage for maps and Shuttle Bus pick-up locations. <http://www.uams.edu/parking/>
2. Shuttle bus service is available:
 - Monday - Friday, 4:30 AM - 7:30 PM.
 - Shuttle buses run every 12-15 minutes.
3. Additional Parking Options, more information is provided at the following link <http://www.uams.edu/parking/parkfee.html> (fees are subject to changes)
 - Students should NOT park on side streets off campus.

Student Honors & Scholarships

- **Dean's List:** Those students who make a GPA of 3.7 or better are eligible for nomination to the Dean's List each semester.
- **Chancellor's List:** Those students who make a GPA of 4.0 are eligible for nomination to the Chancellor's List each semester.
- **Graduation with honors:** The UAMS campus will bestow honors at graduation to those students who have at least a 3.5 cumulative GPA. Students with a 3.7 or higher cumulative GPA are awarded high honors.
- **Faculty Gold Key:** This honor is considered to be among the most prestigious of those awarded in the College and at UAMS. The Faculty Gold Key is awarded to the outstanding student at the discretion of each department.

Refer to the CHP website for additional information for the following MLS Scholarships

- **Paula Peacock Memorial Medical Laboratory Sciences Scholarship**
- **M. Gene Hall Memorial Medical Laboratory Sciences Scholarship**
- **Bobby Morgan Medical Laboratory Sciences Scholarship**
- **Jerry Brummet Medical Laboratory Sciences Scholarship**
- **Kathy Mugan Medical Laboratory Sciences Scholarship**
- **Craig Gilliam Medical Laboratory Sciences Scholarship**

MLT-MLS – 3 Semester Track

Fall Semester #1	
MLSC 32143 Current Topics in MLS	3
MLSC 42232 Body Fluids	2
MLSC 31201 Body Fluids Lab for Distance Learners	1
MLSC 43103 Immunology	3
MLSC 43133 Hematology	3
MLSC 42202 Hematology Lab for Distance Learners	2
MLSC 42142 Parasitology	2
	16

Spring Semester #2	
MLSC 43153 Clinical Microbiology	3
MLSC 42362 Clinical Microbiology Lab for Distance Learners	2
MLSC 42172 Molecular Diagnostics	2
MLSC 41271 Molecular Diagnostics Lab for Distance Learners	1
MLSC 43163 Immunohematology	3
MLSC 41261 Immunohematology Lab for Distance Learners	1
MLSC 45145 Clinical Biochemistry	5
	17

Fall Semester # 3	
MLSC 41381 Laboratory Management	1
MLSC 43453 Laboratory Case Studies	3
MLSC 42352 Microbiology Case Development & Review	2
MLSC 42402 Blood Bank Case Development & Review	2
MLSC 42162 Chemistry Case Development & Review	2
MLSC 42302 Hematology Case Development & Review	2
	12

MLT-MLS – 4 Semester Track

Spring Semester #1	
MLSC 43103 Immunology	3
MLSC 42202 Hematology Lab for Distance Learners	2
MLSC 43133 Hematology	3
MLSC 42232 Body Fluids	2
MLSC 31201 Body Fluids Lab for Distance Learners	1
MLSC 32143 Current Topics	3
	14

Fall Semester #1	
MLSC 43153 Clinical Microbiology	3
MLSC 42362 Clinical Microbiology Lab for Distance Learners	2
MLSC 45145 Clinical Biochemistry	5
	10

Spring Semester # 3	
MLSC 42172 Molecular Diagnostics	2
MLSC 41271 Molecular Diagnostics Lab for Distance Learners	1
MLSC 43163 Immunochemistry	3
MLSC 41261 Immunochemistry Lab for Distance Learners	1
MLSC 42142 Parasitology	2
	9

Fall Semester # 3	
MLSC 41381 Laboratory Management	1
MLSC 43453 Laboratory Case Studies	3
MLSC 42352 Microbiology Case Development & Review	2
MLSC 42402 Blood Bank Case Development & Review	2
MLSC 42162 Chemistry Case Development & Review	2
MLSC 42302 Hematology Case Development & Review	2
	12

MLT-MLS – 5 Semester Track

Fall Semester #1	
MLSC 32143 Current Topics in MLS	3
MLSC 43133 Hematology	3
MLSC 42202 Hematology Lab for Distance Learners	2
MLSC 41381 Laboratory Management	1
	9

Spring Semester #2	
MLSC 43153 Clinical Microbiology	3
MLSC 42362 Clinical Microbiology Lab for Distance Learners	2
MLSC 45145 Clinical Biochemistry	5
	10

Fall Semester # 3	
MLSC 42232 Body Fluids	2
MLSC 31201 Body Fluids Lab for Distance Learners	1
MLSC 43103 Immunology	3
MLSC 42142 Parasitology	2
	8

Spring Semester #4	
MLSC 43163 Immunoematology	3
MLSC 41261 Immunoematology Lab for Distance Learners	1
MLSC 42172 Molecular Diagnostics	2
MLSC 41271 Molecular Diagnostics Lab for Distance Learners	1
MLSC 42302 Hematology Case Study and Development	2
	9

Fall Semester # 5	
MLSC 43453 Laboratory Case Studies	3
MLSC 42402 Blood Bank Case Study and Development	2
MLSC 42162 Chemistry Case Study and Development	2
MLSC 42352 Microbiology Case Study and Development	2
	9

Course Information for Distant Students

- Distant students are expected to maintain the same schedule of lectures and exams as on-campus students.
- Using distance education technologies, distant students will complete the same didactic coursework as on-campus students. Distant students will take didactic exams using Respondus Monitor. Students who have repeated internet interruptions or the program continuously flags the exam may be asked to go to a proctored site to take the remaining exams. Students who do not take an exam during the scheduled time may have points deducted from their examination score. See individual course syllabus for details. Retake exams are not permitted.
- Student laboratory work will be completed using virtual lab exercises and virtual practical exams. Any lab practical that is missed may be made up only at the instructor's discretion. A penalty for late submission may be added to practical exam score. Retake lab practicals are not permitted.

Scholastic Dishonesty Policy

Please be reminded that all academic work in the College of Health Professions is conducted under the auspices of the Scholastic Dishonesty Policy (9.1) as outlined in the CHP Academic Catalog.