

Andrews University

Department of Medical Laboratory Sciences



MLS STUDENT HANDBOOK

2026-2027

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PURPOSE OF THE STUDENT HANDBOOK

The purpose of the Student Handbook is to bring together the policies and procedures that apply specifically to students in the Department of Medical Laboratory Sciences. University policies can be found and reviewed in detail in other Andrews University publications, such as the [Bulletin](#) and the [Andrews University Student Handbook](#).

The Department of Medical Laboratory Sciences does not intend nor claim that this handbook supersedes any official University policy, publication, or procedure. It is the student's responsibility to be familiar with and to follow all university rules and regulations. It is also the student's responsibility to complete all coursework required for admission to and successful completion of the Medical Laboratory Science Clinical Year Program and all forms, applications, and University requirements for graduation. The Department of Medical Laboratory Sciences cannot and will not be responsible for students' failure to meet all requirements and deadlines.

Note: *The content of this Student Handbook may change at any time. The department faculty reserves the right to make changes and to give public notice of such changes as deemed necessary.*

MISSION STATEMENT

The mission of the Department of Medical Laboratory Sciences, in harmony with Andrews University and the Seventh-day Adventist Church, is to prepare students for Christian service as Medical Laboratory Scientists.

The MLS **department** encourages faculty in professional, educational, and spiritual growth.

The MLS **faculty** educates students to develop excellence in the professional skills necessary for a life work of service in quality health care and dedication to improving the human condition.

MLS **graduates** will minister to the needs of others by practicing and promoting standards of excellence as medical laboratory science professionals.

MEDICAL LABORATORY SCIENCES (MLS) PROGRAM

Essential Functions

1. Professional skills:

- Must be emotionally stable.
- Must be able to deal with stress and maintain emotions under pressure and time constraints in a socially acceptable manner.
- Must be able to maintain professional decorum and composure in a wide variety of situations.
- Must be able to maintain confidentiality and absolute integrity.
- Must be able and willing to follow directions.
- Must be able to make decisions, prioritize tasks, and work on multiple tasks simultaneously.
- Must be able to both work independently and in cooperation with others.
- Must be able to apply acquired skills and knowledge to new situations.
- Must be able and willing to work with potential biological, chemical, radiologic, mechanical, and electrical hazards.
- Must maintain personal hygiene and neatness appropriate to the professional workplace.

2. Communication skills:

- Must be able to communicate effectively in spoken and written English.
- Must be able to comprehend and respond to formal, scientific, and colloquial English in person-to-person interactions, written communications, and telephone conversations.

3. Physical requirements:

- Locomotion: Must have the coordination to allow free movement from one location to another in such areas as clinical and student laboratories, patient rooms, stairways, and elevators. Must be able to stand (or sit) for extended periods of time.
- Motor skills: Must have the ability to lift and move objects of at least twenty pounds. Must have the fine motor coordination to perform delicate manipulations of clinical specimens and instruments.
- Tactile requirements: Must have a sense of touch, pressure, and temperature discrimination.
- Visual acuity: Must be able to distinguish major colors, identify and distinguish objects and fine details both macroscopically and microscopically. Must have depth perception.

4. Requirements for Clinical Affiliation Placement:

- Transportation: Must have available independent transportation to clinical practicum rotations. Public transportation is not available at all clinical sites.
- Student Trainee License: Must be willing to submit an application and pay a fee for a trainee license if required by the state where clinical practica experience is assigned.
- Social Security Number: Must have a United States Social Security Number.
- Criminal Background Check: Must provide an acceptable criminal background check to meet the advancement to clinical practicum criteria.
- Drug Screen: Must provide an acceptable drug screen to meet the advancement to clinical practicum criteria.
- Medical Clearance: To meet the advancement to clinical practicum criteria, you must submit the "Physical Exam - Statement of Medical Clearance" form signed by a US Board-certified health care provider.
- Immunizations: Must submit the list of immunizations listed in the "Health Requirements" form signed by a health care provider as required to meet advancement to clinical practicum.

5. International Students must provide the Andrews University Student Services office with photocopies of their current I-20 document, the picture ID page of their passport, and the US visa page of their passport.

ENTRY LEVEL COMPETENCIES (ELC)

NAACLS Entry Level Competencies of the Medical Laboratory Scientist*

**Linked to Program Objectives (O)*

At the 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 and 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, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement, wherever laboratory testing is researched, developed, or performed.

At the entry-level, the medical laboratory scientist will have the following basic knowledge and skills:

1. (O8, 15) Application of safety and governmental regulations and standards as applied to clinical laboratory science;
2. (O1, 2, 10) Principles and practices of professional conduct and the significance of continuing professional development;
3. (O5, 6, 7) Communications sufficient to serve the needs of patients, the public, and members of the health care team;
4. (O3, 4, 13) Principles and practices of administration and supervision as applied to clinical laboratory science;
5. (O11, 12) Educational methodologies and terminology sufficient to train/educate users and providers of laboratory services;
6. (O9, 14) Principles and practices of clinical study design, implementation, and dissemination of results.

Graduate Competencies

The graduate of the Andrews University Program for Medical Laboratory Science is expected to:

- Correctly perform routine laboratory tests, interpretations, and problem-solving tasks as defined in the job description for a Medical Laboratory Scientist.
- Demonstrate the basic skills needed to develop expertise in any medical laboratory science specialty and conduct scientifically sound research in those areas.
- Have the professional skills to adapt quickly to new job situations, methodologies, and instrumentation.
- Possess the interpersonal skills to work effectively as a team member in performing duties as a medical laboratory scientist.
- Apply laboratory management principles to human resources, education methodologies, and financial and regulatory compliance to enable cost-effective, high-quality, value-based laboratory services.
- Apply principles of laboratory safety, quality assurance/performance, and laboratory information systems to provide effective, timely, accurate, and cost-effective reporting of laboratory data.
- Support the need for and participation in continuing education and proficiency testing.
- Maintain professional deportment and demeanor, upholding ethical and moral values in all situations.
- Possess the skills necessary to evaluate published studies as an informed consumer.

PROGRAM OBJECTIVES & OUTCOMES

Program Objectives (O)	Upon graduation and initial employment, the Medical Laboratory Science Andrews University graduate should be inclined to engage in Christian service as a Medical Laboratory Science Professional and be able to demonstrate entry-level competencies in the following areas of professional practice: 1. Reflect ethical and moral attitudes as well as principles essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family; 2. Maintain an attitude of respect for the patient and confidentiality of patients' records and/or diagnoses; 3. Develop and establish procedures for collecting, processing, and analyzing biological specimens and other substances; 4. Perform analytical tests on body fluids, cells, and other clinical substances; 5. Integrate and relate data generated by the various clinical laboratory departments while making decisions regarding possible discrepancies; 6. Confirm abnormal results, verify quality control procedures, and develop solutions to problems concerning the generation of laboratory data; 7. Make decisions concerning the results of quality control and quality assurance measures and institute proper procedures to maintain accuracy and precision; 8. Establish and perform preventive and corrective maintenance of equipment and instruments, as well as identify appropriate sources for repairs; 9. Develop, evaluate, and select new techniques, instruments, and methods in terms of their usefulness and practicality within the context of a given laboratory's personnel, equipment, space, and budgetary resources; 10. Demonstrate professional conduct and interpersonal skills with patients, laboratory personnel, other health care professionals, and the public; 11. Establish and maintain continuing education as a function of growth and maintenance of professional competence; 12. Provide leadership in educating other health personnel and the community; 13. Exercise principles of management, safety, and supervision; 14. Apply principles of educational methodology and 15. Apply principles of current information systems.
Program Outcomes (PO)*	PO 1: (O1, 2, 10) Christian service as medical laboratory science (MLS) professionals. PO 2: (O3-15) MLS Entry-Level Professional Competence Provide MLS profession-related comprehensive instruction sufficient to meet entry-level MLS employment competencies—including attention to professional growth, personal student-professor interactions, excellent advising, and an emphasis on the spiritual dimensions of the health care field. PO 3: Maintain Program Accreditation

****Linked to Program Objectives (O)***

ACADEMICS

Admissions Criteria to MLS Clinical Year Program

Admission to the Medical Laboratory Science (MLS) Clinical-Year program is based on completion of all pre-clinical courses, the grade-point average calculated for all mathematics and science courses, the faculty recommendation, and acceptable personal references. See Policy on *"Admissions Criteria to Senior-Year Clinical Studies."*

Advising: Andrews Campus

At the time of admission to Andrews University, students are assigned an academic advisor based on their chosen major. Advisors serve as academic guidance counselors, helping students schedule their courses, understand academic rules and regulations, and make decisions about their future. Although advisors assist students, **the responsibility for meeting degree requirements and knowing the rules governing academic matters always rests with the individual student.** (Refer to the [Undergraduate Academic Policies](#))

Academic advisors are assigned to all students by the Student Success Center. Students are assigned an academic advisor upon admission to the university. If a student wishes to change the academic advisor they have been assigned, they may submit a request to the Student Success Center by emailing majorchange@andrews.edu

The MLS Program and its faculty, who serve as academic advisors, adhere to all University policies, including the advising objectives and responsibilities stated in the Bulletin. Andrews University complies with the Family Educational Rights and Privacy Act (FERPA), the federal law that governs the release of and access to student education records as described in the [Bulletin](#).

Advising: Before Clinical Practica

Advising/Orientation - Before students leave the Andrews University campus for clinical practica, they must attend an orientation session with the Andrews Campus Program Faculty. At this time, the student will be given information such as clinical site and program policies, practicum schedules, and syllabi. A question-and-answer period will be held. Attendance is mandatory. Failure to comply with this requirement may jeopardize the student's ability to complete the clinical practica.

Advising: During Clinical Practica

The Education Coordinator at the clinical site will serve as an additional advisor. The Program faculty at Andrews University will frequently communicate with the students regarding matters related to their rotation.

Class Load

During the Clinical Year, a student must enroll in the required courses each semester, which total at least 16 semester credits per term. Registering for fewer credits than the specified amount is not permitted. In other words, the student must complete the required courses within the specified period. **The MLS Clinical Year consists of three consecutive semesters:** two semesters of didactic and student laboratory courses, followed by 16 weeks of clinical practicum. If this sequence is not followed for any reason, the entire year must be repeated.

The Clinical Year is a 12-month program (August – July) and requires registering for a full credit load each semester. The fall semester is 16 weeks; the spring semester is 10 weeks; the summer semester is 16 weeks. Refer to page 19 for the Clinical Year Curriculum Map.

Competency Examinations

The Andrews University Medical Laboratory Science Program provides students with the opportunity to substitute qualifying work experience or other relevant professional education for designated coursework, in accordance with the requirements and procedures outlined in the program. *See Policy on "Competency Examination" (Refer to Appendix, p. 41).*

Continuance in the Clinical Year Program

The Clinical Year program consists of three consecutive semesters. The fall semester and the first part of the Spring Semester are taught on the Andrews University campus. During this period, the student must demonstrate a cumulative clinical year grade-point average of 2.50 or higher, with no course grade below a "C- (minus)."

After successfully completing the Fall and first part of the Spring Semester, students may be advanced to selected clinical affiliations for the final portion of the program. Students who do not meet the GPA requirements stated above during their first two semesters may be allowed to advance to clinicals if the Program faculty determines that exceptional circumstances exist.

Clinicals consist of 16 weeks of clinical practica. Students will gain clinical experience as they rotate through the various laboratory departments at affiliated clinical sites. A student may continue clinical studies, conditional upon acceptable ethical deportment, exemplary practices in laboratory procedures, patient care, and satisfactory academic performance as established by program policy. *See Policy on "Student Code of Professional Conduct."*

Grades

The MLS Department follows the University's published grading system and grade point averages. Refer to the University [Bulletin](#) for details. Grading is at the discretion of the Andrews University instructor and is defined in each course syllabus.

Graduation

Providing all degree requirements have been satisfactorily completed, graduation with a Bachelor of Science in Medical Laboratory Science (BSMLS) is scheduled for August, at the end of the Clinical Year.

The granting of the BSMLS degree and MLS Certificate is **not contingent** on students passing any external certification or licensure examination.

It is the student's responsibility to make the necessary arrangements for graduation. The student must ensure that the following are met, as well as any other graduation requirements stated in the *Andrews University Bulletin*.

- A *Graduation Application and Agreement Form* must be completed by the student and returned to the Academic Records Office no later than the date specified in the Academic Calendar.
- Transcripts for transfer credits must be submitted to the Academic Records Office **a minimum of 30 days before graduation**.
- All *Incompletes* and *Deferred* grades must be changed to a satisfactory grade in the Academic Records Office **a minimum of 15 days before graduation**.
- Must obtain financial clearance from the Student Financial Services Office to participate in graduation exercises and receive a diploma.

Graduation in absentia: *See the Andrews University [Bulletin](#).*

Program Pin

MLS Program Pin (Actual size: 3/4 of an inch)

Students who completed the Clinical Year of the Andrews University Program for Medical Laboratory Science are eligible to receive the official Program pin.



CLINICAL YEAR

Attendance: Andrews Campus

The *Andrews University Bulletin* states:

Class Attendance/Absences

"Regular attendance at all classes, laboratories, and other academic appointments is required of each student ... Whenever the number of absences exceeds 20% ...of the total course appointments, the teacher may give a failing grade. Merely being absent from campus does not exempt the student from this policy. Absences recorded because of late registration, suspension, and early/late vacation leaves are not excused. Missed classwork may be made up only if the teacher allows it. Three tardies are equal to one absence. Registered students are considered class members until they file a *Change of Registration* form in the Academic Records Office."

Also, refer to "Holiday Travel," page 16.

Absences Due to Illness

"Excuses for absences due to illness are granted by the teacher. Proof of illness is required. Residence-hall students must see a nurse on the first day of any illness that interferes with class attendance. Non-residence hall students should show written verification of illness obtained from their physician..."

Refer to [General Academic Policies](#) for the full text.

Decisions regarding tardiness and absences are ultimately left to the discretion of each teaching faculty member in the Program for Medical Laboratory Science.

Attendance: Chapels, Forums, and Co-Curricular Choices

Students in the MLS Program are expected to meet the University's Chapels, Forums, and Co-Curricular Choices requirements established for all students during the Fall Semester. For more details, please refer to:

<https://www.andrews.edu/life/involvement/co-curricular-education/index.html>.

During the on-campus portion of the Spring Semester MLS Program, senior/clinical year students who are not exempt from attending Chapels, Forums, and Co-Curricular Choices are required to **attend a minimum of ten (10) programs** before the beginning of the 16-week clinical practicum.

Attendance: Clinical Practica

See Policy on "Attendance During MLS Clinical Practicum," page 38.

Class/Lab Schedule: Andrews Campus

Because of program requirements, the MLS Clinical Year is rigorous. Weekly classes or labs may begin as early as 8:00 a.m. and end as late as 6:30 pm. Within these times, schedule variances may occur and are left to the discretion of the teaching faculty. Therefore, students must be flexible and available during class/lab hours.

Students are not permitted to take any additional coursework during the Clinical Year. Exceptions to this policy may be petitioned and must be approved by the

Program Director. A copy of the typical Fall and Spring Semester Class Schedule is included in this Handbook (*see page 20*).

**Class/Lab Schedule:
Clinical Practica**

The clinical practicum schedule is based on the following:

- Information from the assigned clinical affiliation in accordance with their availability and needs.
- Strengths and weaknesses of the student as perceived by the Program faculty.
- The Clinical Affiliate Education Coordinators establish clinical rotation schedules in consultation with their clinical instructors and the Program's clinical coordinator or director. The rotation schedule will be provided to the students as soon as it is available, which may be upon arrival at the clinical site.

**Criminal Background
Check**

To participate in the clinical practicum, students must provide documentation of an acceptable criminal background check to the MLS Department office by **January 31**. The cost of this service is the responsibility of the students. The MLS Department office facilitates this process and utilizes PreCheck & SentryMD, a tracking system for Clinical Year documents. Information is provided to students during the August orientation. Students who fail to submit their documents or do not have an acceptable vaccination or background check report may be denied participation in the clinical practicum. To create an account, go to MyStudentCheck.com.

**Disability
Accommodation**

If a student has, or suspects they have, a disability that may interfere with their learning, please contact the department chair and/or Program Director. Refer to the MLS Program Essential Functions (page 7).

**Drugs of Abuse
Screening**

Clinical affiliates require mandatory testing for the presence of drugs of abuse. Students must provide documentation of an acceptable drug screen to the department office by January 31. The student is responsible for the cost of the test. The MLS Department office facilitates this process. Information is provided to students during the August orientation. Students who refuse to be tested may be denied participation in clinical practica. Andrews is committed to zero tolerance for drugs of abuse. See [the Andrews University Student Handbook](#).

**Health/Immunization
Documentation**

A copy of the student's Statement of Medical Clearance form **signed** by a US board-certified healthcare provider must be submitted to the MLS department office by January 31. The Documentation of Immunization/Immune Status form for the following must also be submitted on the same date:

- Tuberculosis (skin test or X-ray)
- Mumps
- Tetanus/Diphtheria
- German Measles/Rubella
- Measles/Rubeola
- Chickenpox/Varicella
- Hepatitis B
- Influenza
- Other vaccines or lab tests may be required (i.e., COVID-19 vaccination)

Holiday Travel	If, for some reason, a student departs early or returns late for a scheduled University holiday, each day of absence will count as TWO absences with the consequent effect on the student's grade. It is the student's responsibility to obtain missed material from classmates. It is at the instructor's discretion to determine if the makeup of assignments, quizzes, exams, or labs is feasible.
Registration: Andrews Campus	Online registration will follow the standard procedures outlined in the Andrews University Bulletin .
Registration: Clinical Practica	Students must complete their Summer Semester registration before leaving campus for clinical rotations. Students must make all financial arrangements before leaving campus to participate in their clinical practica. <i>Note: If the student is unable to register, they will be suspended from clinical practica until the registration process is completed. Unregistered students are NOT permitted to participate in any clinical activity. Should the length of suspension compromise the quality of the clinical education experience, graduation may be delayed. This will be determined by the Department of Medical Laboratory Sciences Faculty in consultation with the Education Coordinator of the clinical affiliate where the student is assigned. The decision of this group is binding.</i>
Social Security Number	Students must have a valid United States Social Security Number before attending clinical practica. Proof of a valid Social Security number must be submitted to the MLS department office by January 31, before the start of clinicals.
Student Dress	<u>At Andrews University</u> The style of dress should reflect principles of modesty and appropriateness. During the Fall and Spring Semesters, while attending classes on campus, MLS students must dress according to the Andrews University Dress Code. Additionally, shorts and open-toe shoes are not allowed in student laboratories. All students must also wear a long-sleeved, knee-length laboratory coat during laboratory sessions. Students who disregard safety and dress codes will be asked to leave the class or laboratory sessions. Persistent dress and safety violations will be documented and placed in the student's citizenship file and may jeopardize continuance in the MLS Program and at Andrews University. Refer to the Andrews University Dress Code. <u>During Clinical Practica</u> Healthcare workers must take particular care of their appearance. Patients who are ill or anxious are even more susceptible to their environment; therefore, Medical Laboratory Scientists must be careful not to offend patients' sensitivities. Cleanliness is required, but the use of any fragrances, whether perfume, perfumed soaps, or lotions, is strongly discouraged. In general, clinical affiliates' dress codes follow the same standards as those of Andrews University. In addition to the styles of clothing already mentioned above as inappropriate, blue jeans may not be allowed. During clinical practica, students must conform to the institution's dress code to which they are assigned. Information about a clinical site's dress code is shared with students in their advancement to clinicals letter. Students may also check with the Education Coordinator on the first day of clinical practica.

Student Trainee License Some states require a student trainee license for participation in clinical practica. If you are assigned to a site that requires a trainee license, the Department will provide contact information through which you can submit your licensure request. **Note that students cannot begin their clinical experience until the state has issued a trainee license.** Therefore, it is important to begin this process as soon as you are notified of the requirement(s).

2025-2026 MLS Academic & Clinical Year Calendar

FALL SEMESTER 2025 (August 25 – December 11)

Clinical Year Classes Begin	August 25
Labor Day	September 1
Week of Prayer	September 15-19 (Adjusted Class Schedule)
Fall Recess	October 13-14 (No classes/labs)
Thanksgiving Break	November 26-30 (No classes/labs)
Last Day of Clinical Year Classes Day of Classes	December 3
Study Day for Clinical Year Students	December 4
Clinical Year Final Exams	December 5-11
Clinical Year Fall Semester Ends	December 11
Year-End Break	December 12 - January 11, 2026

SPRING SEMESTER 2026 (January 12 – March 13)

Clinical Year Classes Begin	January 12
Martin Luther King Day	January 19 (No Classes/Labs)
Week of Prayer	January 26-30 (Adjusted Class Schedule)
CLEC 2026	February 5-6
Presidents' Day	February 16
Last Day of Didactic Classes	February 27
Clinical Year Final Exams	March 2-6
Comprehensive Final Lab Competencies	March 9-11
MLS Research Symposium/Poster Presentation	March 12
Orientation to Clinical Practica (Morning)	March 13 (Attendance Required)
END of Clinical Year Spring Semester	March 13
Spring Break & Travel to Clinicals	March 15 – 29
Clinical Practica BEGINS	March 30
Last Day of Spring Semester Classes	April 23
END of AU Spring Semester	April 30
Graduation Weekend (Biomedical Diagnostics degree conferral)	May 1-3

SUMMER MLS CLINICAL YEAR SEMESTER 2026

BEGINS AU Summer Semester	May 11
Memorial Day Holiday	May 25 (No practicum)
BEGINS MLS Pre-Clinical Summer Courses	June 8 (2 nd Summer Session: June 8 – July 2)
Juneteenth	June 19 (Campus Holiday Only; Practicum Attendance Required)
Fourth of July Holiday	July 4 (No classes/labs/practicum)
MLS Pre-Clinical Summer Courses	July 6 (3 rd Summer Session: July 6 – July 31)
END Clinical Practica	July 17
END AU Summer Semester	July 31
Clinical Year Certificate Ceremony	August 1
Andrews University Graduation	August 2

- **Categorical/Technologist Students:** The categorical clinical practicum's length depends upon individual scheduling. However, it can never be completed before the middle of May. Certification eligibility dictates that the categorical program must be equivalent to one academic year.
- **Online MLT to MLS Students:** Follow the on-campus calendar as applicable.

Note: This document is provided for your convenience. The clinical program follows the published University schedule. Should the administration change the schedule or errors be found in this document, it will be adjusted accordingly.

Document available from <http://www.andrews.edu/chhs/mls/resources/index.html>

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COURSES FOR THE CLINICAL YEAR (CURRICULUM MAP)

FALL SEMESTER (AU Campus)		
Course Number	Course Title	Credits
MLSC 401	Clinical Year Seminar & Research Methodology	1
MLSC 411	Hematology I & Lab	3
MLSC 421	Clinical Immunology and Molecular Diagnostics & Lab	2
MLSC 431	Clinical Bacteriology & Lab	4
MLSC 441	Immunohematology & Lab	3
MLSC 451	Clinical Chemistry I & Lab	3
TOTAL CREDITS		16

SPRING SEMESTER – (AU Campus)		
Course Number	Course Title	Credits
MLSC 405	Clinical Year Seminar & Research Project	1
MLSC 412	Hematology II & Lab	2
MLSC 432	Specialized Clinical Microbiology & Lab	2
MLSC 442	Transfusion Medicine & Lab	3
MLSC 452	Clinical Chemistry II & Lab	3
MLSC 461	Body Fluids Microscopy	1
MLSC 470	Laboratory Operations & Best Practices	3
SPRING SEMESTER - Second Session (Clinicals)		
MLSC483	Comprehensive Review & Written Examination	1
TOTAL CREDITS		16

SUMMER SEMESTER (Clinicals)		
Course Number	Course Title	Credits
MLSC 415	Hematology, Hemostasis & Body Fluids Practicum	3
MLSC 433	Clinical Microbiology Practicum	4
MLSC 443	Clinical Immunohematology Practicum	4
MLSC 453	Clinical Immunochemistry Practicum	4
TOTAL CREDITS		15

CLASS SCHEDULE – CLINICAL YEAR FALL & SPRING SEMESTERS

Below are *examples* of the typical Fall and Spring Semester Class Schedules. Class schedules for the clinical year may be subject to change. Students will be notified accordingly. A class schedule is provided to students in their orientation packet.

2026 Fall Semester - MLS Clinical Program Class Schedule

Revised: 2/10/2026

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:20		COMMUNOMICRO EXAMS			BB & Heme EXAMS
8:30 - 9:20	MLSC 421 Clin. Imm. & Molecular		MLSC 441 Immunohematology	MLSC 431 Clinical Bacteriology	
9:30 - 10:20	MLSC 441 Immunohematology	MLSC 411 Hematology I		MLSC 411 Hematology I	MLSC 431 Clinical Bacteriology
10:30 - 11:20			MLSC 451 Clinical Chemistry I		
11:30 - 12:20	MLSC 451 Clinical Chemistry I	ASSEMBLY		CHAPEL	Grand Rounds/Lecture Make-up Time (TBA)
12:30 - 1:20			LUNCH		
1:30 - 3:20	MLSC 411 LAB A	MLSC 421 LAB B	MLSC 431 LAB A	MLSC 441 Immunohematology LAB B	MLSC 451 Clin. Chem I LAB B
3:30 - 5:20	MLSC 421 LAB A	MLSC 411 LAB B	MLSC 441 Immunohematology LAB A	MLSC 431 Bacteriology LAB B	MLSC 451 Clin. Chem I LAB A
					MLSC 401 Clinical Year Seminar
					Research Projects & Unknowns Lecture/Lab Make-up Time
	MLSC 401 Clinical Year Seminar & Research Methodology MLSC 411 Hematology I MLSC 421 Clinical Immunology, Virology & Molecular Diagnostics MLSC 431 Clinical Bacteriology MLSC 441 Immunohematology MLSC 451 Clinical Chemistry I		1 credit 3 credits 2 credit 4 credit 3 credits 3 credits	M. Pous T. Newkirk C. Moss M. Pous K. Reiner C. Moss	HH 333 HH 333/HH 111 HH 333/HH 126 HH 333/HH 111 HH 333/HH 126 HH 333/HH 126

2027 Spring Semester - MLS Clinical Program Class Schedule

Revised: 2/10/2026

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:20		CC & MICRO EXAMS		BB/COAGUA EXAMS	
8:30 - 9:20	MLSC 432		MLSC 461 LAB A	MLSC 442 LAB B	MLSC 452 Clinical Chemistry II
9:30 - 10:20	Specialized Clinical Microbiology	MLSC 452 Clinical Chemistry II		MLSC 442 Transfusion Medicine	MLSC 432 Specialized Clinical Microbiology
10:30 - 11:20		MLSC 412 Hematology II	MLSC 442 LAB A	MLSC 461 LAB B	MLSC 442 Transfusion Medicine
11:30 - 12:20	MLSC 452 Clinical Chemistry II	ASSEMBLY		CHAPEL	
12:30 - 1:20			LUNCH		
1:30 - 2:20	MLS Grand Rounds (1 month)	MLSC 405 Seminar & Research Project			
2:30 - 3:20		MLSC 412 LAB A (2:30 - 3:50)	MLSC 405 Research Project & Unknowns (Group B) (2:30 - 3:50)	MLSC 452 LAB A	MLSC 432 LAB B
3:30 - 5:20	MLSC 470 Lab Operations & Best Practices	MLSC 405 Research Project & Unknowns (Group A) (4:00 - 5:20)	MLSC 412 LAB B (4:00 - 5:20)	MLSC 432 LAB A	MLSC 452 LAB B
			MLSC 470 Lab Operations & Best Practices		
	MLSC 405 Clinical Year Seminar & Research Project MLSC 405 Research Project & Unknowns MLSC 412 Hematology II MLSC 432 Specialized Clinical Microbiology & Lab MLSC 442 Transfusion Medicine & Lab MLSC 452 Clinical Chemistry II & Lab MLSC 461 Body Fluids Microscopy MLSC 470 Lab Operations & Best Practices MLSC 483 Comprehensive Review & Written Examination		1 credit 0 credit 3 credit 2 credits 3 credits 3 credits 1 credit 3 credits 1 credit	M. Pous MLS Faculty T. Newkirk M. Pous K. Reiner C. Moss T. Newkirk T. Newkirk E. Hansen & K. Reiner	HH 333 Arranged HH 333/HH 111 HH 333/HH 111 HH 333 HH 333 HH 111 HH 333/HH 126 Arranged

COMMITMENTS/DEADLINES FOR THE CLINICAL YEAR

Application for Financial Aid

Must be completed before or during registration. **The MLS Clinical Year is a three-semester program. Remember to include the Summer Semester (clinical practicum) in your financial aid planning.**

Clinical Year Pictures

Will be arranged through the MLS Department Office. All students will be asked to sit for a portrait to be included in the class picture displayed in the Department. Sitting charges for these photographs are covered by the Department. Additional pictures for personal use may be purchased at the student's expense.

Transfer Credits (if applicable)

Must be sent to the Records Office at least four weeks before graduation. For information, contact the Records Office.

Requirements for Clinical Affiliation Placement

- ☐ United States Social Security number.
- ☐ Have independent transportation.
- ☐ Student Trainee License if required by the state where clinical practica is assigned.

The following documents must be submitted to the PreCheck website by **January 31**.

- ☐ Statement of Medical Clearance
- ☐ Immunizations/Immune Status Form
- ☐ Criminal Background Check
- ☐ Drug Screen

Students who do not submit the required documents cannot attend class until all required documentation is provided.

Financial Clearance

Financial arrangements for the Spring and Summer Clinical Semesters **must** be made with the Student Finance Office.

Application for Graduation*

Must be submitted to the Records Office before leaving for clinicals. Application forms are available from the Records Office. Students who fail to complete the graduation application before going for clinicals and then request assistance from the Department to rectify this will be charged \$50 for this service.

Graduation Announcements*

Announcements may be purchased through the bookstore. See the Bookstore website for directions. Order in May or June to ensure on-time delivery.

Regalia Order*

Go to the [Bookstore](#) website for a link and instructions for ordering graduation regalia online—order by **June 1** to allow enough time for delivery.

Housing Arrangements at the Clinical Site

Student housing facilities and availability vary from one clinical affiliate to another. The Department Office may assist the student in the initial contact for housing at the clinical site. Further coordination and financial arrangements are the students' responsibility.

Application for Certification Exams

Applicants must successfully finish the Clinical Year Program to be eligible to sit for certifying examinations.

☐ ASCP

Apply online for the Medical Laboratory Science Exam by "Route 1" at the [ASCP website](#).

☐ AMT (*may not be accepted in some states or by all employers*)

Apply online for the Medical Laboratory Scientist Exam. Choose the MLS Education Route at the [AMT website](#).

NOTE: This information is provided for your convenience. It is intended to aid the students in completing the necessary steps toward graduation. It does not supersede the requirements listed in the *Andrews University Bulletin*. It is the responsibility of the student to meet all requirements and obligations as outlined in the *Bulletin*.

FINANCIAL INFORMATION

Certification Exam(s)	Students are responsible for applying for the certification exam they have elected to take. Note that not all states or employers may accept the AMT certification. A fee is required with all applications. For more information, visit the ASCP BOC and the AMT websites.
Criminal Background Check	Students must have a criminal background check to be eligible for clinical practica. The cost of this service is the student's responsibility. Students are required to enroll in SentryMD/PreCheck, a Student Health Record Management System. The enrollment fee is the student's responsibility.
Financial Aid	The Student Financial Services Office handles all financial aid information and processing.
Graduation Fee	For more information, consult the <i>Andrews University Bulletin</i> .
Health Status Documentation & Drug Screen	To be eligible for clinical practica, students must have a drug screen, a physical examination by a US-certified physician, and updated immunizations. The cost for these services is the student's responsibility. Students are required to enroll in SentryMD/PreCheck, a Student Health Record Management System. The enrollment fee is the student's responsibility.
International Transcript Evaluation Fees	Students who hold degrees from international institutions must have their transcripts evaluated by a foreign transcript evaluation agency. The student is responsible for the cost of this service. See Policy on " <i>Transcript Evaluation of all non-USA Degrees.</i> "
Medical Insurance	Students enrolled in the Program for Medical Laboratory Sciences must have medical insurance coverage provided by Andrews University or equivalent coverage through a personal/private carrier. Documentation of this coverage is required before the student is permitted to register for classes.
Students Holding a Valid Baccalaureate Degree	The <i>Andrews University Bulletin</i> states: "Students who have earned a baccalaureate degree may receive a 33% reduction for courses taken for a second baccalaureate degree. This discount applies only to courses required to complete the 2nd degree." Refer to the Undergraduate Financial Assistance policy at Andrews University. The 33% reduction in tuition may also apply to post-baccalaureate students entering the Clinical Program or to students completing the prerequisite coursework for the Master of Science in Medical Laboratory Science. This tuition reduction plan is available only on a space-available basis and does NOT apply to master's level coursework. <i>For more information, consult the Andrews University Bulletin.</i>
Course Fees	Fees may apply to some prerequisite/pre-clinical courses. Course fees are indicated in the bulletin, and the amount is listed in the class schedule . Course fees are charged directly to each student's account upon course enrollment/registration.

Professional Education Fees	Professional programs, such as the Program for Medical Laboratory Sciences, incur additional expenses beyond tuition. Therefore, the University charges a professional fee for the three Clinical Year semesters (Fall, Spring, and Summer), billed directly to each student's account. Professional fees cover a variety of items, including but not limited to course syllabi, educational resources, lab fees, lab coats, program pin, and clinical year activities.
Student Trainee License	Some states require a student trainee license for participation in clinical practica. A student assigned to a state that requires a trainee license is responsible for the cost of applying for and maintaining the trainee license.
Tuition for Clinical Year	Tuition is charged at the standard University rate. Refer to Tuition and Fees 2025-26 for more information.

DEPARTMENTAL SERVICES & GUIDELINES

Bulletin Boards/Digital Displays	Students wishing to post announcements may submit requests to the department's office. No announcements may be posted without approval from the Department of Medical Laboratory Sciences Office.
Certificate Ceremony	The Department of Medical Laboratory Sciences Faculty hosts a Certificate Ceremony on the Sabbath afternoon of the Summer Graduation weekend. At this ceremony, students who have successfully completed the Program are awarded a Certificate of Completion from the Andrews University Program for Medical Laboratory Science. The families, out-of-town guests, and close friends of the graduates are invited to attend. The MLS department sends invitations to those individuals. A light supper is served after the presentation of certificates.
Departmental Assemblies	Departmental assemblies are regularly scheduled throughout the semester. Attendance is required for all MLS Majors. Attendance at department assemblies is a graded activity for the seminar courses (MSLC 401 & MLSC 405). Information concerning the date, time, location, and topic content will be posted.
Departmental Office	Departmental office hours may vary from semester to semester. Please refer to the posted schedule.
Equipment	Students can access computer terminals in the Student Lounge (HH328). Due to concerns about the potential transfer of computer viruses, the faculty and the department's accreditation support specialist will NOT correct or print documents for students.
Faculty Office Hours	Students should consult each faculty member's posted office hours regarding faculty schedules.
Locker Use	The Department of Medical Laboratory Sciences (MLS) provides lockers for students to safely store books, coats, and other personal belongings. The MLS department is committed to keeping all lockers secure with a department lock; therefore, we reserve the right to place a lock on any locker found open. Additionally, unassigned lockers and lockers that have been surrendered will be secured in like manner. Access to a locker is a privilege, and students accept full responsibility for their use, as outlined in the <i>Locker Use</i> policy (page 54 of this handbook).
Mailboxes	Student mailboxes are provided for the return of assignments and departmental notices. These are located adjacent to Halenz Hall 217. An authorization form for placing graded material in mailboxes will be distributed at the beginning of the year. Examinations/tests will not be placed in the mailboxes at any time. If a student declines the use of a mailbox, the faculty will return the materials directly to the student. It is expected that students respect the privacy of other individuals' mailboxes.
Personal Electronic Equipment	Cell phones, laptops, tablets, and all other personal electronic devices must be turned off during class and laboratory sessions unless used to access class materials. Text messaging is not permitted during class or labs. If maintaining cell phone contact is imperative, students must obtain prior approval from the instructor for cell phone use, and the incoming call signal must be set to <i>vibrate</i> .

Social Media Use	Social networking is a significant form of public communication that can be used for collaboration and support among students. No matter which social media platform is used, students are expected to post responsibly and exchange opinions and ideas in compliance with all University and departmental policies and professional codes of conduct. Refer to the <i>Social Media Policy</i> (page 58 of this handbook).
Student Laboratories	Students may use the laboratories during regularly scheduled sessions or by making special arrangements with the faculty. Students and other individuals not registered or participating in sessions with a scheduled lab time may not access the laboratories. Appropriate safety protocol must always be followed.
Student Lounge	The MLS Student Lounge is located on the third floor of Halenz Hall (HH 328). This space contains a microwave, a toaster, a hot water dispenser, a full-size refrigerator, an ice maker, and an air fryer for student use. Students are expected to clean up after themselves. The refrigerator is cleaned every Friday, and items left, except condiments, will be disposed of.

CLINICAL SITE INFORMATION

Assignment to a Clinical Site The process for clinical site assignments is generally initiated early in the Fall Semester. Students are given a form on which to rank clinical site preferences. While student preferences are considered, assignments also depend on recommendations from the clinical affiliates' teaching faculty and the education coordinators. Students are not guaranteed their first choice in clinical assignments. The faculty's decision is final. Typically, students will be informed of their clinical site assignment before the Christmas vacation.

General Information Information about the Clinical Affiliates is available in the department's office. Students must not contact clinical sites directly. Such contacts are considered annoying and detrimental, thus not in the student's best interest.

Housing Housing facilities vary from one clinical affiliation to another. Locating housing is the student's responsibility. However, the Department of Medical Laboratory Sciences may assist with the initial contact for housing at the clinical site. Further coordination and financial arrangements are also the students' responsibility.

Transportation **Transportation to/at the assigned clinical site is the responsibility of each student.** Although every student is assigned to a primary clinical site, many sites will include rotations at another facility. Thus, students must plan to travel to other locations. The clinical site is not responsible for providing transportation. This is not expected and should not be requested, as there are liability concerns that the affiliates will not undertake. Advancement to clinicals is contingent on the student providing a valid US driver's license, proof of car registration, and proof of car insurance.

Requirements by Clinical Affiliates To become eligible to participate in the practicum portion of the Clinical Year Program, all students must provide:

1. An acceptable criminal background check;
2. Results of an acceptable drug screen test;
3. A statement of medical clearance (physical) signed by a US Board-certified healthcare provider;
4. Documentation of updated immunizations or immune status for required vaccines. Refer to page 15 of this handbook for a list of immunizations.

These documents must be obtained within specified time intervals. During orientation, on the first day of the Clinical Year, students will be instructed on the timeline for procuring these documents.

In addition to the general requirements, some clinical affiliates may have additional requirements. To attend clinicals, students must provide all required documentation for their assigned site and pay the required fees to obtain it.

PERFORMANCE EVALUATIONS

During the Clinical Year, the faculty will evaluate the student regularly. These evaluations will be informal as well as formal (Mid-Term Student Performance & Progression) and will be based on the following objectives:

Performance Evaluation Objectives: Affective, Psychomotor & Cognitive

WORK HABITS

- Demonstrate regular and punctual attendance for class and labs.
- Demonstrate neatness by making the work area/records presentable.
- Economize to conserve reagents and/or time.
- Take initiative, actively seeking unassigned work when time permits.
- Come prepared and perform procedures according to the set protocol.
- Comply with safety rules in an exemplary manner.
- Demonstrate professional communication skills; keep instructors informed.

PERSONAL TRAITS

- Maintain institutional and patient confidentiality as well as absolute integrity.
- Ask for clarification and communicate problems to others in a professional manner.
- Use mature discretion in interpersonal communication.
- Interact positively, demonstrating courtesy and tactfulness to others.
- Model punctuality, arriving at the section on time.
- Dress in a professional manner, which represents the image of the institution, always complying with the dress code.
- Maintain appearance and personal hygiene.
- Contribute to positive morale and spirit within the class.
- Embrace diversity, global cultures, and ideas.

TECHNICAL ABILITY

- Demonstrate organizational ability by handling multiple tasks efficiently.
- Execute tasks quickly, efficiently, and with dexterity.
- Maintain clerical accuracy, demonstrating good understanding and quality of records.
- Learn new procedures quickly with little repetition.
- Keep ahead of the workload by doing more than expected.
- Exceed expected efficiency and maintain composure under stress.
- Demonstrate good technical reasoning, making correct interpretations.
- Apply theory in problem-solving situations.

Note: The [Student Performance & Progression Rubric](#) is available from the MLS Department website.

CERTIFICATION EXAMS

Philosophy

The Medical Laboratory Science Program is designed to meet the eligibility requirements for U. S. MLS Certifications. Two entities offer this certification:

- The **American Society of Clinical Pathologists (ASCP) Board of Certification (BOC)** offers the Medical Laboratory Scientist, MLS(ASCP) certification.
 - Eligibility: Upon completing the Andrews University NAACLS-accredited MLS Program, the student will be eligible to sit for this examination (Route 1). MLS graduates are expected to become certified as soon as possible and within the first three months after graduation.
 - Application: Eligible applicants must submit an online application for the ASCP examination. For U.S. Certification information and instructions on how to apply, please go to <https://www.ascp.org/boc/earn-a-credential/application-process>
 - Fee(s): Payment for the Application fee is required upon submission of the online application. The cost of the Board of Certification (BOC) examination is determined by the agency (ASCP) and is \$260.00 (as of 7/2026). The application fee is subject to change without notice.
 - Exam content, format, and scheduling: The MLS (ASCP) certification examination consists of 100 four-option multiple-choice questions and is administered in a 2-hour and 30-minute time frame. All exam questions are multiple-choice with one best answer. For exam content, refer to the [Examination Content Guideline](#).
 - All states recognize the MLS(ASCP) certification.
- The **American Medical Technologist (AMT)** offers the Medical Laboratory Scientist (MLS) certification.
 - Eligibility: Upon completing the Andrews University NAACLS-accredited MLS Program, the student will be eligible to sit for this examination.
 - Application: Eligible applicants must submit an online application for the MLS(AMT) examination. For information and instructions on how to apply, please visit <https://americanmedtech.org/>
 - Fee(s): Payment for the Application fee is required upon submission of the online application. The cost of the MS (AMT) examination is determined by the agency (AMT) and is \$245.00 (as of 7/2026). The application fee is subject to change without notice. Exam content, format, and scheduling: The MLS AMT examination consists of 100-230 four-option multiple-choice questions with one best answer, administered in a 3-hour and 30-minute time frame. All AMT examinations are administered on a computer at a Pearson VUE testing center.
 - Refer to the [AMT Candidate Handbook](#) (April 2026 updates) for more information and scheduling options. For exam content, refer to the [AMT MLS Certification Competencies & Examination Specifications](#).
 - **Not all states or employers recognize the MLS(AMT) certification.**

State Licensures and International Certification

Some states require a license to work, which may require successful completion of additional coursework, clinical practicum time, or a state-administered examination.

Currently, twelve (12) states have some form of personnel licensure or mandatory certification for clinical laboratory personnel. All 12 states recognize the MLS (ASCP) certification, and 11 of the 12 states recognize MLS(AMT) certification.

The MLS Program at Andrews University guarantees the provision of appropriate coursework/experience/practica to meet the American Society for Clinical Pathology (ASCP) certification and the American Medical Technologists (AMT) eligibility requirements. Students must meet additional requirements if they plan to work in a state with additional requirements. Failure to meet these additional requirements in advance will jeopardize the feasibility of exploring any possible assistance through the Program to meet additional requirements. See Policy on *“Student Preparation for Certification Examination.”*

Student’s Responsibility Eligible students are responsible for all aspects of the certification exam they choose to take. Students’ responsibilities include accessing the application online, paying the exam fee, scheduling the exam, arranging transportation to the testing site, understanding the consequences for tardiness or absenteeism, and retakes. If the student fails to submit documentation establishing eligibility within the required time, the applicant will be deleted from the examination process. **Application fees are non-refundable.**

PROFESSIONAL MEMBERSHIPS

Professional Memberships

The Andrews University Medical Laboratory Science Program students are encouraged to enroll as student members in one or several professional agencies. The student is entitled to all privileges and benefits designated to the student member. This includes receiving professional journals, local, regional, and national meeting announcements, and bulletins. Following is a list of membership agencies and phone numbers:

AABB

Association for the Advancement of Blood & Biotherapies

4550 Montgomery Avenue
Suite 700, North Tower
Bethesda, MD 20814
Telephone: 301-907-6977
www.aabb.org

ADLM

Association for Diagnostics & Laboratory Medicine

1850 K Street, NW, Suite 625
Washington, D.C. 20006
Telephone: 800-892-1400
<https://www.myadlm.org/>

ASCLS

American Society for Clinical Laboratory Science

6701 Democracy Blvd., Suite 300
Bethesda, MD 20817
Telephone: 301-657-2768
www.ascls.org

ASCP

American Society for Clinical Pathology

33 W. Monroe
Suite 1600
Chicago, IL 60603
Telephone: 312-541-4999
www.ascp.org

ASM

American Society for Microbiology

1752 N. Street N.W.
Washington, D.C. 20036-2904
Telephone: 202-737-3600
www.asm.org

WORK OPPORTUNITIES

Workload: Andrews Campus

Both Fall and Spring Semesters of the Program are intensive. Students are encouraged to maintain their grade-point average by establishing daily study habits. Suggested study time will vary from student to student; nevertheless, 2-4 hours/day may be needed. Given this, each student should exercise discretion when and if work schedules are established.

Workload: Clinical Rotations

See Policy on "Student Employment at Clinical Affiliates," page 48.

Work Opportunities: Andrews Campus

Job opportunities for students are posted on the web at <https://www.andrews.edu/admres/jobs/show/student>

Work Opportunities: Clinical Rotations

After school hours, work opportunities may be available at a clinical affiliate. This is not guaranteed, cannot be expected, or demanded. Refer to the *Student Employment at Clinical Affiliates* policy (page 48 of this handbook).

Work Opportunities: Clinical Rotations For International Students

International students must comply with federal law governing work eligibility. Typically, employment is limited to on-campus employment only at the school issuing the I-20. Although clinical students are engaged in learning activities during the clinical practica under the direction of Andrews University, the affiliate site is not an extension of the Andrews campus. Therefore, our clinical affiliates are separate institutions and are not considered part of Andrews University. Depending upon the type of visa held, working for pay after hours during clinical practica may not be allowed.

**MLS STUDENT HANDBOOK
APPENDIX A**



DEPARTMENT & PROGRAM POLICIES

ACADEMIC DISHONESTY AND/OR PLAGIARISM

Area: Academics

Philosophy:

Healthcare professionals are expected to exemplify ethical deportment and integrity. In conjunction with the student's academic development, Christian character development is an integral part of the Medical Laboratory Science Program's educational experience. Students are expected to always demonstrate honesty and personal integrity. This policy is in accordance with the Andrews University (AU) Academic Integrity policy. To access the AU Academic Integrity Policy, visit http://www.andrews.edu/services/research/research_compliance/responsibleconductofresearch/academic-integrity-policy.html.

Policy:

Failure to maintain academic integrity constitutes academic dishonesty. This policy defines academic dishonesty; ensures due process for students accused or suspected of academic dishonesty on work performed within a course, lab, or clinicals; and proposes appropriate sanctions for students found guilty of academic dishonesty.

Examinations: Cheating on an examination/test is considered, but is not limited to using unauthorized aids, copying from another's work on in-class examinations and quizzes, discussing exams or examination questions with students who have not yet taken/written the exam (the student who discusses examinations with a student who has not taken the exam will be treated the same as the one who was helped), or unauthorized collaborating on take-home or clinical exams. If a violation of ethical conduct occurs, one or more of the following will be imposed:

1. A score of zero on the examination or quiz will be given.
2. A failing grade (F) for the course.
3. Probationary status in the Clinical Year Program.
4. Dismissal from the Program.
5. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.

Laboratory Reports: *Dry labbing* refers to copying another's laboratory reports, falsifying data, or producing fictional (yet plausible) data or lab results without performing the assignment, experiment, or lab procedure. One or more of the following will be imposed for dry labbing:

1. All culpable individuals will receive a score of zero for the report.
2. All culpable individuals may receive a score of zero for the entire laboratory grade.
3. Probationary status in the Clinical Year Program.
4. Dismissal from the Program.
5. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.

Plagiarism:

Plagiarism consists of presenting another's work as one's own. One or more of the following will be imposed for plagiarism:

1. The material must be rewritten to receive credit.
2. Probationary status in the Clinical Year Program.
3. Dismissal from the Program.
4. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.

Self-plagiarism consists of presenting one's work, previously published or submitted for class, as though it were new. One or more of the following will be imposed for self-plagiarism:

1. A report will be made to the appropriate University officials for inclusion in the student's citizenship records.
2. The material must be re-written to receive credit.
3. Probationary status in the Clinical Year Program.
4. Dismissal from the Program.

ADMISSION CRITERIA TO THE MEDICAL LABORATORY SCIENCE CLINICAL YEAR PROGRAM

Area: Admissions Process

Philosophy:

The philosophy and goals of the Medical Laboratory Science (MLS) Admissions Committee are as follows:

1. A realistic expectation on the part of the student for successful completion of the MLS courses and passing certification examination(s).
2. A minimum grade-point average (GPA) of 2.50 is desirable for students entering the MLS Clinical Year.
3. No preferential treatment will be given to students based on religion.

Policy:

An independent admissions process is required for students who wish to enter the MLS Clinical Year. The Application to the Clinical Year must be completed online and submitted by January 31, prior to the anticipated clinical-study year.

Admission to senior-year clinical studies requires an overall GPA of 2.50. In the admissions process, the GPAs for the cognate sciences, mathematics, and medical laboratory science content courses are computed together. This combined GPA must be a minimum of 2.50. Preference is given to students with higher GPAs. The grade of a cognate science, mathematics, or MLS content course must be equal to or greater than a C- (minus) to count towards a degree or certificate program.

The clinical year of the Medical Laboratory Science Program is comprised of two semesters of lectures and student laboratories on the Berrien Springs campus and sixteen weeks of clinical practicum at an affiliated clinical site. Students may enter the clinical practicum only upon satisfactory completion of the semesters taught at Andrews University. Satisfactory completion is defined as a clinical year cumulative GPA of 2.50 and the recommendation of the faculty. A student receiving a cumulative GPA of less than 2.50 may be allowed to advance if the Department of Medical Laboratory Sciences faculty perceives exceptional circumstances and makes a recommendation to allow the student to continue in the program. A student enrolled in the clinical practicum may continue those studies only, conditional upon acceptable ethical conduct and exemplary patient care practices. The clinical site instructor, clinical education coordinator, and the MLS faculty are the final arbiters in determining student continuance.

ADMISSION CRITERIA TO THE MEDICAL LABORATORY SCIENCE CLINICAL YEAR PROGRAM

Area: PASS/SATISFACTORY/NO CREDIT & Minimum Grade Point Average (GPA) Calculations

Philosophy:

During the COVID-19 outbreak, many schools offered alternative grade options, including Pass (P), Satisfactory (S), and No Credit (NC). Because the cumulative grade-point average (GPA) may be used as an indicator of a student's ability to successfully complete the Medical Laboratory Science (MLS) clinical year, as well as an indicator of the amount of individualized attention that will need to be given to the student, considerations must be given to these grade options in calculating the minimum GPA for Program admissions.

Policy:

The following equivalent grades will be assigned to the Pass (P), Satisfactory (S), and No Credit (NC) grade options for cognate sciences, mathematics, and MLS content courses for the purpose of calculating a GPA for Admission into the Clinical Year Program.

Pass/No Credit Grade	Equivalent Letter Grade for GPA Calculation
Pass (P)	C-
Satisfactory (S)	C-
No Credit (NC)	Needs to repeat the course

Considerations:

- If the GPA is lower than the minimum 2.50 required and includes any courses with Pass (P) or Satisfactory (S), the admissions committee will look at the overall scholastic performance to identify trends and determine the applicant's likelihood of success.
- The grade of a cognate science, mathematics, or MLS content course must be equal to or greater than a C- (minus) to count towards a degree or certificate program.
- Indicate, when applicable, that an Equivalent Letter Grade was used for GPA calculations.

ADMISSION CRITERIA TO THE MEDICAL LABORATORY SCIENCE CLINICAL YEAR PROGRAM

Area: Minimum Grade Point Average (GPA)

Philosophy:

The cumulative grade-point average may be used as an indicator of a student's ability to successfully complete the Medical Laboratory Science (MLS) clinical year, as well as an indicator of the amount of individualized attention that the student may require.

Policy:

Admission to senior-year clinical studies requires an overall grade-point average of 2.50 or greater in the cognate sciences, mathematics, and MLS content courses. In the admissions process, the grade-point average for the cognate sciences, mathematics, and MLS content courses are computed together. This combined grade-point average must be a minimum of 2.50. Preference is given to students with higher GPAs. An interview may also be necessary to ascertain an applicant's eligibility.

An individual with a grade-point average of less than 2.50 but greater than 2.25 may be admitted to the Program if there are extenuating circumstances, and it is the professional judgment of the Program for Medical Laboratory Science Admission Committee that the student exhibits reasonable prospects for successful completion of the program. No more than 10% of the admitted class will be comprised of these special-case admissions.

The grade of a cognate science, mathematics, or MLS content course must be equal to or greater than a C- (minus) to count towards a degree or certificate program.

ADMISSION CRITERIA TO THE TECHNOLOGIST CERTIFICATES

Area: Technologist Certificates

Philosophy:

This policy outlines the timeline and a well-defined application process for students seeking to apply for a Technologist Certificate. It aims to promote transparency, fairness, and consistency in the application process while upholding academic standards and fostering student readiness.

Policy:

Eligibility Criteria:

1. Has completed a regionally accredited bachelor's degree with a biology or chemistry major OR 30 biology and chemistry semester credits in or added to the bachelor's degree OR an equivalent international credential.
2. Overall GPA AND cognate science GPA both 2.50 or higher on a 4.00 scale
3. Meets the MLS Program Essential Functions.
4. Had completed all prerequisites prior to first registration
5. The probability of student success in the Technologist Certificate track is determined through indicators such as the student's previous academic performance and clinical job experience.

An independent admissions process is required for admission into the Technologist Certificates. Applications for the Technologist Certificates or Categorical track must be completed and submitted online. Complete applications will be reviewed as received, and an admissions decision will be issued. Applications are due by January 31 for the June program start.

Applicants to a Technologist Certificate track must hold a baccalaureate degree from a regionally accredited college/university with a major in biological science or chemistry, OR a baccalaureate degree from a regionally accredited college/university with a combination of 30 semester hours (45 quarter hours) in biology and chemistry, which may be obtained within, or in addition to, the baccalaureate degree.

Admittance to a Technologist Certificate track requires a minimum GPA of 2.50 in the science and overall degree. In exceptional cases, a student with a science and math GPA below 2.50 may be considered for admission to the clinical year. Such consideration is contingent upon a comprehensive assessment of the applicant's circumstances and a direct supervisor or employer recommendation. Continuation into subsequent semesters of the Technologist Certificate tracks is contingent upon the student maintaining a minimum GPA of 2.50, with no course grade below C- (minus).

APPLICATION FEE WAIVERS FOR MSMLS ADMISSIONS

Area: Admissions

Philosophy:

Admission to the Master of Science in Medical Laboratory Sciences program requires an application process that includes an application fee. Some candidates may be well-suited to the program but find the fee to be a barrier to completing an application. In these cases, the MLS Department may elect to waive the application fee for the candidate by providing the funds from the department's budget. This policy establishes guidelines for selecting appropriate candidates to receive this waiver.

Policy:

Eligibility for receipt of the application fee waiver requires that a candidate:

1. Be eligible for **regular** admission into the MSMLS.
 - a. A minimum of 3.00 GPA in undergraduate courses and at least 3.0 in the undergraduate life sciences (biology and chemistry), math, and medical laboratory science courses.
 - b. MLS Certification. Acceptable certification is typically defined as the Board of Certification sponsored by the ASCP (American Society for Clinical Pathology).
2. Submit an email waiver request to gradmls@andrews.edu and include the following:
 - a. Statement of interest
 - b. Current transcript(s)
 - c. WES/ECE verification (if applicable)
 - d. Proof of MLS Certification*

*If a candidate is eligible for MLS certification but still needs to complete a qualifying examination, this requirement may be waived.

ATTENDANCE DURING CLINICAL PRACTICUM

Area: Attendance

Philosophy:

The primary purpose of the Medical Laboratory Science (MLS) Practicum is to provide the student with an educational experience in the professional environment. To maximize this experience, the student must be at the appointed place at the appointed time. The student must complete the clinical practicum competencies, practicum course content, and practicum contact time (16 weeks) before graduation and writing certification exams.

Policy:

1. A student not at their assigned rotation place at the designated time will be considered tardy.
2. A student with over one hour tardy may be considered absent.
3. In the event of an emergency or illness, the student is expected to contact the education coordinator and/or the section supervisor before the scheduled rotation starting time to report the reason for the tardiness/absence and the expected return time. In addition, the student must inform the Andrews University course instructor as soon as possible and within 24 hours of the occurrence.
4. The student must document the time and person contacted in the rotation attendance sheet.
5. The student may have one day's absence during a rotation. Five (5) or more such absences may result in dismissal from the program, jeopardize the student's educational experience, and delay the completion of the clinical practicum and graduation date, or dismissal from the Program. The following guidelines apply:
 - a. The student is responsible for all material content missed during an absence.
 - b. If the absence is for two or more consecutive rotation/school days, the student is responsible for all the missed material content and must make up the missed contact time for all days after the first day.
 - c. For a single absence during a one-week rotation--such as immunology--the student is responsible for all the missed material content and must make up the missed contact time.
6. Absences for personal matters must be requested and approved by the appropriate Andrews University clinical coordinator or program director, education coordinator, or designee, and the section supervisor before the anticipated absence.
7. Three (3) tardies will be counted as one (1) absence.
8. If a student leaves their assigned place without permission before the scheduled quitting time, they will be considered absent for that day.
9. In the event of an illness or emergency resulting in an extended absence, the Andrews University faculty and the clinical education coordinator will work with the student to arrange make-up of missed material and contact time if possible. Make-up time may delay completion of the clinical practicum, thereby delaying completion of the Program and possibly the graduation date.
10. Excessive tardiness and/or absences will jeopardize the student's educational experience and grade and may lead to their dismissal from the Program.

CLINICAL YEAR SEMINAR

Area: Medical Laboratory Science

Philosophy:

The Medical Laboratory Science (MLS) profession has always been faced with an explosion of new technological advances and dynamic workplace changes. Being a professional clinician is not limited to inward cognitive knowledge but involves additional teamwork, communication, and education skills. To equip and enable each student to face these challenges, the Andrews University Program for Medical Laboratory Science includes a Seminar to foster professional growth.

Policy:

As part of the Clinical Year curriculum, students register for two (2) seminar courses: MLSC 401 Clinical Year Seminar and Research Methodology and MLSC 405 Clinical Year Seminar and Research Project. A letter grade will be assigned for these courses. Students who fail either of these courses may be dismissed from the Program. As with all other courses, students must achieve a minimum grade equal to or greater than a C- (minus) to be eligible to progress in the Program.

COMPETENCY EXAMINATIONS

Area: Medical Laboratory Science

Philosophy:

The curriculum, encompassing both didactic and clinical components of the Medical Laboratory Science (MLS) Program, is designed to prepare students to meet certification requirements for the American Society for Clinical Pathologists (ASCP). Students will be eligible to sit for this examination after successfully completing the entire Program as outlined in the Andrews University Bulletin.

A student seeking work experience or other professional training considered in lieu of coursework within the curriculum, as outlined in the Program, must adequately demonstrate knowledge and proficiency equivalent to or greater than that which would be achieved through the required educational experiences of the program. Therefore, a competency examination is required before any exception can be made from the established program.

Policy:

Requests for exceptions to the established program must follow the steps outlined below:

1.
 - a. Validate the request to write the competency examination by providing ample documentation. (i.e., a letter from the laboratory manager and/or section supervisor describing the scope of responsibilities and experience of the individual, the syllabus from the course in question, recognized certification, etc.).
 - b. Successfully pass a competency examination provided by the course instructor of the discipline being challenged. Successful passing of a competency examination is defined as achieving a grade no less than B- (B minus).
2. If academic credit is desired or necessary, all requirements of the Credit by Examination section of the Andrews University Bulletin apply.
3. Competency examinations or work-experience waivers for clinical practica are not permitted. Completion of the MLS Clinical Year is contingent on participation in the clinical practicum component.

CREDIT BY EXAMINATION

Area: Academics

Philosophy:

To provide a mechanism for students with verifiable phlebotomy experience to fulfill the Bachelor of Science in Medical Laboratory Science degree requirement MLSC 470 Laboratory Operations & Best Practices (3 credits).

Policy:

Recognizing that all students, regardless of previous experience in phlebotomy, will be required to satisfactorily demonstrate proficiency in the clinical facility to which they are assigned, a validation of experience and knowledge is established. Validation of acquired knowledge of the theoretical principles, protocol, and ethical issues involved in the practice of phlebotomy may be obtained as follows:

1. An individual with documentation of certification as a phlebotomist by an approved registry agency will be granted a "Pass" for the course.
2. An individual with *documented phlebotomy experience** who does not hold certification may be required to take a phlebotomy competency examination. A score of 80% or greater indicates that the phlebotomy competency has been met.
3. Individuals without certification who have *documented phlebotomy experience** and do not achieve a score of 80% or greater on the phlebotomy competency examination will be required to satisfactorily complete the didactic portion of the course. A grade will be assigned according to course protocol.

*Documentation of experience shall be defined as verification of employment and extent of experience, such as a job description provided by the employer, which meets departmental approval.

CRITERIA FOR ACCEPTING NON-ANDREWS UNIVERSITY FUNDAMENTAL/PRE-CLINICAL COURSES

Area: Credit Transfers

Philosophy:

Several Andrews University MLSC fundamental/pre-clinical or equivalent courses are required before entry into the Andrews University Program for Medical Laboratory Science (MLS). Students who wish to enter the AU MLS Clinical Year Program may have taken courses at other schools and/or may hold some form of certification in the clinical laboratory field and may wish to have one or more of these courses substituted for the Andrews University MLSC fundamental/pre-clinical courses. This policy ensures these individuals are prepared for the MLS Program and have the best chance for success.

Policy:

Students who wish admittance to the Medical Laboratory Science Clinical Year Program at Andrews University must have successfully completed the MLSC fundamental/pre-clinical courses or courses deemed equivalent. For non-Andrews University courses to be considered for evaluation of equivalency to the Andrews University MLSC fundamental/pre-clinical course(s), the following criteria apply:

- The course(s) must have been completed within the past five years.*
*Exceptions: Applicants with MLT certification AND current work experience are exempt from the time limit of five years.
- The student must have achieved a grade of at least C- (C minus), on a four-point scale, in any non-Andrews University course the student wishes to be considered for equivalency evaluation. Courses with a grade lower than a C- (C minus) will not be considered for equivalency.
- The student must provide a course syllabus for each course being petitioned that shows the corresponding term the course was taken. The course syllabus must include a detailed course description, a list of topics covered in the course, and a course schedule.

If the course is deemed **not equivalent**, the student must take the Andrews University course for credit; Regular tuition and course/lab fees apply.

If the course was taken more than five years ago, the student has two options for fulfilling the pre-clinical/fundamental course requirements:

- Demonstrate competency by taking an MLS department-prepared competency exam in the subject area and achieving a minimum of 85 % (a fee of \$150 may apply). A score of less than 85% on the competency exam will automatically require the student to register for the corresponding Andrews University course.
- Register for the corresponding/required Andrews University course. Regular tuition and course/lab fees apply.

Term Definitions:

- MLSC: The Andrews University course identifier for MLS Program courses.
- Competency Exam: An exam developed by the instructor of the relevant Andrews University course.

EQUIPMENT USE

Area: iPads

Philosophy:

The Department of Medical Laboratory Sciences is committed to fostering a learning environment that integrates technology to enhance student engagement, critical thinking, and professional readiness. As part of this commitment, the department provides access to instructional equipment such as iPads. This policy applies to all students enrolled in MLS courses in which iPads are available.

Policy:

The iPad is an instructional tool intended to enhance laboratory learning and student engagement. Students are expected to use the device responsibly, strictly for academic purposes related to course content and laboratory activities.

Conditions of Use:

1. iPads are for academic and laboratory-related use only.
2. iPads are to be used during designated class or lab times as directed by the instructor, may not be removed from the student lab space, must be returned in the condition received, and stored appropriately after each use.
3. Personal use of iPads is strictly prohibited, including but not limited to storing personal data, web browsing, email, gaming, social media, or video streaming.
4. Students must not install unauthorized applications or alter the iPads' settings.
5. After using it, students must log out of all accounts.
6. Students must handle iPads with care and respect, keep them clean, and free from damage.
7. Any loss, theft, or damage must be reported immediately to the instructor.
8. The student may be held financially responsible for repair or full replacement of the iPad in cases of negligence, misuse, or failure to follow proper handling and usage procedures.
9. The program reserves the right to limit or revoke device access for any policy violation.
10. Use of the iPad constitutes agreement to comply with the terms outlined in this policy.
However, students may be required to sign a separate agreement form prior to using iPads.

Cleaning & Disinfection:

1. Always power off the iPad and unplug any accessories before cleaning.
2. Use a soft, lint-free cloth such as a microfiber cloth lightly dampened with 70% isopropyl alcohol or an approved electronic device disinfectant. Do not spray any liquid directly onto the iPad. Apply it to the cloth first, then gently wipe the iPad. Allow the iPad to air dry before returning it and connecting it to the charging/storage station.
3. Do not use bleach, hydrogen peroxide, or abrasive cleaners, as these may damage the screen or protective coating.
4. Avoid getting moisture in any openings, including ports and speaker grills.
5. Improper cleaning methods may damage the device and result in a repair or replacement charge to the student.

HEALTH AND IMMUNIZATION REQUIREMENTS

Area: Documentation

Philosophy:

To ensure the health and wellbeing of students for interaction with colleagues, staff, and patients.

Policy:

Health Examination	Students must present documentation of a physical examination prior to entering clinical practica.
Hepatitis B Immunization	Students must have completed the Hepatitis vaccination series before starting the clinical practicum or provide acceptable documentation of an exception. If students are unable to provide documentation of a completed Hepatitis B series, they must provide documentation of a titer indicating immunity.
Immunization/Drug Testing/ Physical and Mental Requirements	Some clinical affiliates and state laws require additional health-related requirements or testing. Students will be informed of, and MUST meet, the specific requirements of the clinical affiliate or state where they are assigned for clinicals.
Infectious Conditions	Faculty have the right to require receipt of a physician's written evaluation confirming that the student is not a health risk to patients/co-workers before permission is granted for the student to enter clinical practica.
Sickness/Absence	Five (5) days during the entire clinical practica. Only one day can be missed during a particular rotation without making up the time.
Health Status Related Expenses	Students are financially responsible for all expenses related to achieving and documenting all the health and immunization requirements determined by the Program, clinical affiliate, or state.

HEALTH INSURANCE REQUIREMENTS

Area: MLS Clinical Year Documentation

Philosophy:

The Medical Laboratory Science Department is committed to promoting the health, safety, and well-being of all students. Maintaining active health insurance coverage is essential to ensure timely access to medical care in the event of illness or injury, particularly during classroom, laboratory, and clinical experiences. This requirement supports student success, minimizes disruptions to learning, and aligns with institutional and clinical affiliate expectations for a safe and responsible learning environment.

Policy:

All students must carry their own personal health insurance. Each student is responsible for his/her own health care costs related to incidents that occur during participation in the MLS program.

In the event of an incident, injury, or exposure occurring at a clinical site, students must follow the site's established protocols for medical evaluation and treatment. Some clinical affiliates may provide initial evaluation or limited services; however, coverage of medical expenses varies by site and is not guaranteed. Students are responsible for any expenses not covered by the clinical site, including expenses not covered by their own insurance.

Faculty and staff injuries are covered in accordance with institutional workers' compensation and Human Resources policies.

All incidents, injuries, and exposure events occurring during scheduled classes, laboratories, or clinical practica at an affiliated clinical setting must be reported **immediately** to ensure appropriate medical care, documentation, and follow-up. Students must comply with both MLS program policies and clinical site-specific reporting requirements.

INCIDENT/INJURY REPORT

Area: Safety

Philosophy:

The Medical Laboratory Science Department is committed to fostering a culture of safety and accountability for students, staff, and faculty. The program emphasizes the importance of prompt reporting, accurate documentation, and appropriate management of all incidents, injuries, and exposure events to support a safe learning and working environment.

This commitment extends across all program-related activities, including classroom, laboratory, and clinical settings. Adherence to established institutional, clinical affiliate, and regulatory requirements is essential to maintaining high standards of safety and professional practice.

Faculty and staff injuries are managed in accordance with institutional Human Resources policies.

Policy:

All incidents, injuries, and exposure events occurring during scheduled classes, laboratories, or clinical practica at an affiliated clinical setting must be reported **immediately** to ensure appropriate medical care, documentation, and follow-up. Students must comply with both MLS program policies and clinical site-specific reporting requirements.

Procedures

1. Immediate Response
 - Stop activity and ensure personal and environmental safety.
 - Perform appropriate first aid:
 - For sharps injuries or exposure: wash area immediately with soap and water; flush mucous membranes with water or saline.
 - Seek urgent or emergency care if needed.
 - Notify:
 - Clinical preceptor/supervisor (clinical setting), and/or
 - Course instructor (campus setting)
2. Required Notifications
 - Students must report the incident **immediately (same day)** to:
 - Clinical preceptor or site supervisor (clinical setting)
 - MLS Clinical Coordinator and MLS Program Director
 - Both the **clinical site protocol** and/or **MLS program reporting requirements** must be followed.
3. Documentation
 - Complete all required reports, which may include:
 - Clinical site incident report
 - MLS Program Incident/Injury Report Form (found at the end of this policy)
 - Clinical site/University report (if applicable)

- Documentation must include:
 - Date, time, and location
 - Detailed description of the incident
 - Type of injury or exposure
 - Individuals involved and witnesses
 - Immediate actions taken
 - Submit documentation within **24 hours** of the incident.
4. Medical Evaluation and Treatment
- Students must follow the MLS program or the clinical site's protocol, whichever is applicable, for:
 - Bloodborne pathogen exposure
 - Needlestick/sharps injuries
 - Chemical or biological exposure
 - This may include:
 - Occupational health evaluation
 - Baseline and follow-up laboratory testing (as applicable)
 - Post-exposure prophylaxis (if indicated)
 - Students are responsible for insurance coverage and any associated costs.
5. Return to Clinical/Lab Activities
- Students may be required to provide medical clearance before returning to:
 - Clinical rotations
 - Class/Laboratory sessions
 - Participation may be restricted until safety is confirmed.
6. Program Follow-Up
- The MLS Program will:
 - Review all incident reports
 - Communicate with the clinical site as needed
 - Determine if corrective actions are required
 - Actions may include:
 - Additional safety training
 - Review of laboratory or clinical procedures
 - Modification of student activities
7. Confidentiality - All incidents and medical information will be handled in accordance with:
- Institutional privacy policies
 - Clinical site regulations
 - Applicable laws such as FERPA and HIPAA.

Responsibilities

- **Students**
 - Follow all safety protocols
 - Report all incidents immediately
 - Complete required documentation
 - Comply with medical evaluation and follow-up

- **Faculty/Instructors (AU Campus)**
 - Ensure immediate care is provided
 - Initiate reporting procedures
 - Notify department chair and/or MLS Program Director

- **Clinical Instructors/Supervisors & Program Faculty (Off Campus)**
 - Ensure immediate care is provided
 - Initiate clinical site reporting procedures
 - Notify MLS program Clinical Coordinator and Program Director

- **MLS Program Administration**
 - Maintain incident records
 - Ensure compliance with accreditation and safety standards
 - Monitor trends and implement preventive measures

Andrews University

Department of Medical Laboratory Sciences INCIDENT REPORT FORM

A. EMPLOYEE/STUDENT INFORMATION

Name: _____
Address: _____

Date: _____
Position: _____
Phone (home): _____
Phone (work): _____
Phone (other): _____

B. INCIDENT DESCRIPTION

Date: _____ Time: _____
Place: _____ Witness: _____
Description of Incident: _____

C. DESCRIPTION OF EMPLOYEE/STUDENT ACTION FOLLOWING INCIDENT (such as flushing with water).

Was medical attention initiated? ____ Yes, ____ No. If yes, complete section D.

D. DESCRIPTION OF MEDICAL TREATMENT

Physician: _____ Location: _____ Phone: _____
Diagnosis: _____
Treatment: _____

Date Employee May Return to Work: _____ Work Restrictions: _____
Physician Signature: _____ Date: _____

E. ANALYSIS OF INCIDENT

1. Describe Specific Unsafe Act: _____

2. What Could Have Been Done to Prevent Incident: _____

F. CORRECTIVE ACTION

Describe Steps Taken to Prevent a Recurrence of Incident: _____

G. INCIDENT REVIEW (This incident has been reviewed by the department chairperson and safety officer) RECOMMENDATIONS:

Department Chair: _____ Date: _____
Safety Officer: _____ Date: _____

PLEASE SEND COPIES OF THIS FORM TO: AU Personnel Office, Department Office, Employee/Student File rev.2/2011

LOCKER USE

Area: Safety

Philosophy:

The Department of Medical Laboratory Sciences (MLS) provides lockers for students to store books, coats, and other personal belongings safely.

Policy:

The MLS department commits to keeping all lockers secure with a department lock; therefore, we reserve the right to place a lock on any locker that is found open. Additionally, unassigned lockers and lockers that have been surrendered will be secured in like manner.

Access to a locker is a privilege. Students must accept all responsibility associated with their use, as outlined below.

1. All lockers are the property of Andrews University and are managed by the MLS department.
2. Use of a locker by a person other than the one to whom it is assigned is forbidden. Misuse of a locker may lead to the termination of locker privileges.
3. The MLS department faculty and staff reserve the right to open a locker without seeking the consent of the student to whom the locker is assigned in instances where there is suspicion that locker procedures are being abused or in case of an emergency.
4. Flammable materials, dangerous chemicals, explosives, or weapons of any kind are strictly prohibited inside the lockers.
5. Perishable items such as food and illegal/controlled substances such as drugs or alcohol are also strictly prohibited inside the lockers.
6. All students must use locks issued by the MLS department office only. The use of personal locks is prohibited. The lock is to be returned to the MLS department office (HH218) after the completion of the spring semester. If the department-issued lock is not returned within seven (7) business days from the last day of the semester, the replacement cost will be charged to the student's account.
7. Upon assignment of a locker, the student is responsible for inspecting the locker unit and reporting any damage or needed repairs to the MLS department office. Students will assume the cost of any unreported damages. The cost of repairing a damaged locker will be charged to the student's account.
8. All personal items must be stored completely within a locker. No items are to be left hanging outside of a locker.
9. At the end of the agreed term for locker use, the student is responsible for leaving the locker in clean condition and in good repair. No items should be left in the locker, and the MLS department reserves the right to dispose of items left in the locker at the end of the semester.
10. Neither the MLS department nor Andrews University can be held responsible for lost, stolen, or damaged personal property associated with locker use.

MSMLS PROGRESSION CRITERIA

Area: MSMLS

Philosophy:

The semester cumulative grade-point average may serve as a key indicator of a student's academic progress and ability to successfully complete the Master of Science in Medical Laboratory Science (MSMLS).

Policy:

Progression within the Master of Science in Medical Laboratory Science (MSMLS) program is based on demonstrated acceptable academic achievement, professional behavior, and readiness for clinical practicum.

1. Academic Performance
 - a. Students must maintain a semester and cumulative grade-point average (GPA) of 3.00.
 - b. All clinical year courses must be completed with a grade of "C" or higher. No grade lower than a C is acceptable.
 - c. Failure to earn a grade of "C" or higher or maintain the semester and cumulative grade-point average (GPA) of 3.00 may result in dismissal from the program.
2. Professional behavior
 - a. Students are expected to consistently demonstrate professionalism, integrity, accountability, and respect in all academic and clinical settings. This includes adherence to program policies, ethical standards, safety regulations, attendance requirements, and communication expectations.
 - b. Unsatisfactory professional conduct may result in dismissal from the program.

What happens if a student's GPA falls below 3.00?

1. Provisional one semester to remediate
2. No remediation – dismissal from program
3. Options to re-route – to BSMLS. By completing the clinical rotations

ONLINE COURSE UTILIZATION

Area: Technologist Certificate

Philosophy:

The online MLS curriculum is designed for students who have a baccalaureate degree and are seeking technologist (categorical) certification to formalize their educational credentials and complement their work in one of the following areas: Chemistry, Hematology, or Microbiology. Upon successful completion of the technologist certificate as outlined in the Andrews University Bulletin, students will be eligible to sit for the corresponding American Society for Clinical Pathologists (ASCP) technologist certification.

Because the technologist (categorical) certification is a post-bac certificate and assumes current clinical experience, the online MLS curriculum is not appropriate for undergraduate students.

Policy:

Online MLS courses designated by the 999-section number shall be reserved for students enrolled in any one of the technologists (categorical) certificate programs.

PERSONAL PROTECTIVE EQUIPMENT

Area: Safety

Philosophy:

The risks when working in a laboratory setting can be greatly reduced or eliminated when proper precautions and practices are observed. Using Personal Protective Equipment (PPE) is necessary to manage, prevent, and minimize, to the fullest extent practical, risks to the health, safety, and well-being of students and instructors participating in student laboratory activities.

Policy:

All instructors and students must wear the proper PPE in the labs. In addition to appropriate clothing, required PPE includes a lab coat, goggles (if required), and gloves. If a student comes unprepared to the lab (without proper clothing or the required PPE), they will be asked to leave, change, and/or retrieve their PPE. All laboratory personnel and students must remove all PPE before leaving the lab. Wearing PPE is not permitted in hallways and restrooms.

Laboratory Clothing

Clothing worn in the laboratory should not be loose-fitting and should cover and protect as much skin as possible. The clothes should be made of chemical-resistant materials, such as cotton or other natural fibers. Jeans and long-sleeved t-shirts are good examples of appropriate laboratory attire. Long or loose hair must be tied back. Remove jewelry (including necklaces, rings, bracelets, and watches) to prevent chemicals from seeping underneath them. Shoes must have closed toes and soles made of a good-gripping material. Clogs, perforated shoes, sandals, flip-flops, and cloth shoes (e.g., suede and canvas) do not protect against spilled chemicals and are not to be worn in the lab.

Laboratory Coats

Knee-length laboratory coats with long sleeves are required when working in the laboratory. Lab coats must be worn closed (e.g., buttoned, snapped) to protect clothing. Head coverings such as scarves or hijabs should be tucked inside the lab coat so they will not come in contact with contaminated material. Laboratory coats must be worn only in the labs. Lab coats must not be worn during breaks or in public areas (e.g., halls, restrooms, classrooms, cafeterias, or dormitories).

The cost of the laboratory coat is the student's responsibility. All students enrolled in fundamental courses are required to purchase a one-semester-use lab coat from the Andrews University Bookstore. Students must replace their lab coats when they have become compromised and no longer provide adequate protection. A lab coat is provided for students enrolled in the Clinical Year Program. Lab coats that have not been approved are strictly prohibited, with no exceptions.

Laboratory coats are to be removed immediately before leaving the laboratory area and either hung in the appropriate place or placed in a zip-lock plastic bag for storage.

The MLS Department provides lab coats for instructors, graduate/research assistants, and lab workers. These lab coats are not to be loaned to students who have forgotten their lab coats. Failure to bring a lab coat constitutes unpreparedness. The student cannot participate in the lab without their lab coat.

- Gloves** Students are required to wear disposable, single-use gloves when they have the potential for direct skin contact with blood and other potentially infectious materials; also, when a student has non-intact skin (i.e., cuts and/or abrasions) when touching or handling contaminated items or surfaces.
- Gloves are removed inside out aseptically and are replaced as soon as possible when visibly soiled, torn, punctured, or any time their ability to function as a barrier is compromised. They are not washed in disinfectant for reuse. The MLS Department offers hypoallergenic gloves for student use.
- Aprons** Aprons are worn in addition to the laboratory coat when the laboratory coat cannot provide adequate protection (e.g., during pregnancy) or when fluid contamination is likely (e.g., apheresis). Aprons are not a substitute for laboratory coats but serve as additional protection.
- Eye Protection** Eye protection may be required while in the laboratory. Avoid the use of contact lenses in the laboratory. If they are used, inform the instructor so that special precautions may be taken (i.e., goggles may need to be worn). Eyewear and/or portable deck top plastic shields, if necessary, will be provided to prevent splashes, sprays, spatter, or droplets of blood or infectious materials if there is a potential for eye, nose, or mouth contamination. The student may also purchase protective eyewear, such as goggles. Eyewear should be appropriately cleaned before using and whenever splashes or contamination are visible. When not in use, protective eyewear must be decontaminated and put in an individual case in contamination-free storage.
- Masks** Students may be required to wear disposable masks in the lab. Disposable masks will be provided for use during laboratory activities, in accordance with the CDC recommendations and university guidelines for SARS-COV-2 safety. Disposable masks must be removed upon exiting the lab and replaced with a personal cloth facemask or face covering as necessary.

PROFESSIONAL PERFORMANCE POINT SYSTEM

Area: Progression requirements

Philosophy:

The Professional Performance Point System is designed to provide additional admissions consideration for students applying to the Medical Laboratory Science (MLS) Program, as well as to assist in evaluating student progression during the clinical year and eligibility for clinical placement experiences. The system evaluates patterns of professional, academic, and behavioral conduct demonstrated throughout the first three academic years and during the clinical year portion of the program.

Policy:

Students may accumulate points for documented incidents occurring within the three years before application to the MLS Program and throughout the clinical year program.

Points are cumulative and may be considered in decisions regarding:

- Academic progression
- Admission to the MLS Program
- Advancement to clinical placements
- Continuation in clinical rotations

Documented concerns may include, but are not limited to:

- Failure to make adequate academic progress as defined by the BSMLS degree sequence
- Academic integrity violations
- Unprofessional conduct
- Unsafe laboratory or clinical practices
- Attendance and reliability concerns
- Failure to meet clinical competencies or performance expectations
- Violations of institutional, programmatic, or clinical affiliate policies
- Behaviors inconsistent with the ethical and professional standards of the MLS profession

NOTE: Refer to Department and University policies

Students who accumulate three (3) points or more may be subject to additional review, probationary action, dismissal from the MLS major, disqualification for admission into the clinical year program, delayed clinical placement, denial of advancement to clinical experiences, or dismissal from the MLS Program.

The MLS Faculty reserves the right to consider academic performance, professionalism, ethical conduct, and behavioral history, in addition to academic and GPA requirements, when determining admission eligibility. Applicants demonstrating patterns of behavior inconsistent with the professional standards of the medical laboratory science profession may be deemed ineligible for admission.

Point Categories	Examples	Points Assessed (per incident)
Academic Integrity Violations	Cheating, plagiarism, falsification of records, unauthorized collaboration, or AI misuse violating course policy.	3
Professional Conduct Violations	Disrespectful communication, unprofessional behavior toward faculty/staff/students, or inappropriate conduct in clinical or classroom settings	1
Attendance and Reliability Concerns	Excessive absences (refer to Andrews University attendance policy), repeated tardiness, failure to complete required activities, missed mandatory meetings, or missing advising appointments	3
Safety Violations	Failure to follow safety procedures, unsafe laboratory practice, breaches in infection control, or specimen handling	1
Disciplinary Actions	Formal warnings, probation, suspension, or conduct sanctions	2
Failure to Meet Program Expectations	Failure to comply with immunization, background check, training, or other required program documentation	1
Communication Concerns	Failure to respond to official communication within 48 hours, or inappropriate electronic communication	1
Patterned Behavioral Concerns	Repeated minor infractions demonstrating a pattern of unprofessional behavior	1
Academic Performance	Academic probation, repeat courses, or courses with a C- (minus) in Cognates or Pre-clinical courses	1

Point Thresholds and Admission Status	
Total Points	Admission Status
0-2	Eligible for admission consideration without restriction
3-5	Eligible for admission consideration with additional review
≥6	Disqualification from admission eligibility to the MLS Program and/or dismissal from the major

Additional Provisions

- Repeated occurrences of similar behavior may result in escalating point values.
- The MLS Faculty reserves the right to increase assigned points for incidents involving:
 - Patient safety concerns
 - Dishonesty
 - Harassment or discrimination
 - Threatening behavior
 - Ethical violations

Appeal Process

Applicants may appeal point assignments by submitting a written request to the MLS Program Director within the same semester the point(s) were issued. Each appeal is reviewed by a committee composed of MLS faculty, a clinical affiliate representative, and a student representative. Applicants who accumulate six or more points may be required to:

- Submit a written statement of explanation.
- Participate in a formal interview.
- Provide documentation of remediation or professional improvement.

PROGRAM TEACHOUT PLAN

Area: Program and Clinical Site Closure

Philosophy:

To articulate a degree completion plan, in the event of Program closure, for students enrolled in the Program for Medical Laboratory Science at Andrews University.

Policy:

1. Permanent Closure – Program
 - a. In the event that the Program for Medical Laboratory Science at Andrews University is required to close permanently, the Program would no longer accept new students. Students currently enrolled in the Clinical Year Program would be allowed to complete the necessary courses and clinical practicum to finish his or her degree.
 - b. In the event of a permanent closure, a teach-out plan (see below for outline) will be developed and submitted to NAACLS within 30 days of the official announcement of the closure of the program.
2. Permanent Closure – Clinical Site
 - a. In the event that a clinical site is required to close permanently, the Program will negotiate completion of the clinical rotation as stated in the affiliation agreement.
 - b. If completion of the clinical practicum at the facility is not possible, the Program will negotiate placement at an alternative affiliated site.
 - c. If immediate reassignment cannot be arranged, the Program will provide alternative or supplemental clinical learning experiences (e.g., virtual simulations, case studies, digital microscopy, or other approved activities) until clinical placement can be resumed.
3. Temporary Closure – Program
 - a. In the event of an unforeseen catastrophic event that interrupts the University's ability to operate the MLS Program at its current location, such as a natural disaster, cyber terrorism, or public health emergency, the Program will implement the following continuity plan to minimize disruption to student learning as follows:
 - i. Didactic instruction will continue courses through the University's LearningHub learning management system. Course materials, assignments, and assessments will be distributed electronically.
 - ii. The laboratory components would be accomplished by providing virtual laboratory exercises.

4. Temporary Closure – Clinical Site

- a. If the clinical sites experience temporary closure due to an unforeseen catastrophic event such as a natural disaster, cyber terrorism, or public health emergency, the Program will implement the following continuity plan to minimize disruption to student clinical practicum experience as follows:
 - i. The Program will coordinate with affiliated facilities to adjust or reschedule clinical rotations as soon as feasible.
 - ii. When in-person instruction is not possible, virtual laboratory exercises or alternative learning experiences such as virtual simulations, case-based learning, recorded or live demonstrations, competency-based assignments, and remote data interpretation exercises will be provided to ensure students meet course and competency requirements.

RECORD RETENTION AND DESTRUCTION

Area:

Philosophy:

Andrews University and the Medical Laboratory Science (MLS) Program are committed to the responsible management, maintenance, retention, and disposition of university and program records. All MLS records will be maintained in accordance with the established University records retention schedule and applicable institutional policies and procedures.

Policy:

The following records will be maintained and retained for the recommended number of years in accordance with institutional record-retention policies. Records will be archived digitally for long-term storage and accessibility, and paper copies will be processed and entered into the university archiving system. Once the required retention period has been reached, records will be securely shredded or permanently deleted unless otherwise specified in the notes.

Record Type	Retention Time	Storage Location
Program Application Materials (accepted students)	Permanent	MLS Department & University Archives
Program Application Materials (withdrawn students)	Permanent	MLS Department & University Archives
Program Application Materials (not accepted students)	2 years from the date of the application or application....	MLS Department
Student File	Permanent	MLS Department & University Archives
Student Handbook Acknowledgment Page	10 years	MLS Department & University Archives
Clinical Compliance Documents	10 years	MLS Department & University Archives
Student Clinical Documentation (Evaluations, competencies, etc.)	10 years	MLS Department & University Archives
Clinical site evaluations completed by students.	5 years after graduation	
Course Syllabi	Permanent	University Records Office
Student complaint/grievances	1 year after graduation	
Grade Change Request	Permanent	University Records Office
Disciplinary Records	1 year after graduation	
Course Exams & Assignments not returned to students	1 year from the grade posting date	Learning Management System
Transcripts including the student's legal name, date of admission, grades and credits earned, and program completion	Permanent	Andrews University Records Office
NAACLS Accreditation documents	Permanent	Department Files & G drive; University Archives

* Included in student file

SCHOLARSHIP AWARDS

Area: Scholarships

Philosophy:

Scholarship monies funded through special contributions to and designated for Medical Laboratory Science (MLS) students will be awarded by the Department of Medical Laboratory Sciences faculty. All declared majors are eligible, regardless of race, creed, or religious background.

Policy:

Assigning departmentally awarded scholarships will be based on the following criteria:

1. Evidence of exemplary character and citizenship.
2. Good scholarship, equal to or exceeding that which is required for entrance into the MLS Clinical Year Program.
3. Commitment to the Medical Laboratory Science profession.
4. Financial need.

SOCIAL MEDIA USE

Area: Professionalism**Philosophy:**

The department of Medical Laboratory Sciences supports and promotes collaboration through the use of social media. Social media refers to a variety of web-based platforms, applications, and technologies that enable people to interact with one another online. Examples of social media include, but are not limited to Facebook, Twitter, Instagram, Snapchat, YouTube, Tumblr, Pinterest, Vimeo, LinkedIn, Reddit, Vine, Google Plus, Flickr, Pinterest, Wordpress, blogs, and other sites with content generated by both the owner and the audience.

Due to the professional nature of the Clinical Year Program and its affiliation with Andrews University, faculty, staff, and students are expected to post responsibly and exchange opinions and ideas in compliance with all University and department policies and codes of conduct.

Policy:

- The MLS department is committed to fostering an educational environment that allows for freedom of speech and expression in accordance with the First Amendment to the U.S. Constitution. However, the MLS department will not tolerate any activity or posting on an Official University Social Media Site that loses First Amendment protection such as any unlawful, defamatory, or obscene activity or posting. The MLS department reserves the right to remove any such posting without notice.
- Faculty, staff, and students will Respect the privacy and rights of both colleagues and students.
- Any official department social media login information must be on file in the MLS department office and updated as necessary.
- No social media messaging or communications shall replace the regular use of the Andrews email account, Google calendar and other tools used by the department for official communications.
- If a student wishes to share a clinical experience or case, he/she must respect and maintain patient confidentiality at all times and in compliance with HIPAA law.
- The MLS department reserves the right to delete, edit or amend any misleading or inaccurate content depicted in posts or posts violating this policy and the professional code of conduct.

STUDENT CODE OF PROFESSIONAL CONDUCT

Area: Clinical Year Program

Philosophy:

As a professional in the health care environment, high standards of conduct are expected by colleagues and patients. While in the educational stages of the professional career, the student is expected to demonstrate professional conduct in school and clinical settings.

Policy:

Upon acceptance into the Program for Medical Laboratory Science, the student will receive a copy of the attached agreement. After a thorough review, the student must sign, date, and return the agreement to the Program Director.

The student may be dismissed from the program for any of the following:

1. Refusal to sign the agreement.
2. Failure to abide by the agreement.

Andrews University

Department of Medical Laboratory Sciences

Agreement of Understanding and Commitment to Uphold the Code for Professional Conduct of the Andrews University Program for Medical Laboratory Science

The professional conduct required of all Medical Laboratory Science students during the clinical studies year is an essential aspect of the students' development.

These requirements include the following:

1. Confidential patient information shall not be disclosed to unauthorized persons.
2. Strict integrity shall be maintained in all matters of personal and professional relationships.
3. Safety procedures shall be maintained at all times.
4. An incident report shall be filed, and the course/clinical instructor will be notified whenever an accident involves any potentially contaminated item(s).
5. Chemical substances shall not be misused.
6. Courtesy shall be practiced in dealings with all.
7. Attendance at all program appointments shall be met with punctuality.
8. Equipment shall not be misused.
9. Compliance with both the Andrews University and clinical site code of deportment and dress, which include the following:
 - a. Impeccable personal grooming.
 - b. Shoes and socks or stockings must be worn at all school and hospital appointments. Shoes must be made of an impermeable material and closed-toe.
 - c. No dangling jewelry.
 - d. Long hair must be tied back.
 - e. Jeans, shorts, and T-shirts are not appropriate professional attire.
 - f. A full or three-quarter length laboratory coat is required in all student and hospital laboratories.

I have been fully advised concerning the expected professional conduct and agree that deviation from these requirements may result in counseling, grading penalties, and/or other disciplinary measures, including expulsion from the program.

Student's Name (PRINT)

AU ID

Student's Signature

Date

STUDENT DRESS

Area: Medical Laboratory Science

Philosophy:

The Andrews University Program for Medical Laboratory Sciences prepares students for a professional environment in the clinical setting. In addition to portraying a professional attitude, students' dress must also be professional and meet the safety requirements in the workplace.

Policy:

Student attire for lectures, labs, and general school activities is expected to follow the standards of modesty, simplicity, and appropriateness, as outlined in the Andrews University Bulletin. Examples of inappropriate attire for women include, but are not limited to, sheer blouses, tube tops, low necklines, bare midriffs, spaghetti straps or no straps, tank tops, shorts, or short skirts. Extreme use of cosmetics is not acceptable. Examples of inappropriate attire for men include, but are not limited to, tank tops, bare midriffs, or unbuttoned shirts. Modest shorts, while acceptable for certain settings on-campus activities, are not acceptable attire in MLS laboratories.

Laboratory Sessions On Campus:

Students will observe and practice all safety precautions during laboratory sessions. In addition to the attire listed above, open-toe shoes are not allowed during laboratory sessions. All MLS labs require students to wear a full or three-quarter-length laboratory coat.

Senior/Clinical Year Practica:

Each clinical site affiliate has a dress code. Students are expected to follow the standards set forth by the institution to which they have been assigned. Although blue jeans are considered acceptable attire on campus, they may not be acceptable during the clinical practica portion of the Clinical Program.

Students who disregard safety and dress codes will be asked to leave the class or laboratory session. Dress and safety violations will be documented, placed in the student's file, and may jeopardize continuance in the MLS Program.

STUDENT EMPLOYMENT AT CLINICAL AFFILIATES

Area: Student Employment during Clinical Practica

Philosophy:

Students may seek employment at an affiliated clinical institution as long as it does not interfere with their studies. The following policy is intended to assist the student in determining when and how much work is acceptable.

Policy:

The following criteria apply to student employment during clinical practica:

1. The student shall have completed the clinical education for the activities in which the student will be asked to perform or be judged acceptably proficient by the supervisor of the laboratory area in which the work will be performed.
2. The student shall have maintained a clinical education GPA of 2.50 or greater and shall not be on academic probation at the time of employment. All tests, quizzes, reports, and homework shall be up to date.
3. The student shall have completed all clinical hours expected and prescribed as a part of the clinical education assignments up to the time of employment.
4. The student shall have completed all class work other than clinical assignments, which are required to be completed prior to the end of the Clinical Year.
5. It is not obligatory for a clinical institution to provide employment for any student, nor is it required that any student agree to work, either part-time or full-time, during the term of clinical education or subsequently. Employment arrangements may be entered into by the students and a clinical facility when it is perceived by both parties to be advantageous to do so. The affiliated clinical institution may place the student(s) on its part-time payroll and may grant each the reimbursement and benefits in accordance with that institution's policy governing part-time employees. It is the responsibility of the affiliated hospital's supervisory personnel to monitor the student-employee's work performance and ensure compliance with standard hospital practices and standards.
6. The liability insurance of the clinical facility shall apply as primary for student coverage during the hours he/she is employed by the hospital and to the exclusion of University insurance coverage of his/her employed activities.
7. Students shall not be employed for service work during scheduled clinical education hours.
8. Students may be employed during hours which are not scheduled times for clinical education, but the times of employment shall not include the hours between 11:00 p.m. and 5:00 a.m. Sunday through Thursday.
9. If the student receives from the clinical institution (hospital) a scholarship or other financial aid with attendant expectations that the student will work at the hospital following graduation, those arrangements should be clearly understood by both parties to the agreement, and each shall have a written copy of the same, including authorized signatures.

10. Students shall be assigned phlebotomy duties as a part of their clinical rotations. The time of these assignments shall vary with the particular hospital to which the student is assigned and is considered school time for which pay will not be expected or received. The phlebotomy assignments will be terminated when the student has attained proficiency as defined in the learning objectives.
11. Other periods of assigned clinical experiences outside regular weekly day shifts shall be for the purpose of experiencing laboratory operations as they are unique to a different time of the day. In any event, these assignments shall be limited to not more than ten percent (10%) of the time assigned for any one laboratory rotation (i.e., immunohematology, hematology, etc.). The times assigned may be for early morning phlebotomy and evening shift experience. Students shall not be assigned to non-employed clinical experience between 11:00 p.m. and 5:00 a.m. on any day of the week as part of their student rotations.
12. International students must follow federal law outlining work eligibility. Typically, employment is limited to on-campus employment only at the school issuing the I-20. Although clinical students are engaged in learning activities during the clinical practica under the direction of Andrews University, the affiliated site is not an extension of the Andrews campus. Clinical affiliates are separate institutions; therefore, they are not considered part of Andrews University. Depending upon the type of visa held, working for pay after hours during clinical practica may not be allowed.

STUDENT GRIEVANCE PROCEDURE

Area: Student Grievance

Philosophy:

Whenever individuals have close associations, there is the possibility of misunderstandings and disagreements. In such a situation, the student is expected to conduct themselves professionally. The following policy is to assist the student in this process.

Policy:

On-Campus Students:

Should a student have a grievance against the Department of Medical Laboratory Sciences or the Program for Medical Laboratory Science, its policies, actions, faculty, or staff, the following are the steps that the student should take:

1. The grievance should be discussed factually with the instructor. This individual will treat any grievance with dignity and respect and provide a specific answer within three working days of the problem being brought to their attention.
2. If the answer does not satisfy the student, the grievance will be submitted in writing to the Department Chair or Program Director. The nature of the grievance may necessitate the Department Chair or Program Director to consult one or more faculty members. The Department Chair has the authority to settle problems relating to the department, and the Program Director has the authority to settle problems relating to the program. An answer will be provided to the student within three working days. If the Department Chair or Program Director is also the instructor, the student is to select another departmental faculty member to act in place of the Department Chair or Program Director in settling the issue.
3. If this answer does not satisfy the student, the grievance should be taken to the Dean of the School of Health Professions, who will answer within three working days.
4. If the student has not received satisfaction from the Instructor, the Department Chair, the Program Director, or the Dean of the School of Health Professions, the student may request that the grievance be considered and arbitrated by a grievance panel consisting of the following:
 - a. A Medical Laboratory Science faculty person appointed by the Department Chair or Program Director.
 - b. The Dean of the College of Health and Human Services.
 - c. A faculty, staff, or administrative member chosen by the first two members (a. and b.) in consultation with the student.

If the student needs help preparing the presentation, they may enlist the help of a fellow student, a Medical Laboratory Science faculty person, or the ombudsperson. This individual will have the responsibility of helping the student effectively present the position as the student sees it. Specifically, these responsibilities include:

1. Assisting in the preparation of the presentation
2. Arranging to present the problem to the supervisor, director, or the panel
3. Assisting in the verbal presentation of the problem

The panel will hear the complaint within five working days of the request and give a written statement of the decision within five working days of hearing the complaint. It is understood that the decision of the grievance panel is final, and the student must abide by its decisions. The student's educational program will not be jeopardized as a result of initiating the grievance procedure.

Off-campus Students:

Should a student have a grievance against the laboratory or hospital, the clinical program, or policies or actions, the following action should be taken by the student (in the following order):

1. The grievance should be discussed factually with the clinical instructor. This individual will treat any grievance with dignity and respect and give a specific answer within three working days of the time the problem is brought to their attention.
2. If the answer does not satisfy the student, the grievance should be taken to the facility's Education Coordinator, who, in consultation with the Administrative Director of the laboratory, has the authority to settle problems relating to the clinical rotation program and will give an answer within three working days.
3. If the answer does not satisfy the student, the grievance should be taken to the Andrews University Program Director. This person has the authority to settle problems relating to the Program and will give an answer within three working days.
4. If this answer does not satisfy the student, the grievance should be taken to the Dean of the School of Health Professions, who will give an answer within three working days.
5. If the student has not received satisfaction from either the clinical instructor, the facility's education coordinator, the Program Director, or the Dean of the School of Health Professions, the student may request the grievance be considered and arbitrated by a panel consisting of the following:
 - a. A Medical Laboratory Science faculty person appointed by the Program Director
 - b. The Dean of the School of Health Professions
 - c. A faculty, staff, or administrative member chosen by the first two members (a. and b.) in consultation with the student
 - d. The education coordinator from the corresponding clinical affiliate

If the student needs help in preparing the presentation, they may enlist the help of a fellow student, a Medical Laboratory Science faculty person, or the ombudsperson. This individual will have the responsibility of helping the student effectively present the position as the student sees it. Specifically, these responsibilities include:

1. Assisting in the preparation of the presentation
2. Arranging to present the problem to the supervisor, director, or the panel
3. Assisting in the verbal presentation of the problem

The panel will hear the complaint within five working days of the request and will give a written statement of the decision within five working days of hearing the complaint. It is understood that the decision of the grievance panel is final, and the student must abide by its decisions. A student's educational program will not be jeopardized as a result of initiating the grievance procedure.

STUDENT PREPARATION FOR CERTIFICATION EXAMINATION

Area: Medical Laboratory Sciences

Philosophy:

The Medical Laboratory Science program is designed to meet the certification requirements for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC). Upon successful completion of the Program, students will be eligible to sit for this examination.

Policy:

The Medical Laboratory Science Program does not guarantee accommodations for any or all additional requirements imposed beyond those of the ASCP.

ASCP certification examination:	To facilitate preparation for the ASCP Board of Certification exam, students are required to participate in a comprehensive review course (MLSC 483 Comprehensive Review and Examination) during their clinical year. The student will be eligible to sit for this certification examination upon successful completion of the program.
State licensure:	The student is responsible for contacting the state where they intend to seek employment to determine the eligibility requirements for state licensing.
Non-USA certification requirements:	It is the student's responsibility to contact the certification agency in the country where they will be working to determine the eligibility requirements for certification in that country.

TRANSCRIPT EVALUATION OF ALL NON-USA DEGREES

Area: Medical Laboratory Sciences

Philosophy:

The Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) must meet the requirements of this agency. NAACLS requires that an authorized transcript service evaluate all degrees obtained outside the United States.

Policy:

All students holding a non-USA baccalaureate degree, equivalent, or higher degree, wanting to enter clinical studies and sit for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC), must have their transcripts evaluated by an authorized transcript service. Only evaluation agencies approved by both Andrews University and the ASCP will be accepted.