School of Allied Health Professions
Department of Medical Laboratory Science

Student Manual of Policies and Procedures

2025 - 2026

Revised 11/20/24

DEPARTMENT OF MEDICAL LABORATORY SCIENCE
SCHOOL OF ALLIED HEALTH PROFESSIONS
LSU HEALTH SCIENCES CENTER
STUDENT POLICIES AND PROCEDURES
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MISSION STATEMENT

The mission of the Department of Medical Laboratory Science is to prepare quality graduates to fulfill the health care needs of Louisiana, enrich instruction through research and scholarship, and provide clinical and community services to the citizens of the state. The Department is responsive to national trends in meeting the needs of today's healthcare industry.

PROGRAM DESCRIPTION AND GOALS

The Department of Medical Laboratory Science offers a curriculum leading to a Bachelor of Science Degree in Medical Laboratory Science. The program is a three plus one program. The student completes the first 65 semester hours of pre-professional courses at various colleges throughout the state, followed by four semesters at the Health Sciences Center and at selected clinical affiliates. All students spend the last four months of the program under the supervision of medical laboratory scientists in one of the clinical practicum sites, all of which are part of the university-based nationally accredited program. The following laboratories are affiliated with the program:

Baton Rouge General Medical Center, Baton Rouge, LA
Lake Charles Memorial Hospital, Lake Charles, LA
LCMC Children's Hospital, New Orleans, LA
LCMC East Jefferson General Hospital, Metairie, LA
LCMC Touro Infirmary, New Orleans, LA
LCMC University Medical Center, New Orleans, LA
LCMC West Jefferson Medical Center, Marrero, LA
North Oaks Health System, Hammond, LA
Ochsner Medical Center, Baton Rouge, LA
Ochsner Baptist, New Orleans, LA
Ochsner Chabert Medical Center, Houma, LA
Ochsner Clinic Foundation, Jefferson, LA
Ochsner Medical Center, Kenner, LA
Ochsner Lafayette General Medical Center, Lafayette, LA
Ochsner Slidell Memorial Hospital, Slidell, LA
Ochsner Medical Center - West Bank Campus, Gretna, LA
Our Lady of the Lake Regional Medical Center, Baton Rouge, LA
St. Tammany Parish Hospital, Covington, LA
Terrebonne General Hospital, Houma, LA
Southeast Louisiana Veterans Health Care System, New Orleans, LA
Woman's Hospital, Baton Rouge, LA

All laboratory affiliates are accredited by either or both The Joint Commission or the College of American Pathologists. LSU Health Sciences Center, which is accredited by the National Accrediting Agency for Clinical Laboratory Sciences and the Southern Association of Colleges and Schools, assumes primary responsibility for curriculum planning and selection of course content; coordinates classroom teaching and supervised clinical education; appoints faculty to the program; receives and processes applications for admission; and grants the degree documenting completion of the program. Close communication and periodic visits to affiliates are maintained throughout the students' clinical rotations. The University grants a Bachelor of Science degree in Medical Laboratory Science to students who satisfactorily complete the medical laboratory science educational program in the School of Allied Health Professions. Awarding of the degree is not contingent on the student passing a national certification examination.

The primary goal of the School of Allied Health Professions is to increase the supply at the undergraduate and graduate levels of a variety of patient-oriented health professionals in the State of Louisiana and to meet the need for health services and future teachers in health educational programs. A further objective of the School is to develop and maintain programs of investigative studies and research within the allied health disciplines.

The Department of Medical Laboratory Science and its affiliates enter into written agreements stating the following objectives: (1) to foster quality medical laboratory science education; (2) to provide clinical experience for students of the university; and (3) to provide for contact between academic and clinical faculties for best utilization of available teaching facilities and expertise. In order to assure that university academic standards for the program are maintained, regular communications and meetings are held with the education coordinator/lab manager of each affiliate.

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ADVISORY COMMITTEE

Name	Organization/Role
Dr. Fred Rodriguez	LSUHSC/Pathologist
Dr. Gordon Love	LSUHSC-UMC/Pathologist
Shannon Skena	Delgado Community College - MLT/Faculty
Nader Mosaud	Ochsner Health/Clinical Education Coordinator
Chantelle Collado	UMC/Clinical Education Coordinator
Erica Hunter	OLOL/Clinical Education Coordinator
Tim Peterson	The Blood Center/Medical Director
Janaki Vaidyanathan	Former Office of Public Health Laboratory/Manager Louisiana Department of Health/Director, Research & Quality
Karrie Hovis	Abbott/Industry
Jared Matherne	St. Tammany Parish Hospital/Past Student Representative

COMPETENCIES

A successful graduate of the curriculum in Medical Laboratory Science at LSUHSC will be able to demonstrate entry level competency in the following activities:

A. Professional Behaviors and Communication

- Demonstrate professional and ethical behavior along with effective interpersonal communication skills when engaging with various stakeholders.
- Establish effective interprofessional working relationships with other health care professionals, demonstrating comprehension of and respect for their roles and patient welfare.
- Recognize and appreciate the importance of engaging with an inclusive workforce through collaboration.

B. Safety and Compliance

- Comply with government regulations and accreditation standards relevant to the respective discipline.
- Adhere to prescribed protocols for overall laboratory safety, biohazard containment, and waste disposal.
- Implement quality assurance principles to ensure the validity and accuracy of laboratory-generated data.

C. Education and Research

- Acknowledge and respond to individual requirements for continuing education and development to foster growth and maintain professional competence.
- Provide instruction to users of laboratory services regarding appropriate procedures, test utilization and interpretation.
- Evaluate clinical research studies and data sets to assess applicability and validity.

D. Laboratory Operations and Management

- Employ a logical and systematic problem-solving approach when identifying errors and/or technical issues with laboratory procedures and instrumentation.
- Apply principles of data security to safeguard laboratory and hospital information systems.
- Apply principles of quality assurance to ensure validity and accuracy of laboratory data.
- Recognize principles and practices of laboratory management as applied to clinical laboratory science.

E. Pre-Analytical Competencies

- Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures.
- Ensure specimen integrity is maintained throughout the sample procurement process.

F. Analytical Competencies

- Adhere to written policies, processes, and procedures for analytical testing, analysis, and instrumentation maintenance.
- Evaluate and provide rationale for troubleshooting protocols in analytical testing when appropriate.

- Perform routine procedures in accordance with standard operating procedures.
- Apply quality control principles to analytical testing procedures, including instrument calibration, statistical analyses of control results, Westgard rules, and verification of reference ranges.
- Perform basic calculations, dilutions, and statistical analyses for procedures and analytical testing in the respective discipline.
- Apply theoretical principles of instrumentation to current methods of analysis.

G. Post-Analytical Competencies

- Perform all post-analytical procedures in accordance with quality assurance protocols and regulatory standards.
- Evaluate results for accuracy relative to quality control, patient history, specimen integrity, and overall clinical correlation.
- Report test results, including abnormal, STAT, and critical values, in accordance with the laboratory's standard operating procedures.

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TECHNICAL STANDARDS
Essential Functions in Medical Laboratory Science (MLS)

Technical Standards (Essential Functions) are the non-academic standards that a student must be able to master to participate successfully in the MLS program and enter clinical practice. Examples of this program's essential functions are provided below. *If you are not sure that you will be able to meet these essential functions, please consult with the Admissions Chair for further information and to discuss your individual situation.*

Observation Skills: A student in the MLS program must possess sufficient skills of observation to perform and interpret laboratory assays, including the ability to:

- Observe laboratory demonstrations in which lab procedures are performed on patient samples (i.e., body fluids, culture materials, tissue sections, and cellular specimens).
- Characterize the color, consistency, and clarity of biological samples or reagents.
- Use a clinical grade binocular microscope to discriminate among fine differences in structure and color (i.e., hue, shading, and intensity) in microscopic specimens.
- Read and comprehend text, numbers, and graphs displayed in print and on a video monitor.
- Recognize alarms.

Motor and Mobility Skills: A student must possess adequate motor and mobility skills to:

- Perform laboratory tests adhering to existing laboratory safety standards.
- Perform moderately taxing continuous physical work. This work may require prolonged sitting and/or standing, over several hours and some may take place in cramped positions.
- Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
- Perform fine motor tasks such as pipetting, inoculating media, withdrawing a blood sample from a patient, handling small tools and/or parts to repair and correct equipment malfunctions, and transferring drops into tubes of small diameter.
- Use a computer keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Communication Skills: A student must possess adequate communication skills to:

- Communicate with individuals and groups (i.e., faculty members, fellow students, staff, patients, and other health care professionals) verbally and in recorded format (unaided oral speech, writing, typing, graphics, and telecommunication).

Behavioral Skills: A student must possess adequate behavioral skills to:

- Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively apply knowledge and exercise appropriate judgment.
- Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g., ambiguous test order, ambivalent test interpretation), emergent

demands (e.g., “stat” test orders), and distracting environment (e.g., high noise levels, crowding, complex visual stimuli)

- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.
- Adapt to working with infectious and possibly unpleasant biological specimens.
- Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem-solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.
- Show respect for individuals of different ages, ethnic background, religion, and/or sexual orientation.
- Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language and public behavior.

Office of Disability Services

The Office of Disability Services facilitates the process of academic accommodations for students with disabilities and works in collaboration with the professional schools of the Health Sciences Center in an attempt to ensure full participation in all activities, programs, and services of the institution.

The Office of Disability Services should be contacted for all accommodation requests:
ods@lsuhsc.edu
https://www.lsuhsc.edu/administration/academic/ods/

The National Accrediting Agency for Clinical Laboratory Science requires us to define, publish and provide prospective students’ specific essential functions required for admission to the program and a procedure to determine that the applicants’ or students’ health will permit them to meet these Technical Standards/Essential Functions. Please sign this form to indicate that you have read and understood the program’s Essential Functions and believe that you can meet them.

_____
Print Name

_____ _____
Applicant’s signature Date

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GRADING POLICY

1. Lecture and student laboratory grades will be based on quizzes, homework assignments, practical and written examinations as stated in the syllabus distributed by each instructor at the beginning of the course.

2. Lecture, student laboratory, and clinical practicum grades will be given at the completion of each course.

3. Letter grades are assigned on the basis of the following distribution:

90 - 100%	*A*
80 - 89.99%	*B*
70 - 79.99%	*C*
60 - 69.99%	*D*
≤ 59.99%	*F*

No rounding off will be practiced when calculating grades.

4. ***Students must earn a final average of 70% (>69.99) on all course requirements AND must make a 60% (>59.99) or higher on the comprehensive final exam to pass a course. For students earning <60% on the final exam, the final average will be calculated as stated in the course syllabus, but the highest course grade assigned will be a D. Categorical students must make at least 70% on the course comprehensive final for the subject(s) that they have chosen as their categorical area.***

5. All students are required to earn 70% or better on all coursework before starting the next semester, and the four-month clinical practicum rotations.

6. Examination schedules will be given in each course syllabus.

7. Students will be assigned mail slots in the student study room. You are responsible for checking your mail each afternoon before you leave. Instructors may put information in your slot related to the next day's class for which you will be held responsible. **All students are given an LSUHSC e-mail account and are responsible for all information sent through this medium.** Students will also be responsible for all information posted on Moodle.

8. Most exams will be given using Moodle in the testing center of the Human Development Center building or in the Department. Instructors will notify students of testing location/module prior to the exam.

9. Clinical practicum grades (for courses held at affiliated hospital laboratory) will be determined as follows:

Traditional/MLT-to-MLS articulation track

Cognitive (Written Exams)	30%
Technical Proficiency (Practical Exams)	60%
Affective/Technical Evaluation	10%

Categorical track

MLS students' final grade calculation in Practicum courses are as follows:

Cognitive Evaluation	30%	90% of final grade
Technical Proficiency	60%	
Affective/Technical Evaluations	10%	
Practicum course Pre-test		5%
Comprehensive Final		5%

10. Issuance of a degree is not contingent upon the student's passing any external national certification examination.

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TRANSFER CREDIT

The only courses for which students receive transfer credit are the prerequisite courses listed below that are required for admission into the Medical Laboratory Science Program. On the LSUHSC New Orleans transcript, these courses will be listed as the LSU System equivalent course shown below. A grade of a "C" or better must be achieved in each of these courses. The Department of MLS will perform both a primary and secondary transfer credit transcript review.

PREREQUISITE COURSE (CREDITS)	LSU SYSTEM EQUIVALENT
English Composition (6)	ENGL 1000 and 1100
General Chemistry lecture and laboratory (8)	CHEM 1000, 1001L, 1100, 1101L
Mathematics (college algebra or above) (6)	MATH 1000 and 1100
Biology lecture and laboratory for Science Majors (8)	BIOL 1000, 1001L, 1100, 1101L
Microbiology lecture and laboratory (4)	MICRO 2000 and 2001L
Science elective – 2000 level or above (6)	SCI ELEC 2000 and 2100
General electives (9)	ELECT 1000, 1100, 1200
Humanities (9)	HUMN 1000, 1100, 1200
Social Science (6)	SOCS 1000 and PSCY 1000
Art – theory course (3)	ART 1000

UNDERGRADUATE SCHOLASTIC REQUIREMENTS

1. The minimum scholastic requirement for course work is a grade of C. In courses designated Pass/Fail or Satisfactory/Unsatisfactory a grade of Pass or Satisfactory is required to be in good academic standing.
2. A minimum semester and cumulative professional GPA (for course work taken at LSUHSC) of 2.0 must be maintained.
3. Departmental scholastic requirements may differ from those of the School of Allied Health Professions and should be noted by students.

Provisions for Academic Progression

1. If an unacceptable grade is recorded in a required course the student will be placed on scholastic probation and must satisfactorily complete the required course before continuing the program sequence.
2. Students may not participate in clinical, fieldwork, or preceptorship courses until all prerequisite course work has been completed successfully.
3. Students who either: 1) receive a grade of D in more than one required course in the same semester, 2) receive a grade of D in more than two required courses during the program, or 3) receive an F in any required course will be dismissed from the School.
4. Students placed on scholastic probation must repeat those courses in which an unacceptable grade was earned when next regularly offered and earn a satisfactory grade. Students will remain on scholastic probation until this requirement is met and the minimum scholastic requirement for cumulative professional GPA is achieved. Students who do not meet this requirement will be dismissed from the School.

5. A course, including those designated clinical, fieldwork, and preceptorship, may be repeated one time only. Students who repeat a course but earn an unacceptable grade will be dismissed from the School.
6. Students who fail to attain a minimum 2.0 cumulative and/or semester professional GPA in two consecutive semesters will be dismissed from the School.
7. Students on scholastic probation are not eligible for graduation.
8. Students must complete the professional program in a specified period of time. (Time frame is determined by each department).

   In the Department of Medical Laboratory Science, students must complete:

   - *The traditional 16-month curriculum in no more than 28 months after initial enrollment or the student will be dismissed from the program.*
   - *The categorical curriculum in no more than 24 months after initial enrollment or the student will be dismissed from the program.*
   - *The MLT-to-MLS articulation curriculum in no more than 36 months after initial enrollment or the student will be dismissed from the program.*

   If making a grade less than a C in a course will prevent a student from meeting the time completion requirement for their specific curriculum track, the student will be dismissed from the program.

9. Grades recorded in repeated course work do not replace the original grade. Both the original grade and repeated grade will appear on the academic transcript and both grades will be used in the computation of the academic grade point average.
10. Students dismissed from the School for academic reasons must reapply to the program to be considered for readmission.
11. In the Department of Medical Laboratory Science, upon program readmission, students must successfully complete all courses offered regardless of whether the student previously passed some of the courses.
12. All MLS students will be required to take and pass a final MLS Comprehensive Exam prior to completion of the program.

It is the student's responsibility to be aware of the policies and regulations stated in the School of Allied Health Professions section of the LSU Health Sciences Center Catalog/Bulletin. Ignorance of the policies does not excuse deficiency in any category addressed in the catalog.

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GUIDANCE AND ADVISING

Guidance and advice are available to the student as follows:

- School and departmental orientations are provided for students at the onset of the program.
- The SAHP Student Handbook, LSUHSCNO Catalog, and Program Specific Student Manual are available to the student on the School's and program's websites.
- Any questions students have may be directed to a faculty member at any time during the program.
- Advising on professional and career issues is available from any faculty member at any time during the program.
- The program director provides advice on licensure and certification.
- Counseling for personal problems is available through the Campus Assistance Program. https://www.lsuhsc.edu/orgs/campushealth/cap.aspx
- Students with disabilities are required to register their need for accommodation with the Office of Disability Services as soon as their need is identified. Procedures and guidelines for accommodations are located on the Office of Disability Services website: https://www.lsuhsc.edu/administration/academic/ods/
- Students with academic deficiencies are offered academic counseling by the course director.
- Financial assistance is available through the Office of Financial Aid and Services.
- Confidentiality and impartiality are maintained in accordance with the equal opportunity policy statement and the Family Education Rights and Privacy Act (FERPA) addressed in the LSUHSC Catalog/Bulletin as listed under Federal Regulations. All information contained in student files is kept confidential and not released without the student's written permission. Any information to be discarded by faculty that contains student identifying factors is placed in the School's shred bins.

GUIDELINES FOR ACADEMIC COUNSELING

A student whose grade on an exam or whose average during the course is below a letter grade of C is strongly advised to immediately contact the course director to discuss academic progression and possible means for improving academic performance. These may include scheduled meetings with the course director or instructional faculty, seeking out tutoring, additional practice assignments and/or practice time.

TUTORING

If a student is not earning a letter grade of C or better in a course, the course director may suggest tutoring. Departments will ***attempt*** to find a recent graduate or a current student to act as a tutor for those students. The fee for tutoring will be set by the tutor. The payment will be made from the tutored student directly to the tutor unless other payment options have been determined by the department.

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REMEDIATION POLICY

A student who makes a grade of D in a lecture course may petition the course instructor to remediate that course. The department head and course instructor will determine if remediation will be granted according to the following policies:

1. In any given semester, remediation may be considered for a full-time student who makes a grade of D in **only one course.** Remediation will **not** be considered for a student who earns a D in more than one course or for a student who earns an F in any course.

2. A student may not remediate more than two courses during the 16-month program for the MLS bachelor's program. A student may not remediate more than 1 course during the 24 months for the categorical program and 36 months for the MLT to MLS program.

3. If remediation is granted, it may postpone progression to practicum courses in a clinical affiliate. The student may miss at least the first scheduled section rotation in the clinical affiliate. The missed rotation(s) will be scheduled at the end of all other rotations. Therefore, graduation may be postponed by one semester.

4. If a student is eligible for remediation, a grade of "I" is assigned, and a memorandum is sent by the course instructor to Student Affairs stating the approximate course completion date. If the course is successfully remediated, the **"I"** grade will be changed to a C; if the student does not successfully remediate the course or is subsequently deemed ineligible for remediation, the **"I"** grade will be changed to a D.

5. A returning student who made grades lower than a C in two or more courses or a grade of F in one course in the previous year will not be eligible for remediation in any course.

6. Remediation Specifics:
   a. The remediation final exam will be comprehensive. Other repeat exams may be given at the discretion of the instructor.
   b. The exam format is at the discretion of the course instructor.
   c. The format of remediation exercises is determined by the instructor. The length of time scheduled for remediation exercises is at the discretion of the instructor.
   d. In laboratory courses and lecture/laboratory combined courses, remediation will not be considered.
   e. The remediation plan developed by the instructor will be given to the student. The student will indicate agreement by signing the plan.
   f. If a student makes less than 70 on the comprehensive remediation final exam, the original grade of D is recorded and the student must repeat the course when next regularly offered.
   g. A student on probation is not eligible to remediate a course. If a grade of "C" or higher is not obtained in each course, the student will be dismissed from the program.
   h. If the student successfully completes the remediation (makes at least 70% on the comprehensive final exam AND completes all assignments in the remediation agreement), a grade of C will be assigned. The highest grade that may be received for a remediated course is C.
   i. Remediation will be scheduled at the end of the semester in which the unsatisfactory grade is earned.
   j. No rounding off will be practiced when calculating grades, in accordance with the grading policy in the Student Policies and Procedures Handbook.

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POLICY FOR STUDENTS RETURNING TO PROGRAM DUE TO ACADEMIC DEFICIENCY

Students who fail to meet the academic requirements of the program in any semester will not be allowed to continue in the program until those courses are next offered. **Upon return to the program, students must register for and successfully complete *all courses offered* regardless of whether the student previously passed some of the courses.** Successful completion of all courses demonstrates readiness for progression to clinical practicum courses.

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RULES AND REGULATIONS GOVERNING USE OF LSUHSC COMPUTERS AND EMAIL

1. Faculty and staff use LSUHSC e-mail regularly to communicate important messages to students, therefore, ***students must check e-mail daily*.**

2. No other e-mail addresses will be used for official communication from faculty and staff.

3. LSUHSC computers should be used only for academic and/or LSUSHC business purposes. Do not perform any activity that undermines the public's confidence in LSUSHC to fulfill its mission (See Chancellor's Memorandum 42).

4. ***Do not send bulk mail messages to groups of people you do not know at LSUHSC (such as all students or all employees) without proper permission.***

5. ***You will receive periodic e-mail messages from the LSUHSC Compliance Office. You are required to complete the online compliance training as instructed. In some cases, you may have to take an online exam confirming that you have read the policy. It is your responsibility to remain current in this matter as failure to do so may prevent your ability to register, begin or continue your clinical rotations, and/or graduate***.

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RULES AND REGULATIONS GOVERNING ACCEPTABLE CONDUCT

1. Students will conduct themselves in a professional manner when interacting with fellow students, faculty, and staff of the School of Allied Health Professions or the University.*

2. Students will demonstrate honesty, integrity, and good ethical behavior. *Students are required to sign the Honor Code after every examination. (See below)

Medical Laboratory Science Honor Code
MLS course
Exam
Password

All cellphones, smartwatches, calculators (other than those approved by the department), and anything else that could possibly provide inappropriate aid in answering questions, should be placed in your backpack and be taken to the front of the room.

This sheet of paper may be used for any writing that you wish to do during the exam. It should be signed and returned to the proctor immediately after finishing the exam.

If any unusual occurrence or problem is encountered during a Moodle exam &/or any simulation exercise during an exam, raise your hand immediately & inform the instructor of the situation. Do NOT try to refresh or exit the exam/simulation without assistance.

I hereby declare that I have not in any way been involved in an act of academic dishonesty that may have aided my or anyone else's performance on this exam. If there is evidence of academic misconduct in any form, it should be reported to an instructor immediately. Confidentiality will be maintained.

Student signature _____ Date_____

3. Students will not participate in unprofessional conduct, inappropriate language, excessive use of alcohol, illegal use, possession or sale of drugs.

4. Students will follow all safety rules and regulations determined by the department.*

5. Students will follow the Dress Code described in *Student Policies and Procedures*.

6. Students will follow the Attendance Policy described in *Student Policies and Procedures*.

* *Professionalism and safety are included in MLS 3112 Professional Skills in Medical Laboratory Science taught in the student's first term. Ethics is included in MLS 4118 Laboratory Management.*

By signing the statement on the final page of this handbook, you are confirming that you have read the above rules and regulations governing acceptable conduct policy and all other policies in this handbook.

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POLICY AND PROCEDURES RELATED TO STUDENT CONDUCT

See the policy and procedures in the School of Allied Health Professions Student Handbook.

Go to link http://alliedhealth.lsuhsc.edu/Admin/studentconduct.aspx

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

PROCEDURES

1. Students are required to determine if they are capable of meeting all the technical standards with or without reasonable accommodations.

2. Upon acceptance to a program of study, all students will be required to sign a statement indicating that they are able to meet all technical standards.

3. For newly enrolling students, the Office of Disability Services facilitates the process of academic accommodations for students with disabilities and works in collaboration with the professional schools of the Health Sciences Center in an attempt to ensure full participation in all activities, programs, and services of the institution. Accommodations are not official unless they have been created through the Office of Disability Services. Students should contact the Office of Disability Services. (Students with disabilities who are not requesting reasonable accommodations are not required to register). This action should take place as soon as possible after notification of acceptance.

4. Currently enrolled students are required to register their need for accommodation as soon as their need is identified.

See website for additional information and documentation to be submitted to the Office of Disability Services
https://www.lsuhsc.edu/administration/academic/ods/

PREGNANCY POLICY

It is the responsibility of the pregnant student to voluntarily declare their pregnancy in writing to the MLS Program Director as soon after conception as possible. With inherent risks of the clinical program in mind, this documentation should include a statement from the student's personal physician stating: a) the student's ability to meet the program's performance standards is not impaired and, b) the student is able to continue in the academic or clinical setting without undue detriment to themselves and/or the fetus. This written release by the student's health care provider will be kept in the student's confidential record in the Department of MLS. The student may choose to continue with the program with the understanding that they are expected to satisfactorily meet the same standards of course and classroom performance as are the other students enrolled in the program as well as adhering to academic policies that apply to all students.

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PROFESSIONAL MISCONDUCT

ADDENDUM TO
POLICY AND PROCEDURES RELATED TO STUDENT CONDUCT

The following instructions must be followed during all exams, quizzes, or other graded activities:

1. There will be **only one** student seated at each table or cubicle.
2. There will be nothing on the desktop except pencils, computer, exam (when applicable), and calculator distributed by the Department. All books and other materials will be placed in a designated area away from the desks/cubicles. ***All electronic devices including but not limited to phones and smartwatches must remain with your books.*** Nothing should be on the floor in the test-taking area. **The only calculators allowed are the nonprogrammable calculator issued to each student and the Moodle calculator.**
3. The student will look only at his/her own computer screen/paper.
4. The student is responsible for protecting their computer screen or paper. They will take all necessary actions to prevent another student from viewing their computer screen/paper. A student who contributes in any way to the academic misconduct of another student is equally responsible for the offense.
5. Once an exam begins, students will not be allowed to leave the room.
6. Plagiarism in any form is unacceptable. (See LSUHSC School of Allied Health Professions Policy and Procedures Related to Student Conduct)
7. Students must sign the department's Honor Code for each examination.

Failure to follow any of the above instructions will be construed as reasonable suspicion of academic misconduct and appropriate disciplinary action will be taken.

Evidence of academic misconduct in any form should be reported to an instructor immediately. Confidentiality will be maintained.

By signing the statement on the final page of this handbook, you are confirming that you have read the above addendum to policy and procedures related to student conduct and all other policies in this handbook.

Revised 11/20/24

GRIEVANCE PROCEDURES

Procedure for Student Academic Appeals
(See LSUHSC School of Allied Health Professions Policy and Procedures Related to Student Conduct.)

Procedures for Student Non-Academic Appeals

It is the policy of the Department of Medical Laboratory Science not to discriminate on the basis of race, national origin, religion, sex, age, veteran status, or disability. Grievances related to such forms of discrimination should follow the same procedure as that listed in the LSUHSC School of Allied Health Professions Policy and Procedures Related to Student Conduct.

POLICY ON STUDENT COMPLAINTS
(Line of Authority)

Complaints related to the program should be addressed to the faculty member in the class in which the problem exists. If the student does not feel comfortable going to the course instructor or the instructor has not adequately responded to the complaint, the complaint should be addressed to the program director (Michele Zitzmann) or the department head (Dr. Joanie Brocato). If the student still feels their complaint is valid, the problem should be taken to the next highest administrative level (associate dean of academic affairs) - See the LSUHSC School of Allied Health Professions Student Handbook studenthandbook5.22.24.pdf.

Any sexual misconduct complaints should be immediately be reported to the LSUHSC MLS department head, program director, and the Title IX Campus Coordinator. More information on the Campus SaVE Act/Title IX policies and procedures at https://www.lsuhsc.edu/titleix/.

Reviewed 11/20/24

DEPARTMENT OF MEDICAL LABORATORY SCIENCE
SCHOOL OF ALLIED HEALTH PROFESSIONS
LSU HEALTH SCIENCES CENTER

ATTENDANCE POLICY

1. Students are expected to attend and arrive on time to all specified lectures, laboratories, and any other scheduled class activities as determined by the Department of Medical Laboratory Science. This policy applies for all scheduled class times and delivery formats, excluding practicum courses, unless otherwise stipulated by the instructor.

2. **Students are expected to attend all lectures, either in person or synchronously through the online platform, unless the instructor specifies otherwise. For online lectures, students must have their cameras on in an environment with minimal distractions, adhere to dress code, and actively participate in class discussions and activities.**

3. Quizzes may be expected at the beginning or during each lecture and/or laboratory session*. If a student is not present when the quiz is distributed, they will receive a zero (0%) on that quiz.*

4. If a student is absent or comes late to a class, they are responsible for all material covered during that class period, including any announcements or information given during that period.

5. **When a student is absent for an exam, they MUST notify the instructor on the day of the absence. The instructor may require documentation for the student's absence. If the instructor deems the student can make up the exam, the format and date/time for the makeup will be at the discretion of the instructor.**

6. Absences and missed exams will be monitored across all MLS courses for trends of absences. If trends are detected, make-up exams may not be allowed and 0 may be given for the missed exam.

7. ***Specific Laboratory Policy:* Attendance at all laboratories is mandatory. There is no guarantee that a lab session can be made up and a zero may be assigned. If a student misses more than 2 (two) laboratories per course, they must repeat the course. Each laboratory syllabus will address tardiness.**

8. **Points may be deducted for tardiness or non-compliance with the Attendance Policy.**

Affective Objectives

The student will perform the following at the "satisfactory performance" level:

Cleanliness and Orderliness

- Maintain a neat, clean and orderly work area in all the laboratories without prompting from the instructor
- Submit neat, clean and legible lab reports, replenish supplies and reagents as needed
- Clean common areas and properly store reagents before leaving the lab

Professionalism

- Follow biosafety regulations by practicing proper handling and disposal of biohazardous material as evidenced by compliance with established safety regulations
- Arrive in the laboratory at the expected time as established by the class syllabus
- Follow departmental dress code (neat and clean in appropriate attire)
- Maintain work quality and quantity under stress, display proper demeanor
- Participate in all class activities without complaining
- Demonstrate maturity in decision making

Attentiveness

- Exhibit interest in the laboratory assignments and lecture discussions listening to the instructor and participating in class discussions
- Pay attention to instruction and begin exercise only after all instructions are completed
- Propose relevant questions
- Demonstrate alertness, attentiveness and enthusiasm

Initiative

- Perform routine assigned tasks without unnecessary questions/instructions
- Volunteer for unsolicited tasks and/or additional responsibilities

Organization/Responsibility

- Demonstrate ability to complete lab exercises in an appropriate time frame
- Exhibit ability to multi-task
- Demonstrate preparedness for the laboratory by following directions and established procedures/protocols
- Complete the tasks assigned without excessive need for additional instructions
- Begin work promptly and submit assignments/lab reports on time

Integrity

- Demonstrate integrity and ethical behavior by recognizing and admitting errors, repeating questionable test results, and maintaining patient confidentiality

- Follow procedure without shortcuts
- Show consistent attention to detail
- Exhibits honesty and can be trusted to work alone

Interpersonal Relationships and Attitude

- Establish and maintain cooperative relationships with instructors and fellow students
- Show respect for other students and instructors in classroom, laboratory and clinical setting
- Willingly share equipment and supplies
- Appear pleasant and willing to work

Reaction to Criticism

- Accept instruction and constructive criticism maturely
- Apply constructive criticism to improve outcomes

Confidence

- Exhibit assurance and confidence in performance of laboratory tasks by considering all data before reaching decisions
- Recognize one’s limitations
- Seek advice when appropriate

Administration: Evaluations of students' professional capabilities are to be completed at the end of each semester for didactic laboratory courses. Students should be asked to sign and return the evaluation to the instructors.
Counseling: After completing and scoring the Evaluation of Students' Performance, the instructor *may* wish to review the results individually with the student to provide suggestions for improvement.

Revised 11/20/24

DEPARTMENT OF MEDICAL LABORATORY SCIENCE
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PHLEBOTOMY CONSENT FORM

As a student in the Department of Medical Laboratory Science, I understand that I will be expected to participate in the activities listed below on multiple occasions. These activities will be performed after successful completion of a basic technique checklist and under supervision of an instructor:

1. Performing phlebotomy on other students using appropriate technique, if applicable.
2. Performing fingersticks on other students using appropriate technique.
3. Allowing other students to perform phlebotomy on me using appropriate technique, if applicable.
4. Allowing other students to perform fingersticks on me using appropriate technique.

I also understand that if I have any condition, such as a chronic disease or very small veins, which upon evaluation by the faculty is considered a risk, I may be excused from allowing other students to perform these procedures on me. Documentation of a medical condition may be required.

Revised 11/20/24

STUDENT IMMUNIZATION / HEALTH RECORDS

Students must follow all requirements mandated by LSUHSC Student Health. Specific requirements can be found at https://www.lsuhsc.edu/orgs/studenthealth/faqs.aspx under "Health Requirement for Registration." Documentation in the form of a copy of the Student Immunization/Health Record must be submitted to the clinical education coordinator before the first hematology laboratory class. **Participation in student laboratories will NOT be allowed unless the student provides their record!**

All titers must be reported quantitatively not qualitatively (i.e. with numerical values instead of positive/negative) for hepatitis B, varicella, measles (rubeola), mumps, and rubella. If any of these titers are below the reference range (i.e. negative), the student must receive a booster or restart the immunization series. Proof of tetanus, meningococcal, and diphtheria vaccinations within the last 10 years is also required.

Students are also required to receive an influenza immunization and tuberculin skin/blood test annually. Students who decline receiving the flu vaccine must have a waiver/declination on file with Student Health. By declining the flu vaccine, the student will be required to wear a surgical mask within six feet of a patient when engaged in patient care or having contact with patients while performing assigned duties for the duration of the respiratory virus season, which is generally October through March.

These immunizations and/or tests may be available through Student Health Services, 478 S. Johnson Street, Room 307, New Orleans LA 70112 – 504-568-1800 (phone), 504-568-1799 (fax). Appointments are required. Same-day appointments may be available.

Instructions on how to upload health forms can be found at https://www.lsuhsc.edu/ps/support/docs/Academic%20Self%20Service/Student/2024/Enter_and_Upload_Documents_in_the_Student_Health_Portal_Manual.pdf. It is the student's responsibility to keep their Student Immunization/Health Record current during their participation in the MLS program as failure to keep their record current will result in prevention of registration for the following semester, possible grading penalties in selected courses, and/or prevention of participation in clinical practicums.

Failure to meet these deadlines will result in prevention of registration for the following semester and possible grading penalties in selected courses.

Reviewed 11/20/24

STUDENT ASSIGNMENTS TO AFFILIATED CLINICAL LABORATORIES

Clinical affiliate ***assignments will be made by the faculty*** of the Department of Medical Laboratory Science. A student may be placed in one or more laboratories in Greater New Orleans, Baton Rouge, Hammond, Houma, Covington, Slidell, or Lafayette for their 4 months of clinical practicum rotations. *It is important that the student be prepared and financially able to spend 4 months in one or more of these locations.* All efforts will be made to place a student in their preferred geographical area.

If there are insufficient numbers of clinical rotation spaces in a certain geographical area, students may be assigned to a hospital in a different geographical area. If this is the case, assignments will be determined by lottery.

If there are insufficient numbers of clinical rotation spaces, a student may be required to delay the commencement of clinical rotations. The student will be assigned a space as soon as a space becomes available. In this event, the student(s) to be delayed will be chosen by lottery. A student who requires placement in a semester other than the spring must be prepared to wait until the department can arrange a rotation at another time.

Students will be required to have a background check (approximately $90), a drug screen (approximately $25), and professional liability insurance (approximately $50) before being accepted at the hospital laboratory for training. Required documentation must be submitted no earlier than 6 weeks before the beginning of the clinical rotations. Anyone who has not completed ***all paperwork by the last day of class in the fall semester*** will not be allowed to begin the practicum rotation on time which will delay graduation. (See “Additional Fees” on page 28)

By signing the statement at the end of this handbook, you are confirming that you have read the above student assignments to affiliated clinical laboratories policy and all other policies in this handbook.

TEACH-OUT PLAN

In the event that the school or department closes, the department will follow the guidelines presented by the Southern Association of Colleges and Schools and NAACLS to develop a teach-out plan. Per NAACLS Standards, in the event of such closure, a detailed plan which includes provisions for current students to complete their course of study must be submitted to NAACLS within 30 days of the official announcement.

In the event of a short-term closure, LSUHSC follows the guidance of the local and state government to ensure the safety of its faculty, staff, and students. Upon return, course schedules will be adjusted to ensure coverage of all necessary material.

In the event of a long-term closure, the department will follow the guidance of LSUHSC and the local and state government. When the situation has stabilized, the department will switch to a remote teaching mode that would include recordings to ensure access to all students. If it is determined that returning to the campus would temporarily not be possible, an external location for student laboratories can be initiated.

In the event of a permanent closure, the department will follow the guidance of LSUHSC.

DEPARTMENT OF MEDICAL LABORATORY SCIENCE
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LSU HEALTH SCIENCES CENTER

DRESS CODE

The Department of Medical Laboratory Science is a professional program, and students are required to dress in a professional manner. For purposes of health, safety, and professionalism, open-toed and open-backed shoes are not permitted. **Medical Laboratory Science scrub suits** are **required** and must be worn to all lectures on campus, labs, and examinations. MLS shirts/sweatshirts/jackets are available for purchase from the LSUHSC bookstore and will be permitted. Black, white, or gray t-shirts may be worn under scrubs. Professional behavior and appearance are expected during **all** learning activities in the Department of Medical Laboratory Science or in any affiliated clinical laboratory**.** Additional dress code requirements may be enforced during clinical rotations. For reasons of infection control**, nails and artificial eyelashes should be of a minimal length to allow for appropriate wearing of personal protective equipment such as gloves and should not interfere with appropriate handling of laboratory equipment such as microscopes, pipets, etc.**

This dress code applies to all lecture and laboratory classes, examinations, and clinical rotation courses.

PHONE POLICY

Students who have a phone on their person must ensure that it is turned OFF or to an inaudible ring during all learning activities in the Department of Medical Laboratory Science or in any affiliated clinical laboratory. All phone calls must be answered and/or initiated outside of class times. Emergency calls should be directed to 504-568-4276. Texting during class is also not acceptable.

During examinations, phones will not be allowed on the student's person or near the student's desk.

Students in violation of the dress code or phone policy will be asked to leave the class or examination. The student will be recorded as absent. In the case of an examination, the student will receive a zero.

Revised 11/20/24

SEMESTER and HOLIDAY SCHEDULES

Medical Laboratory Science students may not follow the School of Allied Health Professions holiday and semester break schedule. Classes for the fall semester begin on registration day and spring semester may begin as early as January 2***. Please check with the program director before making travel plans during class breaks.*** The following is a list of the tentative academic calendar and holidays for Medical Laboratory Science students.

Class of 2025-2026

Wednesday, January 8, 2025 ..... Classes Begin
Monday, January 20, 2025 .....Martin Luther King Day
Tuesday, March 4, 2025 .....Mardi Gras Holidays
Friday, April 18, 2025 .....Easter Holiday
Friday, April 25, 2025 ..... Last Day to Drop or Withdraw
Friday, May 9, 2025 .....Semester Ends
Wednesday, May 21, 2025 ..... Summer Term Begins
Friday, July 4, 2025 ..... Independence Day Holiday
Friday, July 18, 2025 ..... Last Day to Drop or Withdraw
Friday, August 1, 2025.....Semester Ends
Wednesday, August 13, 2025..... Fall Semester Begins
Monday, September 1, 2025 .....Labor Day
Thursday, November 27 – Friday, November 28, 2025..... Thanksgiving Holidays
Friday, Dec 5, 2025 .....Semester Ends
Monday, January 5, 2026 ..... Clinical Rotations Begin
Wednesday, May 13, 2026.....Pre-Commencement (Honors) Ceremony
Thursday, May 14, 2026 .....Commencement

Holidays during Clinical Rotations:
Students will follow the holiday schedule of the clinical affiliate to which they are assigned.

ADDITIONAL FEES

Students in the program will be assessed a fee of approximately $125 in the fall and spring semesters to cover costs of laboratory coats, gloves and other laboratory supplies in addition to the tuition and fees listed in the catalog (http://www.lsuhsc.edu/no/tuition/alliedhealth.php). Each student is responsible for acquiring professional liability insurance prior to any fieldwork (clinical practicum) experience; minimum limits of $2,000,000 per occurrence/$6,000,000 aggregate (approximately $50).

Prior to entering the clinical practicum courses each student will also be responsible for scheduling and attending a course in cardiopulmonary resuscitation (CPR) at their own expense. You must submit your documentation of liability insurance and your **CPR card** to Mr. Held 2 weeks before the end of the fall semester. *Keep in mind that it takes 2 weeks to receive a CPR card after completion of the CPR training.* It is anticipated that the School of Allied Health Professions will require a background check and drug test (approximate cost $100) in the future—some affiliated hospitals currently require these procedures so even if the SAHP does not implement its plan, you may have to have these procedures performed before going to your clinical rotation site. Other expenses in your last semester include the membership fee to join ASCLS (approximately $35) prior to attending the state meeting, the application fee for the certification exam (approximately $260), and state license (approximately $150).

COMPREHENSIVE EXAM

Students will take a comprehensive examination during their last semester as a component of MLS 4139. It covers all didactic and clinical information taught in the professional program. This examination is offered as a preparation and study guide for national certification examinations. For categorical students, this examination will be in the subject specific practicum courses and will cover all didactic and clinic courses in the categorical program.

EXTERNAL CERTIFICATION EXAM

A license is required to practice as a medical laboratory scientist in the state of Louisiana. Passing a national certification examination is one of the requirements for Louisiana licensure. Students will be given information for application to take the national external certification exam. It is **strongly recommended** that students apply for and take this examination as soon as possible after graduation. *Awarding of the bachelor's degree **is not** contingent upon passing an external certification examination or becoming licensed.*

GRADUATION ACTIVITIES

The LSUHSC School of Allied Health Professions pre-commencement (Honors) ceremony and commencement are held at the end of the program. Attendance at these ceremonies is mandatory. Students who are unable to attend graduation must submit an explanation in writing to the dean and receive written exemption from the Dean's Office.

DEPARTMENT OF MEDICAL LABORATORY SCIENCE

SCHOOL OF ALLIED HEALTH PROFESSIONS
LSU HEALTH SCIENCES CENTER

CLINICAL ORIENTATION POLICIES

I. **ATTENDANCE** **Attendance is MANDATORY! Students should expect to be at the clinical site for an average of 6-8 hours per day. The Affiliate Education Coordinator will notify LSUHSC of ALL absences.**

A. Students are required to clock in and clock out each day in Trajecsys at the affiliate using a computer in the laboratory. If the student forgets to clock in/clock out in Trajecsys or will be absent, a time exception report **MUST** be completed in Trajecsys.

B. **TOTAL DAYS OFF:** Students are allowed a TOTAL of **two** days off for any reason for the entire 4 months rotation. Any additional days must be made up on Saturdays or at the end of the semester at the discretion of the affiliate and LSUHSC. **If the days cannot be made up before the end of the current semester, the student will not graduate until the following semester.**

- Rotations are 8 hours
- Any time off is to be **requested** at least one day in advance and may or may not be approved
- At the discretion of the affiliate, days missed may need to be made up (including approved time off)
- Requested time off can be counted in 1-hour increments for a total of 2 days

C. **TARDINESS: One point will be taken off for each incident of tardiness as defined by the affiliate**. **The point(s) will be taken off the FINAL COURSE GRADE for the practicum rotation in which the tardiness occurred.** The student should contact the clinical coordinator and/or Laboratory Supervisor as soon as possible in the event of a known need to be tardy.

D. **SICKNESS**: In case of illness, students shall notify the Clinical Coordinator and/or Laboratory Supervisor **within 30 minutes of the start of the shift**. Individual affiliate regulations requiring a doctor's excuse may be enforced.

E. **EMERGENCY CARE**: In case of injury or illness occurring at the clinical site, the student MUST notify the Education Coordinator and/or Laboratory Supervisor at the clinical affiliate and the LSUHSC Clinical Coordinator (Daniel Held) immediately. Emergency health care for the student is at the student's expense or the student may elect to consult their personal physician.

F. **HOLIDAYS**: Students shall observe the holidays recognized by the affiliate at which they are interning. **The following holidays will be observed for all students while in the Clinical Practicum courses:** Martin Luther King Day, Mardi Gras Day, and Good Friday.

G. **EMERGENCY CONDITIONS:** In the event of extreme weather conditions where city officials have issued travelers advisories, students **should contact the clinical coordinator to determine a course of action.**

H. **SCHEDULED EDUCATIONAL DAYS**

1.	TBA	Licensure Discussion and Job Fair
2.	TBA	LSCLS (students not attending student bowl will remain at the clinical site)
3.	TBA	MLS 4139 - Multidisciplinary Case Studies/ Management Problem Solving
4.	TBA	Comprehensive Exam

II. **DRESS CODE**

Medical Laboratory Science scrubs suits are **required**. Under no circumstances are blue jeans, leggings or other unprofessional attire accepted. Shoes should be leather or vinyl for easy cleaning and must be close toed. The clinical coordinator may grant permission to wear ordinary or "street" clothes on special occasions. Visibility of tattoos and piercings will follow the clinical affiliate guidelines.

III. **SERVICE WORK POLICY**

LSUHSC Medical Laboratory Science students should not be substituted for laboratory personnel to perform direct patient and/or reportable work, during their applied learning experiences. No clinical education sites should be dependent upon students to complete daily workloads. Students should not be assigned clinical education activities outside regular weekday shifts unless that is the only time the work is performed by the affiliate personnel. Work at times other than that listed on clinical rotation schedule is noncompulsory.

IV. STUDENT EMPLOYMENT

The Department of Medical Laboratory Science recommends that students do not work during clinical practicum courses. If a student chooses to work at a clinical affiliate or any other employment setting, it must be scheduled outside of assigned applied learning experiences/academic hours. This type of service is non-compulsory, and students are paid, supervised on-site, and subject to appropriate employee regulations. If you are going to hold a job during your clinical practicum at your affiliate site, you **MUST NOTIFY** the MLS Department Head in writing by email.

V. STUDENT COMPLAINTS

Student complaints should be brought to the attention of the immediate supervisor in the lab section in which the student is rotating or to the affiliate Education Coordinator. If there is no response to the complaints, the laboratory management should be consulted. If the student feels that there is still a lack of response, LSUHSC MLS Faculty should be notified. If there is a conflict between a student and an instructor, this complaint should be filed as soon as possible and before grades are issued.

Any discrimination on the basis of sex or sexual misconduct (sex discrimination, sexual harassment, dating violence, domestic violence, sexual assault, stalking, or retaliation) should immediately be reported to LSUHSC MLS Department Head, Program Director, Clinical Education Coordinator, and the Title IX Campus Coordinator at titleix@lsuhsc.edu. More information on the Campus SaVE Act/Title IX policies and procedures at https://www.lsuhsc.edu/titleix/.

General complaints or constructive criticism can be addressed in the student's evaluation of the laboratory sections.

VI. EVALUATIONS

Evaluations are expected to be filled out in Trajecsys within a week following the end of each clinical rotation.

VII. PRETESTS:

A. The purpose of the pretests is to encourage the student to review materials given at LSUHSC on each subject area before entering a new lab rotation at the clinical site. It also serves as an on-going review for the Comprehensive Review Test and the ASCP Certification exam. The pretest is given at the start of each new rotation.

- For traditional track MLS students, each pretest counts as 5% of your final grade for MLS 4139.
- For categorical MLS students, the pretest counts as 5% of your final grade for the practicum in which you are enrolled.

If you do not take the pretest at the scheduled time, it will be scored as a zero.

B. The pretest will be available through Moodle from 8:00 AM through 4:30 PM on the second day of each rotation. Each test consists of 50 multiple choice questions which include Level I, II and III questions from both lecture and laboratory courses. **One hour** is given to complete each exam at the affiliate site. The SAHP and MLS rules and regulation of student conduct and behavior is still applicable during these pretests. Therefore, acts of academic or other misconduct (e.g. cheating or distributing questions/answers to other students) may subject the offending student to disciplinary actions.

The four pretests are Microbiology/Mycology/Parasitology, Hematology/Microscopy (Urinalysis/Body Fluids), Chemistry/Immunology/Serology, and Immunohematology.

VIII. COMPLIANCE TRAINING

Check your email for new compliance training modules. You will be expected to complete them in a timely manner and failure to do so will result in a block on your record.

X. CLINICAL COURSES

A. COURSES SCHEDULED: During the clinical rotation, students will register for the following (as applicable):

1.	Clinical Chemistry/Immunology Practicum	MLS 4130
2.	Clinical Hematology/Microscopy Practicum	MLS 4131
3.	Clinical Immunohematology Practicum	MLS 4132
4.	Clinical Microbiology Practicum	MLS 4135
5.	Review and Application of Clinical Laboratory Concepts	MLS 4139

XI. GRADING SCALE

A – 90 – 100
B – 80 – 89.99
C – 70 – 79.99
D – 60 – 69.99
F – 59.99 and below

Student Policies and Procedures

DEPARTMENT OF MEDICAL LABORATORY SCIENCE

SCHOOL OF ALLIED HEALTH PROFESSIONS

LSU HEALTH SCIENCES CENTER

I, _____, am aware that the Student Policies and Procedures
Print Name
of the Department of Medical Laboratory Science are posted on the departmental website.

_____ _____

Signature Date

It is the student's responsibility to become aware of the policies and regulations stated in the School of Allied Health Professions section of the LSU Health Sciences Center Catalog/Bulletin. Ignorance of the policies does not excuse deficiency in any category addressed in the catalog.

I have read the policy on Student Assignments to Affiliated Clinical Laboratories and understand that I may be placed in any of the mentioned locations for my 4-month clinical rotation. I will accept placement as determined by the faculty of the Department of Medical Laboratory Science.

I have read, understand and agree to follow all policies and procedures included in the document entitled, "Student Policies and Procedures" of the Department of Medical Laboratory Science.

_____ _____

Signature *Date*