



**WAYNE STATE**  
**Eugene Applebaum**  
**College of Pharmacy**  
**and Health Sciences**

DEPARTMENT OF APPLIED HEALTH SCIENCES

**Medical Laboratory Science and Bachelor of Health  
Science-concentration in Laboratory Science  
Programs**

**STUDENT HANDBOOK**  
2023-2024

**This handbook is available in alternate forms upon request. Please contact:**

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## Welcome!

The work of the medical laboratory scientist involves performing a vast array of laboratory tests to provide accurate diagnostic information to the physician and the health care team. The medical laboratory scientist operates sophisticated laboratory instrumentation, evaluates and utilizes the best possible testing methods, and effectively teaches and supervises students and laboratory personnel. While the majority of medical laboratory scientists work in hospitals or other clinical/medical laboratories, graduates are also prepared for positions in federal, state and local public health departments, in industrial or research laboratories and in medical laboratory science education.

The Medical Laboratory Science program utilizes the facilities of the Eugene Applebaum College of Pharmacy and Health Sciences, the faculty of the Department of Applied Health Sciences, and the laboratories and pathology departments of clinical affiliates. This program includes clinical experiential coursework for all students who meet or exceed grade requirements.

Dear Students,

Welcome to the professional programs in Medical Laboratory Science and BHS-concentration in Laboratory Science. You are entering an exciting and challenging educational program, where you'll have the opportunity to gain new knowledge and new skills as you prepare to join this rewarding profession, and/or to go on to graduate school. You'll be able to learn and grow, and you'll be working with a group of dedicated faculty and staff whose goal is to help you succeed.

This handbook is designed to help you, too. Here you'll find guidance about program policies and answers to many of your questions. The Student Handbook of the Eugene Applebaum College of Pharmacy and Health Sciences contains information on College policies, too. You can find the current version of the College Handbook here: <https://cphs.wayne.edu/students/student-handbook.pdf>

If you don't see the answers to your questions here or on the University web pages, please don't hesitate to ask.

Again, welcome to our programs, and best wishes.

Karen K. Apolloni, MSA, MLS(ASCP)<sup>CM</sup>  
Program Director

The Medical Laboratory Science Program at Wayne State University is accredited by:

**National Accrediting Agency for Clinical Laboratory Sciences**

(NAACLS)

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Rosemont, IL 60018

Phone: 773-714-8880

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Email: [info@naacls.org](mailto:info@naacls.org)

[www.naacls.org](http://www.naacls.org)

## Our Name

New for the Fall 2023 semester and the 2023-2024 academic year, our accredited program is known as the Medical Laboratory Science program and students who complete the program are awarded the **Bachelor of Science in Medical Laboratory Science degree**.

### Background

The Wayne State University Medical Laboratory Science (MLS) program which leads to the degree of Bachelor of Science in Medical Laboratory Science (BSMLS) has existed since 1936. It was known as the Medical Technology (MT) program until 1994 and the degree conferred was the Bachelor of Science in Medical Technology (BSMT). In 1994, the program was renamed Clinical Laboratory Science "to clearly reflect the professional responsibility".

Throughout the approximately 100 years that the profession has existed, it has been known by three names: medical technology, clinical laboratory science, and medical laboratory science, and the bachelor's-degreed laboratory professional has been called a medical technologist, a clinical laboratory scientist, and a medical laboratory scientist. All three terms are in use today, which is confusing for other health professionals and for the public and leads to a lack of understanding of our scope of practice and importance in modern healthcare.

The two premier medical laboratory professional societies, the American Society for Clinical Pathology (ASCP) and the American Society for Clinical Laboratory Science (ASCLS) have published a position paper advocating the standardization of the professional designation to **Medical Laboratory Scientist**. Numerous other professional organizations are on record in support of this standardization, including AABB, American

Association of Pathologists' Assistants (AAPA); Association of Genetic Technologists (AGT); American Society of Cytopathology (ASC); American Society for Microbiology (ASM); Clinical Laboratory Management Association (CLMA); National Society for Histotechnology (NSH), and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Our MLS program here at Wayne State University is accredited by NAACLS and because of this ongoing accreditation our program graduates are eligible to sit for the ASCP Board of Certification Medical Laboratory Scientist certification examination, and to become ASCP-certified medical laboratory scientists. This credential meets the standard for employment in hospital laboratories in our area and allows our graduates to easily secure employment in the profession. The MLS(ASCP)<sup>CM</sup> credential replaced the older MT(ASCP) credential in 2009. The ASCP Board of Certification and the ASCLS in the position paper have encouraged educational programs to adopt the standardized title and thus "further establish the continuity between educational program and professional credential". Since our accrediting agency supports the standardization of the title and our graduates take the ASCP examination and obtain this professional credential, Wayne State University participates in this standardization effort as well.

## Our Mission

We provide educational programs to our students to help them gain the knowledge and skills necessary for careers in the clinical laboratory. We engage in scholarship and research appropriate to this mission, and will foster collaborative relationships with healthcare partners and the community.

## **Program Goals and Objectives**

### **Program Goals**

1. To graduate qualified medical laboratory scientists who can function at career entry level now and are prepared to advance to leadership positions in the future
2. To help students to develop the professional attitudes and ethics necessary for careers in medical laboratory science
3. To continuously improve our quality of instruction through innovations in teaching, using a variety of educational methods, resources, and experiences
4. To prepare students to be life-long learners who will remain current with advances in medical laboratory science.

### **Program Objectives/Learning Outcomes**

After completing our program Medical Laboratory Science program graduates will:

1. demonstrate entry-level knowledge necessary to perform the full range of clinical laboratory testing.
2. apply principles and practices of professional conduct.
3. apply safety regulations and standards as appropriate to medical laboratory science.
4. communicate appropriately with members of the health care team.
5. apply principles and practices of management and supervision as appropriate to medical laboratory science.
6. utilize educational methodologies and terminology sufficient to train/educate users and providers of laboratory services.
7. apply principles and practices of clinical study design, implementation, and dissemination of results.

## **ASCLS Code of Ethics**

### **Preamble**

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

### **I. Duty to the Patient**

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

### **II. Duty to Colleagues and the Profession**

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

### **III. Duty to Society**

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

### **Pledge to the Profession**

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

## **Faculty and Staff**

Karen K. Apolloni, MSA, MLS(ASCP)<sup>CM</sup>  
Director, Medical Laboratory Science Program  
Assistant Professor (Clinical)

Ronette Chojnacki, MT(ASCP)  
Assistant Professor (Clinical)

Megan Faucett, MSHS, MLS(ASCP)<sup>CM</sup>  
Assistant Professor (Clinical)

MaryAnne Stewart, EdD, MLS (CSMLS)  
Assistant Professor (Clinical)

Maria Ilyukhina  
Senior Laboratory Technician

Mitchell Magliocco, MLS (ASCP)<sup>CM</sup>  
Instructional Assistant

Cassidy Wood, MLS (ASCP)<sup>CM</sup>  
Instructional Assistant

Bhuvaneshwari Umamaheswaran, MA, MT(ASCP)  
Part-Time Faculty

## Clinical Affiliates

Ascension Providence Rochester Hospital	Rochester, Michigan
Corewell Health Dearborn Hospital (formerly Beaumont Hospital, Dearborn)	Dearborn, Michigan
Garden City Hospital	Garden City, Michigan
Henry Ford Hospital	Detroit, Michigan
Henry Ford Macomb Hospital	Clinton Township, Michigan
Henry Ford West Bloomfield Hospital	West Bloomfield, Michigan
Henry Ford Wyandotte Hospital	Wyandotte, Michigan
Lake Huron Medical Center	Port Huron, Michigan
Trinity Health Oakland Hospital (formerly St. Joseph Mercy Oakland)	Pontiac, Michigan
Michigan Medicine (U of M)	Ann Arbor, Michigan

In addition, we are an academic affiliate of DMC University Laboratories-Detroit Medical Center

# About the Programs

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## Description of the Medical Laboratory Scientist Profession

From NAACLS Standards, 2012

"The medical laboratory scientist is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory scientists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory scientist has diverse and multi-level functions in the principles, methodologies and performance of assays; problem-solving; troubleshooting techniques; interpretation and evaluation of clinical procedures and results; statistical approaches to data evaluation; principles and practices of quality assurance/quality improvement; and continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory scientists possess the skills necessary for financial, operations, marketing, and human resource management of the clinical laboratory.

Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.

Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community."

The Medical Laboratory Science programs encompass health professions dedicated to providing accurate diagnostic information to medical practitioners. The field offers challenging opportunities for people with aptitudes in the basic sciences and interest in a health care career. The programs at Wayne State University provide students with the technical knowledge and specialized skills necessary for laboratory professionals. Success in each program requires manual dexterity and visual acuity.

The three-year average ASCP MLS Certification Examination pass rate is 80% for new graduates taking the exam for the first time.

# Curriculum

## Degree Programs

### Bachelor of Science in Medical Laboratory Science

The Bachelor of Science in Medical Laboratory Science degree consists of two years of pre-professional courses and two years of professional courses. The program fulfills the requirements for clinical laboratory science education of the National Accrediting Agency for Clinical Laboratory Sciences. The program leading to the Bachelor of Science in Medical Laboratory Science prepares graduates to take a national certification examination in this discipline.

**Please Note:** **Granting of the Bachelor of Science in Medical Laboratory Science degree IS NOT contingent upon the students passing any type of external certification or licensure examination.**

There are three components of coursework that must be completed prior to beginning the Medical Laboratory Science program: (1) math and science prerequisite requirements; (2) non-science prerequisite requirements; and (3) [University General Education requirements](#). The following requirements are listed by their Wayne State University title and course number. For comparable courses at other colleges, students should consult the [Office of Transfer Credit](#).

All pre-professional coursework must be completed with a grade of 'C' or higher.

Math and science prerequisite coursework must be completed within six years prior to admission to the professional program. Exceptions to this policy may be made on a case-by-case basis at the discretion of the program faculty. Documentation of competency must be provided by the applicant requesting the exception.

#### Math and Science Prerequisite Requirements

<u>BIO 1510</u> & <u>BIO 1511</u>	Basic Life Mechanisms and Basic Life Mechanisms Laboratory	4
<u>BIO 2270</u> & <u>BIO 2271</u> or <u>BIO 2200</u>	Principles of Microbiology and Principles of Microbiology Lab Introductory Microbiology	5
<u>BIO 2870</u>	Anatomy and Physiology	5
<u>CHM 1100</u> & <u>CHM 1130</u>	General Chemistry I and General Chemistry I Laboratory	5
<u>CHM 1140</u> & <u>CHM 1150</u>	General Chemistry II and General Chemistry II Laboratory	5

<u>CHM 1240</u>	Organic Chemistry I	5
& <u>CHM 1250</u>	and Organic Chemistry I Laboratory	
<u>MAT 1070</u>	College Algebra	5

#### **Non-Science Prerequisite Requirements**

<u>MLS 2080</u>	Medical Laboratory Science Seminar	1
<u>MLS 3330</u>	Medical Terminology	1
<u>COM 1010</u>	Oral Communication: Basic Speech	3
<u>ENG 1020</u>	Introductory College Writing	3
<u>ENG 3010</u>	Intermediate Writing (or any Intermediate Composition (IC) course)	3
<u>STA 1020</u>	Elementary Statistics	3

#### **University General Education Requirements**

Cultural Inquiry (CI)	3
Social Inquiry (SI)	3
Diversity, Equity and Inclusion (DEI)	3
Global Learning Inquiry (GL)	3
Civic Literacy (CIV)	3
Wayne Experience (WE)	1
<b>Total Credits</b>	<b>64</b>

## **Professional Program**

### **Professional Program Admission**

The junior class is admitted to the professional curriculum in the Fall Semester only. An application for admission to the program must be submitted to the Medical Laboratory Science Program by May 1 of the year the student wishes to enter the professional curriculum.

The Admissions Committee is composed of medical laboratory scientists on the faculty, academic service officers, and/or alumni or adjunct faculty from clinical affiliates. The Admissions Committee will interview and consider for admission applicants who:

1. Have the following cumulative grade point averages by the end of the second semester of the year preceding admission to the professional program:
  - (a) **2.7 or greater overall grade point average**; and
  - (b) **2.7 or greater science prerequisite grade point average**
2. **Have final grades of 'C' or higher in ALL prerequisite courses.**
3. Have no more than two repeats or withdrawals (marks of 'W' or 'WF') in science courses (preferred). (If all courses are withdrawn in a single semester, it counts as one 'W'.)
4. Student must complete all prerequisite courses by the end of the summer semester prior to starting classes in the professional program.
5. Submit, in addition to the application, the following:
  - (a) Two references (reference forms available in the CLS application packet) from: one employer and one science faculty member (If there is no employer, two science faculty references may be submitted).
  - (b) If the student has transferred to Wayne State University, official transcripts from all former undergraduate schools.
  - (c) If a Wayne State student, student copy of Wayne State transcripts.

Since applicants who are admitted will eventually be working as members of a health care team, the admissions committee evaluates candidates based on their personal qualities as well as their academic achievement. Therefore, throughout the interview and the completion of other application requirements, criteria such as an applicant's maturity, motivation, knowledge of the profession, interpersonal skills, personal integrity, and empathy for others are evaluated.

The decision of the Admissions Committee will be: 1) Conditional Acceptance or 2) Denied. All accepted applicants must pass a criminal background check (see below). If applicants are taking prerequisite courses during the application process, acceptance will not be final until satisfactory completion of all requirements.

**Note: If an admitted student's grade point average falls below 2.7 or if the student gets a final course grade of 'C(-)' or lower in a prerequisite course prior to the start of the first semester in the professional program, that student's admittance will be revoked.**

**Criminal Background Check**— Each student must complete a background check (criminal history check) after conditional admission to the program and before starting program classes, and may be required to do so again prior to starting the clinical experience. For initial screening, the WSU Police Department will conduct a criminal history check on each student using the Internet Criminal History Access Tool (ICCHAT), at a cost of \$10 paid by the student.

Students must fill out the Criminal History Investigation Consent Form and the Applicant's Statement Regarding Criminal History and submit it to the program along with a photocopy of their driver's license or state ID (both front and back). A personal check or money order in the amount of \$10 made payable to Wayne State University must also be submitted with the other materials. Students will be given specific information on where and by what date to submit the required materials. (See Orientation Forms folder.) Each student must also complete the Consent to Disclose Background Screening Results form and return the signed and dated form to the program director.

Note: Some clinical sites may require background screening to be repeated before clinical training starts in the senior year. It is the student's responsibility to pay for the costs of such screening if requested.

Background screening required at the clinical experience stage will vary in substance based on the requirements of the affiliated clinical site, but may include some or all of the following:

- Social Security number verification;
- Criminal background search to include current and previous states and/or counties of residence and employment in the preceding 7 years;
- Sexual Offender Registry (State and Federal)
- Michigan Child Abuse & Neglect Registry
- HHS/OIG/SAM Exclusion Databases

The pre-clinical background screening, if required, will be performed by one of WSU's contracted vendors (i.e., WSU Police using ICHAT, Certiphi, Universal Background Screening (UBS),

All requests for additional information should be addressed to the Department of Applied Health Sciences, Medical Laboratory Science Program, Eugene Applebaum College of Pharmacy and Health Sciences.

Professional courses and/or professional program admission requirements are subject to change without notification. The curriculum is subject to change due to adjustments in requirements for entry into professional practice, which may be separate from academic requirements. It is the student's responsibility to obtain current information regarding the Medical Laboratory Science program.

#### **Degree Requirements (BS Program)**

Candidates for the Bachelor of Science in Medical Laboratory Science degree must complete 120-134 credits in course work, including sufficient credits to fulfill the University General Education Requirements (see General Education Program) not satisfied by either required courses or the student's choice of electives in the pre-professional program. The distribution of the total credits for the degree will be between the pre-professional program (see above) and the following professional program.

**Please Note:** **Granting of the Bachelor of Science in Medical Laboratory Science degree IS NOT contingent upon the student passing any type of external certification or licensure examination.**

## **MLS Program Professional Curriculum**

Didactic courses in this program are taken under the direction of the faculty of Medical Laboratory Science in cooperation with the faculty of the Department of Applied Health Sciences and the staff of affiliated clinical institutions.

### ***Third and Fourth Years***

MLS 3020 -- Hematology I: Cr. 4  
MLS 3040 -- Immunohematology I: Cr. 4  
MLS 3080 -- Instrumentation Lecture/Lab: Cr. 4  
MLS 3100 – Urine and Body Fluid Analysis: Cr. 3  
MLS 3280 -- Clinical Chemistry Lecture/Lab: Cr. 4  
MLS 4040 – Laboratory Operations: Cr. 3  
MLS 4210 – Hemostasis Lecture and Laboratory: Cr. 2  
MLS 4230 – Hematology II: Cr. 3  
MLS 4240—Immunohematology 2—Cr. 3  
MLS 5500 -- Immunology and Serology: Cr. 3  
MLS 5510 – Diagnostic Microbiology I: Cr. 4  
MLS 5520 – Diagnostic Microbiology II: Cr. 4  
MLS 5530—MLS Simulation Laboratory: Cr. 2  
MLS 5550—Molecular Diagnostics: Cr. 3  
MLS 5996—MLS Clinical Pathology Review: Cr. 2

MLS 5993 -- (WI) Writing Intensive Course in MLS: Cr. 0 may be required for students admitted prior to Fall 2018.

### **20 WEEK CLINICAL EXPERIENCE**

(Second Semester/Senior Year):

Students are required to satisfactorily complete all coursework for the degree, other than the four clinical experience courses listed here, before starting the clinical experience. There are no exceptions allowed.

MLS 4000 -- Clinical Hematology: Cr. 5  
MLS 4010 -- Clinical Chemistry: Cr. 4  
MLS 4020 -- Clinical Blood Bank: Cr. 3  
MLS 4030 -- Clinical Microbiology: Cr. 4

Total = 64 credit hours

MLS 4000, 4010, 4020, and 4030 are completed at a clinical laboratory affiliated with the Eugene Applebaum College of Pharmacy and Health Sciences.

## **Medical Laboratory Science Honors**

This program is open to students pursuing a Bachelor of Science in Medical Laboratory Science degree who maintain an overall cumulative grade point average of 3.3 or higher and complete a minimum of twelve honors course credits.

<u>MLS 4990</u>	Professional Directed Study	3
Research and thesis to be completed under the direction of a faculty member whose expertise includes the student's area of interest. Along with the thesis paper, student will prepare a poster to be presented at the Eugene Applebaum College of Pharmacy and Health Sciences annual Research Day. Adviser and a second reader will read the completed thesis.		
At least one HON 42XX interdepartmental Honors seminar		3
Select a minimum of 6 additional credits earned utilizing Honors Option in two or more of the following CLS program courses:		6
<u>MLS 3020</u>	Hematology I	
<u>MLS 3040</u>	Immunohematology I	
<u>MLS 3080</u>	Instrumentation Lecture and Laboratory	
<u>MLS 3100</u>	Urine and Body Fluid Analysis	
<u>MLS 3280</u>	Clinical Chemistry Lecture and Laboratory	
<u>MLS 4040</u>	Laboratory Operations	

<u>MLS 4210</u>	Hemostasis Lecture and Laboratory
<u>MLS 4230</u>	Hematology II
<u>MLS 4240</u>	Immunohematology II
<u>MLS 5500</u>	Immunology and Serology
<u>MLS 5510</u>	Diagnostic Microbiology I
<u>MLS 5520</u>	Diagnostic Microbiology II
<u>MLS 5550</u>	Molecular Diagnostics
<b>Total Credits</b>	<b>12</b>

### Bachelor of Health Science

with a concentration in Laboratory Science

This degree is primarily for students interested in entering a subsequent graduate program. The curriculum allows flexibility in course selection to meet the prerequisites for the Pathologists' Assistant Program, Physician Assistant Program, or graduate school in a basic medical science. **This degree does not include any clinical experiential courses.** (Admission to the MLS major program is required to register for clinical experiential courses.) Students who graduate with the BHS with a concentration in Laboratory Science are NOT eligible to take the ASCP MLS examination, although they might later qualify through a hospital-based program or through some other route.

## REQUIRED COURSES

MLS 3020 -- Hematology I: Cr. 4  
MLS 3080 -- Instrumentation Lecture and lab.: Cr. 4  
MLS 3100 – Urine and Body Fluid Analysis: Cr. 3  
MLS 3280 -- Clinical Chemistry Lecture/Lab: Cr. 4  
MLS 4210 -- Hemostasis Lecture and Laboratory: Cr. 2  
MLS 4230 -- Hematology II: Cr. 3  
MLS 5500 -- Immunology and Serology: Cr. 3  
MLS 5510 -- Diagnostic Microbiology I: Cr. 4  
MLS 5520 -- Diagnostic Microbiology II: Cr. 4  
MLS 5550 -- Molecular Diagnostics—Cr. 3  
MLS 5993 -- (WI) Writing Intensive Course: Cr. 0 (may be required)

APPROVED ELECTIVES: Sufficient electives may be taken to complete the minimum of 120 credits needed for graduation. Electives must be approved by the MLS Program and may include (list is not all inclusive):

MLS 3040 -- Immunohematology I: Cr. 4  
MLS 4040 – Laboratory Operations: Cr. 3  
MLS 4240—Immunohematology II: Cr. 3  
MLS 4990 -- MLS Professional Directed Study: Cr.1

### Nutrition

Ethics (PHI 1110 or 2320)	Cell Biology
Genetics	General Physics
Advanced Physiology	Advanced Psychology

CREDITS NEEDED TO GRADUATE: 120

## Medical Laboratory Science Program Technical Standards (Essential Functions)

Wayne State University is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status or sexual orientation.

In adhering to this policy, the University abides by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and other applicable statutes and regulations relating to equality of opportunity.

The MLS Program curriculum, leading to eligibility for certification as a Medical Laboratory Scientist, requires students to engage in diverse, complex and specific experiences critical to the acquisition and practice of essential laboratory professional skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential to the successful completion of the requirements of the BSMLS degree, these functions are necessary to ensure the health and safety of patients, self, fellow students, faculty and other healthcare providers.

The Technical Standards are knowledge, skill, and attitude/behavioral requirements necessary for successful admission and continuance by students for the MLS program. They are also necessary to acquire or demonstrate competence in a discipline as complex as diagnostic laboratory medicine. The National Accrediting Agency for Clinical Laboratory Sciences (<http://www.nacls.org>) requires that the Technical Standards (also called Essential Functions), required for admission to and continuance in the MLS program, be made available to prospective students and to the public.

All students are expected to meet the following non-academic essential criteria, with or without reasonable accommodation, in order to participate in coursework and professional practice. These criteria are in addition to the academic conduct set forth by the University Student Code of Conduct.

- *Locomotion and Gross Motor Skills*—Students must
  - move freely from one location to another in physical settings of the student classrooms and laboratories, medical laboratories and healthcare facilities
  - operate equipment in the laboratory or healthcare facility and must be able to lift and move objects of at least 20 pounds
- *Fine Motor Skills*—Students must
  - demonstrate sufficient coordination to allow delicate and controlled manipulations of specimens, instruments, and tools
  - demonstrate the ability to safely grasp and release small objects (e.g., test tubes, microscope slides); perform fine movements such as the ability to twist and turn dials/knobs (e.g., for a microscope, balance, or spectrophotometer); and manipulate other laboratory materials (e.g., reagents and pipettes) in order to successfully complete tasks
- *Communication Skills*—Students must
  - communicate effectively and sensitively in written and spoken English
  - comprehend and respond to both formal and colloquial English, by person-to-person, telephone, and written communication

- appropriately assess nonverbal as well as verbal communication with other students, faculty, staff, patients, family and other professionals
  - Communicate respectfully and in a productive manner even in stressful conditions
- *Visual Acuity and Sensory*—Students must
    - identify and distinguish objects macroscopically and microscopically
    - read charts, graphs, and instrument scales as well as discern fine details of texture and color\*
    - demonstrate sufficient depth perception and spatial awareness to perform laboratory tasks efficiently and safely
    - discern fine details of structure, texture and color\*
    - demonstrate sense of touch and temperature discrimination sufficient to perform laboratory testing
  - *Cognitive Application Skills* — Students must
    - apply knowledge, skills, and values learned from previous coursework and life experiences to new situations
    - measure, calculate, reason, analyze, integrate and synthesize information
    - apply theory to practice and test performance to ensure quality outcomes
    - demonstrate sufficient cognitive (mental) abilities and effective learning techniques to assimilate the detailed and complex information presented in the MLS curriculum
    - learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; application of theory to clinical practice, and use of computer technology
    - demonstrate capacity to perform these problem-solving skills in a timely fashion
    - comprehend three-dimensional relationships and to understand the spatial relationships of structures
  - *Safety*— Students must
    - work safely with mechanical, electrical, thermal, chemical, radiologic, and biological hazards
    - follow prescribed guidelines for working with hazards
    - recognize and respond to safety issues appropriately
    - recognize emergency situations and take appropriate actions
  - *Stability*— Students must
    - possess the psychological health required for full use of abilities and respond to others in a collegial and respectful manner
    - recognize emergency situations and take appropriate actions
    - maintain mature, sensitive, respectful, and effective relationships with patients, students, faculty, staff and other professionals under all circumstances, including highly stressful situations
    - demonstrate emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and in unpredictable ways
  - *Affective (valuing) Skills*— Students must
    - show respect for self and others and project an image of professionalism, including appearance, dress, and self-confidence
    - demonstrate complete personal integrity and honesty

- adhere to appropriate professional deportment
  - know that his or her values, attitudes, beliefs, emotions, and experiences affect personal perceptions and relationships with others
  - examine and correct personal behavior when it interferes with productive individual or team relationships
  - possess skills and experience necessary for effective and harmonious relationships in diverse academic and work environments
  - demonstrate the physical and emotional stamina and capacity to function in a professional manner in the hospital, classroom and laboratory settings, including settings that may involve heavy workloads, long hours and stressful situations
  - tolerate physically and mentally taxing workloads and long work hours, to function effectively under stress, and to display flexibility and adaptability to changing environments
  - contribute to collaborative, constructive learning environments
  - respond to and accept constructive feedback from others; and take personal responsibility for making appropriate positive changes
  - adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical laboratory and medical practice
- 
- *Professional skills*— Students must
    - follow written and verbal directions
    - work independently and with others as directed and under time constraints
    - maintain composure under stressful situations or during heavy workload
    - prioritize requests and work concurrently on at least two different tasks
    - maintain alertness and concentration during a normal work period
    - learn and abide by professional standards of practice
    - possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance
    - engage in patient care delivery in all settings and deliver care to all patient populations including but not limited to children, adolescents, adults, individuals with disabilities, medically compromised patients and vulnerable children or adults
    - accept responsibility for learning, exercising good judgment, and promptly complete all responsibilities efficiently and accurately
    - take corrective action based on instructor or preceptor feedback and guidance

\*Note: Color blindness does not preclude admission to the program

Establishing Accommodations:

- In order to receive accommodation for disabilities, students are required to register with WSU Student Disability Services (phone: 313-577-1851), and accommodations will be made according to SDS instructions. SDS is the only source of accommodation requirements. Students who do not register with SDS are not entitled to accommodations in MLS program classes.

## **MLS Entry-Level Competencies**

### **Description of Entry Level Competencies of the Medical Laboratory Scientist**

From NAACLS 2012 Standards:

"At entry level, the medical laboratory scientist will possess the entry level competencies necessary *to perform* the full range of clinical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunochemistry/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."

In regard to laboratory operations and the performance of laboratory tests involving Microbiology, Hematology, Chemistry, Body Fluids, Immunology, and Blood Bank, at career entry, the Laboratory Professional:

#### **APPLIES**

- Principles of basic laboratory procedures in order to perform tests
- Principles of special procedures related to testing
- Knowledge to identify sources of error in laboratory testing
- Knowledge of fundamental biological characteristics as they pertain to laboratory testing
- Principles of theory and practice related to laboratory operations (management/safety/education/research and development)
- Knowledge of standard operating procedures

#### **SELECTS**

- Procedural course of action appropriate for the type of sample and test requested
- Methods/reagents/media/blood products according to established procedures
- Instruments to perform test appropriate to test methodology according to established procedures
- Appropriate controls for test performed
- Routine laboratory procedures to verify test results according to established protocol
- Special laboratory procedures to verify test results
- Instruments for new laboratory procedures

#### **PREPARES**

- Reagents/media/blood products according to established procedures
- Instruments to perform tests
- Controls appropriate for testing procedures

#### **CALCULATES**

- Results from test data obtained from laboratory procedures

**CORRELATES LABORATORY DATA**

- And clinical data to assess test results
- And quality control data to assess test results
- With other laboratory data to assess test results
- With physiologic processes to assess/validate test results and procedures

**EVALUATES**

- Laboratory and clinical data to specify additional tests
- Laboratory data to recognize common procedural/technical problems
- Laboratory data to verify test results
- Laboratory data to check for possible source of errors
- Laboratory data to determine possible inconsistent results
- Laboratory data to recognize health and disease states
- Laboratory data to assess validity /accuracy of procedures for a given test
- Laboratory data to determine appropriate instrument adjustments
- Laboratory data to take corrective action according to predetermined criteria
- Laboratory data to recognize and report the need for additional testing
- Laboratory data to determine alternate methods for a given test
- Various methods to establish new testing procedures
- Laboratory and clinical data to assure personnel safety
- Laboratory operational procedures
- Test results obtained by alternate methodologies
- Laboratory data to establish reference range criteria for existing or new tests
- Laboratory data to make identifications/recommendations

# Policies & Procedures

## Academic Standards

### Academic Standing

The student must maintain satisfactory progress in program coursework in order to advance in the program. Any student who receives an 'F' as a final grade in any MLS program course will be subject to automatic dismissal. A student who receives a final course grade below 'C' in a professional program course may qualify to request remediation (see Remediation Policy below).

Students must demonstrate sufficient skills, knowledge, and professional behavior to be placed in a clinical experiential sequence. **Each student must have a cumulative GPA of 2.7 or higher in MLS program professional courses AND must achieve final course grades of 'C' (73%) or higher in all courses with an MLS prefix in order to be allowed to take the clinical experiential courses in the senior year.** Students who do not qualify to take the clinical experiential courses may still graduate with the BHS--concentration in Laboratory Science degree if those degree requirements are met (see above).

### Remediation for MLS Program Nonclinical Courses

Remediation is allowed when a student receives a final course grade of less than 'C' (73%) but higher than 'F' in any course designated with an MLS prefix. The student will be allowed one remediation attempt for one nonclinical\* MLS program course. See below for the remediation policy for clinical courses.

Remediation is not automatic. The student must request remediation for a course in writing no later than 48 hours after final course grades are posted. The written request must be submitted to the MLS program director. The written remediation request will be reviewed by a committee comprised of program faculty and program director, and a decision on granting the request will be made within 48 hours of receiving the request.

If the request is approved, the student will be required to take a comprehensive examination on all course content AND/OR, for any course with a laboratory component, a comprehensive laboratory practical examination. The examination type will be determined by the course instructor in consultation with the program director. The student must achieve a score of 80 percent (80%) or higher on each comprehensive examination in order to qualify for a final course grade change. If the student does qualify for a final course grade change, the final course grade will be elevated to 'C'.

\*nonclinical courses are courses with an MLS designation other than MLS 4000, 4010, 4020, and 4030.

## **Academic Standing—Clinical Experiential Courses**

Satisfactory completion of a clinical course has two components: completion of the clinical rotation and the associated practical examination and completion of a written exam. Failure to satisfactorily complete either component may result in removal from the BS in MLS program with the option to complete the degree on the BHS track.

Students in their clinical rotations must maintain an overall grade of "C" ( $\geq 73\%$ ) or higher in each clinical rotation. Grades in each rotation will be determined as follows:

- |                                     |     |
|-------------------------------------|-----|
| • Written Examination(s):           | 45% |
| • Practical Examination:            | 40% |
| • Lab Performance Support Document: | 10% |
| • SOAPS & other assignments:        | 5%  |

**In addition, any violation of work rules at the clinical site may result in dismissal from the clinical experiential courses and from the program.**

### Written Examinations

Written examinations in the clinical courses (MLS 4000, 4010, 4020, and 4030) are taken online. The student must receive an overall exam grade of 73% or higher for the written exam for each clinical course. If a student fails to achieve 73% or higher on each exam, the student may retake the exam for that course ONE TIME. If a score of 73% or higher is achieved on the exam on the 2<sup>nd</sup> try, then a 73% will be recorded as the final score on that exam. If the student does not achieve a score of 73% or higher on the second attempt, then the student is placed on probation. If the student then fails to achieve an exam score of 73% or higher (after retesting as outlined above) in a second clinical course, then the student will receive grades of "D" or "F" for these clinical courses and will be dismissed from the BS in MLS Program.

If a student on probation for failing to achieve an exam score of 73% or higher (after retesting as outlined above) successfully completes the written examinations in all of the other clinical courses with scores of 73% or higher, then the student will be required to register for a directed study associated with the clinical course material (MLS 4990 for two credit hours) at Wayne State University for Summer semester. After completion of the directed study, the student is required to take the written examination which covers the clinical course material one final time. If the student fails to achieve a score of 73% or higher on this comprehensive examination, or does not complete the directed study and exam retake by the deadline, then the student will receive a "D" or "F" for the clinical course and be dismissed from the BS in MLS Program. (While the directed study is being completed, the student will have an "incomplete" grade (I or Y) in the clinical course.)

### Practical Examinations:

Each clinical rotation will evaluate the student with a practical exam. The clinical instructor will determine the test evaluation method in their laboratory. The objective is to ensure that each student is capable of performing as an entry-level medical laboratory scientist by the conclusion of that rotation.

The student must attain a score of 80% or higher on the practical component of the rotation to pass the rotation. There are no retakes of the practical exam. If the student fails to achieve a score of 80% or higher, the student will receive an incomplete grade (I or Y) for that rotation and will be placed on probation. The student will be required to repeat this rotation at the end of the clinical experiential. If the student again fails to achieve a score of 80% or higher on the practical exam, or does not complete the repeat of the clinical rotation, the student will receive a "D" or "F" for the rotation and be dismissed from the BS in MLS Program.

Once on probation, if a student fails to achieve a passing grade (C or higher) in any other clinical rotation (either on written examination or practical), the student will be dismissed from the BS in MLS Program. Students who are dismissed from the BS in MLS Program during their clinical rotations or who fail to complete the clinical experiential for any reason have the option of completing the degree requirements for the Bachelor of Health Science with a concentration in Laboratory Science degree.

**Any student who fails to complete the clinical experiential courses satisfactorily will not be eligible to take the ASCP MLS certification examination.**

### **Academic Dismissal**

Any student who receives an 'F' as a final grade will be subject to automatic dismissal. Students receiving less than 'C' (73%) in any MLS program course will not be eligible for a clinical experience. Effective beginning Winter 2018, each student must have a cumulative GPA of 2.7 or higher in MLS program courses in order to be eligible for the clinical experience. Due to limited laboratory space, repeating a course will generally not be permitted. Students who do not qualify to take the clinical experiential courses may still graduate with the BHS-concentration in Laboratory Science degree if those degree requirements are met (see above).

### **Academic Probation BHS Track**

A student in the BHS track who receives a second D-plus or lower in a professional course will be placed on probation. The third D-plus or lower will result in dismissal from the BHS program. A BHS student whose GPA falls below 2.0 will be placed on academic probation and will be granted only one term to bring the GPA to 2.0 or above. An overall GPA of 2.0 or greater is required to graduate with the Bachelor of Health Science with a concentration in Laboratory Science degree.

## **Readmission**

Students who have been dismissed for academic reasons and wish to be readmitted to the BSMLS program will have the opportunity to do so only once. Students must receive a 'C' or higher in all repeated courses in order to continue in the program. The decision to readmit a student will be on a competitive basis and readmission is not guaranteed. If, upon readmission, the student fails to meet the academic standards of the program he/she will be dismissed and not readmitted at any time thereafter.

Any student who has been dismissed for academic reasons during the first admission to the program but has successfully completed clinical laboratory science course work with a grade of 'C' or better need not repeat these courses upon final readmission. All courses receiving a final grade lower than 'C' ('C-minus,' 'D plus,' 'D', 'D minus', or 'F') must be repeated. It may be necessary for the student to change status from full-time to part-time in order to repeat the academically substandard work. If more than one year elapses from the time these courses were successfully completed, and the student is readmitted, it may be necessary to repeat the entire course of study. The faculty reserves the right to recommend repetition of courses for any student who is readmitted to the professional program and, in specific cases, may alter this policy and assign a directed study.

## **Academic Misconduct (Plagiarism and Cheating)**

From: <https://doso.wayne.edu/conduct/academic-misconduct>

Academic misconduct is any activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:

**Plagiarism:** To take and use another's words or ideas as your own without appropriate referencing or citation.

**Cheating:** Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student's test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.

**Fabrication:** Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.

**Other:** Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking exams, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.

Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University.

The instructor of record may report the alleged violation of the Student Code of Conduct using the referral form at the following link: [Academic Misconduct Action](#).

The referral should be submitted as soon as possible after the event takes place or when it is reasonably discovered.

For a description of all student conduct policies and additional information about the conduct process, please refer to the [Student Code of Conduct \(PDF\)](#).

## **Grade Appeals**

For information regarding **Final Course Grade Appeals** please refer to the document found at this website

<https://cphs.wayne.edu/students/eacphs-grade-appeal-dismissal-policy.pdf>

Here is a link to the Grade and Dismissal Appeal Form: [https://cphs.wayne.edu/students/eacphs\\_grade\\_appeal\\_form.pdf](https://cphs.wayne.edu/students/eacphs_grade_appeal_form.pdf)

If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at [ombudsoffice@wayne.edu](mailto:ombudsoffice@wayne.edu).

## **Grading Scale**

This is the CLS program grading scale:

93 - 100 % A

90 - 92 % A-

87 - 89 % B+

83 - 86 % B

80 - 82 % B-

77 - 79 % C+

73 - 76 % C

70 - 72 % C-

67 - 69 % D+

63 - 66 % D

60 - 62 % D-

below 60 % F

## Tests and Examinations

It is important for the student to prepare for and take course exams at the date and time scheduled. The student will receive a zero for tests and exams missed due to unexplained absences. In general, make-up exams will not be given. *If there are extenuating circumstances, the student can petition the instructor and program director to allow a make-up exam. This exam will be different in content from the original exam.* Any make-up exam may contain an oral component. If the student is unable to come to a class or exam, the student is required to call (313-577-2050) or email the instructor explaining the absence.

## Advising

Advising for students accepted into the professional program is done by the program director. The student should make an appointment with the program director a minimum of once each year while in the professional program, or more often if necessary. Students may also come in for advising without an appointment during regular office hours—see the notice on the door of the Mort Sci main office for current office hours. Advising may also be done by email message or video conference if appropriate. Advising sessions are confidential, and all advising and related activities and documentation follow FERPA guidelines.

## Affective Learning Objectives

During the professional programs, the student will develop and demonstrate the following:

1. Attend lecture, discussion, and laboratory sessions regularly, arriving promptly.
2. Display readiness to participate in learning experiences by preparing ahead of time for lecture, discussion, and laboratory sessions.
3. Demonstrate respect for others by listening, communicating clearly, cooperating, and helping other students as appropriate.
4. Participate in class discussions, and present information (i.e., case studies) to the class.
5. Know and comply with established safety regulations and dress codes.
6. Maintain clean, orderly laboratory work areas, cleaning up as needed without being asked.
7. Demonstrate proper care and use of laboratory equipment.
8. Exhibit a reasonable degree of confidence in performance of laboratory procedures.
9. Accept instruction, correction, and constructive criticism calmly and maturely.
10. Strive to behave professionally, and to motivate other students to do so.

## Attendance

Attendance is required for all in-person and online synchronous lectures/discussions as specified in schedule. Attendance is required for all laboratory sessions. Exception: illness.

For the safety of all, if you feel unwell or have symptoms of illness, you must not attend class in person. Notify the department (313-577-2050) or email the instructor. Work with your instructor to arrange for makeups (if possible) or other adjustments for missed in-person sessions.

You are expected to be **on time** for all class sessions. Students who are more than 15 minutes late for any scheduled class session will be marked absent, unless the tardiness is excused by the instructor. Points will be taken off the final course grade in accordance with the instructor's stated policy.

Information or events missed because of tardiness will not be repeated. Additional time for exams will **not** be allowed if you are tardy. **It is important for you to prepare for and take course exams at the date and time scheduled.** You will receive a zero for tests and exams missed due to unexplained absences. **Make-up exams will not automatically be available.** *If there are extenuating circumstances, the student can petition the instructor or program director to allow a make-up exam.* If you are unable to come to a class or exam, you are required to contact the instructor explaining your absence. Notify the department (313-577-2050) or email the instructor.

Arrangements may be made ahead of time with the instructor for an excused absence in special circumstances.

**Snow Days and Remote Days:** Our snow day/remote day policy for clinical training is that students must contact the clinical site and ask whether they should attend on that day. See below (**Snow Days and Remote Days**) for more information.

## Canvas

Canvas is our online learning management system at Wayne State University. All of our professional program courses use a Canvas component, including quizzes and exams which are taken using Respondus Lockdown Browser. Students must have access to the internet to use Canvas.

## Clinical Experience

The clinical experience is 20-22 weeks long, generally from January to June, and takes place at one of our clinical affiliate sites. (The clinical experience at the DMC, for which we serve as an academic affiliate, is longer.) Students at clinical sites generally are on-site in the lab all day long, Monday through Friday; exact starting and ending times vary from lab to lab. During the clinical experience, students follow the policies of the clinical affiliate. The start and end dates of the clinical experience are not guaranteed and may vary. Students may need to wait for several months or longer, after successfully completing the classroom work, to begin a clinical experience assignment. More details will be provided prior to the start of the clinical experience.

Here is an example of a clinical rotation schedule:  
Blood Bank = 4-5 weeks

Hematology = 4-5 weeks

Chemistry = 4-5 weeks

Micro = 4-5 weeks

Other = 0-2 weeks

(The total will add up to 20 weeks.)

**Students will spend two weeks at the end of the clinical rotations taking a review course in person at the Mortuary Science building.**

- All students must complete all required immunizations prior to the start of the clinical experience and must provide proof of immunizations to the program and the clinical site. See the Immunizations section below for more details.
- All students must have health insurance throughout the clinical experience and must provide proof of enrollment to the program and the clinical site.
- The clinical site may require that the student pass a drug screen in order to start training at the site. Drug screen testing may include screening for nicotine (tobacco) use and the site may refuse to admit a student who tests positive for nicotine and/or other drugs tested for.

## Clinical Experience Service Work Policy

Students are NOT to be substituted for regular staff in order to assume their responsibilities. During regularly scheduled clinical experience hours, students may perform procedures or be responsible for a workstation after the objectives for those procedures or for that area of the laboratory have been successfully completed. These responsibilities will be performed under the supervision of a clinical instructor.

Students, during their clinical experience, may voluntarily work for the clinical affiliates if service work is permitted by the affiliate and a position is available. Students must be progressing satisfactorily in the clinical experience in order to be hired and remain employed. Service work must not be performed during scheduled clinical experience hours. Students may only perform such work in an area of the laboratory where they have successfully completed assigned objectives with a grade of "C" or better. Service work must not interfere with a student's satisfactory progression in the clinical experience. Students must be compensated for service work and must follow the employment policies of the institution.

## Clinical Site Placement Policy

We have a limited (and varying) number of clinical placement openings and so have established a policy and procedure to fairly determine clinical placements.

- Clinical placements are only available to students in good standing in the Bachelor of Science in Medical Laboratory Science degree program and any student who is deemed ineligible for admission to the Bachelor of Science in Medical Laboratory Science degree program is also ineligible for a clinical placement.
  - Eligibility is determined on this basis: Students must demonstrate sufficient skills, knowledge, and professional behavior to be placed in a clinical experiential sequence. Each student must have a cumulative GPA of 2.7 or higher in CLS program professional courses AND an overall GPA of 2.7 or higher in all University coursework in order to eligible for clinical placement in their senior year. Students must achieve a 'C' (73%) or higher in all CLS program courses (see policy on Academic Standing) before advancing to the clinical experiential courses.
- Students will be ranked for clinical placement according to MLS program GPA
- Clinical sites interview potential students. If the site indicates a preference for a particular student and the student agrees, that student will be placed at that site
- For sites that do not indicate a preference, student preferences and geographical location will be considered in making placements
- In the event that there are more students ready for the clinical experience courses than places available after the above steps have been taken, then students will be placed according to program GPA, with highest-ranking students placed first.
- Students who are not placed initially for January start will be placed on a waiting list. Students may need to wait for several months or longer, after successfully completing the classroom work, to begin a clinical experience assignment.
- As additional clinical placements become available, students will be placed according to GPA ranking, with highest-ranking students placed first, along with geographical considerations.
- The Clinical Sites maintain their own requirements for students to engage in clinical experiences. These requirements may include vaccination against COVID-19. A student who has not received the COVID-19 vaccine may not be permitted by a Clinical Site that requires that vaccination to perform his or her clinical experience at that site. In arranging a placement, the MLS Program will take a student's vaccination status into consideration for the purpose of determining whether or not the student satisfies the Clinical Site's requirements. A student who has not been vaccinated against COVID-19 will not be preferred over students who have received the vaccine in selecting a placement for the unvaccinated student. If the program cannot secure clinical placements for a student because the student is not vaccinated against COVID-19, then that student may be unable to complete the program's clinical requirement, which may delay or prevent the student from obtaining the Bachelor of Science in Medical Laboratory Science degree.

## Comprehensive Examination

A comprehensive examination covering all professional program course content will be administered at the end of the Fall semester of the senior year. This examination will be scheduled after final exams for the semester are completed. This examination will help students prepare for the clinical experiential courses. See the MLS 3280—Clinical Chemistry Lecture and Laboratory course syllabus for details.

## **MLS Program Information Canvas Organization**

"MLS Program Information" is a Canvas site for everyone involved in the MLS program. Here you will find student handbooks, forms, class schedules, and other program-related information and documentation.

## **Community Service Requirement**

Students are expected to perform community service while in the professional program. This community service must be related to the MLS program or to health care--this includes serving as a class officer and helping with College and MLS Program events such as Community Apple Days and the annual Applied Health Sciences Department Open House, and other WSU Open House events. Community service is reported on the Community Service Hours Confirmation Form and handed in to the Program Director. The form is available on the [MLS Program Information Canvas Organization](#) site.

## **Complaint Policy and Procedure**

All student complaints must be addressed promptly and in a professional manner, and documented in writing. The Student Complaint Record Form is to be used for this purpose. This documentation will allow us to track resolution of complaints. This policy does not apply to final course grade appeals. The College of Pharmacy and Health Sciences final course grade appeal policy is available here:

<http://cphs.wayne.edu/students/eacphs-grade-appeal-dismissal-policy.pdf>

- A. If the student has or anticipates a problem relating to status in the program, the student should consult the Program Director.
- B. If the student has or anticipates a problem within a specific course, the student should communicate with the faculty member involved and together they should try to solve the problem. The Student Complaint Record Form must be filled out by the faculty member, signed by the student and the faculty member, and forwarded to the Program Director within 48 hours of the initial meeting.
  1. if the problem is not resolved within one week, the student, the involved faculty member and the Program Director shall meet within the next week and work to resolve the problem. (*Note: at the discretion of the Program Director, an extension may be granted. Documentation of this arrangement must be attached to the original notifications.*)
  2. it is within the discretion of the Program Director to talk to the student and the faculty member (alone or in a group) to reach a resolution before the scheduled meeting.
  3. at the time of the scheduled meeting within the second week, the student and the involved faculty member shall provide written documentation setting out problems and providing factual information in support of statements.
  4. if more time is needed, all parties may meet again at a specified date within a week.

5. if all parties agree to a resolution the decision will be binding.
6. if the problem cannot be resolved among the parties, the Program Director will decide the issue.
7. if the student or faculty member is dissatisfied with the resolution, either may seek the involvement of the Chair of the Department of Fundamental and Applied Sciences.
8. Further appeals must be addressed in this order:  
First, the Associate Dean of Health Sciences  
Next, the Dean of the College of Pharmacy and Health Sciences  
Next, the University Provost

Related Policies:

<https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>  
<http://cphs.wayne.edu/students/eacphs-grade-appeal-dismissal-policy.pdf>

## Conferences

In general, students are expected to attend the ASCLS-Michigan Annual Meeting in April of each year. **Students are required to attend for one day each year**, unless otherwise specified by the Program Director. Meeting locations and dates vary from year to year, and requirements for meeting attendance will be announced along with the Winter Semester class schedule.

## Criminal Background Check Policy

See Criminal Background Check in the Professional Program Admission section (p.12)

## Disciplinary Procedure—Nonacademic

The Student Code of Conduct addresses both academic (covered above) and nonacademic conduct. A list of prohibited conduct can be found in section 4.0 Prohibited Conduct, in the Student Code of Conduct. Examples of nonacademic prohibited conduct include forgery, verbal or physical threats, illegal drug use, sexual misconduct, and more. See the Student Code of Conduct for a comprehensive list: <https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>. Disciplinary sanctions applicable to nonacademic misconduct are listed in section 5.0 Disciplinary Sanctions, in the same document. In the CLS program, instances of nonacademic prohibited conduct are brought to the attention of the program director and the Dean of Students Office is then notified. Charges of nonacademic misconduct are then adjudicated by the Dean of Students Office, and the outcome is communicated as described in the Student Code of Conduct.

## Dress Code

Students must dress appropriately for classes. Neat blue jeans and t-shirts are acceptable. Shoes with closed toes and heels/backs must be worn in the laboratory—NO SANDALS OR CLOGS. Legs must be covered: Socks or hosiery must be worn in laboratory sessions. Shorts are not allowed in the laboratory, and skirts/dresses worn in the laboratory must be calf-length or longer. Long hair must be tied back in the laboratory. Long nails and fake nails are not allowed in the laboratory. Apparel/appearance considered acceptable during the clinical experience will be addressed by each clinical site.

## Drug Testing

The WSU MLS program has affiliation agreements with several healthcare systems and students are placed at these locations for the 22 week clinical experience. A clinical site may require that the student pass a drug screen in order to start training at the site. Drug screen testing may include screening for nicotine (tobacco) use and the site may refuse to admit a student who tests positive for nicotine or any other drugs tested for. This includes medical marijuana also. If a student is not allowed to participate in the clinical experience at their assigned site due to positive drug testing results, the WSU MLS program cannot guarantee that any other clinical placement will be possible.

## Electronic Devices and Recordings Policy

Unless otherwise specified by the course instructor, computers, phones, tablets or other electronic devices are not to be used during any Medical Laboratory Science program in-person class session, in either lecture or laboratory.

Class recordings: Students need prior written permission from the instructor before recording any portion of this class. If permission is granted, the audio and/or video recording is to be used only for the student's personal instructional use. Such recordings are not intended for a wider public audience, such as postings to the internet or sharing with others. Students registered with Student Disabilities Services (SDS) who wish to record class materials must present their specific accommodation to the instructor, who will subsequently comply with the request unless there is some specific reason why s/he cannot, such as discussion of confidential or protected information.

## Expected Program Costs

### Tuition and Fees

**Flat-rate Tuition Starting Fall 2023:** instead of paying per credit hour, full-time undergraduate students will pay one flat rate, when they register for 12 – 18 credit hours. In semesters where students take 11 or fewer credits, tuition will be charged per credit hour.

### Tuition for Fall 2023

<b>Tuition</b>	<b>Per Credit (1 - 11 cr.)</b>	<b>Flat Rate (12 - 18 cr.)</b>
Upper Division (in-state)	\$616.48	\$7,413.08
Student Service Fee		\$42.50/credit hour
Registration Fee (per semester)		\$264.26

### Cost per Term, Average

Starting in the Fall 2023 semester, students will be charged a flat-rate tuition of \$7,413.08. This will apply to each full-time semester in the program. This figure does not include lab fees, textbooks, late registration, course fees, etc. Program courses with a laboratory component have an additional course materials fee. See the schedule of classes for those fees. Students will take five credits during the Spring/Summer Semester of the junior year. For Spring/Summer 2024, this equals \$3082.40, plus fees.

The number of credits taken each semester as a pre-MLS student will vary depending on whether you register as a full-time or as a part-time student and thus your tuition per semester will change accordingly.

The fee schedule can be found on the WSU website: <https://wayne.edu/registrar/tuition/fee-charts>

Book costs are not included but are approximately \$350.00 during the Junior Year. Many of these books will also be used during the Senior Year.

In addition, it will be the responsibility of the student to pay for the following items:

- Criminal Background Check (currently \$10)
- **Laptop computer capable of connecting to the internet and using Respondus Lockdown Browser for quizzes and tests.** (Note: Respondus Lockdown Browser will not work on most Chromebooks, due to Chromebook software configuration. See this page for more information: <https://tech.wayne.edu/kb/academic-services/canvas/598>)

### **ASCLS-MI Mock Exam**

This is a statewide exam that all MLS students take in February or March of the senior year. Awards will be presented at the annual ASCLS-MI Annual Meeting to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place individual winners and to the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place team winners.

## **Graduation**

Students completing the BHS-concentration in Laboratory Science degree usually complete the degree requirements at the end of the Fall semester of the senior year.

Students completing the BSMLS usually complete the degree requirements during the following Spring/Summer semester. However, the completion date may be different, depending on which clinical site the student attends.

To graduate you must apply for your degree by the Friday of the fourth week of the semester. If an application for a degree is filed for a previous graduation term in which you did not graduate, a new application fee is required.

Apply for graduation by accessing Academica and clicking on “Apply for Degree or Certificate”. Complete the form and submit it along with the fee (\$40.00).

**For those graduating in Spring/Summer Semester: If you want to attend Commencement, your Commencement is held in May, even though you are graduating in August. Apply for graduation by the specified deadline in early March. (If you don't know the deadline date, ask the program director.) You MUST indicate that you will graduate Spring/Summer semester but want to walk in the graduation ceremony in May.**

If you do not want to participate in the May Commencement ceremony, you must apply for graduation by June.

## **Health Insurance**

Clinical instruction may be provided throughout the professional program along with didactic course work. A portion of the Senior Year may be spent in one or more assignments in selected clinical facilities throughout the metropolitan Detroit area and Michigan. Patient care involves inherent risk of exposure to potential diseases, particularly blood-borne pathogens, and the risk of possible mishaps in patient care. Therefore, all students are required to maintain health insurance coverage which must be in effect prior to and during all periods in which the student is involved in clinical education. The student must provide proof of enrollment in a health insurance program to the MLS program and the clinical site. The student is responsible for the cost of the insurance and all other costs (such as travel, meals, and living expenses) associated with the clinical education portion of the program.

## **HIPAA and Related Confidentiality Issues**

From <http://cphs.wayne.edu/hipaa/>

HIPAA is the Health Insurance Portability and Accountability Act of 1996. Simplified, HIPAA was established to:

- Allow portability of pre-existing condition exemption between employer health insurance group plans
- Standardize electronic transactions in health care to reduce costs through adjustments in record formats, code sets, identifiers, eligibility, referral, claims, remittance, etc.

The general requirements encompass five specific areas:

- Electronic Data Interchange (EDI) - electronic transfer of information among organizations (New date of compliance 10/16/2003)
- Code Sets - uniform codes for illnesses and treatments (No definite date of compliance)
- Identifiers - standardized numbers identifying health providers, plans, and employers (No definite date of compliance)
- Security - standards for protecting confidentiality, integrity, and availability of data (No definite date of compliance)
- **Privacy - standards defining appropriate and inappropriate disclosures of individually identifiable health information and how patient rights are to be protected (Final date of compliance 4/14/2003)**

Learn more about HIPAA privacy rules here: <http://cphs.wayne.edu/hipaa/training-overview.php>

## Immunizations

Students are required to provide proof of immunity (immunization records and/or proof of antibody titers) against the following diseases:

- Measles
- Mumps
- Rubella
- Varicella (chicken pox)
- Tetanus
- Diphtheria
- Pertussis
- Polio
- Hepatitis B (required or student must sign a release form)
- Seasonal influenza
- SARS-CoV-2 (COVID-19)

Students must also provide proof of negative skin test for TB (tuberculosis) or negative chest x-ray.

All students must complete all required immunizations prior to the start of the clinical experience and must provide proof of immunizations to the program and the clinical site.

Note: students are encouraged to discuss other possible optional immunizations with their personal physician or the Campus Health Center (313-577-5041).

## Leave of Absence Policy

A student who is in good academic standing may be granted a leave of absence from the MLS program in certain circumstances. Examples of such circumstances include a documented medical issue or military duty. The student must submit the leave request in writing to the program director along with appropriate documentation. The request will be considered by the program faculty committee and the student will receive their decision in writing. A student who is granted a leave of absence is not dismissed from the MLS program and will be placed in the first available space upon return.

Note: when the student is ready to return from the leave of absence the faculty will meet to determine whether some or all prior coursework must be repeated. Repeating some or all coursework may be deemed necessary depending on the length of the leave of absence, and the faculty committee's determination will be given to the student in writing.

## Liability Insurance

Students in the BSMLS program are required to carry student professional and general liability insurance coverage during the clinical experience. Students may not participate in any clinical activity without adequate liability insurance. The MLS program participates in the WSU liability insurance coverage program and students are required to pay a fee of \$10 to the WSU Cashier's Office prior to the start of the clinical courses to participate in this insurance. Senior students have until November 30<sup>th</sup> of each year to pay for this insurance and provide a copy of the receipt to the MLS program clinical coordinator. The liability insurance payment form is available in the MLS Program Information Organization on Canvas, in the Forms module. YOU WILL **NOT BE ALLOWED TO START YOUR CLINICAL ROTATION UNTIL YOU HAVE PAID FOR THIS INSURANCE.**

## Library

The University library system has several locations and many online resources. More information is available here: <https://library.wayne.edu/>

Online library resources for the MLS program include digital versions of some textbooks and reference books along with other resources. More information is available here: [https://guides.lib.wayne.edu/clinical\\_laboratory\\_science](https://guides.lib.wayne.edu/clinical_laboratory_science)

The student study area on the first floor in the Mortuary Science building contains numerous medical laboratory science related textbooks and reference books, along with certification exam review books. You may use this study area during regular school hours. If the study area is not open, ask someone in the main office to open it for you.

## Licensure

The WSU MLS program prepares students for employment as medical laboratory scientists. Medical laboratory scientists are not subject to licensure in the State of Michigan.

Some states and territories require state licensure to practice as a medical laboratory scientist. A current determination for each state requiring licensure is listed in the table below. Since regulations are subject to change, as well as subject to interpretation, those interested in obtaining MLS licensure in one of the states listed below should contact the appropriate state authority to verify their current requirements.

### States with MLS/MT Licensure

State/Territory	Meets or Exceeds Academic Requirements	Does NOT Meet Requirements	Determination Not Made
California			X
Florida	X		
Hawaii	X		
Louisiana	X		
Montana	X		
Nevada	X		
New York			X
North Dakota	X		
Puerto Rico			X
Tennessee			X
West Virginia	X		

## OneCard

From <http://onecard.wayne.edu/>

The OneCard is an all in one, multi-purpose identification and debit card. It provides students, faculty, staff and alumni access to a wide variety of campus services in a convenient, easy-to-use card. A OneCard offers safety, convenience and flexibility. Cardholders can add money to their account, turning their OneCard into a campus wide debit card. The card can be used for parking, door access, copying and printing services, as well as food and bookstore purchases.

### Adding Money

There are several ways to add money to your OneCard:

#### Online

Visit Academica and click on the OneCard Quick Deposit Icon. Enter your ID number, credit card information and the amount of money you would like to deposit. The minimum amount that can be deposited online is \$15. Funds deposited online are available immediately.

#### **Check or Money Order**

Checks and money orders are accepted at the OneCard/Parking Service Center in the Welcome Center, suite 257. Funds deposited by check or money order are available the next day.

#### **CSVT Machine**

Cash System Value Terminals (CSVT) allow you to deposit cash to add value to your OneCard. CSVT machines can be found [around campus](#). (There is one in the LRC at the Applebaum building.) Just insert your OneCard into the CSVT machine, select the deposit function, and deposit your cash. Please note that denominations of \$1, \$5, \$10 and \$20 are accepted and CSVT machines do not give change. You can only add the exact amount you would like to deposit. The minimum amount that can be deposited at a CSVT machine is \$1. The funds deposited online are available immediately.

## **Parking**

- For classes at the **Mortuary Science Building**, students may park in lot 23 or in structure 1 on Palmer Street. Entry to either site is by OneCard payment or credit card payment.
- For classes at the **Applebaum Building**, students may park in the structure on John R across from the building, using either OneCard payment or credit card for entry. You must enter the Applebaum Building on the side facing the Rehabilitation Institute of Michigan
- A shuttle bus is available for transportation from WSU Main Campus to the Applebaum Building. The bus runs approximately every 1/2 hour from 7 A.M. to 9 P.M. See <https://parking.wayne.edu/> for more information on parking.

## **Religious Observance Policy**

Because of the extraordinary variety of religious affiliations represented in the University student body and staff, the Wayne State University academic calendar makes no provision for religious holidays. It is University policy, however, to respect the faith and religious obligations of the individual. Students who find that their classes or examinations involve conflicts with their religious observances are expected to notify their instructors in writing of such conflicts, no later than seven days after the start of classes each semester, so that alternative arrangements as suitable as possible can be worked out.

## Safety

Participating in student laboratory exercises and in the clinical experience courses may expose the student to the risk of injury or infection from hazardous materials and equipment. Exposure to infectious organisms present in blood or body fluids, or on culture media, may occur.

The following rules must be followed in the laboratory:

- Attend all required safety training sessions and study safety training materials.
- Wear University/College/MLS Program/Clinical site-approved Personal Protective Equipment (PPE) appropriate to the functions being performed.
- Follow all Work Practice Controls (procedures) and all safety regulations required by the MLS program and by clinical sites affiliated with the program.
- Inform instructor of any infractions or violations of safety regulations.
- Follow chemical safety guidelines. (link to WSU Chemical Hygiene Plan: <https://research.wayne.edu/oehs/pdf/chemical-hygiene-plan.pdf> )
- Follow Universal Precautions guidelines for infectious materials. Treat every specimen as if it is contaminated.
- Report any and all personal injuries to instructor and follow University reporting/documentation procedures.
- Maintain a safe and organized workstation while in the laboratory.

Lab coats protect clothing from becoming soiled, contaminated, or damaged by chemical spills. You must wear a lab coat during each laboratory exercise. Each student will be issued two disposable lab coats during the first week of classes. One lab coat is to be kept in the Mortuary Science Building lab (room 315) and the other is to be kept in the MLS student lab in the Applebaum Building (room 4421). The lab coats must stay in the lab—you are not allowed to wear your lab coat in other areas of either building, or to take it home. We request that you wear clean lab coats in all lab sessions. If your lab coat becomes soiled or gets torn, please throw it away and request a clean coat.

Face shields and gloves will be also provided and must be worn as appropriate during Medical Laboratory Science laboratory exercises as appropriate. The faculty and staff will instruct you in proper use of personal protective equipment (PPE), safety devices, other laboratory equipment, and proper procedures/behaviors, and will monitor compliance with safety regulations.

Participants in student laboratory sessions or other in-person activities may be required to wear masks in addition to other personal protective equipment.

## Scholarships and Financial Aid

A financial aid assistant is available on Tuesdays (10:00—1:00) at the EACPHS Building. You may also contact the Financial Aid Office for additional sources of financial assistance at the Welcome Center Building, 42 W. Warren on Main Campus.

The Medical Laboratory Science Program has the following scholarships currently available. Application instructions will be provided as appropriate.

### Katherine M. Beattie Endowed CLS Scholarship

Katherine M. Beattie was an alumna of this program, and generously provided this scholarship to help fund the professional education of future generations of MLS/MT students. This scholarship provides a \$1,000 scholarship for a student during the clinical experience. This scholarship will recognize scholastic achievement and provide financial assistance to students completing the MLS program.

- Students receiving the award will be selected on the basis of scholastic achievement, need, and qualities of leadership. Applicants must fill out the FAFSA.
- Students receiving the award will be selected by the faculty of the Medical Laboratory Science program.
- **Application deadline is December 1 for this scholarship.** The scholarship is awarded during the Winter semester of the senior year.

### **Dr. Alexander Wallace III and M. Anne Wallace Endowed Scholarship**

M. Anne Wallace was a member of the MT/CLS/MLS program faculty for many years. The Dr. Alexander Wallace III and M. Anne Wallace Endowed Clinical Laboratory Science or Cytotechnology Scholarship was established by her to recognize scholastic achievement, to encourage continued progress, and to provide assistance to students in financing their education at Wayne State University, and is to be administered according to the following provisions:

- The student must have a **2.7** cumulative GPA in MLS program courses.
- Students receiving the award will be selected on the basis of scholastic achievement, need, and qualities of leadership. Applicants must fill out the FAFSA.
- Students receiving the award will be selected by the faculty of the Medical Laboratory Science program.
- The application deadline is **March 1**.
- The Office of Scholarships and Financial Aid will disburse the new award according to regular University procedures during the Fall Semester of the Senior year.

### **Christine Ford Annual Scholarship**

Cris Ford was MT/CLS (MLS) Department secretary for thirty-six years. Cris Ford loved helping people—especially students. After her passing, generous graduates, colleagues, and friends who continue to be inspired by her selfless caring spirit and dedication to our students made contributions in her memory to establish this scholarship fund. This annual scholarship will be awarded to outstanding Clinical Laboratory Science students who are in need of tuition assistance.

- The student must have a **2.7** cumulative GPA in MLS program courses.
- Applicants must fill out the FAFSA.
- The student receiving the award will be selected by the faculty of the Medical Laboratory Science program.
- The Office of Scholarships and Financial Aid will disburse the new award according to regular University procedures during the Fall Semester of the Senior year.
- The application deadline is **March 1**.

## **Medical Laboratory Science Program Scholarship**

MLS/BHS students in good standing are eligible for scholarship award according to need, as long as funds are available.

- The student must have a **2.7** cumulative GPA in MLS program courses.
- Applicants do not need to demonstrate financial need.
- The student receiving the award will be selected by the faculty of the Medical Laboratory Science program.
- The application deadline is **March 1**.

## **Sexual Misconduct Policies**

WSU's Sexual Harassment, Sexual Assault and Non-Discrimination/Affirmative Action policies apply to all members of the University community.

Consistent with the requirements of Title IX of the Education Amendments of 1972, it is the policy of Wayne State University to not discriminate on the basis of sex in the education programs and activities that it operates. Discrimination on the basis of sex includes sexual and gender-based harassment, sexual assault, relationship or intimate partner violence, stalking and retaliation. More Title IX information is available here:

<https://titleix.wayne.edu/>

## **Social Media Policy**

Healthcare systems, including our clinical sites, may monitor the social media postings of employees and job applicants and may take negative action regarding unprofessional or damaging postings.

Students in the MLS program are held to the same standard. Students are warned that social media postings, even when initially made in private form, can become public. Information received by the program that reflects on character may result in disciplinary action, including removal from the program.

## **Snow Days and Remote Days**

The University may declare a snow day or remote operations day when severe weather conditions or other interruptions compromise the safety of its students, faculty, and staff, both at the university and in transit to or from the university, or the efficiency of campus operations. Trigger events such as weather, utility interruption or network connectivity issues on or near campus (or extension centers) may cause the university to move to remote operations. Details surrounding a remote operations event will be communicated through the WSU website (<http://www.wayne.edu>), WSU Academica (<http://academica.wayne.edu>), WDET-FM (Public Radio 101.9), and local radio and television stations. A message will also be sent to cell phones and email addresses registered with the Broadcast Messaging Service.

When the University declares a remote operations day, faculty may offer students a synchronous (live) remote Zoom session, or may make other arrangements to make up the work. Synchronous remote sessions will take place at the regularly-schedule class meeting time.

**For students in clinical rotations** (clinical courses), our policy is that the clinical site makes the decision on whether the student must attend on such days. The student must contact the clinical site and ask whether they should attend on that day.

Link to University Policy: [https://policies.wayne.edu/appm/10-1-3-remote-operations-policy?utm\\_source=link&utm\\_medium=email-63989202f3c96&utm\\_campaign=Remote+Operations+Policy&utm\\_content=10.1.3+Remote+Operations+Policy](https://policies.wayne.edu/appm/10-1-3-remote-operations-policy?utm_source=link&utm_medium=email-63989202f3c96&utm_campaign=Remote+Operations+Policy&utm_content=10.1.3+Remote+Operations+Policy)

## Student Code of Conduct

All students are required to follow the Wayne State University Student Code of Conduct. The details are available here:  
<https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>

## Student Records Policy

A. MLS Program Records: It is the policy of the Wayne State University Medical Laboratory Science program that files for all matriculated students be maintained securely either in the Mortuary Science building in rooms 401 and 326 (paper files) or online on a secure WSU server; these files are kept in perpetuity. The files contain the following types of documents: application and admission records, clinical training records, evaluations, and records of counseling and advising.

B. College of Pharmacy and Health Sciences Records: Student files for admission and pre-admission advising are maintained at the Eugene Applebaum College of Pharmacy and Health Sciences building, 259 Mack Avenue, Detroit Michigan, in the Office of Student Affairs in Suite 1600.

C. University Records: The Wayne State University Office of the Registrar maintains official records of all coursework, grades and degrees conferred in a secured database. These files are maintained in perpetuity.

Academic records of all students are available to faculty, students and advisors on the Student Tracking Academic Records System [STARS]:  
<https://stars.wayne.edu>

Student records are maintained under the guidelines of the Family Educational Rights and Privacy Act of 1974 (FERPA).

<https://generalcounsel.wayne.edu/legal/ferpa>

<https://wayne.edu/students/privacy/>

Should a student wish to see his/her file, she/he must send a written notice to the MLS Program Director requesting access to their records. An appointment is then scheduled at which time the student may review his/her file, in the presence of the Program Director.

## **Tardiness—also see Attendance Policy**

Students are expected to be in the classroom or laboratory before the scheduled class start time and to be ready to start work on time. Any incidences of tardiness will be recorded and considered in computing the final course grade. (See individual course syllabi for details.) Information or events missed because of tardiness will not be repeated. Additional time for exams will not be allowed if a student is tardy.

You are expected to be **on time** for all class sessions. Students who are more than 15 minutes late for any scheduled class session will be marked absent, unless the tardiness is excused by the instructor. Points will be taken off the final course grade in accordance with the instructor's stated policy.

## **Tuition and Fees—see “Expected Program Costs”**

### **Useful Links:**

#### **Professional Organizations:**

**American Society for Clinical Laboratory Science (ASCLS)** <http://www.ascls.org/>

**American Society for Clinical Pathology (ASCP)** <http://www.ascp.org/>

**Student Code of Conduct:** <https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>