



**Medical Laboratory Science
Program Handbook
January 2026 Edition**

Revised May 2026

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As this is a professional program, students will be expected to demonstrate professionalism and maintain professional appearance during face-to-face and virtual meetings. As the student progresses throughout the professional sequence, expectations for professionalism, as outlined in each course syllabus, will be increasingly enforced, to help prepare the student for expectations aligning with the clinical site during their clinical fieldwork and of future employers.	26
Dress code for lectures on-campus is more lax and flexible than for laboratory sessions. However, students should still be aware of their appearance and promote the MLS program and profession in a positive light, which means refraining from wearing offensive or inappropriate clothing to the classroom.	26
Laboratory (on-campus dress code) requirements include pants, close-toed shoes, and proper personal-protective equipment (PPE). Additional expectations will be outlined in the respective course syllabus.	26
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OVERVIEW

IMPORTANT CONTACT INFORMATION

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 Medical Laboratory Science
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 Office: BA207
 Phone: 989-964-4505 (office)

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 Assistant Dean:**
 Dr. Jeremy Knous, MS, PhD
 Professor of Kinesiology
 Email: jknous@svsu.edu
 Office: BA260C
 Phone: (989) 964-2632

IMPORTANT DATES

Activity	Date and Description			
Winter Semester				
Program Orientation	Friday before first day of class, 10AM-2PM			
Lab unlocked for student use	Tuesdays 11:30AM-12:30PM; Wednesdays 10:30AM-11:30AM; by request <i>Will influence decision for/against academic probation if borderline 80% in exams/quizzes AND/OR labs of one or more MLS courses</i>			
Automation and hospital tour	Mon 3/30/26 or Tues 3/31/26, time to be determined Bronson Methodist Hospital, Kalamazoo (schedule 6-7 hour block)			
HHS Showcase* (required for MLS 350)	Weds April 22 nd : 9AM-10AM and 1PM-2PM			
Mid-Semester Progress Reports	Virtual or in-person with Prof. Alvey in second-half of semester			
One volunteer event outside of class* (for MLS program, Health Science/Public Health Dept, or College of HHS; required for MLS 350)	You decide with Alvey's permission (see Google Shared Sheet in 350 Canvas)			
Spring-Summer Semester – can continue to Fall				
Lab Tours	<table border="0" style="width: 100%;"> <tr> <td style="width: 30%; vertical-align: top; padding: 5px;"> REQUIRED: Covenant (Saginaw) MyMichigan Saginaw MyMichigan Midland MyMichigan West Branch MyMichigan Alma McLaren Bay (Bay City) McLaren Medical Laboratory (Flint) Hurley (Flint) Henry Ford Genesys (Grand Blanc) Henry Ford Hospital (Detroit) Bronson Methodist (Kalamazoo – toured in Winter) </td> <td style="width: 30%; vertical-align: top; padding: 5px;"> OPTIONAL: McLaren Central Mich. (Mt. Pleasant), McLaren Port Huron </td> <td style="padding: 5px;"> Assign 1-2 students to organize tours as a group; decide and plan together If you cannot attend as a group you must arrange an individual tour. If you work at the hospital laboratory you do not need to tour there. If you work at the hospital but not the laboratory, please see the program director to discuss. </td> </tr> </table>	REQUIRED: Covenant (Saginaw) MyMichigan Saginaw MyMichigan Midland MyMichigan West Branch MyMichigan Alma McLaren Bay (Bay City) McLaren Medical Laboratory (Flint) Hurley (Flint) Henry Ford Genesys (Grand Blanc) Henry Ford Hospital (Detroit) Bronson Methodist (Kalamazoo – toured in Winter)	OPTIONAL: McLaren Central Mich. (Mt. Pleasant), McLaren Port Huron	Assign 1-2 students to organize tours as a group; decide and plan together If you cannot attend as a group you must arrange an individual tour. If you work at the hospital laboratory you do not need to tour there. If you work at the hospital but not the laboratory, please see the program director to discuss.
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Fall Semester				
Finish lab tours	Complete by mid-October			
Lab unlocked for student use	Tuesdays 3PM-4PM; Wednesdays 10:30AM-12:00PM. By request <i>Will influence decision for/against academic probation if borderline 80% in exams/quizzes AND/OR labs of one or more MLS courses</i>			
Fieldwork Meeting 1	In person 2.5 hours; after midterms (date and time TBD)			
Fieldwork Meeting 2	Virtual 3 hours; near start of Winter fieldwork			
Fieldwork				
First day of fieldwork	Winter start (PLAN A): Monday, 1/11/27 Summer start (PLAN B): Monday, 7/19/27			
Last day of fieldwork and White Coat Ceremony	Last Day (Winter fldwk) – Friday, 6/11/27, all day White Coat Ceremony (all) – Friday, 6/11/27, evening (Reception to follow) Last Day (Summer fldwk) – Friday, 12/17/27, all day			

Additional important University dates can be found on the [Academic Calendar Website](#).

ADDITIONAL PROGRAM FORMS AND RESOURCES

Refer to the [MLS Program website](#) link for **Additional Program Forms, Procedures, and Publications** to view additional forms utilized by students and/or program staff, and the **Resources** link to view additional Program, University, and MLS-Professional resources.

MLS PROGRAM ACCREDITATION

The Medical Laboratory Science (MLS) program of Saginaw Valley State University (SVSU) is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Program accreditation and renewal information can be found at <https://naacls.org/naacls-program-search/>, where you can search by program type and state, or by institution. See below for address and contact information.

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Rd, Suite 720

Rosemont, IL 60018-5119

Phone: (773) 714-8880

FAX: (773) 714-8886

E-mail: info@naacls.org

WEB: <http://www.naacls.org>

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide students with the policies, procedures, expectations, and resources necessary to successfully progress through the professional phase of the Medical Laboratory Science (MLS) program prior to clinical fieldwork. This handbook serves as a comprehensive guide for both current and prospective students by outlining program structure, academic requirements, professional standards, and progression criteria.

Specifically, this handbook:

- Provides accreditation and institutional information
- Describes the program structure, professional course sequence, and required coursework
- Establishes academic expectations, grading policies, and progression standards
- Defines the program's measurable entry-level competencies and learning outcomes
- Communicates policies related to safety, laboratory practices, attendance, and professional conduct
- Explains eligibility requirements and preparation for transition into clinical education
- Clarifies student rights, responsibilities, and mechanisms for communication and due process

Students are responsible for understanding and adhering to all policies and requirements outlined in this handbook. Successful progression through the professional phase requires:

- Active engagement in didactic and laboratory coursework
- Timely completion of assignments and assessments
- Professional conduct in classroom and laboratory settings
- Ongoing communication with faculty and the Program Director
- Adhering to GPA, course-specific grade, and other professional requirements outlined in this Handbook and the Clinical Practicum.

Because the MLS curriculum is rigorous and sequential, students should anticipate substantial study time outside of scheduled class and laboratory hours. Accountability, ethical conduct, effective communication, and time management are essential for success in the program and readiness for entry-level professional practice.

The MLS Program engages in ongoing evaluation and continuous quality improvement to ensure alignment with accreditation standards, professional expectations, and workforce needs. Students are expected to participate in assessment processes that support program effectiveness and student success.

OVERVIEW OF THE PROGRAM AND PROFESSION

The Medical Laboratory Science (MLS) program at Saginaw Valley State University prepares students for careers in laboratory medicine through a combination of classroom instruction, hands-on laboratory experiences, and supervised clinical practicum training. The program is committed to developing scientifically knowledgeable, technically competent, and professionally prepared graduates who contribute to high-quality patient care and public health. In support of its mission, the program seeks to help address the ongoing regional and national shortage of Medical Laboratory Scientists by preparing entry-level professionals who are ready to meet the evolving needs of the healthcare workforce.

About the Profession:

Medical Laboratory Scientists are healthcare professionals who perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; they direct and supervise clinical laboratory resources and operations; and they collaborate in the diagnosis and treatment of patients.

At career entry, the MLS will be proficient in performing the full range of clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms. The MLS will have responsibilities in areas of analysis as well as clinical decision-making, regulatory compliance, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. The MLS will also possess basic knowledge, skills, and relevant experiences in financial operations, information management and research design/practice.

Essential qualities of the clinical laboratory professional include the ability to work both independently and collaboratively, the capacity for calm and reasoned judgment, and the demonstration of commitment to the patient reflected in professional, ethical, and moral attitudes and principles.

Summary of Program and Degree Progression:

Curriculum consists of multidisciplinary pre-requisite coursework in the general and health sciences. Admittance is competitive and requires an application and demonstration of eligibility requirements. Once admitted, students complete one-year of professional phase lecture and laboratory coursework, followed by a 22-week clinical practicum (fieldwork) at a regional or state affiliate hospital laboratory. After successfully completing all program requirements, students can enter the clinical laboratory profession and are eligible to take a national certification exam to enhance opportunities for employment and scope of practice.

The program is designed to accommodate approximately 30 students annually, with up to 15–16 students admitted to each cohort. Enrollment may vary based on available resources. The program's small cohort model fosters a supportive learning environment that promotes meaningful interactions with faculty, strong peer relationships, individualized feedback, and professional mentorship throughout the educational experience.

Summary Timeline:

A. APPLY TO SVSU AS A PRE-MLS MAJOR

Students must be admitted to and enrolled in a degree-seeking pathway at Saginaw Valley State University (SVSU) and complete all institutional and program-specific graduation requirements to earn the degree. Admission to SVSU does not guarantee acceptance into the Medical Laboratory Science (MLS) program.

B. YEAR 1-2: COMPLETE GENERAL EDUCATION AND PRE-REQUISITE COURSEWORK

Prior to admission, students complete general education and program prerequisite coursework (2.5 years), including foundational studies in biology, chemistry, mathematics, and related sciences. See **Professional Phase Requirements** for specific requirements.

C. SUMMER/FALL YEAR 3: APPLY TO THE PROFESSIONAL PHASE OF THE PROGRAM

The Winter semester serves as the sole entry point into the professional phase of the MLS program and marks the beginning of the professional curriculum sequence. Prospective students must apply for admission to the professional phase in the prior calendar year, according to the **Admission Criteria and Procedures** outlined below.

D. WINTER YEAR 3 – FALL YEAR 4: COMPLETE MLS LECTURE AND LABORATORY COURSEWORK

Following admission, students complete three semesters of rigorous lecture and laboratory coursework designed to develop the scientific knowledge, technical skills, critical thinking abilities, and professional behaviors expected of entry-level Medical Laboratory Scientists. Coursework is delivered primarily through face-to-face instruction and incorporates a combination of didactic, laboratory, and applied learning experiences.

E. WINTER/SPRING YEAR 4: CONDUCT CLINICAL PRACTICUM (FIELDWORK) – OFF CAMPUS

After successfully completing professional coursework, progression requirements, and laboratory competency assessments, students enter a 22-week clinical practicum at one or more affiliated healthcare laboratories. During this immersive experience, students apply their knowledge in real-world clinical settings while working

under the supervision of experienced laboratory professionals. Clinical education provides exposure to all major laboratory disciplines and supports the development of entry-level competence required for professional practice.

F. SPRING YEAR 4: GRADUATE AND JOIN THE HEALTHCARE WORKFORCE

Upon successful completion of all academic and clinical requirements, students are awarded a Bachelor of Science degree in Medical Laboratory Science. Graduates are eligible to sit for national certification examinations, most commonly through the American Society for Clinical Pathology Board of Certification (ASCP BOC). Certification is widely recognized by employers and enhances professional opportunities within the laboratory sciences.

Who should consider this program?

The Medical Laboratory Science (MLS) Program is an excellent choice for students who want to make a meaningful difference in healthcare through science, critical thinking, and laboratory medicine. Medical Laboratory Scientists play an essential role in patient care by generating the laboratory data used to diagnose disease, guide treatment decisions, monitor health conditions, and improve patient outcomes.

While most MLS professionals work primarily within the laboratory rather than in direct patient care settings, their expertise and commitment to quality have a direct impact on nearly every patient encounter. Students who are passionate about science, enjoy solving problems, value accuracy and quality, and seek a rewarding healthcare career with diverse employment opportunities may thrive in this profession. Graduates are prepared for careers in clinical and hospital laboratories, reference laboratories, public health laboratories, biotechnology and pharmaceutical industries, forensic laboratories, research settings, and many other scientific and healthcare environments.

You may be a good fit for Medical Laboratory Science if you:

- Enjoy science, investigation, and problem solving
- Thrive on challenge, responsibility, and continuous learning
- Perform tasks with accuracy, reliability, and attention to detail
- Work well under pressure and adapt to changing situations
- Communicate effectively with others
- Hold yourself to high professional and ethical standards
- Enjoy organizing information and identifying patterns
- Want a meaningful career that contributes to patient care and public health
- Value teamwork and collaboration within the healthcare system

What career options are available?

Clinical laboratory technical and professional skills are transferrable to numerous other fields, both within and beyond healthcare. Graduates of the program are prepared for careers in a variety of settings, including:

- Clinical and hospital laboratories,
- Reference laboratories,
- Public health and government laboratories,
- Biotechnology and pharmaceutical industries,
- Forensic laboratories, and
- Research settings

Aside from general laboratory science roles, the MLS graduate is also well-equipped to:

(1) Advance within the laboratory or beyond as a:

- Specialist in a specific clinical laboratory technical discipline
- Leader or technical supervisor within specialty laboratory discipline
- Manager or director of a clinical laboratory
- Quality assurance specialist
- Infection control/prevention coordinator
- Safety and compliance director
- Clinical educator

- (2) Apply skills outside of the hospital setting as a:
- Research and development laboratory technician
 - Academic laboratory research assistant
 - Technical support laboratory manager
 - Food scientist
 - Forensic technologist
 - Academic educator
 - Healthcare device sales specialist
 - Laboratory analyzer service engineer
- (3) Continue their education through:
- Business, healthcare administration, leadership, or MLS master's degree programs
 - Medical or dental school
 - Physician's assistant school
 - Pathologist's assistant programs
 - Forensic science master's degree programs
 - Research doctoral programs (PhD)
 - Post-professional doctoral programs (EdD, HSc, DCLS, etc.)

Public Student Loan Forgiveness (PSLF)?

Medical Laboratory Scientists who work under qualifying employer(s) (not-for-profit, 503c, or public) and who make qualifying (income-based) payments are eligible for loan forgiveness after ten years.

Visit the Federal Student Aid website on PSLF at [Public Service Loan Forgiveness | Federal Student Aid](#) for more information.

PROGRAM GOAL, MISSION, AND PHILOSOPHY

The Medical Laboratory Science (MLS) program resides within the Department of Public Health and Health Sciences (DPHHS) in the College of Health and Human Services (CHHS) at Saginaw Valley State University (SVSU). It is important that the mission, vision, and philosophy of the MLS Program align with the larger goals of the sponsoring institution.

Saginaw Valley State University (SVSU) Mission and Vision:

Mission:

"To transform lives through comprehensive, engaged education and experiences that prepare students for tomorrow's challenges and opportunities."

Vision:

"To be widely known for innovative teaching, experiential learning, and our inclusive, welcoming campus. We aspire to be the top choice for those striving for personal and professional success. Our graduates are highly regarded for their outstanding knowledge, leadership, and skills."

See more at <https://www.svsu.edu/president/missionvisionandvalues/>.

College of Health and Human Services Mission and Vision:

Mission:

"We are committed to advancing the science and practice of health and human services through excellence in teaching, research, service, and leadership development—empowering graduates to serve their communities and the broader global society."

Vision:

"To deliver world-class programs within a humanistic, interprofessional educational environment, preparing a diverse community of learners to become compassionate leaders and dedicated professionals in health and human services."

Medical Laboratory Science Program Goal and Mission/

Philosophy:

Goal:

The goal of the SVSU MLS Program is to educate the student so that their knowledge of Medical Laboratory Science, technical competency, and professional behaviors are consistent with career entry expectations, allowing them to contribute to the national clinical laboratory workforce.

MLS Program Mission and Philosophy:

The Medical Laboratory Science (MLS) program is a professional program that best serves individuals seeking healthcare careers that cultivate their naturally scientific, analytical, and inquisitive nature. The curriculum consists of basic science, general education, and profession-specific courses that include critical pathway and critical decision-making exercises.

With strong community support, the MLS program seeks to contribute academically prepared graduates with entry level technical competence and professional behaviors, as a solution to the national shortage of clinical laboratory professionals.

ESSENTIAL FUNCTIONS AND COMPETENCIES

The program ensures that activities assigned both in the pre-clinical professional courses and the clinical/applied learning setting are educational through clearly defined cognitive, psychomotor, and affective objectives for each rotation. Objectives are aligned with entry-level Medical Laboratory Scientist competencies. Laboratory competence is assessed twice per course. Practicum/fieldwork performance is assessed using standardized fieldwork evaluation tools. Students progressively develop competency through supervised practice, direct observation, guided participation in laboratory procedures, and performance assessment appropriate to their level of training.

MLS Essential Functions

Essential Functions represent non-academic requirements of the profession that all students must possess to become successful in the clinical laboratory environment and to become employable. Students considering the program should be able to ascertain their ability to function successfully in the program and profession after reading the Essential Functions below, taking MLS200 (or equivalent), and meeting with the Program Director. By submitting an application to the program with a signed Verification of Policies form, students acknowledge an understanding of the requirements and believe they have the essential functions to succeed in the MLS Program. Once admitted to the program, failure to meet any of the Essential Functions may result in dismissal from the program.

1. Possess sufficient vision to easily read charts, graphs, instrument panels, printouts, small graduated scales, etc.
2. Discriminate colors accurately to identify reagents, select proper tube types, distinguish physical properties of various body fluids and prepare and identify cells and tissues.
3. Be able to read, write, and communicate in the English language to facilitate effective communication with patients, providers, and all other members of the health care team.
4. Possess sufficient hearing ability with or without auditory aides to understand the normal speaking voice and discern audible instrument alert signals and timing devices.
5. Demonstrate sufficient manual dexterity to safely and accurately perform required tasks such as phlebotomy, operating delicate instruments, manipulating tools, handling small containers of potentially bio-hazardous specimens, and utilizing sample measuring devices.
6. Be sufficiently mobile to traverse about the laboratory, hospital corridors, patient's rooms, offices and patient examining rooms, (minimum width approximately three feet).
7. Possess the emotional health and psychological stability required to fully utilize their intellectual abilities under stressful conditions thus allowing them to be able to recognize emergency situations, take appropriate action, and be an effective problem solver.
8. Be able to sit for extended periods of time at computer stations, read information from a monitor, and use the keyboard.

NOTE: Corrective devices and reasonable accommodations may be utilized to satisfy these essential functions.

MLS Program Competencies and Learning Outcomes

At the conclusion of the MLS practicum, the student will be able to:

1. Perform (independently) routine and specialized laboratory procedures found in a typical full service clinical pathology laboratory. This includes all QA/QC requirements, preparing reagents and equipment, and managing problems.
2. Apply principles and practices of quality assurance/quality improvement to the pre-analytical, analytical, and post-analytical components of laboratory services utilizing statistical analyses.
3. Apply safety and governmental regulations and standards to laboratory practice.
4. Analyze and/or evaluate laboratory findings to incorporate critical pathways and clinical decision-making activities, such as;
 - a. Verifying patient results and QA for a given test
 - b. Correlating findings with health and disease states
 - c. Prescribing course of action for discrepancies
 - d. Recognizing possible inconsistent results
 - e. Developing algorithms
5. Apply acceptable principles of teaching and learning to a selected activity.
6. Apply basic principles of management in select activities.
7. Practice the ethics of the profession.
8. Apply concepts and principles of laboratory operations to include:
 - a. Critical pathways and clinical decision making;
 - b. Performance improvement

Eligibility for Certification Exam

Current eligibility requirements for the National Certification Exam may be reviewed on the American Society for Clinical Pathology (ASCP) website: www.ascp.org. Graduates of the program are eligible to sit for the ASCP Board of Certification (ASCP BOC) or the American Medical Technologists (AMT) certification exam.

Granting of the degree in Medical Laboratory Science is not contingent on passing the national MLS certification exam. Program Director recommendation for the national certification exam shall be contingent upon successful completion of the field experience with a final grade of no less than a B-.

PROGRAM FACULTY AND STAFF

The success of the SVSU Medical Laboratory Science Program is built upon the dedication, expertise, and commitment of its faculty, adjunct instructors, and clinical professionals. Our instructional team consists of experienced educators and practicing laboratory professionals who are passionate about student success and the Medical Laboratory Science profession.

Laboratory sessions are typically supported by two instructors, allowing students to receive individualized guidance, timely feedback, and additional opportunities for skill development. This approach helps students build technical competency, strengthen critical thinking skills, and develop the professional behaviors necessary for success in clinical practicum experiences and future careers.

Our faculty and staff are committed to fostering a culture of continuous learning, professionalism, collaboration, and student-centered education. Students are viewed as future colleagues, and we take pride in supporting their transition from learners to competent, entry-level Medical Laboratory Scientists. Graduating student feedback consistently identifies the program's dedicated faculty, hands-on laboratory experiences, small class sizes, and high academic standards as key strengths that contribute to student success and professional readiness.

CURRENT MLS FACULTY AND STAFF

Name	Credentials	Email	Courses
Faculty			
Margot Alvey	MS, MLS(ASCP) ^{CM}	mmlondon@svsu.edu	Clinical chemistry, clinical hematology, urinalysis and body fluids
Adjunct Faculty			
Jacquelyn Eaton	MLS(ASCP) ^{CM}	jmeaton@SVSU.edu	Clinical microbiology
Michelle Keyser (Spring only)	MLS(ASCP) ^{CM}	mkkeyser@SVSU.edu	Urinalysis and body fluids

Alkiviadis Koutrouvidas	MS, MLS(ASCPi) ^{CM}	akoutrou@SVSU.edu	Molecular diagnostics
Amanda (Rosie) Lovejoy	MLS(ASCP) ^{CM}	arlovejo@SVSU.edu	Immunoematology
Jessecia McLeod	MS, MLS(ASCP) ^{CM}	jllabean@svsu.edu	Laboratory operations, clinical chemistry, urinalysis and body fluids, clinical immunology
Clinical Professionals			
Sarah Duquette	MS, MLS(ASCP) ^{CM}	scduquet@svsu.edu	Immunoematology
Michelle Keyser	MLS(ASCP) ^{CM}	mkkeyser@SVSU.edu	Clinical hematology and chemistry
Bethanie Richardson	MLS(ASCP) ^{CM}	basmith3@SVSU.edu	Clinical microbiology, urinalysis and body fluids
Sean Suitor	MLS(ASCP) ^{CM}	smsuitor@svsu.edu	Clinical microbiology

LINES OF AUTHORITY AND RESPONSIBILITIES

Definitions:

The following terms are used throughout this manual. Definitions and descriptions of roles and responsibilities are derived from the *NAACLS Standards for Accredited Programs* (adopted 10/2024, revised 5/2025), the *NAACLS Standards Compliance Guide* (adopted 10/2024, revised 11/2025), and language in affiliate agreements.

Clinical/Applied Learning Affiliate (also known as *Clinical Affiliate or Site*):

A site for conducting the program's clinical/applied learning. It may be a location for students to view broadcast materials from the sponsor or the partner. While a clinical/applied learning affiliate may grant a certificate acknowledging the completion of the clinical/applied learning, it cannot grant a degree/certificate at the culmination of the accredited program. Clinical affiliates and fieldwork are not covered in this handbook. Clinical Practicum Manuals are edited and distributed to students and clinical sites prior to the beginning of the student's fieldwork experience.

Inclusion:

Actively promoting a culture of respect, equity, and belongingness for all members of the NAACLS community, including students, faculty, professionals, and patients.

Learning Experience:

Any activity, interaction, or environment through which students acquire knowledge.

Program Director:

A professional employed by an accredited academic entity who serves to oversee student and faculty clinical scheduling, compliance, or communication with clinical agency staff – a 'step back' from direct student supervision during clinical assignment – maintaining broad oversight, but retaining ultimate responsibility for monitoring student progression.

Student:

A person engaged in and dedicated to seeking knowledge, practical experience, professional and psychomotor growth in the clinical laboratory, to maintain a professional manner at all times.

Authority, Roles, and Responsibilities:

This section will describe the roles and responsibilities of the Program Director, the Instructors (Faculty and Adjunct Faculty), the Clinical Professionals, and the Student, as well as the level of authority for each role.

Roles and Responsibilities of the Program Director:

The Program Director provides overall leadership and administration of the MLS Program and is responsible for:

1. Maintaining compliance with University, affiliate, and NAACLS accreditation requirements
2. Maintaining a professional, respectful, and inclusive learning environment
3. Overseeing curriculum, student learning outcomes, and program assessment
4. Advising, mentoring, and supporting students throughout the program
5. Coordinating clinical practicum placements and maintaining affiliate relationships
6. Monitoring student progression and academic performance
7. Facilitating communication among students, faculty, clinical professionals, preceptors, and clinical learning liaisons
8. Reviewing and resolving program-related concerns and issues
9. Leading continuous quality improvement efforts to support student success and program effectiveness

Roles and Responsibilities of Faculty and Adjunct Faculty Instructors:

Faculty and adjunct faculty are responsible for:

1. Delivering course content and facilitating student learning
2. Creating and evaluating assignments, examinations, laboratory activities, and other assessments
3. Providing timely feedback and academic support to students
4. Maintaining a professional, respectful, and inclusive learning environment
5. Monitoring student performance and identifying opportunities for improvement
6. Participating in program assessment and continuous quality improvement activities
7. Remaining current in their discipline and instructional practices

Roles and Responsibilities of Clinical Professionals:

Clinical professionals support the delivery of laboratory education and student skill development by:

1. Assisting with preparation, organization, and maintenance of laboratory activities and materials
2. Supporting laboratory instruction and demonstration of procedures and techniques
3. Providing guidance and feedback during laboratory sessions
4. Reinforcing safe laboratory practices and professional behaviors
5. Assisting with evaluation of student laboratory performance, when appropriate
6. Supporting faculty, the program director, and students to promote effective learning experiences

Responsibilities of Students:

Students are responsible for actively participating in their education and professional development by:

1. Attending classes, laboratories, and clinical/applied learning experiences as required
2. Preparing for and participating in all learning activities
3. Demonstrating professionalism, integrity, and respect for others
4. Following program, University, laboratory, and clinical site policies and procedures
5. Maintaining confidentiality and complying with all applicable privacy regulations
6. Practicing safe laboratory and clinical procedures
7. Communicating professionally with faculty, staff, preceptors, clinical learning liaisons, and peers
8. Accepting and incorporating feedback to support continuous improvement
9. Taking responsibility for their learning, academic performance, and professional growth
10. Representing the MLS Program and profession in a positive and professional manner

EXPECTED PROGRAM COMPLETION TIME

MLS courses are offered once each academic year and follow a sequential curriculum design. Most students enter the professional phase as full-time cohort members and complete coursework together before beginning clinical fieldwork. Students assigned to Plan A begin fieldwork in the Winter semester and typically complete all program requirements within approximately 1.5 years of admission. Students assigned to Plan B begin fieldwork in the Summer semester and typically complete the program within approximately two years of admission.

Students who are unable to follow the traditional full-time course sequence may request approval from the Program Director to enroll on a part-time basis or transition to part-time status after admission. Part-time and probationary students follow an individualized curriculum plan, which may extend the time required to complete program requirements.

APPLICATION AND ADMISSION PROCEDURES AND POLICIES

NON-DISCRIMINATION POLICY

Saginaw Valley State University and the Medical Laboratory Science Program Director, faculty, and staff are committed to a policy of equal employment opportunity, equal education opportunity, and nondiscrimination in the provision of educational and other services to the public. Program faculty and staff do not discriminate on the basis of race, ethnicity, national origin, color, sex, sexual orientation, gender identity or expression, age, marital status, political belief, religion, immigration status, veteran status, or mental or physical disability.

This policy applies to students, employees, volunteers, clinical learning liaison, clinical preceptors, faculty members, MLS Advisory Board members, and anyone else who may have contact or business with the program on any basis.

The University's anti-harassment / nondiscrimination policy is found in the university's operations manual: <https://www.svsu.edu/operationsmanual/legalcompliance/anti-harassmentdiscriminationpolicy25-2/>.

PRE-PROFESSIONAL PHASE REQUIREMENTS

Declaration of pre-Medical Laboratory Science major is open to students who meet general requirements for admission to SVSU. After [admission to the University](#), students begin their [baccalaureate degree](#) coursework in preparation for admission to the MLS program. Pre-requisites include completion of:

1. [University Basic Skills Requirements](#),¹
2. [University General Education courses](#),¹
3. And the [program prerequisites](#).^{2,3,4,5}

¹: Admitted students can complete their general education requirements and non-science pre-requisite courses after the one year of professional coursework and PRIOR to beginning fieldwork. This would occur the Winter semester following the one-year of program-specific courses, with fieldwork beginning in the Summer term and program completion aligning with the [University Fall semester completion dates](#).

²: The following courses may be taken after program admission: CHEM250 Survey of Biochemistry or equivalent (MUST be taken first Spring after admission, if full-time and not taken as prerequisite); HS201 Intro to Health Science Research; HS250 Health Policy and Regulation.

³: Admitted students MUST complete HS201, HS250, and/or general education requirements after completion of the one year professional coursework and PRIOR to beginning fieldwork. Courses must be taken in the Winter semester after the one year of program-specific courses, with fieldwork beginning in the Summer term and program completion aligning with the [University Fall semester completion dates](#).

⁴: Full-time students are prohibited from taking additional courses on top of the rigorous MLS coursework in ALL terms except the Spring in the year they are admitted, during which they are may take a maximum of 5 additional credits (9 maximum credits). This includes during the clinical practicum (fieldwork). Additional courses/credits in the Spring term of MLS coursework requires approval by the academic Dean as outlined by the [Office of the Registrar](#).

⁵: In rare cases, the Program Director may approve a student to take a course concurrently alongside MLS courses, This is only under special circumstances and will typically not be approved unless not doing so would have a significance negative impact on the student's graduation timeline.

Formal application for admission to the upper division (professional phase) courses of the MLS program is required prior to registering for MLS professional courses. See the ***Application and Admission*** section, below, for specific instructions.

TRANSFER OF CREDITS

Transfer students are eligible to apply to the MLS Program under the same criteria as described in this manual. Student interested in transferring to SVSU are encouraged to contact a transfer advisor. For information on transferring courses to SVSU, including transfer of AP credit, refer to the following webpages: <http://www.svsu.edu/apply/undergraduate/transfer/> and <http://apps.svsu.edu/transfer/> (for transfer equivalencies).

Seven Years Dated Transcript

Students who have completed formal medical laboratory sciences courses seven years before application will need to have their transcripts evaluated by the Medical Laboratory Sciences Program Director (after the transcript evaluation office). Students may need to retake the MLS courses depending on recent experience, continuing education, etc.

Alternately, students may test-out and earn course credit for some MLS or prerequisite courses through the College-Level Examination Program® (CLEP). Refer to the CLEP website for more information. Students interested in taking a CLEP test-out course should seek advice from the Program Director prior to registering.

ADVANCE PLACEMENT FOR EXPERIENTIAL LEARNING

Students with current medical laboratory **credentials** may be given advance placement credit for a portion of the professional curriculum, as determined by the Program Director. Certification must be documented. Completion of objectives, achievement of competence, and experiential learning credit will be evaluated on a case-by-case basis.

APPLICATION AND ADMISSION

Minimum Eligibility Requirements

Applicants must meet all of the following requirements to be considered for admission to the professional phase of the Medical Laboratory Science Program:

- Complete a minimum of four semesters of prerequisite coursework prior to admission.
- Earn a minimum cumulative GPA of 2.75 in all pre-professional coursework.
- Meet all MLS Essential Functions.
- Submit a completed MLS Program Application (see **Application Materials** section, below).

Applicants who meet the minimum eligibility requirements will be ranked using the criteria below. Program faculty and staff use submitted application information to score each individual application, based on the following criteria. Ranking may or may not be performed, depending on the number of applicants and need; if a low number of applicants is received and all meet minimum eligibility requirements, ranking may not be indicated, and all students can potentially be accepted into the program.

Timeline for Application and Admission:

Program faculty, staff, and the Program Director are responsible for reviewing the application materials, ensuring minimum requirements for admission are met, and ranking candidates in cases when the number of applicants falls beyond the capability of the program.

Upcoming program application deadlines will be moving earlier in the year to achieve a Spring/Summer deadline and earlier notification to students of acceptance/denial.

For students applying to begin the professional phase in:	Submit your application materials between:	Group interview date (estimated; date/time TBD):	Notification of admission status (estimated):
WINTER 2026	September 15 th and October 15 th , 2025	Mid-November, 2025	Third week of December, 2025
WINTER 2027	August 15 th and September 15 th , 2026	Mid-October, 2026	First week of December, 2026
WINTER 2028	June 15 th and July 15 th , 2027	Early September, 2027	First week of October, 2027

Application Materials:

Students must submit current and remaining courses, previously attended institutions, and institutional transcripts as part of their official program application. Additional information collected includes relevant work experience, contact information, Veteran/civilian status

Aside from an application, students are required to submit a short essay without generative artificial intelligence (AI) or Writing Center assistance, provide two completed Reference Forms, and verify they have read, understand, and will adhere to the program policies upon admission. See [MLS Apply Now](#) website.

Note: application materials for Winter 2029 start date are not yet accessible.

International Students:

International transcripts and/or foreign degrees must be evaluated by the World Education Services (or equivalent) and University Transcript Evaluation Office. MLS Prerequisite courses must be evaluated by the appropriate department prior to presentation to the MLS Program Director. Once evaluated and documented, the student must meet with the MLS Program Director to finalize a schedule of courses.

Students must demonstrate effective English language skills by submitting official results of the TOEFL with minimum requirements of 580 paper/ 92 internet or IELTS test band 7.0. Online testing results may be subject to revised criteria.

Group Interviews:

Depending on the number of applicants and available faculty and staff, the Program Director may arrange group interviews to assist in ranking individual applicants. More information will be provided via email from the Program Director.

Ranking Applicants:

Program faculty and staff use submitted application information to score each individual application. Applicants will be scored and ranked, if needed, based on the following criteria:

Criterion	Score
Overall GPA	
2.60 – 2.74	0.25
2.75 – 2.99	0.50
3.00 – 3.49	0.75
3.50 – 4.00	1.00
Science GPA*	
2.00 – 2.49	0.25
2.50 – 2.74	0.50
2.75 – 2.99	0.75
3.00 – 4.00	1.00
Quantity of Science Courses Completed	
Fewer than 10	0.00
10–12	0.25
13–15	0.50
16–18	0.75
19–21	1.00
Recommendations and Experience	
Because recommendations and relevant experience are closely related, they are considered together and averaged into a single score.	
1: Average Recommendation Rating	
None	0.00
Poor	0.25
Average	0.50
Good	0.75
Excellent	1.00
2: Relevant Experience Rating	
None	0.00
Healthcare Experience	0.25
Non-Clinical Laboratory, Biotechnology, or Research Experience	0.50
Clinical Laboratory Experience (≥ 6 months part-time)	0.75

Clinical Laboratory Experience (> 1 year part-time or full-time)	1.00
MLS 200 Performance	
1: Cognitive Performance: Final grade or grade at midterm	
Grade	
A	0.50
B	0.25
C	0.00
2: Affective Performance	
Attendance and punctuality	0.10
Professionalism	0.10
Timely completion of assignments	0.10
Enthusiasm	0.10
Participation	0.10
Additional Admission Considerations	
Applicants may also be evaluated on:	
1: Evaluation of Essay	
Quality of the admission essay, including support of the MLS Program Mission and writing effectiveness.	
2: Interview Performance	
Group or personal interview with MLS and Health Sciences faculty (when conducted).	

*Science GPA includes required Mathematics, Biology, Chemistry, Physics, and previous MLS coursework. Science course count excludes courses with grades of D, F, W, or I.

ACCEPTANCE INTO PROGRAM

The professional phase of the MLS program begins formally each Winter semester, with application and admittance in the preceding Summer and Fall semesters. Students shall be notified of acceptance status by the end of that Fall semester, at the latest.

Acceptance is contingent upon successful completion of Fall semester courses. Students are expected to provide updated transcripts to the [Program Director](#) once the semester is completed and a signed Verification of Policies form, which can be retrieved at the [MLS Apply Now](#) website.

Required Hep B Vaccine:

Once accepted, and prior to the start of the program, students must have, at minimum, at least started the immunization series for the Hepatitis B vaccine and provide documentation to the Program Director. MLS students must complete the series according to recommended schedule. The University Health Center offers the vaccination for approximately \$30 per injection and will not bill insurance.

LATE APPLICANTS/RE-ACTIVATION APPLICANTS

Applications received after application deadline will be considered for acceptance only if an opening is available after on-time applicants are ranked.

PROFESSIONAL PHASE POLICIES

MANDATORY PROGRAM-RELATED ATTENDANCE OUTSIDE OF CLASS

Throughout the professional phase of the program, students are required to attend formal or informal sessions, tours, and program-related activities that may not be tied to grades. These are listed under the Important Dates table on page 5.

At the beginning of each semester, the dates will be confirmed in writing and given to students as early as possible. Excused absences may be approved only in certain circumstances, including extreme illness, family member death, etc. Missing event(s) may result in disciplinary action as stated below. Additional meetings may be scheduled in between two consecutive MLS courses per instructor discretion (advance notice will be given).

The first program-related meeting will be the mandatory Program Orientation, which takes place on campus the Friday prior to the first day of the Winter term. The Program Director or a designee will inform students of details by the end of the Fall semester.

DOCUMENT REVIEW AND CONTROL

Student Records

Students admitted to the MLS program will have a student file on record in the Program Director's office or on a secure cloud drive. Such records shall contain: application to program and letter of acceptance, transcripts at start of program, any advising checklist/session notes, checklist of: lab safety, review of MLS Handbook, orientation, Academic Integrity, Hep B immunization, and student progress/counseling records. Students have the right to view their MLS student file by requesting an appointment with the Program Director.

Upon graduation, student files may be reduced to transcript (Registrar's office), current address on record, and current known employment for long term storage (7 years).

Distribution of MLS Program Handbook

The **MLS Program Handbook** shall be discussed with all students interested in the program at the first advising session with the Program Director. The manual is available on the [MLS Program Handbook website](#) and is studied in MLS200 Introduction to Medical Laboratory Science. A hard copy is available upon request.

Distribution of MLS Practicum Manual

The **MLS Clinical Practicum Student Manual** shall be made available to those students registered for MLS 491-495 fieldwork courses.

PROGRESSION AND RETENTION POLICIES

Following admission to the professional phase of the program, three semesters of full-time academic coursework with integrated field experiences are required. Students are required to maintain good academic standing throughout the program. Criteria for progression are outlined below. If one or more criterion is not met, the student will face disciplinary action, including and leading up to dismissal from the program.

Professional Course Grading Scale:

The MLS program uses the following course scale to determine final grades in each professional MLS course:

Final Course Score (%)	Final Grade
A	93-100
A-	90-92
B+	87-89
B	84-86
B-	81-83
C+	78-80
C	75-77
D	67-74
F	<67

Criteria for Progression:

Following admission to the professional phase of the program, three semesters of full-time academic medical laboratory science course work with integrated field experiences are required. Once admitted, in order to progress sequentially throughout the professional phase, students must:

- Achieve a “C” or better in all MLS courses
- Maintain a cumulative GPA of 3.00 in the MLS professional courses
- Earn an 80% or higher for each Laboratory Competency Assessment
- Achieve a final weighted Laboratory score of $\geq 80\%$ in each MLS course with a laboratory component
- Achieve a final weighted Exam/Quiz score of $\geq 75\%$ in each MLS course
- Earn a minimum of 80% for each fieldwork performance and affective objective and overall rotation-specific evaluation score
- Demonstrate the ability to meet the MLS Essential Functions’
- Meet professional and behavioral expectations (see **Affective Behaviors**, below).

The Program Director records overall course grades, competency assessment pass/fail/remediated status, weighted Exam/Quiz score, and weighted Laboratory score for each course at the conclusion of each term. MLS program instructors will notify the Director of any observation of a student not meeting one or more Essential Functions or Affective Behaviors.

If a Progression Criterion is not Achieved:

The following detail policies when one or more progression criterion is not met.

A. FIRST TIME EARNING AN MLS COURSE GRADE BELOW A “C”

The student will not progress in the major until the failed course has been repeated successfully. An MLS course may be repeated one time. If a grade of “C” or better is not achieved after repeating the course, the student will be dismissed from the program.

B. SECOND TIME EARNING AN MLS COURSE GRADE BELOW A “C”

If a student at any time during the professional sequence earns two course grades lower than a “C” the student will be dismissed from the program.

C. FIRST TIME FAILURE TO MEET THE MINIMUM GPA (3.0) REQUIREMENT

The student will be placed on MLS program academic probation and must meet the requirement in the subsequent semester.

D. SECOND TIME FAILURE TO MEET 3.0 GPA REQUIREMENT (TWO SEMESTERS < 3.0)

The student will be dismissed from the program. The Program Director, with input from faculty, may waive dismissal in the rare case that the student’s cumulative GPA for professional courses did not raise above the 3.0 requirement, despite the student demonstrating significant improvement in effort throughout the duration of the second semester and high-achieving grades the second semester. In this case, the Director may allow the student to continue to improve their professional course GPA to meet program the requirement for one more semester under probation and close supervision. If a 3.0 is still not achieved, the student will be dismissed.

E. FIRST TIME LAB COMPETENCY ASSESSMENT SCORE $< 80\%$ IN A SINGLE DISCIPLINE

The student will remediate with the instructor of the course. If the student fails remediation, they will be given one final opportunity for success, after a required re-education with the instructor.

F. SECOND TIME LAB COMPETENCY ASSESSMENT SCORE $< 80\%$ IN A SINGLE DISCIPLINE

The student will be dismissed from the program. Under some circumstances, the Program Director may delay the student’s advancement in the professional phase until the student is re-educated for a period of time (to be determined by the Program Director) and competence is achieved in the discipline. Alternate actions may be discussed on a case-by-case basis.

G. FAILURE TO MEET MINIMUM FINAL WEIGHTED SCORE IN EXAM/QUIZ (75%) OR LABORATORY (80%) CATEGORY

Failure to achieve these averages may result in a maximum of 74% (D) grade for this course, therefore placing the student in a probationary status in the MLS program. The MLS Program Director may further evaluate the student's exam/lab performance in all MLS courses to date and use discretion to determine the next course of action. Input from other program instructors will be solicited.

H. FAILURE TO MEET ONE OR MORE MLS ESSENTIAL FUNCTION

The Program Director and instructors will attempt to reasonably accommodate the student on campus and advocate for reasonable accommodation at a clinical affiliate site. If the student is still not able to meet all Essential Functions after reasonable attempts have been made to accommodate the student, the student may be dismissed from the program.

STUDENT ADVISING AND CONCERNS

The Program Director serves as academic advisor for all students with a declared pre-MLS or MLS major, including those formally admitted to the program. General Education requirements are best discussed with SVSU Academic Advisors.

FERPA and Student Confidentiality:

Students are ensured confidentiality of their academic records by the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA). All MLS faculty and adjunct faculty receive FERPA training and are required to adhere to these confidentiality policies as a term of employment. Each student that is advised by a member of the MLS program faculty or adjunct faculty is treated impartially. All pre-MLS students are advised on MLS policies and procedures during advising meetings, in MLS200, and throughout the professional program. Additionally, as pre-professionals, students are discouraged from discussing fellow students with others, especially clinical affiliates, potential employers, faculty, or other students.

Student Concerns, Grade Grievance, and Appeals:

Students are encouraged to communicate suggestions, concerns, and complaints to the Program Director. Students may also give feedback and disclose concerns to MLS adjunct faculty, the Department of Public Health and Health Sciences (DPHHS) Chair, or the Dean of the College of Health and Human Services (HHS) for investigation and resolution. All issues brought to the attention of the Program Director or other program staff shall be handled in a confidential and impartial manner by following the MLS policies and procedures, as well as the SVSU code of conduct guidelines and advisement of the Department Chair and/or the Dean of HHS. Students can also consult the [Student Problem Resolution Procedures](#) in the [Student Handbook](#).

A. CONCERNS REGARDING ASSESSMENT SCORES, TREATMENT, AND BEHAVIOR CONCERNS

Any concerns from the student regarding an individual assessment score or unfair treatment or unprofessional behavior by program staff or clinical site preceptors should be discussed directly with the instructor or preceptor initially, and subsequently, with the Program Director, if necessary. However, students can also contact the University Ombudsmen, DPHHS Chair, or College of HHS Dean, as mentioned above.

B. COURSE GRADE GRIEVANCE

Students wishing to file a course grade grievance should follow the [Grade Grievance Policy and Procedure](#) located in the [Student Handbook](#).

C. ONGOING OR MORE SERIOUS CONCERNS

Ongoing and/or more severe concerns, such as breach of service work or other program policy by clinical site preceptor(s) during fieldwork, should be taken to the Program Director who will determine whether an investigation and/or follow-up action is warranted. The ***Clinical Practicum Student Manual*** details the program plan for fair investigations of significant fieldwork concerns.

D. REPORTING INCIDENTS OF DISCRIMINATION OR SEXUAL HARASSMENT

Any student who experiences discrimination or harassment in any activity related to the university should immediately report the incident to their faculty advisor, program director, and the University Title IX coordinator at (989) 964-4068.

E. CLARIFICATION OF UNIVERSITY POLICIES AND/OR RESOLUTION OF CONCERNS

The university ombudsman helps students resolve concerns, problems, or conflicts concerning university policies, procedures, and decisions. Student questions or concerns may be directed to the university ombudsman at: <https://www.svsu.edu/ombudsman/>.

In the event of unsatisfactory resolution of concerns or complaints, students have the right to follow the Appeals process as documented in the SVSU [Code of Conduct Code of Conduct and Appeals](#).

SAFETY AND INFECTION CONTROL POLICIES

Any infractions of the following policies could result in disciplinary action including:

- Program documentation of concern or disciplinary action,
- Documentation with SVSU Office of Student Conduct Programs,
- Zero on a quiz or exam,
- Removal from a course,
- Removal from the program,
- Suspension for a week with its consequences, or
- Granting of an "F" grade.

Student Laboratory Safety

All laboratory testing using chemicals, reagents, control material, and/or biological specimens shall be performed only under supervision of qualified faculty. Students shall complete [Medtraining.org](#) safety modules in: Biosafety, Fire Safety, Chemical Safety, and Electrical Safety, and review and sign the [Lab Safety Precaution](#) form prior to performing lab activities.

Liability Insurance

SVSU provides liability coverage for all students who are admitted into the MLS Program. SVSU liability insurance does not cover a student while they are working for pay.

Health Risks

The two most important health risks to laboratory professionals are the human immunodeficiency virus (HIV) and Hepatitis B. Observing lab safety precautions and receiving vaccinations appropriate for these two risks will generally eliminate any other potential health risks.

A. AIDS

HIV can cause acquired immunodeficiency syndrome (AIDS) if left untreated long-term. HIV is not easily transmitted. Generally, direct contact with contaminated material and a break in the skin is required for transmission. A positive test for the antibody to HIV that develops into AIDS may eventually be fatal.

While there is no vaccine for HIV yet, due to the precautionary measures observed by health care workers, health professionals actually have a much lower incidence of AIDS than the general public.

B. HEPATITIS B

This virus is much more stable or "hardy" outside of the body than the AIDS-causing virus. Consequently, it is easier to contract this virus "second hand". Counters, test tubes, etc. that were soiled with contaminated fluids can carry the hepatitis virus for long period of time (6 months) at room temperature. Therefore, it is very important that these surfaces be decontaminated with appropriate cleaning agents frequently. Hepatitis B is usually not fatal.

The Hepatitis B vaccine is available for purchase at the Health Center. It is relatively inexpensive and requires three (3) separate inoculations. All students must have at least begun the Hep B immunization series by the first day of program classes. Since all health professionals receive the Hepatitis B vaccine, the vaccine schedule must be finished prior to the start of fieldwork.

C. BIOHAZARDOUS PATHOGEN OR HAZARDOUS CHEMICAL EXPOSURE

Students review safety procedures prior to beginning the professional phase of the program.

Exposure in MLS Student Lab:

Students are instructed in the event of an exposure in the MLS student lab to clean the exposed area with the following methods:

- Blood or body fluids by needlestick, splash to mucous membranes, eyes, nose or mouth, or contact with broken skin:
 - Immediately wash the site with soap and water.
- Longer or more significance eye exposure:
 - Immediately flush with water or use an eye wash facility.

During fieldwork at a clinical facility:

Students exposed during clinical fieldwork at their clinical site will follow procedures listed in the **Clinical Practicum Student Manual**, which requires the student:

- Notify their preceptor and/or clinical coordinator at once
- Seek medical attention within 1-2 hours of exposure. Depending on the facility's protocol, they may send the student to their Employee Health or Emergency Care Center.
- Notify the Program Director as soon as possible after treatment
- Complete an Exposure Incident Form and submit to the Program Director within 48 hours of exposure

For additional information regarding treatment for blood borne pathogen exposures, refer to the PEP Quick Guide for Occupational Exposures at <http://nccc.ucsf.edu/clinical-resources/pep-resources/pep-quick-guide/>

D. EXPOSURE EVALUATION AND FOLLOW-UP

Students must notify the instructor at once then:

- Seek medical attention at a local Emergency Care Center or your medical provider within 1-2 hours of exposure, and
- Complete an **Exposure Incident Form** (from the Director) and submit to the Program Director within 48 hours of exposure .

Refer to [the Environmental Health Services \(EHS\) website for reporting incidents and following safety procedures.](#)

Note that any costs incurred for medical treatment is the responsibility of the student.

PROFESSIONAL AND BEHAVIORAL POLICIES

The following list provides guidelines for appropriate appearance and behavior for the students in the professional phase of the MLS Program. Once placed at an affiliate laboratory, students will receive more specific policies guiding professionalism and behavior at the clinical site through the Clinical Practicum Student Manual. In addition, the clinical facilities' policies may be more stringent than the ones listed below; affiliate site policies take precedence over these guidelines and must be adhered to throughout the duration of the practicum.

Medical Laboratory Science Program Affective Objectives

Each MLS professional course requires students adhere to the Affective Objectives listed below. The Affective Objectives guide professionalism and behavioral expectations as students gradually transition into their professional roles. Affective objectives apply for virtual, classroom, and laboratory use.

MLS PROGRAM AFFECTIVE OBJECTIVES

Professional behavior is expected once a student starts the professional phase of the program.

The student will demonstrate professionalism by modeling the cue affective behaviors as listed below:

Affective Objective #1: Perform laboratory procedures with Accuracy and Precision by:

- a. Reading all instructions and labels thoroughly

- b. Following procedures as written and as instructed
- c. Seeking assistance from the instructor on concepts that are not completely understood or when procedures are unclear
- d. Referring to instructions and procedures
- e. Verifying and maintaining identification of samples, reagents, etc.
- f. Properly documenting results, to include corrections
- g. Re-checking results and/or calculations
- h. Reporting correct results based on results obtained
- i. Performing and evaluating QC as instructed
- j. Completing all assignments/exercises accurately and thoroughly

Affective Objective #2: Value Efficiency by:

- a. Keeping workspace clean, neat and orderly
- b. Listening to instructions/answers and taking notes appropriately
- c. Locating all supplies and materials
- d. Having, at hand, textbook, necessary paperwork, pen, markers, graphs, etc.
- e. Labeling, handling, storing and/or disposing of reagents and specimens as directed
- f. Staying on task and focused to maintain efficiency and limit distractions
- g. Completing work in a timely fashion or in the time allotted
- h. Multitasking

Affective Objective #3: Value balance of Teamwork and Independent work by:

- a. Attempting to complete tasks on your own prior to seeking assistance from others
- b. Reviewing procedures and instructions prior to asking questions of instructors or fellow students
- c. Accepting instructions, assistance, and criticism graciously and objectively
- d. Helping your peers appropriately and allowing them to work independently (without enabling)
- e. Assisting the instructor as needed
- f. Offering suggestions, opinions, and recommendations in a cordial and clear manner
- g. Accepting each other's differences by demonstrating patience, tolerance, and respect
- h. Discussing problems or concerns with fellow student or instructor respectfully
- i. Being honest always
- j. Communicating clearly
- k. Not exhibiting temper, anger or abuse towards others but rather discussing the problem with the fellow student or instructor calmly
- l. Maintaining a climate of mutual respect

Affective Objective #4: Value the Importance of the Laboratory and Lecture Session by:

- a. Meeting affective objectives 1, 2, and 3
- b. Attending lecture and lab sessions
- c. Preparing ahead of time for classroom and lab activities
- d. Reporting on-time (at bench ready to go) with proper PPE
- e. Arriving prepared by staying current on lecture and lab objectives and assignments
- f. Following proper safety procedures and donning appropriate lab attire as required
- a. Demonstrating curiosity and interest in lecture and lab purpose and content
- b. Asking questions when your own 'research' has failed
- m. Exhibiting behaviors which are not distracting to fellow students and/or instructors
- n. Using appropriate language always

Attendance Policy

Each MLS course instructor will outline their attendance policy within their course syllabus. In general, laboratory sessions are required unless approved by the Program Director. Students are expected to attend all course lectures, but, in the event of sickness or other incident preventing the student from attending, instructors will do their best to have lectures recorded for students to view on the Canvas in EchoVideo.

Students concerned about their attendance should consult with the instructor and Program Director.

Exam and Competency Remediation Policy

Course instructors will outline exam and/or lab competency scoring (and additional) requirements for course completion in their course syllabi. Students are expected to reach out to the instructor in every instance of failing to achieve the minimum exam or lab competency assessment score as stated in the respective course syllabus. Students who do not follow-up with their instructor for remediation on more than one occasion will meet with the Program Director, who will initiate a Student Concern. Continued failure to initiate remediation after failed exams/competencies may result in harsher discipline, including removal from the program.

Each course syllabus will specify the remediation policy and requirements.

Student Conduct

Students are expected to demonstrate professionalism and appropriate conduct in all aspects of the course and coursework, to include respecting the instructor and classmates all times throughout the semester. Each of the following policies apply throughout the duration of the program.

Professional Appearance and Dress Code

As this is a professional program, students will be expected to demonstrate professionalism and maintain professional appearance during face-to-face and virtual meetings. As the student progresses throughout the professional sequence, expectations for professionalism, as outlined in each course syllabus, will be increasingly enforced, to help prepare the student for expectations aligning with the clinical site during their clinical fieldwork and of future employers.

Dress code for lectures on-campus is more lax and flexible than for laboratory sessions. However, students should still be aware of their appearance and promote the MLS program and profession in a positive light, which means refraining from wearing offensive or inappropriate clothing to the classroom.

Laboratory (on-campus dress code) requirements include pants, close-toed shoes, and proper personal-protective equipment (PPE). Additional expectations will be outlined in the respective course syllabus.

SVSU Medical Laboratory Science scrubs are available for purchase through the MLS Organization. Scrubs may be worn during on-campus courses and during clinical fieldwork courses. SVSU MLS scrubs are to be worn only while serving as an MLS student and may not be worn in public other than during transportation to and from school or on-site during fieldwork.

Academic Dishonesty

The University's Student Honor Code is found in the [Academic Integrity Policy](#), one of the most important policies in the [Student Handbook](#). Integrity is especially crucial for clinical laboratory professionals; failure to correct a mistake or report a mistake, even one made by another healthcare professional, could have devastating consequences for the patient.

Students in the MLS program are expected to adhere to the Student Honor Code, as discussed at the initial program orientation. During program orientation, all students are required to read for comprehension, sign, and agree to following the [Academic Integrity Policy](#). As such, all work submitted by a student shall be original, therefore demonstrating the student's ability to understand and synthesize the material. All assignments, unless specifically designated as a group assignment are to be the student's own work.

PLAGIARISM AND CHEATING

- i. Any student caught with a cell phone out during an exam without instructor permission will automatically get a score of zero for that exam and may face immediate failure of the course and/or program dismissal.
- ii. Any student caught cheating during a quiz or exam will automatically get a score of zero for that quiz or exam and may be subject to removal from the course and/or dismissal from the program.
- iii. If you are caught plagiarizing on homework (this includes copying and pasting entire quotes or information without giving credit) or utilizing someone else's work to almost completely finish your answer to a question (ie., proper cite source of a quote but the QUOTE explains the answer, not YOU), this will result in a Student Concern write-up and meeting with the Director and may result in removal from the course or dismissal from the program.

Course syllabi outline the instructor's additional expectations for professional conduct and reinforce the requirements in this policy.

Discipline of Unprofessional Behavior:

Violations of any university regulations, including the Academic Integrity Policy, may result in dismissal from Saginaw Valley State University or, in a lesser sanction, when deemed appropriate by a university Hearing Officer. Refer to the [University Code of Student Conduct](#), procedure for more information.

The following behaviors may be met with the strictest of discipline, as determined by the Program Director, in consultation with program faculty and staff:

1. Chronic absences or tardiness without approval and/or advance notification.
2. Dishonesty of any kind including breach of code of conduct (cheating, plagiarism).
3. Violation of clinical facility or SVSU policies or procedures.
4. Violation of confidentiality
5. Arriving at the clinical site, lecture, or laboratory session with impaired functional abilities (under the influence of alcohol or illegal drugs, with lack of sleep).
6. Any instance of misidentification of patient, specimen, reagent, etc.
7. Multiple repeated instances of failing to meet affective objectives, above.

PROGRAM ASSESSMENT AND CONTINUOUS QUALITY IMPROVEMENT (CQI)

SYSTEMATIC ASSESSMENT

The Medical Laboratory Science (MLS) Program at Saginaw Valley State University (SVSU) maintains a systematic assessment and continuous quality improvement (CQI) process to evaluate program effectiveness, ensure achievement of program goals and outcomes, maintain compliance with NAACLS Standards, and support continuous improvement of curriculum, clinical/applied learning experiences, resources, and student success.

Procedure

The program maintains and follows an **Assessment and CQI Procedure**, through which program faculty and staff:

1. Collect data,
2. Analyze data,
3. Identify improvement needs,
4. Plan necessary changes,
5. Implement changes,
6. And perform the cycle over again to collect data that will help evaluate the effectiveness of the previously-implemented change.

Assessment and continuous quality improvement (CQI) are ongoing processes that occur throughout the academic year. Assessment data are collected from multiple direct and indirect measures and are used to identify strengths, concerns, trends, and opportunities for improvement. Findings are reviewed by program personnel and relevant stakeholders. The **SVSU MLS Program CQI Procedure** is designed in accordance with Standard II of the NAACLS Standards for Accredited Programs (rev. 2025). It can be found on the MLS Website. Below, some important components of the process are outlined.

Continuous Quality Improvement

The SVSU Medical Laboratory Science Program is committed to continuous quality improvement (CQI) and regularly evaluates program effectiveness, student achievement, and stakeholder satisfaction. Assessment data are collected from multiple sources, including student performance, certification examination results, surveys, clinical practicum evaluations, employer feedback, graduate feedback, and Advisory Board recommendations. Program faculty and stakeholders review assessment findings to identify strengths, monitor outcomes, and implement improvements to curriculum, clinical education, resources, and student support services. This ongoing process helps ensure the program remains responsive to the needs of students, employers, and the medical laboratory profession while maintaining compliance with accreditation

Stakeholders

Deliberate attempts are made by program faculty and staff throughout the year or periodically to engage and collect feedback to guide continuous program improvement. Refer to the **Assessment and CQI Procedure** for more information. The following are stakeholders involved in the assessment and CQI process:

1. Faculty, clinical professionals, and adjunct faculty members
2. University administrator
3. Current students
4. Program graduates
5. Employers
6. Affiliate site preceptors and clinical learning liaisons/coordinators
7. Members of the Advisory Board

SVSU MLS Advisory Board

The MLS Program maintains an Advisory Board established for the purposes listed below:

1. To review the curriculum and make recommendations
2. To review outcomes data and make recommendations
3. To review applicable student complaints and make recommendations
4. To assist in program development, modification and improvement
5. To communicate to the program on the status of; employment, student placement capacity, changes at the affiliate site that might impact students, and future trends of the profession

The MLS Advisory Board consists of program affiliates, employers, graduate member(s), and department and program faculty. The Board shall meet at least annually.

CLINICAL PRACTICUM PROCEDURES AND POLICIES

Overview of Clinical Practicum

Students are required to complete a clinical practicum (also known as fieldwork or clinical/applied learning) to complete the requirements of the degree. Additional information can be found in the ***Clinical Practicum Preceptor Manual*** and the ***Clinical Practicum Student Manual***. These manuals, which are reviewed and distributed by the Program Director to students and affiliates prior to clinical placement, contain the pre-fieldwork preparation policies and procedures (such as affiliate lab tours, student preference, director placement) and fieldwork policies (including as professional policies and fieldwork grading policies).

The fieldwork experience (clinical practicum) is an integral component of the student's education, with approximately 840 hours of supervised practice or educational sessions required. Fieldwork may be scheduled for a Winter/Spring session (traditional/Plan A) or a Summer/Fall session (Plan B). Placements are subject to faculty approval and assignment at a specific facility cannot be guaranteed.

Pre-Fieldwork Preparation

The following sections, also found in the ***Clinical Practicum Student Manual***, are intended to provide the student with information that will help them prepare and plan for their clinical fieldwork experience. As clinical fieldwork is most often conducted during administrative hours (such as 7AM-3:30PM Monday-Friday) and students will conduct on-site at their assigned clinical laboratory approximately 40-hours per week for nearly 22 weeks, students are strongly encouraged to review the following sections far in advance of beginning clinical fieldwork.

Clinical Placement Policy Overview

To be eligible for clinical placement, students must have completed all prerequisite courses and must have met the criteria for the professional phase of the program. Placement slots are divided between two entrance points in the year: one starting in Winter semester and one starting in Summer semester. The student's placement slot will be determined by the Program Director.

MLS students are continuously reviewed for initial and continued placement at a clinical facility. Students may be withheld from initial placement if the following conditions exist:

- (1) Documented unprofessional conduct or behavior,
- (2) Academic standing or health status that would hinder performance in the clinical setting,
- (3) Unacceptable lab/clinical practice or other documented reasons that indicate that the student may not succeed in a practicum.

Additionally, a student may be removed from a practicum at any time for the conditions listed above, as well as failure to comply with university or facility policies and procedures, excessive absence, or a final grade less than a B- in any department rotation. Failure to complete a practicum will result in dismissal from the program.

Fieldwork Placement and Site Tours

Students are required (as recommended by MLS Program Advisory Board) to tour all regional affiliate laboratories prior to clinical practicum placement. Tours typically begin in the Spring semester. Tours will be arranged by the students and conducted as a group when possible. Individual students unable to attend a group tour are responsible for scheduling and conducting tour(s) separately or obtaining permission from the Director to waive the tour requirement for a particular site, which may be granted on a case-by-case basis.

Prior to placement, students will submit preference surveys, ranking their top site choices for practicum placement and reasoning.

Clinical practicum placement will be determined by the Director with input from program instructors. Site placement will be based on many factors, including but not limited to:

- Student psychomotor and cognitive strengths
- Student learning style and learning needs
- Student personality traits and compatibility with site staff
- Special student needs, including accommodation needs
- Site needs and requests
- Student preference, including distance from the site

The Director will perform the site-matching process after preference surveys are received. Students will be placed at the site best suited to foster a successful practicum experience, in combination with the considerations above. **Site placement is final and not subject to appeal.**

Pre-Fieldwork Meetings and Site Orientation

Students will be required to attend two cohort-wide pre-fieldwork meetings with the Director outside of class time to discuss site-specific requirements, anticipated student expenses, expectations and behaviors, logistics and planning, and the clinical practicum evaluation process.

The first pre-fieldwork cohort meeting will be mandatory face-to-face. The second meetings may be face-to-face or virtual, with the expectation that the meeting will be recorded, and students not in attendance will review the recordings as soon as possible.

A third meeting may be needed virtually, depending on time and topics covered in the first two meetings. Alternately, the Director may record a video and send to the students. Students are expected to reach out to the Director with any questions or concern prior to one week before the first day of scheduled fieldwork.

In addition, students may be required to attend a site-specific orientation at the request of the affiliate, either at the beginning of, or prior to, the start of the clinical practicum. Students are expected to adhere to site requirements and attend all orientation session(s) required by the site.

Pre-Fieldwork Communication

After site placements have been determined, initial communication will involve the Program Director reaching out to the site liaison to confirm acceptance of the placement. Once approved, the Program Director will communicate start and end dates, holidays, and sick day and tardy policies. Instructions will also be provided for use of Trajecsyst, an online system used by preceptors to complete rotation evaluation forms. See Appendices for instructions on accessing Trajecsyst accounts.

It is recommended that the site clinical liaison contact the student via email approximately 1-2 months prior to clinical fieldwork begins. Some topics to be clarified should include parking information, meeting location, required paperwork and immunizations and where/how to submit prior to the start date, any hospital-required orientation sessions, badge requirements, and first day expectations.

Prior to the first day, the site clinical liaison/coordinator is encouraged to follow-up with the student to ensure all paperwork, immunizations, and other information has been submitted and received. **The student's rotation schedule should be submitted to the student and program director prior to one week before the student's start date.** This is important because students must enroll in the appropriate courses corresponding to their clinical rotations. Delay in enrollment can affect student financial aid due to strict enrollment deadlines.

It is also encouraged to set up a telephone call prior to the student's first day, during which the coordinator is encouraged to answer the student's questions and provide any additional information necessary as well as words of encouragement to the student.

Additional information which should be initially provided by the precepting site prior to the student's first day include:

- Contact information of the site coordinator and/or lead preceptor
- Documents required prior to beginning the practicum (ie., drug screen, background check, immunizations)
- Whether online systems such as ACEMAPP are required prior to fieldwork start-date
- Who the student should contact in the event of being tardy or absence, and a backup in the case of the coordinator's absence
- Initial plans for day one. See ***First Day Orientation Agenda*** section, below.

Injury or Exposure at Clinical Site

As per the affiliation agreements with each clinical facility, the clinical site will make available emergency medical care to students and faculty who may become ill or injured while on duty. Reports of each event will be sent to the MLS Program Director. It is understood that the clinical site will be reimbursed by the student or faculty at standard rates established for such service.

Health Insurance Requirement

Because the clinical sites require reimbursement for treating student illnesses or injuries, students are required to maintain health insurance coverage for the duration of the clinical practicum. Students will be required to submit proof of insurance to the Director prior to beginning fieldwork. If the student loses insurance during the practicum, they must reach out to the Director immediately for assistance. The Program Director will connect the student with administrators who can help provide guidance and resources to the student so they can find coverage for the remainder of the practicum.

Certified Background Check and Immunization Tracker

A Certified Background check and updated immunization record must be provided prior to the start of the clinical practicum. It is the student's responsibility to order the background check and immunization tracker based on the time frame communicated by the Program Director. All fees associated with the background check and immunization tracker are the student's responsibility.

Upon acceptance to the formal MLS program in the Fall semester, students are required to assess their legal history to determine if any relevant misdemeanors or felonies exist. Any concern must be communicated to the Program Director immediately, so that a preliminary background check can be performed prior to the start of the program. Any misdemeanor and/or felonies reported shall be evaluated based on MCL code for the conviction, time frame, and relevance to a laboratory fieldwork experience. Any student that fails to disclose convictions to the program director in advance of starting the professional program may not be placed in a clinical fieldwork and may be dismissed from the program regardless of academic status.

Required Immunizations

Prior to beginning fieldwork, students are required to submit proof to the clinical site that their immunizations are up-to-date based on the following:

A. MMR (2 VACCINES OR 3 TITERS)

One of the following is required: 2 vaccinations or positive antibody titer for all 3 components (lab report required). If the titer is negative or equivocal, student must receive 1 booster shot.

B. VARICELLA (2 VACCINES OR TITER OR HISTORY OF DISEASE)

One of the following is required: 2 vaccinations or positive antibody titer (lab report required) or medically documented history of disease. If the titer is negative or equivocal, student must have 1 booster shot.

C. HEPATITIS B (SERIES IN PROCESS OR TITER)

One of the following is required: 3 vaccinations or positive antibody titer (lab report required)
If the titer is negative or equivocal, student must provide 1 booster shot. Declinations/waivers are acceptable in lieu of vaccinations or titers.

Need: Administered date for each vaccine.

D. TB (1 STEP, 2 STEP, OR CHEST X-RAY OR BLOOD TEST AS REQUIRED BY CLINICAL AFFILIATE)

One of the following is required: 1 or 2 step TB skin test or Quantiferon Gold blood test or if positive results provide a clear chest x-ray.

E. TETANUS, DIPHTHERIA & PERTUSSIS (TDAP)

Documentation of Tdap booster within the past 10 years. The renewal date will be set for 10 years from the administered date of the booster.

F. HEALTH INSURANCE

Provide a copy of your current health insurance card or proof of coverage.

G. POLIO

Documentation of the completed primary series. There must be a record of at least 3 vaccinations. Titers acceptable in lieu of vaccination. Declination waiver acceptable.

H. INFLUENZA

One of the following is required: documentation of a flu shot administered during the current flu season or a declination waiver. The renewal date will be set for 1 year from administered date of vaccine.

Immunization requirements may change based on affiliation requirements.

To Access the Certified Background and Immunization Tracker

Type www.castlebranch.com in the address bar

Click Students

Enter **SF44** in the Package Code field and enter payment information. Follow instructions on screen. More information will be provided by the Program Director closer to the student's fieldwork start date.

Drug Screens

Scheduled or random drug screens may be required, at the student's expense, by SVSU or the clinical affiliate at any time prior to or during the clinical experience. SVSU MLS Program affiliates are drug-free facilities and require the following policy prohibiting drug use:

- Possession, use, manufacture, distribution, dispensation, diversion or transportation or sale of any illegal drug (or its metabolite) or any controlled substance without a prescription or beyond the scope of a prescription. Note: the term "illegal" includes any drug that is illegal under either state or federal law (this includes medical marijuana).
- Having a detectable level of any illegal drug in a student's system at any time above Department of Transportation (DOT) established cutoff levels.
- Using, possessing, storing or distributing alcohol while on duty.
- Arriving at work under the influence of alcohol, with a detectable level of alcohol in the student's system, or with the odor of alcohol or an illegal drug on the student's breath or body.
- Arriving at work impaired by any over-the-counter medication or any controlled substance, including prescription medication.

Affiliate Orientation Fees

Individual affiliate sites may require additional orientation modules for additional fees. All fees will be at the student's expense.

Guarantee of Clinical Placement

The program admits only the number of students for which there is an adequate number of clinical placement slots annually; however, should a situation exist where there are more students than available clinical places in a semester or year, the following criteria will be used to rank the students for placement. Those students who were denied placement for that period will be offered a placement slot in the very next period.

- Completion of all prerequisite courses
- GPA in professional courses
 - 2.75-2.99 = 0.25
 - 3.00-3.49 = 0.50
 - 3.50-3.79 = 0.75
 - 3.8-4.0 = 1.00
- Laboratory performance in MLS courses
 - Psychomotor Objectives
 - Affective Objectives
- Overall SVSU GPA
 - 2.75-2.99 = .25
 - 3.00-3.49 = .50
 - 3.50-3.79 = .75
 - 3.8-4.0 = 1.0

Precepted Learning, Site Employment, and Service Work

Prior to the first day of fieldwork, the Program Director will hold mandatory pre-fieldwork meetings to discuss policies and procedures more in depth. This procedure regarding students being used as employees, will also be discussed, so that students can recognize when it is being violated by clinical site employees.

1. For the clinical practicum experience, students must have an assigned preceptor, appropriate for the discipline, who directly oversees their clinical/applied learning. The clinical learning liaison will oversee this requirement is met.

2. **Students may not be substituted for laboratory employees/personnel to perform direct patient and/or reportable work during their clinical/applied learning.**
 - a. As such, student employment at a clinical/applied learning site must be non-compulsory and must be outside of assigned applied learning /academic hours.
 - b. The laboratory staffing plan must not rely upon student work.
3. Student learning experiences, performance, and achievement/lack thereof, in each rotation shall be signed/co-signed by the appropriate preceptor and/or clinical site liaison.
4. Upon completion of a rotation or specific competencies, students may perform service work for compensation outside of learning hours required by the program, as dictated by laboratory policy and without jeopardizing performance in the clinical practicum.

Students must voice concerns to the Program Director immediately if they believe their clinical site is in violation of this policy.

Enrollment in Courses Outside Fieldwork Practicum

Due to the intense nature and rigorous requirements of clinical fieldwork, and to ensure successful student performance and an achievable clinical practicum experience, enrollment in college or university courses during fieldwork outside the MLS491-495 clinical practicum courses is strictly prohibited, unless otherwise approved by the Director.