



College of Health Sciences

Division of Medical Laboratory Science

MEDICAL LABORATORY SCIENCE

MLT TO MLS TRACK

STUDENT HANDBOOK

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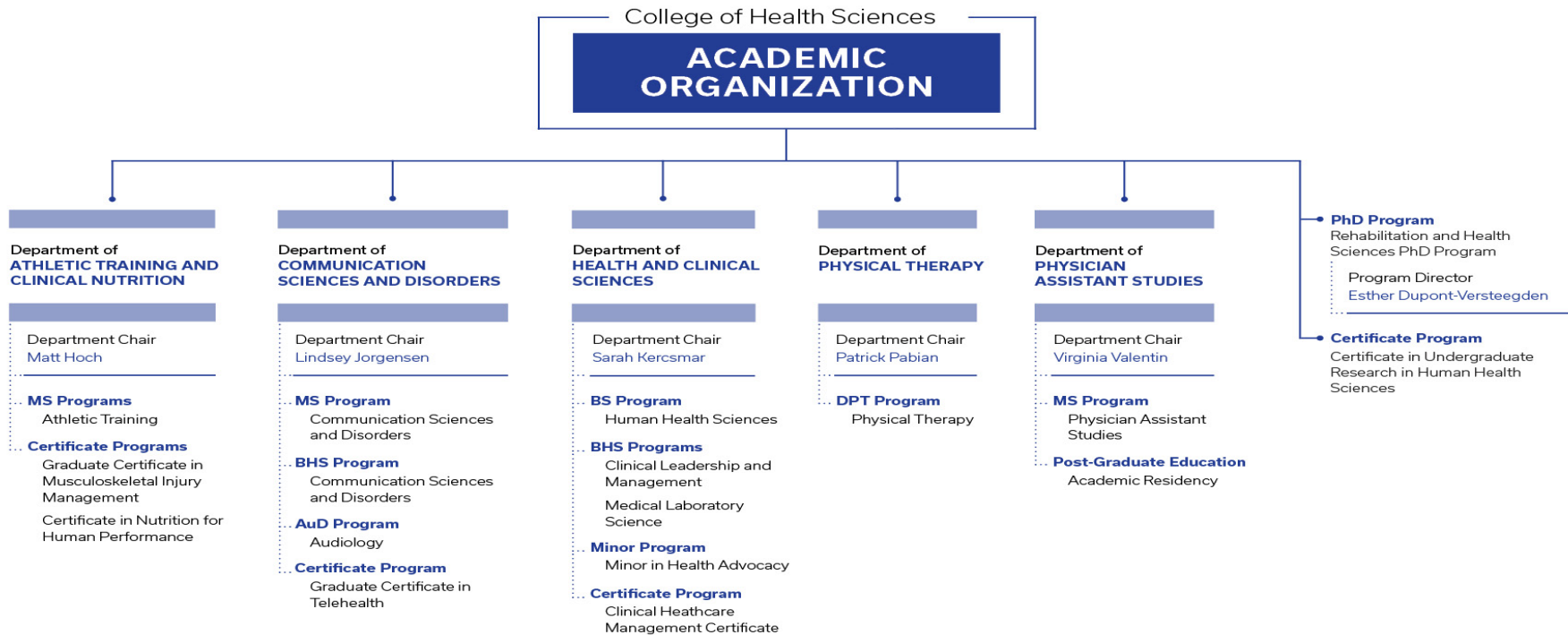
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SECTION I: GENERAL INFORMATION

A. ORGANIZATION

1. College of Health Sciences The MLS program is in the College of Health Sciences. Figure 1 shows the organization of the College of Health Sciences (CHS), so you can better understand the structure of the College.



2. Medical Laboratory Science

MLS Contact Information

Name	Telephone	Email
Chad Guilliams, Ph.D., MLS (ASCP) Faculty MLT to MLS Online Coordinator	859-218-0855	chad.guilliams@uky.edu
Steve Schwarze, Ph.D., MLS (ASCP) Faculty Program Director	859-218-0846	steve.schwarze@uky.edu
Michelle Perez-Egana, MHA, MLS (ASCP) Clinical Practicum Coordinator	859-218-0850	michelle.perezegana@uky.edu
Christopher Swartz, Ph.D., MLS (ASCP) Faculty	859-562-2866	crswar0@uky.edu

Mailing addresses:

900 South Limestone Street
CTW Building, Room 124
Lexington, KY 40536-0200
859-218-0512
Fax: 859-323-8957

B. INCLEMENT WEATHER

Lexington: It is the policy of the University of Kentucky to keep all offices open and classes meeting as scheduled except under extraordinary conditions.

If severe weather should result in changes to the university schedule, the university will follow specific procedures about when those decisions are made and how they will be announced. Details of those procedures are available at http://www.uky.edu/PR/News/severe_weather.htm.

All faculty, staff and students should note that announcements regarding the cancellation of classes and closure of offices, or a delayed opening will normally be made by 6 a.m. through the local news media. The most up-to-date and complete information will be available from the UK Alert System, Info line at 257-5684, UK TV Cable Channel 16, or the UK web site at <http://www.uky.edu/>.

C. UNIVERSITY RESOURCES AND SERVICES FOR DISTANCE LEARNERS

To be successful in an online academic environment, many different characteristics are important. These characteristics include:

- Self-motivated and independent learner
- Good time management skills
- High comfort level with technology
- Ability to work without distraction for an extended period of time
- Comfortable communicating in a virtual environment

. For more information regarding Distance Learning: <http://www.uky.edu/ukonline/>

- Technological Requirements:
 - Access to a computer with Internet capabilities (DSL or Cable modems are highly recommended.)
 - Distance learning programs –Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at [ITS Student Hardware & Software Guidelines](#)
- Technology Support:
 - Contact information for Information Technology Customer Service Center
Website: <http://www.uky.edu/ukat/Help/>
Phone: 859-218-HELP
 - Procedure for resolving technical complaints: Contact Help desk via telephone or website above first, then contact instructor.
- Distance Learning Library Services:
 - Contact information for Distance Learning Library Services:
Website: <http://www.uky.edu/Libraries/DLLS>
DL Librarian: Carla Cantagallo
Email: dllservice@email.uky.edu
Phone: 859 257-0500, ext. 2171; (800) 828-0439 (option #6)
DL Interlibrary Loan Service:
http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
- Academic Advising and Scheduling
 - Academic Support
 - Academic Advising
 - Academic Calendar
 - Registrar
 - <http://www.uky.edu/ukonline/academic-advising-and-scheduling>
- Student Services
 - Counseling center (consultation and psychological services)
 - Office of the Dean of Students
 - Academic Ombud Office
 - Office of the Registrar
 - Career Center
 - Division of Student Affairs
 - <http://www.uky.edu/ukonline/student-services-0>
- Disability Resource Center
 - <http://www.uky.edu/ukonline/disability-resource-center-0>
- Career center
 - <http://www.uky.edu/careercenter/>
- Financial aid

- <http://www.uky.edu/FinancialAid/>
- University Health Services
 - <http://ukhealthcare.uky.edu/uhs/>
- Student Concerns and Complaints
 - <http://www.uky.edu/ukonline/student-concerns-and-complaints>

D. ACADEMIC INTEGRITY, CHEATING, AND PLAGIARISM

Students in MLS Program are expected to adhere to the highest standards of academic honesty. Cheating, plagiarism, and destruction of course materials violate the rules of the University. For more information on the University's policy on academic integrity please see Students Rights and Responsibilities, Part II, Section 6.3 (<http://www.uky.edu/StudentAffairs/Code/part2.html>). Violations of the university's rules regarding academic honesty can lead to a failing grade in the course and suspension, dismissal or expulsion from the University. Instances of academic dishonesty will be reported to appropriate University officials as required by University rules and procedures.

A link to a paper "Plagiarism: What is it?" may be found at the Ombud web site or can be accessed at <http://www.uky.edu/Ombud/Plagiarism.pdf>.

E. TOBACCO USE ON CAMPUS

If on campus, be aware the University of Kentucky became completely tobacco-free on all campus grounds and parking areas on November 19, 2009. For more information go to <http://www.uky.edu/TobaccoFree/>

F. COLLEGE OF HEALTH SCIENCES UNDERGRADUATE ACADEMIC PROBATION AND SUSPENSION POLICY

Please refer to Appendix C documents for information regarding the CHS academic probation and suspension policy.

SECTION II: GENERAL COLLEGE/PROGRAM INFORMATION AND POLICIES

A. PROGRAM OVERVIEW

The 12-month program MLT to MLS track (bridge) is an online program only available to those who have an associate degree from a medical laboratory technician (MLT) program. A part-time option (24 months) with set curriculum is available. The program provides sequential instruction in laboratory medicine for the student who has been well prepared in a medical laboratory technology school. Students must satisfy the University of Kentucky general education core courses and the MLS program pre-requisite courses before beginning the MLT to MLS track. Once in the program, students complete an intense curriculum that includes online lectures and clinical practicums at the student's designated supporting clinical site.

Students with comprehensive work experience in hematology, chemistry, blood banking, or microbiology have the ability to test out of a clinical practicum course. MLT students must meet core technical proficiencies and pass a special examination in each area to be

awarded two tuition-free credits for each associated practicum course for a maximum award of eight tuition-free credit hours.

The University of Kentucky offers a Bachelor of Health Science degree in Medical Laboratory Sciences (MLS). After completion of the MLS curriculum, students are well prepared for clinical practice in the modern, automated laboratory. Graduates are eligible to take national certification examinations as Medical Laboratory Scientists through the Board of Certification (BOC).

1. Licensure Disclosure Statement

Per state laws, distance education courses and programs must be legally authorized in a state prior to offering courses or programs to students residing there. In addition, programs in fields regulated by licensure or certification may not meet the educational requirements for licensure in certain states. Therefore, program availability varies by state. Students should check UK Online to determine if a distance education program at the University of Kentucky is available in their state of residence or meets the educational requirements for licensure in their state.

IMPORTANT NOTE FOR RELOCATING DURING THE COURSE OF THE PROGRAM:

All distance education students should keep in mind that relocating during the course of a program to another state could impact whether that student can continue in the course and/or meet the eligibility requirements of that state.

2. Accreditation

The MLS program at the University of Kentucky is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). Contact information for NAACLS is:

National Accrediting Agency for Clinical Laboratory Sciences
5600 N River Rd
Suite 720
Rosemont, IL 60018

773.714.8880
773.714.8886 (FAX)

info@naaccls.org (email)
<http://www.naaccls.org> (website)

3. History of the Program

In 1933, the Department of Bacteriology (now Microbiology) was approved as an 'Approved Training School for Technicians' by the Board of Registry of the American Society of Clinical Pathologists. For the next thirty years (until 1964), the approved curriculum in Medical Technology was taught in the Department of Microbiology.

From 1964-1966 a certificate program was offered within the Albert B. Chandler Medical Center as the University Hospital School of Medical Technology under the Department of Pathology, College of Medicine.

In 1966, the College of Allied Health Professions was created and Medical Technology was one of the original departments in the new College offering a baccalaureate program. Mary Frances James, M.S., MT (ASCP) became the Program Director. Dr. Marie C. Vittetoe became program director upon the retirement of Mary Frances James in June 1978.

In 1988, the Department of Medical Technology became the Division of Clinical Laboratory Science (CLS). For the next two decades the Division of CLS sought innovative routes of expansion and growth.

In 2011, the CLS Program changed its name, to match certification credentials, to Medical Laboratory Science.

4. Mission Statement

The mission of the University of Kentucky Medical Laboratory Science Program is to help the people of the Commonwealth of Kentucky and beyond to gain and retain the highest level of health care by educating individuals to become high quality medical laboratory science practitioners and healthcare professionals.

5. Goals and competencies for graduates

The program vision is to be a nationally recognized program for our high standard of training and high quality graduates.

Program goals designed to address the program's vision and mission are as follows:

- To graduate versatile medical laboratory scientists prepared to meet the workforce needs in the Commonwealth of Kentucky and the nation.
- To graduate healthcare practitioners that demonstrates professionalism reflective of the highest ethical standard of the medical laboratory science profession.
- To provide an educational foundation that can be advanced such as in the areas of administration, academia, advanced healthcare roles, industry and research.

B. ADMISSION/STUDENT REQUIREMENTS

1. Fair Practices of Student Recruitment

The University of Kentucky is committed to a policy of providing educational opportunities to all academically qualified students regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion,

political belief, sex, sexual orientation, marital status, age, veteran status, or physical or mental disability.

The University of Kentucky is an equal opportunity university. We encourage applications from all academically qualified people interested in educational opportunities.

2. Foreign Graduates

If you are a foreign graduate, you need to: 1) submit your foreign transcripts to an approved credentialing company, 2) take the TOEFL test, and 3) submit your application to the University of Kentucky as soon as possible.

Your first step is to submit all of your higher education transcripts to World Education Services (WES). The MLS Program will only accept transcript evaluations from WES in consideration of admittance into the Program. This is usually a lengthy process which is why you need to submit these as soon as possible. Once your transcripts have been evaluated, by WES, we can appropriately advise you for the Medical Laboratory Science Program and/or consider your application for admittance.

Your second step is to take the TOEFL test and submit scores to the MLS Program. In order to be eligible for admissions into the MLS Program, a minimum combined TOEFL iBT score of 120 is required with a minimum score of 26 in each category: Reading, Listening, Speaking, & Writing. Refer to the TOEFL website (<http://www.ets.org/toefl>) for more information regarding the test.

Your third step is to submit your University of Kentucky undergraduate application. As a foreign graduate, admission may be a lengthy process as foreign transcripts, WES evaluation, and TOEFL scores are individually reviewed. In addition, course syllabi may be required to ensure equivalency therefore we highly encourage submission of syllabi along with the above documents. This review is to ensure that you have met all general education core requirements and MLS prerequisite courses, and to ensure sufficient undergraduate credit hours. This review process (by the University of Kentucky undergraduate admissions office) needs to be completed for the MLS Program to adequately evaluate your MLS application. If this review process is in progress during the MLS application review period, it is possible for foreign graduates to be accepted on a conditional basis pending completion of missing courses/credit hours.

3. General Requirements

Prospective students must complete an application packet in order to be considered for admissions into the MLS program. MLT certification (ASCP is preferred) - if uncertified, then you must have documentation of 5 years of work experience in a MLT position within a multidisciplinary laboratory. Current and continued employment in a clinical laboratory – prefer laboratory that offers testing in all major disciplines

Below are the admission requirements for entry into the MLS Program:

1. Academic Performance

The minimum GPA for entrance into the MLS program is a 2.5 on a 4.0 scale and passing grades in all MLS pre-requisites.

2. Application Packet

- Completion of application to the Medical Laboratory Science Program (MLT to MLS track)
- Have your direct supervisor complete a [statement of support form](#)
- Submit three recommendation forms
- Provide official copies of all higher education transcripts
- Proof of an associate degree from an accredited MLT/CLT program
- Current resume
- Details regarding the above can be found at: [MLT TO MLS Application Overview](#)

3. Other Requirements

Completion of application to the University of Kentucky (if currently not a UK student). More information regarding applying to the University of Kentucky can be found at: <http://www.uky.edu/Admission/admissions>. Information regarding transfer policies and credits can be found at <http://www.uky.edu/Admission/policy.htm>.

C. TECHNICAL STANDARDS/ESSENTIAL FUNCTIONS

In addition to the Technical Standards from the College of Health Sciences, MLS students must be able to meet other essential functions in order to complete the program successfully. Students must be able to complete the program in ways that will not endanger themselves or other person.

Observational Skills

A graduate of any of the MLS Programs must be able to conduct laboratory work in areas such as, but not limited to, cell identification, based on microscopic study of cells and tissues in normal and pathological states. The student must also be able to withstand long hours at the microscope and the work bench. Vision related requirements include, but are not limited to, interpretation of color reactions, reading measuring devices, instrument read-outs, written and illustrated material, observing slides and overheads, discrimination of microscopic structures within a cell, interpretation of staining methodologies, observing anatomic structures, and discriminating numbers and patterns associated with diagnostic tests.

Communication Skills

Communication skills required include oral communication and written communication skills necessary for effective and efficient communication with faculty, staff, patients, students, and other members of the health care team. English is the preferred language. The student must be able to accurately read and record observations in a clear and legible manner. This includes laboratory reports, proficiency testing, instruments logs,

quality control, reports, and exams. Effective communication skills are essential so that a student can relate information to patients conveying a sense of compassion, empathy, and respect. The student must respect the privacy of others.

Sensory and Motor Function

A student in Medical Laboratory Science must possess proficient hand to eye coordination. A wide variety of complex laboratory equipment will be used for training including standard light microscopes, stereo microscopes, fluorescent microscopes, phase microscopes and inverted microscopes. Students must be able to perform microscopic manipulations. Students must also be able to accomplish diverse tasks such as examination of a bacteriological specimens or plates, perform complex chemical analyses and perform immunologic testing. A student must be able to operate the laboratory equipment necessary for the testing including but not limited to micropipettes. A student enrolled in the Medical Laboratory Science Program may also be called upon to perform venipuncture or capillary punctures under normal conditions or under emergency conditions.

Critical Thinking Skills (Intellectual-Conceptual Integrative and Cognitive Abilities)

A student must possess the ability to accurately perform and interpret laboratory testing. Included in these skills are measurements, calculations, reasoning, analysis, judgment, numerical recognition, and synthesis. Problem solving and interpretation of laboratory results are critical skills of the profession. The ability to incorporate and assimilate new information from peers, instructors, and literature is essential for problem solving. A student must be able to interpret many modes of data presentation including but not limited to tables and graphs. The understanding of research is an important area and the student must be able to effectively design a research project.

Behavioral Attributes

The student must exhibit behavioral attributes that include empathy, integrity, honesty, concern for others, good interpersonal skills, interest, and motivation. A student must possess the emotional health required for full use of their intellectual abilities, exercising good judgment, completing all responsibilities attendant to the care of patients and developing mature, sensitive, and caring relationships with classmates, instructors, patients, and other health care providers. This may require the ability to be aware of and react appropriately to emotional responses. A student must maintain a professional demeanor and performance after long hours and personal fatigue. Students must have the endurance to tolerate physically taxing workloads and to function effectively under stress. The student must be able to adapt to changing environments. Students are expected to accept appropriate suggestions and criticism and if necessary, respond by modification of the behavior.

D. ADA ACCOMMODATIONS

Academic Accommodations: If you have a documented disability that requires academic accommodations, please see the program director as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide the MLS Program Director with a Letter of Accommodation from the Disability Resource

Center (Room 2, Alumni Gym, 859-257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities. We can then collaborate on the best solution.

E. HEALTH INSURANCE

The MLS Program requires students to provide documentation of health insurance, for coverage during practicums, upon entering the Program. All MLS students are required to have UK student health insurance or a comparable plan (coverage as a dependent is acceptable). You must have proof of health insurance prior to the first day of class of the fall semester (junior year). Otherwise you will not be permitted to attend any MLS courses until completed.

For more information regarding the UK student health insurance please visit the student health website at: <http://ukhealthcare.uky.edu/uhs/student-health/student-insurance/>. For UK student health insurance eligibility, an undergraduate student must be enrolled in at least six (6) credit hours at the University of Kentucky.

F. HEALTH CARE COLLEGES CODE OF STUDENT PROFESSIONAL CONDUCT

The credibility of a health care professional is based, to a large extent, on maintaining a high degree of trust between the professional and the individuals he or she serves. Each health profession has a code of professional conduct administered by a professional organization or regulatory agency that prescribes and imposes high standards of conduct and principles of professionalism upon its members. Students must understand and adhere to these standards during their education in preparation for careers in which they must conduct themselves in the manner expected by their profession. Consequently, students in the health care colleges have a particular obligation to conduct themselves at all times in a manner that reflects appropriate professional moral and ethical character.

To access the Health Care Colleges Code of Student Professional Conduct (HCC Code): <http://www.uky.edu/regis/files/HCCcode.pdf>

G. ETHICS

As students that are enrolled in a program of professional study, all students are expected to abide by professional conduct standards. It is expected that each student will adopt the Code of Ethics of their profession and maintain a demeanor appropriate to the Code at all times.

ASCLS Code of Ethics

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical/medical laboratory professionals practice their profession.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual

competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.

Pledge to the Profession

As a clinical laboratory professional, I strive to:

- Maintain and promote standards of excellence in performing and advancing the art and science of my profession.
- Preserve the dignity and privacy of others.
- Uphold and maintain the dignity and respect of our profession.
- Seek to establish cooperative and respectful working relationships with other health professionals.
- Contribute to the general well-being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.

H. PROFESSIONAL ORGANIZATIONS

ASCLS

The American Society for Clinical Laboratory Science (ASCLS) is the professional society of CLS/MLS and has been for over 75 years. A professional society is ideal for networking (e.g. finding employment possibilities); for continuing education through scientific meetings, workshops and seminars; for staying current through publications; for advocacy in the governmental arena and for promoting high professional standards. Student membership to this society is available.

For more information: <http://www.ascls.org>

For student membership information: <http://www.ascls.org/join-ascls/join>

KSCLS

Kentucky Society for Clinical Laboratory Sciences (KSCLS) is the state chapter of ASCLS. This group of professionals from across the Commonwealth of Kentucky joins to promote scholarship and continuing education. KSCLS sponsors an annual meeting, usually in the spring, that provides a variety of continuing education and professional opportunities.

MLS students at UK are encouraged to join ASCLS and KSCLS. Membership benefits include discounts on registration fees for the KSCLS annual meeting, networking with students in MLS programs around the state, and access to scholarships and loans. In addition, student members are eligible to apply for awards for scientific papers from both KSCLS and ASCLS. Student assemblies of both organizations hold meetings during the respective annual scientific meetings.

If possible, online students are encouraged to attend the annual KSCLS meeting as their schedule permits.

For more information: <http://www.kscls.org>

Individual state dues can be applied when paying national ASCLS membership dues (see above)

Other

In addition to ASCLS and KSCLS, there are discipline specific professional societies that you may be interested in joining. A few examples include American Society of Clinical Pathologists (www.ascp.org), the Kentucky Association of Blood Banking (KABB), and the American Association of Clinical Chemists. MLS faculty can assist you with identifying appropriate professional societies.

I. STUDENT ADVISING

An academic advisor is available to you in the College of Health Sciences, Office of Student Affairs. Student advising for online students can be done via phone or video

conferencing. It is recommended that you meet with your advisor periodically, but no less than once a semester, to discuss your admissions into the program, course registration for upcoming semesters, and graduation information. Once accepted into the MLS Program, your academic advisor is the MLS Program Director. Topics that you may desire to discuss with your academic advisor include: course registration, leaves, financial concerns, academic and non-academic grievances. You may also select any MLS faculty member to consult with as a professional (regarding career or graduate school) advisor as necessary. All advising and guidance received within the MLS Program and by the College of Health Sciences will maintain confidentiality and impartiality.

For more details regarding the UK academic and registration window calendars can be found at <http://www.uky.edu/registrar/calendar>.

J. TIME DEMANDS

As with any professional education program, the MLS program can be considerably time consuming (all semesters). You are expected to balance the demands of your classes and study time with work and/or other personal activities.

K. UK TUITION AND FEES

Students who take only online Distance Learning courses will be charged Kentucky resident tuition rates. All students taking distance learning courses are charged a \$10 per-credit-hour distance learning fee. For information on tuition, fees and payment, please visit the [Registrar's Office](#). Contact the Registrar's Office or Student Account Services for questions concerning tuition, fees, and paying your bill. The site may be accessed at: <http://www.uky.edu/registrar/>

The web site contains information about:

- Fee payment policy.
- How to pay fees.
- Late registration policy and fees.
- Financial delinquency.
- Withdrawal from the University.
- Refund and fee liability policy.

The most current deadlines for UK Tuition and Fee Policies may be accessed on the UK Academic Calendar at:

<http://www.uky.edu/registrar/content/academic-calendar>

L. SCHOLARSHIPS AND LOANS

1. College of Health Sciences Scholarships

The College of Health Sciences has scholarships available only to students who have been admitted to one of the professional programs. Once admitted to a professional program, students will be notified of all scholarships available to you during your program. Notification will be through email.

For more information on CHS scholarships:

<https://www.uky.edu/chs/academics/financial-wellness/scholarships>

2. MLS Program Scholarships and Loans

The Medical Laboratory Science Program has limited funding available for scholarships and loans. All MLS students, regardless of location or track, can apply for these scholarships and loans.

Overview of Scholarships:

1. Mary Francis James Scholarship
In honor of Mary Frances James. (Established in 1994.) Ms. James was the Medical Technology Program Director from 1966-1978.
2. M.S. Rawlins Scholarship
In honor of Virginia Baird Rawlins and family. (Established in 1977.) Ms. Rawlins was a former medical technologist and graduate of the class of 1938.
3. Jacqueline K. Resinger Fellowship
Jacqueline (Jackie) K. Resinger is a MLS alumnus and College of Health Sciences Hall of Fame recipient. (Established in 2012.)
4. Harriet Hendershot Smith
In honor of Harriet Hendershot Smith. (Established by Mrs. Smith's daughter in 2011.) Mrs. Smith graduated from the Medical Technology Program in 1940.
5. Deborah O'Bryan Crowe
A graduate of the program currently living in Nashville, TN. Established in 2016.

Scholarships are Available For:

The MLS Program scholarships are awarded for the summer semester of your first year in the MLS Program. During this summer semester you are taking MLS classes in both summer session 1 and summer session 2.

How to Apply for Scholarships:

The application process for scholarships is managed by the CHS Student Affairs office. (MLS Scholarship Committee will award the scholarships.) You will be notified either by the MLS Program Director or the Office of Student Affairs when the on-line scholarship application is available.

Scholarship Award Criteria:

Each individual scholarship has established criteria set by the donors. The majority of the scholarships are based on academic performance within the MLS Program. However, applications are reviewed on the basis of grade point average, need, professionalism, and the amount of available funds.

Overview of Loans:

The MLS Program offers student loans through the M.S. Rawlins fund.

Loans are Available For:

The MLS Program scholarships are awarded for the summer semester of your junior year (between year 1 and year 2) in the MLS Program.

How to Apply for Loans:

The application process for loans is managed by the MLS Program. Students must complete a paper loan application, found as an appendix of this handbook, and submit it to the MLS Program by **April 1st**.

Loan Award Criteria:

Loan applications are reviewed on the basis of need, grade point average, professionalism, and the amount of available funds.

M. MLS PROGRAM EXPENSES

- Tuition and fees
 - Information can be found at <https://www.uky.edu/registrar/20-21TuitionandFees>
 - The numbers of credit hours required within the program, per semester, are located in Section III under item A (Program Curriculum).
- Textbooks
 - Required textbooks must be obtained by the beginning of each semester
- CD-ROMs and other multimedia resources
 - May be required as a resource for a MLS course
- Transportation
 - Students are responsible for their own transportation for all clinical experiences and assigned field trips
- Health and safety requirements
 - Students must maintain health insurance and maintain compliance with immunization requirements
- Criminal background check and Drug Screen
 - Students must comply with the College of Health Sciences criminal background check and drug screen requirement
- Graduation fess
 - Regular college graduation fees and costs
 - <http://www.uky.edu/Commencement/index.htm>
- Miscellaneous
 - Calculator and other school supplies
- Certifying exam
 - <http://www.ascp.org/Board-of-Certification/GetCertified>

N. LEARNING MANAGEMENT SYSTEM

Program policy is for class materials to be posted on Canvas (learning management system by Instructure).

Exams will be taken via learning management system unless otherwise noted by faculty member.

O. DECORUM OF COMMUNICATION WITH FACULTY

In the University setting, addressing faculty members by their titles followed by their last names is fitting. For those having achieved doctoral degrees, addressing those faculty members as “Doctor _____,” is suitable. For other faculty members, “Mr./Ms./Mrs. _____,” is best. If you have the opportunity to address faculty with administrative positions, using their titles such as “Dean _____” is appropriate.

SECTION III: ACADEMIC POLICIES

A. PROGRAM CURRICULUM

Once accepted into the MLS program (following completion and successfully passing background check and drug screen) students will begin their first year in August and graduate at the end of the summer of their first year. The MLS program consists of 37 credit hours. Students in the MLT to MLS online track can choose the full time twelve month program or the part-time twenty four month option. Due to having an associate degree from a MLT program and current employment in a multi-disciplinary laboratory, students are excluded from taking student laboratory courses. The minimum number of hours required for a bachelor's degree is a 120 credit hours. If a student needs more credit hours then a student can increase the credit hours for clinical practicums (variable credit for practicum courses of 2-4 credit hours) depending upon how many hours are needed to meet the minimum credit hour requirement of 120 for a degree. This will be assessed by the MLT/MLS coordinator.

MEDICAL LABORATORY SCIENCE **MLT TO MLS ON-LINE CURRICULUM (*full-time*)**

<i>Course</i>	<i>Hours</i>
YEAR 1 – FALL	
MLS 410 Medical Laboratory Biochemistry	3
MLS 420 Clinical Immunology & Serology	2
MLS 460 Clinical Hematology	3
MLS 461 Clinical Microbiology	3
MLS 480 Clinical Hematology Practicum	2
MLS 481 Clinical Microbiology Practicum	2
 Current Total, Year 1 Fall	 15
 YEAR 1 – SPRING	
MLS 430 Clinical Mycology, Parasitology	2
MLS 462 Clinical Chemistry	3
MLS 463 Immunohematology	3
MLS 464 Body Fluids & Hemostasis	2
MLS 482 Clinical Chemistry Practicum	2
MLS 483 Immunohematology Practicum	2
 Current Total, Year 1 Spring	 14
 YEAR 1 – SUMMER SESSION 1	
MLS 440 Molecular Techniques	2
 Current Total, Year 1 Sum.(1)	 2
 YEAR 1 – SUMMER SESSION 2	
MLS 450 MLS Education & Management	3
MLS 470 Clinical Correlations (w/GWR)*	3
 Current Total, Year 1 Sum.(2)	 6
 CURRICULUM TOTAL 37 CREDIT HOURS	

MEDICAL LABORATORY SCIENCE MLT TO MLS ON-LINE CURRICULUM (*part-time*)

<i>Course</i>	<i>Hours</i>
YEAR 1 – FALL	
MLS 410 Medical Laboratory Biochemistry	3
MLS 420 Clinical Immunology & Serology	2
Current Total, Year 1 Fall	5
YEAR 1 – SPRING	
MLS 462 Clinical Chemistry	3
MLS 463 Immunohematology	3
MLS 483 Immunohematology Practicum	2
Current Total, Year 1 Spring	8
YEAR 1 – SUMMER SESSION 1	
MLS 440 Molecular Techniques	2
Current Total, Year 1 Sum.(1)	2
YEAR 2 – FALL	
MLS 460 Clinical Hematology	3
MLS 461 Clinical Microbiology	3
MLS 480 Clinical Hematology Practicum	2
MLS 481 Clinical Microbiology Practicum	2
Current Total, Year 1 Fall	10
YEAR 2 – SPRING	
MLS 430 Clinical Mycology, Parasitology	2
MLS 464 Body Fluids & Hemostasis	2
MLS 482 Clinical Chemistry Practicum	2
Current Total, Year 1 Spring	6
YEAR 2 – SUMMER SESSION 2	
MLS 450 MLS Education & Management	3
MLS 470 Clinical Correlations (w/GWR)*	3
Current Total, Year 1 Sum.(2)	6

CURRICULUM TOTAL 37 CREDIT HOURS

1. Course Descriptions

Course descriptions can be found in the current UK Bulletin (course catalog) found at <http://www.uky.edu/Registrar/Bulletin.htm>

B. PROGRESSION IN THE PROGRAM

The following academic progression requirements shall apply to all students enrolled in the Medical Laboratory Science program:

Grading Scale Used in MLS Program:

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

1. Progression Policy

Students must earn a C or higher in any MLS lab course to meet these degree requirements. Students must earn a D or higher in any lecture MLS course to meet degree requirements. Students who earn a first E grade in a lecture course or a first D or E grade in a lab course are placed on probation within the program. If they elect to continue in the program, students must complete a remediation plan developed with the MLS faculty and repeat the failed course once to obtain the required passing grade. Students may continue with other course work while repeating the failed course with the exception of courses for which the failed course is a pre-requisite.

If they earn the required grade in the repeated course, students will be removed from probation. However, students earning an E in a repeated lecture course or D/E in a repeated lab course will be dismissed from the MLS program. Students who fail to meet grade requirements in a second MLS course (D or higher in lecture MLS courses and C or higher in lab courses) will be dismissed from the program.

Students' progress to the practicum sequence only after they successfully complete all didactic (lecture) and lab courses to carry out technical skills on patient cases/specimens in a healthcare laboratory setting. Those who earn a D, E or Fail in an MLS practicum course will be dismissed from the program with no option for remediation. All students have a right to appeal as outlined in the University's Administrative Regulations.

2. Timeline

Students must complete the program within 5 years of beginning. If a student cannot complete the program within the stipulated time, he/she will be required to reapply to the MLS Program.

If a student completes the MLS Program but does not complete degree requirements for their BHS then the following policy may apply:

Completion of MLS Program yet Incompletion of BHS requirements:

If a student attempts to complete their BHS degree requirements yet it has been more than 5 years after successful completion of any MLS course, the student must show competence in the MLS courses older than 5 years. The student must either:

- Retake the lecture course(s) and must successfully pass with a C or better. Practicums are not required.
- Audit the lecture course(s) and take the final exam(s). Student must pass the final exam(s) with at least 75% showing competency in this discipline. Student will maintain original grade(s) in this course.
- Student may take a discipline specific challenge exam(s) through a MLS independent study course. Students must pass this exam with at least 75% showing competency in this discipline. If failure to pass the challenge exam the student must then attempt to audit or repeat the course.

If a student attempts to complete their BHS degree requirements yet it has been more than 10 years after successful completion of any MLS course, the student must re-take (repeat) the MLS course(s).

2. Leave of Absence

A student who finds himself/herself in need of an extended absence must take a leave of absence from the MLS Program.

A leave of absence is only considered if the event requiring the leave qualifies as an acceptable extraordinary circumstance. Events that qualify include (not a comprehensive list): pregnancy, pregnancy related health issue, serious illness, surgery (elective surgery does not qualify), traumatic injury, rehabilitation from traumatic injury, and the death, illness or call to military service of a spouse or loved-one requiring the student to be primary caregiver of dependents. The two categories of leaves are 1) personal leave of absence and 2) medical leave of absences.

- Personal Leave of Absence: Students must be in good academic standing.
- Medical Leave of Absence: A student anticipating an absence of 10 or more class days must secure a medical leave of absence.

Leaves may range from a number of weeks to a maximum of one semester (4 months). A request for a leave of absence (personal or medical) must be submitted in writing to the MLS Program Director along with any supportive documentation (physician's note, diagnosis, etc...). The letter must (1) define the reason for the leave of absence, and (2) include intent to return to complete the program.

Leaves of absences must be approved by the majority of the MLS faculty. Once granted the student must work with the Program Director to establish a timeline for return and completion of the program. The Program Director and student will agree, in writing, on the

plan for the completion of the program. Depending upon when the student leaves, if it is necessary, the student will be offered an available position/seat in the next program year.

3. College of Health Science Program Suspension

A student will be suspended from the professional program when:

1. The student does not earn a 2.0 semester GPA in courses required by the professional program is not earned either at the end of the probationary semester, or in any subsequent semester; or
2. The student fails a course required by the professional program a second time; or
3. The student fails two courses required by the professional program, unless alternative action is recommended by the Program Director and approved by the Dean.

Students dismissed from the program will be notified via official letter. Students dismissed from the program may re-apply, one-time, to the Program through the admission process.

4. Medical Laboratory Science Add/Drop and minimum number of credit hours

A student shall be enrolled in a minimum of 2 credit hours per semester unless an official leave of absence is requested.

- If a student drops a course during the semester with a clinical practicum attached, the student will be automatically dropped from the corresponding clinical practicum course.

C. EXAMINATIONS and COURSE GRADES

Online students may take examinations off campus as long as security measures for administering the test are strictly maintained before, during and after testing. Off campus examinees should be tested under the same circumstances as their peers on campus to ensure the academic integrity of the examination. The student can choose to take examination using a lockdown browser in conjunction with respondus exam monitoring. The examination can be taken using the monitoring system in a quiet place at home or work. Suspicious activity flagged by the exam monitoring system will be reviewed by the department to identify potential cases of academic dishonesty.

Students Responsibilities:

- No one else other than the student enrolled in the course should log into the exam or be present in the room during examinations.
- No copies of exam questions or answers are to be made including screen shots or screen capture.
- Students should not access notes, books, or articles during the exam unless the test specifies otherwise. Students are allowed to have a piece of scratch paper.
- Any testing irregularities will be flagged and investigated by the department.

For exams given in MLS courses, the following general guidelines and policies apply:

- Students are to use non-programmable calculators or calculator software on computer. No CELL PHONES allowed.
- Students should not leave the room for any reason if at all possible. If absolutely necessary the exam monitor will require a valid reason for leaving the room.
- If a student is unable to take an exam during the scheduled time, he or she must notify the instructor prior to the start of the exam. Failure to do so may result in receiving a zero. Make up exams are to be completed within one week of returning to class. If the exam is not taken within this time frame the student will receive a zero.
- Questions concerning exam grades or exam question integrity must be asked within one week of receiving grade. After one week these questions will be dismissed.
- MLS faculty members will include any additional exam policies in his/her syllabi.
- Exams are given via Canvas unless otherwise noted by faculty member. Highest standards of academic honesty apply to all examinations.

Some examples of academic dishonesty include but are not limited to:

- Use of textbooks, notes or any unauthorized materials (including fellow classmate) during an exam
- Collaborating on assignments and exams when collaboration is not allowed
- Copying, emailing or faxing assignments or exam questions to another student when your Professor has not permitted you to do so
- Having someone take an exam for you or taking the exam for someone else
- Obtaining exams or questions from exams through illicit means (copying and pasting during an exam)
- Use of unauthorized websites during computerized exams
- Assisting someone in one of these behaviors
- Telling students, in other sections of the course or those who have not yet taken a quiz or exam during the semester or those in future semesters, what information or questions were used by your Professor
- Giving someone else the answer(s) to assignments, quizzes or exams
- Using an article or quoted material from a periodical or the internet and presenting it as your own
- Handing in a paper purchased from the internet or a term paper source

- Retyping or retitling another student's paper and handing it in as your own
- Students are not allowed to keep examinations or have copies of examinations.
- Scores on final examinations are usually not posted. Course grades are usually not posted until the last MLS final has been completed.

D. Credit for MLS Practicums by 'Special Examination'

According to Senate rule **5.2.1.2**, "any full-time or part-time student enrolled in the University, and in good academic standing, shall have the right to request a special examination for credit in any course offered, regardless of whether the student has audited the course, is currently enrolled in it, or has studied for it independently." As part of their training and work experience, incoming MLT to MLS students often possess the basic skills that traditional students enrolled in MLS practicum courses are striving to acquire. Therefore, upon enrolling at the University of Kentucky and being accepted into the MLT to MLS program, the student will have the option to obtain up to 8 credits of practicum course requirements by requesting and passing Special Examination. Upon successful completion of the special examination, students will receive credit and a grade for the appropriate course, which will be included on their transcripts and apply towards degree requirements but are not calculated into their GPA. Students will be dropped from enrollment of classes they fulfill via special examination and will not be charged tuition for the credits.

The steps required in order to: obtain these credits are as follows:

1. The student will write a letter addressed to the chairperson of the University of Kentucky College of Health Sciences Department of Health and Clinical Sciences, Dr. Karen Badger. The letter must be submitted as an attachment to the MLT to MLS Program Coordinator, via email.
2. The letter must specifically state the courses they wish to request for special examination. The eligible courses are:
 - MLS480 Clinical Hematology Practicum (2 credits).
 - MLS481 Clinical Microbiology Practicum (2 credits).
 - MLS482 Clinical Chemistry Practicum (2 credits).
 - MLS483 Immunohematology Practicum (2 credits).

The letter must also include:

- a. Date.
 - b. University of Kentucky student ID number.
 - c. Name, title, and email of the supervisor that can verify the student's proficiency in the course in which 'special examination' is being requested.
3. The Department Chair will render a decision about the status of the request. To assess readiness of the student to sit for a special examination, the Department of Health and Clinical Sciences Chair will send the request to the MLS Practicum

Coordinator. The practicum coordinator will send the student's employment supervisor a core competency skills checklist that the program requires for each course for which the student is requesting special examination. After receiving the completed checklist from the student's employment supervisor, the practicum coordinator will grade the checklist. If the student has proficiency of at least 100% of the core skills included on the checklist for the specific practicum course, then the student is considered as eligible for the special examination.

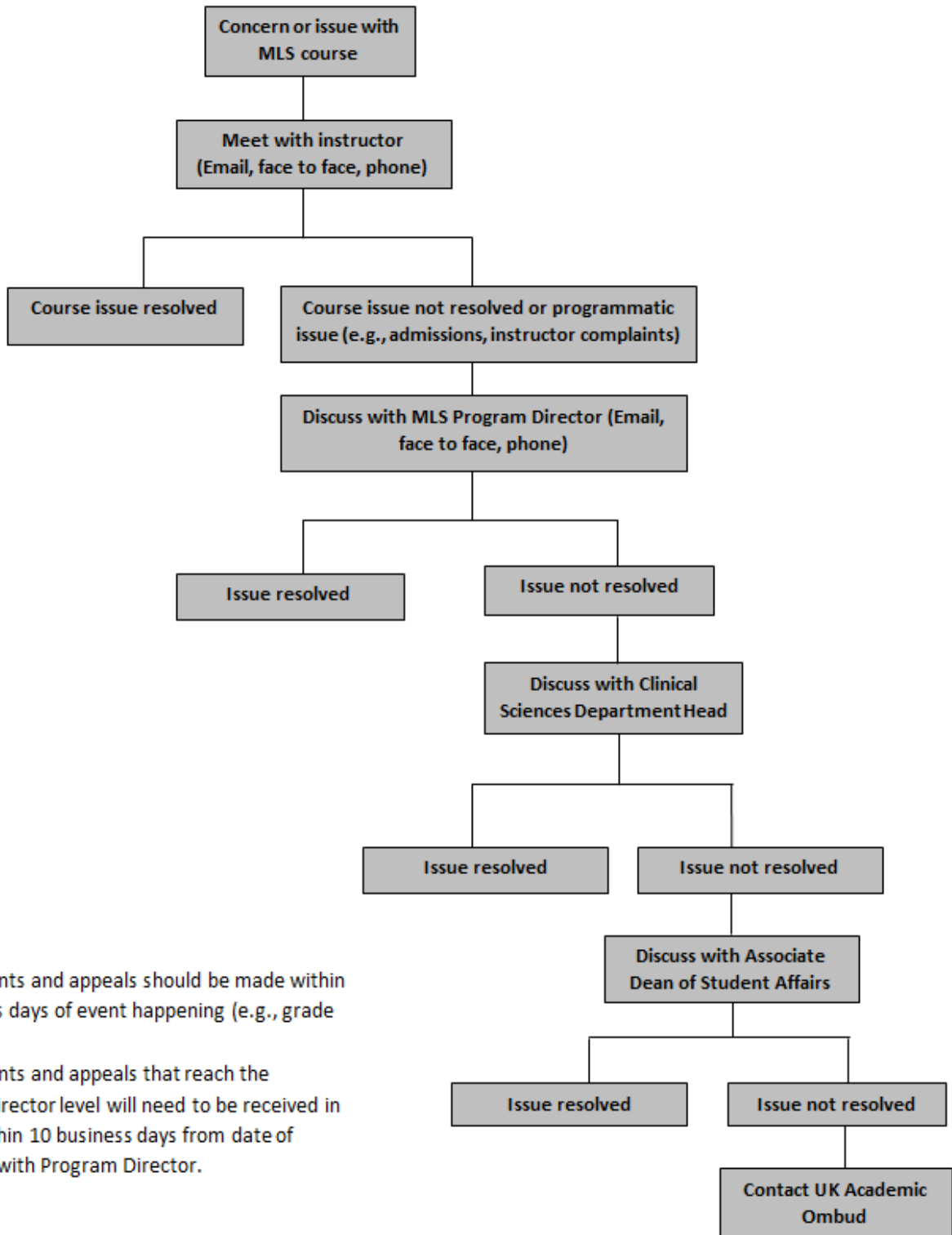
The practicum coordinator will inform the Department Chair that the student has passed the checklist verification for specific practicum course(s). Names of students subsequently approved by the Department Chair for special examination for MLS practicum course(s) will be forwarded to the MLT to MLS Program Coordinator, the program's designee for administering the special examination, with copy to the MLS Program Director. The MLT to MLS Program Coordinator may schedule the examination at his convenience, but must offer it within a reasonable time after the student has submitted his/her request. Safeguards to prevent academic integrity issues will be undertaken because these exams will be administered offsite. Consistent with all course work in the MLS program, proficiency at the 70% level or above will be considered passing.

4. Per SR **5.2.1.2.2.4**, the examiner (MLT to MLS Program Coordinator) shall inform the Registrar of the student's grade in the course. A student currently enrolled in the course who successfully completes a special examination shall be formally removed from the official roll by the Registrar, unless the student is dissatisfied with the results, in which case the student may continue in the course and be graded in the usual manner. The examiner then may or may not include the results of the special examination in computing the final grade.

Credits students earn for MLS practicum by special examination are counted towards degree requirements and may be counted as residence credit by the CHS Dean (SR **5.2.1.2.2.5**)

E. STUDENT COMPLAINTS AND APPEALS

Student Complaint and Appeals Flow Chart



- All complaints and appeals should be made within 15 business days of event happening (e.g., grade posting).
- All complaints and appeals that reach the Program Director level will need to be received in writing within 10 business days from date of discussion with Program Director.

To learn more about the role of the UK Academic Ombud, go to http://www.uky.edu/Ombud/ForStudents_Grades.php.

F. ONLINE ATTENDANCE POLICY

Lack of attendance, engagement or participation in class could result in a loss of Financial Student Aid (FSA). Faculty are required to document attendance and notify the registrar of students who are not attending, engaging or participating in class. Students documented as not attending will be dropped from the system of record (SAP) and may not receive FSA or have it withdrawn. It would be to your benefit to sit down and make up a study plan for each course, to include the times each day you will commit to studying, reading and reviewing the material. You will need to log onto the learning management system at least once a day to keep up with readings, assignments, discussions, and other coursework. Please do not get behind; it is very difficult to catch up.

1. Making up Missed Work

Each MLS faculty member will define his/her own policy for making up missed work from an absence or late work in their syllabi.

G. AFFECTIVE BEHAVIORS

Affective behaviors are evaluated while students are in clinical practicum rotations. More details and the evaluation form will be provided in the MLS Clinical Practicum Handbook.

H. GRADUATION AND PINNING CEREMONY

A formal pinning ceremony for awarding graduates with a Medical Laboratory Science pin, indicating completion of the MLS Program will be held prior to the University of Kentucky commencement ceremony. All graduates are invited to attend. The date, time and place will be announced during the Fall Semester of your second year.

Information regarding the University of Kentucky's commencement ceremony can be found at: <http://www.uky.edu/Commencement/>

I. CERTIFYING EXAM

Medical Laboratory Scientists are certified through the Board of Certification (BOC) of the American Society of Clinical Pathology.

In order to be eligible for the examination at the Medical Laboratory Scientist level, you must possess a bachelor's degree and complete a professional practicum accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). When you complete the MLS program at UK and have satisfied bachelor's degree requirements, you are then eligible to take the BOC certifying exam.

The granting of the degree is not contingent upon passing any type of external certification or licensure examination.

Information (including exam fees) about the BOC certifying exam can be found at: <https://www.ascp.org/content/board-of-certification/get-credentialed>

The MLS Program Director or Clinical Coordinator will discuss/post the process of applying for the national certification examination during the fall semester of your second year. It is your responsibility to complete the application process and schedule your examination. It is also your responsibility to pay to take the exam.

More information about the BOC exam will be provided in the MLT to MLS Clinical Practicum Handbook.

J. TEACH OUT POLICIES

1. Permanent Closure

In the event that the Medical Laboratory Science Program at the University of Kentucky (Hazard and Lexington campuses) would close permanently, the Program would no longer accept new students. Those currently enrolled in MLS courses would be allowed to complete the necessary courses to finish his or her degree.

In the event the Medical Laboratory Science Program at one, of the two, campuses would close permanently, the Program would no longer accept new students at the closing campus. Those currently enrolled in MLS courses would either be allowed to complete the necessary courses to finish his or her degree and/or will be accommodated at the other campus.

In the event of a permanent closure situation, a teach out plan must be developed and submitted to NAACLS within 30 days of the official announcement of the closure of the program.

2. Temporary Closure

In the event that a catastrophic event occurs that results in an interruption of the university's ability to operate the MLS Program's campuses, the Program would attempt to continue courses through the Canvas learning management system. Attempts to continue student laboratory courses include either virtual laboratories or relocation to clinical affiliates unaffected by the event.

In the event that a catastrophic event occurs that results in an interruption of the university's ability to operate one campus of the MLS Program, the Program would attempt to relocate the lecture and student laboratory courses to the other campus.

In the event that a catastrophic event interrupts the operation of one or more of the MLS Program's clinical affiliates, steps will be taken to place students at other functioning clinical sites to finish the remainder of their training.

L. RECORD RETENTION POLICY

The University of Kentucky retains records of student transcripts permanently. Other student records (admission files and other programmatic records such as practicum checklists) are kept for 5 years.

SECTION IV: CLINICAL EXPERIENCE

A. CLINICAL PRACTICUM HANDBOOK

The MLT to MLS Clinical Practicum Handbook includes specific details about the clinical practicum rotations. A copy of the most recent edition of this publication will be provided prior to entering practicum rotations.

B. SERVICE WORK

The following is the UK MLS service work policy for students and is applicable during practicum rotations. Sometimes students are offered paid positions at their practicum rotation site and this is entirely voluntary for both parties. The laboratory does not have to offer paid positions to students nor does the student have to accept an employment offer if not interested.

If a student does accept a paid position within the same laboratory as performing practicum rotations, then the paid hours or work is known as service work. Service (or paid) hours and practicum rotation hours must be separated by the employer and student. No UK MLS student may engage in service hours while present as a student completing practicum rotation hours. Service hours may be completed prior to or after practicum rotation hours.

If you are employed by the practicum rotation site, you must be compensated for your work and follow the employment policies of that facility. While you are on service (or paid) hours, you are not covered by the University of Kentucky's liability insurance as this only applies to practicum rotation hours.



APPLICATION FOR MLS PROGRAM STUDENT LOAN

DEADLINE: Loan application deadline is April 1st of the spring semester.

INSTRUCTIONS: Complete form with attached narrative and submit to MLS administrative assistant by deadline above.

PERSONAL INFORMATION

Student Name: _____

Loan Amount Requested: \$_____

FINANCIAL INFORMATION

The following expense categories are the ones that will be considered for funding. Please itemize your expenses *only for the period for which the request is being made*.

EXPENSES	
Tuition and Fees	\$_____
Housing	\$_____
Meals	\$_____
Books/Supplies	\$_____
Health Insurance	\$_____

INCOME	
Parent/Guardian	\$_____
Spouse	\$_____
Savings	\$_____
Social Security	\$_____
Veteran's Benefits	\$_____
Employment	\$_____
Other:	_____ \$_____

Total Expenses \$_____

Total Income Resources \$_____

ADDITIONAL FINANCIAL AID

Scholarships (List)

Amount

Grants/Fellowships (List)

Amount

Loans (List)

Amount

PERSONAL NARRATIVE

Please attach a typed narrative to this application.

SIGNATURE _____

DATE _____

Medical Laboratory Science Student Handbook

Statements of Understanding

I have access to a copy of the Medical Laboratory Science current Student Handbook.

Any questions I asked regarding the contents in the Student Handbook were answered to my satisfaction.

I understand that there are academic requirements, background check, medical insurance, safety trainings, and immunization requirements for entry into the Program and/or once classes begin.

I have read the technical standards or essential requirements of this profession and believe I can meet them.

I have read, understood, and agree to abide by the academic policies regarding progression in the Program.

I have read, understood, and agree to abide by the academic policies regarding attendance and tardiness.

Student Name
(please print) _____

Student Signature

Date _____

Permission to Use Photos

I, _____, hereby give the faculty and staff of the Medical Laboratory Science Program, College of Health Sciences, University of Kentucky, permission to publish and use pictures of me on the MLS website, Facebook, and/or in Program recruitment materials.

Signature

Date

Proposal to Institute a College of Health Sciences Undergraduate Academic Probation and Suspension Policy

The College of Health Sciences (CHS) is a selective admissions college, with several undergraduate programs all requiring students to obtain a minimum grade point average (GPA) to be eligible for admission. While many students desire to obtain CHS degrees from one of our undergraduate programs, some fall short academically. With the increasing emphasis on academic success, progression toward a degree, and retention at all levels, it is important for students who are not able to overcome academic challenges in the coursework in each CHS major to select another major in which they can succeed in a more timely manner. Thus, this proposal addresses the need to help steer students toward academic success as early as possible.

Undergraduate Program Probation

A College of Health Sciences (CHS) student is placed on ***CHS probation*** if the student earns a grade-point average (GPA) of less than 2.0 in any given term (semester), even if the student's cumulative UK GPA is 2.0 or higher. Students on ***CHS probation*** are required to meet with their academic advisor and develop a remediation plan.

There are 2 possible scenarios for the student placed under probation/remediation:

- **Scenario 1:** The student successfully completes the remediation plan, earning a semester GPA of 2.0 or higher AND earns at least a grade of "C" (2.0) in each course required for the major (pre-requisite courses and major courses).
 - At this point, the student is **removed from *CHS probation*** and regains good standing status in the College.
- **Scenario 2:** The student does not successfully complete the remediation plan and fails to meet any or all requirements for removal of probation.

Undergraduate Program Suspension from the College of Health Sciences

A CHS student may be suspended for any of the following reasons:

1. The student fails to successfully complete a probationary remediation plan.
2. The student earns a GPA of less than 2.0 in any given semester AND has a cumulative UK GPA below 2.0, including the first semester at the University of Kentucky.
3. The student earns less than a 1.5 GPA in any semester.

In all cases, the suspended student will be required to select a new major outside of the CHS.

Note: If a student admitted to a selective admissions program fails to meet the programs academic standards, the programs policies for probation and suspension, if more stringent, supersede the College's Academic Probation and Suspension policy.

Removal from Suspension

A student suspended from the College of Health Sciences may petition for re-admittance only if he/she has obtained a cumulative GPA in accordance with the respective program's admission standards (see list below) and completed all pre-requisite courses and major courses with a "C" or better. Students who fail a major course and are placed on suspension must petition the program to repeat the major course while on suspension. Students have the opportunity to use the three repeat options that the University allows in order to facilitate the improved GPA required and individual course grades. In accordance with the University policy, courses may only be repeated one time. Any additional retakes will not count if the second attempt does not result in the "C" or better needed for a pre-requisite or major course.

Program	GPA minimum
Clinical Leadership and Management	2.0
Communication Sciences and Disorders	3.0
Human Health Sciences	3.0
Medical Laboratory Sciences	2.5

It is important to note that our college has high admissions standards for each of our selective admissions programs. Thus, this is taken into consideration when making readmission decisions in the College of Health Sciences.

Student Affairs Academic Standing Sub-Committee

An Academic Standing Committee will be formed and comprised of a representative from each of the undergraduate programs, the Assistant Dean of Student Affairs, Academic Affairs Chairperson, and an academic advisor. The Assistant Dean of Student Affairs will serve as the chair of this committee. The Academic Standing Committee will meet regarding suspension and probationary status once a semester after final grades are posted. The committee will convene to hear appeals at least twice a year and more often as needed.

Appeals

Students who are placed on suspension may appeal their status to the College of Health Sciences Student Affairs Academic Standing Sub-Committee. The student must submit documentation regarding any circumstances that influenced their academic performance for review by the committee. This includes, but is not limited to, a personal statement explaining their situation and how they plan to rectify this in the future. Students are welcome to submit letters of support

from individuals who have knowledge about their situation and can provide insight into how the student is addressing the issue(s).

All appeals must be submitted electronically by January 10 or July 1 to the Office of Student Affairs. While students are in the appeals process, he/she may maintain their current major in the College of Health Sciences.

