AUBURN UNIVERSITY AT MONTGOMERY

College of Nursing and Health Sciences

MEDICAL LABORATORY SCIENCE PROGRAM

STUDENT HANDBOOK

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DISCLAIMER

This Handbook is not a contract. It is a collection of Board of Trustees' and administrative policies that govern action pertaining to Auburn University at Montgomery Medical Laboratory Science students and a compilation of information about the University and current practices that may be of practical use to Medical Laboratory Science students. Some material contained herein may include summaries of University policies. Complete policies may be found in the *AUM Undergraduate Catalog* and the *AUMANAC*, the student handbook of AUM.

Policy statements printed herein are subject to change from time to time; information will be updated on a regular basis. Changes and updated material will be published and distributed to Medical Laboratory students in a timely manner.

WELCOME

Welcome to the Medical Laboratory Science (MLS) Program at Auburn University at Montgomery (AUM). Congratulations on choosing a curriculum which will prepare you to become a member of the healthcare team. Through their analysis of body fluids, tissues, and cells, medical technologists/medical laboratory scientists play an integral role in the detection, diagnosis, and treatment of disease and helping people stay healthy. The Bureau of Labor Statistics recently stated that employment opportunities for medical laboratory scientists/clinical laboratory scientists are expected to exceed most occupations through the next decade. These projections are based on the volume of laboratory testing increasing sharply in the coming years and on advances in technology serving to create new tests and laboratory procedures.

PROGRAM MISSION

The mission of the AUM MLS program is to provide exemplary laboratory education through instruction, research and service. The program is committed to the task of assuring that graduates have the necessary knowledge, skills and attitudes required to fulfill current and future professional roles and positions as members of the healthcare team.

DESCRIPTION OF PROGRAM

The MLS curriculum is divided into two phases. The first phase is the pre-professional phase which typically includes the first two years of course work. During this phase, all core courses and prerequisite science courses are taken. Please note that the sequence of pre-professional science courses requires careful planning. Students are required to consult a MLS advisor each semester. The second phase of the program is the professional phase. This phase is two calendar years in length and begins **ONLY** in the Fall Semester. Entry into the professional phase of the program requires a formal application by the candidate. The admission requirements and application process are described on page 15 of this handbook.

Upon completion of this program, students earn a Bachelor of Science in Medical Laboratory Science from an accredited MLS Program. Graduates are eligible to take national certification examinations to become certified medical laboratory scientists.

PROGRAM FACULTY

Department Head **Program Director**	Kathy Dugan, M.Ed., MLS(ASCP); Assistant Professor; **Office** 208 Moore Hall; **Phone** (334)244-3480; **e-mail** kdugan@aum.edu; **Teaching Responsibility:** Chemistry, Perspectives in CLS
Faculty	Robin Latchem, M.S., MLS(ASCP)^{CM}; Assistant Professor; **Office** 207 Moore Hall; **Phone** (334)394-5461; **e-mail** slatchem@aum.edu; **Teaching Responsibility:** Hematology, Comprehensive Review, Immunology/Serology, Phlebotomy
	Abiola Oladapo, PhD, MLS(ASCP^{i})^{CM}; Assistant Professor; **Office** 204A Moore Hall; **Phone** (334)244-3606; **e-mail** **Teaching Responsibility:** Immunohematology, Urinalysis/Body Fluids, Management/Education and Instrumentation
	Li Qian, MD, MLS(ASCP)^{CM}; Associate Professor; **Office** 204B Moore Hall; **Phone (334)244-3302; e-mail** lqian@aum.edu; **Teaching Responsibility:** Bacteriology, Mycology, Parasitology, Laboratory Techniques and Molecular Techniques in Medical laboratory Science
Adjunct Faculty	Rachelle Shelton, M.S.; Adjunct Instructor Alabama Department of Forensic Sciences Rachelle.Shelton@adfs.alabama.gov **Teaching Responsibility** Methods of Drug Analysis
Clinical Faculty	Austin, Blackburn, Camara, Englebert, Lewis, Loveless, Maples, McGarr, Poindexter, Santoro, Watkins, McKee, Welch, Campbell, Yates.

All university faculty members are certified medical laboratory scientists or technologists with experience in clinical laboratory practice, clinical laboratory education, and scientific research. Clinical faculty are certified medical laboratory scientists employed in the various affiliated laboratories used for clinical experience who instruct students from this program as a professional courtesy, and receive no salary from AUM.

ACCREDITING AGENCY

The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, Illinois, 60018. NAACLS can be contacted by phone at 773-714-8880, by Internet at http://www.naacls.org, or by email at info@naacls.org.

DESCRIPTION OF THE PROFESSION

The following description is provided by NAACLS.

"The clinical laboratory professional is qualified by academic and applied science education to provide service and research in clinical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Clinical laboratory professionals perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise clinical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The clinical laboratory professional has diverse and multi-level functions in the areas of analysis and clinical decision-making, information management, regulatory compliance, education and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. Clinical laboratory professionals possess skills for financial, operations, marketing, and human resource management of the clinical laboratory. Clinical laboratory professionals practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities. Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Laboratory professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community."

PROGRAM GOALS

The primary goals of this program are designed to fulfill the mission of the program and are as follows:

1. To maintain a nationally accredited program in MLS.
2. Design and implement a curriculum where upon completion of the program the students demonstrate the entry level competencies necessary to gain employment in the MLS or related laboratory field.

ENTRY LEVEL COMPETENCIES

The educational experiences in the AUM MLS program are designed to ensure that students are well prepared to enter the profession of Clinical Laboratory Science and continue to learn throughout their professional career. At the completion of the AUM MLS program students will have developed the following entry-level competencies:

Cognitive Domain - Throughout the course of study in the AUM MLS Program, the student shall develop the ability to:

1. Explain the functions of each of the human body systems.
2. Correlate the physiologic functions of the human body with laboratory assessment of each.
3. Integrate patient data for evaluation of validity of laboratory test results.
4. Recognize a problem or discrepancy in test results, identify the cause, and determine what action should be taken to correct the problem.
5. Evaluate (analyze) laboratory procedures/techniques and equipment.
6. Describe the value of education for maintaining professional expertise (proficiency).

7. Outline the basic principles of management as they pertain to the clinical laboratory.
8. Describe the function and utility of information systems in the clinical laboratory.
9. Design a research project to evaluate published clinical laboratory studies.
10. Apply computer technology in clinical laboratory data processing, data reporting and information retrieval.

Psychomotor Domain - Throughout the course of study in the AUM MLS Program, the student shall develop the ability to:

1. Perform all collection and testing procedures of blood and body fluids with the highest degree of proficiency.
2. Follow established procedures/directions in the process of performing routine and complex laboratory testing.
3. Demonstrate time management skills when performing multiple laboratory assays while maintaining accuracy.
4. Organize work flow and keep work area safe, neat and clean.
5. Comply with safety regulations and universal precautions 100% of the time.
6. Evaluate quality control and quality assurance assessments.
7. Implement corrective action to maintain accuracy and precision in laboratory testing.
8. Perform preventive/corrective maintenance of laboratory instruments.
9. Conduct a research project to evaluate published clinical laboratory studies.

Affective Domain - Throughout the course of study in the AUM MLS Program, the student shall display each of the following characteristics:

1. Interact with fellow laboratory professionals, other members of the healthcare team, patients, and the general public in a professional consultative manner.
2. Honor the confidentiality of patient information by maintaining strong professional ethics and not sharing such information with unauthorized personnel.
3. Represent the MLS profession by maintaining a professional appearance and behavior which is in accordance with safety guidelines and dress code.
4. Display dependability by arriving at class, lab or clinical experience on time, adhering to program/ clinical site regulations regarding attendance and notifying those in charge when late or absent.
5. Pursue quality in work by following procedures accurately, using quality control techniques, and solving problems.
6. Assume responsibility for personal actions.
7. Work cooperatively with fellow laboratorians by seeking to assist with section/department workload, when appropriate.
8. Abstain from discussions concerning other students, clinical sites, or fellow laboratorians on all forms of social media.

ETHICS STATEMENT OF THE AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

Being fully cognizant of my responsibilities in the practice of Medical Laboratory Science, I affirm my willingness to discharge my duties with accuracy, thoughtfulness and care.

Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence placed in me by patients and physicians.

Recognizing that my integrity and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.

COURSES REQUIRED FOR COMPLETION OF PROGRAM

Pre-Professional MLS Requirements

Written Composition:
6 hrs (**C or better in each course is required**)
ENGL 1010 English Composition I
ENGL 1020 English Composition II

Humanities and Fine Arts:
12 hrs (Students **must** complete a 6-hour sequence in either literature or history. Students **must** take at least one course in literature and one course in fine arts (*). COMM 1010 or 2212 or COMM 2100 is **required.**)

COMM 1010	Intro. to Human Comm.
COMM 2100	Media and Culture
COMM 2212	Public Speaking
ENGL 2530	Survey of Eng. Lit. I
ENGL 2540	Survey of Eng. Lit. II
ENGL 2570	Survey of Am. Lit. I
ENGL 2580	Survey of Am. Lit. II
INTL/ENGL 2600	Sur. of Lit. West. Wrld I
INTL/ENGL 2610	Sur. of Lit. West. Wrld II
VISU 1000*	Introduction to Visual Arts
VISU 2030*	Art History I
VISU 2040*	Art History II
MUSI 2110*	Music Appreciation
PHIL 2000	Reas. and Crit. Thinking
PHIL 2010	Intro. to Philosophy
PHIL 2100	Applied Ethics
THEA 2040*	Theater Appreciation
FREN 1010/1020/2010/2020	French
GERM 1010/1020/2010/2020	German
SPAN 1010/1020/2010/2020	Spanish

History, Social and Behavioral Sciences
12 hrs (Students **must** complete a 6-hour sequence in either literature or history. Students **must** take at least one course in history.)

INTL/ANTH 2110	Cultural Anthropology
ECON 2010	Economics I (Micro)
ECON 2020	Economics II (Macro)
INTL/GEOG 2050	Geo. of World Regions
INTL/GEOG 2150	Cultural Geography
HIST 1010	World History I
HIST 1020	World History II
HIST 1060	Western Civilization to 1648
HIST 1070	Western Civilization Since 1648
HIST 1080	US History to 1877
HIST 1090	US History Since 1877
PSYC 1000	General Psychology
PSYC 2780	Human Growth & Development
POLS 2020	Introduction to American Politics
SOCI 2000	Intro. to Sociology

Natural Sciences and Mathematics:
(See Notes below for additional Science and Math information.)

BIOL 1010/1011	Cells, Molecules, & Life
BIOL 2010/2011	General Microbiology **or**
BIOL 3010/3011	Microbiology
BIOL 2093	Essentials of A&P **or**
BIOL 2100/2101	Human Anatomy & Physiology I
CHEM 1100/1101	General Chemistry I
CHEM 1200/1201	General Chemistry II
CHEM 2300/2301	Survey of Organic Chemistry
MATH 1050	College Algebra
MATH 1150	Pre-Calculus with Trig
MATH 2200	Biostatistics
MATH 2670	Statistics
CSCI 1000	Survey of Computer Applications

Junior Level Professional Phase MLS Courses

CLLS 3013	Laboratory Techniques	CLLS 3303	Clinical Microbiology I
CLLS 3103	Immunology and Serology	CLLS 3313	Clinical Microbiology II
CLLS 3153	Immunohematology I	CLLS 3323	Molecular Techniques in MLS
CLLS 3203	Urinalysis and Body Fluids	CLLS 3403	Clinical Instrumentation I
CLLS 3243	Clinical Hematology I	CLLS 3433	Methods of Drug Analysis
CLLS 3253	Clinical Hematology II	CLLS 3443	Clinical Chemistry I

Senior Level Professional Phase MLS Courses - On Campus

CLLS 4080	Laboratory Management and Education (WI)	CLLS 4323	Clinical Microbiology III
CLLS 4163	Clinical Immunohematology II	CLLS 4453	Clinical Chemistry II
CLLS 4263	Clinical Hematology III	CLLS 4463	Clinical Chemistry III

Senior Level Professional Phase MLS Courses - Clinical Experience

CLLS 4054	Phlebotomy	CLLS 4274	Clinical Hematology IV
CLLS 4114	Clinical Serology	CLLS 4334	Clinical Microbiology IV
CLLS 4174	Clinical Immunohematology III	CLLS 4364	Clinical Parasitology and Mycology
CLLS 4214	Clinical Urinalysis	CLLS 4474	Clinical Chemistry IV

Senior Level Professional Phase MLS Review Course

CLLS 4040 Comprehensive Review

Notes:
- ② **The MLS Program requires a grade of "C" or better in all science and math courses.**
- ② BIOL 2110/2111 is highly recommended for MLS majors.
- ② CHEM 3100/3101 and CHEM 3200/3201 (in place of CHEM2300/2301) are required for Forensic Science & Graduate School.
- ② CHEM 2103 may be required for Forensic Science.

MLS CURRICULUM

All courses have the **CLLS** prefix.

3013 Laboratory Techniques (4). An introduction to the basic techniques used by clinical laboratory scientists. Laboratory safety and current issues in health care will be explored.

3103 Immunology and Serology (3). A study of the human immune system in health and disease. Laboratory exercises are serologic procedures used in the laboratory diagnosis of immunologic and infectious diseases.

3153 Immunohematology I (3). This course applies the basic theory of immunology and genetics to the human blood group systems and transfusion practice. Basic immunohematology techniques will be covered in the laboratory sessions.

3203 Urinalysis and Body Fluids (3). The physiologic mechanisms of the kidney will be discussed along with the importance of the kidney in homeostasis. Other body fluids commonly encountered in the clinical setting will also be discussed.

3243 Clinical Hematology I (4). A study of human hemostatic mechanisms, its diseases, and abnormalities. This course will include a study of the origin and maturation of the formed elements of human blood. Laboratory exercises will focus on the evaluation of hemostatic function and anemia, as well as the morphology of formed elements of the blood.

3253 Clinical Hematology II (4). A study of erythrocyte abnormalities and associated disease states. The laboratory will focus on methods used in the evaluation of abnormal erythrocyte morphology.

3303 Clinical Microbiology I (3). Fundamentals of molecular diagnostics, including extraction techniques, electrophoresis, PCR, and staining techniques used to evaluate DNA will be presented. Also, topics in microbiology will be introduced such as safety, specimen handling, streaking techniques, morphology, and media used to isolate microorganisms.

3313 Clinical Microbiology II (4). Introduction to basic procedures used in modern clinical laboratories for the isolation and identification of clinically significant microorganisms. Emphasis will be placed on laboratory identification of these infectious organisms.

3323 Molecular Techniques in MLS (2). This course is designed to offer the students an introduction to the basic concepts of molecular techniques and principles of genetics in laboratory science. This course will include presentation of methods, underlying concepts and applications of recombinant DNA technology. This course will provide the students with a basic practical background in molecular techniques and interpretation promoting critical thinking and problem solving skills in the clinical laboratory.

3403 Clinical Instrumentation I (4). An introduction to clinical laboratory instruments. Basic theory of fundamental clinical instrumentation will be discussed with "hands-on" experience in lab. Maintenance procedures and troubleshooting techniques will be introduced.

3433 Methods of Drug Analysis (4). This course will include the study of current techniques used in drug analyses. General theory as well as practical applications of organic acid/base theory, liquid-liquid extraction, solid phase extraction, TLC, HPLC, GC and mass spectrometry will be covered.

3443 Clinical Chemistry I (4). Disorders of carbohydrate, protein, amino acid and lipid metabolism will be discussed with emphasis on laboratory detection and clinical correlation of these disorders.

4040 Comprehensive Review (1). A comprehensive review of Medical Technology. All students take a final comprehensive examination at the end of this course. Successful completion of this course is required for graduation. Final grades will be assigned on a pass/fail basis.

4054 Phlebotomy (1). Experience in phlebotomy will be provided in an affiliated clinical facility. This will include a review of basic concepts related to phlebotomy.

4080 Laboratory Management and Education - Writing Intensive (3). This course offers an overview of the management process and supervisory techniques and responsibilities commonplace in the clinical laboratory. Also covered are clinical and classroom instructional methods and evaluation strategies.

4114 Clinical Serology (1). Experience in clinical serology will be provided in an affiliated clinical facility. This will include a review of basic concepts related to clinical serology.

4163 Clinical Immunohematology II (3). An advanced study of immunohematology theory and techniques. Emphasis will be placed on problem solving to assure safe transfusion practice.

4174 Clinical Immunohematology III (2). Experience in clinical immunohematology will be provided in an affiliated clinical facility. This will include a review of basic concepts related to clinical immunohematology.

4214 Clinical Urinalysis (1). Experience in clinical urinalysis will be provided in an affiliated clinical facility. This will include a review of basic concepts related to clinical urinalysis.

4263 Clinical Hematology III (4). A study of white blood cell abnormalities in human blood with correlations to disease processes. The laboratory portion of this course will involve development of expertise in hematologic procedures and correlation of test results with disease states.

4274 Clinical Hematology IV (3). Experience in clinical hematology will be provided in an affiliated clinical facility. This will include a review of basic concepts related to clinical hematology.

4323 Clinical Microbiology III (4). Continued development of the skills necessary to function efficiently in a microbiology laboratory. The student will be exposed to extensive bacterial identification problems as it relates to various specimen sites (respiratory, CSF, etc.). Other topics include anaerobic bacteria and mycobacteria.

4334 Clinical Microbiology IV (3). Experience in clinical microbiology will be provided in an affiliated clinical facility. This will include a review of basic concepts related to clinical microbiology.

4364 Clinical Parasitology and Mycology (1). Experience in clinical parasitology and mycology will be provided in an affiliated clinical facility. This will include a review of basic concepts related to clinical parasitology and mycology.

4453 Clinical Chemistry II (4). Mechanisms for water, electrolyte and acid/base balance and imbalance will be discussed in association with renal, cardiac and respiratory function. Clinical enzymology and endocrinology will be discussed.

4463 Clinical Chemistry III (2). Heme, iron, bilirubin, and porphyrin metabolism will be discussed with an emphasis on disease processes associated with errors in these metabolic pathways and laboratory diagnosis.

4474 Clinical Chemistry IV (3). Experience in clinical chemistry will be provided in an affiliated clinical facility. This will include a review of basic concepts related to clinical chemistry.

4513 Research Techniques in Clinical Chemistry and Toxicology (1-4; may be repeated for a maximum of 8 hours). This course offers students experience in current clinical chemistry and analytical toxicology research and lab safety. Instrumentation utilized may include one or more of the following: Atomic Absorption Spectrophotometer, Fluorometer, HPLC, GC, UV Spectrophotometer, Densitometer and/or microcomputers.

4523 Research Methods in Hematology and Immunohematology (1-4; may be repeated for a maximum of 8 hours). This course will utilize research methods used in hematology, immunology and immunohematology. Students will acquire addition experience in procedures in these areas of the laboratory.

4533 Research Methods in Clinical Microbiology (1-4; may be repeated for a maximum of 8 hours). This course will cover current methods used in bacteriology, mycology, or parasitology, depending on the area of interest.

REQUIRED TEXTBOOKS

Chemistry/Drug Analysis/Laboratory Techniques/Clinical Instrumentation
Clinical Chemistry: Principles, Techniques, and Correlations. Bishop et al., 9th edition, 2022, Lippincott, Williams, and Wilkins.

Mathematics for the Clinical Laboratory. Doucette, Lorraine, 4th edition, 2021, Elsevier

Hematology/Hemostasis
Rodak's Hematology: Clinical Principles and Applications, Keohane, et al., 7th edition, 2024, Elsevier.

Heme Notes: A Pocket Atlas of Cell Morphology. Harmening and Finnegan. 2nd edition, 2015, FA Davis.

Immunology/Serology
Clinical Immunology and Serology: A Laboratory Perspective, Miller and Stevens, 5th edition, 2021, F.A. Davis.

Immunohematology
Modern Blood Banking and Transfusion Practices, Harmening, D.,7th edition, 2019, F.A. Davis.

Laboratory Management
Laboratory Management: Principles and Processes, Harmening, D., 4th edition, 2020, DH Publishing.

Microbiology/Parasitology/Mycology/Molecular Techniques
Bailey and Scott's Diagnostic Microbiology, Tille, 15th edition, 2021, Elsevier.

Urinalysis
Urinalysis & Body Fluids, Strasinger, Susan**,** 7th edition, 2021, F.A. Davis.

Comprehensive Review
Medical Laboratory Science Review, Robert Harr, 5th edition, 2019, FA Davis.

ADMISSION PROCEDURES

ADMISSION TO AUM

Please refer to the *AUM Undergraduate Catalog* for procedures and requirements for admission to AUM. Once students are admitted and have chosen Pre-MLS as their major, they are required to meet with a MLS advisor. Please note that the sequence of pre-MLS science courses requires careful planning. Students are required to consult a MLS advisor each semester.

SPECIAL SITUATIONS

Transfer Students - Students transferring from another college/university must fulfill criteria for admission as outlined in the *AUM Undergraduate Catalog.*
International Students - International students must meet AUM criteria for admission to the university as outlined in the *AUM Undergraduate Catalog*.
Candidates for a Second Bachelor's Degree - Candidates for a second bachelor's degree must adhere to the criteria outlined in the *AUM Undergraduate Catalog.*

ADMISSION TO THE PROFESSIONAL PHASE OF THE MLS CURRICULUM

Entry into the professional phase of the program involves a formal application by the candidate as well as interviews with a faculty representative(s) and program director. Enrollment in this phase is limited based on available resources on campus and in affiliated clinical facilities. When the number of qualified applicants exceeds the enrollment capacity, selection will be based on cumulative GPA. Student handbooks containing applications are available from the Department Head/Program Director, Room 208, Moore Hall and also may be downloaded from the AUM MLS web page at www.aum.edu/mls-info. This student handbook includes specific criteria for application into the program and essential requirements necessary to complete the program.

To be eligible to apply to the professional phase:

1. Candidates should complete **ALL** pre-professional requirements prior to beginning the Fall Semester of the Junior year.
2. Candidates must be enrolled as full-time students at AUM.
3. Candidates must have a cumulative GPA of 2.0 or higher on a 4-point scale and a minimum grade of "C" in each science and math course required.
4. In addition, candidates for the MLS Program must acknowledge their belief that they can achieve the minimum essential functions described in the Program Requirements section on page 19 of this handbook.

Process - Candidates seeking admission are required to submit a completed application form. Applications will be accepted beginning March 1st through June 15th for the class beginning **Fall 2025**. Applicants meeting all program requirements will be contacted to schedule a personal interview.

Please send completed applications to:

Kathryn Dugan
Department Head/Program Director
Auburn University Montgomery
MLS Program
P.O. Box 244023
Montgomery, AL 36124-4023

The Department Head/Program Director will notify each student of their acceptance status by the last Friday in July.

Note - Pre-professional course work should have been completed within the past five years. Students with course work that extends beyond this five-year limit should make an appointment with the Department Head/Program Director to discuss the course work in question. Demonstration of competency in selected areas may be required prior to acceptance into the MLS Program.

Transfer Students - Students interested in transferring to AUM for the professional phase of the program must satisfy the above criteria and meet application deadlines. Specific articulation information regarding the AUM MLS Program is available on the AUM web page at http://www.aum.edu/transfer. Students interested in transferring to AUM for the MLS Program should contact the Department Head/Program Director to discuss the transfer process.

Accommodation for Individuals with Disabilities

It is the policy of Auburn University Montgomery to provide reasonable accommodations for environmental and program accessibility for qualified persons with disabilities as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Specifically, the Center for Disability Services (CDS) coordinates support services for students with disabilities and is an accommodation resource for faculty. Specialized services provide students with disabilities complete access to all academic and campus programs. Eligibility for services requires documentation of the disability. Disabled students or applicants for admission who need accommodations or modifications in policies, practices or procedures must register with the CDS (334-244-3631) and provide any requested documentation.

Service Animals

In accordance with University policy, only service animals may be allowed into a building on campus. Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Emotional support animals do not qualify as service animals under the ADA. If a service animal is needed in the laboratory area, appropriate PPE must be worn by the animal, as well as specific training on how to behave in a laboratory space. Any student needing a service animal will work with the MLS faculty and staff, as well as the Environmental Health and Safety Department, as needed, to devise a plan that ensures the safety of everyone involved, including the service animal while in the teaching laboratory space.

When a student with a service animal chooses to take a laboratory course, they should contact the University's Center for Disability Services to help arrange necessary accommodations. Visit www.cds.aum for more information about arranging accommodations. More information about service animals in laboratories can be found at: https://oehs.utah.edu/topics/service-animals-in-laboratories

Authorization for a service animal to be allowed at the clinical hospital facility, during the clinical experience, will be determined by the clinical facility's policy.

AFFIRMATIVE ACTION POLICY

In all aspects of the AUM MLS Program, discrimination on the basis of race, color, sex, age, national origin, religion, disability, or veteran status is strictly prohibited.

CLINICAL EXPERIENCE

During the Spring and Summer Semesters of the senior year, students will participate in clinical experience in an assigned clinical facility (or facilities) on a schedule determined by the facility and AUM faculty. Clinical experience at different affiliates are similar in content and length, with minor differences occurring due to organizational differences at each affiliate.

Clinical Affiliates - Clinical facilities currently affiliated with the AUM MLS Program include:

Baptist Health, Montgomery, AL
Druid City Hospital, Tuscaloosa, AL
East Alabama Health, Opelika, AL
Emory-St. Joseph's, Atlanta, GA
Flowers Hospital, Dothan, AL
Grandview Medical Center, Birmingham, AL
Huntsville Hospital, Huntsville, AL
Jackson Hospital, Montgomery, AL
Mayo Clinic, Jacksonville, FL
Piedmont Columbus Medical Center, Columbus, GA
Southeast Health, Dothan, AL
Springhill Hospital, Mobile, AL
Vaughan Regional Medical Center, Selma, AL
Veterans Hospital, Montgomery, AL

Assignments to Clinical Affiliate(s) for Clinical Experience - During the Spring and Summer Semesters of the senior year, students will participate in a 24-week clinical experience in an affiliated clinical facility. Clinical experience assignments will be made by MLS faculty. Each student will receive written notification of their clinical experience assignment during the Fall Semester of the senior year. This assignment will be contingent upon the successful completion of all required on-campus courses prior to the clinical experience. Clinical experience assignments will be made based on the following considerations.

1. The availability of clinical sites.
2. The coordination of student needs with individual affiliate strengths.
3. The elimination of any source of conflict of interest on the student's behalf.
4. Cumulative GPA at the time the decision is made.

Students should be aware that clinical experience assignments outside Montgomery are a possibility when considering housing arrangements (leases) during the program.

Alternate Status - Due to unforeseen circumstances that arise from time to time, the number of clinical experience positions available may suddenly change. In the case where there are more students eligible to begin clinical experience than there are positions available, assignments will be made on the basis of highest cumulative GPA. Any students not placed in a clinical facility at the normally scheduled time will be placed on "Alternate Status," and be assigned to a clinical facility as soon as positions become available. Please refer to the Alternate Status Contract on the signature page at the end of this handbook.

Dates for Clinical Experience - Clinical experience will begin Monday, **January 25, 2027 and continue through Friday, July 9, 2027.** Dates may change depending on graduation.

Miscellaneous Information for Clinical Experience

- Students are expected to spend 40 hours per week (Monday through Friday) in clinical experience assignments. Students may not exceed eight hours of clinical experience (excluding lunch/breaks) and must attend the time specified by the section/department.
- The time to report for clinical experience will vary by facility and by section/ department within a facility. The Department Head/Program Director will assist students in determining the time to report on the first day of the clinical experience. The student is responsible for checking on times to report as they change sections/departments.
- The only guaranteed holiday during the clinical experience will be July 4th.
- Other days off may be given at the discretion of the clinical site.
- Students must provide their own transportation to the clinical facility during their assigned clinical experience.
- Students are responsible for moving/living expenses when assigned to an out of town facility.
- No adjustment of clinical schedule will be made to meet a student's personal needs (e.g., vacations, jobs, etc.).
- Course and clinical experience schedules are subject to change as circumstances require. The student will be informed of schedule changes as soon as possible.

Service Work Policy - During clinical experience students are not to be substituted for regular staff. Student employment should be voluntary, paid, supervised and performed outside of the normal clinical experience. Service work does not substitute for clinical experience.

PROGRAM REQUIREMENTS

The MLS Program adheres to the academic calendar of AUM for all course work on campus. The calendar for the clinical experience portion of the professional phase will vary from the AUM academic calendar. Clinical experience will occur during a 24 consecutive week period at an affiliated clinical site. Clinical experience will begin Monday, **January 25, 2027 and continue through Friday, July 9, 2027.** Dates may change depending on graduation.

Minimum essential functions for the MLS Program have been established to enable the faculty to assist students in their quest for general knowledge and mastery of the basic technical performance skills in all areas of the clinical laboratory. Specifically, students must have the cognitive abilities to master relevant content in basic science, professional and clinical courses at a level deemed appropriate by the faculty. Students must possess attributes which include integrity, responsibility, flexibility and tolerance. They must show respect for themselves and others, work independently and effectively with others and project a professional image at all times. The AUM MLS Entry Level Competencies are found on page 7 of this handbook. By applying to the AUM MLS Program, the student is affirming that they can meet the following minimal essential requirements:

1. Read, understand and follow directions printed in English.
2. Communicate effectively in English with patients and other members of the health care team in a clear and understandable manner, both verbally and in written form.
3. Display manual dexterity required to perform laboratory tasks, e.g. operation of microscopes and various instruments, performance of phlebotomy and pipetting

procedures, control of laboratory equipment (inoculating loops, test tubes), and manual entry of data into computers.
4. Demonstrate microscopic and macroscopic visual acuity required to differentiate structures and to perform all technical activities requiring visual skills; to judge distance and space relationships; to bring objects into focus; to see clearly at 20 inches and less; and to see a computer screen, keyboard and panel of instruments.
5. Closely examine specimens, images, or printed output created by diagnostic equipment.
6. Lift and carry objects with upper body muscle coordination and dexterity.
7. Maneuver in the laboratory including frequent moving from point to point and around instruments and in-patient care settings.
8. Demonstrate touch discrimination for detecting veins to be used in phlebotomy.
9. Work independently to perform patient testing safely and accurately even during stressful situations; adapt to changing environments; prioritize tasks.
10. Work with blood, urine, and other biohazardous materials, as well as, chemical reagents.

Student Conduct - The *Ethics Statement of the American Society for Clinical Laboratory Science*, page 9 of this handbook, provides an excellent basis for MLS student conduct. Students are expected to conduct themselves in a professional manner at all times while on campus and during their clinical experience, such as when engaged in conversations with faculty or clinical instructors, guests of the program, program or clinical officials, other health care providers, etc. Students are expected to dress in a professional manner. (For further information, please refer to the Dress Code section beginning on page 25 of this handbook). Additionally, please note the following situations that may result in disciplinary action and/or withdrawal from the program.

1. Physical abuse of any person or conduct which threatens or endangers the health or safety of any person on university property or university-affiliated property will result in disciplinary action and possible withdrawal from the program.
2. Breach of municipal, state, or federal laws while engaged in AUM-related learning experiences will result in disciplinary action.
3. While the students are on the AUM campus and they are suspected of being under the influence of alcohol or drugs, they will be required to submit to laboratory testing and will be responsible for the cost of the laboratory test. If test results are positive, the student will be referred for counseling, subject to disciplinary action, and possible withdrawal from the program. Students are referred to the AUM Drug Free Policy as stated in the *AUMANAC*. Drug screen policy for clinical rotations refer to page 36.
4. Failure to maintain respect for the patient and confidentiality of the patient's record and/or diagnosis will result in disciplinary action and possible withdrawal from the program.

Attendance - On Campus Courses - Attendance is required for each class meeting during the professional phase of the program. Unexcused absences and tardiness are not permitted. Tardiness is defined as being more than 5 minutes late for the scheduled starting time of a lecture or laboratory. Students arriving 30 minutes or more after the scheduled starting time for a lecture or laboratory will be considered absent. Three instances of tardiness are considered the equivalent to one unexcused absence. The following are attendance policies that will be enforced during the on-campus portion of the professional phase.

1. Attendance for all scheduled classes and laboratories is mandatory. If serious circumstances, such as illness of the student, a death in the immediate family, or other circumstance makes absence/tardiness unavoidable, the student must notify the MLS Department Head/Program Director and/or AUM faculty as soon as possible. The student must provide written proof of the excuse.
2. Attendance for all scheduled examinations (lecture and laboratory) is mandatory. Laboratory examinations will be given individually in each laboratory as scheduled by the course instructor. A student who misses an examination who has an official University excuse, or a documented substantial excuse, will be given the opportunity to take a makeup examination at a time convenient to both the student and the instructor. Those with undocumented inconsequential excuses will be given a zero for the examination.
3. 5 points will be deducted from the final grade of a student for each unexcused absence.
4. 3 incidents of being tardy in one course during one semester is considered the equivalent of an unexcused absence and will result in 5 points being deducted from that student's final grade. This will be cumulative only during a given semester.
5. Students who are tardy/absent should request an Absence/Tardiness Form from the instructor for the class, complete the form, and return the form to the instructor. The decision for approval or disapproval will be given to Department Head/Program Director for consideration. If this form is not requested or submitted, the absence/tardy will be considered unexcused.
6. Approval for scheduled appointments, such as physician or dental visits, must be made in advance by the instructor of the course that will be missed.
7. If the number of excused or unexcused absences or tardies becomes excessive, the Department Head/Program Director will be notified and the student will receive **one warning**. If absences or tardies continue, the privilege to continue in the program will be evaluated.

Attendance - Clinical Experience - Attendance for clinical experience is mandatory. Unexcused absences and tardiness will not be tolerated. Tardiness is defined as being more than 10 minutes late for the scheduled starting time. Students arriving one hour or more after the scheduled start time will be considered absent. The clinical affiliate cannot delay or reschedule certain activities or test procedures that students need to observe. Thus, students are required to be present and on time. The following are attendance policies that will be enforced during the clinical experience.

1. Attendance for clinical experience is mandatory. If serious circumstances, such as illness of the student, a death in the immediate family, or other circumstance makes absence/tardiness unavoidable, the student must notify the department to which the student is assigned. The student must provide written proof of the excuse.
2. When absence or tardiness is going to occur, the student must notify the personnel in the department to which the student is assigned no less than 30 minutes **before** the scheduled beginning time for that day.

3. Any absence or tardiness without notification will be brought to the attention of the Department Head/Program Director and faculty, and the privilege to continue in the program will be evaluated.
4. If absences occur, makeup time may be required. The amount of time and scheduling of such time will be at the discretion of the clinical instructor and education coordinator of the clinical facility.
5. Approval for scheduled appointments, such as physician or dental visits, must be made in advance by the clinical instructor and education coordinator of the clinical facility.
6. Each incidence of unexcused tardiness will result in a 5-point reduction in the final average for that section/department grade.
7. Each incidence of unexcused absence will result in a 10-point reduction in the final average for that section/department grade.
8. If the number of excused or unexcused absences or tardies becomes excessive, the Department Head/Program Director will be notified and the student will receive **one warning**. If absences or tardies continue, the privilege to continue in the program will be evaluated.

Please note that these are minimal attendance standards for AUM MLS students during their clinical experience. Clinical affiliates may have more stringent standards and students must conform to the attendance policies for the facility to which they are assigned. Specific information regarding attendance will be provided during orientation for the clinical affiliate.

Scholastic Achievement Learning experiences in the MLS Program are sequenced and provide the student with a means for progression of knowledge, psychomotor skills, and professional development from a basic level to that of an entry level medical technologist/clinical laboratory scientist. Curriculum objectives which delineate this progression through the program are available for review and will be provided to students as they begin each area of study. This sequenced progression requires a minimum final performance of 70% in junior level MLS courses, a minimum final performance of 75% in on campus senior level MLS courses, and a minimum final performance of 80% in clinical experience courses.

Grading Scales Employed During MLS Program					
Junior Level		On Campus Senior Level		Clinical Experience	
100 - 90	A	100 - 93	A	100 - 94	A
89 - 80	B	92 - 84	B	93 - 87	B
79 - 70	C	83 - 75	C	86 - 80	C
69 - 60	D	74 - 66	D	79 - 73	D

Scholastic Achievement - On Campus Course Work As MLS students will eventually be participating in an educational experience in a clinical laboratory and graduates will be providing quality health care services, all students will be required to perform at or above the minimum

final performance level of "C" described in the table above to remain in the program. A grade of "D" in any one MLS course will result in the student being dismissed from the program. Students will be informed of dismissal decisions in writing. If a student wishes to appeal a dismissal decision, the appeal must be initiated within seven days of the receipt of the dismissal letter. The appeal process is described on page 26 of this handbook. Students who are dismissed from the program are eligible to reapply for admission to the next professional phase. Such students must meet all admission requirements at the time of re-application. Students that are re-admitted to the program will be required to repeat any MLS courses that were not completed within the past year. For MLS courses taken within the last year, students may be required to demonstrate competency by passing examinations and/or laboratory practicals. Any required demonstration of competency will be delineated prior to re-admission. Students are allowed to enter the professional phase of the MLS program a maximum of two times.

General course objectives and requirements for each MLS course will be presented on the first day of class and reviewed with the class by the instructor. Desired learning outcomes for lecture and laboratory topics will be given throughout the semester. Achievement of desired learning outcomes will be assessed by a variety of techniques including, but not limited to:

homework/outside assignments	objective and essay examinations	laboratory exercises
case studies	laboratory practical examinations	laboratory demonstrations
classroom presentations		

A Professional Development Evaluation will also be completed for each student during senior level on campus courses and the grade on this evaluation will be incorporated into the final grade for each senior level course. This evaluation considers professional attitudes such as interpersonal relations, dependability, stability, projecting a professional image. Professional attitudes are considered an important component of a student's overall training in the MLS profession. This same evaluation will continue to be used as students continue into their clinical experience. Grades are assigned in each course according to the level of achievement.

Scholastic Achievement - Clinical Experience During clinical experience, students will work under the supervision of a clinical instructor at all times, and will not perform work as a medical technologist/clinical laboratory scientist (refer to page 18 for service work policy). Each student will be provided with as many learning experiences as that laboratory section/department is able to provide in a particular area.

The AUM MLS faculty will visit the clinical coordinator and students at each affiliate on a regular basis during the clinical experience to ensure continuing progress of the student. Any problems occurring between student and a clinical instructor should be first discussed between those involved. Persisting problems should be discussed with the clinical coordinator at the affiliate. If necessary, problems will be reported to the AUM Department Head/Program Director for evaluation. If significant problems arise due to the student's relationships with patients, clinical facility personnel, his/her attitudes, attendance, or personality, the Department Head/Program Director may discontinue the student's participation in the clinical experience until he/she appears before AUM faculty for review. The student's privilege to return to clinical experience will then be evaluated.

Significant technical problems will be reported to the Department Head/Program Director for evaluation. If deficiencies cannot be corrected, participation in clinical experience may be discontinued at the discretion of the Department Head/Program Director, and the student withdrawn from the MLS Program.

Achievement in clinical experience courses is evaluated in three areas; **professional attitudes** (i.e. Interpersonal relations, dependability, stability, projecting a professional image), **technical performance**, and **knowledge base**.

Professional attitudes are considered a significant component of a student's training and are evaluated during clinical experience by the Professional Development Evaluation. This evaluation is designed to consider the development of the student's professional attitudes and responsibilities. It may be used in many ways during clinical experience with the only requirement being that a final Professional Development Evaluation be completed at the end of the clinical experience in that section/department. Some sections/departments may choose to have clinical faculty evaluate the student on a weekly basis generating data that may be used at the mid-point conference. Others may choose to do one evaluation at the mid-point, prior to the mid-point conference. Still others may choose to evaluate the student only at the end of their clinical experience in the department.

Each section/department for which a student will receive a clinical experience grade will evaluate the student's professional attitudes by selecting the category which most closely describes the student. The final evaluation is the only one that will be used in the grade determination for the clinical experience in the section/department. Each student is expected to achieve an 85% performance level on this evaluation.

The student's **technical performance** in each section/department during clinical experience will be evaluated using the Clinical Experience Checklist. The checklist provides documentation of the student's progress during the clinical experience. Listed are the concepts/basic skills and tasks/test procedures which are to be completed by the student at the defined level of competency during the time in the section/ department. As the student moves through the learning process, the date and signature of the clinical instructor will be recorded to indicate the student has reached the required level of competency for each task. The checklist will be given to the student as he/she begins their clinical experience in that section/ department. **It will be the student's responsibility to keep the checklist and have it available for the date and signature at the appropriate time**. Upon completion of the time in the department, the checklist must be returned to the teaching supervisor.

The Clinical Experience Checklist is divided into two sections. The Concepts/Basic Skills section will require ongoing evaluation during the time spent in the section/department. Competency in this section will be determined at the end of the clinical experience when, in the professional opinion/judgement of the clinical instructor(s), the concepts and basic skills on the checklist have been completed at an 85% level or higher. An 85% competency level is defined as explaining **each** concept or performing **each** basic skill at an 85% level. This is **not** to be

interpreted as competency being equated to completion of 85% of the concepts/basic skills listed in this section of the checklist. Failure to complete any one concept/basic skill at the required level of 85% or higher will result in failure of this section of clinical experience and the student will be withdrawn from the program. (Please note that in a few cases a 100% competency level is required, e.g. ABO typing.)

The Tasks/Test Procedure section of the checklist contains specific functions required by the program. The number beside each task/test procedure is the number of times the specific task/test procedure must be completed. The "Required Level of Competency" is the level of accuracy that must be achieved with **each** repetition. This is **not** to be interpreted as competency being equated to successfully completing a certain percentage of the required number of repetitions for each task/test procedure. The student is considered competent when the indicated number of tasks/test procedures have been completed, **each** at the indicated level of accuracy. Once competency is attained, the tasks/test procedure should only be repeated as necessary to maintain the defined level of competency.
In the event that competency could not be obtained for a particular concept/basic skill or tasks/test procedure through no fault of the clinical site or student, indication of this will be noted on the checklist by the clinical faculty along with a brief explanation. If this situation arises, failure to complete the required competency will not be counted against the student.

The third area of evaluation during the clinical experience is the student's **knowledge base**. The students will be evaluated in the clinical rotations that last 5 to 6 weeks by taking 4 weekly exams that will culminate at the end with the students taking a comprehensive end of rotation exam from AUM faculty. All examinations given during the clinical experience will be available on Blackboard. The rotations that last less than 2 weeks will be evaluated only by an end-of-rotation comprehensive examination from AUM faculty.

The final grade for the clinical experience will be the mathematical average of the Clinical Experience Checklist grade, the Professional Development Evaluation grade, and the rotation exam(s) grade. There is no probation option available during clinical experience.

Dress Code - On Campus No uniform is required during classes at AUM. Clothing, however, must be clean, in good repair, safe and appropriate for the task being performed. Special care must be taken to secure hair so that it will not fall into open flame, contact stain or bacterial media, or get caught in centrifuges. Closed-toe fluid impermeable shoes are required for AUM laboratory exercises. An impervious and disposable protective lab coat is required for laboratory sessions when exposure to biohazardous material is possible. These lab coats will be provided by the MLS Program and they **must** remain in the MLS labs at all times.

Dress Code - Clinical Experience The minimal dress code standards that all AUM MLS students must adhere to during their clinical experience include:

1. Clothing must be in good condition, clean, and appropriately pressed. The standard AUM MLS attire for clinical experience is solid color scrubs with a tee shirt underneath. Many clinical affiliates reserve certain color scrubs for certain departments. Therefore, students are advised to check with their assigned clinical affiliate before purchasing scrubs.
2. Closed-toe fluid impermeable shoes are required. Shoes must be clean and in

good condition.

3. Excessive jewelry is not allowed. One pair of non-dangling earrings and small rings may be permitted unless these impede job performance. Visible body piercing (except ear lobes) and/or visible body art are prohibited.
4. Cosmetic use must be conservative.
5. Perfume, cologne, or other scented items such as lotions and aftershaves, should not be excessive. Some affiliates prohibit use of any fragrance.
6. Nails must be clean and neat. Fingernail length should not obstruct the function of the finger. Nails should not extend more than one-fourth inch past the finger tip. Nail polish may be worn provided it is conventional and without ornamentation.
7. Hairstyles of students are expected to be conservative, in good taste, clean, and well kept. Students with long hair styles should wear hair pulled back off of the face and neck to avoid its interfering with performance.
8. Identification, which is provided by the facility, must be worn and visible at all times.

Please note that these are minimal dress code standards for AUM MLS students. Clinical affiliates may have more stringent standards and students must conform to the dress code for the facility to which they are assigned. Specific information on the dress code for each facility will be provided once clinical experience assignments have been made. Also, the dress code for each clinical site will be discussed with the student during orientation for that clinical experience. If a student's appearance is considered inappropriate, the student may be sent home to change, and may be required to make up missed time.

The highest standards of grooming and personal cleanliness must be maintained. Your appearance influences a patient's beliefs about you. It is your professional obligation to do all you can to create a feeling of confidence in you and your ability to help those in need of care.

SUMMATION OF ACADEMIC POLICY

As an accredited MLS Program, the AUM MLS Program adheres to the standards of NAACLS. Within these standards, the MLS Program has the freedom and ultimate responsibility for the selection and evaluation of its students, the design, implementation, and evaluation of its curriculum, and the determination of who should be awarded a certificate. Admission and retention decisions are based not only on prior satisfactory academic achievement but also on non-academic factors which serve to ensure that the candidate can complete all required essential functions of the academic program.

DISMISSAL POLICY

Students may be dismissed from the MLS Program for failure to meet the program requirements as stated in this student handbook or failure to adhere to the policies of the clinical facility to which the student is assigned.

STUDENT GRIEVANCE PROCEDURE

It is the policy of the AUM MLS Program to provide its students with a mechanism for review of student grievances. The following procedure is for use within the Department of Medical & Clinical Laboratory Sciences. If an acceptable resolution to the grievance cannot be reached within the department, the student should proceed through the University grievance procedures described in the AUMANAC.

Procedure - A student who has a grievance should proceed through the following steps for resolution of their grievance.

STEP 1 In the case of an academic grievance, the student should discuss their concern with the faculty member responsible for the course in which the problem occurred.

In the case of non-acceptance or dismissal, the student should discuss their concern with the Department Head/Program Director.

In all cases, this discussion must take place within one week from the time the student first becomes aware of the event(s) giving rise to the grievance.

STEP 2 If discussions in Step 1 fail to resolve the grievance, the grievance must be reduced to writing, along with justifications and remedy sought, and submitted to the Department Head/Program Director within one week of the initial discussions in Step 1. The grievance, and any supporting documentation, must present all of the facts the student wishes to make known concerning the matter.

In the event that the grievance is with the Department Head/Program Director, the written grievance should be submitted to the dean of the College of Nursing and Health Sciences. All time limitations will remain in force. The Department Head/Program Director will maintain impartiality throughout steps 2 and 3.

STEP 3 The Department Head/Program Director will organize a meeting between the student and faculty member in order to seek a resolution to the grievance. If no resolution is found and the student wishes to continue the grievance process, the Department Head/Program Director will form a departmental grievance committee and provide the committee with all relevant materials. The committee will be made up of all MLS faculty not already involved in the process, two College of Nursing and Health Sciences faculty and one student representative. Three College of Nursing and Health Sciences faculty will serve on the committee if no MLS faculty are available. After review of all materials, the committee will recommend a resolution to the Department Head/Program Director. The Department Head/Program Director will review the committee's recommendation and render their decision within one week of receiving the recommendation from the committee and notify the student, and all other parties involved, in writing of the decision.

CONTINUATION: If the grievance is not resolved at Step 3, the student may continue the University grievance described in the AUMANAC.

CURRENT PROGRAM COSTS

The costs described below are for the 2024/2025 academic year. Any percentage increase in tuition approved by the Board of Trustees for the 2025/2026 academic year will be applied to the costs.

Basic Semester Charges

Undergraduate resident course fees	$368.00 per credit hour
Technology Fee	$10.00 per credit hour
Administrative Service Fee per term	$35.00
Student Activity Fee per term	$170.00
First Time Freshman Orientation Fee	$125.00 (One-time fee)
Clinical Lab Fee	$8 per credit hour
Hybrid Course Fee	$20.00 per credit hour
Online Course Fee	$40.00 per credit hour
Athletic Fee	$7.00 per credit hour
Student Health Fee	$25.00 per term

Other Fees

Professional Fee MLS Students	$200.00 per semester
Drug Screen	$50.00 (estimated)
Background Check	$50.00 (estimated)
Late Registration Fee	$30.00 (Non Refundable)
Late Payment Fee per billing cycle	$1 - $25 (Non Refundable)
Books (varies depending on source of purchase)	$800.00 (Estimated)
Malpractice Insurance (senior year)	$20.00 (Estimated)
Scrubs (used during clinical experience)	$40.00 per pair (estimated)
Graduation	$85.00
Meal Plan On-Campus Residents	$700.00
Meal Plan Off-Campus Residents	$200.00

Course Cancellation Policy---Payment of Registration Expenses

The Course Cancellation policy states that: Student's classes for a particular term will be cancelled if charges for the term are not paid by the specified date. The cancellation process will occur prior to the start of the term and a second cancellation date will occur during the first week of the term. The specified dates for cancellation will be posted on the AUM Calendar. It is the student's responsibility to be aware of these dates.

Withdrawal/Refund Policy

Course resignation/withdrawal occurs when a student decides to withdraw from all courses for which he or she is registered. If a student resigns prior to the day identified as the fifth day of classes, the courses will be deleted from the transcript. Resignation after classes have started on the sixth day will result in a student receiving a grade of W (Withdrawal). The deadline for withdrawing/resigning from a course is identified on the student registration system (WEBSTER). This date is specified in the academic calendar. When a student, as a result of

exceptional or emergency circumstances, is forced to withdraw from a course after the withdrawal date for the term, the student may petition, in writing, the dean of the college in which the course is offered. A student may not withdraw from a course after the deadline if he or she is failing. The dean will contact the student's instructor to determine the student's scholastic standing at the time of the request to withdraw.

Students dropping/resigning before the first day of classes are eligible for a refund/waiver of all tuition and fees. Students dropping/resigning during the refund period after classes begin will be eligible for a partial refund/waiver. The eligible percentage of refund/waiver is dependent on the day of drop/resignation.

CERTIFICATION EXAMINATION APPLICATION

The most recognizable certification agency is the American Society for Clinical Pathology (ASCP): Board of Certification (BOC) which offers certification as Medical Laboratory Scientist. **While a degree is not contingent upon passing an external certification examination**, most employers in the clinical laboratory field require certification. The certifying agency requires candidates to make formal application for their examination. Please note that there are two other credentialing agencies (i.e. AAB and AMT) in the United States. The ASCP BOC is considered the "Gold Standard" and is recognized both nationally and internationally.

ASCP - Application for the ASCP certification examination should be completed online during the first week in July during the year in which you plan to graduate. ASCP Board of Certification is accredited by the American National Standards Institute (ANSI). The application can be found at https://www.ascp.org/content/board-of-certification/get-credentialed . You will receive specific information about completing the application from the Department Head/Program Director prior to time for registration. Within 10 business days following receipt of the application, ASCP will begin processing your application. Upon determination of examination eligibility, you will receive an admission letter with a three-month window to take the examination, beginning the first day of the following month.

Students are required to complete their NAACLS accredited training program as well as all academic requirements for graduation before they will be permitted to sit for the examination. Once the degree has been posted on the student's transcript, the student is responsible for requesting an **official** transcript be sent from the AUM Records Office **directly** to the appropriate certification agency. Please note that examination scores will not be released by BOC until they receive an **official** transcript with the degree posted.

Preparation for Certification Examinations

Students will be required to return to campus for the final two and one-half weeks of the **Summer Semester 2027 (July 12, 2027 through July 28, 2027)**. During these two weeks, students will participate in intense review for the comprehensive review exam as well as national certification exams. The course title for this review is CLLS 4040 - Comprehensive Review. Students are expected to be on campus and involved in various study/review exercises between 8:00 a.m. and 5:00 p.m., Monday through Friday during these two weeks. Students will be free for lunch for one hour each day. It is anticipated that students will understand the importance and seriousness of this time and that this time will be used wisely. The following rules will govern this scheduled study time:

1. Students must arrive on time. Upon arrival each morning, students must check in with the Department Head/Program Director, or his designee. Students who are tardy will lose one point off of their final examination for every ten minutes they are late. Each unexcused absence will result in 15 points being taken off of the final examination.
2. Students must also check out for lunch, check in after lunch, and check out at the end of the day with the Department Head/Program Director, or his designee.
3. Students who must miss a day with an excused absence will have that day added to their study time. For example, if a student has an excused absence during the first week, they will not be eligible for their first attempt at the final examination that first Friday. They must use that Friday as a study day and will be eligible to take the examination the following Monday.
4. Students who are caught sleeping or spending what is deemed an excessive amount of time not studying will receive one warning. The next occurrence will result in five points being taken off of their final examination.
5. There may be no change in the scheduled lunch time. Lunch time may not be used for study in exchange for leaving early or making up time missed.

During the first week, a pretest will be given to help students identify areas in which they are weak. Following this, for the remainder of the week there will be some scheduled study time as well as free study time. Free study time may be spent in independent study, group study, or utilizing the various study aids available. These study aids include computer programs and various materials made available by the faculty. The faculty will make every effort to be available for questions and discussion during these two weeks. Other than scheduled review time, it will be the student's responsibility to select which topic they study at any given time and how much time to spend on each topic.

The final examination will be given for the first time on the first Friday. Those who pass the examination with a score of 70% will be required to attend the second week and take the second exam. The grade of the second exam will not be considered, because they will have already achieved a passing score one the first exam. It is anticipated, however, that even if the examination is passed, the student will understand the importance of continued review in preparation for the national certification examination, including taking advantage of the second week of review. This includes arriving on time, staying until they are dismissed, not abusing the lunch time, and not interfering with other students while they continue to study.

The second offering of the final examination will be given the second Friday. For students that do not pass on the second attempt, there will be a third offering of the examination the following Wednesday. **Students must achieve a 70% or greater on this examination in order to complete the course and satisfy graduation requirements**.

In the event that a student does not pass CLLS 4040 - Comprehensive Review during the Summer Semester, they will not graduate and must postpone their certification examination until all graduation requirements have been met. These students will be eligible to register for this course at the beginning of the Fall Semester in an attempt to complete the course as soon as possible and regain eligibility for graduation and certification.

STUDENT SERVICES

Academic Advising - Once students are admitted to AUM and have chosen MLS as their major, they are required to meet with an MLS advisor. Please note that the sequence of pre-professional science courses requires careful planning. Students are required to consult a MLS advisor each semester.

Computer Access - MLS students have access to computers in Taylor Center (2nd floor west area lobby), Library (2nd floor), Room 204C Moore Hall, Room 205 Goodwyn Hall, Room 203 Goodwyn, and the Nursing Computing Center in Moore Hall (See Department Head/Program Director for use of Nursing Computing Center).

Financial Assistance - Information regarding student financial assistance may be found in the *AUM Undergraduate Catalog.*

Student Educational Records Policy - As stated in the *AUM Undergraduate Catalog*.

"Auburn University Montgomery recognizes that the privacy and maintenance of student educational records is necessary and vital to assist the student's education. The University recognizes its obligation to exercise discretion in recording and disseminating information about students to ensure that their rights of privacy are maintained. The University will furnish annual notification to students of their right to inspect and review their educational records in AUMANAC (student handbook and catalog), and of their right to request amendment of education records considered by them to be inaccurate or misleading or that violate privacy or other rights. A student has the right to a hearing should the university decline to amend such records."
Additional information regarding educational records may be found on the university's website: www.aum.edu/ferpa.

Student Organizations - As this is the beginning of a student's professional career, during the professional phase, students are eligible to participate as a student member of the American Society for Clinical Laboratory Science (ASCLS) and the American Society of Clinical Pathology (ASCP). As a student member of this organization, students will be eligible for membership free, or at a reduced rate, receive monthly/bimonthly publications, and be eligible for a discounted membership rate during the first year after graduation. For applications, see a MLS faculty member.

Professional phase students in their senior year are eligible to receive a free subscription to

Advance for Medical Laboratory Professionals. For further information, please contact the Department Head/Program Director.

Graduation - Students are responsible for applying for graduation and all other requirements pertaining to graduation as stipulated in the *AUM Undergraduate Catalog*.

Other Campus Services - Information about Campus Safety, Rape Awareness, Tornado Threat, Fire Safety, Police Escort Service, Crime Prevention and Alcohol/Drug Information may be found in the *AUMANAC*. Title IX Contact is Leslie Meadows (334)244-3755 or reporting procedure can be found at http://www.aum.edu/gender-matters-title-ix/reporting-an-incident.

LABORATORY SAFETY

The MLS Program requires that all laboratory training be as safe as possible. The very nature of the profession requires students to come in contact with potentially hazardous materials and situations. Thus, the MLS Program will comply with all current standards set forth by the Occupational Safety and Health Administration (OSHA) and the Centers for Disease Control (CDC).

On Campus Course Work - All AUM MLS laboratories are classified as Biosafety Level II laboratories. Therefore, these laboratories fall under Federal regulations delineated in Section 511 of Public Law 104-132 "Antiterrorism and Effective Death Penalty Act of 1996" included in 42 CFR Part 72 which makes adherence to these requirements described below mandatory. Failure to comply with these regulations may result in denied access to MLS laboratories and/or immediate withdrawal from the program.

Limitations of Biosafety Level II laboratories include, but are not limited to, the following:

1. restricted access to designated areas
2. use of lab coats which must remain in the restricted area (refer to On Campus Dress Code on page 25)
3. use of HEPA filters on all biological hoods
4. documented proper disposal of all biological and medical waste
5. documented yearly safety training for all students and faculty who frequently use these laboratories

To address the yearly safety training, all students are required to complete this training during the first two weeks of the Fall Semester each year. Safety training consists of successful completion of several computerized safety training programs. When each program is completed, a certificate will be printed by the training program and placed in the student's file for documentation.

GENERAL LABORATORY RULES, REGULATIONS AND SAFETY

The following are general laboratory rules, regulations and safety guidelines that will be utilized during the MLS Program.

1. Access to MLS laboratories is limited to those who have been cleared by the Department Head/Program Director and have successfully completed annual safety training. In general, persons who are at increased risk of acquiring infection, or for whom infection may have serious consequences, are not allowed in MLS laboratories. For example, persons who are immunocompromised or immunosuppressed may be at increased risk of acquiring infections. The Department Head/Program Director has the final responsibility for assessing each circumstance and determining who may enter MLS laboratories.
2. Protective lab coats are required for laboratory sessions when exposure to biohazardous material is possible. Laboratory coats will be provided by the MLS Program and **must** be removed and left in the designated area of the laboratory before leaving for non-laboratory areas (e.g., classrooms, restrooms). Please refer to the "Dress Code - On Campus" section (page25) for additional dress code information.
3. Gloves will be worn at all times when working with biological samples. Gloves are disposed of when overtly contaminated, and removed when work with infectious materials is completed or when the integrity of the glove is compromised. Disposable gloves are not washed, reused, or used for touching "clean" surfaces, and should not be worn outside the laboratory. Hands are to be washed following removal of gloves and before leaving the laboratory.
4. Face protection (goggles, face shield, safety glasses) is used when splashes or sprays of infectious or other hazardous materials to the face are possible. Face protection will be provided by the MLS Program.
5. Biohazardous waste **must** be disposed of properly. All **sharps** must be disposed of in an appropriate sharps container. Sharps include all hypodermic needles, syringes, and lancets (even if unused). Sharps also include any glass item (e.g., slides, test tubes, capillary tubes, pipets, and broken glass) that may have come in contact with biological fluids. **Biohazardous waste that is not considered to be sharps** must be placed in biohazardous bags. **Whole blood/serum/plasma** must be decontaminated by pouring the liquid portion of these samples into a container of 10% bleach.
6. **Non-biohazardous broken glass** should be disposed of in an appropriately labeled container. **Other non-biohazardous waste** should be placed in the appropriate receptacle.
7. Any spills or accidents with potentially infectious material **must** be immediately reported to the instructor.
8. In the case of a biohazardous spill, universal precautions will be followed and the spill will be decontaminated with a 10% bleach solution. If glass is involved, the spill is covered with 10% bleach to decontaminate the biohazardous products. Following decontamination, the glass should be swept onto a dust pan using a broom. The broken glass will then be discarded in a sharps container for disposal. In the event that an injury occurs in association with the biohazardous spill, the instructor should be notified immediately. Following appropriate treatment, the injury should be documented using the incident report form.
9. The following steps should be taken when spills of potentially infectious materials occur in the lab. The person cleaning up the spill will put on a lab coat, safety goggles, and gloves before beginning cleanup. Apply a 10% bleach solution for a minimum of 20 minutes contact time. Wipe up spillage with disposable disinfectant-soaked cloth. Wipe walls, floors, work surfaces and any equipment with a disinfectant-soaked cloth. Discard contaminated disposable materials in an appropriate biohazardous waste container. Expose non-autoclavable materials to disinfectant, 20 minutes contact time, before removal from the area. Remove protective clothing used during cleanup and place in an autoclave bag.
10. The following steps should be taken when spills with potentially infectious materials occur in a serofuge or centrifuge. First shut the motor off and let the instrument sit for 30 minutes. If breakage is discovered after instrument has stopped close the lid and let sit for 30 minutes. Unplug the centrifuge or serofuge. Put on gloves, lab coat, and goggles before initiating cleanup. Flood centrifuge bowl with a 10% bleach solution. Place paper towels soaked in a disinfectant over the entire spill area. Allow 20 minutes of contact time. Use forceps to remove broken items and glass fragments. Place these in a sharps container. Remove buckets, trunnions and rotor and place in disinfectant for 24 hours or autoclave. Place paper towels soaked in a disinfectant over the equipment if transport is necessary. Unbroken, capped tubes may be placed in disinfectant and recovered after twenty minute contact time or autoclaved. Use mechanical means such as forceps to remove remaining disinfectant soaked materials from centrifuge bowl and discard as infectious

waste. Place paper towels soaked in a disinfectant in the centrifuge bowl and allow it to soak overnight, wipe down again with disinfectant, wash with water and dry. Discard disinfectant soaked materials as infectious waste. Remove protective clothing used during cleanup and place in a biohazard bag for autoclaving. Wash hands when gloves are removed.

11. Work surfaces are to be decontaminated with 10% bleach upon completion of each laboratory exercise and after any spill or splash of viable materials. Note: Bleach should be made fresh daily.
12. Eating, drinking, smoking, handling contact lenses, and applying cosmetics are not permitted in work areas. Food is to be stored in cabinets or refrigerators in rooms labeled as "Clean Rooms."
13. There will be no pipetting by mouth. A pipetting safety device must be used at all times.
14. When you have finished with your volumetric or serological pipets, rinse them with tap water and place them in the pipet holder, **TIPS UP**. Do not leave them lying around your work area. Also, do not leave pipets sticking out of bottles, flasks or beakers. If you find a pipet that is chipped or you cannot read the volume levels, discard the pipet. **DO NOT** put the pipet back with the clean pipets or in the dirty pipet holder.
15. Students must know the location of fire extinguishers in the lab, the closest fire extinguisher in the hallway, the fire alarm, the emergency eye wash station and shower, and the fire blanket. Students should be able to distinguish between a Class A, Class B, and a Class C fire and know what type of fire extinguisher should be used on each.
16. To put out a fire, first cool the area immediately surrounding the fire with the extinguisher to prevent the spread of the flames. Then extinguish the base of the fire. Remember to aim the extinguisher at the base of the fire and not up into the flames.
17. If clothing is on fire, smother the fire by wrapping the victim in a blanket or coat, or douse the flames under the emergency shower.
18. When chemicals, supplies, etc. are used, these items must be returned to their original location when not in use. Never place any chemicals, reagents or equipment near the edge of the lab bench, as these may easily be knocked to the floor.
19. Always pour a more concentrated solution into a less concentrated solution when performing dilutions. For example, concentrated acid is always poured into water, not water into concentrated acid.
20. Unused reagents should never be poured back into the original containers. Typically any unused portion is discarded. Therefore, you should carefully plan how much of a given reagent you will need, then measure out a slight excess to carry back to your work area for accurate measurements.
21. Chemicals that are water soluble and non-caustic should be disposed of by pouring down the drain followed by water. If you have a question as to the nature of any chemical, ask your instructor.
22. Water insoluble chemicals or chemicals heavier than water should **NEVER** be put down the sink. Dispose of these in the appropriately supplied containers. Again, if you have any question as to the nature of the chemical, ask your instructor.
23. When performing separations and extractions with volatile solvents, make sure to release the gases formed by opening the stopcock after inverting the separatory funnel. Never point the separatory funnel toward anyone while performing this operation. After inverting, remove the funnel stopper and allow the fractions to separate while the funnel is setting in a ring stand before drawing off the desired fraction.
24. Always carry microscopes in a manner which ensures safe handling. Microscopes are to be returned to the storage location at the conclusion of use. Prior to returning microscopes to the storage cabinet, appropriate maintenance must be completed.
25. Do not perform experiments that are unauthorized. Always obtain permission to be in the lab anytime other than the regularly scheduled lab period.
26. Students working in the microbiology laboratory may encounter organisms that may present teratogenic hazards. Therefore, the Medical Laboratory Science Program has adopted a policy from Auburn University to notify those working in the lab of the hazards that may be encountered. The policy is referred to as Auburn University's Reproductive Health Policy.
    https://sites.auburn.edu/admin/universitypolicies/Policies/ReproductiveHealthPolicy.pdf

FIRST-AID IN THE LABORATORY

1. Report all accidents or injuries to the instructor at once. An Incident Report Form will need to be completed. This form is available from the Department Head/Program Director.
2. The most common minor laboratory accident involves cuts on the hand. Such cuts can usually be treated by applying an antiseptic and a bandage. In case of a severe cut and excessive bleeding, apply pressure or a compress directly to the wound and seek medical attention immediately.
3. If any solution, acid or base, is spilled on your skin, wash the area immediately with plenty of water. **DO NOT** attempt to neutralize the acid or base as this type of neutralization reaction creates a lot of heat that will further damage tissue.
4. Emergency showers are available in all laboratories.
5. For burns, ice cold water is the most effective first aid measure.

6. The most important treatment of a chemical injury to the eye is that done by the victim in the first few seconds. If this happens, you should get to the emergency eye wash station quickly and wash the injured eye(s) thoroughly with water for fifteen minutes. Additional medical attention may be required.
7. In case of fainting or collapse, give the victim fresh air and recline them so that the head is lower than the body. Use ammonia or smelling salts, if available. Cold packs on the forehead may also be useful.

Clinical Experience - Each clinical affiliate will provide safety/universal precaution instruction prior to/at the beginning of clinical experience. Documentation of this instruction will be retained at each clinical site. Students must adhere to the safety/universal precaution guidelines of the facility to which they are assigned.

Medical Treatment

On Campus - Medical treatment information is outlined in the *AUM Undergraduate Catalog*. Medical assistance is provided as a service to currently enrolled AUM students by means of an agreement with the AUM Warhawk Health Services, located in Room 102, Moore Hall. These services are available for a nominal co-payment per visit. Students must show a valid AUM student identification card at the time they are seen. Those students who have needs that are beyond the scope of nursing will be referred to an emergency room or a physician of choice at the student's expense. The hours of operation of the Nursing Care Center are 8:00 a.m. to 5:00 p.m., Monday through Friday, when the university is in session. Students may request transportation assistance from the University Police Department at 244-3424. If students are not covered under an insurance program, they are encouraged to participate in the low-cost student health insurance program sponsored through the Student Government Association. Additional information may be obtained at https://www.aum.edu/student-affairs/warhawk-health-services/#insurance

Clinical Experience - Students injured while in clinical experience will be evaluated and treated in accordance with the affiliate's policy for employees. In addition, the student must follow the policies and procedures concerning injuries/incidents at that facility. Financial responsibility for emergency and follow-up care belongs to the student. An Incident Report Form describing the injury must be submitted to the MLS Department Head/Program Director within 2 days of occurrence.

HEALTH/INSURANCE REQUIREMENTS FOR CLINICAL EXPERIENCE

The MLS program is required to have a method of determining the health status of students prior to entering clinical experience. The following requirements must be satisfied prior to beginning clinical experience. Failure to do so will prevent students from entering the clinical experience and result in students being withdrawn from the program.

1. Health Insurance - All students must show evidence of health insurance prior to beginning clinical experience. A copy of this proof will be kept in the student's file at AUM and may be released to the assigned clinical affiliate upon request. If proof of health insurance is not given, then student will **NOT** be permitted to begin clinical rotation.
2. Physical Examination - Each student will be required to have a physical examination completed by a licensed physician/nurse practitioner prior to beginning clinical experience. The results of this physical examination must be presented to the Department Head/Program Director and will be kept in the student's file at AUM. These results may be released to the assigned clinical affiliate upon request. Please note that some clinical affiliates require that this examination report be dated within 60 days of entry into clinical experience. More information on this will be provided at the time clinical experience assignments are made.
3. Immunizations- ***All*** immunizations must be current before beginning clinical experience. Documentation of each student's immunization record (including dates) must be provided to the Department Head/Program Director prior to clinical experience. This record will be placed in the student's file at AUM and may be released to the assigned clinical affiliate upon request. If Hepatitis B immunizations are not complete, they must be in progress by the start of the senior year of the professional phase. Hepatitis B immunization is an OSHA requirement for all health care workers. If the student declines to be immunized for Hepatitis B, a declination form must be signed and will be kept in the student's folder which absolves Auburn University Montgomery and the clinical facility of any responsibility relating to contracting Hepatitis B.
4. COVID and FLU: A 24-week clinical rotation is required to complete the MLS Program. It is important that you understand that our clinical affiliates may require you to provide proof of vaccination or have an approved waiver by the clinical affiliate.
5. TB Skin Test - Proof of a current 2 step TB Skin Test must be provided to the Department Head/Program Director prior to clinical experience. This record will be placed in the student's file at AUM and may be released to the assigned clinical affiliate upon request.

Students are responsible for the cost of the physical examination and any immunizations.

Malpractice Insurance- Malpractice insurance is required for senior-level students. This insurance is available through AUM at a reduced cost. Students are required to purchase $1,000,000/$3,000,000 of malpractice insurance. This amount pays up to $1,000,000 for each claim up to a total of $3,000,000 in any one year. The Department Head/Program Director will enroll MLS students in the malpractice insurance plan during their senior year and the cost will be billed to the student's AUM account. This malpractice insurance is only for clinical experience training and will expire upon graduation.

DRUG TESTS AND BACKGROUND CHECKS

Due to changes in the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, clinical facilities will not permit a student to start clinical experience training until the student has completed a background check and drug screen. Background checks and drug screens **should be completed** during the Fall Semester of the second year of the professional program, however some clinical sites may prefer these be done closer to the start of the clinical experience (i.e. mid-January if rotation starts at the beginning of February). The Department Head/Program Director will assist students with the arrangements for these evaluations. The expenses for these evaluations are the student's responsibility.

The results of these evaluations are extremely important! **Students assigned to a clinical affiliate are required to have these tests/check. If the results are considered unacceptable, the student will not be permitted to continue in the program. An example of an unacceptable result is a positive drug screen with a drug of abuse or a felony on a background check.** Thus, the possibility of drug tests and background checks must be considered as the student prepares to enter the program. Likewise, the student should realize that upon graduation and employment in the medical profession, drug tests and background checks are inevitable. Many employing agencies will not employ a person, even if certified, who has been convicted of a felony, is guilty of a crime involving moral turpitude, has unfit personal habits including alcohol or drug abuse and/or has displayed other grounds for denial as specified by law. Any questions or concerns regarding the tests/checks should be directed to the Department Head/Program Director.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones are a distraction in the classroom. The following rules have been developed regarding the use of cell phones.

1. Cell phones should be turned off during class. If there is a reason why a cell phone call or page needs to be received during class, the instructor should be notified prior to the beginning of class.
2. Electronic device, such as IPADS, tablets, and laptops, are permissible during regular class time, but only for educational purposes.
3. **No cell phone and/or electronic device usage is permissible during examinations.** Cell phones and electronic devices must be turned off and placed out of the student's sight during examinations or during a review of a previously taken examination. Violation of this rule will result in the student receiving a grade of zero for the examination.
4. No cell phone use is permissible during clinical experience. There is no flexibility with this rule. Violations of this rule will be brought to the attention of the Department Head/Program Director and the privilege to remain in the program will be evaluated.

OTHER STUDENT REQUIREMENTS

The College of Nursing and Health Sciences has numerous opportunities for students to participate in service projects. The Medical Laboratory Science (MLS) program in conjunction with the School of Nursing and Communication Disorders participate in a service project in the Fall and Spring semesters. An example of one of these service projects is Healthy Kids. This project is to provide routine health screening in counties that are currently considered underserved. In addition, Medical & Clinical Laboratory Science hosts the Robert and Jean Adams Clinical Laboratory Science Symposium in the Spring Semester each year. Although the MLS program does not typically necessitate your attendance on Fridays, participation in these projects will be an exception. This will require two to three designated Fridays each Spring and Fall semester that the students are on campus. This requirement is for on-campus students only.

Application for Admission
Medical Laboratory Science Program

Send To:
Kathryn Dugan, MLS(ASCP)
Auburn Montgomery
Medical Laboratory Science Program
PO Box 244023
Montgomery, AL 36124
kdugan@aum.edu

I. Personal Data

Last Name **First Name** **Middle Initial**

Social Security Number/Student Number

Home Address **City** **State** **Zip**

Home Phone **Cell Phone**

Email Address

Temporary Address (If applicable)

II. Education Record

College/University **Address** **Dates Attended** **Degree(s)**

College/University **Address** **Dates Attended** **Degree(s)**

Courses in progress or planned to complete prior to entering Program

Applicants Signature **Date**

III. Please give handwritten responses to the questions on this page.

1. Why have you chosen Clinical Laboratory Science as your career field?

2. What qualities or characteristics do you possess that would help insure your success as a Clinical Laboratory Scientist?

3. What do you consider the role of the Clinical Laboratory Scientist to be in Healthcare?

IV. Employment Experience

Begin with most recent employer.

1. Employer		**Dates Employed**		**Work Performed**
		From	**To**	
Address:				
Phone Number:		**Hours Worked Per Week**		
Job Title:	**Supervisor:**			

2. Employer		**Dates Employed**		**Work Performed**
		From	**To**	
Address:				
Phone Number:		**Hours Worked Per Week**		
Job Title:	**Supervisor:**			

3. Employer		**Dates Employed**		**Work Performed**
		From	**To**	
Address:				
Phone Number:		**Hours Worked Per Week**		
Job Title:	**Supervisor:**			

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience that may be a benefit in preparation for the clinical portion of the professional year.

V. Qualifications for applicants:

1. Candidates for admission should complete ALL pre-professional requirements prior to beginning the Fall Semester of the Junior year.
2. Candidates must be enrolled as full-time students at AUM.
3. Candidates must have a cumulative GPA of 2.0 or higher on a 4-point scale and a minimum grade of "C" in each science and math course required.

Applications will be accepted beginning March 1st through June 15th for the class beginning **Fall 2025.** Applicants meeting all program requirements will be contacted to schedule a personal interview.

In all aspects of the AUM MLS Program, discrimination on the basis of race, color, sex, age, national origin, religion, disability, or veteran status is strictly prohibited**.**

SIGNATURE PAGE

I, _____, desire to apply for admission to the professional
(Print Name)
phase of the AUM MLS Program beginning **Fall Semester 2025**, and ending **Summer Semester 2027.**

_____ _____
(Signature) (Date)

I, _____, have read the *Student Handbook* (Version 28, March 2025)
(Print Name)
and I fully understand the policies for progression and completion of this program and feel I can competently meet the program's minimum essential functions (page 19) as indicated by my signature below.

_____ _____
(Signature) (Date)

ALTERNATE STATUS CONTRACT

I understand that if the enrollment in the MLS Program exceeds the number that can be accommodated by the clinical affiliates, I may be assigned to an alternate status. If this happens, I would expect to be placed at a clinical affiliate based on my cumulative GPA as soon as positions become available. (Page 18)

_____ _____
(Signature) (Date)

LABORATORY SAFETY

I have read the section beginning page 32 in the *Student Handbook* (Version 28, March 2025) on Laboratory Safety thoroughly and understand and agree to abide with all aspects of laboratory safety described in this handbook. I understand that failure to abide by these safety guidelines may result in denied access to MLS laboratories and/or immediate dismissal from the program.

_____ _____
(Signature) (Date)

I, _____, agree to purchase malpractice insurance coverage for my clinical
(Print Name)
experience training at the level specified in the *Student Handbook* (Version 28, March 2025). I also agree to carry health insurance coverage during my clinical experience and provide evidence of health insurance coverage to the AUM Department Head/Program Director and to my assigned clinical facility (page 35).

_____ _____
(Signature) (Date)