

**MEDICAL LABORATORY TECHNOLOGY
PROGRAM OVERVIEW & APPLICATION**



**Ivy Tech Community College – North Central
Medical Laboratory Technology**

MEDICAL LABORATORY TECHNOLOGY ASSOCIATE DEGREE PROGRAM

OVERVIEW AND APPLICATION HANDBOOK

The Medical Laboratory Technology Program Faculty along with the School of Health Sciences Faculty have prepared program specific overviews and handbooks to serve as an addendum to the College Handbook, in an effort to inform students of policies within the MLT program and School of Health Science. As such, this handbook should be used in conjunction with other college publications, such as the Ivy Tech Community College of Indiana – North Central Student Handbook. Please refer to the College Handbook for policies and procedures not contained herein, i.e., grievance procedures, student support services, student organizations, etc. Many of these policies are parallel to policies found in agencies which employ health personnel. Student’s rights to due process, including the grievance procedures are explained in the College Handbook.

The faculty is here to assist the students in meeting their goals, and is available to help when needed. An appointment should be made with the faculty member to assure that the instructor is not in class or on another assignment and is free to spend the time needed in assisting the student. Appointments must be scheduled around your class schedule. Faculty office hours are posted and are available from the School of Health Sciences Administrative Assistant.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

Ivy Tech Community College provides open admission, degree credit programs, courses and community service offerings, and student support services for all persons regardless of race, color, creed, national origin, religion, sex, physical or mental disability, age, or veteran status. The College also provides opportunities to students on the same non-discriminatory opportunity basis. Persons who believe they may have been discriminated against should contact the campus affirmative action officer, Director of Human Resources, or Dean of Student Affairs.

BOOKLET DISCLAIMER

This booklet is intended to supply accurate information to the reader. The College reserves the right to change the Program and course requirements; however, every effort will be made to inform students of any program changes. This handout and its provisions are not in any way a contract between an applicant and the College.

**Ivy Tech Community College – North Central
Medical Laboratory Technology**

ACCREDITING ORGANIZATIONS

Ivy Tech Community College is accredited by the North Central Association of Colleges and Schools.

North Central Association of Colleges and Schools
30 North LaSalle Street, Suite 2400
Chicago, IL 60602-2504
Phone: 312-263-0456

The Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Graduates of the program are eligible to sit for the national ASCP certification exam. Information regarding accreditation of medical lab tech programs is available at www.naacls.org and information regarding eligibility for national certification is available at www.ascp.org.

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Rd. Suite 720
Rosemont, IL 60018-5119
Phone: 847-939-3597

PROGRAM CHAIR:

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For appointment by phone or in person call Pam Dozier at 574-289-7001 ext. 5704

FACULTY and STAFF

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PURPOSE

The Medical Laboratory Technology Program at Ivy Tech Community College of Indiana is designed to prepare graduates to work in clinical laboratories in hospitals, clinics, physicians' offices, reference labs as well as in industry or research laboratories as Medical Laboratory Technology Programs.

Medical Laboratory Technology Programs perform laboratory procedures, define and solve associated problems and use quality control techniques to aid in the diagnosis, treatment and monitoring of patients. This two year Associate of Applied Science program requires completion of a minimum of 69 credit hours. The conferring of the AAS Degree is **NOT** contingent upon passing any type of external certification or licensure examination.

Upon completion of the program requirements for the AAS Degree, the students are eligible to take a national certification exam. Students will also be prepared to continue their education at the bachelor's degree level if they so desire.

PROGRAM MISSION STATEMENT

The mission of the Medical Laboratory Technology Program Associate of Applied Science Degree program is to provide post-secondary education to serve the needs of an individual, the community, the state and the nation. The program provides didactic and clinical experience, which enables the student to develop definable job skills required to secure employment in the medical laboratory.

Learning is a dynamic lifetime growth process of behavioral changes which involve the development of maximum potential through a spirit of inquiry and self-motivation. Learning is influenced by the learner's perception of relevant information, personal value system, unique life experiences, level of anxiety and acquired knowledge. Learning occurs when concepts are presented sequentially to provide continuity and express coherent relationships. Correlation between theory and practice promotes an optimal learning environment by combining cognitive, affective and psychomotor components of the desired behavior. The learner has the responsibility for independence, self-direction, and self-evaluation. Teaching involves creating a system of instruction which provides for differences in individual methods of learning and diversity of individual experiences. The instructor, as a facilitator of learning, utilizes a multi-sensory approach in presenting content, encouraging problem solving, promoting independence and self-directed learning and reinforcing desired behaviors. Evaluation, as an ongoing process by the instructor and learner, provides a basis for determining the scope and effectiveness of the teaching/learning process.

Learning is shown by competency resulting from the acquisition of knowledge, skills and experience. Learning occurs when it is relevant to student needs and goals, when there is a close correlation between theory and practice, when there is instructor-student interaction, and when learning is the active responsibility of the student.

The education of the student-trainee is the responsibility of the College where education is the primary function. The student has the College auxiliary services available during the program. The practical laboratory experience, an essential part of this education is conducted in the clinical laboratory

The College faculty plan, implement and evaluate curriculum; the clinical instructors guide and evaluate the clinical experience. The faculty and instructors teach through realistic correlation of principles and clinical experience. The program strives to develop and individual who is competent in the present-day clinical laboratory and adaptable to the changing technology in this occupational area. From this philosophical base, the following objectives are established for the Medical Laboratory Technology Program Associate Degree Program

PROGRAM GOALS

1. The program will provide relevant didactic and clinical experience for the graduate to achieve job entry-level competencies:
 - a. perform and understand the principles of the most frequently requested laboratory procedures
 - b. maintain appropriate quality control
 - c. recognize any routine problem or deviation which may arise
 - d. correlate lab results with disease process
2. The program will maintain accreditation to provide the opportunity for certification of competency in the medical laboratory:
 - a. conform to accrediting requirements
 - b. implement and coordinate learning experiences to achieve competency necessary for certification
3. The program will be consistent with the current technology of medical laboratories in the community:
 - a. identify current laboratory procedures used in the community
 - b. incorporate appropriate principles, procedures and skills in the program
4. The program will promote personal, social and professional responsibility:
 - a. identify professional attitudes and conduct
 - b. encourage participation in professional organizations
 - c. identify continuing education opportunities
 - d. develop effective communication skills
 - e. practice within ethical, legal and professional standards of the MLT role
5. The program design will provide for utilization of educational offerings of other Institutions to promote a career ladder from the MEDL to MT level:
 - a. identify related courses which are common to both the MLT and MT curriculum
 - b. utilize courses offered at local colleges and universities

CAREER ENTRY COMPETENCIES

Graduates of the Medical Laboratory Technology Program are expected to demonstrate the following career-entry competencies as recommended by the National Accrediting Agency for Clinical Laboratory Science:

1. Collect, process, and analyze biological specimens and other substances.
2. Perform all analytical tests of body fluids, cells, and other substances.

3. Recognize factors that directly or indirectly affect procedures and results, and take appropriate action within predetermined limits when corrections are indicated.
4. Apply basic scientific principles in learning new techniques or procedures.
5. Perform and monitor quality control/quality assurance within predetermined limits.
6. Perform corrective and preventive maintenance of equipment and instruments or refer to appropriate sources for repair.
7. Apply principles of safety.
8. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
9. Recognize the responsibilities of other laboratory and health care personnel, and interact with them with respect for their jobs and patient care.
10. Relate laboratory findings to common disease processes.
11. Establish and maintain continuing education as a function of growth and maintenance of professional competence.

SCOPE OF PRACTICE

Specific responsibilities of the six general Professional Levels competencies as described in the “Scope of Practice” (Harmening, Castleberry, & Lutz, 1995) are as follows:

1. TECHNICAL SKILLS

- a. performs standard laboratory techniques under supervision
- b. ensures proper function of laboratory equipment
- c. operates and calibrates all laboratory instruments to ensure accuracy
- d. maintains records/documentation
- e. performs quality control procedures
- f. processes data, enters data into the computer
- g. collects specimens
- h. prepares specimens for analysis
- i. determines acceptability of sample within guidelines
- j. performs preventive and corrective maintenance and repairs on basic laboratory equipment
- k. operates laboratory equipment
- l. troubleshoots basic instrument malfunction
- m. troubleshoots instrument problems within established parameters
- n. performs new procedures as directed
- o. performs some non-
- p. automated and specialized lab procedures

2. JUDGMENT/ANALYTICAL DECISION MAKING

- a. performs quality assurance
- b. performs quality control procedures within established parameters
- c. performs analytical and decision making functions with direct supervision
- d. prioritizes assignment of test requests (stats)
- e. recognizes and refers implausible results
- f. refers requests for special and unusual tests
- g. recognizes and refers questions and/or problems to appropriate personnel
- h. coordinates general workflow

3. KNOWLEDGE BASE
 - a. complies with safety guidelines
 - b. recognizes abnormal results
 - c. reports abnormal results
 - d. understands the basic physiology of laboratory results
 - e. recognizes appropriate and inappropriate selection of basic laboratory testing
 - f. observes principles of data security and patient confidentiality
 - g. maintains ethical standards
 - h. recognizes unexpected results, errors, and problems with patient tests

4. COMMUNICATION
 - a. reports test results
 - b. communicates with personnel in work group
 - c. acts as advocate to effect legislation and influence outside agencies
 - d. provides education for public as needed

5. TEACHING/TRAINING
 - a. enforces safety regulations
 - b. responds to technical questions consistent with level of training
 - c. participates in personal continuing education
 - d. responsible for own professional development

6. SUPERVISION/MANAGEMENT ADMINISTRATION
 - a. maintains inventory and supplies
 - b. suggests cost effective laboratory procedures or protocol

OUTCOME MEASURES

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Graduation Rate: Graduation rate measured at midway point – students who begin the 2nd half of the program:

2013: 100%

2014: 100%

2015: 100%

2016: 90%

Employment Rate of Graduates:

2013: 100%

2014: 100%

2015: 100%

2016: 100%

Board of Certification Pass Rates:

2013: 11 graduates took the exam: 10 graduates passed the exam: 91% pass rate

2014: 10 graduates took the exam: 10 graduates passed the exam: 100% pass rate

2015: 12 graduates took the exam; 12 graduates passed the exam: 100% pass rate

2016: Data pending

CLINICAL SITES

The Medical Laboratory Technology Program is offered at the South Bend campus. Clinical laboratory experiences are offered at affiliated area medical laboratories each year. Participation of the affiliates varies each year due to staffing, training, reorganization, etc., needs of the affiliates. Below is a partial list of affiliates that participate when they are able to do so. Every effort is made to secure clinical sites in a student's geographical region if possible.

1. South Bend Medical Foundation
530 N. Lafayette Blvd
South Bend, IN 46601
2. Elkhart General Hospital
600 E. Boulevard
Elkhart, IN 46514
3. Goshen General Hospital
200 W. High Park Ave.
Goshen, IN 46526
4. Kosciusko Community Hospital
2101 E. Dubois Dr.
Warsaw, IN 46580
5. St. Joseph Regional Medical Center,
Plymouth Campus
1915 Lake Ave.
Plymouth, IN 46563
6. LaPorte Hospital
1007 Lincolnway
LaPorte, IN
7. Woodlawn Hospital
1400 E. 9th St.
Rochester, IN
8. South Bend Clinic
211 N. Eddy St.
South Bend, IN
10. Lakeland Medical Center
807 Napier Ave
St. Joseph, MI 49085
11. Memorial Hospital Logansport
1101 Michigan Ave
Logansport, IN 46947
12. Methodist Hospital Gary and Merrillville, IN;

ESSENTIAL FUNCTIONS

Qualified applicants are expected to meet all admission criteria as well as essential functions with or without reasonable accommodations. Students requesting accommodations to meet these criteria must inform the Program Chair in writing of the need for accommodations at the time of admission to the

program. The student is expected to contact The Office of Disability Support Services (DSS) to file the appropriate forms documenting the need for accommodations. The ability to perform the Essential Functions will need to be documented by physician signature.

Frequency: O = Occasionally (1-33%) F = Frequently (34-66%) C = Constantly (67-100%)

Function	Program Specific Examples	Frequency
GROSS MOTOR SKILLS	Reach laboratory bench tops, shelving, patients lying in hospital beds or patients seated in out-patient collection chairs Bend, lift, and carry reagent containers Control laboratory equipment and adjust instruments to perform laboratory procedures Use an electronic keyboard to operate equipment and to calculate, record, evaluate, and transmit laboratory information	C
FINE MOTOR SKILLS	Perform testing procedures which require the use of both hands (pipetting, mixing, pouring, wiping tip, etc.) Possess manual dexterity to safely handle and/or transport biologically hazardous specimens Possess manual dexterity to safely perform venipuncture, microcollections, and culture specimens Perform testing procedures which require delicate psychomotor skill control	C
PHYSICAL ENDURANCE	Perform moderately taxing continuous physical work Stand for prolonged time period over several hours Sit for prolonged time period over several hours Travel to clinical laboratory sites for clinical experience – may require 30-60 minute drive	C
PHYSICAL STRENGTH	Lift up to 50 lbs reagent containers, stock	O
MOBILITY	Move freely and safely about the laboratory Refer back to Gross Motor Skills	C
HEARING	Hear and respond to verbal communication from co-workers, other health care staff, and patients Hear and respond to equipment and instrument alarm systems Hear and respond to equipment and instrument timers Utilize the telephone for communication between lab and other health care personnel and the community.	C
VISUAL	Confirm patient identity, specimen, etc.; read lab requisitions, labels, results, etc.	C

	<p>Read/comprehend text, numbers, graphs, instrument settings, etc. in print and on computer screen</p> <p>Read laboratory procedures, instrument manuals, manufacturer inserts, chemical names and instructions</p> <p>Follow written instructions to be able to independently perform laboratory test procedures</p> <p>Observe and visually interpret laboratory tests on biological specimens (body fluids, culture material, tissue, blood and serum)</p> <p>Differentiate color, clarity, and viscosity of specimens, reagents, or reaction products</p> <p>Differentiate colors of stained specimens, and color coded evacuation tubes</p> <p>Employ use of clinical grade binocular microscope to discriminate fine structural details, and color (hue, shading, and intensity) of microscopic specimens</p> <p>Possess eye-hand coordination</p>	
TACTILE	Utilize fingertips for tactile discrimination of vein size, depth, and direction, arterial pulse location, etc.	O, F, C Depending upon employment
SMELL	<p>Discriminate odors specific for certain organisms, metabolic disorders</p> <p>Differentiate odor of specimens</p> <p>Discriminate/Differentiate odors of chemicals/reagent safety issues and reaction products</p>	C
EMOTIONAL STABILITY AND INTERPERSONAL SKILLS	<p><u>EMOTIONAL STABILITY:</u></p> <p>Possess emotional health necessary to effectively employ intellect and exercise appropriate judgment.</p> <p><u>FLEXIBILITY: FUNCTION UNDER STRESS:</u></p> <p>Interact with patients and health care workers in a professional manner in all circumstances i.e., stress, crises, etc. without exhibiting anger, rage, or other inappropriate emotional displays</p> <p>Manage time and systemize actions in order complete professional and technical tasks with realistic constraints</p> <p>Provide professional and technical services while experiencing the stresses of task related problems (i.e., ambiguous test ordering, ambivalent test interpretation), emergency demands, and a distracting environment</p>	C

	<p>Flexible, creative, and able to adapt to professional and technical change</p> <p>Adapt to working with unpleasant biological specimens</p> <p>Able to draw blood specimens in ER and other locations on critically ill patients</p> <p><u>SOFT SKILLS:</u></p> <p>Interact with trauma, chronically ill, acutely ill, and terminally ill patients of all ages, race, etc.</p> <p>Provide service to all patients, regardless of age, race, gender, sexual orientation, religion, physical, or mental handicap, physical condition or disease process</p> <p>Be honest, compassionate, ethical, and responsible</p> <p>Be forthright about errors or uncertainty</p> <p>Able to critically evaluate his/her own performance and accept constructive criticism, and look for ways to improve</p> <p>Support and promote the activities of fellow students and health care professional thus encouraging team approach to learning, task completion, problem solving, and patient care</p>	
COMMUNICATION SKILLS	<p><u>VERBAL:</u></p> <p>Speak clearly, concisely and employ correct vocabulary and grammar for communication with physicians, other health care professionals, students, faculty, patients, family and public in person and via telephone</p> <p>Give clear verbal instructions to patients prior to specimen collection</p> <p>Converse effectively, confidentially, and sensitively with patients in regards to laboratory test</p> <p><u>NON-VERBAL:</u></p> <p>Recognize, identify and respond correctly to non-verbal communication</p> <p><u>WRITING AND RECORDING:</u></p> <p>Transcribe laboratory results accurately and legibly in print and on computer report screen</p> <p>Transcribe phone messages accurately and legibly</p> <p>Write laboratory procedures using correct grammar, spelling punctuation, sentence structure and appropriate medical terminology</p> <p><u>READING:</u></p>	C

	<p>Read and correlated laboratory results</p> <p>Read and comprehend technical and professional materials (i.e., procedure manuals, manufacturer inserts, reference materials, textbooks, journals, etc.)</p>	
<p>INTELLECTUAL/ CONCEPTUAL</p>	<p>Ability to problem solve</p> <p>Critical Thinking: Measuring Calculating Reasoning Analyzing Prioritizing Synthesizing Correlating</p> <p>Interpret normal and abnormal laboratory test results</p> <p>Use Levey-Jennings Charts, graphs and numerical tables</p> <p>Use testing algorithms</p> <p>Calculate laboratory test results when required</p> <p>Recognize when a testing or instrument problem exists and take appropriate action</p> <p>Recognize when problems or complications occur and take appropriate action during patient procedures</p> <p>Prioritize workload</p> <p>Delegate workload</p>	<p>C</p>

CRIMINAL BACKGROUND CHECKS AND DRUG TESTING INFORMATION

In order to participate at the clinical sites, CRIMINAL BACKGROUND CHECKS and DRUG TESTING*** must be performed and the results must be satisfactory to the clinical sites to complete this portion of the coursework. Although personal information will be kept confidential, names and results of background checks, whether positive or negative, may be shared with any affiliating clinical site for the Medical Laboratory Technology program in order to determine clinical eligibility. Some clinical sites may require you to show your criminal background check results to them.

As per College policy, if clinical site placement of the student is not successful, ***“...the student will be notified that s/he may not enroll in clinical courses and any co-requisite courses. In most cases, this will mean that the student will not be able to progress in the program, and will therefore not be able to complete the courses required for graduation.”***

Any existing clinical affiliate appeal processes will be shared with the student. The student is then responsible for managing their appeal directly with the clinical affiliate.

ETHICS ELIGIBILITY

Completion of a criminal background check and drug screening for a Health Sciences program does not ensure eligibility for licensure, credentialing, or future employment.

If you should have a criminal matter in your past after you have reached age 18, whether it is recent or not, you must contact the following credentialing body for eligibility that pertains to you:

The American Society for Clinical Pathology (ASCP) Board of Certification 1-800-267-2727

RANDOM DRUG TESTING

Clinical affiliates can conduct additional background checks and drug screenings (including random drug screenings during clinical) at their discretion. These tests may be at the expense of the student.

****Additional criminal background checks and/or drug screenings will be required in programs for students enrolled in clinical courses more than 12 months.*

*Students who are not continuously enrolled in a program until completion may be required to complete additional checks upon re-entry to a program or admission to a different program in the School of Health Sciences or School of Nursing. Clinical sites or the College may request additional background checks or drug screenings at their discretion.****

CERTIFICATION/LICENSURE TRAINING DISCLAIMER

Ivy Tech Community College – North Central cannot guarantee that any student will pass a certification or licensing exam. Your success will be determined by several factors beyond the instruction you are given in the classroom including your test-taking skills, your willingness to study outside of class to prepare for your certification exam, and your satisfactory completion of appropriate practice questions and exams. Certification and licensure exam questions are drawn from databases of hundreds of possible questions; therefore, a thorough understanding of the subject matter is required. Review books are available to help you prepare for your certification and/or licensure exam.

STUDY OPTIONS

(Students with no previous Medical Laboratory Technology Program education)

FULL TIME:

Students complete all required general education courses which may be taken at Ivy Tech Community College or any accredited college or university of the student's choosing. Students must make sure that the course selected, meets the requirements of the program and that all required pre-requisite courses will be completed the spring in which they submit their admission application. Once admitted into the MEDL sequence, the program can be completed in two academic years.

PART TIME:

Students take all of the general education courses completing the required pre-requisite courses at their convenience prior to applying to the medical laboratory course work and clinical experience. MLT course work must be taken in sequence on a continuous basis. All required pre-requisite courses must be

completed the spring semester in which they submit their admission application. This option is especially attractive to the student who plans to continue employment while in college

PROGRESSION POLICY

Students must achieve and maintain an academic GPA minimum level of 2.0 on a 4.0 scale or grade level of C in order to progress through the program. Failure to meet this requirement may prevent the student from next semester.

PROCEDURE

1. A student not successfully completing a required programmatic course (dropping or receiving a final grade of “W”, “FW”, “F”, or “D” where required by program accreditation), must attempt to re-enroll in the non-completed course(s) the next academic term in which it is offered if there is an available opening, provided the student satisfies the standards of progress as outlined in [ASOM 4.19](#)
2. Students not successfully completing a required programmatic course may remain in the program with a two-step admission process, and may enroll in additional required programmatic courses in successive academic terms for which they have satisfactorily completed the pre-requisite, provided they satisfy the standards of progress as outlined in [ASOM 4.19](#)
3. Should there be any term of non-enrollment in the required course due to course availability the student will be required to demonstrate retained competency in the course objectives of any required pre-requisite programmatic course(s) as described below before re-enrolling in the course.
 - a. Demonstrated retained competency is typically satisfied by obtaining a repeat passing score on final exams, comprehensive laboratory exams, and clinical check-offs. Students unable to demonstrate retained competency of any required pre-requisite courses will be required to satisfy the requirements of an individually developed remediation plan as a condition of re-enrollment in the non-completed course.
 - b. Prior to the term the student desires to re-enroll in the course, the student must contact the program chair/designee in writing requesting re-enrollment for the following term. Requests will be considered based on available cohort space.
 - c. Sufficient time must exist between the receipt of the request and the start of the following term for the student to complete required retained competency demonstration as described above

Stop-outs

In any term the student is not enrolled in any required programmatic courses, the student is considered a “stop-out”, and should they wish to re-enroll in programmatic courses will be required to later request re-enrollment (within any maximum timeframe for completion guidelines as required by accrediting agencies) in the program with a two-step admission process as outlined above

If a student finds that he/she cannot enroll in the clinical experience during the second year, they must then reapply for admission the following year. Clinical assignments will then be made on a space available basis only.

Any student not in continuous enrollment must request readmission to the program in writing. This request is to be directed to the Program Chairperson at least six months before the desired courses are offered. If readmission to the program is granted, the student must complete the program within three years of the original admission date. Readmission to the program will be granted only **ONE** (1) time.

The readmitted student is subject to curriculum guidelines in effect at the time of readmission. Individuals failing to meet the above criteria must apply for admission into the program as new students. The student will be notified in writing of the acceptance or denial of readmission.

POLICY FOR CLINICAL ASSIGNMENTS

Placement for clinical education requires a minimum GPA of 2.0 prior to clinical placement. Continuation in clinical education requires successful completion of each rotation and MEDL prerequisite coursework. Failure to complete a rotation successfully may result in the clinical site withdrawing clinical privileges for a student depending upon the circumstances. There is no guarantee of time extension by a clinical site for a student to meet clinical competencies that were not successfully completed. Please note that if a clinical site withdraws clinical privileges for a student there may not be clinical site availability elsewhere and the student would then fall under the Stop-Out policy. The student may remain enrolled in any didactic MLT course for that semester. The student **must** reapply for admission for the clinical education for the next academic year according to the Progression standards on page 14 -15.

It should be noted however, that high academic performance does not in itself assure placement in the clinical education portion of the program. Along with academic excellence, division approval is required for placement in the clinical facility. Medically related problems i.e., problem pregnancy, disease condition, etc., without a physician's monthly release document on file in the program chair's office, and/or inappropriate behavior, may preclude clinical placement.

Misconduct which may prevent placement in clinical education **includes**, but is **not limited to** the program and college policy, rules and regulations listed on pages 19, 22-32 in the MLT Student Handbook. A Student Behavior Conference shall be held to review the student's case to determine eligibility for clinical placement.

POLICY FOR CLINICAL SITE PLACEMENT IF # STUDENTS EXCEEDS # SITES AVAILABLE:

In the rare event that the number of students should exceed the number of clinical education sites, placement of students in clinical rotations will be determined in the order as follows:

1. Student laboratory performance including lab grades, affective evaluation of lab performance
2. Eligibility for graduation in May vs. August
3. Academic GPA in all MEDL coursework taken
4. Overall academic GPA

Those students not placed into a rotation, will have priority as soon as positions become available, in the order of placement as determined above. **Please note** however, that every effort will be made to secure placement for all students in the current class, so that placement rating would not have to take place.

GRADUATION

To graduate with an Associate Degree in Applied Science in Medical Laboratory Technology Program, the student must fulfill the following:

- A. Earn a minimum of 69 credit hours
- B. Satisfactorily complete **ALL** course work and receive a terminal grade in each course
- C. Complete an approved curriculum
- D. Satisfy all financial obligations due the college
- E. Have a minimum cumulative grade point average of 2.0 for the courses which contribute to the requirements of the Associate Degree

TUITION AND FEES: Please consult the Ivy Tech website: <http://www.ivytech.edu/tuition/> under the link “Tuition and Fees”, the College Student Handbook, or contact Student Affairs for the current rate for tuition and fees.

REFUND POLICY FOR WITHDRAWAL FROM CLASSES:

Students choosing to drop a course or courses must notify the College in writing using the change of enrollment form. Students choosing to withdraw from all courses may begin the withdrawal process in writing. The fee refund for voluntary withdrawal from a class, when applicable, will be processed only after the student files a change of enrollment form with the Registrar’s Office.

The Student Information System processes student refunds using the percentages noted below. Refunds are calculated on business days regardless of holidays. Technology fees, consumable fees, and tuition are refunded at the same rate noted below. With regard to the technology fee, if the student withdraws from all of his/her classes during the 100 percent refund period, the technology fee will be refunded. If the student is enrolled in any classes beyond the 100 percent refund period, the technology fee will not be refunded. For purposes of the refund period, the “first day” is calculated differently for terms of 12 weeks or more and for terms of less than 12 weeks. For terms of 12 weeks or more, the refund period would begin on Monday of the first week of classes that a particular course meets. For terms of less than 12 weeks, the refund period would begin on the first day the course meets. For terms of less than 12 weeks, if a class begins on a Saturday or Sunday, the refund period would begin on the following Monday.

Term Length Refund Schedule

16 week 1st-10th day 100%
12-15 week 1st-8th day 100%
10-11 week 1st-6th day 100%
8-9 week 1st-4th day 100%
4-7 week 1st-2nd day 100%
Less than 4 weeks 1st day 100%

CURRICULUM REQUIREMENTS

COURSE	CREDIT HOURS	LECTURE HOURS	LAB HOURS	CLINICAL HOURS
COMM 101 Fundamentals of Public Speak.	3	3		
ENGL 111 English Composition	3	3		
MATH 118 Concepts of Mathematics (MATH 123 Fall 2014)	3	3		
PSYC 101 Intro to Psychology or SOCI 111 Intro to Sociology	3	3		
APHY 101 Anatomy & Physiology I	3	2	2	
APHY 102 Anatomy & Physiology II	3	2	2	
BIOL 201 General Microbiology Recommended but not required	4	2	2	
C101/121 Chemistry (IUSB or other accredited college) CHEM 101 Chemistry (Ivy Tech)	5	3	2	
HLHS 105 Medical Law & Ethics	3	3		
MEDL101 Fundamentals of Lab Technique	3	2	2	
MEDL102 Routine Analysis Techniques	3	2	2	
MEDL 200 Hemostasis Theory and Practice	1	1	1.5	
MEDL210 Immunology Techniques	3	2	2	
MEDL202 Immunohematology Techniques	3	2	2	
MEDL205 Hematology Techniques I	3	2	2	
MEDL206 Hematology Techniques II	3	2	2	
MEDL207 Chemistry Techniques I	3	2	2	
MEDL222 Microbiology Techniques	3	2	3	
MEDL227 Chemistry Techniques II	2	2		
MEDL209 Routine Analysis Applications	1			48 hrs
MEDL210 Hematology Applications	3			144 hrs
MEDL212 Immunology Applications	1			48 hrs
MEDL213 Immunohematology Applications	3			144 hrs
MEDL215 Parasitology & Mycology	1		2	
MEDL218 Pathology	3	3		
MEDL221 Microbiology Applications	3			144 hrs
MEDL 224 Chemistry Applications	3			144 hrs

COURSE DESCRIPTION:

MEDL 101 Fundamentals of Laboratory Techniques **3 credits**

Prerequisites: APHY 101, ENGL 111 and MATH 1XX and Program Chair Approval. Introduces the elementary skills required in the medical laboratory. Subjects covered include: Laboratory math, quality control, pipetting skills, venipuncture techniques, microscopic skills, infection control, and laboratory safety

MEDL 102 Routine Analysis Techniques **3 credits**

Prerequisites: APHY 101, ENGL 111 and MATH 1XX and Program Chair Approval. Course deals with the principles, practices and clinical laboratory techniques associated with routine analysis of urine.

MEDL 200 Hemostasis Theory and Practice **1 Credit**

Prerequisites: APHY 101, ENGL 111 and MATH 1XX and Program Chair Approval. Continues the study of principles and procedures in hemostasis. The course introduces procedures which lie outside those routinely performed and includes clinicopathologic correlations.

MEDL 201 Immunology Techniques 3 credits

Prerequisites: APHY 101, ENGL 111 and MATH 1XX and Program Chair Approval. Provides the student with a basic understanding of the principles of the human immunologic system as well as an understanding of, and experience in, routine testing.

MEDL 202 Immunoematology Techniques 3 credits

Prerequisites: MEDL 201 and Program Advisor Approval. Provides instruction on the principles, practice, and procedures used for blood banking in the clinical laboratory.

MEDL 205 Hematology Techniques I 3 credits

Prerequisites: MEDL 101, MEDL 102 and Program Advisor Approval. This course presents theory of blood formation and function and routine hematologic procedures, with emphasis upon differentiation of normal and commonly encountered abnormal blood cells. Also presents clinic pathologic correlations.

MEDL 206 Hematology Techniques II 3 credits

Prerequisites: MEDL 205 and Program Advisor Approval. This course continues the study of principles and procedures in hematology. It introduces procedures which lie outside those routinely performed. Continues cell differentiation, with emphasis upon early and less commonly encountered abnormal cells, with associated special stains. Includes clinic pathologic correlations.

MEDL 207 Chemistry Techniques I 3 credits

Prerequisites: CHEM 101 and Program Advisor Approval. Presents principles, procedures and clinicopathologic correlations in routine chemical analysis of the blood and other body fluids. Provides laboratory experiences in basic methods, selected to develop routine analytical abilities and to promote the ability to recognize sources of error.

MEDL 218 Clinical Pathology 3 credits

Prerequisites: Program Advisor Approval. The course is a review course in preparation for the National Registry Examination and will include current testing procedures, disease conditions, diagnosis, etiologies, clinical symptoms and related laboratory findings.

MEDL 221 Microbiology Applications 3 credits

Prerequisites: MEDL 222 and Program Chair Approval. Provides the student with the study of applications and clinical practices of microbiology found in a clinical laboratory.

MEDL 222 Microbiology Techniques 3 credits

Prerequisites: MEDL 101, MEDL 102 and Program Chair Approval. This course will instruct the student in the principles of bacteriology including: gram-negative and gram-positive bacilli and cocci, fastidious organisms and an overview of anaerobic organisms and acid-fast bacteria. Instruction in basic laboratory techniques in clinical bacteriology will also be included.

MEDL 224 Chemistry Applications 3 credits

Prerequisites: MEDL 207 and MEDL 227 and Program Chair Approval. Corequisites: MEDL 227. Study and practice of the analytical aspects of clinical chemistry in the hospital laboratory.

- MEDL 227 Chemistry Techniques II 3 credits**
Prerequisites: MEDL 207 and Program Chair Approval. Continues the study of principles, procedures and clinicopathologic correlations in the chemical analysis of blood and other body fluids. Introduces procedures which lie outside those routinely performed in the clinical chemistry laboratory, including clinicopathologic correlations.
- MEDL 209 Routine Analysis Applications 1 credit**
Prerequisites: MEDL 102. Provides the student with study of the clinical applications of routine analysis in the hospital laboratory including physical, chemical, and microscopic examination of urine.
- MEDL 210 Hematology Applications 3 credits**
Prerequisites: MEDL 206 and Program Advisor Approval. Knowledge and skill development pertaining to the principles and techniques of hematology in the hospital laboratory.
- MEDL 212 Immunology Applications 1 credit**
Prerequisites: MEDL 201 and Program Advisor Approval. Studies and practices the clinical applications of serology in the hospital laboratory.
- MEDL 213 Immunochemistry Applications 3 credits**
Prerequisites: MEDL 202 and Program Chair Approval. Applications of principles and procedures used in blood banking in the hospital laboratory are taught in the clinical laboratory setting.
- MEDL 215 Parasitology and Mycology 1 credit**
Prerequisites: MEDL 222 – Microbiology Techniques. Examines the isolation, identification, life cycles and disease processes of pathogenic and opportunistic fungi and parasites.
- COMM 101 Fundamentals of Public Speaking TransferIN 3 credit**
Prerequisites: Prerequisites: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENGL 025 or ENGL 093 and ENGL 032 or ENGL 083. Introduces fundamental concepts and skills for effective public speaking, including audience analysis, outlining, research, delivery, critical listening and evaluation, presentational aids, and use of appropriate technology. Students who apply to and are admitted in to the American Honors at Ivy Tech Program, may be able to enroll in the honors section of this course. Please talk with an advisor or visit www.ivytech.edu/honors for additional information.
- COMM 102 Introduction to Interpersonal Communications TransferIN 3 credits**
Prerequisites: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENGL 025 or ENGL 093 and ENGL 032 or ENGL 083. Focuses on the process of interpersonal communication as a dynamic and complex system of interactions. Provides theory, actual practice, and criticism for examining and changing human interactions in work, family, and social contexts. Includes topics such as perception, self-concept language, message encoding and decoding, feedback, listening skills, conflict management, and other elements affecting interpersonal communication.
- ENGL 111 English Composition TransferIN 3 credit**
Prerequisites: Prerequisites: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENGL 025 or ENGL 093 and ENGL 032 or ENGL 083. Designed to develop students’ abilities to think, organize, and express their ideas clearly and effectively in writing. This course

incorporates reading, research, and critical thinking. Emphasis is placed on the various forms of expository writing such as process, description, narration, comparison, analysis, persuasion and argumentation. A research paper is required. Numerous in-class writing activities are required in addition to extended essays written outside of class. Students who apply to and are admitted in to the American Honors at Ivy Tech Program, may be able to enroll in the honors section of this course. Please talk with an advisor or visit www.ivytech.edu/honors for additional information.

PSYC 101 Introduction to Psychology TransferIN 3 credits

Prerequisites: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENGL 025 or ENGL 093 and ENGL 032 or ENGL 083 and MATH 015. Surveys behavior and cognitive processes as they affect the individual. The course focuses on biological foundations, learning processes, research methodologies, personality, human development and abnormal and social psychology. Students who apply to and are admitted in to the American Honors at Ivy Tech Program, may be able to enroll in the honors section of this course. Please talk with an advisor or visit www.ivytech.edu/honors for additional information.

SOCI 111 Introduction to Sociology TransferIN 3 credits

Prerequisites: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENGL 025 or ENGL 093 and ENGL 032 or ENGL 083 and MATH 015. Introduces students to the major theoretical paradigms of the science of human society, including fundamental concepts, descriptions, and analyses of society, culture, socialization processes, social institutions, social change, social stratification and the application of this understanding to everyday living. Students who apply to and are admitted in to the American Honors at Ivy Tech Program, may be able to enroll in the honors section of this course. Please talk with an advisor or visit www.ivytech.edu/honors for additional information.

MATH 123 Quantitative Reasoning 3 credits

Prerequisites: Demonstrated competency through appropriate assessment or a grade of “C” or better in MATH 015 or MATH 023 or MATH 080. Introduces students to contemporary mathematical thinking and reasoning through problem solving with measurement, geometry, finance central tendency and probability.

APHY 101 Anatomy and Physiology I 3 credits

Prerequisites: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENGL 025 or ENGL 093 and ENGL 032 or ENGL 083 and MATH 015 or MATH 023. Develops a comprehensive understanding of the close inter-relationship between anatomy and physiology as seen in the human organism. Introduces students to the cell, which is the basic structural and functional unit of all organisms, and covers tissues, integument, skeleton, muscular, and nervous systems as an integrated unit.

APHY 102 Anatomy and Physiology II 3 credits

Prerequisites: APHY 101 – Anatomy and Physiology I. Continues the study of the inter-relationships of the systems of the human body. Introduces students to the study of the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive systems. Includes lab.

CHEM 101 Chemistry I**3 credits**

Prerequisites: Prerequisites: MATH 118 or demonstrated competency through appropriate assessment or earning a grade of “C” or better in MATH 035 or MATH 043 and ENGL or ENGL 093 and ENGL 032 or ENGL 083. Includes the science of chemistry and measurement, atomic theory and periodic table, chemical bonding, stoichiometry and gases.

HLHS 105 Medical Law and Ethics**3 credits**

Prerequisites: Demonstrated competency through appropriate assessment or earning a grade of “C” or better in ENGL 025 or ENGL 093 and ENGL 032 or ENGL 083. Provides an overview of law and ethics for allied health professionals functioning in a variety of settings. Topical areas include: the legal system, standards and scope of care and practice, physician patient relationships, standards of professional conduct, public duties, documentation, employment laws and practices, pertinent federal/state statutes, ethical codes, and bioethical issues. The content will provide an understanding of ethical and legal obligations to self, patients, and employer.

BIOL 201 General Microbiology**4 credits**

Prerequisite: Prerequisites: BIOL 101, BIOL 105 or APHY 101 and earning a grade of “C” or better in MATH 015 or MATH 023. Presents an in-depth overview of microbiology, including fundamental structures of microorganisms, their metabolism, classification and interaction with other living things, and the laboratory techniques for their study. Introduces industrial and clinical applications of microbiology and clinically related areas of bacterial, viral, fungal, and parasitic involvement. Includes lab.

**MEDICAL LABORATORY TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE
FULL-TIME SEQUENCE: SOUTH BEND NORTH CENTRAL
2016-2017**

The following suggested sequence includes all course requirements for this degree for South Bend.

SEMESTER 1 (PREREQUISITES)

*APHY 101	ANATOMY AND PHYSIOLOGY I	3
*ENGL 111	ENGLISH COMPOSITION	3
*MATH 1XX	QUANTITATIVE REASONING or Higher	3
*IVY 1XX	STUDENT SUCCESS ELECTIVE	1-3
PSYC 101	INTRODUCTION TO PSYCHOLOGY OR	3
SOCI	INTRODUCTION TO SOCIOLOGY	

Semester 1: 13

SEMESTER 2 (PREREQUISITES)

*APHY 102	ANATOMY AND PHYSIOLOGY II	3
*CHEM 101	INTRODUCTORY CHEMISTRY I	3
BIOL 201 or 211	GENERAL MICROBIOLOGY OR MICROBIOLOGY (OPTIONAL)	3-4
COMM 101	FUNDAMENTALS OF PUBLIC SPEAKING OR	3
COMM 102	INTRODUCTION TO INTERPERSONAL COMMUNICATIONS	

Semester 2: 9-13

SEMESTER 3

MEDL 101	FUNDAMENTALS OF LABORATORY TECHNIQUES	3	Th 0900-1245
MEDL 102	ROUTINE ANALYSIS TECHNIQUES	3	W 0900-1245
MEDL 205	HEMATOLOGY TECHNIQUES I	3	T 0900-1245
MEDL 200	HEMOSTASIS THEORY AND PRACTICE	1	Th 130-315

Semester 3: 10

SEMESTER 4

MEDL 201	IMMUNOLOGY TECHNIQUES	3	T 0830-1215
MEDL 206	HEMATOLOGY TECHNIQUES II	3	Th 0830-1215
MEDL 222	MICROBIOLOGY TECHNIQUES	3	Th 100-315
HLHS 105	MEDICAL LAW & ETHICS	3	Fall or Spring

Semester 4: 12

SEMESTER 5

MEDL 207	CHEMISTRY TECHNIQUES I	3	F 0900-1245
MEDL 202	IMMUNOHEMATOLOGY TECHNIQUES	3	M 0800-1200
MEDL 215	PARASITOLOGY AND MYCOLOGY	1	M 130-415
MEDL 209	ROUTINE ANALYSIS APPLICATIONS	1	Clinical TWTh
MEDL 212	IMMUNOLOGY APPLICATIONS	3	Clinical TWTh
MEDL 221	MICROBIOLOGY APPLICATIONS	3	Clinical TWTh

Semester 5: 14

SEMESTER 6

MEDL 227	CHEMISTRY TECHNIQUES II	3	M 100-345
^MEDL 218	PATHOLOGY	3	M 0900-1145
MEDL 210	HEMATOLOGY APPLICATIONS	3	Clinical TWTh
MEDL 213	IMMUNOHEMATOLOGY APPLICATIONS	3	Clinical TWTh
MEDL 224	CHEMISTRY APPLICATIONS	3	Clinical TWTh

Semester 6: 15

^ Capstone course

Courses must be successfully completed prior to acceptance to the program.

Days/Times listed reflect current schedule and may be subject to change.

MLT PROGRAM ADMISSION

The College is an equal opportunity affirmative action state college and conducts its business in a manner that will not discriminate against individual on the basis of sex, race, color, creed, national origin, physical handicap or age. The College reserves the right to guide the enrollment of students in a particular program or course on the basis of their prior academic records and vocational counseling.

Admission to the MLT Program is a two-step process. The student must first apply to the college. Once those requirements have been fulfilled and the student meets the pre-requisite requirements, the student's file is then reviewed for eligibility for enrollment in the MLT Program.

The application process is as follows:

STEP ONE: Admission to the College

- Contact the Admissions Department for College admission requirements at 574-289-7001 ext. 5425
- Apply to the College by completing the online application at [www. ivytech.edu](http://www.ivytech.edu); Admissions, Apply Now.

STEP TWO: Admission to the Program

- **Advising:** Meet with a program advisor; contact your advisor for campus-specific advising requirements. It is also recommended that you meet with the Program Chair to discuss any program specific questions that you may have regarding the MLT program.
- **Prerequisites:** Complete pre-requisite requirements
 - Any academic skills advancement courses identified by your ACCUPLACER test.
 - Program course pre-requisites: #IVYT 1XX, #ENGL 111, #MATH 1XX, #APHY 101, #CHEM 101 and #APHY 102 are the minimum required prerequisite courses. Please note that APHY 102 is required for the North Central region. The following courses are optional: #BIOL 201 or 211.
- **Program Application:**
 - Submit a program application prior to the established deadline date: May 1, or the next business day if May 1, falls on a week-end or holiday.
 - Contact your advisor for campus-specific information on how to obtain an application packet.
- **Selection Policy:** When there are more qualified applicants than seats available, a point system will be utilized to determine who is admitted to the program.
 - Applicants having the highest points will be offered admission to the program according to the number of clinical spots available. Courses will be evaluated based on the higher of two (2) attempts for each course.
- **Course Points**

A = 8 pts B = 6 pts C = 4 pts D = 0 pt

#APHY 101

*#APHY 102

*#CHEM 101
*#MATH 1XX
*BIOL 201 or 211 optional
*Points for credit received by CLEP or DANTES test out = 6 points

A = 4 pts B = 3 pts C = 2 pts D = 1 pt

#IVYT 1XX
HLHS 105
*#ENGL 111
*PSYC 101 or SOCI 111
*COMM 101 or COMM 102

*Points for credit received by CLEP or DANTES test out = 3 points
#Required Pre-requisite courses

- **Tie Breaker**
 - Points for PSYC 101 or SOCI 111 and COMM 101 or COMM 102 and HLHS 105
 - Cumulative GPA to 2 decimal points

Note: If you have already completed APHY 101 and BIOL 201/211 and have not yet completed APHY 102, please see Program Chair.

APPLYING to the North Central Medical Laboratory Technology Program:

1. Complete and submit the Program Admission Application form with all information filled in completely.
2. It is the student's responsibility to ensure that a copy of all college transcripts from which transfer credit to Ivy Tech Community College has been requested, has been received and processed by the Registrar's Office. An unofficial transcript will serve the purpose for the admission packet for the MLT Program and must be submitted to the Program Chair if there is a delay in official transcripts being sent. However, an official transcript must be on file with the Registrar's Office for transfer credit to be issued. Grades taken from unofficial transcripts may be verified using the official transcript; any student who alters an unofficial transcript for the purpose of gaining additional admission/selection points will automatically be disqualified from admission to the Program.

Letters of Acceptance go out the first week of June. The letter contains information regarding your intent to accept the invitation to join the Fall Cohort group starting the Fall semester. Your acceptance of the offer must be received within the specified timeframe. If you do not submit your signed acceptance document by the deadline, an alternate student will be given your spot. A mandatory orientation session will take place in June. Students are required to attend the session. Failure to attend the orientation session may result in forfeiture of program entry.

REGISTRATION FOR FALL CLASSES

Registration for fall classes will begin before the deadline for MLT admission. Classes fill up quickly, so it is recommended that you go ahead and register for fall courses. You will not able

to register for MLT courses; however, if you are accepted into the program, you will be guaranteed a spot in the MLT courses. It is recommended that you go ahead and register for any general education courses you may still need (i.e., PSYC 101 or SOCI 111 and COMM 101 or COMM 102 and HLHS 105) if you have not already taken them/

You may also consider signing up for classes in your alternate choice of major. If you are accepted into the program, you may drop the courses from your second choice when you register for MLT courses at the required orientation. If you are not accepted, you will be ready to begin your alternate choice major. **PLEASE MEET WITH YOUR ADVISOR FOR ASSISTANCE WITH FALL REGISTRATION.**

PROGRAM APPLICATION INSTRUCTIONS

1. If you are not currently an Ivy Tech student, complete an application for admission to Ivy Tech Community College. The Application is available online at www.ivytech.edu. For more information, contact Ivy Tech at 574-289-7001 and you will be connected to an enrollment advisor. If you have previously attended another college, have OFFICIAL copies of your transcripts sent to the Registrar's Office. Note: transcripts submitted to the MLT program chair may be unofficial until you can get an official transcript sent; however, copies submitted to the Registrar's Office for transfer credit must be official.
2. Meet with your Medical Laboratory Technology Faculty Advisor.
3. Submit this application packet by May 1st of the application year.
4. Completed Program Admission Application (page 14)

You may mail your application to:

Ivy Tech Community College
Dr. Pamela Primrose
220 Dean Johnson Blvd.
South Bend, IN 46601

Or you may drop it off at the Health Sciences Division Room 3100 at the South Bend Campus.

If the application deadline falls on a weekend or holiday, the application will be due the next business day.

It is your responsibility to ensure that your application is submitted by the deadline of May 1st.

Applications may be accepted after the deadline, but those students will only be considered for admission if there are available spots in the program.

You will be notified by mail of your status. All students will get a letter in the mail regarding acceptance status.

We recommend sending applications via Certified Mail, Priority Mail, or a similar service with a delivery confirmation system.

COMPLETE THE APPLICATION
ON THE FOLLOWING PAGE AND SUBMIT NO LATER THAN
MAY 1

MLT PROGRAM ADMISSION APPLICATION

Last Name: First Name: _____

Student ID (C0#): _____

Mailing Address: _____

City: State: Zip: _____

Contact Phone: (____) - _____ Alternate Phone: (____) - _____

Ivy Tech Email: _____

GENERAL EDUCATION COURSE COMPLETION: Fill in the chart for the courses you have taken. All asterisk courses **MUST** be completed. See note below. If you are currently taking the course and do not have a Final Grade yet, the Program Chair will input the Final Grade at the end of the term. If you have not yet taken COMM 101 or COMM 102; SOCI 111 or PSYC 101; or HLHS 105 just leave them blank.

				For Office Use Only:
COURSE	WHEN TAKEN	COLLEGE TAKEN	FINAL GRADE	POINTS
*APHY 101				
*APHY 102				
*CHEM 101				
*MATH 1XX				
*ENGL 111				
*IVY 1XX				
COMM 101 OR COMM 102				
SOCI 111 OR PSYC 101				
HLHS 105				
TOTAL POINTS				

*Pre-requisites **MUST** be completed by end of Spring term for the following Fall Cohort group to which you are applying for admission.