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:

Dr. Pamela B. Primrose  Ph.D. MT ASCP
Phone: 574-289-7001, ext.  5401
Email: pprimros@ivytech.edu

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

FACULTY and STAFF

School of Health Science Dean: Barb MacMillan  6379
Administrative Assistant: Ms. Dozier  5704
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Mrs. Barbara Holcomb – Instructor
bholcomb6@ivytech.edu
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**

**OUTCOME MEASURES**

**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%)

<table>
<thead>
<tr>
<th>Function</th>
<th>Program Specific Examples</th>
<th>Frequency</th>
</tr>
</thead>
</table>
| 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         |
<p>| VISUAL               | Confirm patient identity, specimen, etc.; read lab requisitions, labels, results, etc. | C         |</p>
<table>
<thead>
<tr>
<th>TACTILE</th>
<th>Utilize fingertips for tactile discrimination of vein size, depth, and direction, arterial pulse location, etc.</th>
<th>O, F, C Depending upon employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMELL</td>
<td>Discriminate odors specific for certain organisms, metabolic disorders</td>
<td>C</td>
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<tr>
<td></td>
<td>Differentiate odor of specimens</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Discriminate/Differentiate odors of chemicals/reagent safety issues and reaction products</td>
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</table>
| EMOTIONAL STABILITY AND INTERPERSONAL SKILLS | **EMOTIONAL STABILITY:**  
Possess emotional health necessary to effectively employ intellect and exercise appropriate judgment. | C                                |
|         | **FLEXIBILITY: FUNCTION UNDER STRESS:**  
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>|         | Manage time and systemize actions in order complete professional and technical tasks with realistic constraints |                                  |
|         | 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>
<table>
<thead>
<tr>
<th>SOFT SKILLS:</th>
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<tbody>
<tr>
<td>Flexible, creative, and able to adapt to professional and technical change</td>
<td></td>
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<tr>
<td>Adapt to working with unpleasant biological specimens</td>
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<tr>
<td>Able to draw blood specimens in ER and other locations on critically ill patients</td>
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**COMMUNICATION SKILLS**

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<tr>
<th>VERBAL:</th>
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<tbody>
<tr>
<td>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</td>
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<tr>
<td>Give clear verbal instructions to patients prior to specimen collection</td>
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<tr>
<td>Converse effectively, confidentially, and sensitively with patients in regards to laboratory test</td>
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<tr>
<th>NON-VERBAL:</th>
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<tr>
<td>Recognize, identify and respond correctly to non-verbal communication</td>
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<tr>
<th>WRITING AND RECORDING:</th>
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<tbody>
<tr>
<td>Transcribe laboratory results accurately and legibly in print and on computer report screen</td>
<td></td>
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<tr>
<td>Transcribe phone messages accurately and legibly</td>
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<tr>
<td>Write laboratory procedures using correct grammar, spelling punctuation, sentence structure and appropriate medical terminology</td>
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<tr>
<th>READING:</th>
<th></th>
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</table>
INTELLECTUAL/CONCEPTUAL

<table>
<thead>
<tr>
<th>Ability to problem solve</th>
<th>C</th>
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<tbody>
<tr>
<td>Critical Thinking:</td>
<td></td>
</tr>
<tr>
<td>Measuring</td>
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<tr>
<td>Calculating</td>
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<tr>
<td>Reasoning</td>
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<tr>
<td>Analyzing</td>
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<tr>
<td>Prioritizing</td>
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<tr>
<td>Synthesizing</td>
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<tr>
<td>Correlating</td>
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</tr>
<tr>
<td>Interpret normal and abnormal laboratory test results</td>
<td></td>
</tr>
<tr>
<td>Use Levey-Jennings Charts, graphs and numerical tables</td>
<td></td>
</tr>
<tr>
<td>Use testing algorithms</td>
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</tr>
<tr>
<td>Calculate laboratory test results when required</td>
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<tr>
<td>Recognize when a testing or instrument problem exists and take appropriate action</td>
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<tr>
<td>Recognize when problems or complications occur and take appropriate action during patient procedures</td>
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<tr>
<td>Prioritize workload</td>
<td></td>
</tr>
<tr>
<td>Delegate workload</td>
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</tbody>
</table>

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 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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HOURS</th>
<th>LECTURE HOURS</th>
<th>LAB HOURS</th>
<th>CLINICAL HOURS</th>
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<td>COMM 101 Fundamentals of Public Speak.</td>
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<td>MATH 118 Concepts of Mathematics (MATH 123 Fall 2014)</td>
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<td>PSYC 101 Intro to Psychology or SOCI 111 Intro to Sociology</td>
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<tr>
<td>APHY 101 Anatomy &amp; Physiology I</td>
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<td>BIOL 201 General Microbiology Recommended but not required</td>
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<td>MEDL 221 Microbiology Applications</td>
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<tr>
<td>MEDL 224 Chemistry Applications</td>
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## 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 Immunohematology 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 clinicopathologic 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 clinicopathologic 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 Immunohematology 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: 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: 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 101 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 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  
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  
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.
The following suggested sequence includes all course requirements for this degree for South Bend.

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

**SEMESTER 1:  13**

**SEMMESTER 2 (PREREQUISITES)**
- **APHY 102**  ANATOMY AND PHYSIOLOGY II  
- **CHEM 101**  INTRODUCTORY CHEMISTRY I  
- **Biol 201 or 211**  GENERAL MICROBIOLOGY OR MICROBIOLOGY (OPTIONAL) 3-4  
- **COMM 101**  FUNDAMENTALS OF PUBLIC SPEAKING OR  
- **COMM 102**  INTRODUCTION TO INTERPERSONAL COMMUNICATIONS  

**SEMESTER 2:  9-13**

**SEMESTER 3**
- **MEDL 101**  FUNDAMENTALS OF LABORATORY TECHNIQUES  
- **MEDL 102**  ROUTINE ANALYSIS TECHNIQUES  
- **MEDL 205**  HEMATOLOGY TECHNIQUES I  
- **MEDL 200**  HEMOSTASIS THEORY AND PRACTICE  

**SEMESTER 3:  10**

**SEMESTER 4**
- **MEDL 201**  IMMUNOLOGY TECHNIQUES  
- **MEDL 206**  HEMATOLOGY TECHNIQUES II  
- **MEDL 222**  MICROBIOLOGY TECHNIQUES  
- **HLHS 105**  MEDICAL LAW & ETHICS  

**SEMESTER 4:  12**

**SEMESTER 5**
- **MEDL 207**  CHEMISTRY TECHNIQUES I  
- **MEDL 202**  IMMUNOHEMATOLOGY TECHNIQUES  
- **MEDL 215**  PARASITOLOGY AND MYCOLOGY  
- **MEDL 209**  ROUTINE HEMATOLOGY APPLICATIONS  
- **MEDL 212**  IMMUNOLOGY APPLICATIONS  
- **MEDL 221**  MICROBIOLOGY APPLICATIONS  

**SEMESTER 5:  14**

**SEMESTER 6**
- **MEDL 227**  CHEMISTRY TECHNIQUES II  
- **MEDL 218**  PATHOLOGY  
- **MEDL 210**  HEMATOLOGY APPLICATIONS  
- **MEDL 213**  IMMUNOHEMATOLOGY APPLICATIONS  
- **MEDL 224**  CHEMISTRY APPLICATIONS  

**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; 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

\[ \text{A = 4 pts} \quad \text{B = 3 pts} \quad \text{C = 2 pts} \quad \text{D = 1 pt} \]

#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 educations 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 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 you 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.

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<th>COLLEGE TAKEN</th>
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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.