

# Medical Laboratory Science Student Handbook 2024-2025



UNIVERSITY OF  
BRIDGEPORT

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## **Preface**

This handbook contains information concerning the Medical Laboratory Science (MLS) Program and selected program and University policies.

Questions regarding Program or University policies and procedures should be directed to the MLS Program Director. Students who may need an accommodation to meet the MLS program requirements contained herein under essential requirements should contact the Office of Student Accessibility Services prior to entering the program.

All students entering the Medical Laboratory Science (MLS) program are responsible for being familiar with and complying with the current version of the MLS Student Handbook (the “Handbook”), which contains policies and procedures for the MLS program generally, as well as specific MLS program components. The MLS program adheres to all University policies as stated in the *Key to UB* and the *Catalog*, unless otherwise stated in this Handbook.

All students are also responsible for being familiar with and complying with the current version of the *Key to UB* and the *University of Bridgeport (the “University”) Catalog*. Please refer to the [Key to UB](#) and the [University Catalog](#) for full University policies and procedures.

This edition of the Handbook replaces any previous version of the Handbook. The online edition of the Handbook contains the most current version of these materials, which is available on the University [MLS website](#).

Policies and procedures contained herein are subject to change without prior notice. The provisions of this Handbook do not and are not intended to create either an expressed or implied contract with any student. The University reserves the right in its exclusive direction to add, modify, delete, deviate or amend the provisions of the Handbook, or grant exceptions from the applicability of its provisions.

The MLS Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS):

National Accrediting Agency for Clinical Laboratory Science  
5600 N. River Road  
Suite 720  
Rosemont, IL 60018-5119  
Tel: (773) 714-8880  
Fax: (773) 714-8886  
Email: [info@naaccls.org](mailto:info@naaccls.org)

## **Chapter One: Overview**

### **Mission Statements**

#### **UB Mission Statement**

The University promotes academic excellence, personal responsibility, and commitment to service. Distinctive curricula in an international, culturally diverse supportive learning environment prepare graduates for life and leadership in an increasingly interconnected world.

#### **College of Health Sciences Mission Statement**

The College of Health Sciences educates future healthcare professionals with the knowledge and practice skills required in constantly evolving and demanding healthcare fields. The Schools are dedicated to evidence-based practice, patient-centered care, supported through research, collaborative, and integrative experiences. The College offers career-oriented programs promoting health and wellness for individuals, families, and communities in a global learning perspective.

Voted by the CHS Deans and Directors on April 16, 2019

#### **Medical Laboratory Science Program Mission Statement**

The University of Bridgeport's Medical Laboratory Science Program prepares future laboratorians with the knowledge and practice skills needed to perform state-of-the-art clinical laboratory diagnostic procedures. The program promotes academic excellence, integrity, commitment to the service of patients and our profession while embracing diversity through the delivery of safe, high quality clinical laboratory testing in a variety of settings along with the advancement of the profession within a global society.

#### **Program Overview and Educational Philosophy**

The Medical Laboratory Science Program at University of Bridgeport is a four-year Bachelor of Science degree program that prepares students for careers in clinical laboratory science or related fields. The primary goal of the program is to provide both broadly based and specific learning experiences that will result in the development of responsible, competent, entry-level professionals in clinical laboratory science. In addition to the traditional medical laboratory science curriculum, the program also provides upward mobility for associate degree clinical laboratory technicians (CLT/MLT) who wish to obtain a Bachelor of Science degree in medical laboratory science.

The first two years are spent taking general education and science foundation courses. The formal Medical Laboratory Science curriculum encompasses the 3<sup>rd</sup> year of pre-clinical course

work and the 4<sup>th</sup> year of clinical rotations. The Medical Laboratory Science curriculum emphasizes basic sciences, clinical laboratory sciences, professionalism, communication, education, management, research, and critical thinking skills. An essential component of the program includes structured learning experiences in the laboratories of the program's clinical affiliates. Specific learning objectives are used in each clinical course (rotation). This clinical experience allows students an opportunity to learn and practice in a functioning clinical laboratory with teaching technologists (scientists).

## **UB MLS Code of Ethics**

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, and the Profession by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice.
- Changing conditions where necessary to advance the best interests of patients.

*-Adopted from the ASCLS Code of Ethics 2021*

## **Learning Outcomes / MLS Program Goals**

Upon successful completion of the UB MLS program, students will:

- Be knowledgeable of the full range of clinical laboratory tests and their performance in hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, urinalysis, and molecular diagnostics.
- Be able to participate in the development and evaluation of test systems and interpretive algorithms, education, quality assurance/performance improvement and utilize their knowledge of critical pathways and clinical decision making.



- Be proficient in maintaining necessary operations for the general functions of the clinical laboratory, including specimen collection, safety, confidentiality and HIPAA and other regulations.
- Possess basic knowledge, skills, and relevant experiences in interprofessional communication to foster patient-centered care, customer service and laboratory operations including Quality Assessment/Troubleshooting, Safety, Laboratory Mathematics, Manual/Automated Methodologies, Instrumentation, Basic Management, and Education Principles.

## **Technical Standards**

Completion of a degree at the University of Bridgeport MLS program signifies the graduate is prepared to practice as a Medical Laboratory Scientist by meeting the technical and academic standards. Technical standards, as distinguished from academic standards, refer to the physical, cognitive, and behavioral abilities required for participation and completion of all aspects of the curriculum and for entry into the medical laboratory scientist profession.

These standards are not intended to deter any student who might be able to complete the requirements of the curriculum with reasonable accommodations. Requests from students or prospective students for reasonable accommodations should be directed to the Office of Student Accessibility Services (see Chapter Five of this Handbook for more information).

Each student must be able to meet the following technical standards, with or without reasonable accommodations:

## **UB MLS Program Competency Statements**

The UB Medical Laboratory Science Program curriculum is designed to provide a variety of learning experiences that will enable students to develop communication skills, critical thinking skills, problem-solving, and integration of the theory and practice of clinical laboratory science and to become responsible, competent, entry-level professionals in clinical laboratory science.

1. Communicate effectively and inspire confidence in colleagues, physicians, other members of the health care team, patients and the public.
2. Obtain and/or assure the appropriateness of laboratory specimens utilizing proper techniques in an efficient manner.
3. Process specimens and evaluate specimen acceptability for analysis according to test method protocols and assuring proper sample identification.
4. Perform, record, and report laboratory test results accurately, efficiently, and according to laboratory protocol.
5. Interpret quality control results such as Levy-Jennings charts and an understanding of the Westgard Rules.
6. Evaluate data generated from the performance of laboratory tests for correlation with clinical conditions, indications for additional testing, pre-analytical, analytical, and post-

analytical errors and pursue a logical pattern in identifying the cause and solving the problems.

7. Operate, maintain, and troubleshoot commonly used automated instruments and their associated test methods.
8. Recognize and respond to instrument malfunctions or test method variations.
9. Evaluate instruments and new methods for possible implementation.
10. Identify and adhere to all safety guidelines in the collection, processing, testing, and disposal of all biohazardous materials.
11. Identify the roles and functions of the manager and consultant in the clinical laboratory and apply principles of management and consultation skills in the conduct of those functions.
12. Apply educational principles and methodologies to teaching/learning situations involving students, colleagues, patients, and other members of the health care team.
13. Recognize and respond (when appropriate) to the impact of political, legislative, regulatory, and economic factors on the clinical laboratory science profession.
14. Develop a basic understanding of cultural differences and demonstrate respect for all persons.

## **Essential Functions of the UB Medical Laboratory Science Program**

The National Accrediting Agency for Clinical Laboratory Sciences requires the Medical Laboratory Science Program to publish the essential functions of the program. The essential functions for Medical Laboratory Science students are categorized as observational, movement, communication, cognitive, and behavioral. This information is to be used to become aware and informed of the skills required in the performance of the duties of a Medical Laboratory Scientist and to assess the students' ability to complete such duties. These essential requirements reflect performance abilities and characteristics that are necessary to successfully complete the requirements of the Medical Laboratory Science Program at the University. These standards are not conditions of admission to the program. Persons interested in applying for admission to the program should review these essential functions to develop a better understanding of the physical abilities and behavioral characteristics necessary to successfully complete the program.

### **Section 1. Essential Observational Requirements**

*The Medical Laboratory Sciences student must be able to:*

- Observe laboratory demonstrations in which biologicals (e.g., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.

- Describe the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products verbally and in writing.
- Use a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.
- Comprehend text, numbers, and graphs displayed in print and on a video monitor or screen.

## Section 2. Essential Movement Requirements

*The Medical Laboratory Sciences student must be able to:*

- Be at different sites and specific laboratory areas, at a designated time, for educational experiences.
- Move safely around a laboratory.
- Reach laboratory bench tops and shelves, patients lying in hospital beds, or patients seated in specimen collection furniture.
- Perform moderately taxing continuous physical work, often requiring prolonged standing, over several hours.
- Maneuver equipment to collect blood and other laboratory specimens from patients safely.
- Use and safely control laboratory equipment (e.g. pipettes, test tubes, inoculating loops) and adjust instruments to perform laboratory procedures.
- Use an electronic keyboard (e.g. 101-key IBM computer keyboard) to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

## Section 3. Essential Communication Requirements

*The Medical Laboratory Sciences student must be able to:*

- Comprehend technical and professional materials (e.g., textbooks, journal articles, handbooks, and procedure/instruction manuals).
- Comprehend verbal communications, including lectures, discussions, and conversations with healthcare professionals and patients.
- Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively communicate with patients.
- Communicate with faculty members, fellow students, staff, and other healthcare professionals in person and in recorded format (writing, typing, graphics, or telecommunication).

- Independently prepare papers and laboratory reports and independently take examinations (written, computer, and laboratory practical exams) to demonstrate content mastery.

#### Section 4. Essential Cognitive Requirements

*The Medical Laboratory Sciences student must be able to:*

- Independently possess and demonstrate the following cognitive and problem-solving skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, self-expression, and compassion.
- Be able to detect and correct performance deviations in laboratory tests.

#### Section 5. Essential Behavioral Requirements

*The Medical Laboratory Sciences student must be able to:*

- Manage the use of time and organize work in order to complete multiple tasks and responsibilities within realistic constraints.
- Independently exercise appropriate judgment and apply cognitive skills in the classroom, laboratory, and healthcare settings.
- Provide professional and technical services while experiencing the stresses of task-related uncertainty (e.g., ambiguous test ordering, ambivalent test interpretation), emergent demands (“stat” test orders), and a distracting environment (e.g., high noise levels, crowding, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and work safely in order to minimize risk of injury to patients, self and nearby individuals.
- Adapt to working with unpleasant biological substances (e.g., urine, blood, feces).
- Foster a team approach by supporting the activities of fellow students and healthcare professionals in learning, task completion, problem solving, and patient care.
- Admit when an error has been made, when uncertain about an analytical result, or when unsure about the appropriate response in professional situations.
- Critically evaluate his or her own performance, accept constructive criticism, and seek ways for improvement (e.g., participate in enriching educational activities).
- Evaluate the performance of fellow students, faculty, clinical instructors, and the program and tactfully offer constructive criticism.

The University of Bridgeport complies with the requirements and spirit of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. The University will consider requests that an individual with a disability, who is otherwise qualified, be afforded reasonable accommodation in fulfilling the essential requirements of the Medical Laboratory Science. To accommodate individuals with disabilities, the Schools will endeavor to make reasonable accommodation to their students that will not impose an undue burden on the program or

fundamentally alter its educational requirements and standards. All requests for academic accommodations must go through the office of Student Accessibility Services.

Student Accessibility Services  
Carstensen Hall, Room 103  
174 University Avenue  
Bridgeport, Ct 06604  
203-576-4454  
[accessibilityservices@bridgeport.edu](mailto:accessibilityservices@bridgeport.edu)

If there are changes in the essential requirements, these changes will be published and students will have the opportunity to discuss any changes with the Program Director and instructors in the Medical Laboratory Science Program.

### Essential Functions Attestation Page

Please sign below to indicate that you have read and understood the Medical Laboratory Science Program's essential functions and that you believe that you can successfully complete the program. If you believe that you will need any accommodations to meet specific requirements, please indicate this and follow the University's procedure for requesting accommodations.

My signature below indicates that I have read and understand the Medical Laboratory Science Program's essential functions and I believe that I possess the abilities to successfully complete the program\*

---

Printed Name

---

Signature

---

Date

### Certification and Licensure Requirements

Students are responsible for applying to take certification examinations, including paying the fees and sending transcript(s). The MLS Faculty recommend that graduates take the American Society for Clinical Pathology Board of Certification (ASCP-BOC) examination. The examination is taken on computers at various testing sites. ASCP-BOC now requires continuing education in order to maintain certification. Employers, at their option, may require certification within six months to one year of employment.

Currently there is no licensure for laboratory personnel in Connecticut, but some states do have licensure. Most, if not all, of these states recognize the ASCP certification, but state licensure may be required. As licensure requirements differ from state to state, each student should review individual state licensure requirements for any state outside of Connecticut that s/he seeks to practice. Students are responsible for contacting the applicable state licensing board for additional information. State licensing information may be found on the website: <https://www.ascls.org/advocacy-issues/licensure>

## **Chapter Two: Academic Policies of the MLS Program**

### **General Curriculum Information**

#### **Curriculum and Program Requirements**

The Medical Laboratory Science Bachelor of Science Degree program consists of both didactic (classroom) and clinical components.

A Bachelor of Science degree in Medical Laboratory Science provides exciting opportunities for individuals with an interest in science who wish to pursue a career in a health/medical profession or other laboratory-related field. Medical Technologists, also called Clinical Laboratory Scientists and most recently Medical Laboratory Scientists, analyze human blood and other body fluids using a variety of methods and precision instruments. The results of these analyses are used to determine the presence or absence of disease, help determine appropriate treatment, monitor therapy, and assess health. In addition to performance and interpretation of laboratory procedures, clinical laboratory scientists may be involved in the selection of lab methods or analyzers, as well as training, supervision, and consultation with other health care professionals.

The MLS program is currently licensed by the State of Connecticut Office of Higher Education. Completion of the degree will lead to eligibility for optional certification by the Board of Certification (BOC) of the American Society of Clinical Pathology (ASCP) as a Medical Laboratory Scientist.

***The granting of the degree/certificate is not contingent on passing any type of external certification or licensure examination.***

#### **Admission Criteria**

The University of Bridgeport no longer requires SAT or ACT scores to be submitted with an application. Students who have taken these tests may submit their scores. Successful completion of the MLS program correlates well with a score in the 560 range for evidenced-based reading and writing and in the 550 range for Math. Composite ACT scores in the 22-range correlate well with program success.

Incoming freshman should meet the following criteria:

- a) Minimum grade point average of C+ (2.7) or better
- b) Three years of mathematics (preferred) and minimum of two lab sciences in high school
- c) We may also require the IELTS (International English Language Testing System) for students who may have English as a second language and require an overall band score of 6.5 and no part score lower than 6.0.

A student can declare an MLS major at any time during the first two years of study if they meet the above requirements.

### Curriculum

The formal medical laboratory science curriculum encompasses the last two years of study. All prospective MLS majors, including transfer students will be evaluated prior to the fall semester of the junior year to determine whether all the necessary pre-requisites have been met or are in progress. To continue into the junior year of the program all MLS majors should complete a minimum 61 credits including all UB general education requirements, except Capstone, and all science foundation courses. Students must maintain a minimum GPA of 2.70. MLS majors are required to maintain a grade of C or better in all science foundation courses.

### Advance Placement

Advance placement can be accomplished with competency examinations for those students having prior experience and wishing special consideration for that experience. Contact the Program Director for information on testing out of specific coursework.

### Transfer Credit

The Program Director will review applications for transfer credit and apply them as needed to meet comparable program requirements. A maximum of 66 credits may be transferred from a community college and 90 credits from a previous bachelor's degree and applied to the B.S. in MLS degree.

## Employment During the Academic Program: Service Work Policy

Employers frequently call or send information about jobs to the MLS Program Director who will make this information available. Many students are offered employment even before they graduate.

If students are employed during the MLS Program, they should ensure that work hours do not conflict with MLS courses or rotations. Attendance is critical to success in the program and is often part of the course grade.

Many students choose to limit their workload in order to maximize the MLS experience and ensure success in the MLS profession. If the clinical site has an employment opportunity for a student who wishes to work while in clinical rotation at the site, it is optional and paid.

Students can never be used to replace bench technologists in shortage situations. However, students can work after school and can sign out work under supervision.

## **Program Requirements and Features**

MLS students are required to maintain a final course grade of C (72.5%) or higher in all required courses and must also pass the final exam in every required MLS course with a final exam grade of 72.5% or higher. The student must pass a comprehensive pre-clinical examination prior to pursuing their clinical rotations. This exam is administered as a final exam in MLSC 320: Pre-Clinical Seminar. Failure to pass this exam with at least 80% will result in retaking the exam until an 80% score is achieved. Failure of this examination may result in a delay of entrance into hospital rotations.

Since the curriculum includes laboratory work done under professional supervision, the degree candidate not only must satisfy the customary expectations of academic work but also must meet the high-quality standards demanded of a professional medical laboratory scientist. ***Students must maintain a minimum GPA of 2.70.*** Completion of the MLS degree requires 26-28 weeks of supervised clinical work in a hospital laboratory, provided by our clinical affiliates.

Individual professional liability insurance is recommended and can be required by some clinical sites. Liability insurance can be purchased through the American Society for Clinical Laboratory Science (ASCLS).

## **Criminal Background Checks / Drug Screenings**

*Criminal background checks and/or drug screening may be required, at the discretion of the clinical site, before clinical rotations. Information about obtaining the criminal background check and urine drug screen will be provided in MLSC-320 Preclinical Seminar. A background check that is not "clear" may preclude rotations at some hospitals and prevents employment at most healthcare facilities. Students will be responsible for any and all fees associated with the background check or drug screening. Information on policies for specific clinical sites may be obtained from the MLS Program Director or Clinical Site Coordinator.*

## **False Information or Omission in Application or as Part of Background Check Process**

Any omission or false information in the MLS Program admissions application or background check process (see above), shall result in automatic dismissal from the MLS Program.



## Employment Placement, Completion and Certification Pass Rates

Program outcomes are shown in the table below.

Program Outcomes	2020	2021	2022	2023
Job Placement	100%	100%	100%	100%
Completion Rate (for students having completed the final clinical year)	100%	100%	100%	100%
Pass Rate on National Certification Exam	93%	93%	93%	80%

Table 1: Program Outcomes 2020-2023

## Summary of MLS Program Requirements

Medical Laboratory Sciences Courses			
Course Number		Course Name	Credits
MLSC	301	Phlebotomy Theory	2
MLSC	310	Intro to Hematology/Hemostasis	2
MLSC	310L	Intro to Hematology/Hemostasis Lab	1
MLSC	311	Intro to Clinical Chemistry	2
MLSC	314	Intro to Immunohematology	2
MLSC	315	Fundamentals of MLS	3
MLSC	317	Mycology/Parasite/Virology	4
MLSC	320	Preclinical Seminar	1
MLSC	321	Clinical Seminar I Education	1
MLSC	322	Clinical Seminar II Management	1
MLSC	332	Medical Microbiology	3
MLSC	332L	Medical Microbiology Lab	1
MLSC	341	Immunology	4
MLSC	354DL	Advanced Immunohematology	2
MLSC	355DL	Advanced Clinical Chemistry	2
MLSC	380	Phlebotomy Rotation (Optional)	2
MLSC	382	Clinical Hematology Lab Rotation	3
MLSC	383	Urinalysis and Body Fluids	1
MLSC	384A	Clinical Chemistry Lab Rotation	3
MLSC	385A	Clinical Micro Lab Rotation	3
MLSC	386A	Clinical Immunohematology Lab Rotation	3
MLSC	388	Clinical Correlations	2
MLSC	398	Clinical Molecular	1
MLSC	393DL	Clinical Research	1
MLSC	399A	Senior Project (Optional – 1-3)	1-3

### Required Non-MLS Courses

Science Foundation Courses				General Education Courses			
BIOL	102	General Biology II	4	ENGL	101	English Composition	3
BIOL	213	Anatomy and Physiology I**	4	FYS	101	First Year Seminar	3
BIOL	214	Anatomy and Physiology II**	4	MATH	106	Algebra***	3
BIOL	320	Microbiology	4	MATH	109	Pre-calculus	4
Biol	345	Molecular Biology	4	CHEM	103	General Chemistry I	4
				CHEM	104	General Chemistry II	4
CHEM	203	Intro to Organic Chemistry*	4	PHIL	110HU	Healthcare Ethics	3
				HU	---	Humanities Core	3
CHEM	360	Biochemistry	3	PSYC	103SS	Intro to Psychology	3
				SS	---	Social Science Core	3
MATH	203	Biostatistics	3	FA	---	Fine Arts Core	3
<i>*CHEM 205 and 206 may be substituted for CHEM 203</i> <i>**BIOL 211may be substituted for BIOL 213/214</i> <i>***MATH 106 may be required if not placed into MATH 109</i>				CAPS	390	Capstone	3
28-32				40-42			
TOTAL CREDITS: 68-74							

### Pre-Physician Assistant and Pre-Medical Options

The Medical Laboratory Science major can be tailored to meet all course pre-requisites for physician assistant or medical schools (See MLS Plan of Study on next page). Successful graduates of the Medical Laboratory Science program are also highly competitive for other medical, health, and research-oriented graduate programs.

### Plan of Study – Suggested Program

FRESHMAN YEAR			JUNIOR YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
ENGL 101	English Composition	3	MLSC 341	Immunology	3
FYS 101	First Year Seminar	3	MLSC 341L	Immunology Lab	1
MATH 106	Intermediate Algebra	3	MLSC 332	Medical Microbiology	3
CHEM 103	General Chemistry I	4	MLSC 332L	Medical Microbiology Lab	1
Fine Arts	Fine Arts	3	SOCIAL SCIENCE	Soc Science	3
			Health Science	Elective	3 or 4
			MATH 203	Elementary Statistics	3
<b>16</b>			<b>17</b>		
<b>Spring Semester</b>			<b>Spring Semester</b>		
			MLSC 310, 310L	Intro to Hematology	3
CHEM 104	General Chemistry II	4	MLSC 311	Intro to Clinical Chemistry	2
BIOL 102	Biology I	4	MLSC 317	Mycology/Parasite/Virology	4
MLSC 315	Fundamentals of MLS	3	MLSC 320	Pre-clinical Seminar	1
MATH 109	Pre-calculus	4	MLSC 314	Intro to Immunohematology	2
HSCI 201	Medical Terminology	1	MLSC 398	Molecular	1
		<b>16</b>	MLSC 383	Urinalysis and Body Fluids	<b>1</b>
					<b>14</b>
SOPHOMORE YEAR			SENIOR YEAR		
<b>Fall Semester</b>			<b>Fall Semester</b>		
PHIL 110HU	Healthcare Ethics	3	MLSC 355DL	Advanced Clinical Chemistry	2
BIOL 213	Anatomy & Physiology I	4	MLSC 354	Advanced Hematology	3

CHEM 203	Intro Organic Chemistry	4	MLSC 321	Clinical Seminar I Education	1
SOC SCIENCE	Soc Science	3	MLSC 382A	Clinical Hematology Rotation	3
MLSC 301	Phlebotomy Theory	2	MLSC 384A	Clinical Chemistry Rotation	3
<i>*CHEM 205/206 may be substituted for CHEM 203</i>			CAPS 390	Capstone	3
16			15		
<b>Spring Semester</b>			<b>Spring Semester</b>		
HUMANITIES	Humanities Elective	3	MLSC 322	Clinical Seminar II Management	1
CHEM 360	Biochemistry	4	MLSC 388	Clinical Correlations	2
BIOL 214	Anatomy & Physiology II	4	MLSC 380A	Phlebotomy Rotation (optional)	1
BIOL 320	Microbiology	4	MLSC 354DL	Advanced immunohematology	2
<i>*BIOL 211 may be substituted for BIOL 213/214</i>			MLSC 393	Clinical Research	1
			MLSC 386A	Clinical Immunohemo Rotation	3
			MLSC 385A	Clinical Microbiology Rotation	3
			MLSC 399	Clinical Microscopy	1
15			14		
Total Credits: 123					

## Courses Descriptions for Medical Laboratory Sciences Courses

### MLSC 301 – Theory of Phlebotomy and Safety (2 credits)

Introduction to the theory and practice of phlebotomy and laboratory safety. Pre-analytical, analytical and post analytical components of laboratory service. Introduction to the principle and practice of quality assurance and quality improvement.

### MLSC 310 & MLSC 310L – Intro to Hematology (3 credits)

Lecture/laboratory course that emphasizes basic hematologic principles. Manual and automated procedures are performed. Emphasis on morphology and clinical applications. The course includes hemostasis and components in the blood related to hemostatic mechanisms. Includes principles of procedures involved and their relationship to diagnosis and treatment of disease.

Prerequisite: BIOL 102 with a C or better.

Recommend MLSC 315 or BIOL 114 as a prerequisite for biology majors.

### MLSC 311 – Intro to Clinical Chemistry (2 credits)

Lecture/laboratory course focusing on clinical significance and methodology of carbohydrates, proteins, lipids, enzymes, electrolytes, blood gases, acid-base balance, liver function, kidney function, and endocrinology. Emphasis on quality control as it applies to selected clinical chemistry procedures. Review of lab math and statistics.

Prerequisite: CHEM 360 with a C or better.

### MLSC 314 – Intro to Immunohematology (2 credits)

Lecture/laboratory course emphasizing immunohematologic concepts and properties underlying scientific principles of blood banking. Includes theory and practical applications of blood-group systems, antibody identification and compatibility testing, hemolytic disease of the newborn, autoimmune hemolytic anemia, and donor testing introduction to procurement and processing.

Prerequisite: MLSC 341 with a C or better.

### MLSC 315 – Fundamentals of Medical Laboratory Science (3 credits)

Lecture and laboratory introduction to Medical Lab sciences. Topics to include: safety, professionalism, introduction to all areas of the modern clinical laboratory (chemistry, hematology, Microbiology, immuno/serology, blood banking with a special emphasis on clinical microscopy and urinalysis.

Prerequisite: BIOL 102, CHEM 103 with a C or better

### MLSC 317 – Mycology/Parasitology/Virology (4 credits)

Overview of medically significant fungi, parasites, and viruses. Emphasis will be placed on pathogenesis, modes of transmission, and identification. Laboratory techniques used in isolation, cultivation, and identification will be used. Also included will be discussions of epidemiology and host response regarding these microorganisms.

Prerequisite: BIOL 320 with a C or better.

### MLSC 320 – Pre-clinical Seminar (1 credit)

An introduction to the profession of clinical laboratory science., review of ethics and professionalism, confidentiality, health care issues, application of safety and government regulations and standards, customer service, time management, interpersonal and interdisciplinary communication and team building skills, MLS program policy manual student handbook review, preparation for clinical interviews, resume writing, laboratory organization, roles, and credentialing of laboratory practitioners are discussed. Standards, ethics, and current professional issues are examined. Communication skill development and review of scientific literature are included. Review for the successful completion of the clinical readiness examination.

With permission of the Program Director and Clinical Site Coordinator.

### MLSC 321 – Clinical Seminar I (1 credit)

Educational methodology, including objective and examination, writing and item analysis curriculum design and evaluation of cognitive, affective, and psychomotor domains. Accreditation,

certification, and licensure related issues. Dynamics of the healthcare delivery system as it relates to the clinical laboratory and services.

Prerequisite: MLSC 320.

#### MLSC 322 – Clinical Seminar II (1 credit)

Introduction to human resource and financial management, lab operations including critical pathways and clinical decision-making, performance improvement, lab information systems (LIS), personnel management and financial management of a clinical laboratory. Advanced principles and practices of quality assurance and quality improvement, career advancement and planning, professionalism, certification maintenance program (CMP), pre-analytical and post-analytical applications.

Prerequisite: MLSC 320.

#### MLSC 332 & MLSC 332L – Medical Microbiology (4 credits)

This course is taught in conjunction with the BIOL332 Medical Microbiology course. The laboratory section is open to MLS majors and focuses on techniques used for the identification of microorganisms in a clinical laboratory.

Pre-requisite: Bio 320 with a C or better.

#### MLSC 341 – Immunology (4 credits)

Consideration of the basic principles and concepts of the mechanics of immunity and the relation of immunological phenomena to biological problems. The laboratory section is devoted to immunologic and serologic techniques utilized in a clinical laboratory. *Prerequisite: Bio 211 or Bio 213/214 with a C or better.*

#### MLSC 350 – Advanced Hematology/Hemostasis (3 credits)

Lecture/laboratory focusing on advanced principles of hematologic testing leading to improved interpretative skills in hematology. Emphasis on correlation of data with disease states and disorders. Case studies and discussion used to illustrate the pathophysiology of hematological dysfunction.

Prerequisite: MLSC 310 with a C or better.

#### MLSC 354DL – Advanced Immunohematology (2 credits)

Lecture/laboratory focusing on problem-solving and special techniques used in antibody identification and compatibility testing. Also includes a discussion of donor requirements, blood component preparation and therapy, and quality assurance in the blood bank/transfusion service.

Prerequisite: MLSC 314 with a C or better.

#### MLSC 355DL – Advanced Clinical Chemistry (2 credits)

Lecture/laboratory focusing on clinical significance and methodology of trace elements, vitamins, therapeutic drug monitoring, and toxicology. Newer testing methods used to identify diseases/disorders will be discussed. Emphasizes instrument selection and method validation process.

Prerequisite: MLSC 311 with a C or better.

#### MLSC 380A – Phlebotomy Rotation (Clinical) [approval site dependent] (2 credits)

Performance and observation of various phlebotomy techniques in potentially both inpatient and outpatient settings.

Prerequisite: MLSC 301 with a C or better.

#### MLSC 382A – Clinical Hematology Laboratory Rotation (Clinical) (3 credits)

Automated and manual methods of cell-counting and differentiation are performed on blood and other body fluids. Instruction and experience in advanced instrumentation using automated cell counters and differential systems, coagulation and platelet analyzers, and special hematologic testing of white and red cells using cytochemistry techniques are provided to identify disease states and disorders.

Prerequisite: MLSC 310 and 310L with C or better and successful completion of the clinical readiness examination.

#### MLSC 383 – Urinalysis and Body Fluids DL (1 credit)

A review of urinalysis chemistry and microscopy along with a study of body fluids.

#### MLSC 384A – Clinical Chemistry Laboratory Rotation (Clinical) (3 credits)

Provides an opportunity to apply chemical and immunologic theory and practice to routine and special clinical chemistry procedures, toxicology, therapeutic drug monitoring, and urinalysis.

Also includes immunologic procedures and instruction and experience in the use, standardization, and maintenance of sophisticated laboratory analyzers.

Prerequisite: MLSC 311 with a C or better and successful completion of the clinical readiness examination.

MLSC 385A – Clinical Microbiology Laboratory Rotation (Clinical) (3 credits)

Isolation and identification of clinically important bacteria, mycobacteria, and fungi including antibiotic susceptibility testing. Techniques for identifying parasites are included.

Prerequisite: MLSC 332 with a C or better and successful completion of the clinical readiness examination.

MLSC 386A – Clinical Immunohematology Laboratory Rotation (Clinical) (3 credits)

Blood typing, antibody screening and identification, compatibility testing, and other immunohematologic procedures are included. Emphasis is on operation and problem-solving in a modern transfusion service.

Prerequisite: MLSC 314 with a C or better and successful completion of the clinical readiness examination.

MLSC 388 – Clinical Correlations (Clinical) (2 credits)

Interactive review of medical lab sciences, preparation for mock certification exam. Incorporate inter-professional experience or collaboration. Use of problem-based case studies to analyze clinical situations and correlate laboratory data.

Prerequisite: Senior level course during last semester.

MLSC 393 – Clinical Research (1 credit)

A review of qualitative and quantitative research methods and statistics resulting in the completion of a clinical based technical or educational based research project.

Prerequisite MATH 203.

MLSC 398 Molecular DL (as needed) (1 credit) - Overview of molecular platforms typically used in the clinical laboratory. Emphasis on theory of techniques.

MLSC 399A – Senior Project - Optional (1 credit)

## On-campus Examination Policy

1. Books, phones, bags, and other personal items should be placed out of reach and out of sight until the conclusion of the test. Beverages are allowed at the test seat. NO food or beverages are allowed in the MLS classrooms. (Dana 126, 128, 129)
2. Students are prohibited from wearing hats with brims and tinted eyewear. Any student who refuses to comply will not be eligible to take the test.
3. Bathroom breaks are allowed with instructor/proctor permission and for a maximum of 5 minutes out of the classroom unless there is a medical excuse. This should be documented before the test. In addition, students must leave all possessions, including their phone, in the classroom when taking a bathroom break.
4. All testing materials are the property of the School and must not be posted or disseminated to other students or public sites. Students who violate this policy will be subjected to disciplinary action up to and including separation from the University.
5. Inappropriate test taking behavior is strictly prohibited. Inappropriate test taking behavior is defined as any action, either overt or covert, on the part of a student taking the examination, which is deemed unacceptable by the faculty member or proctors in attendance.

Examples of inappropriate test taking behavior include, but are not limited to, the following:

- *Communicating, in any manner, with another student during the testing procedure.*
- *Exchanging papers during an examination.*
- *Making information available or easily accessible to another student.*
- *Carrying books or notes into an examination and referring to said books or notes during the course of the examination.*

## Remote Examination Policy

Online test administration through Canvas may require the use of Respondus Monitor, a remote webcam application to increase online exam integrity as well as Respondus LockDown browser. Use of this browser prevents students from copying, printing, accessing other applications, or visiting other websites during an online exam. Students may be asked to scan their environment when taking online tests from an area outside the classroom. Students are responsible for ensuring a stable internet connection during testing. Refer to individual course syllabi for details.

## Academic Integrity Policy

The MLS program adheres to the Academic Integrity Policy and Procedures contained in the Key to UB. Discipline for academic dishonesty – including cheating (e.g. inappropriate test taking behavior) and plagiarism – shall be implemented in accordance with the Academic Dishonesty Discipline Procedure contained in the Key to UB.



## Attendance Policy

Each student is expected to attend and participate in all lectures, laboratories, clinical exercises, examinations, and all other course-related activities.

### ***Excused absence:***

An excused absence requires that a student provide written notification to the applicable course instructor. An excused absence is limited to the circumstances and deadlines narrowly defined below:

- **Religious Holidays:** must be requested in writing to the faculty member at least three (3) days before the religious holiday. Ex post facto (after the fact) notice is not accepted
- **Known Medical or Legal Reason for Student:** must be requested in writing at least three (3) days before the absence. Documentation may be required by the faculty member. Ex post facto notice is not accepted
- **Death in Immediate Family:** includes death of spouse or significant other, child, mother, father, siblings or grandparents. Written notice must be provided within three (3) days of the absence
- **Medical Emergency:** unplanned medical or health issue, but not limited to illness, injury to body, etc. Written documentation will be required by the applicable course instructor within three days of the absence to support the claim and will be unexcused if these requirements are not met
- **Miscellaneous Extenuating Circumstances:** unexpected or unplanned circumstances, including but not limited to car accident, loss of pet, inclement weather or serious illness of dependent. Written notice must be provided within three (3) days of absence. Documentation may be required by the faculty member.
- **Deregistration of classes:** Students will be allowed to make up any missed assignments or exams by arrangement with their instructor.

Any missed assignment or examination must be made up within one week of the excused absence. If the student fails to do so, they shall receive an automatic grade of zero for the missed work.

### ***Unexcused Absence:***

An unexcused absence is defined as follows:

- An absence which, in the applicable course instructor's discretion, does not qualify as excused absence (as defined above); or
- Any instance where a student arrives to class more than 15 minutes late to class or leaves class more than 15 minutes early. It is the student's responsibility to confirm with the faculty member that they have been marked present.

**Any missed assignment or examination resulting from an unexcused absence shall earn an automatic grade of zero. There will be no opportunity to retake or submit at a later date.**

## Grading

Grading policies are established as an objective measure of student competency. A variety of evaluation tools are used to evaluate student competency, and may include examinations, written and oral presentations, discussion boards, and group projects. The type of evaluation used in each course will be delineated in the course syllabus. Although some elective courses may be pass/fail, MLS degree required course work will be evaluated by a letter grade.

The MLS Program letter grade system for courses is as follows:

### MLS Program Grade Scale

A: 93% – 100%	A-: 90% – 92%		
B+: 87% – 89%	B: 83% – 87%	B-: 80% – 82%	
C+: 77% – 79%	C: 72.5% – 77%	C-: 70% – 72.4%	
D+: 67% – 69%	D: 63% – 67%	D-: 60% – 62%	F: 59% and below

- I** Incomplete: Terminal coursework remains incomplete when final course grade is entered, resulting from a legitimate, unavoidable reason (illness, family emergency, etc.) as determined in the sole discretion of the student's applicable course instructor. A grade of "I" shall revert to a failing grade ("F") if the unfinished work is not satisfactorily completed by a date agreed on by the instructor and the student but no later than the end of the next semester.
- W** Withdrawal: Grades of "W" are determined in accordance with the deadlines set forth in the "Graduate and Undergraduate Academic Calendar" (contained in the Key to UB).

More specifically:

1. *Drop during Change of Registration Period:* If a student drops a course during the official change of registration period, that course does not appear on the student's transcript. Dropping during this period includes those initiated by the student and those administratively initiated by the University (e.g. cancellation of course sections, student never attending class).
2. *Withdrawal during Withdrawal Period:* If a student officially withdraws from a course after the official change of registration period, but before the end of the official withdrawal period, a grade of "W" is assigned and that course remains on the student's transcript. Courses with the grade of "W" do not count toward the GPA but do count toward the "hours attempted."
3. *Late Withdrawal after Withdrawal Period:* A student may petition for a late withdrawal (due to serious personal or medical circumstances) after the withdrawal period has ended. The student must submit the petition to his/her Dean. Both the Dean and the Provost, in their

absolute (good faith) discretion, must approve the petition. If granted, the grade is assigned in accordance with Step Two above. If denied, the student will earn the grade received in the course (e.g., C, D, F).

4. *Administrative Withdrawal Following Dismissal*: If a student is dismissed from MLS program/University during the semester, s/he is administratively withdrawn from all courses and grades are assigned in accordance with Step Two above.
5. *Drop for Never Attending Class*: If a student never attends a course in a semester, s/he is administratively dropped from the course and the course does not appear on the student's transcript.

### Academic Standards Policy

MLS students must maintain a GPA of 2.50 or higher and a passing grade of C in each course of the Medical Laboratory Science curriculum. Any student not meeting the minimum course grade requirements can expect that the instructor will file an *Alert* in the *CRM Advise* system. A grade of less than a C will require the course to be repeated. If a student's GPA falls below 2.50, they will not be allowed to register for the clinical rotations. If a student does not pass the MLSC course final exam or achieve a final MLSC course grade of a C or better, the course must be retaken. If a student receives a grade lower than a C, they must petition the Program Director for permission to repeat the course. The course repeat should occur at the next time the course is offered and will take priority over advancement through the program. A clinical course will be repeated at a time that is mutually acceptable to the clinical affiliate and the Program Director.

**NOTE:** If a student fails to receive a C or better in any required courses the course must be repeated. If a student receives a grade lower than a C in any repeated or required course two times then the students may petition the University to retake the course a third time. Failure to pass a class will cause the student to be on probation. Any subsequent course failures may result in the student being removed from the Program. While the student is on probation they will not be allowed to register for the clinical rotations.

MLS students must complete and pass all pre-clinical courses and pass a comprehensive pre-clinical examination prior to pursuing their clinical rotations. The comprehensive pre-clinical exam will evaluate the students' understanding of the pre-clinical course material. There are no essay questions on the MLSC 320 final examination. Students who do not pass the exam will be delayed from entering clinical rotations. If a student does not pass the pre-clinical examination, they must petition the Program Director for permission to repeat the exam.

## Incomplete Assignments

If a student fails to complete all of the assignments for a course, the instructor may: a) give a grade of “0” for all incomplete material and calculate the course grade or b) consider the course incomplete, issuing a grade of I and setting a due date for all coursework submission. A course will be considered INCOMPLETE until **ALL** assignments are completed; materials are submitted and approved by the instructor. Failure to submit the coursework by the due date will result in the grade of I being converted to a grade of F by the Registrar.

## Honors in Medical Laboratory Science

UB MLS majors with a GPA of 3.25 or greater and who have completed the first semester of the pre-clinical curriculum may elect to apply to participate in the MLS honors option.

In addition to the MLS program requirements, honors students must:

- Maintain a minimum GPA of 3.25,
- Earn a minimum grade of in each course in the Medical Laboratory Science requirements,
- Successfully complete three credits of MLSC 399A Senior Project,
- Present their findings in a formal paper and public presentation.

Students must apply for participation in the honors program to the Program Director and obtain approval of their faculty research advisor before beginning the pre-clinical courses. For further information, see the Program Director or clinical sites coordinator.

## Academic Honors and Awards

Cum laude, magna cum laude, and summa cum laude are awarded to students who complete the MLS program with honors. These honors are calculated based on the last semester prior to graduation. The honors are recognized by attainment of a cumulative grade point average as follows:

Cum Laude	3.40 – 3.59
Magna Cum Laude	3.60 – 3.79
Summa Cum Laude	3.80 and above

## Clinical Component – Grading and Assessments

MLSC courses in clinical will have the percentage weights for grading assessment assigned at the instructor’s discretion. All other courses will defer to the course syllabus.

### Cognitive:

Written or computerized tests, quizzes, worksheets, case studies, presentations, and/or reports will be used to assess the student’s knowledge of the subject area.

A **final comprehensive exam** that is assigned to the cognitive grade is given for each Student Laboratory course. The percentage weight may vary from course to course and is stipulated in the course syllabus.

Psychomotor:

The student's technical skills will be judged by performance on a combination of:

- practical exercises and exams
- image exams
- completion of procedures
- checklists, worksheets, or other assignments.

Since the nature of the work during clinical rotations is an actual reflection of the student's ability to meet requirements of working situations, this is a critical grade. Weighting of any final comprehensive practical exam is at the discretion of the instructor.

Affective\*:

Supervisors, instructors, staff, and students have identified objectives for professional affective behaviors by students. Student's attitude and behavior are evaluated using a **behavior-anchored rating scale**, the Affective Evaluation form.

- Behaviors are rated on a scale of 1 to 5 in 10 categories.
- Points are awarded for desirable behaviors.

**AFFECTIVE GRADE CONVERSION CHART**

Average Affective Score	Numerical Grade Conversion	Letter Grade	Average Affective Score	Numerical Grade Conversion	Letter Grade
5.0	100	A	2.9	79	C+
4.9	99		2.8	78	
4.8	98		2.7	77	
4.7	97		2.6	76	C
4.6	96		2.5	75	
4.5	95		2.4	74	
4.4	94		2.3*	73*	
4.3	93	A-	2.2	72	C-
4.2	92		2.1	71	
4.1	91		2.0	70	
4.0	90		1.9	69	D+
3.9	89	B+	1.8	68	
3.8	88		1.7	67	
3.7	87		1.6	66	D
3.6	86	B	1.5	65	
3.5	85		1.4	64	
3.4	84		1.3	63	
3.3	83	B-	1.2	62	D-
3.2	82		1.1	61	
3.1	81		1.0	60	
3.0	80		<1.0	<60	F

\*Note: Affective evaluations are conducted on MLSC-based rotation courses and may be used in other pre-clinical MLSC courses as designated in a course syllabus.

## Clinical Placements

The MLSC program requires 2 semesters of clinical rotations offsite. Students who have successfully completed the pre-clinical phase of the program will apply to a clinical site during MLSC 320 Preclinical Seminar. Students have the opportunity to indicate their top three choices for placement from the list of clinical sites available from their advisor on their application (See MLSC Program Director). Student applications will be sent to all affiliated hospital laboratories and students will be matched to a site in order of their GPA (highest to lowest). The clinical site determines the final selection of students accepted for their clinical rotation and are not obligated to accept students from the UB MLS program. Students may request a change to their clinical site following the first semester, as may the clinical site.

**Note:** There is no assurance or guarantee that a student will be placed into a clinical site although every effort will be made by the University to accomplish this. In the event a student is not accepted into a clinical rotation they will have the option to seek or apply to another accredited program or may reapply for a rotation at a later date. To date, all students who have met all prerequisites have been placed in a clinical site.

## Clinical Affiliates

The UB Medical Laboratory Science Program is affiliated with the following clinical sites:

- Bridgeport Hospital/ Yale New Haven Micro Lab
- Danbury Hospital
- Greenwich Hospital
- Griffin Hospital
- Hartford Hospital
- Lawrence and Memorial Hospital
- St. Francis Medical Center
- St. Mary's Hospital
- St. Vincent's Medical Center/ Newington Micro Lab
- Stamford Hospital
- Waterbury Hospital
- West Haven V.A.
- Westchester Medical Center
- Yale New Haven Hospital

Students should check with the Program Director or Clinical Sites Coordinator for an update of new or planned sites. Students may request special placement outside the current clinical affiliates through the MLSC Program Director provided that the student has initiated contact with the site of interest and has received written confirmation from the site that the site is willing to accept a UB student.

*Students are responsible for their transportation to the clinical sites.*

## Contact Information for the Clinical Sites

### Bridgeport Hospital

Bridgeport Hospital
267 Grant St
Bridgeport, CT 06610
203) 384-3053
Clinical Coordinator: Jodi Dizazzo
Lab Manager: Teodorico (JR) Lee

### Danbury Hospital

Danbury Hospital
24 Hospital Ave
Danbury, CT 06810
(203) 739-7804
Clinical Coordinator: Ana Vicente
Lab Manager: Patricia Hajducky

### Greenwich Hospital

Greenwich Hospital
5 Perryridge Road
Greenwich Ct 06830
(203) 863-3062
Clinical Coordinator: Heather Harz
Lab Manager: Heather Harz

### Griffin Hospital

Griffin Hospital
130 Division St, Derby, CT 06418
Derby, Ct 06418

<b>203-735-7421 ext. 7289</b>
<b>Clinical Coordinator: Donna Kay</b>
<b>Lab Manager: Donna Kay</b>

### Hartford Hospital

<b>Hartford Hospital</b>
<b>80 Seymour St.</b>
<b>Hartford, Ct 06106</b>
<b>(860-696-8032</b>
<b>Clinical Coordinator: Poonan Rajokotia</b>
<b>Lab Manager: Guiseppe Mignosa</b>

### Lawrence and Memorial

<b>Lawrence and Memorial Hospital</b>
<b>365 Montauk Avenue</b>
<b>New London, Ct 06320</b>
<b>860-442-0711</b>
<b>Clinical coordinator: Nicole Caillouette</b>
<b>Lab manager: Nicole Caillouette</b>

### St. Francis Medical Center

<b>St. Francis Medical Center</b>
<b>114 Woodland Street</b>
<b>Hartford, Ct 06105</b>
<b>860-714-6355</b>
<b>Clinical coordinator Garren Averett</b>
<b>Lab Manager:</b>



### St Mary's Hospital

<b>St. Mary's Hospital</b>
<b>56 Franklin St</b>
<b>Waterbury, Conn. 06706</b>
<b>203-709-6198</b>
<b>Clinical coordinator/Lab Manager Margaret Jenkins</b>

### St. Vincent's Medical Center

<b>St Vincent's Medical Center</b>
<b>2800 Main Street</b>
<b>Bridgeport, CT 06606</b>
<b>(203) 576-5036</b>
<b>Clinical Coordinator: Andrea Figmic</b>
<b>Lab Manager: Prashant Sareen</b>

### Stamford Hospital

<b>Stamford Hospital</b>
<b>One Hospital Plaza</b> <b>P.O. Box 9317</b>
<b>Stamford , CT 06904</b>
<b>(203) 276-7432</b>
<b>Clinical Coordinator: Eva Sizensky Cavale</b>
<b>Lab Manager: Lenny Prespa</b>

### Waterbury Hospital

<b>Waterbury Hospital</b>
<b>64 Robbins Street</b>
<b>Waterbury, CT 06708</b>
<b>(203) 573-7690</b>
<b>Clinical Liaison: Franca Hahn</b>
<b>Lab Manager: Elizabeth Rinehart, MD, FCAP</b>

### Westchester Medical Center

<b>Westchester Medical Center</b>
<b>100 Woods Rd</b>
<b>Valhalla, NY 10595</b>
<b>914-493-7992</b>
<b>Clinical coordinator: Judy Gabot</b>
<b>Laboratory Director:</b>

### West Haven VA

<b>West Haven Veterans Administration</b>
<b>950 Campbell Ave.</b>
<b>West Haven, CT 06516</b>
<b>(203) 932-5711 ext 3556</b>
<b>Clinical Coordinator: Tricia Cavallaro</b>
<b>Lab Manager: Susan Bard</b>

### Yale New Haven Hospital

<b>Yale New Haven Hospital</b>
<b>20 York Street</b>
<b>New Haven, CT 06510</b>
<b>(203) 688-2451</b>
<b>Clinical Coordinator: Jose Rodriguez</b>
<b>Lab Director: Penny Smith</b>

## Clinical Site Policies

In the semester prior to the clinical rotation, during the MLSC 320 Preclinical Seminar course, students are expected to schedule tours with sites of interest. One or two students from the class will be asked to coordinate the tours.

Interviews for the clinical rotation may be live or by telephone/digital communication means and will be scheduled at the convenience of the laboratory. Selections are based on GPA, interviews, references, and a student narrative outlining the student's interest in a particular site.

Students receive the same training materials, tests, and competency checklist at each clinical site. Practical examinations may vary slightly. Clinical rotations occur Tuesday through Friday for a minimum of 7.5 hours which includes a 30-minute lunch break. Students report to the university on Monday for advanced clinical lectures. The phlebotomy clinical (optional) experience takes place in the 2<sup>nd</sup> semester of rotation. Students will complete a minimum of 5 weeks of Immunohematology and 7 weeks for each for Clinical Chemistry, Hematology, and Microbiology. The clinical site will provide two weeks of varied experiences with the 5 week Immunohematology rotation for a total of 7 weeks.

During the clinical rotations, students are to follow the attendance and holiday policies of the clinical sites and not follow the university's academic schedule. However, if a student needs additional time off from their clinical rotation for a personal matter, it is the responsibility of the student to arrange a schedule adjustment with their clinical site coordinator, including scheduling make-up hours. Students in clinical rotations must follow the inclement weather determination of the University. If there is inclement weather and the University of Bridgeport has delayed or canceled classes, the student is required to contact the site to advise them accordingly. These days must be made up if more than two per semester are taken. If there is inclement weather in the geographic area of the site but the University is open, the student must contact the site for guidance about reporting to the site for their clinical rotation. The site must be notified for all absence and tardiness for any reason.

### Professional Attitude and Behavior

While at the clinical site, students are required to follow the rules, regulations, and policies of the clinical affiliate. The policies and rules will be discussed during student orientation at the clinical site. Deviations from these policies and rules will require that the sites contact the Clinical Coordinator or the Program Director. The student's academic advisor will document the behavioral concern on the student's CRM Advise profile and the University Program Director will be notified. Continued behavioral issues will also be documented on the university's Student of Concern report, available through the LiveSafe app.

Students may be screened prior to, and at any time during the clinical rotation for drug/substance abuse at the discretion of the site. Background checks may also be required by the

clinical site prior to admission to the site. Students are responsible for the cost of these screenings.

### Non-Academic Standards Policy

Infractions of UB rules, regulation, policies, or other disruptive or illegal behavior will result in counseling with the appropriate faculty or administration and may result in sanctions as covered in the [Key to UB](#)

### Academic Discipline Policies

Any academic disciplinary concerns will be communicated by the instructor to the academic advisor using the *Alert system* in *CRM Advise*.

### Plagiarism Policy

Plagiarism will not be condoned in any form. Plagiarism is copying the work of another but allowing the reader to think that the work is yours. Examples include copying another student's paper, buying a paper on-line, and relying upon and citing a source identified in another source which you have not actually read yourself. It includes both paraphrasing the thoughts and words of others and taking quotes from others without attributing them to the actual source. Any instance of plagiarism will result in an "F" on the paper, could result in an "F" in the course, dismissal from the department and from the university. If you are unsure whether citation to a source is required, it is better to cite than not cite.

## Academic Dismissal for Poor Academic Performance

### Criteria for Dismissal from the Program

A student can be dismissed from the program for reasons including but not limited to violations of policies of the MLS program or clinical affiliate. Dismissal from the MLS program does not necessarily mean the student is dismissed from the university. However, if dismissed from the program, the student will not be granted a degree from the MLS program, however, earned credits may be applied to a General Studies degree.

Initiation of the disciplinary policy (verbal counseling, written warnings, or immediate dismissal) can result from policy infractions. The disciplinary action depends on the seriousness of the offense, in the judgment of faculty and management. Some examples include unprofessional or inappropriate behavior such as:

- Fighting, uncooperative, threatening, or intimidating behavior
- Cheating or falsifying academic exercises, exams, or records
- Unauthorized access or manipulation of patient or employee information
- Use, possession, manufacture, distribution, purchase and/or sale of alcohol or illegal drugs or other controlled substances, or the abuse of legal drugs while on or in the

University of Bridgeport's or the clinical affiliation site's premises, or while on the location of any Clinical Laboratory Education Programs.

- Other behaviors described in the Affective evaluation form, previously mentioned documents, and the reasonable judgment of faculty and management.

### Students on Probation

A student on probation is subject to dismissal for **any** additional infraction that initiates probation.

1. A student that has been on probation for failing a major course (i.e., Chemistry, Microbiology, Hematology, and Transfusion Services) will be dismissed for any additional infraction that initiates probation in a major course. A student that has been on probation two separate times will be dismissed for **any** additional infraction that initiates probation.

If the student meets the criteria for academic dismissal (defined above) the Director shall notify the student in writing that s/he is dismissed from the MLS program (the "Decision"). In the event that the student is not satisfied with the Decision, then the student may submit a written appeal within 10 days of receipt of the Decision to the Academic, Background & Conduct Committee (ABC). The appeal should be submitted to the Director. The ABC Committee is a three-member panel composed of one UB administrator, one faculty member from the MLS program, and one member at large (the ABC Committee is further discussed in this handbook's Chapter Three).

The student's appeal must specifically state the grounds for appeal which are limited to: (1) failure to follow MLS Program policy (e.g., GPA calculated incorrectly); or (2) extraordinary personal circumstances – determined in the absolute discretion of the MLS Disciplinary Committee – defined as extraordinary, unforeseen circumstances outside of a student's control which had a significant impact of the student's academic performance. The student cannot appeal the grade earned in a specific class, as that is a matter properly handled through the University's Academic Grievance Procedure.

The student's appeal should also include: a narrative of relevant facts, explanation for his/her performance, relief sought, and any other relevant documentation, evidence, or information. Should the student believe that there is a conflict of interest with any of the members serving on the ABC Committee, the student should address that issue in writing to the Dean within three (3) business days of receipt of the decision.

The ABC Committee shall consider the student's written appeal and any other documentation submitted. The ABC Committee may request additional information (in writing or by interview) from the student, as well as any other person who may have relevant information. The ABC Committee shall will notify the student in writing of his/her decision and the grounds therefor within 15 days following receipt of the appeal. The ABC Committee decision is final.

## Leave of Absence

When a student wishes to voluntarily interrupt his/her studies, he/she must complete a “Leave of Absence Form” from the Office of the Registrar or online portal, which must be submitted to the Director and approved by student’s advisor, Director, Student Financial Services, the Office of the Registrar, and the Office of the Provost (if leave is sought after the end of the official withdrawal period). The decision to grant or deny leave is made in the sole (good faith) discretion of the Program Director.

A student may take one (1) leave of absence during his/her tenure with MLS PROGRAM, and that leave may be taken for up to one (1) calendar year. All students must complete the MLS program within six years from matriculation into the MLS program.

Please see the “Grades” Section of this Chapter for determination of academic status (i.e. grades assigned to students who take a leave of absence).

Tuition and housing refunds will be awarded in accordance with the University’s refund policies, as stated in the [University’s Tuition Refund Policy](#) in the *Key to UB’s “Resident Hall Refund Policy.”*

A student (in good financial standing) wishing to return from an approved leave of absence, must file a “Request for Return from Leave of Absence” with the Program Director, which must be approved by the student’s advisor, Director, Student Financial Services, and the Office of the Registrar. The director may require confirmation that the condition giving rise to the leave has been resolved sufficiently for the student to resume studies. The “Request for a Return from Leave of Absence” form must be completed (with all signatures and information) before the student is allowed to register for classes.

## Program Withdrawal

A student considering withdrawing from MLS program is encouraged to discuss the issue with his/her faculty advisor and Director prior to withdrawal. Once a decision to resign is reached, the student must complete an “Application to Withdraw” from the Office of the Registrar or online portal, which must be submitted to the Director and approved by the student’s advisor, Director, Student Financial Services, Office of the Registrar, and Office of the Provost (if withdrawal is sought after the end of the official withdrawal period). The student must also attend an exit interview with the Program Director.

Please see the “Grades” Section of this Chapter for determination of academic status (i.e. grades assigned to students who withdraw).

Tuition and housing refunds will be awarded in accordance with the University’s refund policies, as stated in the [University’s Tuition Refund Policy](#) in the *Key to UB’s “Resident Hall Refund Policy.”*

If a student fails to register for a semester without being granted a leave of absence, or the leave of absence has expired, the student will be administratively withdrawn from the University.

Once a student has made the decision to voluntarily withdraw, s/he will may reapply in six months and must then complete the MLS program within six years of matriculation. An interview with the Program Director will be required as part of the reapplication process.

A medical leave of absence requires medical documentation from a physician that states that the leave is necessary. Before returning to the MLS program, the student must provide medical clearance that allows full participation in academic and clinical activities.

## **Tuition, Fees, and Refund Policy**

Please refer to the [UB website](#).

## **Registration, Costs, Refunds**

In consultation with their advisor or Program Director, students are responsible for registering for classes each semester. Students are responsible for their own progress toward graduation.

Students are also responsible for arranging for payment of tuition and fees to UB. Current tuition and fees, including policies regarding withdrawal and refunds, can be found on the [UB website](#).

## **Graduation Requirements**

Graduation is dependent upon the following:

- Successfully complete all requirements of the educational program, 122 credits, and have achieved a 2.50 cumulative grade point average
- Completion of all clinical rotations
- As a closure requirement for graduation, students must pass a comprehensive departmental examination covering all aspects of clinical laboratory science. This examination is administered as a final examination for MLSC 388 (Clinical Correlations).
- In the sole discretion of the University, have exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of medical laboratory science
- Recommendation for graduation by program faculty and administration
- Satisfactorily met all financial obligations of the program and University
- All requirements must be completed within six (6) years of the date of matriculation.

## **Chapter Three: Disciplinary Action for Professional & Behavioral Issues**

### **Rules for Student Conduct**

Students in the MLS program are required to conduct themselves in a manner compatible with the high standards of the medical laboratory scientist profession. Students are required to be familiar with and adhere to the professional and ethical standards set forth in this Handbook and Clinical Handbook, as well as the University's student conduct requirements set forth in Chapters Two and Five of the *Key to UB*.

The following non-exhaustive list of prohibited professional conduct is subject to discipline, **up to and including dismissal**:

- Being found guilty, pleading guilty, or pleading no contest to any felony, crime involving moral turpitude, or offense affecting professional integrity.
- Engaging in unprofessional care or practice with or on patients.
- Failure to meet the generally accepted standards of ethical and professional conduct of the medical laboratory scientist profession.
- Engaging in fraudulent or unscrupulous behavior related to one's participation in the MLS program or any professional activities.
- Engaging in behavior that creates safety hazards and/or disrupts the well-being of one's peers, fellow students, faculty, supervisors, patients, or other third parties.
- Identifying oneself as a medical laboratory scientist or failing to identify oneself as a medical laboratory sciences student.
- Violation of the Health Insurance Portability and Accountability Act (HIPPA).
- Failure to follow protocol or directions of clinical supervisor or MLS program faculty.
- Performing unauthorized procedures or administering services not permitted by the supervisor, the facility, or the MLS program.
- Leaving the clinical setting without permission of supervisor, clinical liaison or teaching technologist.
- Failure to report all observed unethical conduct by other members of the health profession, including other students.

Professionalism extends to behavior in the classroom. The following behaviors are unacceptable and may, certain circumstances, lead to academic sanction, up to and including dismissal:

- Disrupting class by engaging in unauthorized conversation with others during a lecture.
- Leaving the classroom during lectures without permission.
- Using technology for non-class related activities.

Any behavioral concerns will be documented through the Student of Concern report in the CRM Advise.



## **Disciplinary Hearing for Professional and Behavioral Conduct**

Any member of the University community may bring charges against a student for violations of the professional, ethical, and/or behavioral requirements stated in this Handbook. The complainant shall submit the charges in writing to the Director of the MLS program.

Upon receiving the charges, the Director will review the charges and surrounding circumstances by conducting a preliminary investigation. If the Director finds that the charges merit a formal hearing, the Director will formally request a hearing by the Chair of the ABC Committee. The ABC Committee is a three-member panel (composed of one UB administrator, one faculty member from the MLS program, and one member at large) which enforces the professional standards of the MLS program.

At least seven (7) days before the ABC Committee hearing, the Chairman will formally notify the concerned parties of the charges, as well as the date and location of the hearing. If the Chairman determines that there is a conflict of interest with any member, s/he has the right to replace that member prior to the start of the hearing.

At the hearing, the following rules apply:

- The Chairperson shall state the charges brought against the student, and present any evidence provided to the ABC Committee in support thereof.
- The student will have the opportunity to be heard in his/her own defense by presenting a statement (written or oral), testimony, and/or evidence.
- The student will have opportunity to hear and review all evidence brought against him or her, as well to question all appearing witnesses.
- The ABC Committee shall have the right to question and cross examine all witnesses, and to speak openly during the hearing.
- The ABC Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion into the proceedings.
- The hearing is not subject to the rules governing a legal proceeding and the student is not entitled to legal representation. The student may have an advisor (faculty member, friend, etc.) at the hearing, but the advisor may not participate.
- Hearing minutes shall be transcribed and made available to the student upon written request to the Chairperson of the Committee.

After reviewing the evidence and the testimony, the ABC Committee will render a written decision. A copy of the decision will be provided to the student within 14 days of the hearing at his/her University email address and/or last known address on record with the University. A student who refuses to accept a notification of dismissal loses the right to appeal the decision.

## **Appeal from MLS Disciplinary Decision**

In the event that the student is not satisfied with the decision, then the student may submit a written appeal within 10 days of receipt of the decision to the Office of the Provost. The

request must specifically state the grounds for appeal, including a narrative of relevant facts and any other pertinent information. The appeal must contain: a copy of the original grievance and any documents filed in support thereof, the Decision, and a statement outlining the reasons for the appeal and relief sought. The Provost may review and decide the appeal or designate an associate or assistant Provost to review and decide the appeal. Upon considering the appeal, the Provost or his/her designee will notify the student in writing of his/her decision and the grounds therefor within 15 days following receipt of the appeal. The Office of the Provost's decision is final.

## Chapter Four: Additional Program Policies

### Dress Code Policy

#### General Appearance

Students in the MLS program are expected to follow a dress code standard in MLSC courses similar to the standard established by the clinical laboratory. The dress code and other standards are designed to create and maintain the safety and professional image of health care providers, in general, and laboratory workers, in particular. Each of us contributes to our professional commitment by our own personal behavior; each of us is a role model for others.

The patient is the central focus at a clinical institution. Patients, visitors, and other health care professionals develop perceptions of Medical Laboratory Scientists based on their encounters with laboratory personnel and they often relate appearance with professional capability.

In support of this concept, the MLS Program has developed these policies to assure that students present a professional appearance, appropriate to a health care service setting, while maintaining safety, comfort and individuality of the employee. When it comes to dress, common sense is the key. Please keep in mind that what is fashionable or appropriate in other settings may not be suitable for working hours in a hospital. A neat, modest, conservative appearance is essential to maintain professional standards.

Enforcement of the dress code will be the responsibility of the Program Director, Education Coordinator, MLS Faculty and Clinical Laboratory supervisors, managers and clinical instructors.

**In the clinical settings Identification badges must be worn at all times.** Failure to wear the ID badge may result in denied access to certain areas and/or you may be instructed to return home.

#### Dress Code Standards

Proper attire for all MLSC-designated courses will include:

1. A clean, long sleeve, full-length fluid resistant laboratory coat, provided by either the University or the clinical site, with a closed front must be worn in the laboratory area and during phlebotomy rounds. These lab coats are to remain and be

laundered in-house at the clinical site. OSHA forbids taking the coats home for laundering.

2. The UB MLS uniform is matching scrub sets in purple eggplant color.
  - A. Pants must be ankle length and should not touch the floor.
  - B. Short sleeve or long sleeve white or black tee shirts may be worn under the scrub top.
3. Comfortable and/or professional athletic style shoes must be conservative in style, neutral in color and worn with hosiery or conservative socks. They must be closed toe and closed heel. Heels and/or soles should be less than two inches high. Leather or synthetic, fluid- impermeable material is recommended. Unacceptable footwear includes crocs (or similar), open-toed shoes, sandals, beach wear, canvas shoes, platform shoes, high-heeled shoes, and wooden clogs.
4. During winter months, a white or black turtleneck may be worn under the scrub top or a white or black sweater or sweatshirt may be worn over the scrub top.
5. When authorized by the faculty, students may wear business casual clothing.
6. No denim attire of any kind is allowed.
7. Clothing with any slogans or in support of any organization other than UB or the clinical site is prohibited.

#### Specific Restrictions

1. Torn, faded, wrinkled, or tight clothing of any type is unacceptable. Lab coats may **not** be worn to cover inappropriate clothing.
2. Undergarments or lingerie must not be visible through the uniform.
3. Clothing must fit in a proper manner so as not to expose a person's belly/breasts/back/buttocks, even in a kneeling or bending position.
4. High top athletic shoes, hiking or work boots are not acceptable.
5. No hats or caps of any type may be worn, except for religious or medical reasons.
6. Long or dangling jewelry must not be worn for safety reasons.

#### Grooming

1. Hair must be clean, neat and well groomed. If hair is long, it must be tied back off the face.
2. Males: Faces must be freshly shaven, or a beard and/or mustache must be clean, neat, trimmed and wellgroomed.
3. Cosmetics and jewelry may be worn in moderation. During clinical rotations, no more than three earrings per ear are permitted. No jewelry may be worn in other visible pierced body sites (e.g., tongue, eyebrow, etc.).
4. Natural fingernails (those growing from the individual) must be clean, well-groomed, and not excessively long. The student must comply with the policies of the clinical site.
5. The use of heavily scented personal care products including but not limited to perfume, aftershave, and hair products is prohibited.

## Enforcement of the Dress Code

Students are expected to **conform to the Dress Code** and maintain a professional appearance **at all times**. Failure to conform to the dress code will be considered an infraction and as a result the student will be instructed to return home to change into appropriate attire (at the discretion of the instructor or supervisor).

- A verbal warning will be issued to the student with documentation noted on the student's profile in CRM Advise.
- A second infraction of the dress code policy will result in a written warning with documentation noted on the student's profile in CRM Advise.
- A third infraction will result in a final written warning with documentation noted on the student's profile in CRM Advise.
- The fourth infraction to the dress code policy will result in dismissal from the program with documentation noted on the student's profile in CRM Advise.

## Student Health Policy *and* Essential Requirements

Students entering the MLS Program must be able to meet the physical, mental, and psychological demands of the Program and subsequently the practice of clinical laboratory science. The list of Essential Functions found in Chapter 1 of this Handbook is to be used by potential students, counselors, or physicians to determine if an individual can perform these functions.

Any student with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodation must contact the Office of Student Accessibility Services prior to beginning the program.

## Immunization and Testing

Prior to entering the Program, students **must** provide evidence that they have received appropriate immunizations as required by the State of Connecticut. In addition, entering students must show evidence that they have received the Hepatitis B Vaccine or sign a release of liability waiver form. Students will be required to be immunized against seasonal flu or provide documentation that they are unable to receive the vaccine for a medical condition. Students must also have a negative T.B. test as required by their site prior to entering clinical courses. Students may be required to be tested for and have a negative COVID-19 test before starting a clinical rotation or proof of vaccination. Students may be required to have other vaccinations, a physical exam and other testing prior to entering a clinical site as required by the site. A set of site requirements will be provided in MLSC-320 Preclinical seminar.

# COVID-19 Policy for University of Bridgeport MLS Students in Clinical Rotation

## Policies for Students

- 
- Student Illness with COVID-19
  - Students are prohibited from campus if they are experiencing fever, chills, cough, shortness of breath, loss of sense of smell/taste or any other symptoms concerning for COVID-19 infection and must report these symptoms to student health services. Any student who develops any signs or symptoms of COVID-19 while on campus must inform Student Health Services and may be seen, by appointment, prior to departing campus.
  - Any documentation of illness or medical records should not be submitted to the program administrator.
  -

## Students in Clinical Rotations

Courses which require off-campus clinical experiences will follow the clinical policies of the institution for CoVid 19.

The student will call both the supervisor of the section they are currently training and the University of Bridgeport Student Health Services (203-576-4712) if they test positive.

## Notification to UB area specific coordinators

**An email must be sent to the clinical rotation coordinator of the section for any reason a student needs to miss a day of clinical rotation. The clinical site must also be notified that morning as well by phone.**

Blood Bank: Krista Paez – [kspaldin@bridgeport.edu](mailto:kspaldin@bridgeport.edu)

Chemistry: Susan Ferency [sferency@bridgeport.edu](mailto:sferency@bridgeport.edu)

Hematology: Bismark Adu – [biadu@bridgeport.edu](mailto:biadu@bridgeport.edu)

Microbiology: Patti Clark – [pclark@bridgeport.edu](mailto:pclark@bridgeport.edu)

Procedures for return to the clinical setting will follow the clinical institution's policies.

Student's must make up rotation days lost to illness or any other reason exceeding two days at the end of the semester at the convenience of the clinical site.

Students must follow the clinical site policy for return to clinical sites and provide documentation for return for the clinical site if required.

In the event that the clinical site or the University terminates the rotations for all students for catastrophic reasons, the rotations will be continued virtually by the clinical coordinators until such time as students can return to clinical sites or competency has been achieved.

## Healthcare Access

Services available through the Health Services department are listed on their website. Additionally, the UB Clinics are available to students by appointment. These include naturopathic, chiropractic, acupuncture and dental hygiene services.

Emergency medical care is made available to students while they are in attendance at UB via a UB health services clinic. During office hours, Health Services is open and provides urgent care for students. After office hours, security will assist with calling an ambulance for students or sending them to a hospital emergency room by cab. Emergency medical care can be provided for students through two local hospitals: St. Vincent's Medical Center and Bridgeport Hospital. During clinical rotations students will have access to their clinical site emergency departments.

## Liability Insurance Requirement

In addition to health insurance, clinical sites may require that each student has current professional **liability** insurance. This may be obtained for a reasonable cost through [ASCLS](#) (American Society for Clinical Laboratory Science).

## Student Guidance

UB provides academic advisors for issues regarding lower division courses and transfer requirements. Medical Laboratory Science faculty are available for advising on academic, professional, career, or personal issues.

For additional academic support, students are encouraged to visit the Academic Resource Center.

UB also has a Health Center (<http://www.uis.edu/healthservices/>) to help individuals to perform optimally, both physically and mentally. Students are also encouraged to use UB Health Services for professional counseling. There is also a Financial Assistance Office where student may receive information about grants, loans, and work study opportunities

Both the MLS Program and UB are committed to confidentiality of formal and informal information shared by students.

## E-Mail Policy

E-mail is the preferred mode of communication between the MLS program faculty/staff and students. **All students must use their UB e-mail account and must check this account daily.** Students should empty mailboxes to allow for regular e-mail from MLS program staff and faculty. Failure to check an e-mail account is not an allowable excuse for missing a MLS program event or notification. Correspondence with faculty and staff are required to be professional and respectful.

## **Change of Name, Phone Number or Address Policy**

Any student who changes his or her name, address, telephone number or social security number must immediately notify both the MLS program and the University of Bridgeport Registrar.

## **Social Media Policy**

Students who use social media are expected to do so responsibly, thoughtfully, lawfully, and in a manner befitting of a member of the medical laboratory scientist profession. The following behavior is specifically prohibited: (1) violating the intellectual property rights of the University or any third party; (2) disclosing confidential, private information of third parties, patients, or the University (e.g., sharing diagnostic images or any patient data on a social media platform); (3) providing health/medical information without expressly disclaiming that student is not licensed and the information contained therein is not endorsed by the University (see paragraph below for more information); or (4) violating any applicable PROGRAM or University policy, including but not limited to: (a) the professional and behavioral requirements contained in this Handbook and (b) the University's Code of Community Standards (Chapter Four) and/or "Acceptable Use" guidelines (Chapter Six) of the [Key to UB](#).

Students are strongly encouraged to think carefully about the comments s/he post in the public domain (including any personal social media sites), as such publicly available content may have serious academic and professional consequences. When posting on a personal social media site, students are prohibited from: (1) using the University logo on his/her site without approval from a University administrator; or (2) using the University name or logo to promote or endorse any product, practice, or political views. Students are encouraged to clearly state that any views shared are her/his own, and not made on behalf of the University. Students are personally responsible for the content published on their own social media accounts, and for acting in a manner that is responsible, respectful, and devoid of any threatening, intimidating, or ill-mannered content.

Any violation of this policy should be immediately reported to the Director for referral to the Disciplinary Committee or other applicable University procedure.

## **Chapter Five: University Policies**

The MLS program adheres to all University policies as stated in the *Key to UB* and the *Catalog*, unless otherwise stated in this Handbook. For the complete set of University policies, please refer to the current versions of the *Key to UB* and the *Catalog*. For excerpts of certain University policies, please see below:

### **Health and Immunization Requirements**

Please see University Policies for [Health and Immunization Requirements](#)

### **Equal Opportunity and Non-Discrimination Policies**

The University of Bridgeport is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972. The University prohibits discrimination in admissions, educational programs and services, and employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status and any other basis protected by law.

See [Equal Opportunity and Non-Discrimination Policies](#), *Key to UB*

### **Student Accessibility Services**

The Office of Student Accessibility Services (OSAS) offers a private and confidential atmosphere for students to talk about their disabilities and accommodation requests. OSAS is committed to providing services to qualified students with disabilities so that they receive an equal educational opportunity. In compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and Connecticut state laws, we provide reasonable accommodations to reduce the impact of disabilities on academic functioning or upon other life activities in the University setting. The University respects the student's right to disclose or not to disclose a disability. However, the University is not responsible for providing services or accommodations for students who do not disclose a disability to the Office of Student Accessibility Services in a timely fashion.

OSAS is located at Carstensen Hall, Room 115. The University of Bridgeport's Director of Student Accessibility Services can be reached at: (203) 576-4454, email [accessibilityservices@bridgeport.edu](mailto:accessibilityservices@bridgeport.edu), <https://www.bridgeport.edu/student-accessibility>

Please see the *Key to UB* for further information as well as the UB [website](#).



## **Policy on Sexual and Gender-Based Interpersonal Violence and Harassment**

The University of Bridgeport is committed to providing an environment free from gender-based discrimination and harassment. Consistent with the University's commitment to equal opportunity and non-discrimination, the University strictly prohibits Sexual Assault, Sexual Exploitation, Dating, Relationship or Domestic Partner Violence, Stalking, Sexual or Gender-Based Harassment, or Retaliation against a person for the good faith reporting of these forms of conduct or participation in an investigation or proceeding under this Policy.

The University of Bridgeport's Title IX Coordinator can be reached at phone (203) 576-4454, email: [titleIX@bridgeport.edu](mailto:titleIX@bridgeport.edu). Please see Chapter Six of the *Key to UB*, for a complete version of this Policy, as well as the UB [website](#). Office of Civil Rights Compliance: Title IX and Equity: <https://www.bridgeport.edu/title-ix/>

## **Family Educational Rights and Privacy Act (FERPA)**

Please see the Chapter Six of the *Key to UB*.

## **Blood Borne Pathogen Policy**

The University of Bridgeport is committed to providing a safe and healthy learning environment and clinical experiences for students. The University provides a Blood Borne Pathogen policy with the intent of minimizing/eliminating student exposure to blood and other potentially infectious materials.

### **Universal Precautions**

While the risk of infection due to contact with infectious tissue or fluids is far greater in the clinical year, students use sharp objects during the didactic year as well, and therefore should learn to practice universal precautions. The principle of universal precautions has been adopted to protect clinicians from exposure to infectious disease because any patient may harbor microorganisms that could cause infection if transmitted. Although blood-borne pathogens are of particular concern, all body fluids secretions, and excretions are included in universal precautions. Since infected patients may be asymptomatic, it becomes necessary to use basic precautions with every patient. Observance of universal precautions will help to provide better protection for every staff member. Students should also familiarize themselves with the hospital/clinical sites specific policies regarding universal precautions. The material below reviews guidelines and preventative techniques.

1. Avoid direct contact with: blood, body fluids, secretions, excretions, mucous membranes, non-intact skin and lesions
2. Avoid injuries from all sharp objects such as needles or scalpels

3. Avoid direct contact with items, objects, and surfaces contaminated with blood, body fluids, secretions, and excretions
4. Dispose of all sharp objects promptly in special puncture resistant containers
5. Dispose of all contaminated articles and materials in a safe manner prescribed by law
6. Wash hands frequently and thoroughly, especially if they become contaminated with blood, body fluids, secretions and excretions
7. Depending on job duties and risk of exposure, use appropriate barriers, which can include: gloves, gowns, aprons, caps, shoe covers, leggings, masks, goggles, face shields and resuscitation devices. These barriers are to be used to protect:
  - a. Skin, especially non-intact skin (where there are cuts, chapping, abrasions or any other break in the skin)
  - b. Mucous membranes, especially eyes, nose and mouth.

***NOTE: Protective apparel, including gloves, must be removed after each use and are to be PROPERLY disposed of, and not worn from one patient or activity to another.***

## **Student Health and Insurance**

For information related to student health insurance, see the [Key to UB](#).

## **Grievance Procedures**

### **MLS Student Grievance Policy**

Please review the grievance policy covered in the [Key to UB](#).

Prior to initiating a formal grievance, MLS students are encouraged to attempt to resolve matters informally through discussion between the involved parties. The MLS Program Director and/or the Clinical Education Coordinator may facilitate this process. If the grievance involves the MLS Program Director, the Dean of the College Health Sciences may be called upon to facilitate the informal resolution process. If informal resolution fails or if the student wishes to forego informal resolution, the formal grievance process may be initiated.

For the following student grievance procedures, please refer to the Key to UB: Student Grievance Procedure, Grievance Procedures under Title IX and Title VI, and Disability Grievance Procedure. Please also refer to the Key to UB for the Academic Grievance Procedure.

## **Chapter Six: University Resources and Services**

### **Student Financial Services**

Financial aid to students is subject to annual changes and this necessitates that the student be aware of the requirements to apply for financial aid. The Student Financial Services office can

offer you current information and assistance in applying. The Student Financial Services Office is located on the Garden Level of the Wahlstrom Library.

Most scholarship awards are based on some combination of academic excellence, college and community involvement and economic need. Follow application procedures carefully and on time. Please see the UB [website](#) for information regarding requisite academic progress to receive financial aid, as required by federal law.

College Work-Study is a form of financial aid; it is available on a limited basis. Check with Student Financial Services for details.

## **Registrar**

The Office of the Registrar is located on the Garden Level of the Wahlstrom Library.

### **Transcripts**

Official transcripts (those with University seal) are not released to students. They will be mailed directly to any authorized agency such as a state board, educational institution, professional society or organization.

To request an official transcript, complete and sign a Transcript Request Form at the Registrar's Office. There is a fee for each transcript.

Transcript requests will not be honored if there is any financial indebtedness to the School and/or University.

### **Academic Records**

The Registrar maintains students' permanent academic records. Shortly after the end of each semester, students will receive a free student copy of the academic record for that semester. Current or active students need to have digital file folders or hard copy files to show documentation of affective or disciplinary actions.

### **Registration**

Please refer to the academic calendar for specific dates for registration. New students report to the Admissions Department for registration. Continuing students report to the MLS Program Director or Academic Advisor for registration each semester thereafter. Students can also contact the Office of the Registrar with any questions.

### **Name Change**

The School considers your name to be the name that appears on your application for admission. Your name, in this form, is entered into our computer and will appear in this form on all the UBMLS documents.

A Legal Name Change Form is available in the Registrar's Office, which you may complete and submit with legal documentation to change the official name by which you are referred to on all of the UBMLS records. While these forms are acceptable at any time, for technical reasons, names can only be changed during the summer intercession.

## **Counseling Services**

Counseling Services offers psychological treatment opportunities to all undergraduate and graduate students. Services include short-term individual counseling, group counseling, psychiatric service, outreach programs, crisis intervention, mental health screenings, and referral services. Counseling Services also offers consultations to faculty and staff that need assistance with students in distress. All services are designed to promote personal growth and emotional wellbeing, while enhancing students' ability to benefit from the University environment and academic experience. Outreach workshops are available to students living in the Residence Halls with topics including (but not limited to) healthy relationships, stress management, and drug/alcohol issues.

The Counseling Services staff is committed to being responsive and sensitive to the needs of a highly diverse student population. We are particularly aware of the cultural issues facing international students and offer supportive counseling to address their needs.

For more information call (203) 576-4454, email: [counselingservices@bridgeport.edu](mailto:counselingservices@bridgeport.edu) or visit us on the [web](#).

Student counseling services:

<https://www.bridgeport.edu/student-affairs/counseling-services/>

Tutoring is also available at the Tutoring and Learning Center:

<https://www.bridgeport.edu/heckman-center/academic-success/tutoring-learning-center>

## **Lost and Found**

The lost and found is located at the main office of Campus Security. If you come into possession of a lost item, immediately bring it to Campus Security for safekeeping and documentation. Lost items are held by Campus Security for 30 days before they are donated or discarded.

## **Emergency Notification Protocols**

The University of Bridgeport will remain open and will maintain regularly scheduled classes at its Bridgeport campus and satellite centers unless weather conditions or other problems cause a delay in opening, a cancellation of scheduled classes, or a campus-wide closing.

The University will send weather-related closure or delay notices from LIVE Safe, our emergency text alert system. Other than weather-related announcements, LIVE Safe text alerts will only be used to convey vital information during crisis situations.

In the event of a weather-related delay and/or closure, campus notifications will include:

- **Emergency Alert Notification** : All members of the UB community with contact information on record will receive messages. If you have not already done so, go to [WebAdvisor](#) and click on the Emergency Alert Notification Information and provide your contact information.
- **UB Emergency Notification Phone Line**: Call 203-576-4159 for a recorded announcement.
- **News Outlets**: We also will notify news outlets of any school closings, including WICC/WEBE (600 AM and 108 FM) and News 8 and Channel 8/WTNH.
- **Website**: Go to [www.bridgeport.edu](http://www.bridgeport.edu) to see weather-related alerts in an orange banner on the home page.

### **UB Social Media (@UBBridgeport)**

- [Facebook](#)
- [Instagram](#)
- [X \(Twitter\)](#)

### **TV Stations**

Emergency closures and weather delays will also be broadcast on:

- News 12 CT
- NBC CT
- WTNH
- WFSB
- FOX 61

### **SECURITY SERVICE**

University Campus Security Officers provide 24-hour patrol coverage. Although our Campus Security coordinates their activities with the City of Bridgeport Police Department, they are completely autonomous and separate from the Bridgeport Police Department. The Campus Security Office maintains a preventative patrol with uniformed officers on foot and bicycles and a fully equipped SUV marked with the Campus Security logo. The UB Campus Security Office keeps statistics concerning the on-campus occurrence of certain criminal offenses reported to Campus Security authorities, in compliance with the Student Right-To-Know, and Campus Security Act of 1990 and the Higher Education Amendment Act of 1992. These statistics are

published annually in October for the three prior calendar years. These statistics are available to anyone.

While crime prevention is the primary concern of Campus Security, the department also coordinates emergency medical transportation. Security supervisors are trained in CPR, First Aid and AED. Other services available to students include ID cards, monitoring of the Campus Secure System through the Live Safe, and providing personal safety (walking/driving) escorts on campus.

### **LIVE SAFE**

Each student at the University is able to download The Live Safe app from the phone's app store. This is an additional way to get alerts from security and to call security.

#### **LiveSafe Notification (Text, Push Notification, and Email)**

We strongly encourage you to download the LiveSafe app to receive timely safety, emergency, and weather notifications.

[Click here to view a tutorial on how to download and install the LiveSafe app.](#)

Download LiveSafe for Apple devices [here](#).

Download LiveSafe for Google devices [here](#).

### **Automated Teller Machines (ATM)**

There are two ATMs available on-campus. One is located in the lobby of the Campus Security Office at Norseman Hall and the other is located on the Garden Level of the Wahlstrom Library.

### **Emergency Calls**

The University of Bridgeport MLSC program is willing to accept emergency calls for our students and will locate the student if possible. Callers with requests that are not of a serious nature will be advised that the message will not be delivered.

The University of Bridgeport has established an Emergency Notification System that will instantly transmit to registered users notice of an event that may immediately impact directly on your health or safety. So that we can better protect your safety, we are asking each individual of the University Community, including all students, faculty, and staff, to register with this system. You must have a valid UB Net Account login and password to register.

Select if you are a student, faculty or employee then, click on the Emergency Notification Info" link, which will allow you to verify and/or update your emergency notification information. The system will automatically transmit messages to your cell phone, home telephone number,

email address and/or other registered communication devices up to a total of six. We urge you to participate!

If you have any questions please contact Security at (203) 576-4913 or [ubsecurity@bridgeport.edu](mailto:ubsecurity@bridgeport.edu).

## Bookstore

The UB Bookstore is located on the ground floor of the Cox Student Center. **Follett Higher Education**, under the University guidelines, takes ownership of the Bookstore.

Follett Higher Education is North America's leading campus retail partner. Follett partners with over 1,000 colleges and universities across North America to bring their vision to life, creating a series of connected moments across the academic journey that support learning, evoke campus pride, and drive success. Follett's customized solutions prepare learners for success, create impeccable retail experiences that amplify campus brands, and deliver a best-in-class fan experience for collegiate athletics. These experiences require more than just good design. They require smart, strategic decisions that are rooted in insights, filtered through a customer-focused lens, and delivered flawlessly.

- Over 150 years of industry-leading innovation.
- Over 6 million students served.
- Over 400 equitable access and inclusive access programs.
- UB Ready Program delivers course materials to all University of Bridgeport students. Find out more here: <https://www.bridgeport.edu/bookstore/faq>
- Seamless LMS integrations and digital solutions make accessing content easier and more convenient for students.
- Strong general merchandise offerings, and deep selection of school spirit product is available both in the store and online.  
at: <https://www.bkstr.com/bridgeportstore/home>
- Product can be shipped or picked up in the store.
- Etexts are available through your courses using Brytwaves in your Canvas toolbar

Store hours are available on the website.

## Computer Laboratories

Computer Laboratories are found in various campus locations. Students using these rooms are required to show ID and sign in and out of the room. Students who wish to print from these computers will be charged a per page fee. Students wishing to print can go to the UB Wahlstrom Library. Printers are available in the library and there is a fee to print.

## Library

The Wahlstrom Library, open 7 days a week, often until 1:00 AM, consists of four floors of the centrally located Wahlstrom Library building. Offering WiFi throughout, the state of the art

Learning Commons hosts more than 65 desktop computers for student use, docking stations for more than 60 laptops, 13 group collaboration rooms, the David and Eunice Bigelow Discovery Pavilion, the Scribe Café, comfortable seating, study space for both groups and individuals, a Quiet Floor, and a Service Desk where students can ask any question and receive assistance. An on-site IT Help Desk is available.

Specific titles in the Health Science collection include: Elsevier's Science Direct, OVID, Wolters Kluwer, Alt Healthwatch, AMED, The Cochrane Library, ChiroAccess, PubMed, PsycINFO, the R2 Digital Library, UpToDate, CINAHL with full-text, Access Medicine, the Wiley Online Library, Sage Premier, SpringerLink, Compendex, and the Index to Chiropractic Literature. For additional information about the library, call 203-576-4747, email [reference@bridgeport.edu](mailto:reference@bridgeport.edu), stop in on the first floor of the Wahlstrom Library building, or click on the Library page of the University portal and chat live with the librarian on duty.

## **On-Campus Housing**

The University recognizes the important contribution that life in the residence halls can make in a student's total educational experience. Each hall is staffed by a Residence Director and Resident Advisors on each floor. Their efforts are coordinated through the Office of Residential Life. Residence hall staff have the responsibility of enforcing University policies, procedures and regulations as they relate to residential living and promoting, with the active cooperation of residents, an environment that supports academic achievement.

## **Dining Services**

Campus dining offers several convenient locations with a variety of menu choices that will satisfy every appetite and are walking distance from anywhere on campus. It is recommended that students open a dining account and add funds to their student card to access the dining hall at a discounted rate. UB features dining at four campus locations.

## **Wheeler Recreation Center**

Wheeler Recreation Center is a complete recreation physical fitness facility with a 25-meter, a bowling alley, 6 lane pool; two racquetball courts; three multi-purpose indoor courts for tennis, volleyball, and basketball; a martial arts studio, a free-weight room, a 16 station universal gym room, saunas, steam bath and indoor track. Students use the Center for personal recreation, intramural team events, and organized group events. Aerobics, swimming, yoga, weight training, lifeguard training, first aid/CPR training, and tennis lessons are offered. Tae Kwon Do is also offered.

***Students must present their student card to access the facility.***



## Appendix

### Directory

Medical Laboratory Sciences Faculty		
Office or Service	Phone	Email
Wayne Aguiar, Program Director & Senior Lecturer (Dana 162)	(203) 576-4268	<a href="mailto:waguiar@bridgeport.edu">waguiar@bridgeport.edu</a>
Patricia Clark, Clinical Site Coordinator & Staff Lecturer Parasitology & Microbiology (Dana 202)	203-788-3258	<a href="mailto:pclark@bridgeport.edu">pclark@bridgeport.edu</a>
Susan Ferency, Assistant Professor & Clinical Coordinator for Clinical Chemistry and Phlebotomy (Dana 163)	(203) 576-4146	<a href="mailto:sferency@bridgeport.edu">sferency@bridgeport.edu</a>
Elizabeth Nash, Adjunct Professor, Immunohematology		<a href="mailto:enash@bridgeport.edu">enash@bridgeport.edu</a>
Kristin Paez, Clinical Immunohematology Coordinator & Adjunct Professor Immunohematology		<a href="mailto:kspaldin@bridgeport.edu">kspaldin@bridgeport.edu</a>
Kyle Santos, Adjunct Professor, Hematology		<a href="mailto:kysantos@bridgeport.edu">kysantos@bridgeport.edu</a>
Bismark Adu, Adjunct Professor		<a href="mailto:biadu@bridgeport.edu">biadu@bridgeport.edu</a>
Juan Lopez, Adjunct Professor		<a href="mailto:julopez@bridgeport.edu">julopez@bridgeport.edu</a>
Biology/Chemistry Faculty		
Office or Service	Phone	Email
Dr. Anthony Rossi, Senior Lecturer, Biology	(203) 576-4253	<a href="mailto:arossi@bridgeport.edu">arossi@bridgeport.edu</a>
Dr. Spiros Katsifis, Professor Molecular Biology	(203) 576-4265	<a href="mailto:skatsif@bridgeport.edu">skatsif@bridgeport.edu</a>
Dr. Abu Hossion, Chemistry Chairman, Assistant Professor of Chemistry	(203) 576-6630	<a href="mailto:ahossion@bridgeport.edu">ahossion@bridgeport.edu</a>
Dr. Md Khabir Uddin, Assistant Professor of Chemistry	(203) 576-3380	<a href="mailto:mduddin@bridgeport.edu">mduddin@bridgeport.edu</a>

University Services		
Office or Service	Location	Telephone
Bursar	Wahlstrom Library, Garden Level	(203) 576-4472
Registrar	Wahlstrom Library, Garden Level	(203) 576-4536
Financial Aid	Wahlstrom Library, Garden Level	(203) 576-4568
Judicial Affairs	Wahlstrom Library, Garden Level	(203) 576-4228
Residential Life	Residential Life	(203) 576-4228
Librarian	Wahlstrom Library	(203) 576-4748
Bookstore	Student Center	(203) 576-4803
Public Safety/Emergency	Norseman Hall	(203) 576-4911
Campus Security (non-emergency)	Norseman Hall	(203) 576-4913
Counseling Services	Health Sciences Center	(203) 576-4454
Dining Hall/Meal Plan	Marina Dining Hall	(203) 576-4086
Wheeler Recreation Center	400 University Avenue	(203) 576-4240
Student Health Services	Health Sciences Center	(203) 576-4712
Dean of Students (University)	Cox Student Center	(203) 576-4393
International Student Services	Wahlstrom Library, Garden Level	(203) 576-4395
Title IX Office	Room 115, Carstensen Hall	(203) 576-4534

## MLS Student Handbook Attestation Page

My signature below indicates that I have read and understand the Medical Laboratory Science Program's requirements and my responsibilities as described in the MLS Student Handbook.

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Printed Name

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Signature

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Date