

2018-19 GRADUATE STUDENT MANUAL

UVM, PROGRAM IN MEDICAL LABORATORY SCIENCE, DEPARTMENT OF BIOMEDICAL
AND HEALTH SCIENCES

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CHAIRPERSON'S WELCOME

Dear Medical Laboratory Science Graduate Students,

Welcome to Department of Biomedical and Health Sciences at the University of Vermont. We are a community of scholars, committed to the study of Medical Laboratory Science through research, teaching and clinical practice.

Our department belongs to the College of Nursing and Health Sciences (CNHS) and our faculty are dedicated to teaching excellence in both our undergraduate and graduate programs. As a member of our department, you now belong to a vibrant and collaborative environment that will help you prepare to become leaders in the profession of Medical Laboratory Science. The faculty will serve as your mentors and advisors, and you will learn to collaborate with them and your fellow students throughout your time in our program. The curriculum is designed to prepare you to become an outstanding Medical Laboratory Scientist as demonstrated by the ability to 1) apply theoretical and research training to evidence-based practice, 2) engage in clinical problem solving that leads to better patient outcomes and 3) develop professional relationships that promote interdisciplinary collaboration.

This manual defines the student-related policies to provide a foundation for the functions of our department.

Paula Deming, Ph.D., MT(ASCP)

*Associate Professor and Chair, Department of Biomedical and Health Sciences
Endowed Professor of Health Sciences*

DEPARTMENT OF BIOMEDICAL AND HEALTH SCIENCES OVERVIEW

VISION

To be recognized as leaders in educating future health professionals and advancing biomedical science through research, clinical competence and leadership.

MISSION

To contribute to the health sciences through the creation of new knowledge and educating and training the next generation of biomedical scientists and healthcare professionals.

DEPARTMENT DESCRIPTION

The Department of Biomedical and Health Sciences (BHSC) is one of four academic departments in the College of Nursing and Health Sciences (CNHS). The other departments are Communication Sciences and Disorders; Nursing; and Rehabilitation and Movement Science. The CNHS supports the department through the leadership of its academic dean, associate dean, and assistant dean; its Office of Student Services; and several staff members.

BHSC is housed in the Rowell Building, with newly renovated research and teaching labs. The department has both undergraduate and graduate degree programs. The graduate program is the only one in the state of Vermont that prepares students to become entry-level Medical Laboratory Scientists. In support of our students, the department comprises tenure-track faculty, lecturers, clinical faculty, and staff to support both our research, teaching and clinical endeavors. We offer undergraduate programs in Medical Laboratory Science, Radiation Science and Health Sciences. The department offers a master's degree program in Medical Laboratory Science that prepares students to become leaders in the profession.

In the 2017-2018 academic year, the department had 11 graduate students, and approximately 180 undergraduate majors.

EDUCATION OF STUDENTS

Students in the Department of Biomedical and Health Sciences study and work at the intersection of human health, medicine, and technology. The department's majors focus on health science disciplines, and offers degrees in Medical Laboratory Science, Radiation Sciences, and Health Sciences. Each of our programs offer an integrated curriculum with courses in the humanities; basic health and medical sciences; and direct hands-on experience through clinical practica, research, and field work. Graduates are prepared for immediate employment in the healthcare arena or a graduate degree program. In addition, our graduates will demonstrate problem-solving and critical thinking skills, effective written and verbal communication skills, and achieve the highest professional and ethical standards. Note: Students enrolled in the MLS Post-Baccalaureate Certificate Program and Master of Science in Medical Laboratory Science are subject to the same policy guidelines as students enrolled in the baccalaureate MLS program.

RESEARCH AND SCHOLARSHIP

The Department of Biomedical and Health Sciences promotes collaboration between students and faculty through learning and research. The department faculty contribute to the body of knowledge by disseminating work in the basic and applied clinical sciences. Our research programs:

- promote the application of evidence to teaching and professional practice
- encourage the inclusion of students in the research process, allowing them to contribute to the completion of projects and dissemination of new knowledge
- provide mentorship in the development of our students' research careers
- promote intellectual curiosity and the freedom to pursue ideas
- promote the scholarly work among colleagues locally, nationally and internationally.

SERVICE

Members of the department are responsible to one another and for the smooth functioning of the department, college, and university. Faculty and staff work together toward a shared vision of the future and the application of best practice to teaching, research, student services, and practice. Members of the department are advocates for their respective professions and serve their professional associations in leadership roles at the community, state, national, and international levels.

PRACTICE

Working at various clinical settings throughout Vermont, faculty strive to improve the health of individuals and communities through promotion of best practice in their professions and specialty areas. They serve as role models to professional colleagues and students for their high standards of professional behavior, accountability, integrity, advocacy, and caring.

DEPARTMENTAL GOALS

- 1) Contribute to the health science body of knowledge through basic and clinical research leading to a better understanding of mechanisms of human disease and the development/implementation of cutting-edge diagnostics and treatment modalities.
- 2) Provide a high-quality education for undergraduate and graduate students that prepares them to be future leaders in their field.
- 3) Function as leaders in service and experts within UVM and the local community on matters related to our professional disciplines.

MASTERS IN MEDICAL LABORATORY SCIENCE

The Master of Science in Medical Laboratory Science (MMLS) Program is designed to prepare future leaders in the profession of Medical Laboratory Science who have the advanced practice knowledge and skills required to meet the demands of the changing profession and healthcare system. This graduate program will prepare graduates for leadership opportunities in management, education, research and advanced clinical practice.

Individuals may enter the program via two tracks, depending on their background.

- Track 1 is for individuals holding a bachelor's degree who are not certified in Medical Laboratory Science but desire a career in the clinical laboratory sciences. Upon completion of the program, these students will be eligible to take the national certification exam in medical laboratory science offered by the American Society of Clinical Pathology (ASCP).

- Track 2 is for Medical Laboratory Science certified graduates who seek graduate training in evidence based practice, healthcare management, and scientific research.

Both Track 1 and Track 2 involve a research-based capstone project that will engage students in hands-on research methodology, experimental practice, and scientific communication. The capstone project provides student with the opportunity to develop important skills in clinically related research.

The breadth and depth of our faculty allow us to offer advanced practice courses in molecular methods, clinical laboratory correlations, healthcare management, policy, ethics, quality, research design and methods and hands-on research experiences to prepare graduates of Track 1 and Track 2 to be future leaders in the Medical Laboratory Science profession.

PROGRAM GOALS

The MMLS degree prepares students for advanced practice as a medical laboratory scientist. The program prepares students to:

- Promote positive patient outcomes through communication, education and dissemination of laboratory-related information to healthcare professionals, patients and their families.
- Identify, critically examine and problem-solve issues related to the practice of medical laboratory science.
- Conduct relevant evidence-based research to advance the field of Medical Laboratory Science and/or patient outcomes.
- Demonstrate knowledge of an advanced practice curriculum that encompasses the scope of practice for the medical laboratory science profession.

The full curriculum outline can be found on the BHSC website:

<https://www.uvm.edu/cnhs/bhsc/master-science-medical-laboratory-science>

COMPREHENSIVE EXAMINATION

In addition to completing the course curriculum, students in both Track 1 and Track 2 will complete a comprehensive written examination that covers major topic areas in the MLS profession. Track 1 students must complete the exam before their last semester in the program

(prior to the start of their clinical practicum experience). Track 2 students must complete their comprehensive examination before graduation (typically done at the end of the second Fall semester in the program).

STANDARDS FOR THE TEACHER-LEARNER RELATIONSHIP

The Department of Biomedical and Health Sciences is committed to maintaining an environment in which faculty, students and staff work together to further education and research to advance the health of society. We are committed to creating and maintaining a community that supports and encourages respect for every individual. In this community, individuals are treated fairly and civilly regardless of their race, color, religion, gender, sexual orientation, national or ethnic origin, employment status, educational level, age, learning skills, or physical ability. The environment also supports rational discourse, diverse views, and free inquiry and expression among teachers and students. The department operates using the following premises and guidelines:

Honesty and integrity must be practiced by both teachers and students during all aspects of the educational process. Teachers are expected to foster a respectful environment that supports open and honest communication as well as constructive criticism. The same is expected of students. Comments or actions that belittle another or demonstrate lack of sensitivity to differences are inappropriate and are not tolerated.

Every course has a syllabus in which course objectives, requirements for purchase of books or other materials, grading policy, evaluation procedures, and other important information is contained. Faculty may have policies related to use of laptop computers, cell phones, electronic resources, collaborations, etc.

Teachers and students must be familiar with and compliant with the University policies on harassment (of any sort) and equal opportunity in educational programs, which are available on the UVM website.

The University adheres to Vermont State and federal laws that ensure equal opportunity in educational programs and activities and non-harassment. There are numerous relevant policies accessible through the UVM website.

Equal opportunity in educational programs and activities and non-harassment:

<http://www.uvm.edu/policies/student/equaledu.pdf>

Student harassment: <http://www.uvm.edu/policies/student/studentharas.pdf>

Sexual harassment: http://www.uvm.edu/policies/general_html/sexharass.pdf

Procedures for investigating and resolving discrimination complaints:

<http://www.uvm.edu/policies/student/equaledu.pdf>

TECHNICAL STANDARDS (ESSENTIAL FUNCTIONS) FOR MLS GRADUATE STUDENTS

BASIC REQUIREMENTS

In order to acquire the knowledge and skills requisite to the practice of medical laboratory science in a broad variety of clinical situations and to render a wide spectrum of patient care, individuals must have skills and attributes in four areas: communication, motor, intellectual-cognitive, and behavioral- social. These enable a student to meet graduate and professional requirements as measured by national certification. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experience. The starred (*) items, however, are skills that are more inherent and should be present when a student begins the program.

If a student cannot perform each function in the manner described below, she or he will not necessarily be precluded from participating in the program, but will need to be able to perform all essential functions with or without reasonable accommodation. Efforts will be made by the program in which the student is enrolled to arrange clinical experiences in environments where appropriate accommodations can be made; however, the availability of certain accommodations in specific clinical environments may be beyond the University's control.

ELIGIBILITY REQUIREMENTS & ESSENTIAL FUNCTIONS

COMMUNICATION: The student must be able to:

- recognize and respond in a controlled and respectful manner to various types of communication including written, verbal, and non-verbal communication; *
- relay and receive information in oral and written form effectively, accurately, reliably, thoroughly and intelligibly to individuals and groups, using the English language; and *
- convey information accurately with relevance and culture sensitivity.

PSYCHOMOTOR: The student must be able to:

- perform assigned activities throughout a normal work period;
- move freely from one location to another in physical settings such as the clinical laboratory, patient care areas, corridors, and elevators; *
- possess sufficient eye-motor coordination to allow delicate manipulation of specimens, instruments, and tools; *

- grasp and release small objects (e.g., test tubes, pipette tips, microscope slides and coverslips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers);
- manipulate other laboratory materials/equipment (e.g., reagents, manual and automated pipettes);
- identify and distinguish objects macroscopically and microscopically; *
- accurately read charts, graphs, and instrument scales/readout devices;
- lift and move objects of at least 20 pounds; *
- possess a sense of touch and temperature discrimination;*
- work safely with potential chemical, radiologic, and biologic hazards using standard precautions; and
- develop algorithms and suggest appropriate follow up tests to providers of laboratory information.

COGNITIVE: The student must be able to thoroughly, efficiently and reliably:

- interpret, extrapolate and apply information from a variety of sources, including reading material, lecture, laboratory, discussion, patient observation, examination and evaluation/assessment;
- possess and apply mathematical skills to determine what data are needed to solve problems;
- analyze, synthesize and evaluate information from a variety of sources, including, for example, reading material, lecture, laboratory, discussion, and patient evaluation/assessment;
- apply knowledge, skills, and values learned from course work and life experiences to new situations.

BEHAVIORAL/SOCIAL: The student must be able to:

- establish professional, trusting, empathetic relationships with a variety of individuals; *
- consistently demonstrate respect and engage in non-judgmental interactions regardless of, for example, an individual's age, gender, race, socio-economic status, religion, life-style, and/or culture; *
- work independently and effectively in groups under time constraints;
- meet externally established deadlines;
- be an active and engaged learner demonstrating cognitive, communication and psychomotor skills in the classroom, laboratory, and clinical settings;
- maintain professional behavior at all times even during stressful situations;

- recognize and respond appropriately to potentially hazardous situations;
- prioritize requests and work concurrently on at least two different tasks;
- demonstrate professionalism including appearance, dress, and confidence;
- possess and maintain the psychological health required to make sound decisions;
- recognize emergency situations and take appropriate action.

ACCOMMODATIONS

The University of Vermont is committed to a policy of equal educational opportunity and welcomes individuals with diverse backgrounds and abilities. The University therefore prohibits discrimination, including discrimination on the basis of disability. At the same time, all students in the College of Nursing and Health Sciences (CNHS) must be able to perform the essential clinical as well as academic requirements, as the overall curricular objectives are to prepare students to actually practice in their chosen fields.

Services and accommodations for students with disabilities are coordinated by three University offices:

- Student Accessibility Services (SAS) certifies and coordinates services for students with physical disabilities (visual, hearing, mobility, and/or manual dexterity impairments), learning disabilities, and attention deficit disorders;
- Counseling and Psychiatry Services, part of the Center for Health and Well-being certifies and coordinates services for students with psychological disabilities; and
- Student Health Services, part of the Center for Health and Well-being certifies and coordinates services for students with ongoing medical conditions.

Services to equalize opportunities in the classroom and other course accommodations are arranged through these offices. Current and comprehensive documentation of disability or condition will be required. Students are encouraged to inform the staff of the appropriate certifying office of any desired services or accommodations in advance of each semester. Early disclosure and consultation enable students to have the benefit of expertise from the certifying office and the student's academic program and generally make for more effective accommodations. More about these services and contact information can be found through the UVM website.

It is the responsibility of all students seeking disability accommodations to self-identify by contacting the appropriate Certifying Office (SAS, The Center for Health and Wellbeing: Counseling and Psychiatry

Services, or The Center for Health and Wellbeing: Student Health Services) and supplying adequate and comprehensive documentation of the disability. Students are strongly encouraged to self-identify as early as possible. Accommodations cannot be made retroactively. It is the responsibility of the staff of the Certifying Office to certify student disabilities and to recommend reasonable and appropriate accommodations in light of the nature of a student's disability and academic program requirements. Once accommodations have been agreed upon by the student and the Certifying Office, the faculty for whom the accommodation is relevant will be notified, in writing. A student's specific disability will not be revealed to faculty unless communicated directly by the student or as necessary to facilitate provision of the accommodation/s. Once the faculty member has been notified of the need for accommodations, she/he may meet and/or communicate in other ways with the student and/or the disability specialists to discuss the recommended accommodations and work in a collaborative manner to determine their feasibility and to identify effective ways of meeting the student's needs. If accommodations are required in the clinical setting, the faculty responsible for the clinical course will attempt to find a placement site willing to make the requested accommodations. The student is not guaranteed that any specific site will be available. The student must adhere to the procedures for medical clearance required of all students participating in clinical education experiences.

Any student not requesting accommodation at the time of admission may not be granted accommodation after beginning the program until the student has contacted the appropriate Certifying Office, that office has certified that a disability exists, and that office has recommended reasonable accommodations, in writing, to the faculty involved. If a student develops a health condition, has a worsening of an existing health condition, or is diagnosed with a disability while a student and requests accommodations, s/he must provide documentation of the condition from a recognized professional capable of identifying such a condition to the appropriate Certifying Office (SAS, The Center for Health and Wellbeing: Counseling and Psychiatry Services, or The Center for Health and Wellbeing: Student Health Services).

For detailed explanation of policies on disabilities, please see the Student Accessibility Services (SAS) website: https://www.uvm.edu/academicsuccess/student_accessibility_services.

STUDENT SERVICES

A wide variety of services for students exists at the University, within the CNHS and in the Department of Biomedical and Health Sciences. Most of these services provide information and support to both undergraduate and graduate students. In addition, the CNHS Office of Student Services provides a variety of assistance for students. Please use the web links below for further information and details.

Some Relevant Websites:

Academic calendars	http://www.uvm.edu/~rgweb/?Page=importantdates/i_academiccalendars.html&SM=i_menu.html
SAS Office	http://www.uvm.edu/access/
Mosaic Center for Students of Color	https://www.uvm.edu/mcsc/
Career Services Office	http://www.uvm.edu/~career/
Center for Health and Wellbeing	http://www.uvm.edu/~chwb
CNHS Student Services	https://www.uvm.edu/cnhs/student_services
Graduate College Homepage	http://www.uvm.edu/~gradcoll/
Graduate Student Senate	http://www.uvm.edu/~gss/
Information on BHSC Faculty	https://www.uvm.edu/cnhs/bhsc/faculty-research
The Tutoring Center	https://www.uvm.edu/academicsuccess/tutoring_center
Office of International Education	https://www.uvm.edu/oie
Registrar's Office	http://www.uvm.edu/~rgweb/
BHSC Department Website	http://uvm.edu/cnhs/bhsc
University Catalog	http://catalogue.uvm.edu/graduate/
University Policies relevant to Students	http://www.uvm.edu/~uvmppg/ppg/?Page=alphalist.php
University Student Support Services	http://www.uvm.edu/sss/

PROFESSIONALISM

Students are expected to adhere to professional standards in both their appearance and actions in the classroom and clinical settings. Students' professionalism begins when they start the program, not when they graduate. In general, codes for appearance and actions are established and adhered to in order to convey one's dedication to excellence, commitment to meeting obligations, and respect for peers, colleagues, professors, clinical instructors and/or patients and clients. Although the standards for appearance and actions may differ between the academic and clinical settings, students are expected to adhere to the policies set forth within each setting.

First and foremost, **students must adhere** to the Standards for Academic Integrity outlined in University policy (<http://www.uvm.edu/~dledford/academicintegrity.pdf>).

Faculty also expect students to show respect to peers and professors at all times. Approach professors with courtesy and respect for their position:

1. Set up advance appointments and use office hours to discuss issues with faculty;
2. Attend all required classes and enter on time;
3. Avoid getting up and leaving the room during lectures unless there is an emergency. (We will try not keep you sitting longer than 1 ½ hours at a time.)

4. Turn off cell phones prior to coming to class, clinic, or meetings with professors or peers.

HEALTH REQUIREMENTS

Students in the department's clinical programs must realize there is always an element of risk of exposure to infectious disease. Faculty and clinical staff make every effort to educate all students in appropriate modes of infection control in order to minimize these risks. Students are required to demonstrate immunity to certain diseases and participate in special health safety training workshops such as HIPAA, OSHA, and CPR training. The University is not responsible for medical costs resulting from injury or illness during clinical education experiences, or during any other curricular activity, unless this injury is due to negligence by the University.

STUDENTS' RIGHTS AND RESPONSIBILITIES

As a student member of the University, CNHS, and the BHSC Department communities, you have a variety of rights and responsibilities. Students studying in clinical programs may have additional responsibilities associated with their individual programs. Most of the information students need to understand concerning their rights and responsibilities is contained in the University Policies and Procedures websites:

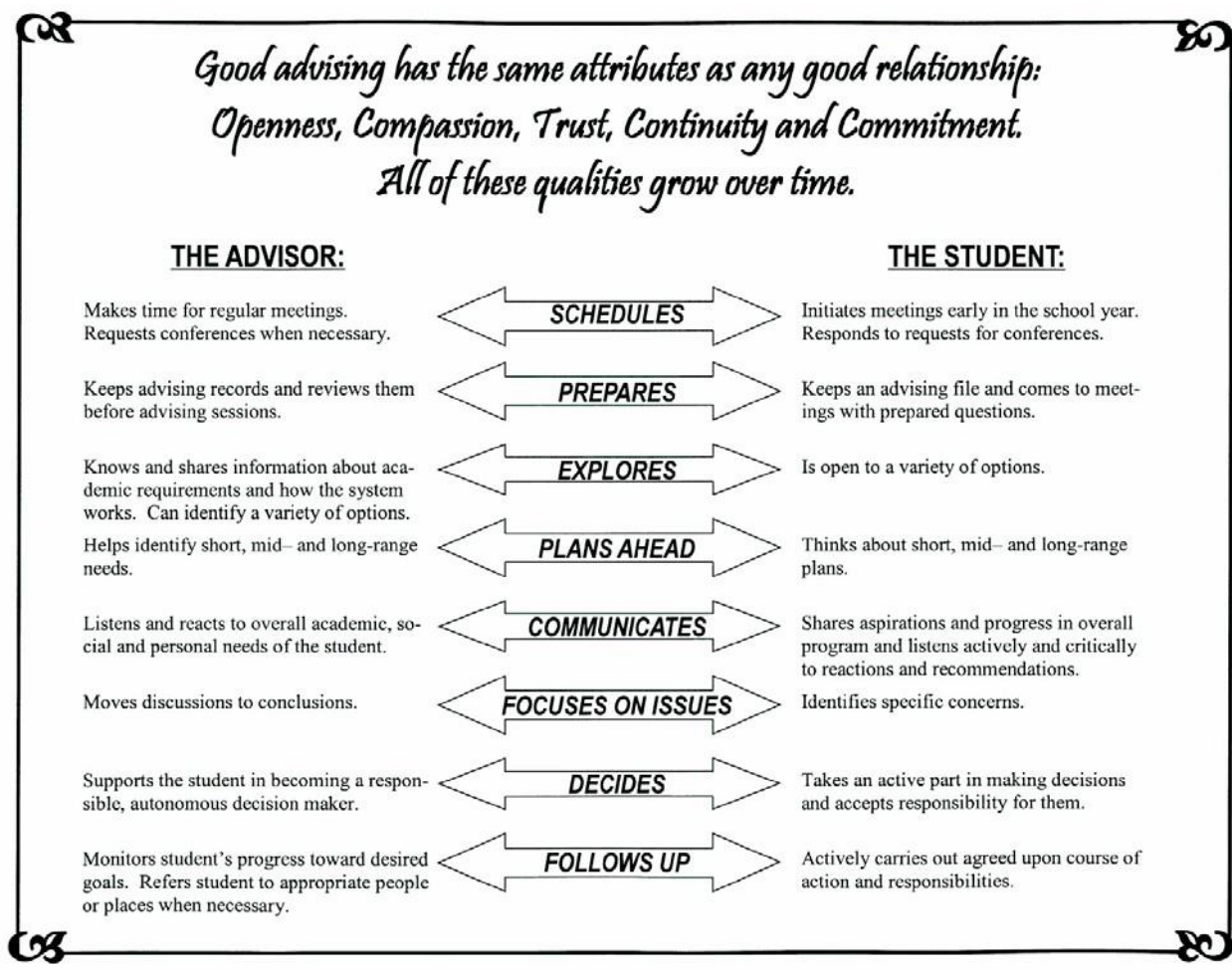
<https://www.uvm.edu/policies/?Page=alphalist.php>

<http://www.uvm.edu/policies/student/studentcode.pdf>

ADVISING

All students in the department have an academic advisor. The advisor is your own personal link to the department, college, and university and can help the student navigate and understand their rights and responsibilities, the requirements of their program and university, and the services available. (Refer to diagram below.) Although the ultimate responsibility for making decisions about educational plans and life goals rests with the individual student, the academic advisor assists by helping to identify and assess alternatives and the consequences of decisions. Advisors assist students in the development of educational plans; clarification of career and life goals; selection of appropriate courses and other educational experiences; interpretation of institutional requirements; evaluation of student progress toward established goals; and referral to and use of institutional and community support services.

Students provide evaluations of their faculty advisors and such evaluations are considered in reviews for reappointment, promotion, and tenure. The CNHS Office of Student Services oversees the responsibility for the evaluation process.



ALCOHOL AND DRUG USE

The University of Vermont provides services and programs for all students, faculty, and staff who need assistance confronting drug and/or alcohol abuse. Free and confidential assessments, referrals to on- and off-campus programs, and a variety of support groups are available. A student who needs assistance for a personal problem concerning his/her own use, or use by friends, family or associates, may approach any faculty or staff person at the university to seek help and information. All information will be held in the strictest of confidence. The UVM Alcohol and Drug Policy can be found at the following website:

<http://www.uvm.edu/~uvmppg/ppg/student/drugandalco.pdf>

CONFIDENTIALITY OF CLIENT/PATIENT INFORMATION

The Department of Biomedical and Health Sciences is committed to the maintenance of confidentiality based on ethical, legal, and moral responsibilities to protect the rights of individuals. As a student engaged in academic and clinical education experiences, there are many opportunities to access client /patient information both orally and through written and/or electronic records, on a need-to-know basis. This is termed a *clinical privilege*. Inherent in this privilege is a responsibility to maintain the confidentiality of this information and prevent disclosure of this information to others who do not need to know, nor should know, this information.

HIPAA (The Health Insurance Portability and Accountability Act) represents national legislation enacted in an effort to protect individuals' rights to privacy and confidentiality. MLS students must engage in training in HIPAA regulations.

Additionally, all patient information used for case studies, case presentations, or other teaching and learning purposes must be devoid of any other information that might allow the individual to be identified.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Student grades, letters of evaluation, attendance records, and private communications are treated as confidential materials in accordance with the requirements of the federal student records law known as FERPA. In general, the faculty follow the guidelines listed below:

1. Only those individual student records necessary for the fulfillment of teaching and advising responsibilities are kept by the faculty.
2. Student scores or grades are not displayed publicly.
3. Papers, graded exams, books, or lab reports containing student names and grades are not placed in publicly accessible places.
4. Student educational record information, including grades or grade point averages, are not shared with other faculty or staff members of the University unless their official responsibilities identify their "legitimate educational interest" in that information for that student.
5. Information from student educational records, including grades or grade point averages, are not shared with parents or others outside the institution, including in letters of recommendation,

without written permission from the student.

The University of Vermont FERPA Rights Disclosure can be found at:

<http://www.uvm.edu/~uvmppg/ppg/student/ferpa.pdf>

STUDENT CONCERNS

Students with a grievance about a course grade should follow the instructions outlined in the UVM Grade Appeals Policy found at:

<http://www.uvm.edu/oiew.uvm.edu/~uvmppg/ppg/student/gradeappeals.pdf>

Students with a concern or grievance regarding any aspect of the program may refer to the CNHS Student Concern Policy on the Handbooks, Forms and Policies page of the CNHS website:

http://www.uvm.edu/cnhs/handbooks_forms_and_policies.

PROGRAM EVALUATION PROCESSES

COURSE EVALUATIONS

All faculty will provide information about how to access and complete course evaluations and the expectations for completion. Students are expected to complete the course evaluations as a demonstration of professional responsibility.

EVALUATION OF CLINICAL PRECEPTORS

At the end of the semester the student clinician is asked to complete the Clinical Teaching Evaluation for each clinical instructor with whom they have worked. This feedback is used to improve the clinical practicum experience and to help clinical faculty continue to develop teaching and preceptor skills

EXIT FEEDBACK

At the end of the program, the department chairperson or designee convenes focus groups to solicit feedback from students who are about to graduate. Feedback about the program in general is sought in the spirit of continuous quality improvement. The feedback is summarized by themes and discussed by faculty after all grades are submitted. The feedback is attributed to the group of students and no individual names are attached to statements.

ACADEMIC POLICIES

There are many policies relevant to graduate students that can be found on the Graduate College Policy website: <http://catalogue.uvm.edu/graduate/academicenrollment/>

ACADEMIC STANDARDS

Each course syllabus indicates the prerequisites for enrollment in the course. Students must pass any prerequisite courses in order to gain entrance to a course. In order to enroll in clinical education courses, students must be in good academic standing and have passed all prerequisite courses. The University outlines these grade options for courses and their definitions in the Graduate College:

<http://catalogue.uvm.edu/graduate/academicenrollment/gradingpolicies/>

COURSE GRADING SCALE

A+	97 – 100	B+	87 – 89	C+	77-79
A	93 – 96	B	83 – 86	C	73-76
A-	90 – 92	B-	82 – 80	C-	70-72
D	less than 70				

Clinical education courses may have additional expectations for performance; which are outlined in each course syllabus.

LOW SCHOLARSHIP & DISMISSAL

Students are encouraged to seek help from instructors early in a term when it appears that their performance in a course may not be satisfactory. If health or family issues are the cause of the poor performance, students are encouraged to be proactive and to work with their faculty and academic advisor to make a plan for delaying assignments, making up work, or receiving incomplete grades.

Academic Dismissal: Students whose academic progress is deemed unsatisfactory at any time may be dismissed from the Graduate College by the dean upon consultation with the student's department or program. In addition, students may be dismissed if they receive two grades or more below a B (3.00), or they receive a U (Unsatisfactory) or UP (Unsatisfactory Progress) in Thesis or Dissertation Research, Seminar or Clinical Practicum. Students will be dismissed from the graduate program if they fail the comprehensive examination on both the first and second attempt or if they fail a thesis or dissertation defense on both the first and second attempt.

Professional Dismissal: Students whose professional integrity is deemed unsatisfactory at any time may be dismissed from the Graduate College by the dean upon consultation with the student's department or program. Breaches of professional integrity include, but are not limited to, violations described in the Misconduct in Research and Other Scholarly Activities policy, violation of the Code of Academic Integrity, and actions that violate the standards of professional practice in the discipline of study or in duties associated with an assistantship.

APPEALING DISMISSAL

Please refer to the Appeal procedures in the CNHS Low Scholarship Policy in the CNHS Student Handbook: https://www.uvm.edu/sites/default/files/media/2018-2019_CNHS_Undergraduate_Handbook_4.pdf

WITHDRAWAL, LEAVE OF ABSENCE AND FALLING OUT-OF-SEQUENCE

Students who may be out of sequence in their course of study, or are considering withdrawal or leave of absence from the University, should discuss and develop plans with their advisor.

WITHDRAWAL

Students who wish to withdraw from the University must notify their chair in writing. Students who have left the University for one semester or more must write to their chair to request readmission. Graduate students must also notify the Graduate Dean's Office in writing. Students who, prior to completing enrollment for all credit requirements, do not enroll for one or more credits for a period of one calendar year and are not on an approved leave of absence are deactivated from the college.

Reactivation into a program requires the approval of the program and the Graduate College. Students are reactivated to their program only as space is available. The reactivation process and procedures are outlined on the Graduate College website.

LEAVE OF ABSENCE

Officially registered and matriculated students may apply for a leave of absence if they are in good academic standing according to the policies on student standards in the department and CNHS. Students are encouraged to seek a leave rather than withdraw to keep options open for returning. Leaves are for professional, academic, or personal circumstances, and are subject to approval by the department chair and, in the case of graduate students, the Graduate College Dean. A leave of absence may be awarded for a period of up to one year. The leave suspends the time limit for master's students for the duration of the leave. It does not suspend the time limit for the completion of individual courses. The time limit for Master's degree completion is 5 years.

Students who successfully petition for a leave of absence are expected to understand the relationship between their leave and program of study. Therefore, a petition for a leave is sought only by students who, after consultation with their academic advisor, have carefully planned a sequence of courses, understand when particular courses are normally offered, and know the date

by which degree requirements must be completed. Students who take a leave of absence without a plan are not guaranteed a position in a class upon their return. When students plan to return from leave or to repeat required classes, they must notify the department chair in writing one month prior to the scheduled date of return. Students who do not enroll at the end of a leave of absence period will be considered withdrawn.

OUT-OF-SEQUENCE

Students who fall out of sequence with their original class cohort due to academic difficulty may return to repeat classes needed for progression in their program. As curricula change, returning students may need to take courses that were not required when the leave of absence was granted or when they were required to step out of sequence to repeat courses.

COURSE TRANSFER CREDITS, WAIVERS AND SUBSTITUTIONS

MINIMUM REQUIREMENTS

All students are required to complete mandatory coursework in pursuit of the M.S. in Medical Laboratory Sciences. This coursework includes content areas met by the following courses:

Track 1: <http://www.uvm.edu/sites/default/files/Masters%20in%20MLS%20TRACK%201rev.pdf>

Track 2: <http://www.uvm.edu/sites/default/files/Masters%20in%20MLS%20TRACK%202rev.pdf>

Comparable courses taken at the UG level through Continuing Education or at another institution **may** not need to be repeated and **may** make room for elective courses with faculty permission. Equivalent graduate level coursework, up to nine credits, may be waived if approved by the graduate program coordinator, reducing the total number of in-residence credits needed for completion of the program.

COURSE TRANSFER CREDITS

Formal academic courses completed at another accredited institution may be considered for course transfer credit. If approved, only the credits are transferred onto the transcript, not the grade. Students are allowed to transfer a maximum of 9 total credits with approval of the BHSC Department. Undergraduate courses are not accepted as transfer credits into the graduate program. In order to be considered for transfer credit, courses should meet all of the following:

- Approval by UVM MLS course instructor (*Complete form on last page of this document and submit to instructor with course syllabus attached.*)
- Grade of B or better
- Completed within 3 years of the time of transfer into the program

COURSE WAIVERS

Course waivers may be granted to students who have completed previous coursework and/or research comparable to certain required courses in the graduate program of study. In such cases, a student may petition the BHSC Department in advance and submit evidence of prior, comparable knowledge in order to waive the relevant course requirement(s). (*Complete form on last page of this document and submit to instructor with course syllabus attached.*)

If approved, the student need not take the relevant course(s). The waived course will not appear on the transcript.

SAFETY/EMERGENCIES

Students are responsible for following faculty instructions. If there is an accident or illness, students should report immediately to faculty who will assist them in completing an incident report. If students believe a hazard exists, they should report the hazard to their instructor. If the instructor takes no action to correct the situation, students should notify Risk Management directly (x63242 or risk.management@uvm.edu).

CAMPUS SAFETY

The University uses the **911** phone number for campus emergencies. Dialing 911 from an on-campus phone will connect you to a UVM Police dispatcher. The UVM Police dispatcher can contact the necessary emergency personnel for the particular situation. If using an off-campus phone or a cell phone, dial UVM Police Services at 656-3473. (From an off-campus phone or a cell phone, dialing 911 will contact the regional 911 emergency service.)

In the event of a **life-threatening emergency**:

1. Activate the emergency medical system by dialing **911**
2. Provide first aid or cardiopulmonary resuscitation (CPR) immediately if appropriate, and if qualified;
3. As soon as feasible, contact the department chairperson.
4. Within 72 hours of any incident, complete and submit an incident report form

(available in Pomeroy Room 305).

In the event of a **fire**:

1. Pull the fire alarm.
2. If it is safe to do so, close any door that could contain the fire.
3. Exit the building.
4. Find the nearest campus phone in a safe location and call 911. Give the UVM emergency dispatcher the exact location, nature of the fire, and your name.
5. If the post-stroke communication group is in session, please see the fire procedures that are posted in the classroom where the group meets. These procedures differ from the customary procedure for the building occupants.

COURSE CREDIT TRANSFER, WAIVER OR SUBSTITUTION FORM

Due first day of classes for semester. Please attach **official transcript** and **course syllabus/description** or supporting documents.

Student Name_ID# _____ Date _____

Local Address _____

E---Mail Address _____ Local Phone _____

MLS Advisor _____

UVM Course # and Title _____ to be _____ waived

to be _____ substituted

to be _____ transferred

Suggested Course Title meeting requirements _____

Institution _____

Year of Completion _____

Please submit a brief explanation of your request with justification that includes a comparison of the course content of the required course and your suggested course (e.g., from course description or syllabus) or work experience. (Please use reverse side if necessary.)

Student Signature

Date

Program Decision

APPROVE DENY NEED MORE INFORMATION
 TRANSFER WAIVER SUBSTITUTION

Reviewer _____

Date _____

Comments: