

CLS STUDENT POLICIES

WESTERN CAROLINA UNIVERSITY

CLINICAL LABORATORY SCIENCES PROGRAM

2008-2009**CLINICAL LABORATORY SCIENCES****STUDENT POLICIES****I. Criteria for Selection:**

1. Admission to the Western Carolina University
2. Eligibility to apply

Minimum qualifications for admission to the program include:

- A. An overall grade point average (GPA) of 2.0,
 - B. Completion of the following courses:
 1. MATH 130 (3), CHEM 140 (4), 241 (3), 242 (3), BIOL 292 or BIOL 293(4).
 2. Other liberal studies courses required by Western Carolina University.
3. Good health as evidenced by a recent physical
 4. Procedures

The typical full-time student will be able to complete the upper division of the program in four semesters with the normal CLS program cycle beginning each FALL SEMESTER.

- A. Entry to the CLS program involves submitting a formal application by candidates and a competitive selection process based upon completion of all required prerequisite courses, overall GPA, application materials, references, meetings with the CLS faculty, and the number of available clinical spaces. The number of class spaces is determined annually by the CLS program director, based upon available instructional resources both on campus and in affiliated hospital laboratories. The class limit is approximately 12 per year. Admission of qualified applicants is not guaranteed. Occasionally, extra students (up to five more than the number regularly admitted) may be admitted to the program but these individuals will be placed on waiting list status, which means they may not be able to start their clinical rotations on schedule and will be delayed one year in completing the CLS program. Students with wait-list status may enroll in and complete all campus-based CLS courses in the program. However, a student may be moved from the waiting list to the regular student list if a position becomes available for any reason. Students seeking admission to the CLS program should develop an alternative academic plan in the event that they are not admitted.

B. How students are admitted to the program

1. Students apply for admission by completing and submitting the CLS application materials and current advising transcript to the program director by February 15 of the semester prior to beginning the junior year of the CLS curriculum. Late applications will be considered as class size permits. The CLS program admissions committee selects students to fill available class positions and develops a waiting list if necessary. Their recommendations are submitted to the Program Director who will notify each applicant in writing by March 25 notifying them of their admission status.
2. Students admitted to the program are sent a letter indicating their admission status of full or conditional admission. If conditional status is deemed, the conditions must be spelled out in the letter. A copy of the CLS Student Policies accompanies the letter along with a form letter to the Program Director stating that the student has read and accepts the policies as well as their seat in the class. This signed letter must be returned and is filed in the student's advising folder.
3. In the event that all positions in the CLS program are filled for a given year, qualified applicants may be accepted and placed on a waiting list. The admission committee ranks applicants placed on the waiting list. If a position does not become available, the applicant's acceptance to the CLS program will be deferred to the next year. These applicants will have priority standing for positions in the next entering class.

II. Aims and Purposes:

The primary aim of the Clinical Laboratory Sciences Program is to provide a strong didactic background in all disciplines of the clinical laboratory on-campus, and place the CLS student in an academically oriented clinical facility where application of theories learned previously are possible while continuing to explore advanced theory.

Purposes

1. To provide a Clinical Laboratory Sciences Program that meets the academic standards of the University of North Carolina System.
2. To insure that when all requirements of the program have been met the graduate will be capable of functioning as a clinical laboratory scientist within clinical, public health, private, research or industrial laboratories.
3. To provide a program that meets the Guidelines and Essentials set forth by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
4. To instill a deep sense of professionalism among graduates that includes a devotion to duty, honesty, integrity, and a feeling of self-confidence and pride in their capabilities.

III. **Student Retention:**

In addition to university policies for academic suspension, the following stipulations will apply to Clinical Laboratory Sciences students during their professional sequence:

1. A minimum of 2.0 (C) in all professional courses. A "D" in any professional course will place the student on automatic academic probation and may be grounds for dismissal.
2. A minimum of 2.0 (C) overall GPA in the major must be maintained at all times. Failure to maintain a 2.0 average constitutes dismissal from the program.
3. An "F" received in required major course will lead to immediate dismissal from the program.
4. A student may be dismissed for attitudinal or disciplinary reasons should a complaint be submitted by a faculty member, Clinical Instructor, Clinical Coordinator, Medical Director, or Program Director.
5. Classroom or clinical training tardiness and attendance will be handled on an individual basis by the instructor in accordance with what is detrimental to course performance. Repeated tardiness or unexcused absence could be grounds for dismissal.
6. Absenteeism in the clinical training sites can be tolerated on occasion, but the student should call their immediate supervisor (Clinical Instructor or Clinical Coordinator) at the earliest possible time convenient to the supervisor. Failure to properly notify a superior will be counted as an unexcused absence.
7. If a student is not successfully progressing, that student will be dropped from the program and will be notified of that status by letter. No student is guaranteed readmission. Students must reapply by sending a letter to the program director requesting readmission giving reasons for the request. Each case will be considered individually and readmitted students may be required to repeat one or more CLS courses, undertake directed independent study or pass (a) reentry exam(s) consisting of material covered in CLS courses attempted previously.

IV. **Dismissal Policy:**

1. If a faculty member, Clinical Instructor, Clinical Coordinator, or Program Director has grounds for dismissal of a student from the Clinical Laboratory Sciences Program, a grievance may be lodged in writing to the admissions advisory committee via the Program Director.
2. After a grievance has been initiated, the Program Director will call a meeting of the admissions advisory Committee, which consists of the members of the admissions committee plus the Head of the Department of Health Sciences. (When

a grievance is lodged by a member of the committee, that person will be excused from the meeting.)

3. The case will be presented to the committee. The committee will have the option to make a recommendation or delay their decision pending further investigation.

4. Decisions of the committee will be in the form of recommendations to the Program Director who will take action.

5. The Program Director will forward any decision for dismissal to the Head of the Department of Health Sciences.

V. **Appeal of Dismissal:**

1. Dismissal from the program may be appealed by the student. The appeals process is detailed in the Student Handbook.

VI. **Grading System:**

1. Each professor has the option of using a plus/minus grading system adopted by the University in 1997. The criteria for plus minus grading will be published in the individual course syllabus.

2. At the beginning of each course, the student will receive a syllabus showing instructional design and behavioral objectives. Each syllabus will contain a weighting system for grading, class schedule exam schedule, absentee policy and other pertinent information for the course.

VII. **Code of Conduct:**

1. On-campus the following rules and regulations apply to clinical laboratory science students.

A. **Dress:** The dress code on campus will be casual street clothes. Shoes must be worn at all times in the classroom and student laboratory areas. Lab gowns and gloves provided by the program are required while performing student lab procedures. Eye protection will be provided when necessary.

B. **Hair:** The length of hair is up to the individual student; however, a caution that loose, dangling hair can be a safety hazard around open flames or continuously moving instruments. The Clinical Laboratory Sciences faculty reserves the right to ask that hair be pinned back when warranted.

C. **Food and Drink:** There shall be no eating or drinking in the student laboratory areas for obvious health reasons.

- D. Smoking: No smoking will be allowed in class or lab. Adequate breaks will be given in order for students to leave the lab area to smoke in designated areas.
 - E. General: Conduct within the classroom will be serious in nature while lecture or lab material is being presented. Professional behavior, which is expected of a clinical laboratory scientist in clinical situations, will be practiced on campus.
2. At the clinical affiliate sites:
- A. The student will abide by all rules and regulations of the clinical affiliate hospital.
 - B. Students will be oriented to hospital policies before they arrive and specifically briefed the first two days at the hospital.

VIII. Office Hours:

- 1. The Program Director will maintain an "open door" policy. When the Program Director is out of the office, a student may leave messages for the Program Director with the departmental secretary.
- 2. CLS faculty will operate on a similar "open door" basis. Appointments are appreciated for non-urgent matters, but are neither necessary nor practical when a problem needs attention.

General Guidelines for Clinical Laboratory Sciences Students

IX. Attendance Policy:

Unexcused absences will not be tolerated in lecture or laboratory. More than one absence without a valid reason may result in a grade cut or dismissal from the course. This will be left to the discretion of the instructor and the circumstances.

Arrangements for make-up work for excused absences must be initiated by the student preferably prior to the absence and completed within one week of the absence.

X. Assignment Policy:

All assignments are due on the scheduled date. One letter grade will be deducted for each day late. Written assignments will be graded on neatness and grammar as well as content. Poorly written papers may be returned to the student for rewriting.

XI. Communication Skills:

As professional students you are expected to adequately use grammar, spelling, and punctuation. If these skills are not properly demonstrated on tests and written assignments, students will be asked to seek remedial help on a voluntary basis at the proper campus facility such as the writing lab, reading lab, etc. If inadequate usage persists, a composition condition (CC) grade will be assigned for the course. If a student receives two CC grades, mandatory remediation will be required by enrolling in English 300.

XII. Hepatitis Policy

CLS students are required to either be immunized for Hepatitis B or sign a waiver of refusal to be immunized. We will be using live specimens in labs. If you are already immunized, you will need to provide proof. If not, you should begin your series of three injections over the summer. This will be at your expense. The Jackson County Health Department, in Sylva, will provide the series for a discounted price (approximately \$100). You must pay in advance for all three injections. You may choose to be immunized by your family physician or at a county health department near your home. If you have the first and second injection by August it will protect you. The third shot is a booster and comes six months after the first. The second injection is made one month after the first. When you come to school in August, you need give us your immunization card so we can make a copy for your file. Also, inform the campus Infirmary, so a copy can be placed in your health folder.

XII. Code of Ethics for CLS students.*

We, as students of Clinical Laboratory Science, will apply the following code of ethics to our actions toward patients, physicians, and hospital personnel in our clinical year of training and in our future work. This code will apply to our personal as well as professional attitudes and conduct.

As PROFESSIONALS we will:

1. assume a professional manner in attire and conduct.
2. establish a rapport with hospital staff, supervisors, and physicians.
3. hold in confidence information relating to patients.
4. strive for increased efficiency and quality through organization.
5. be willing to accept responsibility for our own work and results.
6. strive to learn the theories of laboratory determinations.
7. establish confidence of the patient through kindness and empathy.

In PERSONAL conduct we will:

1. achieve the highest degree of honesty and integrity.
2. maintain adaptability in action and attitude.
3. establish a sense of fraternity among fellow students.

4. strive to have a pleasant manner in the laboratory and with the patients.
5. remember that we are university as well as Clinical Laboratory Sciences students; therefore, we should strive to be educated individuals outside our technical field.

* Developed at the University of Florida by the class of 1967 and adapted for WCU in 1977.