



DEPARTMENT of  
MEDICAL AND MOLECULAR SCIENCES

MEDICAL LABORATORY SCIENCE  
STUDENT HANDBOOK

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In order to facilitate the success and ensure the welfare of students in the Medical Laboratory Science major and in their future careers as medical laboratory scientists, the policies stated herein have been adopted. Feel free to contact the Program Director if you have any questions concerning department policies.

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Please indicate your understanding of these policies by **signing** on the indicated spaces on **Pages 20, 21, and 22 and email the entire handbook with signed signature pages to Leslie Allshouse at [allshous@udel.edu](mailto:allshous@udel.edu)**. Once you are registered for PreCheck, please upload the **complete, signed document** to PreCheck. Thank you.

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## **DEPARTMENT OF MEDICAL AND MOLECULAR SCIENCES**

### **MISSION STATEMENT**

The Department of Medical and Molecular Sciences is committed to providing skilled, critically-thinking practitioners equipped to be future leaders in health sciences. In this pursuit, the Department is committed to active engagement of undergraduate and graduate students in experiential learning, to forming collaborative partnerships with educational, clinical, industrial and research experts locally and globally, to discovering innovative breakthroughs in research that contribute to the health and basic sciences body of knowledge, and to functioning as an expert resource regarding all issues related to Medical and Molecular Science.

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# **I. GOALS AND COMPETENCIES REQUIRED OF STUDENTS**

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It is the goal of the University of Delaware to encourage students to achieve their highest standard of scholarship and to help them assume responsibility for developing and achieving their own goals and objectives. In accordance with this, the primary educational goals of the Department of Medical and Molecular Sciences are to provide students with an excellent comprehensive education in medical laboratory science leading to a baccalaureate degree, to prepare students to function in career-entry, professional positions as medical laboratory science practitioners for the healthcare environment of the 21<sup>st</sup> century, and to prepare students to be life-long learners so as to remain current with advances in medical laboratory science.

The curriculum design assures student-oriented instruction in the theory and techniques of diagnostic laboratory procedures. The affiliate clinical laboratory practicums are a continuum of this specialized education and are designed to broaden the student's education and experience. This approach to education enables students to graduate from the University as medical laboratory scientists, prepared to enter the profession and eligible for national certification. Thus, the demonstration of specific professional, entry-level competencies is expected of students.

The Medical Laboratory Science Program's educational objectives, as listed below, encompass the pre-analytical, analytical, and post-analytical components of each area of laboratory services including clinical chemistry, hematology, hemostasis, immunohematology, immunology, microbiology, molecular diagnostics/genetics, phlebotomy, urinalysis, and body fluids. To accomplish the educational goals of the program and some of the general education goals of the University, the curriculum incorporates cognitive, psychomotor and affective competencies. Students are expected to demonstrate entry-level proficiency for the following competencies. After successfully attending lectures, completing assignments, performing analyses in student laboratories, and participating in clinical practicums, the student will be able to:

- Demonstrate proper procedures for the collection, safe handling, and analysis of biological specimens.
- Utilize scientific principles (e.g., physiology, immunology, biochemistry, genetics, microbiology, etc.), laboratory principles, and methodologies as they apply to clinical and medical settings.
- Perform laboratory testing with accuracy.
- Evaluate problems that impact laboratory services and take corrective action.
- Operate laboratory equipment properly, troubleshoot, and perform preventive and corrective maintenance.
- Utilize proper techniques in the performance of all laboratory testing.
- Interpret accurately laboratory test data and determine their clinical significance.
- Using statistical analysis, evaluate laboratory data.

- Apply principles of continuous assessment to all laboratory services.
- Utilize principles of quality assurance and quality improvement for all phases of laboratory services, i.e., pre-analytical, analytical, and post-analytical.
- Comply with established laboratory safety regulations and regulations governing regulatory compliance related to laboratory practice.
- Communicate, through oral and written skills, effectively and professionally to enable consultative and educational interactions with health care personnel, the public, and patients in order to function successfully as a member of the health care team.
- Demonstrate ethical behavior and professionalism and maintain confidentiality of patient information.
- Develop skills and knowledge to be life-long learners.
- Apply principles of educational methodology to educate providers and users of laboratory services.
- Evaluate published scientific studies utilizing knowledge of research design.
- Apply principles and concepts of laboratory operations to critical pathways and clinical decision making, performance improvement, dynamics of health care delivery systems in relationship to laboratory services, human resource management, and financial management.
- Demonstrate a commitment to the future of the medical laboratory profession through involvement in a national professional society.

### **General Education Goals of the University**

After successfully attending lectures and completing assignments in the liberal arts courses, the student will be able to:

1. Read critically, analyze arguments and information, and engage in constructive ideation.
2. Communicate effectively in writing, orally, and through creative expression.
3. Work collaboratively and independently within and across a variety of cultural contexts and a spectrum of differences.
4. Critically evaluate the ethical implications of what they say and do.
5. Reason quantitatively, computationally, and scientifically.

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## II. ESSENTIAL FUNCTIONS REQUIRED OF STUDENTS

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You have chosen to pursue a health care profession, where honesty and integrity are critical personal characteristics required both in academic studies and in the practice of the profession of Medical Laboratory Science. The Essential Functions are requirements of the Program, and they comprise physical, emotional, and professional/intellectual demands required of a medical laboratory scientist. Throughout your professional studies, you will be evaluated to assess your ability to meet these standards. The demonstration of these professional, entry-level competencies is expected from students.

The ***physical demands*** required of students include the ability to:

1. Perform manual laboratory procedures safely and with dexterity.
2. Operate state-of-the-art instruments and laboratory information systems, including proper use of computers and keyboards.
3. Read and employ information displayed on a computer monitor or in print, e.g., text, numbers, graphs, etc.
4. Use a binocular microscope and differentiate microscopic components for structural and color (shading/intensity) differences.
5. Describe the visual characteristics of bodily specimens and chemical and immunologic reactions, e.g., color, clarity, viscosity, agglutination, etc.
6. Perform delicate manipulations which require good eye-hand coordination, e.g., pipetting, use of inoculating loops, etc.
7. Utilize equipment for the safe collection of blood specimens from patients.
8. Participate in safe laboratory practices through one's ability to move effectively in the workplace, to access laboratory work areas, and to reach hospitalized patients and out-patients for the purpose of blood collection.

The ***emotional demands*** required of students include the ability to:

1. Perform laboratory procedures accurately and quickly even under stressful conditions.
2. Maintain composure and professionalism while providing appropriate laboratory services under stressful situations, such as time constraints, emergencies, rudeness, etc.
3. Utilize independent judgment and act logically in the performance of one's duties.
4. Organize and accept responsibility for one's work, including acknowledgement of errors or uncertainty and acceptance of constructive criticism.
5. Employ sufficient psychological stability to consistently and dependably utilize critical thinking in order to formulate and implement safe and ethical healthcare decisions in a variety of healthcare settings.

The *professional/intellectual demands* required of students include the ability to:

1. Communicate in a professional, positive, tactful manner with patients, physicians, nurses, other health care and non-health care employees, and fellow laboratory personnel.
2. Communicate, comprehend, and follow directions understandably in English as evidenced by verbal, written, and reading skills.
3. Communicate, through the use of assistive devices (e.g., hearing aids, phone receivers, etc.) if needed, so as to converse understandably in English.
4. Maintain patient confidentiality and exercise ethical judgment, integrity, honesty, dependability, and accountability in the performance of one's laboratory responsibilities.
5. Perform multiple laboratory tests simultaneously while maintaining efficiency, organization and accuracy.
6. Demonstrate the intellectual skills required to: comprehend scientific and medical information, perform mathematical calculations, analyze information, evaluate information, and use critical thinking skills to solve problems.
7. Maintain a well-groomed, neat, professional appearance.

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### III. HEALTH AND SAFETY REQUIREMENTS

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- **Laboratory Attire**

For health and safety reasons and to provide a professional work environment, the following restrictions are placed on laboratory attire:

1. Full length white lab coats that meet Occupational Safety and Health Administration (OSHA) standards must be worn zipped up or entirely fastened at all times in the laboratory.
2. Shorts, short pants, short skirts/dresses and open-toe shoes are not permitted. Legs should be covered to the ankle and the feet should be covered heel to toe.
3. Each student must provide their own safety supplies if not provided by the department including: approved lab coats and eye/face protection (goggles/safety glasses and face shield). NOTE: the Department of Medical and Molecular Sciences may provide some of these items.
4. Hair must be short or tied back at all times.
5. Additional requirements may be implemented due to current health concerns (e.g., COVID-19 pandemic).

- **Hazardous Substances**

Students should be aware that chemicals and biological substances that can be potentially hazardous are handled routinely in the course of clinical laboratory work. This includes chemicals and biologicals that are classified as reproductive hazards. The mishandling of reproductive hazards may

cause infertility, sterility or other undesirable health effects to you or to a developing embryo or fetus. If you have a particular health concern, it is especially important to discuss the materials you handle, whether they are biological or chemical, with your physician. All reasonable safety precautions are taken to ensure the safety of learners, and students are fully instructed in safe-handling procedures. The State of Delaware Right to Know Law, the Chemical Hygiene Plan, the University's Bloodborne Pathogen Program, Biosafety and Fire Safety for Laboratories are reviewed, and students are instructed in specific safety precautions in each course as necessary. Students are encouraged to contact the instructor or the Department of Environmental Health and Safety at 831-8475 to discuss any concerns related to the use of these materials, or for information and training related to safety. The ultimate responsibility for following such procedures and complying with safety guidelines lies with the student. Potentially hazardous materials that are handled include:

1. Pathogenic microorganisms
2. Human blood, urine, feces, and body fluids which may be possible sources of infectious disease (i.e., hepatitis B virus, HIV)
3. Corrosive and hazardous chemicals

Medical Laboratory Science students are expected to work with these materials, as these materials constitute the basis for the bulk of testing performed in clinical laboratories. **No exceptions (other than a specific medical reason) will be permitted.**

- **Health Requirements**

Students must meet the published essential functions of the program. To safeguard the health and safety of fellow students, faculty, and patients when performing educational activities on campus and in the clinical setting, students are required to have a routine physical examination before the start of the fall semester of junior and senior year. Students are required to submit documentation of the physical examinations, consisting of physician verification that the student appears to be free from disease or any impediment which would interfere with normal activity, study, or physical effort.

In addition, to provide supplemental support and training for students needing assistance with differentiating microscopic components for color (shading/intensity) differences, students are required to complete a screening test for color blindness administered by the Department of Medical and Molecular Sciences.

- **Immunizations**

Per University of Delaware requirements (subject to change), all students are required to submit documentation of full and complete immunization including any required boosters against the SARS CoV2/COVID-19 virus. Before starting the senior clinical practicums and by stated program deadlines, students are **required** to have specific testing and/or immunization (or documentation thereof) for tetanus, measles (rubeola), mumps, and rubella (MMR), varicella (chicken pox), hepatitis B virus, influenza (seasonal flu) and tuberculosis (2-step PPD/Tuberculin Skin Test or Quantiferon Gold). **Such immunizations and testing should begin as early as possible**, and information will be provided for related services available through Student Health Services at UD.

Students are required to submit documentation of immunity as evidenced by **positive immune titers** for several of these diseases. Additional information will be provided and students will be required to subscribe to *PreCheck* and **upload all required documentation** and additional practicum-related

documents to *SentryMD*. For the safety of patients, the affiliate institution has the right to refuse student participation in clinical practicums, if the student is unwilling to comply with immunization requirements.

**To participate in any clinical practicums, ALL testing/immunizations must be completed and submitted by the posted deadline.**

- **Health Insurance**

Students are required to have health insurance during the senior clinical practicums. Documentation of such must be provided to PreCheck/SentryMD when requested. In addition, students should be prepared to produce proof of health insurance during the clinical practicums upon request by a clinical instructor.

- **Drug Screening**

Students are required to complete a urine drug screening (UDS) prior to the commencement of the senior clinical practicums as indicated in information provided by the MMSC Director of Clinical Education. In the summer prior to senior year, information will be sent to students from the Department of Medical and Molecular Sciences with specific instructions about how and when to order and complete this testing. NOTE: Affiliated institutions have different requirements about the timespan between completing the UDS and starting a practicum at their site, so students are responsible for following these instructions to avoid the possibility of having to repeat the testing at their own cost. In addition, requirements from some hospitals may necessitate students completing more than one UDS to meet the institution's time constraints for testing vs. starting a rotation. For example, some sites want the UDS to be performed within a specific maximum number of days prior to starting there, so students may have to repeat the test to meet that institution's requirements. Students should be aware that the **results of the urine drug screening must be released to the affiliate institutions at which the students will be participating in clinical practicums**. For the safety of patients, the affiliate institution reserves the right to request a urine drug screening at or just prior to the commencement of the clinical practicum. Also, please **NOTE: Drinking excessive water just prior to submitting a specimen may invalidate the test and require a repeat test order/submission at the student's expense.**

In the event of a **positive drug screening**, the student will be referred to the University of Delaware's Student Wellness & Health Promotion for a substance abuse referral. The student is expected to schedule an appointment with Student Wellness & Health Promotion within 3 business days following the referral. Once the Medical Laboratory Science Program Director has been notified by Student Wellness & Health Promotion that the student has completed the sessions as recommended, the student must submit to a second drug screening with 24 hours' notice. The student will not be allowed to begin or continue clinical activities until documentation of a negative drug screening is provided. If the second screening is positive, it will be difficult to place the student in clinical practicums, the student's graduation date most likely will be postponed as a result and the student may have difficulty obtaining employment as a medical laboratory scientist.

Again please NOTE that excessive water consumption just prior to submitting a urine sample for the urine drug screening may result in a **"Negative-Dilute"** result. **This will require ordering, paying for and completing another urine drug screening.** Please plan accordingly for your urine drug screening.

- **Criminal Background Check**

Students are required to complete a criminal background check prior to the commencement of the senior clinical practicums. In the summer prior to senior year, information will be sent to students from the Department of Medical and Molecular Sciences with specific instructions about how and when to order and complete this requirement. Documentation of such must be provided by to PreCheck/SentryMD prior to the deadline to ensure timely start for the clinical practicum. **Students should be aware that the results of the criminal background check must be released to the affiliate institutions at which the students will be participating in clinical practicums.**

### **Other Requirements**

There are some requirements that are specific to certain affiliate institutions, including but not limited to: child abuse registry investigation and adult abuse registry investigation. Students attending clinical practicums at these institutions must meet these requirements as well. These requirements are subject to change as the requirements of the affiliate institutions change.

- **Important Notes**

1. Students should be aware that results from the criminal background check, urine drug screening, child abuse registry investigation and adult abuse registry investigation could negatively impact the student's ability to participate in the clinical practicum courses. In addition, candidates applying for employment in healthcare are typically required to undergo a criminal background check and urine drug screening. Each student should use sound judgment and avoid situations which could result in poor decisions. Failure to do so could jeopardize the student's ability to complete the Medical Laboratory Science degree and may impact on future employment in healthcare.
2. **Failure to complete immunizations, other testing, drug screening and criminal background checks within specified time periods could negatively impact the completion of clinical practicums and delay graduation.**

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## **IV. ACADEMIC REQUIREMENTS**

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- **Grading**

**The student must obtain a grade of C- or higher in each of the Department of Medical and Molecular Sciences (MMSC) courses and a grade of P (Pass) in the undergraduate clinical practicum courses to progress in the major. A grade of C- requires attainment of a minimal grade of 70%. In Pass/Fail courses, a grade of P requires attainment of a minimal grade of 70%. MMSC course grades are NOT curved. NOTE: Most MMSC courses are offered only once per year. Needing to repeat a course/courses may result in a delay in graduation. See below.**

In the event a grade of less than C- is earned in one or more of the Medical Laboratory Science courses, the student should refer to the "Department of Medical and Molecular Sciences Student

Readmission and Appeal Policies.” This document follows in section VI. This could result in a **delay of graduation**. Methods of grading will be defined for each course at the beginning of the course. Students should become familiar with the methods of grading at the start of each course.

**NOTE:** In accordance with University policy as of completion of this handbook, if available **and pre-approved by the department**, courses taken at another institution prior to and through Spring 2022 must achieve a grade of C or better to transfer (a grade of C- is not acceptable). For courses taken after Spring 2022, a grade of “C-“ is acceptable for transfer to UD. For course transfer information see <http://www.udel.edu/registrar/transfer/transins.html>. Please note that there may not be comparable courses deemed equivalent to the upper level MMSC courses in the Medical Laboratory Science curriculum at other institutions. It is up to the student needing to repeat a course to identify a potential transfer course and submit the course syllabus with the required information found on the [Transfer Credit](#) website prior to enrolling in the course to ensure that it will be accepted by the Medical Laboratory Science program director/faculty for substitution. By failing to do so and taking a course at another institution prior to getting approval, the student risks spending resources for a course that may not satisfy the requirement.

- **Laboratory Attendance**

**Punctual attendance is required at all Medical Laboratory Science student laboratory sessions.** If a student cannot attend due to illness, death of a family member, a personal emergency, or observance of a religious holiday, the student **must** notify either the instructor or the Department office (831-2849) of his/her absence **prior to** the start of the laboratory session. For observance of religious holidays, guidelines provided by the University administration will be followed to determine excused absences and make-up work. Failure to properly provide documentation of excused absence results in the same penalty as an unexcused absence. Authority for excusing class absences rests with the instructor who may request documentation. The student should be prepared to show documented evidence of illness (i.e., note from a physician or the Student Health Services verifying the student’s illness) or of a serious emergency upon request. Upon the student’s return to class, the student should consult the appropriate instructor to schedule make-up work. Please be aware that each laboratory requires meticulous preparation and many of the specimens and/or reagents used are unstable, thus making it difficult or impossible to re-create a laboratory session for a single student.

Any unexcused absence from a laboratory session will result in a grade of "0" for all the work associated with that session, including the professional performance evaluation, laboratory worksheets, pre-laboratory questions quiz and/or the laboratory report. Examples of unexcused absences from a laboratory session include but are not limited to: scheduling routine medical and dental appointments, scheduling employment-related appointments, expanding spring break or Thanksgiving break beyond its allotted time, or scheduling other travels or entertainment (concerts, etc.) for personal reasons.

- **Lateness**

The student is expected to be prepared and at their laboratory bench with materials ready by the announced start of the laboratory session. If the student is not present when the laboratory begins, the student may not be permitted to participate in the laboratory session and will receive a grade of "0" for all the work associated with that session, including the professional performance evaluation, laboratory worksheets, pre-laboratory questions quiz and/or the laboratory report. The lab session will not be rescheduled.

- **Lecture Attendance**

**Attendance at all Medical Laboratory Science lecture sessions is highly recommended.** The student must abide by the regulations set forth in each Medical Laboratory Science course, so the student should consult the **policy contained in each course manual**. In general, absence from class due to illness, death of a family member, a personal emergency, or observance of a religious holiday will constitute cause for an excused absence. Examples of unexcused absences include but are not limited to: scheduling routine medical and dental appointments, scheduling employment-related appointments, expanding spring break or Thanksgiving break beyond its allotted time, or scheduling other travels or entertainment (concerts, etc.) for personal reasons. Instructors/faculty have set policies in place in their courses and the student is required to follow these policies.

- **Examinations are scheduled by the instructor within the class period.** Students are expected to be in the class prepared to begin the exam **at the stated start time** for the examination, including hourly (formative) exams and the final exam. The instructor may require students arriving late to an exam to receive a grade of zero (0) or to take the exam at a scheduled later time using a makeup exam at their discretion. Excused absences from any exam **MUST** be communicated and documented prior to the scheduled start of the exam and will be reviewed and decided upon by the instructor.

- **Comprehensive Examination**

Each student is required to successfully complete a comprehensive examination in the spring semester of the senior year to be certified as having completed an approved course of study in Medical Laboratory Science, thus becoming eligible for the ASCP BOC (American Society for Clinical Pathology Board of Certification) national certification examination. Criterion for successfully completing the comprehensive examination is defined as obtaining a minimum grade as determined by the instructor in each/every discipline section. The grades from each discipline will be incorporated into the final grade for MMSC 480 Senior Seminar II, which requires a grade of C- (minimum grade of 70%) to pass the course.

Students will be tested using a computerized examination method in each of the following areas: clinical chemistry, genetics and molecular diagnostics, hematology/hemostasis, immunohematology, immunology/virology/serology, leadership and education, microbiology (bacteriology, mycology, parasitology), and urinalysis/body fluid analysis on the original comprehensive examination. This may be scheduled as an in-person examination as determined by the instructor. No excused absences will be permitted, and the date of the Comprehensive Examination will be determined several months prior to the scheduled exam. Students **MUST** earn a minimum grade as determined by the instructor in each content area. In content areas where the grade achieved is less than the minimum grade required, students will be required to **take a re-examination** for the purpose of achieving a minimum grade required in those disciplines in which the original minimum grade was not achieved. Re-examinations will be scheduled in advance by the instructor and excused absences will not be accepted for this purpose. The retake examination may be administered electronically or via hard copy examinations as determined by the instructor, and will be different exams from the original Comprehensive Examination.

Historically, only one retake examination for each discipline section has been allowed. The Department is working on some revised success strategies so this is subject to change, and multiple attempts on the Comprehensive Examination may be required regardless of initial scores. The faculty of

the Department of Medical and Molecular Sciences are dedicated to students' success and are available for assistance and support each student toward successful completion of these examinations.

In addition, graded practice examinations may be administered in both senior seminar courses (MMSC418 and MMSC480) and will be incorporated into those course grades as indicated by the course syllabi. A required review workshop will be conducted by the faculty of the MMSC department and student attendance and participation will be required.

**Note:** Graduating from the University with a Bachelor of Science degree is **not** contingent upon the student passing a national certification examination or licensure examination.

- **Reporting a Concern**

Sometimes students have concerns - they may be related to policies, academic integrity or other behavioral concerns of peers, instructors or course delivery, or other concerns that do not fall within the guidance of the [Office of Community Standards and Conflict Resolution](#). As a developing and future healthcare professional, it is important to learn and follow the appropriate course of action and reporting protocols should these issues arise. In the Department of Medical and Molecular Sciences, should a concern develop, the issue should be handled in the following order:

- **Course related issue:** 1) Course Instructor; 2) Program Director (see Administrative Officials section); 3) Department Vice Chair or Department Chair.
- **Student issue unrelated to a course:** 1) Academic Advisor; 2) Program Director (see Administrative Officials section); 3) Department Vice Chair or Department Chair; 4) CHS Undergraduate Student Services – Senior Assistant Dean or Assistant Dean.
- **Other issues unrelated to a course:** 1) Academic Advisor; 2) Program Director (see Administrative Officials section); 3) Department Vice Chair or Department Chair; 4) CHS Undergraduate Student Services – Senior Assistant Dean or Assistant Dean.

There are also many resources on campus available to students for assistance, including but not limited to:

- **Academic assistance, tutoring, coaching** – [Office of Academic Enrichment](#) (see “Our Services”); [Writing Center](#); [Mathematical Sciences Learning Laboratory](#); and the Department often offers free tutoring services. Instructor office hours are a great place to start as well.
- **Personal concerns** – [Office of Disability Support Services](#); [Office of International Students and Scholars Services](#) (including obtaining a CPT prior to starting clinical practicums for international students); [Student Health Services](#); [Center for Counseling and Student Development](#) (includes Health and Wellbeing); [CHS Undergraduate Student Services](#) (including emergency absence excuse for greater than 1-2 days or for some leave-of-absence requests); [Dean of Students](#) office (leave of absence or withdrawal information, emergency assistance and other help).

- **Student Grievances and Disciplinary Action**

Honesty and reliability are essential in the profession of Medical Laboratory Science, and these qualities are emphasized in all of the undergraduate professional and clinical courses. Students should become familiar with the [Student Guide to University Policies](#). Any incidence of personal misconduct, suspected cheating on an examination, plagiarism, or any other form of academic dishonesty by a student will be communicated to the [Office of Community Standards and Conflict Resolution](#). If warranted, the

incident may be adjudicated as indicated by the [Conduct Process](#). Determination of misconduct may result in an F in the course and automatic dismissal from the Medical Laboratory Science major.

During clinical practicums, any student grievance shall be discussed with the site Clinical Instructor first, and the site Clinical Coordinator, if necessary. If a problem is unresolved, the Technical Laboratory Director, Laboratory Clinical Coordinator, Section Supervisor, Clinical Instructor, MMSC Director of Clinical Education and/or MLS Program Director, and the student will meet to discuss the matter of concern.

Students should be aware that clinical affiliates maintain the right to remove a student from the clinical practicum if student behavior is violative of existing rules and regulations of that facility, or if the student's behavior is in any way disruptive or detrimental to the hospital/laboratory, employees or patients. If the student is removed from a clinical facility, the student would not complete that practicum resulting in a grade of F. While the student will not be re-instated at that facility, the student has the right to grieve his/her case to the [Office of Community Standards and Conflict Resolution](#). If the [Office of Community Standards and Conflict Resolution](#) finds in favor of the student, the F will be removed and the student can complete the practicum at another affiliate; however, this would result in a delay in graduation. If the [Office of Community Standards and Conflict Resolution](#) does not find in favor of the student, this would result in a delay in graduation and the inability to achieve a degree in Medical Laboratory Science.

Student grievances are handled according to the policies of the Department of Medical and Molecular Sciences, the College of Health Sciences, and the University at large. Students should refer to the [Student Guide to University Policies](#) for detailed information on academic and non-academic grievance procedures.

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## V. CLINICAL EXPERIENCE

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- **Overview**

Christiana Care and other clinical affiliates provide supervised, structured, diagnostic laboratory experience in winter and spring terms of the senior year. Typically, most of the class has the advantage of having undergraduate clinical experience in the laboratories of Christiana Care and at least two other clinical affiliates, but this will vary based on site availability and other factors. Supervised clinical education practicum assignments are made during the fall semester of senior year for rotations that begin in January and continue through the end of May. Student schedules will depend in part on timely completion and submission of all required documents.

- **Expenses**

During the clinical practicum period, students should plan for added expense for 1) transportation (gas, car expenses, train, etc.) and uniforms and 2) living off-campus near a clinical site for at least a four-week rotation during the senior year when the commuting distance is excessive. *PreCheck/SentryMD* require a fee for service (one time) and documentation of work and evaluations completed during the clinical practicum site require a subscription to *Trajecsyst* for the length of the

clinical practicum period(s). There are also review book/material costs associated with the clinical practicum courses.

- **Guarantee of Clinical Assignment**

The Medical Laboratory Science Program guarantees all students, who begin the medical laboratory science (MLS-BS) major in junior year, that sufficient affiliate sites will be available for senior clinical practicums so as not to impact negatively on expected graduation dates. By utilizing multiple affiliates, unexpected situations at affiliate sites should not impact on student practicum placements.

However, a remote possibility remains that a situation out of the control of the Program could occur. If a major unforeseen event at an affiliate or in the region should occur at the time of the senior practicums, every effort will be made for the student to complete the applied experience during Summer Session at no additional tuition expense. In the latter case, graduation would be postponed until the summer graduation cycle. Delays related to insufficient passing grades and/or conduct-related incidents do not fall under this category.

- **Senior Clinical Practicum Attendance and Housing**

The student should report to his/her clinical practicums **eight hours a day (excluding lunch and breaks) for five days a week** for 20 days per rotation period. Exact times will be arranged by the individual laboratory supervisor. If time is missed for an excused absence, it will be made up at the convenience and discretion of the affiliate instructor (i.e., during the flex days at the end of the rotation period or another suitable time as determined by the affiliate instructor). In general, absence from clinical practicums due to illness, death of a family member, a personal emergency, or observance of a religious holiday will constitute cause for an excused absence. Authority for excusing such absences rests with the clinical instructor who may request appropriate documentation. Examples of unexcused absences include but are not limited to: scheduling routine medical and dental appointments, scheduling excessive personal appointments, expanding spring break beyond its allotted time, or scheduling other travels for personal reasons. **Any time missed that cannot be made up during the spring semester may result in completion of the rotation period at a later date with postponement of graduation.** The student should note **that spring break during the senior clinical practicum period does *not* currently coincide with the University calendar.** Senior students will participate in spring break in mid-March following the end of the second rotation period. Thus, the week of spring break will fall between the second and third rotation periods. Students should block out the entire practicum schedule periods including any flex/make-up dates as it is important to be available and prepared to complete all necessary clinical practicum time as scheduled by the clinical education coordinator to meet graduation requirements. Do not assume there will be no illness or other emergency-related absences and schedule other activities or travel on the flex/make-up dates on the clinical practicum calendar.

**NOTE: Residence halls will be closed during the regularly scheduled spring break. *Alternate housing arrangements must be made by students residing in the residence halls during this period.* One option is to contact Housing Assignment Services early to explore the availability of vacation housing at: [http://www.udel.edu/reslife/community\\_living/breaks.html](http://www.udel.edu/reslife/community_living/breaks.html). This is the responsibility of the student.**

The student should make every effort to schedule employment-related interviews/orientation and interviews for post baccalaureate education only during time off – spring break, other non-clinical days as available. In the event such scheduling is out of the student's control and cannot be accomplished in

non-clinical days, the student must provide the contact name of the individual mandating such scheduling to the MMSC Director of Clinical Education well in advance (at least 3-5 days), and to the affiliate instructor. The student must receive permission from the affiliate instructor to be absent from the rotation period, and the missed time must be completed during the semester which may involve spring break to graduate on time.

All missed time from the clinical rotations that was not previously arranged requires the notification (via phone) of the affiliate Clinical Coordinator AND the MMSC Director of Clinical Education Coordinator **before the start of the scheduled workday**. All absences must be documented on the *Clinical Practicum Attendance Record through Trajecs*. Students should be prepared to show documented evidence of illness or serious emergency upon request.

- **Clinical Practicum Evaluation**

Evaluation of clinical practicum performance includes various assessment tools including professional performance. Each practicum should be viewed as a separate course and an opportunity to learn as much as possible, while also demonstrating skills and knowledge gained in the University phases of instruction, and demonstrating safe, professional and ethical behavior. Reviewing and preparing for practicums is essential to make a good and lasting impression on your clinical instructors. Examples of unsafe or unethical/unprofessional behaviors to avoid include:

- Persistent errors in performing manual or automated testing after instruction is provided (take notes)
- Falsification of records, results, quality control, assignments or other activities
- Cheating or using unauthorized resources to complete tasks (clarify which resources are available first)
- Threats to the safety of patients/visitors/self/peers/instructors/staff
- Violation of HIPAA rules of confidentiality, including inappropriate use of social media
- Participation in clinical or educational experiences under the influence of alcohol and/or unprescribed drugs/medications
- Consistent lack of preparation for clinical experience
- Use of cell phones or other electronic devices for personal use while engaged in the clinical practicum experience

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## VI. STATE LICENSURE

If interested in practicing outside the state of Delaware, candidates are responsible for ensuring compliance with other states' laws/statutes relative to licensure. At minimum, a candidate must apply for licensure through that state's licensure board for clinical/medical laboratory scientists.

Steps to follow in seeking a clinical/medical laboratory scientist license are:

- Early in your academic career, visit the state licensure board in the state in which you want to apply for your initial licensure and review the application requirements for that state. Web-links or contact information for each state are available through the [ASCLS](http://www.ascls.org) website ([www.ascls.org](http://www.ascls.org)). Please NOTE: The University of Delaware Medical Laboratory Science

program will prepare students for success on the ASCP/Board of Certification (with adequate student preparation and engagement). **Successful completion of the University of Delaware Medical Laboratory Science program does not guarantee that state licensure requirements of all states requiring licensure will be met.** It is the STUDENT'S responsibility to determine what the requirements are in advance of completion of the degree at the University of Delaware and to work with the Director of Clinical Education and the student's academic advisor to ensure completion of those requirements. California requires a full year of clinical practicums or work experience to qualify for CA licensure as a clinical laboratory scientist as well as other requirements. This is one example.

- Some states will require verification of clinical practicum completion. Contact the Medical Laboratory Science Program Director for completion of forms or documents requiring an official university signature.
- All applications for licensure will require an official transcript indicating conferral of your degree. Requests for official transcripts are completed online through UDSIS or [Registrar's Office](#). Please note through the Registrar's website the actual date of conferral of the degree on the transcript prior to requesting official transcripts.

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## VII. STUDENT READMISSION AND APPEAL POLICIES

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Progression in the medical laboratory science major requires that the student receive a final grade of C- or higher in each MMSC course. A student who receives less than C- in one MMSC course may continue in the major contingent on the guidelines outlined in "Progression" below. To avoid problems that may impede progression in the major, a student who finds themselves in academic difficulty is encouraged to seek assistance from the Office of Academic Enrichment and the Center for Counseling and Student Development.

- **Progression**

If a student receives less than C- in one MMSC course, the student must complete the following procedure:

1. The student will indicate in writing a plan for progression in the major to the Program Director within five working days after notification of the final grade.
2. The student may retake a MMSC course at the University of Delaware that they did not successfully complete. The student must earn a grade of C- or higher in the course.

3. The student will be permitted to repeat a comparable MMSC course at another institution provided that it meets the approval of the faculty member who teaches that discipline. Courses from other institutions will not be substituted as the initial course requirement; see above under GRADING.

**NOTE:** In accordance with University policy, courses taken at another institution must be graded C- (effective Fall 2022, prior to that a grade of C or better is required for transfer courses). For course transfer information see <http://www.udel.edu/registrar/transfer/transins.html>.

- **Appeal**

If a student receives less than C- in more than one MMSC course, they may begin a formal appeal process as outlined below. Each appeal will be reviewed on an individual basis.

1. The student will submit written documentation of extenuating circumstances to the Program Director for review by the Department of Medical and Molecular Sciences Undergraduate Program Committee within five working days after notification of the final course grade.
2. The Undergraduate Program Committee, upon review and careful examination of the documentation, will vote to permit or deny the student's appeal for reinstatement into the Medical Laboratory Science major.
3. If the student's appeal is granted, the student must follow steps 2 through 3 as indicated in "Progression" section.
4. A plan of corrective action that addresses the academic difficulties of the individual will be developed and must be agreed upon by the student.

## STUDENT SIGNATURE

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**It is the student's responsibility to read and understand the policies in this document.**

I HAVE READ AND UNDERSTAND THE REQUIREMENT TO COMPLETE A CRIMINAL BACKGROUND CHECK AND URINE DRUG SCREENING PRIOR TO COMMENCEMENT OF THE SENIOR CLINICAL PRACTICUMS. MY SIGNATURE ATTESTS THAT I AUTHORIZE THE DEPARTMENT OF MEDICAL AND MOLECULAR SCIENCES TO RELEASE THE RESULTS OF THE CRIMINAL BACKGROUND CHECK AND URINE DRUG SCREENING TO THE AFFILIATE INSTITUTIONS AT WHICH I WILL BE PARTICIPATING IN CLINICAL PRACTICUMS.

I HAVE READ AND UNDERSTAND THE ESSENTIAL FUNCTIONS REQUIRED OF STUDENTS. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO NOTIFY THE PROGRAM DIRECTOR IN THE EVENT THAT I CANNOT FULFILL THE REQUIREMENTS AS OUTLINED IN THE ESSENTIAL FUNCTIONS. MY SIGNATURE ATTESTS THAT I UNDERSTAND THE REQUIREMENTS OF THE ESSENTIAL FUNCTIONS, AND I CERTIFY THAT I AM ABLE TO FULFILL THEM.

MY SIGNATURE ATTESTS THAT I HAVE READ AND UNDERSTAND ALL OF THE POLICIES RELATED IN THIS DOCUMENT FOR PROGRESSION IN AND COMPLETION OF THE MEDICAL LABORATORY SCIENCE PROGRAM.

\_\_\_\_\_  
**WITNESS to Student's Signature      Date**  
**(Parent or guardian can be a witness.)**

\_\_\_\_\_  
**Student's Signature      Date**  
**MEDICAL LABORATORY SCIENCE STUDENT**

\_\_\_\_\_  
**Please Print Student's Name**

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## RELEASE FOR TRAINING AND PARTICIPATION IN VENIPUNCTURE

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I, the undersigned student of the University of Delaware's Medical Laboratory Science Program,

UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that as part of the instruction that I am to receive as part of the University of Delaware's Medical Laboratory Science Program, I will be asked to draw blood by venipuncture or by finger stick on other medical laboratory science students, and that such other medical laboratory science students will be asked to practice drawing blood by venipuncture or by finger stick on me;

UNDERSTAND AND HEREBY EXPRESSLY ACKNOWLEDGE that these activities might, under some circumstances about which I have been advised, pose certain dangers, including, but not limited to, the exposure to such diseases as HIV/AIDS and Hepatitis and, therefore, involve the risk of serious injury or death;

HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the University of Delaware, its officers, agents, servants, employees, assigns, or successors, or students of the University of Delaware's Medical Laboratory Science Program, from any and all liability, claims, demands, actions or causes of action arising out of any damage, loss or injury to my person or my property or resulting in my death, while enrolled in the University of Delaware's Medical Laboratory Science Program and participating in the activities contemplated by this RELEASE, whether such loss, damage, or injury is caused by the negligence of the University of Delaware, its officers, agents, servants, employees, assigns, or successors, or students of the University of Delaware's Medical Laboratory Science Program or from some other cause;

HEREBY ASSUME FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE that I suffer while enrolled in the University of Delaware's Medical Laboratory Science Program and participating in the activities contemplated by this RELEASE, caused by the negligence of the University of Delaware, its officers, agents, servants, employees, assigns, or successors, or students of the University of Delaware's Medical Laboratory Science program or otherwise;

HAVE READ AND VOLUNTARILY SIGN THE RELEASE AND WAIVER OF LIABILITY, and further agree that no oral representations, statements of inducement apart from the foregoing written agreement have been made.

\_\_\_\_\_  
**WITNESS to Student's Signature      Date**  
(Parent or guardian can be a witness.)

\_\_\_\_\_  
**Student's Signature      Date**  
**MEDICAL LABORATORY SCIENCE STUDENT**

\_\_\_\_\_  
**Please Print Student's Name**

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## STUDENT AGREEMENT

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As a student of the University of Delaware, I understand that I may be asked to perform tasks that might pose a risk of exposure to Bloodborne Pathogens causing such diseases as HIV/AIDS and Hepatitis, which can lead to serious illness or death. Accidental exposure to human blood or other potentially infectious materials (OPIM) must be reported immediately. I understand that I will be directed to obtain a risk evaluation, conducted by a clinician familiar with post-exposure evaluation and treatment, which is recommended by Centers for Disease Control and Prevention (CDC) and if deemed necessary, initiation of post-exposure prophylaxis (PEP). The CDC specifically recommends that PEP be initiated within two hours of HIV exposure to prevent disease transmission. **I understand that I am personally responsible for the cost of the post-exposure medical management and treatment and that the University of Delaware is in no way responsible for these expenses.**

\_\_\_\_\_  
**WITNESS to Student's Signature      Date**  
**(Parent or guardian can be a witness.)**

\_\_\_\_\_  
**Student's Signature      Date**  
**MEDICAL LABORATORY SCIENCE STUDENT**

\_\_\_\_\_  
**Please Print Student's Name**