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**INFORMATION FOR:
 TRANSFER STUDENTS TO BS IN MEDICAL LABORATORY SCIENCE**

THIS APPLICATION IS FOR STUDENTS WHO ARE TRANSFERRING TO STEVENSON UNIVERSITY TO COMPLETE A BACHELOR OF SCIENCE DEGREE AND PLAN TO APPLY FOR ADMISSION TO THE MEDICAL LABORATORY SCIENCE (MLS) PROGRAM. **APPLYING FOR ADMISSION TO STEVENSON UNIVERSITY IS A SEPARATE PROCESS FROM APPLYING TO THE MLS PROGRAM.**

1. **TRANSFER STUDENTS MUST FIRST BE ACCEPTED TO STEVENSON UNIVERSITY BEFORE CONSIDERATION BY THE MEDICAL LABORATORY SCIENCE ADMISSIONS COMMITTEE.**
2. **TO APPLY TO THE MLS PROGRAM:**
 - a. Student *must have completed or be currently enrolled in the prerequisite courses listed below* at the time of application to the MLS program.
 - b. *If student has completed or is currently enrolled in the prerequisite coursework below, applications to the University and to the MLS Program may be submitted concurrently. **Please note:** The University needs enough time to act on your application for admission to the University *prior to* consideration by the MLS Admissions Committee.*
 - c. A complete *Application for Admission*, including personal statement, 2 recommendations, and *Courses in Progress Form* (if applicable) **must be received no later than March 1. An incomplete file will not be processed.**

FOR A COMPLETE DESCRIPTION OF THE ADMISSION REQUIREMENTS FOR THE UNIVERSITY AND TO THE MEDICAL LABORATORY SCIENCE PROGRAM GO TO: <http://www.stevenson.edu/academics>.

Prerequisite Courses	Credits
General Biology	4
Microbiology	4
Human Anatomy & Physiology	8
Genetics	4
General Chemistry I & II	8
Organic Chemistry I OR Biochemistry	3
College Algebra	3
Statistics	3
English	6
Humanities/ Fine Art	6
Social sciences	6
Communications	3



INSTRUCTIONS TO APPLY FOR ADMISSION: TRANSFER STUDENTS BS IN MEDICAL LABORATORY SCIENCE

The Medical Laboratory Science (MLS) Program accepts only 10 students per class to continue into the junior year of the Medical Laboratory Science major. Selection is determined by the Medical Laboratory Science Admissions Committee. Applicants are then notified of the committee's decision in writing prior to the date of pre-registration for the fall semester.

ADMISSION CRITERIA

Consideration for admission to the MLS program is based on the following criteria:

1. **Minimum** cumulative GPA of 2.800 (scale of 4.000) in all University work attempted;
2. Grade of "C" or better in all prerequisite courses in chemistry, biological sciences and mathematics;
3. Completion of at least 60 credit hours, including prerequisite courses in biology, chemistry and mathematics by the start of the fall semester of the junior year in the program; and
4. Ability to meet published NON-ACADEMIC ESSENTIAL FUNCTIONS (see next page).

MEDICAL LABORATORY SCIENCE PROGRAM-SPECIFIC PROGRESSION STANDARDS

In addition to the Stevenson University policies for continuance and progression, Medical Laboratory Science students are subject to the following policies:

1. To maintain satisfactory status in the Medical Laboratory Science major, student must achieve a "C" or better in each science and mathematics course that is required for the MLS major. Student will NOT be permitted to take any MLS course unless he/she earns a grade of "C" or better in all prerequisite courses.
2. A student may not earn a grade of "C" or lower in any science or mathematics course more than three times during the program. If a fourth grade of "C" or lower is earned in any science or mathematics course, the student will be automatically dismissed from the Medical Laboratory Science major.
3. Academic standing definitions:
 - a. **Probation:** The student who earns any combination of **two** grades of "C" or lower in a science or mathematics course will be notified, in writing, by the Program Coordinator that he or she is on probation in the SRBSonHP.
 - b. **Final Probation:** The student who earns any combination of **three** grades of "C" or lower in a science or mathematics course will be notified, in writing, by the Program Coordinator that he or she is on probation in the SRBSonHP.
 - c. **Dismissal:** If a fourth grade of "C" or lower in any science or mathematics course is earned, the student will be notified, in writing, by the Program Coordinator that he or she has been dismissed from the major.
4. After admission into the junior year of the program, students must maintain a minimum GPA of 2.500 to remain in good standing and to be eligible for admission to the clinical practicum. A

student whose GPA is less than 2.500 will be reviewed by the Medical Laboratory Science faculty for continuance in the program. The lowest acceptable grade is a “C” in all Medical Laboratory Science, science and mathematics required courses. If the student must repeat a MLS course, it will be on a space available basis.

CLINICAL PRACTICUM PLACEMENT

The MLS program has a limited number of clinical affiliates for clinical practicum rotations. If circumstances arise in which the availability at our clinical affiliates is severely limited, the program will work to be fair in terms of assigning student rotations. Preference for clinical rotations will be given to full-time MLS students over part-time and categorical certificate students. A wait list will be established for the full time students on the basis of GPA in MLS courses and successful progression in the program. Students will be moved from the wait list as clinical rotation spaces become available.

All efforts will be made to have students complete their required rotations by their expected graduation date; however, students with a flagged criminal background check or positive drug screen may be unable to procure a rotation site and complete the degree requirements. Students should contact the program as soon as possible if there is any concern of this occurring, as the program will never see the results of the background check or drug screen. Due to challenges with procuring clinical rotation sites, adjustments may be made to the student's academic calendar to ensure clinical rotation time.

As a requirement in the curriculum, students are assigned to clinical affiliates within Baltimore City and surrounding counties. The University does not assume any responsibility to transport students to clinical affiliates for any reason. It is the student's responsibility to arrange to have his/her transportation needs met which may include paying for parking. In addition, students should be aware of the possibility of day or evening shift rotations.

For more information concerning CLINICAL PRACTICUM, refer to the *School of Nursing and Health Professions Student Guide* on the MLS Portal page.

NON-ACADEMIC ESSENTIAL FUNCTIONS

INTRODUCTION

The Medical Laboratory Science program has identified certain skills and abilities necessary for acquiring the knowledge and laboratory competencies required by the curriculum. In order to participate in the program, students must be able to comply with program-designated Essential Functions or request reasonable accommodations to execute these functions. The Essential Functions are the non-academic requirements of the program comprising the physical and professional demands of the medical laboratory scientist. To ensure that the decision to pursue a career in the medical laboratory science is the correct one for the individual, each applicant is asked to determine if they are able to comply with all of these Essential Functions (see below) by which they will be assessed as a medical laboratory science major.

Stevenson is committed to providing reasonable accommodations to meet the needs of students with documented disabilities to the extent possible without fundamentally altering essential components of the program. Applicants should be aware that in addition to classroom learning, laboratory-based learning takes place throughout the program and involves considerations, such as safety and placement in facilities outside of the University that may not be present for classroom accommodations. Applicants and current students with disabilities are advised to assess whether an accommodation may be needed in the laboratory setting as early in the program as possible, and to inquire of the program if further information on laboratory requirements is needed. Requests for accommodation should be initiated with Disability Services in the Office of Student Success. Disability Services will engage in the interactive process with the applicant/student and the appropriate Medical Laboratory Science program faculty members to

determine accommodation eligibility on an individualized, case-by-case basis. To be considered for an accommodation, applicants and students will be required to submit documentation of their disability that meets the guidelines established by Disability Services.

ESSENTIAL FUNCTIONS

The Medical Laboratory Science student must possess:

1. Visual acuity sufficient to:
 - a. Differentiate colors and color changes in the performance of laboratory tests and procedures. Color blindness, of itself, does not preclude admission.
 - b. Identify cellular components and microorganisms using a microscope.
 - c. Read laboratory instrument procedure manuals, standard operating procedures, specimen labels and other pertinent materials for patient care and professional practice.
2. Sufficient manual dexterity in order to:
 - a. Process specimens and perform laboratory testing procedures.
 - b. Lift and handle typical hand-held medical laboratory equipment and tools.
 - c. Operate clinical laboratory instruments and equipment, including computers.
 - d. Perform delicate manipulations that require good eye-hand coordination.
3. Behavioral and Social Abilities:
 - a. Possess the physical and emotional health required, combined with the employment of sound judgment in an appropriate and prompt manner for application of intellectual abilities.
 - b. Ability to function effectively in times of physical and emotional stress.
 - c. Display compassion, sensitivity and concern for others while maintaining professional ethics and integrity at all times including appropriate interactions with individuals from a variety of diverse backgrounds.
 - d. Demonstrate flexibility and adaptability to rapidly changing environments.
 - e. Accepting of and integrating constructive criticism and learning to function cooperatively and efficiently with colleagues and others.
4. Organization skills and be able to maintain attention to details in a potentially distracting environment.
5. Ability to work safely in an environment that contains both chemical and biological hazardous materials, and to comply with requirements for personal protective equipment (i.e. gloves, disinfectants).
6. Oral and written proficiency in the English language to communicate in an effective and positive manner.

APPLICANT MUST SUBMIT THE FOLLOWING ELECTRONICALLY:

1. APPLICATION FOR ADMISSION: TRANSFER STUDENTS
 - a. Type information on application form, type initials in space before all statements to attest to your understanding of the MLS program policies, and **electronically sign** the form.
2. TWO LETTERS OF RECOMMENDATION
 - a. Choose two biology and/or chemistry instructors who are able to address your academic **AND** technical laboratory skills. If an instructor teaches only lecture, have an additional laboratory instructor write a recommendation.
 - b. Request these letters well in advance of the due date, at least 2 weeks.
 - c. Send electronically each recommender a **signed** *Recommendation Form* provided in the application folder.
 - d. It is the applicant's responsibility to insure that your recommendations are sent by the application deadline.

3. PERSONAL STATEMENT OF ACADEMIC GOALS
 - a. All Personal Statements **must be typed** and should not exceed two pages. Type your name on the document.
 - b. **Applicant should discuss:**
 - 1) Reason for entering the field of Medical Laboratory Science
 - 2) Career/ professional goals
 - 3) Strengths and weaknesses in coping with a rigorous science-based curriculum
 - 4) Any other information you believe is important for the Admissions Committee to know about you
4. COURSES IN PROGRESS FORM (IF APPLICABLE)

This form should include the semester and the location where all remaining prerequisite requirements will be completed. Official transcripts for courses completed after your application is mailed must be received within one month concluding the course.
5. E-mail all application materials to Lara Biagiotti, Clinical Education Technologist at lbiagiot@lifebridgehealth.org.
6. OFFICIAL TRANSCRIPTS

You only need to submit official transcripts from every institution where college-level credit was earned to Stevenson University in the application process. Program officials will obtain copies from the University.

APPLICATION DEADLINE

A complete *Application for Admission*, including personal statement, 2 recommendations, and *Courses in Progress Form* (if applicable) **must be received no later than March 1. Incomplete file will not be processed.**

MEDICAL REQUIREMENTS

Students enrolled in Medical Laboratory Science (MLS) courses may have potential exposure to blood-borne pathogens or other potentially infectious materials and may be at risk of acquiring hepatitis B virus (HBV). Also, during the course of the Medical Laboratory Science program, students may have direct patient contact. This program requires the student to demonstrate effective vaccinations prior to starting the MLS courses (except MLS 210).

All full-time, part-time and categorical certificate students admitted to the junior (3rd) or senior (4th) year of the MLS program MUST submit the Stevenson University Student Health Form to the Wellness Center. Disregard if you already submitted this form as a matriculating student. The form is on the Wellness Center website.

In order to ensure compliance with the medical requirements outlined below, the Stevenson University Medical Laboratory Science Program uses a third party vendor, Castle Branch (CB), to manage student immunizations, compliance documents, proof of insurance, background checks and drug screens. **Please start obtaining the required documentation, vaccinations and antibody titers now, so that you will be able to meet the July 1 deadline.**

The cost to create a Castle Branch Profile and upload the required vaccination and titer information is \$25. This is a one-time fee.

STUDENTS ENTERING THE JUNIOR (3RD) YEAR OF THE PROGRAM MUST PROVIDE:

1. **EVIDENCE OF IMMUNITY TO:** Varicella (chicken pox), Measles, Mumps, Rubella (MMR)
 - a. **Varicella**
 - Documentation of 2 doses of vaccine **OR**
 - Healthcare provider's diagnosis of varicella or verification of history of varicella **OR**
 - Laboratory evidence of immunity = Positive titer **OR**
 - Laboratory confirmation of varicella disease
 - b. **Measles, Mumps, Rubella (MMR)**
 - Documentation of 2 doses of measles and mumps vaccine and at least 1 dose of rubella vaccine **OR**
 - Healthcare provider's diagnosis of measles, mumps or rubella or verification of history of measles, mumps or rubella **OR**
 - Laboratory evidence of immunity = Positive titer **OR**
 - Laboratory confirmation of disease

2. **DOCUMENTATION OF IMMUNITY TO:** Hepatitis B (HepB)
 - a. Documentation of HepB immunization series (3 doses) **AND**
 - b. Laboratory evidence of immunity: anti-HBs titer = $\geq 10\text{mlU/mL}$
 - c. **If anti-HBs titer = $< 10\text{mlU/mL}$, student MUST:**
 - Receive 1 booster dose of HepB vaccine **AND**
 - A repeat titer **within 1-2 months** after receiving booster dose
 - d. **If repeat anti-HBs titer = $< 10\text{mlU/mL}$, student MUST:**
 - Receive 2 booster doses of HepB vaccine **AND**
 - A 2nd repeat titer **within 1-2 months** after receiving booster dose
 - e. **If 2nd repeat anti-HBs titer = $< 10\text{mlU/mL}$, student MUST:**
 - Receive counseling by Wellness Center regarding their risk of acquiring HepB
 - f. Student may choose to decline the hepatitis vaccine, but he/she must sign the Hepatitis Declination Form (on the SNHP portal) as documentation of understanding the risk of acquiring hepatitis B.

3. Documentation of **Tdap vaccine** within 10 years of starting the MLS program.

4. Documentation of **personal medical insurance** in the **junior** year of the MLS program. Students are financially responsible for any costs incurred due to illness or injury experienced by the student, in conjunction with the student labs and clinical practicum.

5. All documentation must be uploaded to your Castle Branch profile by **July 1 for fall courses** and **January 2 for spring courses**. If documentation of immunizations and titers (or signed declination form) is not on file by the deadline, the student will be dropped from all registered MLS courses.

STUDENTS ENTERING THE SENIOR (4TH) YEAR OF THE PROGRAM MUST:

1. Complete a criminal background check and drug screen through Castle Branch (Approximate cost in 2018: \$78.50) by **July 1**. Be advised that background checks and drug screens are only good for **one year**. Hence, you will want to schedule this strategically so the timing is such that you will not need another one prior to graduation.

2. Upload documentation of a negative tuberculosis screening test (PPD or chest x-ray) to your Castle Branch profile.

3. Receive an annual influenza immunization (free of charge at Sinai Hospital in fall). This is required by Sinai Hospital and other clinical practicum affiliates. You will upload documentation to your Castle Branch profile.

ADDITIONAL EXPENSES RELATED TO THE MEDICAL LABORATORY SCIENCE PROGRAM

Students accepted in to the program will incur additional expenses such as, cost of immunizations and laboratory tests, required uniforms for senior year, parking at clinical sites, graduation pin, and application fee for national ASCP-BOC examination.

For more information concerning expenses related to the MLS program, refer to the *School of Nursing and Health Professions Student Guide* on the MLS Portal page.



APPLICANT CHECKLIST: TRANSFER STUDENTS

DO NOT SUBMIT WITH APPLICATION

- Accepted to Stevenson University
- Minimum cumulative **GPA = 2.8**
- Grade of "C" or better in **ALL** prerequisite courses in chemistry, biology and math
- ALL** prerequisite courses completed prior to junior-year status
- Application for Admission Form*, **signed and dated**
- Personal statement
- Two** letters of recommendation from biology and/or chemistry instructors
- Courses in Progress Form* (if applicable)
- ALL** application materials submitted electronically **no later than March 1**