UNIVERSITY *of* WASHINGTON

Michael K. Young
President

June 9, 2014

Dean Paul G. Ramsey
School of Medicine
Box 357110

Dear Paul:

Based on the recommendation of its Subcommittee on Admissions and Programs, the Faculty Council on Academic Standards has recommended approval of the revised program and continuation requirements for the Bachelor of Science degree in Medical Laboratory Science. A copy of the changes is attached.

I am writing to inform you that the School of Medicine is authorized to specify these requirements beginning autumn quarter 2015.

The new requirements should be incorporated in printed statements and in individual department websites as soon as possible. The *General Catalog* website will be updated accordingly by the Registrar's Office.

Sincerely yours,

Michael K. Young
President

Enclosure

cc: Ms. Kara Hansen-Suchy (with enclosure)
Mr. Robert Corbett (with enclosure)
Ms. Virjean Edwards (with enclosure)

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UNIVERSITY OF WASHINGTON

CREATING AND CHANGING UNDERGRADUATE ACADEMIC PROGRAMS

After college/school/campus review, send a signed original and 1 copy to the Curriculum Office/FCAS, Box 355850.

For information about when and how to use this form: http://depts.washington.edu/uwcr/1503instructions.pdf

College/Campus School of Medicine Seattle	**Department/Unit** Laboratory Medicine	**Date** 2/28/14

New Programs

- ☐ Leading to a Bachelor of ___ in ___ degree.
- ☐ Leading to a Bachelor of ___degree with a major in ___.
- ☐ Leading to a ___ Option within the existing major in ___.
- ☐ Leading to a minor in ___

Changes to Existing Programs

- ☐ New Admission Requirements for the Major in ___ within the Bachelor of ___.
- ☐ Revised Admission Requirements for the Major in ___ within the Bachelor of ___.
- X Revised Program Requirements for the Major in Medical Laboratory Science within the Bachelor of Science.
- ☐ Revised Requirements for the Option in ___within the major in ___.
- ☐ Revised Requirements for the Minor in ___.

Other Changes

- ☐ Change name of program from ___ to ___.
- ☐ Change delivery method or location of program.
- ☒ New or Revised Continuation Policy for BS in MLS.
- ☐ New Honors Requirements for ___.
- ☐ Eliminate program in ___.

Proposed Effective Date: **Quarter:** X Autumn ☐ Winter ☐ Spring ☐ Summer **Year: 20 15**__

Contact Person: Kara Hansen-Suchy	Phone: 598.0428	Email: khsuchy@uw.edu	Box: 357110

EXPLANATION OF AND RATIONALE FOR PROPOSED CHANGE

For new program, please include any relevant supporting documentation such as student learning outcomes, projected enrollments, letters of support and departmental handouts. (*Use additional pages if necessary*).

Currently, the required GPA for the support courses (IMMUN 441, MICROM 442, MICROM 443. MICROM 444 and MICROM 445) in the Medical Laboratory Science program is 0.7 GPA. Since our program is competency based, we feel our students need to achieve a higher standard and request the minium GPA be changed to 2.0 for all required courses in our program. This change will identify at an early stage those students that can not perform at a competent level and allow those few students to be dismissed before investing more time, effort and money in a career choice they will not succed in.

LAB M 428 credits changed from 6 to 4
LAMM 435 is new required course covering the 2 credits Removed from 428.

OTHER DEPARTMENTS AFFECTED

List all departments/units/ or co-accredited programs affected by your new program or changes to your existing program and acquire the signature of the chair/director of each department/unit listed. Attach additional page(s) if necessary. *See online instructions.

Department/Unit:	Chair/Program Director:	Date:
N/A		
Department/Unit:	Chair/Program Director	Date:
N/A		

Academic Standards and Progression in the Program

A student's progression in the University of Washington Medical Laboratory Science program is dependent on both academic and non-academic achievements. This means each program student is expected to meet minimum requirements for scholarship and professional behavior while in the program. These minimum requirements are as follows:

~~1. A program student must achieve a GPA of 2.00 (letter grade equivalent of "C") on a scale of 0.00 – 4.00 in each required Laboratory Medicine course;~~
~~2. A program student must achieve a 2.0 GPA or higher in all required non-Lab Med science courses, or else be placed on academic probation (see below) if cumm. GPA falls under 2.0~~
~~3. A program student must achieve a cumulative GPA of 2.00 for all coursework completed in the 7-quarter professional phase of the program;~~
~~4. A program student must demonstrate the minimal level of competency determined by the faculty of record to merit credit in Lab Med 427, a credit – no credit course; and~~
~~5. A program student must demonstrate mastery of all *essential requirements* (pages 6 – 8 of this handbook) throughout the time the student is enrolled in the University of Washington Medical Technology program.~~

1 A program student must achieve a GPA of 2.0ϕ (letter grade equivalent of "C") on a scale of 0.0ϕ – 4.0ϕ in each required Laboratory Medicine course

2 A program student must achieve a 2.0 GPA or higher in all required non-Lab Med support courses. Support courses are specific courses, which are required for the MLS program. These support courses are IMMUN 441, MICROM 442, MICROM 443, MICROM 444 and MICROM 445.

3 A program student must demonstrate the minimal level of competency determined by the faculty of record to merit credit in Lab Med 427, a credit - no credit course.

4 A program student must demonstrate mastery of all *essential requirements* (pages 6 – 8 of this handbook) throughout the time the student is enrolled in the University of Washington Medical Technology program.

~~**Academic Probation**~~ Add back in 7
~~Any student will be placed on academic probation if:~~

~~1. The student's cumulative grade point average (GPA) falls below 2.00.~~ — Add back in
• Student does not earn a minimum of 2.0 in any required non-Lab Med Support course in a given quarter
~~Any student on academic probation who passes all Lab Med courses with a GPA of 2.0ϕ or greater, passes all non-Lab Med courses with a GPA of 0.7 or greater, and achieves a cumulative GPA of 2.00 or greater, is removed from academic probation.~~ 2.0 Add back in

~~Academic probation is essentially a warning to the student that he or she must show improvement if he or she is to remain in the program~~ – Add back in

Program Enrollment Dismissal

Any student will be dismissed from the program (not permitted to register for program classes and not permitted to maintain program enrollment) if:

~~1. The student receives a failing grade (less than a GPA of 0.70) in any required non-Lab Med science course in the first 3 quarters of the program; or~~
~~2. The student receives less than a 2.00 GPA in any required Lab Medicine course; or~~
~~3. The student receives 'no credit' for Lab Medicine 427; or~~
~~4. The student is on academic probation and does not receive passing grades in non-Lab Med courses, does not receive at least a 2.00 GPA for any required Lab Med course, and does not raise the cumulative GPA and/or~~

~~non-Lab Med cumulative science courses' GPA above 2.00 in the next quarter, or~~

5. ~~The student fails to demonstrate mastery of any *essential requirement* at any time while enrolled in the University of Washington Medical Technology Program.~~

1. The student receives less than a 2.0ϕ GPA in any required Lab Medicine course.
2. The student receives a failing grade (less than a GPA of 2.0ϕ) in any required non-Lab Med support course for more than one quarter in the first three quarters these courses are taken.
3. The student receives 'no credit' for Lab Medicine 427.
4. The student fails to demonstrate mastery of any *essential requirement* at any time while enrolled in the University of Washington Medical Laboratory Science Program.
5. The student is on academic probation and does not receive a minimum of 2.0 in non-Lab Med support courses + required Lab Med courses and does not raise the cumulative GPA to a minimum of 2.00 in the next quarter

PROPOSED CATALOG COPY:

Reflecting requested changes (include exact wording as you wish it to be shown in the printed catalog. Please underline or otherwise highlight any additions. If needed, attach a separate, expanded version of the changes that might appear in department publications). Please note: all copy will be edited to reflect uniform style in the General Catalog.

Academic Standards and Progression in the Program

See attached

A student's progression in the University of Washington Medical Laboratory Science program is dependent on both academic and non-academic achievements. This means each program student is expected to meet minimum requirements for scholarship and professional behavior while in the program. These minimum requirements are as follows:

6. A program student must achieve a GPA of 2.0ϕ (letter grade equivalent of "C") on a scale of 0.0ϕ – 4.0ϕ in each required Laboratory Medicine course
7. A program student must achieve a 2.0 GPA or higher in all required non-Lab Med support courses. Support courses are specific courses, which are required for the MLS program. These support courses are IMMUN 441, MICROM 442, MICROM 443. MICROM 444 and MICROM 445.
8. A program student must demonstrate the minimal level of competency determined by the faculty of record to merit credit in Lab Med 427, a credit - no credit course.
9. A program student must demonstrate mastery of all *essential requirements* (pages 6 – 8 of this handbook) throughout the time the student is enrolled in the University of Washington Medical Technology program.

Program Enrollment Dismissal

Any student will be dismissed from the program (not permitted to register for program classes and not permitted to maintain program enrollment) if:

1. The student receives less than a 2.0ϕ GPA in any required Lab Medicine course.
2. The student receives a failing grade (less than a GPA of 2.0ϕ) in any required non-Lab Med support course in ~~the first 3 quarters of the program.~~ for more than one quarter in the first three quarters these courses are taken.
3. The student receives 'no credit' for Lab Medicine 427.
4. The student fails to demonstrate mastery of any *essential requirement* at any time while enrolled in the University of Washington Medical Laboratory Science Program.

APPROVALS:

5. The student is on academic probation and does not receive a minimum of 2.0 in non-lab med support courses + required lab med courses and does not raise the cumulative GPA to a minimum of 2.00 in the next quarter.

Chair/Program Director:	Date: 2.28.14
College/School/Campus Curriculum Committee:	Date: 3/29/14
Dean/Vice Chancellor:	Date:
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair:	Date: 5/30/14
POST TRI-CAMPUS APPROVAL (when needed)	
Faculty Council on Academic Standards/ General Faculty Organization/Faculty Assembly Chair:	Date:

Current:

Major requirements

152-155 credits as follows:

1. *Courses Required for Admission (48-51 credits):* See list above.
2. *Didactic Courses (59 credits):* IMMUN 441, MICROM 442, MICROM 443, MICROM 444, MICROM 445; LAB M 418, LAB M 419, LAB M 420, LAB M 421, LAB M 426, LAB M 428, LAB M 429, LAB M 430, LAB M 434.
3. *Clinical Rotations (50 credits):* LAB M 423, LAB M 424, LAB M 425, LAB M 431, LAB M 432, LAB M 433.
4. Minimum 2.0 grade ~~in all LAB M courses and~~ minimum 2.00 GPA, both cumulative and in required courses, required for graduation.

Proposed:

Major requirements

152-155 credits as follows:

1. *Courses Required for Admission (48-51 credits):* See list above.
2. *Didactic Courses (59 credits):* IMMUN 441, MICROM 442, MICROM 443, MICROM 444, MICROM 445; LAB M 418, LAB M 419, LAB M 420, LAB M 421, LAB M 426, LAB M 428, LAB M 429, LAB M 430, LAB M 434, **LAB M 435**.
3. *Clinical Rotations (50 credits):* LAB M 423, LAB M 424, LAB M 425, LAB M 431, LAB M 432, LAB M 433.
4. Minimum 2.0 grade in all **didactic and clinical rotation courses.**
5. Minimum 2.00 GPA, both cumulative and in required courses, required for graduation.

Proposed:

Academic Standards and Progression in the Medical Laboratory Science Program

1. A program student must achieve a minimum 2.00 cumulative GPA, and
2. A program student must achieve a minimum 2.0 grade (letter grade equivalent of "C") on a scale of 0.0-4.0 in each required course for the MLS major, and
3. A program student must demonstrate mastery of all *essential requirements* (in our student handbook and given to the student at the time of application to the program).

Academic Probation: Any student will be placed on academic probation if:

1. The student's cumulative GPA falls below 2.00, or
2. The student does not earn a minimum 2.0 grade in a required course in a given quarter, or
3. The student fails to demonstrate mastery of all of the *essential requirement* (as spelled out in the student handbook at the time of application to the major)

Note: To be removed from academic probation a student must pass all required MLS courses with a minimum 2.0 grade or greater, achieve a cumulative 2.00 GPA or greater, and demonstrate mastery of all of the *essential requirement* (as spelled out in the student handbook at the time of application to the major) the next quarter.

Program Enrollment Dismissal: Any student on academic program will be dismissed from the major if:

1. The student does not receive a minimum 2.00 cumulative GPA will be dismissed from the major, or
2. The student does not receive a minimum 2.0 grade in required MLS courses, or
3. The student who fails to demonstrate mastery of any *essential requirement* (as spelled out in the student handbook at the time of application to the major).

Grades

Learning experiences in the MT/MLS Program are sequenced and provide the student with learning opportunities to make gains in the three major learning domains: cognitive (theoretical knowledge), psychomotor (technical skill), and affective (professional behavior). When a student begins each course, learning objectives are provided which delineate this progression and the minimum level of achievement expected of the student in all three learning domains. The Medical Technology Program follows the system of grading as described in section A, chapter 110* of the UW *Student Governance and Policies* resource available at URL http://www.washington.edu/admin/rules/policies/SGP/ScholRegCH110.html. In summary:

- Numeric grades are entered as numbers, the possible values being 4.0, 3.9, etc. and so on decreasing by 0.1 until 0.7 is reached. The numbers 0.6, 0.5, 0.4, 0.3, 0.2, 0.1 shall not be assigned as grades. The number 0.0 can be assigned as a grade.
- Grades for non-clinical rotation courses are determined at the conclusion of each quarter in which a course is taken and then submitted to the registrar by the faculty of record for the course. (The UW registrar's office requires grades to be filed electronically.)
- When courses overlap for two or more quarters, no grade is submitted at the end of the first or second quarter and a "N" will appear on the student's transcript. Once the course is completed and a grade determined, the faculty of record will submit a 'change of grade' request to the registrar and a numerical grade will be recorded.
- In limited circumstances (described in subsections A.1. 3 through 7 of chapter 110*) these letter grades may also be used:

Letter Grade	Meaning
I	Incomplete
N	Satisfactory without grade
W	Official Withdrawal
S/NS	Satisfactory/Non-Satisfactory
CR/NC	Credit/No Credit
HW	Hardship Withdrawal

Information concerning grades received in a specific course can be obtained from the faculty of record for the course or clinical rotation. Students are kept informed of his/her achievement as he/she goes through a course.

Grievances and Appeals

It is the policy of the UW Medical Technology program to provide students with a means for resolving grievances. This policy is written and implemented in accordance with Department of Laboratory Medicine and School of Medicine policies governing student grievances. Program policy on grievances and appeals also conforms to the University of Washington's Student Governance and Policies resource. This document contains Scholastic Regulations which are "academic regulations that govern a student's attainment of class credits and the achievement of a degree at the University of Washington."

Any program student who has a grievance should follow these steps to resolve the grievance (Figure 1):

Step 1:

a. In cases of an *academic grievance*, the student is obligated to first contact the faculty of record for the course in which the problem occurred. The student should discuss the concern with the faculty instructor as soon as possible from the time the student first becomes aware of the event triggering the grievance, but no later than before the end of the following academic quarter. Academic grievances most often fall into two categories which include but are not limited to: 1) a student believes the instructor erred in the assignment of a grade, or 2) a student believes a grade recording error or omission has occurred.
b. In cases of *dismissal from the program*, the student will be contacted by the office of the program director, by the most effective means available, and as soon as possible from the time the decision to dismiss is rendered, in order to schedule a meeting to inform the student of the dismissal. The student should plan to discuss the situation with the program director and the program academic advisor at the scheduled meeting time.

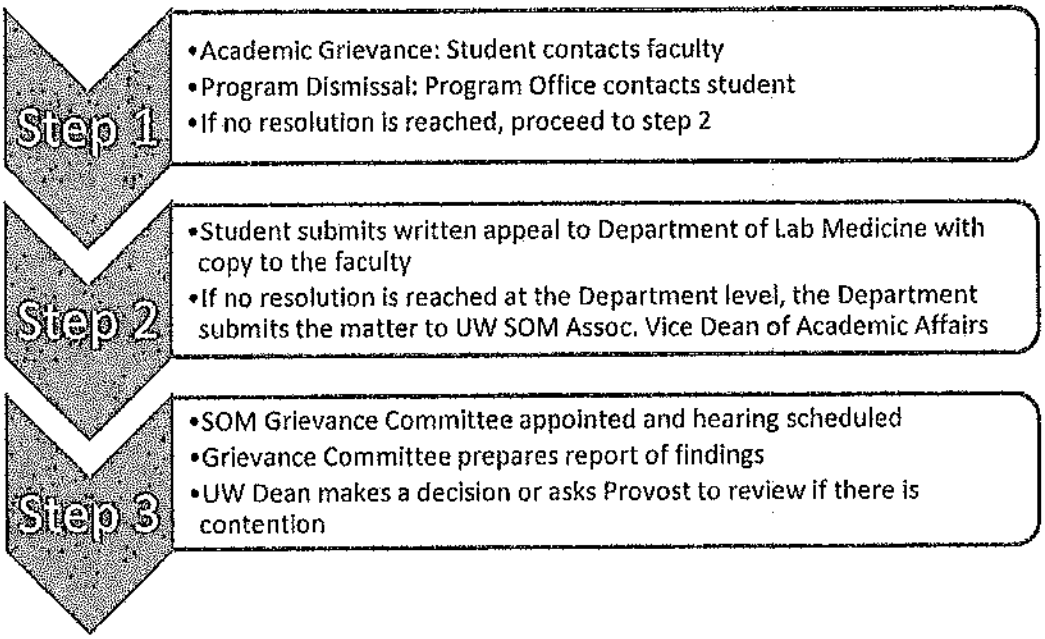
Step 2:

a. Should discussion with the faculty of record fail to resolve an *academic grievance*, or if a student believes *dismissal from the program* is arbitrary or capricious, the student may submit, within 10 class-days following the discussion with the faculty instructor or the dismissal, a written appeal to the chair of the Department of Laboratory Medicine with a copy of the appeal to: the faculty instructor in cases of academic grievance or the program director in cases of dismissal. Within 10 calendar days of receipt of the appeal and without regard to the type of grievance, the faculty instructor and the program director will meet with the chair of the department to determine the merit of the grievance.
b. If there is no resolution within the Department, the matter is referred in writing from the Department to the Associate Vice Dean for Academic Affairs as the designated representative for the Dean of the UW School of Medicine.

Step 3

Written grievances referred to the Associate Vice Dean of the Medical School, initiate appointment of a grievance committee by the Dean and a hearing is scheduled. The grievance committee prepares a report for the Dean who then makes a decision. If there is contention, the Provost is asked to review the case and either accepts the recommendation of the Dean of the Medical School, or makes his/her final determination.

Figure 1 – UW Medical Technology Program: Steps to Resolve Grievances



Professionalism and Acceptable Conduct

All students in the University of Washington Medical Technology Program are expected to conduct themselves in a manner that will be a credit to the Department of Laboratory Medicine and the School of Medicine. This responsibility to act professionally with respect to work habits and interactions with faculty, staff, peers, and patients is of importance equal to completion of required courses and examinations. To that end, each student is evaluated for professional development during each quarter of the program and the results are reviewed with each student individually. Key professional characteristics and fundamental conduct attributes expected of program students include but are not limited to:

- Accountability
- Committed
- Cooperative
- Courteous
- Disciplined
- Effective communicator
- Organized
- Persevering
- Punctual
- Respectful
- Trustworthy

Lab M 1st Year Class Schedule:

Autumn: LAB M 428, LAB M 429, IMMUN 441

Winter: LAB M 430, MICROM 442, MICROM 443

Spring: LAB M 418, MICROM 444, MICROM 445

Jennifer A. Payne

From: Heather Eggleston <auyong@uw.edu>
Sent: Friday, May 02, 2014 11:02 AM
To: Jennifer A. Payne
Subject: RE: Continuation Policy follow up

Looks great. Below are the Essential Requirements commonly used by NAACLS accredited MLS programs – this is copied right from our handbook:

ESSENTIAL REQUIREMENTS
The Department of Laboratory Medicine has a responsibility for the safety and welfare of its patients. The Department is also responsible for the safety and welfare of its faculty, its staff, and its students. As an educational program within the Department of Laboratory Medicine, the Medical Technology Program shares in the Department's responsibilities for patients, faculty, staff and students. To fulfill these responsibilities, the UW Medical Technology Program has established non-academic standards defined as *essential requirements* that must be met, with reasonable accommodation if necessary, in order for any student to be admitted to and maintain enrollment, participate in, and successfully complete the program. These essential requirements have been developed in compliance with the Americans with Disabilities Act (PL101-336) and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and are as follows:

Fine and Gross Motor Functions and Sensory Skills
The student should have sufficient motor function in order to execute movements required to provide complete and accurate diagnostic test results. The student must be able to:

1. Habitually practice lab safety including selecting and wearing appropriate Personal Protective Equipment (PPE)
2. Perform moderately taxing continuous physical work, often requiring prolonged sitting or standing, over several hours.
3. Reach laboratory bench tops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.
4. Demonstrate sufficient upper body muscle coordination to practice safe specimen and reagent handling.
5. Competently manipulate specimens, manual, and automated instruments necessary to produce accurate diagnostic test results.
6. Use sensory skills to acquire and apply information presented through demonstrations and experiences in the basic and clinical laboratory sciences.

Communication Skills - the student must be able to:

1. Follow verbal and written instructions in order to correctly and independently perform laboratory test procedures.
2. Effectively communicate in written and spoken English in order to transmit information to other students, faculty, staff, patients, and other members of the healthcare team.
3. Read for comprehension technical and professional materials.
4. Work independently to prepare laboratory reports; take paper, computer, and laboratory practical examinations.

Emotional Maturity - the student must be able to:

1. Adapt to changing and potentially stressful environments.

2. Exhibit professional behavior with patients, students, faculty, staff, and other healthcare professionals.
3. Examine and change personal behavior when it interferes with productive individual or team relationships.

Application Skills - the student must be able to:

1. Apply the following cognitive abilities to lab activities requiring: measurement, reasoning, comparison, self-expression, and criticism.
2. Work accurately, efficiently, and safely under stress.
3. Prioritize tasks.
4. Accept responsibility for work performed independently and as a team member.
5. Exercise judgment to recognize and correct performance.
6. Apply knowledge, skills, and values learned from previous course work and life experiences to new situations.
7. Recognize potentially hazardous materials, equipment, and situations to work safely in order to minimize risk of injury to patients, self, and others.
8. Consistently practice universal safety precautions in the lab.

Professional Skills - the student must be able to:

1. Demonstrate professional attributes that include integrity, honesty, responsibility, and tolerance.
2. Acknowledge errors or uncertainty.
3. Critically evaluate his or her performance, willingly accept criticism, and look for ways to improve.
4. Show respect for self and others.
5. Arrive at the student laboratory on time, prepared for the lab exercise that day and begin work promptly.
6. Call or e-mail in a timely fashion when an illness or emergency delays or prevents arrival in the laboratory.
7. Project an image of professionalism through dress, personal hygiene, and grooming.
8. Follow HIPAA/Patient Confidentiality policies.
9. Make correct judgment(s) in seeking supervision and consultation in a timely manner.
10. In the clinical year, attend assigned rotations in the medical laboratories full-time, 40 hours per week, and attend other classes as described by the program's other academic requirements.

Risk Exposure - the student must be able to work safely with organisms that may be infectious, blood and body fluids that may contain infectious agents, and a wide variety of potential hazardous chemical reagents.

The UW Medical Technology Program's *essential requirements* have been adapted, in part, from: Fristma, GA, Fiorella, BJ, and Murphy, M. Essential Requirements for Clinical Laboratory Science. Clin Lab Sci. 1996:9:40-43 and from Katz, JR, Woods, S, Cameron CA, and Milam, S. Essential qualifications for nursing students. Nurs Outlook 2004;52:277-88.

Thank you,
Heather

From: Jennifer A. Payne [mailto:jap2@uw.edu]
Sent: Thursday, May 01, 2014 11:32 AM
To: Heather Eggleston
Subject: Continuation Policy follow up

Heather,

I made some edits that I think will help (please review and let me know if it ok). I also have a question about the "demonstrating mastery of all essential requirements" – what are those requirements? I expect to be asked.

Jennifer

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Jennifer Payne, M.Ed.
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