### TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>5</td>
</tr>
<tr>
<td>PROGRAM FACULTY AND STAFF</td>
<td>7</td>
</tr>
<tr>
<td>PROGRAM HISTORY</td>
<td>8</td>
</tr>
<tr>
<td>PROGRAM MISSION</td>
<td>9</td>
</tr>
<tr>
<td>PROGRAM GOALS</td>
<td>9</td>
</tr>
<tr>
<td>EDUCATIONAL GOALS</td>
<td>9</td>
</tr>
<tr>
<td>SPECIFIC COMPETENCIES EXPECTED OF GRADUATES</td>
<td>9</td>
</tr>
<tr>
<td>CURRICULUM SUMMARY</td>
<td>12</td>
</tr>
<tr>
<td>EMERGENCY PROCEDURES FOR EXPOSURE TO BLOOD BORNE PATHOGENS</td>
<td>13</td>
</tr>
<tr>
<td>STUDENT POLICY MANUAL</td>
<td>15</td>
</tr>
<tr>
<td>I. Faculty/Student Honor Code</td>
<td>18</td>
</tr>
<tr>
<td>II. Disciplinary Infractions and Student Disciplinary Hearing Procedures</td>
<td>18</td>
</tr>
<tr>
<td>A. Disciplinary Infractions</td>
<td>18</td>
</tr>
<tr>
<td>B. Student Disciplinary Hearing Procedures</td>
<td>18</td>
</tr>
<tr>
<td>III. Student Complaints</td>
<td>19</td>
</tr>
<tr>
<td>IV. Ombudsperson</td>
<td>19</td>
</tr>
<tr>
<td>V. Attendance Policy</td>
<td>19</td>
</tr>
<tr>
<td>A. Inclement Weather</td>
<td>19</td>
</tr>
<tr>
<td>B. Schedule</td>
<td>19</td>
</tr>
<tr>
<td>C. Absence/Tardiness</td>
<td>19</td>
</tr>
<tr>
<td>D. Transportation</td>
<td>20</td>
</tr>
<tr>
<td>E. Vacation Policy</td>
<td>20</td>
</tr>
<tr>
<td>F. Absence from Exams</td>
<td>21</td>
</tr>
<tr>
<td>G. Employment during Program</td>
<td>21</td>
</tr>
<tr>
<td>VI. Part Time Students/Length of Time To Complete Program</td>
<td>21</td>
</tr>
<tr>
<td>VII. Leave of Absence/Maintaining Matriculation/Reenrollment</td>
<td>21</td>
</tr>
<tr>
<td>A. Leave of Absence</td>
<td>21</td>
</tr>
<tr>
<td>B. Maintaining Matriculation</td>
<td>21</td>
</tr>
<tr>
<td>C. Reenrollment</td>
<td>21</td>
</tr>
<tr>
<td>VIII. Advanced Standing Policy</td>
<td>22</td>
</tr>
<tr>
<td>A. MLT Graduates</td>
<td>22</td>
</tr>
<tr>
<td>B. Credit by Exam</td>
<td>22</td>
</tr>
<tr>
<td>C. Portfolio Assessment</td>
<td>22</td>
</tr>
<tr>
<td>D. Transfer Policy</td>
<td>22</td>
</tr>
<tr>
<td>IX. Grading Policy</td>
<td>22</td>
</tr>
<tr>
<td>A. Minimum Requirements</td>
<td>22</td>
</tr>
<tr>
<td>B. Evaluation System</td>
<td>23</td>
</tr>
<tr>
<td>C. Assignment of Grades</td>
<td>23</td>
</tr>
<tr>
<td>D. Incomplete Grades</td>
<td>24</td>
</tr>
<tr>
<td>X. Phlebotomy Policy</td>
<td>24</td>
</tr>
<tr>
<td>XI. External Certification Examinations</td>
<td>24</td>
</tr>
<tr>
<td>XII. Student Review of Examinations</td>
<td>24</td>
</tr>
<tr>
<td>XIII. Withdrawal from Courses</td>
<td>24</td>
</tr>
<tr>
<td>A. Withdrawal during Drop-Add Period</td>
<td>24</td>
</tr>
<tr>
<td>B. Official Withdrawal</td>
<td>24</td>
</tr>
<tr>
<td>C. Limits on Official Withdrawals</td>
<td>25</td>
</tr>
<tr>
<td>D. Unofficial Withdrawal from a Course</td>
<td>25</td>
</tr>
<tr>
<td>XIV. Withdrawal from SHRP</td>
<td>25</td>
</tr>
<tr>
<td>XV. Readmission to Program</td>
<td>25</td>
</tr>
<tr>
<td>XVI. Change in Enrollment from the Medical Laboratory Science Program</td>
<td>26</td>
</tr>
</tbody>
</table>
XVII. Change in Enrollment from the Discipline Specific Program to Medical Laboratory Science Program

XVIII. Unacceptable Evaluation
   A. Make-up Examination Policy
   B. Course Repeat Policy

XIX. Policy on Comprehensive Exam
   A. Scheduling
   B. Absence from Comprehensive Exam
   C. Second, Third, and Fourth Attempts

XX. Academic Standing
   A. Satisfactory Academic Progress

XXI. Academic Warning

XXII. Academic Probation

XXIII. Academic Dismissal

XXIV. Academic Review Procedure

XXV. Academic Records/Challenge of Record Entry

XXVI. Clinical Rotation Policies

XXVII. Student Service Work Policy

XXVIII. Student Health and Wellness Center and Immunization Policy

XXIX. Clinical Rotation Policies

XXX. Student Safety Policies

XXXI. Satisfactory Academic Progress Policy

XXXII. Interpretation of Policy on Plagiarism in Online Courses

XXXIII. Student Sign Off Form for MLS Student Handbook

APPENDICES

Appendix A: Student Honor Code and Student Sign Off Form for Honor Code
Appendix B: Student Disciplinary Procedures
Appendix C: Satisfactory Academic Progress Policy
Appendix D: Interpretation of Policy on Plagiarism in Online Courses
Appendix E: Student Sign Off Form for MLS Student Handbook
Appendix F: Student Sign Off for Safety Training
Appendix G: Student Patient Confidentiality Agreement
Appendix H: Didactic Affective Checklist
Appendix I: ASCLS Application
Appendix J: Code of Ethics
Appendix K: Pledge to Profession
Appendix L: Religion and Religious Accommodations
Appendix M: Directions:
   1. UMDNJ Campuses: Newark and Scotch Plains
   2. Clinical Facilities
INTRODUCTION

The Medical Laboratory Science faculty warmly welcomes you to the program and to the clinical laboratory science profession. It is our pleasure to serve as your guides and mentors as you move through the MLS curriculum over the next 15 months.

Your experience at UMDNJ will be very different from your previous college classes.

First, the amount of material that you will be expected to master is extensive. In order to assist you, most of the content of our courses is presented online in discrete units of instruction. Each unit has learning objectives that you will be expected to achieve in a designated period of time (usually over a week). The online content offers the advantage of being available to you on a 24/7 basis (often with helpful color images, tables and figures), and it allows you to review the material during the week at your own pace and at a time and place where it is most conducive for you to learn. Although the content is available online, you will still have frequent contact with your faculty through scheduled on-campus activities, tutoring if needed, and e-mail. The faculty will help you reinforce the concepts in the courses through written assignments and online quizzes, as well as on campus case study or problem solving workshops, student laboratory activities, and review sessions. This is a very different way to learn compared to attending traditional lectures, so be prepared to devote a significant amount of time to study! Our successful students are active and enthusiastic learners and “thinkers” who strive for an in-depth understanding of concepts and complex relationships, rather than just memorization.

The second major difference is that after successfully completing the Summer and Fall courses, you will have an opportunity to apply that knowledge in the Spring and last Summer semesters at the clinical laboratories of our affiliated hospitals. You will be guided in perfecting your clinical skills by our clinical faculty at each site. This is the highpoint of your learning journey at UMDNJ – a time when you will actually experience what it is like to be a practicing medical laboratory scientist in a hospital.

The third major difference is that your “behavior” matters in this program. From day one, you will be treated as a professional and be expected to fulfill responsibilities of that role. That includes being conscientious about doing your best in your academics because what you learn at UMDNJ will enable you to provide quality care for your patients. It could literally mean the difference between life and death for someone. With equal importance, it also includes being reliable, ethical and collaborative. Successful students understand that being an excellent and competent practitioner requires hard work and a commitment to strong professional values.

The fourth major difference is that the program is relatively small, and because of that, you will get to know your fellow students and the faculty very well over the next 15 months. You may develop friendships and professional relationships that last long after graduation. Your faculty love teaching, they care about their students, and they are dedicated to providing you the best possible educational experience. The program can be intense and stressful at times, so please do not hesitate to reach out to our faculty if you are having difficulties. We are here to help you succeed.

Please go over this student handbook carefully and keep it in an easily accessible location. It has a wealth of very useful information to assist you in the Program.

We are very happy that you have chosen UMDNJ-SHRP for your education and we wish you much success and great experiences in the Program.
UMDNJ-SHRP has established collaborations with 12 New Jersey colleges and universities in offering a
4-year Joint BS curriculum in Clinical Laboratory Science with a major in Medical Laboratory Science.
They are: Bloomfield College, Caldwell College, College of Saint Elizabeth, Fairleigh Dickinson University
(Madison and Teaneck), Felician College, Georgian Court University, Kean University, Monmouth
University, New Jersey City University, Ramapo College, Rutgers University (Newark), and Saint Peters
University.

The Joint BS in Clinical Laboratory Sciences is a 4 year program.

The first 3 years is the preprofessional component consisting of general education and basic sciences at
one of the 12 collaborating institutions.

The last 15 months (4 semesters) is the professional component – the Medical Laboratory Science (MLS)
Program at UMDNJ. The following three options are offered in the MLS Program:

- **Option 1:** Joint Bachelor of Science in Clinical Laboratory Sciences offered by UMDNJ and
twelve collaborating colleges and universities for students seeking a first baccalaureate
degree.

- **Option 2:** Bachelor of Science in Clinical Laboratory Sciences offered solely by UMDNJ for
students who already have a baccalaureate degree from an accredited college or university
in the United States.

- **Option 3:** Certificate in Medical Laboratory Science for students with an international degree
equivalent to a baccalaureate degree in the United States.

The Program at UMDNJ is fully accredited by the National Accrediting Agency for Clinical Laboratory
Sciences (NAACLS), 5600 North River Road, Suite 720, Rosemont, Illinois, 60018-5119, 847-939-3597 -
# PROGRAM FACULTY AND STAFF

<table>
<thead>
<tr>
<th>Program Director:</th>
<th>Assistant Program Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elaine M. Keohane, PhD. MLS</td>
<td>Deborah J. Osko, PhD., MLT(ASCP) M, SM</td>
</tr>
<tr>
<td>973-972-5510</td>
<td>908-889-2422</td>
</tr>
<tr>
<td><a href="mailto:keohanem@umdnj.edu">keohanem@umdnj.edu</a></td>
<td><a href="mailto:joskotda@umdnj.edu">joskotda@umdnj.edu</a></td>
</tr>
<tr>
<td>Office: Newark - SSB-GB23</td>
<td>Office: Scotch Plains - 529</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty and Student Lab Resource Manager:</th>
<th>Faculty:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joann Rittersbach, BS, MT(ASCP) 908-889-2492</td>
<td>Nadine Fydryszewski, PhD, MLS(ASCP) CM 973-972-5089</td>
</tr>
<tr>
<td><a href="mailto:ritterjo@umdnj.edu">ritterjo@umdnj.edu</a></td>
<td><a href="mailto:fydrysna@umdnj.edu">fydrysna@umdnj.edu</a></td>
</tr>
<tr>
<td>Office: Scotch Plains - 527</td>
<td>Office: Newark - SSB-GB22</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty:</th>
<th>Faculty:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shashi Mehta, PhD, MT(AAB), CAGS 973-972-5577</td>
<td>Drew J. Minardi, MA, MPA, MT, PBT(ASCP)BB, CQA(ASQ), 973-972-8826</td>
</tr>
<tr>
<td><a href="mailto:mehtas1@umdnj.edu">mehtas1@umdnj.edu</a></td>
<td><a href="mailto:minarddr@umdnj.edu">minarddr@umdnj.edu</a></td>
</tr>
<tr>
<td>Office: Newark - SSB-GB26B</td>
<td>Office: Newark - SSB-GB26A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty and Clinical Coordinator /Safety Officer:</th>
<th>Office Program Assistant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Caballero, BS, MT(ASCP), H(ASCP) CM 973-972-6863</td>
<td>Roslyn McCombs 973-972-5578</td>
</tr>
<tr>
<td><a href="mailto:caballcra@umdnj.edu">caballcra@umdnj.edu</a></td>
<td><a href="mailto:mccombr@umdnj.edu">mccombr@umdnj.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Education Coordinators:</th>
<th>Clinical Education Coordinators:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayshore Community Hospital, Holmdel:</td>
<td>Robert Wood Johnson University Hospital, New Brunswick:</td>
</tr>
<tr>
<td>Karen Feeney, MPA, MT(ASCP)</td>
<td>Kara Murphy, BS, MT(ASCP)</td>
</tr>
<tr>
<td>Engelwood Medical Center, Englewood:</td>
<td>Saint Barnabas Medical Center, Livingston:</td>
</tr>
<tr>
<td>Janet Rosenberg, MBA, MT(ASCP)</td>
<td>Ellen Romanowski, MPA, MT(ASCP)</td>
</tr>
<tr>
<td>Hackensack University Medical Center, Hackensack:</td>
<td>Saint Joseph’s Regional Medical Center:</td>
</tr>
<tr>
<td>Kathleen Reilly, MT(ASCP)SM</td>
<td>Kathy Pokk, MT(ASCP)</td>
</tr>
<tr>
<td>Liberty Health Care System, Jersey City:</td>
<td>Saint Michael’s Medical Center, Newark:</td>
</tr>
<tr>
<td>Ribhia Abdelhady, MS, MT(ASCP)SH</td>
<td>Roslyn Whittle-Kinard, MT(ASCP)</td>
</tr>
<tr>
<td>Newark Beth Israel Med Center, Newark:</td>
<td>Somerset Medical Center, Somerville:</td>
</tr>
<tr>
<td>Trini Chan, MS(ASCP)</td>
<td>Kathy Puder, MT(ASCP)</td>
</tr>
<tr>
<td>Memorial Sloan-Kettering Cancer Center</td>
<td>Trinitas Health Care System, Elizabeth:</td>
</tr>
<tr>
<td>Nenita Francisco, BSMT</td>
<td>Sharon Rial, BS, MLT(ASCP)</td>
</tr>
<tr>
<td>The NY Presbyterian Hospital</td>
<td></td>
</tr>
<tr>
<td>Michael Pesce, Ph.D.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MLS Office (Newark)</th>
<th>MLS Office (Scotch Plains)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMDNJ-SHRP Medical Laboratory Science Program</td>
<td>UMDNJ-SHRP Medical Laboratory Science Program</td>
</tr>
<tr>
<td>Stanley S. Bergen Building, Room GB-20 65 Bergen Street Newark, NJ 07107</td>
<td>1776 Raritan Road Rm 529 Scotch Plains, NJ 07076</td>
</tr>
<tr>
<td>973-972-5578</td>
<td>908-889-2422</td>
</tr>
<tr>
<td>FAX: 973-972-8527</td>
<td>FAX: 908-889-2487</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Laboratories (Newark)</th>
<th>Student Laboratory (Scotch Plains)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSB 925 (973-972-8507)</td>
<td>Rm 528 (908-889-2493)</td>
</tr>
<tr>
<td>SSB GB 157</td>
<td>Rm 440 (908-889-2531)</td>
</tr>
</tbody>
</table>
**HISTORY OF THE PROGRAM**

The Medical Laboratory Science (MLS) Program was originally called the Medical Technology (MT) Program until 2004 when the new name was implemented. The Program began in 1973 as a certificate program with an enrollment of six students utilizing one clinical site, Martland Medical Center. The Program was incorporated into the UMDNJ-School of Health Related Professions (then called the CMDNJ-School of Allied Health Professions) in the Department of Clinical Laboratory Sciences 1976. In February 1988, UMDNJ-SHRP received approval from the Department of Higher Education of New Jersey to grant a Joint Degree in Clinical Laboratory Sciences in collaboration with ten NJ colleges and universities. The MT Program was then incorporated into one degree designation, the BS in Clinical Laboratory Sciences, with two other majors (Cytotechnology and Toxicology). Over the years, two of the original academic institutions withdrew from the Joint BS-CLS program (Seton Hall University and Upsala College) and three new partners were added so that currently, there are eleven collaborating institutions in the joint BS in CLS degree including: Bloomfield College, Caldwell College, College of Saint Elizabeth, Fairleigh Dickinson University, Felician College, Georgian Court University, Monmouth University, New Jersey City University, Ramapo College, Rutgers University Newark and Saint Peter's College. With the closing of the Toxicology Program in 2005, Cytotechnology and Medical Laboratory Science are currently the only majors in the BS-CLS. In 2002, UMDNJ-SHRP was given the authority to solely grant the BS in Clinical Laboratory Sciences to students who already have a US baccalaureate degree.

In the 1980’s, the Program utilized four hospital clinical laboratories for student clinical practice rotations including UMDNJ University Hospital, Newark Beth Israel Medical Center, Saint Michael's Medical Center, and the VA New Jersey Health Care System in East Orange. In the 1990’s, Barnert Hospital, Somerset Medical Center, and Trinitas Hospital (Saint Elizabeth’s Hospital) were added as affiliated clinical sites, and in the next several years, Bayshore Hospital, Englewood Hospital and Medical Center, Liberty Health Systems, Robert Wood Johnson University Hospital, Hackensack Medical Center Saint Barnabas, and St. Joseph’s Regional Medical Center also joined the Program as affiliated clinical sites. In 2008, Barnert Hospital closed its doors and is no longer available as a clinical practice site. In 2011 the program expanded across the border into New York and affiliated with New York Presbyterian Hospital/Columbia University Medical Center and Mt. Sinai Medical Center.

Highlights of major changes in the curriculum include the division of professional courses into Level I and Level II in 1985 to incorporate a Medical Laboratory Technician (MLT) to Medical Technologist (MT) Career Ladder into the curriculum, the only such mechanism in New Jersey. In 1987, the Program expanded from 12 months to 15 months to accommodate additional courses. In 1990, a Discipline Specific Program in Medical Technology was implemented for non-matriculated students to complete courses in one discipline of clinical laboratory science. A Medical Laboratory Technician (MLT) Program was implemented in 1995 on the Scotch Plains campus, and from 1995 to 2001, MLS students on the Newark campus attended Level I lectures with MLT students on the Scotch Plains campus by videoconferencing. Although the MLT Program closed in 2003, the MLS Program continues to use laboratory and office space on the Scotch Plains and as well as the Newark campuses. In 2004, the Program began another major change in delivery of instruction by implementing web-enhanced instruction for theoretical courses.

The Program has had two directors: Dr. Hannah Zane (1973-1987) and Dr. Elaine Keohane (since 1987), and an Assistant Program Director, Dr. Deborah Josko (since 2004). The Program and students have benefited from excellent didactic and clinical faculty, particularly the longevity of most of the current didactic faculty: Dr. Elaine Keohane (since 1974), Dr. Nadine Fydryszewski (since 1991 with an interim role as Director of the Center for Advanced and Continuing Education from 1996-2006), Joann Rittersbach (part time since 1991), Dr. Deborah Josko (since 1996), Dr. Shashi Mehta (since 2007), Carol Caballero (since 2007) and Drew J. Minardi (since 2009). Other full time faculty who provided years of service to the program include Dr. Henry Ogedegbe, Dr. Jesse Guiles, Susan Mikorski, Felicia Czekaj, and Dr. James Ebose.

Another milestone occurred when the MLS faculty in the Department of Clinical Laboratory Sciences partnered with the Department of Interdisciplinary Studies in implementing the online Masters in Health
Sciences (MSHS)-Clinical Laboratory Science Track in Fall 2002. This program provides an excellent opportunity for graduates to continue their studies online at UMDNJ. It currently has over 60 matriculated students from many states including several MLS program graduates. In addition, the CLS Department implemented a new online Graduate Certificate in Clinical Laboratory Science in Spring 2006.

Since the inception of the Medical Technology/Medical Laboratory Science Program, there have been many changes but most importantly, over 500 graduates completed the program, and most are still pursuing successful careers in health care throughout New Jersey.

PROGRAM MISSION

The mission of the Medical Laboratory Science Program is to educate students who will function competently, creatively, responsibly, and collaboratively in a dynamic health care environment.

PROGRAM GOALS/EDUCATIONAL GOALS

The educational goals of the Medical Laboratory Science Program are 1) to prepare competent Medical Laboratory Scientists to function in the clinical laboratory science field at the baccalaureate degree level; 2) to provide the student with a broad-based background to serve as a foundation for future growth and development; and 3) to prepare graduates to adapt to a changing health care environment. The curriculum is designed to prepare graduates for entry-level function in scientific/technical areas, supervision/management, education and research. It is also designed to socialize the student to the attitudes and values of the profession, to provide an overview of the legal, ethical, economic, political and social aspects of the profession and the health care delivery system in general, and to instill a commitment to life-long learning. Finally, the curriculum is designed to develop generic skills in effective communication, problem solving and self-directed learning.

SPECIFIC COMPETENCIES EXPECTED OF GRADUATES

Graduates of the Medical Laboratory Science Program will:

Scientific/Technical
- Produce accurate test data through performance of analytical procedures, calculations, and use and monitoring of clinical laboratory instruments.
- Accurately collect and process clinical laboratory specimens.
- Confirm and verify results through an in-depth knowledge of techniques, principles, normal and abnormal physiology, interpretation and correlation of test data with physiology and quality assurance results.
- Interpret and integrate laboratory data across various disciplines of clinical laboratory science.
- Solve problems by analyzing test data to determine sources of error as technical, instrumental or physiological, synthesize alternatives and determine corrective action.
- Evaluate results of quality control and quality assurance programs and implement appropriate corrective actions.
- Participate in developing and establishing preventive and corrective maintenance of equipment.
- Perform and report method evaluation studies of clinical laboratory procedures taking into account technical criteria as well as space, personnel and budgetary considerations.
- Participate in developing and evaluating procedures for collecting, processing and analyzing biological samples.
- Possess general knowledge of critical pathways, interpretive algorithms, and clinical decision-making in the delivery of laboratory services.
Supervision/Management
- Possess a general knowledge of management principles to include managing laboratory operations in technical, fiscal, work-flow and personnel areas.
- Possess a general knowledge of licensing, certifying and accrediting agencies and their regulations.

Education
- Possess a general knowledge of educational methodologies and evaluation strategies in order to participate in the education of students, patients, and other personnel in a clinical setting.
- Be able to effectively use audio-visual media and equipment in oral presentations

Research/Scientific Inquiry
- Be able to access and analyze scientific literature and engage in scientific inquiry.
- Possess knowledge of research design sufficient to evaluate published studies.

Generic Skills
Communication
- Effectively transmit and receive information in oral, written and technical formats.

Community Health
- Promote healthy lifestyles and participate in activities that improve the health and wellness of the community.

Consumer Health
- Encourage consumers to become responsible decision makers regarding health care services.

Cultural Sensitivity
- Perform their duties in a manner sensitive to the diverse racial, ethnic, gender, religious, and other social groups.

Ethics and Jurisprudence
- Perform their duties within accepted ethical and legal guidelines.
- Apply principles of ethics to clinical laboratory situations.

Health Care System
- Comprehend the complexity of health care systems in order to contribute to the improvement of health care delivery.
- Discuss the dynamics of healthcare delivery systems as they affect laboratory services.
- Discuss governmental regulations, standards, and regulatory compliance issues applicable to laboratory practice.

Information Management
- Be able to access, manage, and utilize scientific, health care, and patient/client information.
- Implement statistical approaches to data evaluation.
- Use laboratory information systems to enable timely, effective, accurate, and cost-effective reporting of laboratory-generated information.

Leadership
- Be able to lead individuals and/or groups toward attainment of shared goals.

Medical Emergencies
- Recognize and respond to selected medical emergencies.
**Problem Solving**
- Analyze critically and solve logically a variety of clinical, cultural, psychosocial, and/or managerial problems.

**Professional Commitment**
- Exhibit a commitment to their profession, participate in its affairs, and interrelate with other professionals.

**Professionalism**
- Exhibit professional demeanor, and maintain competence in the delivery of services.
- Develop a willingness to continue learning to maintain state-of-the-art knowledge and skills.
- Develop a sense of responsibility for the discovery of new knowledge in the discipline as well as standards of practice.
- Participate in ongoing professional career development.

**Quality Assurance/Quality Improvement**
- Contribute to the delivery of high quality, cost-effective, and integrated health care.
- Apply principles and practices of quality assurance and performance improvement to laboratory services.

**Safety**
- Utilize safe work practices by following established internal and external guidelines.
- Discuss governmental regulations and standards related to laboratory safety.

**Teamwork**
- Communicate and collaborate with the health care team to facilitate the attainment of common goals.
- Demonstrate sensitivity and adaptability in interpersonal relationships.
- Demonstrate an understanding of other health care disciplines.

Revisions approved by MLS Faculty 4/08
# CURRICULUM SUMMARY

<table>
<thead>
<tr>
<th>Preprofessional Courses</th>
<th>90-101 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Courses</td>
<td>45 credits</td>
</tr>
<tr>
<td>Degree Credits</td>
<td>134-145 credits</td>
</tr>
</tbody>
</table>

## PROFESSIONAL COURSES

### Summer (12 Weeks) - First Semester
- MLSC 2119 Basic Laboratory Operations 2 credits
- MLSC 2129 Hematology I 3 credits
- MLSC 2169 Body Fluids 1 credit
- MLSC 2249 Clinical Chemistry I 4 credits
- MLSC 2159 Clinical Immunology 2 credits

### Fall (16 Weeks) - Second Semester
- MLSC 4279 Clinical Microbiology 6 credits
- MLSC 2239 Immunohematology I 3 credits
- MLSC 4349 Clinical Chemistry II 3 credits
- MLSC 4329 Hematology II 3 credits

### Spring (18 Weeks) - Third Semester
- CLSC 4319 Introduction to Molecular Diagnostics 2 credits
- CLSC 4310 Laboratory Statistics, Management, and Education 2 credits
- MLSC 4339 Immunohematology II 2 credits
- MLSC 4429 Clinical Practice in Hematology and Urinalysis* 2 credits
- MLSC 4449 Clinical Practice in Chemistry* 2 credits
- MLSC 4489 Independent Study 3 credits

### Summer (14 Weeks) - Fourth Semester
- MLSC 4390 Topics in Medical Laboratory Science 1 credit
- MLSC 4439 Clinical Practice in Immunohematology and Immunology* 2 credits
- MLSC 4479 Clinical Practice in Microbiology* 2 credits

### TOTAL 45 credits

*Sequence of clinical practice courses may vary.*
EMERGENCY PROCEDURES FOR EXPOSURE TO BLOODBORNE PATHOGENS

In accordance to the UMDNJ-SHRP Policy #00-01-40-40:10

**Needle Sticks and Potential Exposure to Blood borne Pathogens**

Students are provided safety instruction on incidents involving needle sticks, potential exposure to bloodborne pathogens and general laboratory safety procedures during Program Orientation. In addition, students are instructed about the specific safety policies and procedures at each assigned affiliated clinical site.

Students are required to report all accidents that occur on-campus or at the affiliated clinical sites immediately to their instructor, the assistant program director, Deborah Josko, (908)-889-2422, clinical coordinator, Carolina Caballero, (973)-972-6863 and the program office, (973)-972-5578.

**After a potential exposure, time is crucial. Students who have accidental needle sticks or other exposure to potential blood borne pathogens must act quickly as follows:**

A. Wash exposure site thoroughly with soap and water (or water only for mucous membranes)

B. Notify the clinical supervisor for assistance.

C. Call/Go to the nearest Student Health and Wellness Center or the area of the clinical facility designated for treating needle stick exposures *within 2 hours*. Consult concerning appropriate tests, risk-assessment counseling and chemoprophylaxis.

**Newark & Scotch Plains:**
- Student Health & Wellness Center (973)-972-8219 (7:30-5:00 M-F)
- After hours: ER at UMDNJ -University Hospital (973)-972-5123

**Piscataway/New Brunswick:**
- EOHSI Employee Health Service (732)-445-0123 (8:00-4:00 M-F)
- After hours page Infectious Diseases Fellow on call at RWJ University Hospital (732)-828-3000, press 0.

**Camden:**
- Student health Service (856)-342-2434 (8:00-4:30 M-F)
- After hours: ED Nurses’ Station at Cooper Hospital (856)-342-5392

**Stratford:**
- (856)-566-6845 (24 hrs).

D. Complete an incident report from the facility in which the incident occurred.

E. Send treatment and testing bills to the student’s insurance company. For reimbursement of expenses not reimbursed by insurance, send a request, including the incident report, your insurance Explanation of Benefits and original treatment bill, to your Program Director or the Associate Dean for Academic and Student Services.

The UMDNJ information card on post-exposure procedures (with contact information) must be carried at all times to affiliated clinical sites.

Please review the additional information provided on your wallet card.
## CONTENTS

**STUDENT POLICY MANUAL**

I. Faculty/Student Honor Code 18  
II. Disciplinary Infractions and Student Disciplinary Hearing Procedures 18  
   A. Disciplinary Infractions 18  
   B. Student Disciplinary Hearing Procedures 18  
III. Student Complaints 19  
IV. Ombudsperson 19  
V. Attendance Policy 19  
   A. Inclement Weather 19  
   B. Schedule 19  
   C. Absence/Tardiness 19  
   D. Transportation 20  
   E. Vacation Policy 20  
   F. Absence from Exams 21  
   G. Employment during Program 21  
VI. Part Time Students/Length of Time To Complete Program 21  
VII. Leave of Absence/Maintaining Matriculation/Reenrollment 21  
   A. Leave of Absence 21  
   B. Maintaining Matriculation 21  
   C. Reenrollment 21  
VIII. Advanced Standing Policy 22  
   A. MLT Graduates 22  
   B. Credit by Exam 22  
   C. Portfolio Assessment 22  
   D. Transfer Policy 22  
IX. Grading Policy 22  
   A. Minimum Requirements 22  
   B. Evaluation System 23  
   C. Assignment of Grades 23  
   D. Incomplete Grades 24  
X. Phlebotomy Policy 24  
XI. External Certification Examinations 24  
XII. Student Review of Examinations 24  
XIII. Withdrawal from Courses 24  
   A. Withdrawal during Drop-Add Period 24  
   B. Official Withdrawal 24  
   C. Limits on Official Withdrawals 25  
   D. Unofficial Withdrawal from a Course 25  
XIV. Withdrawal from SHRP 25  
XV. Readmission to Program 25  
XVI. Change in Enrollment from the Medical Laboratory Science Program Discipline Specific Program 26
XVII. Change in Enrollment from the Discipline Specific Program to Medical Laboratory Science Program 26
XVIII. Unacceptable Evaluation 26
   A. Make-up Examination Policy 26
   B. Course Repeat Policy 27
XIX. Policy on Comprehensive Exam 27
   A. Scheduling 27
   B. Absence from Comprehensive Exam 27
   D. Second, Third, and Fourth Attempts 28
XX. Academic Standing 28
   A. Satisfactory Academic Progress 28
XXI. Academic Warning 28
XXII. Academic Probation 28
XXIII. Academic Dismissal 29
XXIV. Academic Review Procedure 29
XXV. Academic Records/Challenge of Record Entry 29
XXVI. Clinical Rotation Policies 29
XXVII. Student Service Work Policy 30
XXVIII. Student Health and Wellness Center and Immunization Policy 30
XXIX. Student Safety Policies 30
XXX. Dress Code/Identification Badge 31
XXXI. Cell Phone Policy 31
XXXII. Recording Devices 31
XXXIII. E-mail 31
XXXIV. Internet Service Provider, Software, and Accessories 31
XXXV. Criminal Background Checks and Drug Screens 32
XXXVI. Religion and Religious Accommodations 32
XXXVII. Americans with Disabilities Act (ADA) 32
XXXVIII. Essential Functions 33
XXXIX. Professionalism 33
XXXX. Completion of MLS Program 33
XXXI. Student Awards 34

APPENDICIES
Appendix A: Student Honor Code and Student Sign Off Form for Honor Code 35
Appendix B: Student Disciplinary Procedures 39
Appendix C: Satisfactory Academic Progress Policy 45
Appendix D: Interpretation of Policy on Plagiarism in Online Courses 49
Appendix E: Student Sign Off Form for MLS Student Handbook 50
Appendix F: Student Sign Off for Safety Training 51
Appendix G: Student Patient Confidentiality Agreement 52
Appendix H: Didactic Affective Checklist 53
Appendix I: ASCLS Application 57
Appendix J: Code of Ethics 58
Appendix K: Pledge to Profession 59
Appendix L: Religion and Religious Accommodations 60
Appendix L: Directions:
   1. UMDNJ Campuses: Newark and Scotch Plains 61
   2. Clinical Facilities 64
I. FACULTY/STUDENT HONOR CODE

(Refer to your SHRP Student Handbook http://shrp.umdnj.edu/current_students/pdf/Handbook.pdf)

The faculty of UMDNJ-School of Health Related Professions believe that both faculty and students must observe and support high standards of honesty and integrity. For this reason, all faculty and students in this program are expected to abide by the SHRP Honor Code and uphold its Code of Academic Integrity. As described in detail in your Student Handbook, violations of the Code of Academic Integrity include cheating, plagiarism, fabrication, and/or academic misconduct. All such violations will be considered with gravest concern and may be punishable with sanctions as severe as suspension or dismissal.

Concerning plagiarism, all written assignments, online discussion board postings, and exams must be written in the student's own words. To further explain the SHRP policy, note that copying verbatim or cutting and pasting text from another source and submitting it as your own work is considered plagiarism. Therefore, any student who plagiarizes an assignment or exam will receive a grade of "F" for that work and will be subject to disciplinary actions in accordance with SHRP policy.

Please note that supplementing or supporting your own words with information from another source is acceptable, but if it is copied verbatim and not paraphrased, you are required to put it in quotes and identify the source. In general, direct quotes should be used only when essential, and should be kept to an absolute minimum. Students are also expected to conform to the Code of Student Behavior listed in the SHRP Student Handbook.

All students must submit a signed and dated copy of the Faculty/Student Honor Code to the assistant program director during Orientation. The Faculty/Student Honor Code form is provided in Appendix A of this document.

II. DISCIPLINARY INFRINGEMENTS AND STUDENT DISCIPLINARY HEARING PROCEDURES

A. Disciplinary Infractions

In accordance to the UMDNJ-SHRP Policy # 6.5.2 the following are actionable under the Student Disciplinary Hearing Procedures and may also be subject to action by the School concerning academic performance or misconduct in science:

1. Infractions of Federal, state, or local civil or criminal laws and regulations that have a direct impact on the individual's status as a student and future health professional and scientist.
2. Infractions of University or School policies, procedures, rules and standards.
3. Infractions of Code of Student Behavior, Code of Academic Integrity or other programmatic, professional and academic codes of honor or standards of behavior.

No action will be taken to suspend or expel a student from school prior to completion of the disciplinary hearing procedures described below, unless, in the judgment of the Dean or his/her designee, the continued presence of the student poses a substantial and immediate danger to the welfare or safety of any person or property.

B. Student Disciplinary Hearing Procedures

A request for disciplinary action against a student made be made in writing to the Dean by any student, faculty member, or administrative officer within 30 days of the alleged infraction or the discovery of the infraction. The procedural steps in this process are described in the SHRP Student Handbook.

Refer to Appendix B for Policy 6.5.2 Student Disciplinary Procedures. The policy can also be found at: http://shrp.umdnj.edu/policies/documents/disciplinary_infractions.htm
III. STUDENT COMPLAINTS

Students are encouraged to seek resolution of complaints at the program and department level by bringing the issue to their program director, assistant program director, or department chairperson. If the issue cannot be resolved at that level, it can be brought to the Assistant Dean of Enrollment Services. The Assistant Dean of Enrollment Services may offer advice, attempt to resolve the issue, or where appropriate, suggest the matter be brought to a SHRP Hearing or the University's Office of Affirmative Action. Complaints related to racial, ethnic, or sexual harassment or discrimination may, if the student wishes, be brought directly to the Office of Affirmative Action.

IV. OMBUDSPERSON

The SHRP Ombudsperson serves as a resource for students to guide and assist students and the School in the evaluation of options for resolving problems. The Ombudsperson shall maintain confidentiality to the extent permitted by law. The SHRP Ombudsperson may be reached at 973-972-4136.

V. ATTENDANCE POLICY

Attendance at scheduled lectures, on-line units, student laboratory, and clinical sessions is a requirement of the Program. Satisfactory completion of courses requires participation in class discussions, interaction with faculty and development and mastery of skills that can only be accomplished through regular attendance. Students are fully responsible for all material presented in classes, online, in student laboratories and clinical sessions. Faculty will not be regularly available for students who miss these sessions or are late for them. Students may be permitted to make up missed student laboratory sessions only at the discretion of the course coordinator. When illness or other special circumstance prevents attendance, the student will inform the instructor in advance when possible. Excessive absenteeism or tardiness in a course may result in failure of the course. The course coordinators may establish additional attendance policies for their courses.

Students will be responsible for contacting their clinical site coordinator AND Carol Caballero, the MLS Clinical Coordinator via e-mail caballca@umdnj.edu or 973-972-6863 to inform them of any lateness or absence prior to the scheduled start time of the clinical rotation.

A. Inclement Weather

During severe weather conditions, UMDNJ students on clinical rotations are required to adhere to the inclement weather procedures announced by UMDNJ. In accordance with the University policy for Inclement Weather Emergency (00-01-10-17:10), UMDNJ officials will post information concerning closures or delayed openings in the portal (my.umdnj.edu) and on the emergency hotline (1-888-MY-UMDNJ) by 6:00 am, when possible. However, if an announcement is not available by 6:00 am or sufficiently early to allow a student to travel safely to the assigned clinical affiliate, students are instructed to suspend their travel plans until the University announcement has been posted. It is the responsibility of the student to contact the clinical site in the event of a declared UMDNJ closure. In cases when UMDNJ decides not to declare an inclement weather emergency, students should follow the inclement weather procedures announced by the assigned clinical affiliate.

B. Schedule

At the beginning of each semester, a lecture, online, and student laboratory schedule will be distributed that will include the dates, places, times, subjects and instructors for each course. Prior to clinical rotation, each student will receive a clinical schedule to include dates, clinical facility and department of rotation. Please note that lecture, online activities, student laboratory, and clinical schedules are subject to change therefore it is the student's responsibility to be available if a scheduled on-line lecture is rescheduled to an in class session. Work responsibilities are not an acceptable excuse for missing class.

C. Absence/Tardiness

A record of student absence and tardiness from lecture, online units, student laboratory, and clinical sessions is maintained in the Student File in the Program office. Student attendance is monitored by
each course coordinator or instructor. At the clinical sites, students are required to sign an attendance log maintained by the clinical instructor or clinical education coordinator.

Tardiness is defined as arrival after the scheduled start time to a lecture, student laboratory or clinical session. Tardiness is excusable if an excuse is presented that is deemed acceptable by the course instructor and coordinator.

Students are required to call and report an absence PRIOR to the time of the scheduled activity. If the absence is on a lecture/student laboratory day, students must call the CLS office at 973-972-5578 as well as the course coordinator to report the absence. If the absence is on a clinical day, the appropriate clinical instructor or clinical education coordinator must be called at the clinical site as well as the MLS program's clinical coordinator, Carol Caballero at 973-972-6863 or via e-mail at cabalica@umdnj.edu. If a student is absent more than two consecutive days, a doctor's note or acceptable documentation must be presented upon return to class or clinical. Text messaging is NOT an acceptable form of communication for absences or tardiness. Students are not permitted to leave classes, laboratory or clinical sessions without first obtaining approval from the appropriate instructor, clinical instructor or clinical education coordinator.

Students are required to make up any missed clinical days if they choose to attend the ASCLS national meeting, ASCLS legislative day, affiliate school graduation day, interviews for medical school, graduate school, or potential job related interviews/information sessions, etc.

An unexcused absence will be recorded in the Student File if: 1) the student fails to call and report an absence, or 2) an excuse is presented which is deemed unacceptable by the course coordinator or instructor, or 3) the student fails to sign the attendance log at the clinical site, or 4) the student leaves a lecture, laboratory or clinical session without notification and approval of the appropriate instructor, or 5) the student misses a clinical day to work on or meet with faculty to discuss or complete a project related to another course, or 6) to fulfill a work commitment during clinical hours or, 7) if an on-line session is rescheduled for an in class lecture.

Excessive absences (absences in excess of 15% of scheduled course time – both didactic and clinical) or tardiness may result in failure of courses. Students may be allowed to make up missed sessions only at the discretion of the course instructor, program director, and assistant program director taking into account the individual circumstances of the student. Absences due to illness in excess of five consecutive days requires submission of a physician's note before classes can be resumed.

An Academic Warning will be issued if a student accumulates 1) two unexcused absences, or 2) three unexcused tardinesses, or 3) a pattern of tardiness or absences (e.g. absence the day before an exam, the day before holidays, etc). Once a Warning is issued for excessive absence or tardiness, one additional unexcused absence or tardiness will result in a recommendation for dismissal from the Program.

D. Transportation
Students are responsible to provide or make arrangements for transportation to both UMDNJ campuses, clinical sites, and to off-site seminars. Students are required to assume all costs associated with transportation and parking if applicable.

E. Vacation Policy
When the schedule permits, a winter and/or spring break will be designated on the master schedule. Students will not be permitted to take vacation time during scheduled courses, labs, or clinical rotations. Absence due to vacation time taken during scheduled classes, labs, or clinical rotations will result in an unexcused absence for each day missed. There will be no scheduled make-up lab time, online quizzes, exams, etc. due to a vacation absence. Consideration for special circumstances must be submitted in writing to the Program Director and Assistant Program Director.
F. Absence from Exams
It is the student's responsibility to be present for all scheduled examinations. Any student who is absent from a scheduled examination will automatically receive a grade of “F” for that examination unless the absence is due to illness or a sudden unexpected emergency. In the event of a sudden illness, the student must provide documentation by a physician. In the event of an unexpected emergency, appropriate documentation deemed suitable by the Professor must be submitted. If a student is absent the day before a scheduled exam, an unexcused absence will be recorded unless appropriate documentation, as stated above, is provided. This evidence must be submitted upon the student's return to class.

A student missing an examination due to reasonable circumstances, should contact the instructor immediately upon return to class and will be examined at the convenience of the instructor. A different form of the examination may be utilized.

G. Employment during Program
Full time students are discouraged from working during the program due to the rigorous and demanding nature of the curriculum. If students are employed, their employment hours must be scheduled outside the established class, online, laboratory and clinical schedules, and cannot interfere with regularly scheduled educational activities.

VI. PART TIME STUDENTS/LENGTH OF TIME TO COMPLETE PROGRAM
Students may attend classes on a part time basis with approval of the program director. Matriculated part time MLS students must normally complete their program of studies within 8 semesters from the time of initial enrollment including the Summer semesters. Extension of these time limits requires approval of the Program's academic standing committee, and students not completing in this time period may be recommended for dismissal from the Program. A Leave of Absence will not normally extend the time limits allowed for Program completion.

VII. LEAVE OF ABSENCE/MAINTAINING MATRICULATION/REENROLLMENT
A. Leave of Absence
A student who wishes to request a leave of absence should state the reasons in writing to the program director. The request will be forwarded to the Department's Committee on Admissions and Academic Performance and any conditions stipulated by the Committee under which reenrollment may be granted will be communicated in writing to the student and Office of Enrollment Services. Students who have been approved for a leave of absence must remove any outstanding encumbrances or be certified for the leave by the Office of Enrollment Services. A leave of absence will not normally extend the time limits allowed for program completion.

B. Maintaining Matriculation
All students on a leave of absence or carrying reduced course loads who wish to maintain “in attendance” status for insurance purposes must register to maintain matriculation during a hiatus in attendance. A fee is assessed for this service. A form is available in the Office of Enrollment Services section of the SHRP website.

C. Reenrollment
Students who return from a leave of absence are not required to reapply to the Program. Reenrollment is through the Office of Enrollment Services upon authorization by the program director. Students may consult the SHRP Student Handbook for further information.
VIII. ADVANCED STANDING POLICY

A. MLT Graduates
Graduates of the former Medical Laboratory Technician (MLT) Program at UMDNJ may apply 19 credits of their Level I theoretical course work toward the MLS degree or certificate provided that the courses were taken within 5 years of matriculation into the MLS Program. Applicants to the Medical Laboratory Science Program who have completed another NAACLS accredited Medical Laboratory Technician (MLT) Program and have recently passed an acceptable national certification exam (ASCP or NCA) in the MLT category (generally within 5 years of enrollment) are eligible to receive 19 transfer credits from UMDNJ for the professional course work taken in their MLT Program. These transfer credits will be applied to the professional course requirements for the MLS Program at UMDNJ. In the absence of acceptable certification, students may receive credit for Level I (MLT) course work taken in an accredited MLT Program through the credit by exam process. Advanced placement of MLT graduates into MLS clinical practice courses is evaluated on an individual basis. Students with previous laboratory experience will be evaluated on an individual basis for credit by exam, portfolio review or advanced placement into courses.

B. Credit by Exam
Formal requests for Credit by Exam must be submitted in writing to the program director a minimum of 8 weeks before the registration deadline for the course. Permission for credit by exam is given by the program director, in consultation with the Associate Dean of Administrative Services, only to those students who can document 1) course work through official transcripts, and/or 2) appropriate clinical laboratory experience by a letter from employer(s) specifically describing the previous laboratory experience. Challenge exams must be taken before the semester in which the course is offered. Students will receive a performance grade and the credits will count as credits earned. The regular tuition rate is charged for credit by exam.

C. Portfolio Assessment
Portfolio Assessment is used to award credits for knowledge and skills gained outside the usual college setting. This option is only available to students admitted into the Program. The procedure and fees for Portfolio Assessment is specified in the SHRP Student Handbook. Formal requests for Portfolio Assessment must be submitted in writing to the program director a minimum of 8 weeks before the registration deadline for the course. Credit may be granted following review and evaluation by the appropriate faculty members, the program director, chairperson and the Associate Dean for Administrative Services.

D. Transfer Policy
Students may apply for transfer of credit for courses taken at another NAACLS accredited Clinical Laboratory Science/Medical Technology Program in accordance with policies in the SHRP Student Handbook.

IX. GRADING POLICY

A. Minimum Requirements
Students must demonstrate satisfactory knowledge and skills in theoretical studies and clinical performance in the Program in order to graduate and be eligible for the national certifying examination. Satisfactory performance is defined as follows:

Lecture/Student Lab (Theoretical) Courses:
A minimum average of 75% is required to pass each Level I and Level II course. Students must pass MLSC 2119 Basic Laboratory Operations in the first Summer semester in order to continue in the Program. In addition, students must pass the prerequisite Level I course(s) before taking the corresponding Level II (if applicable) and Clinical Practice courses.
Clinical Practice Courses: A minimum of 80% is required for the practical exam. In addition, the student must have an acceptable skills and affective checklist.

Comprehensive Examination: Students are required to pass a comprehensive examination given as part of the Topics in MLS course at the end of the program. The format will follow the national certifying examination. Students must achieve a minimum of 70% in each content area in order to pass the exam.

Attendance: Acceptable attendance must be maintained as defined in Section V.

A Warning will be issued to the student for each course in which the above minimum performance is not achieved.

B. Evaluation System

Theoretical/Didactic Courses: Grades in these courses may reflect student performance on written tests, student lab practical exams, student lab reports, oral reports or any other evaluation mechanism deemed appropriate by the course coordinator. Course requirements, evaluation mechanisms and weights used in calculation of the course grade vary by course and are described in each course syllabus. Some theoretical courses may require satisfactory performance on a student laboratory practical exam in order to pass the course.

1. Affective Evaluation: An affective checklist will be completed at the end of each course by the designated faculty members.

Clinical Practice Courses: The Clinical Practice Course evaluation consists of three components:

1. Practical Exam: A practical exam is administered for each clinical rotation. Each practical exam is based on skills and knowledge acquired during the clinical rotation and is graded according to a predetermined format.

2. Skills Checklist: A skills checklist is completed by the clinical instructor assigned to the student. Students are rated as “meets standard” or “does not meet standard” as they complete each assigned task. A pass/fail grading system is used for this component. A “meets standard” rating must be obtained for all skills on the checklist in order to pass the course.

3. Affective Evaluation: An affective checklist is completed at the end of the rotation by the clinical instructor. Students are rated as meets expectations, exceeds expectations or needs improvement on a list of behaviors that reflect professional attitudes.

C. Assignment of Grades

Assignment of grades for all Level I and II theoretical/didactic courses is based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B+</td>
<td>86-89</td>
</tr>
<tr>
<td>B</td>
<td>82-85</td>
</tr>
<tr>
<td>C+</td>
<td>78-81</td>
</tr>
<tr>
<td>C</td>
<td>75-77</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 75</td>
</tr>
</tbody>
</table>

Assignment of grades for clinical practice courses is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
</tr>
<tr>
<td>B+</td>
<td>89-92</td>
</tr>
<tr>
<td>B</td>
<td>86-88</td>
</tr>
<tr>
<td>C+</td>
<td>83-85</td>
</tr>
<tr>
<td>C</td>
<td>80-82</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 80</td>
</tr>
</tbody>
</table>

Weighted components and method of calculation of the course grade are described in each course syllabus.
D. Incomplete Grades
A grade of "I" is normally given only when circumstances beyond the control of the student prevent completion of course requirements. Students receiving a grade of "I" are responsible for finding out from the instructor the exact work required to remove the "Incomplete" grade. A performance grade must be received within one year of the semester in which the "I" is received, or sooner, at the discretion of the Instructor. If a grade is not received during this time frame, the "I" is converted to an "F." The “F” will be shown on the transcript in italics indicating that it is an administrative “F”.

The provisional grade of “IP” (in progress) is assigned to courses which extend over more than one semester/session. The provisional grade of “IP” shall be replaced by the final grade when the student completes the full sequence. The faculty of the program shall regulate the awarding of credit in cases where the full sequence is not complete. A grade of IP cannot extend beyond the duration of the course/sequence. If the course work is not complete at the end of the course/sequence, a student may request a grade of incomplete. If the incomplete grade is awarded, the student will follow the procedure for the incomplete grade listed above.

X. PHLEBOTOMY POLICY

Students are required to demonstrate competency in phlebotomy in order to complete the Program. Students are required to complete a phlebotomy rotation (the duration of the rotation and the number of required successful phlebotomy attempts is defined in the appropriate course packet). If a student has documented experience as a phlebotomist, they should contact the clinical instructor or clinical education coordinator for a potential exemption from the phlebotomy rotation. At the completion of the rotation period, students will be evaluated by the clinical instructor or clinical education coordinator. Those students with unacceptable evaluations will be scheduled for additional experiences and reevaluation. If after the second evaluation, the student cannot demonstrate acceptable proficiency in phlebotomy, the student will be recommended for dismissal from the Program.

XI. EXTERNAL CERTIFICATION EXAMINATION

Upon completion of the MLS Program, graduates are eligible for the national certification exam in their respective category. The issuing of a degree or certificate is not dependent upon the student's passing of an external certification exam. It is strongly recommended that students take the national certification exam immediately upon graduation since most institutions require national certification for employment. An optional practice exam offered by the American Society for Clinical Pathology Board of Certification (ASCP-BOC) is available to the student for a small fee and can be taken towards the end of the program.

XII. STUDENT REVIEW OF EXAMINATIONS

Students are allowed to review completed and graded examinations for accuracy of grading only under the supervision of an instructor. Students are not allowed to keep examinations and will not be allowed access to their completed and graded examinations for study purposes.

XIII. WITHDRAWAL FROM COURSES

A. Withdrawal During Drop-Add Period
A course may be dropped prior to the end of the add-drop period published by UMDNJ-SHRP by completing an Add-Drop form (including the program or assistant director's signature), and submitting the form to the SHRP Office of Enrollment Services. Any course that is dropped within this time period will not appear on the student's transcript. Tuition refunds are given according to the policy specified in the SHRP Student Handbook.

B. Official Withdrawal
Students who officially withdraw from a course after the drop-add period but prior to completion of 3/4 of the course will receive a "W" on their transcript. Withdrawal is not official until the student has submitted a fully completed Withdrawal form to the Office of Enrollment Services. Non-attendance or notification to the
instructor does not constitute formal withdrawal. If a student withdraws after 3/4 of the course is completed, the course instructor will assign a final performance grade based upon the work completed and the requirements for the course (SHRP policy).

C. Limits on Official Withdrawals
Only one withdrawal is permitted in the program for academic reasons.

D. Unofficial Withdrawal from a Course
A student will be considered to have withdrawn unofficially from a course or courses if he/she is: a) a full time student who is absent for three consecutive didactic/clinical days/web modules or more without notification to the appropriate course instructor or program director, or b) a part time student who is absent for two consecutive course sessions or more without notification to the appropriate course instructor or program director.

Students who unofficially withdraw from a course prior to completion of 3/4 of the course, will receive "WF" on their transcript. Unofficial withdrawal after 3/4 of the course is completed will result in a performance grade as determined by the course instructor.

Before reporting the unofficial withdrawal status/grade to the Office of Enrollment Services, the student will be notified by first class and certified letter by the program director or his/her designee that he or she will be given an unofficial withdrawal from the course(s). The student will be given three working days from receipt of the letter to respond in writing. If the student does not respond within the given time, the unofficial withdrawal from the course(s) will be in effect. If the student does respond with an intention to continue in the course(s), the matter will be referred to the Department Committee on Admissions and Academic Performance.

XIV. WITHDRAWAL FROM SHRP

Students who wish to withdraw from SHRP must consult with the program director and follow published policies and procedures for withdrawal specified in the SHRP Student Handbook. The official date of withdrawal is the date in which the student submits the fully completed Withdrawal Form to the Office of Enrollment Services.

A student will be considered to have withdrawn unofficially from SHRP if he/she is: a) a full time student who is absent for three consecutive didactic/clinical days/web modules or more without notification to the appropriate course instructor or program director, or b) a part time student who is absent for two consecutive course sessions or more without notification to the appropriate course instructor or program director.

Matriculated students who fail to register, request a leave of absence, or submit a maintaining matriculation form to the Office of Enrollment Services will be considered unofficially withdrawn from SHRP.

Before reporting the unofficial withdrawal from SHRP to the Office of Enrollment Services, the student will be notified by first class and certified letter by the program director or his/her designee that he or she will be given an unofficial withdrawal from the School. The student will be given three working days from receipt of the letter to respond in writing. If the student does not respond within the given time, the unofficial withdrawal will be in effect. If the student does respond with an intention to continue at SHRP, the matter will be referred to the Department Committee on Admissions and Academic Performance.

XV. READMISSION TO PROGRAM

A student who has withdrawn (or was dismissed) from the Program may apply for readmission. The student is required to submit an application and fee to the Office of Enrollment Services within three years of leaving the Program. Enrollment Services will forward a copy of the application to the program director. Applications for readmission will be considered by the Department Committee on Admissions and
XVI. CHANGE IN ENROLLMENT FROM THE MEDICAL LABORATORY SCIENCE PROGRAM TO THE DISCIPLINE SPECIFIC PROGRAM

Matriculated students in the Medical Laboratory Science Program may change to non-matriculated status in the Discipline Specific Program, upon approval of the Program Director, provided that: 1) they already possess a baccalaureate degree, 2) they meet the prerequisite course requirements for the selected discipline, and 3) they achieved a grade of C or better in the courses completed in the selected discipline. Matriculated students in the Medical Laboratory Science Program who completed more than 25 credits are normally not permitted to change to the Discipline Specific Program unless there are unusual circumstances and the change is approved by the Department Committee on Admissions and Academic Performance. Matriculated students who change to the Discipline Specific Program will not be permitted to complete more than one discipline track nor register for more than 12 additional credits as a non-matriculated student. Non-matriculated students are scheduled for clinical practice courses on a space-available basis.

XVII. CHANGE IN ENROLLMENT FROM THE DISCIPLINE SPECIFIC PROGRAM TO THE MEDICAL LABORATORY SCIENCE PROGRAM

Courses taken as a non-matriculated student in the Discipline Specific Program may be applied toward a degree or certificate in Clinical Laboratory Science - Medical Laboratory Science if the student: 1) meets all admission requirements for the Medical Laboratory Science Program and is accepted for matriculation by the Department Admissions Committee, and 2) the courses were taken within 5 years of initial matriculation into the Medical Laboratory Science Program.

XVIII. UNACCEPTABLE EVALUATION

A. Make-Up Examination Policy
If a student fails to obtain the minimum passing grade of 75% for theoretical courses or 80% for laboratory practical exams, the student will be permitted to take one make-up comprehensive exam for that course. Course make-up exams will be available with permission of the program director and course coordinators only under the circumstances described below. Students who request to take a comprehensive course make-up exam should contact the course coordinator within three days of failing a course. Only one comprehensive course make-up examination will be permitted in each of the following two areas:

1. Theoretical courses (Level I or Level II)
2. Clinical Practice courses

The make-up exam policy for student laboratory practical exams is established by course and is described in each course syllabus.

Theoretical Courses: A maximum grade of “C” for Level I and Level II courses can be obtained on any comprehensive course make-up exam. If the grade on the comprehensive course make-up exam is below the minimum pass level, the student will receive an “F” for the course.

Clinical Practice Courses:

Practical Exam: A maximum grade of 80% can be obtained on any practical make-up exam.

Skills Checklist: Students who receive an unacceptable rating for skill(s) on the checklist will be allowed to repeat the skill within the scheduled time of the rotation until an acceptable level is achieved. If an acceptable rating is not achieved by the end of the scheduled rotation, the student will be given either:

1. a grade of “F” for the course, or
2. A grade of “IP”, with an additional period of clinical practice time and re-evaluation scheduled. This option is available solely at the discretion of the program director, clinical course coordinator, clinical education coordinator and clinical instructor, and is dependent upon the individual circumstances of the student. If an acceptable rating is not achieved on all skills on the checklist at the end of the additional period of clinical practice, a grade of "F" will be given for the course.

Affective Checklist: Unacceptable evaluation will require counseling and advisement by the faculty and assistant program director. Students requiring additional counseling will be referred to the Office of Student Services.

B. Course Repeat Policy
Students will be allowed to repeat only one course (theoretical or clinical) in which a grade of F was received. If a student receives an F on the second attempt, dismissal will be recommended.

If a student fails a course in the first summer semester they will be required to go to part-time status.

Students who fail two or more courses (theoretical or clinical), before taking make-up exams, will be recommended for dismissal.

XIX. POLICY ON COMPREHENSIVE EXAM (Topics in MLS Course)

Students are required to pass a Comprehensive Exam given in the Topics in Medical Laboratory Science course in order to complete the Program. Passing is defined as achievement of a minimum score of 70% in each content area of the exam. Students will be given four attempts to pass the exam. Students who do not pass the exam on the fourth attempt will fail the Seminar course and be recommended for dismissal from the Program. Students will not be eligible to take the Comprehensive Exam unless all other courses are satisfactorily completed.

Please note: the Comprehensive Exam is part of the MLS Topics grade. If you pass on the first attempt, the overall grade you receive will be calculated into your final course grade. Failure to obtain a minimum grade of 70% in each section on your first attempt will result in retaking the exam until a minimum of 70% is achieved in all sections. Be aware that if you take the exam more than once, the maximum grade you can receive is a 70% regardless of the overall grade calculated. For example, you receive an overall score of 90% on the second exam but the highest grade that will be given is 70% which will be calculated in your overall course grade.

A. Scheduling
The exam will be scheduled ONLY four times a year as per the MLS Topics schedule. You will have three attempts at the exam prior to the September 15th graduation date. If you do not pass on the third attempt you will be required to take the fourth exam in the fall semester which will delay your graduation one semester. Students will be notified in writing of the specific dates in the Spring semester. The Comprehensive Exam will not be scheduled on different dates to accommodate individual schedules. Students are given sufficient notice and are expected to adhere to the schedule.

B. Absence from Comprehensive Exam
Any student who is absent from the scheduled Comprehensive Exam will automatically fail the exam unless the absence is due to illness or a sudden unexpected emergency which must be documented by a physician or other suitable evidence. The student must submit this written evidence to the Program Director no later than 5 working days after the exam date; students who do not meet this deadline will fail the exam. The Program Committee on Admissions and Academic Performance will determine if the submitted documentation is acceptable. Employment or normal child care responsibilities do not constitute a sudden unexpected emergency.

If the excuse is submitted in writing and within the time limits stated above, and is determined acceptable by the Committee, the student will not be given a failure for the exam, and the incident will not count as
an exam attempt. However, he/she will be able to take the exam **ONLY** at the next available scheduled testing date.

If an excuse is not submitted, or is submitted after the time limits stated above, or is determined unacceptable by the Committee, the student will fail the exam, and the incident will be considered an exam attempt.

**C. Second, Third and Fourth Attempts**
The second, third and fourth attempts for the Comprehensive exam will be given to the student at the next available scheduled date after they failed the exam. Students must repeat the entire exam, regardless of the number of failed sections in the prior attempt. A maximum grade of 70% will be given even if the student receives an overall grade higher than 70%.

Students who fail the exam on the third attempt must submit a plan to the faculty for a formal review. The review may consist of activities such as attending a review course or using the services of a tutor, and must be approved by the Committee on Admissions and Academic Performance. Students will assume all costs of the review.

**XX. ACADEMIC STANDING**

Students are considered in good academic standing if they achieve and maintain a minimum GPA of 2.75 after each semester.

**A. Satisfactory Academic Progress Policy**

Sound academic principles require that students be required to maintain standards of satisfactory academic progress. In addition, federal regulations require the School to establish satisfactory academic progress standards for students who are awarded federal financial aid funds. The following standards apply to all matriculating students, whether they are financial aid recipients or not. Students who fail to maintain satisfactory academic progress during any semester may be placed on probation or suspension or may be dismissed, in accordance with the policies of the School. The standards of satisfactory academic progress measure a student's performance in three areas: completion rate, cumulative grade point average (GPA) and maximum time frame.

The complete Satisfactory Academic Progress Policy 3.1.2 is provided in Appendix B.

**XXI. ACADEMIC WARNING**

A written Academic Warning is given to students who do not demonstrate satisfactory theoretical or clinical performance in a course, or who have an unacceptable attendance record. The warning is given before completion of the course and outlines those measures needed for improvement, specifies mechanisms for remediation, sets deadlines for compliance and requests students to seek counseling or assistance.

Specifically, an Academic Warning will be given for any of the following reasons:

1. A theoretical course average below 75%, or
2. A practical exam grade below 80% and/or unacceptable skills checklist, or
3. Excessive Absenteeism/Tardiness defined as two unexcused absences, or three unexcused tardinesses, or a pattern of absences of tardiness.
XXII. ACADEMIC PROBATION

Students who receive a grade of “F” in any course will be placed on academic probation. The terms and conditions of the probation will be determined by the Department Committee on Admissions and Academic Performance and will be described in writing to the student. Probation status will be removed after the student successfully repeats the course with a grade of C or better. Students are allowed to repeat only one course in the program. Students who fail to meet the conditions of the probation may be dismissed for unsatisfactory progress. Students on academic probation will not be permitted to represent the school in any student organization or committee or hold office in any student organization.

XXIII. ACADEMIC DISMISSAL

Students will be recommended for academic dismissal to the Department Committee on Admissions and Academic Performance who:

1. Fail two or more theoretical or clinical courses before taking a comprehensive make-up examination, or
2. Fail one theoretical or clinical course on the second attempt, or
3. Fail the Comprehensive Examination in the Topics in MLS course on the fourth attempt, or
4. Accumulate one additional unexcused absence or tardiness, after receipt of a warning for excessive absenteeism/tardiness, or
5. Fail to demonstrate competency in phlebotomy after a second rotation and re-evaluation, or
6. Fail to complete the Program in the recommended time limit.

XXIV. ACADEMIC REVIEW PROCEDURE

Academic decisions (e.g. grades) are not subject to formal appeal procedures however, an academic review may be held in response to a student's request regarding academic decisions taken by faculty with respect to his/her performance in any modality of instruction provided by SHRP or its affiliates. Review of an academic decision will be granted only if the student can present written evidence of 1) technical error and/or 2) existence of current extenuating circumstances that were already disclosed but not taken into consideration at the time the academic decision was made. The procedural steps in this process are described in the SHRP Student Handbook.

XXV. ACADEMIC RECORDS/CHALLENGE OF RECORD ENTRY

Academic records are maintained in the SHRP Office of Enrollment Services, Policies on access to student records are published in the SHRP Student Handbook.

After reviewing their records, students may challenge the contents as inaccurate, misleading, or in violation of student's privacy. The student may challenge only the accuracy of the grade recording, not the determination of the student's performance in the course. There is a one year time limit from the posting of the grade to challenge the record entry.

XXVI. CLINICAL ROTATION POLICIES

During their clinical rotation, students are expected to follow all regulations and policies of the affiliated clinical facility. Students are not permitted to use cell phones for calls or texting in the clinical laboratory. Students must wait for an assigned break and are only to use their cell phones in designated areas of the hospital. In addition, students are not permitted to use hospital computers for personal internet use or non clinical related Course Management Systems (CMS) while at a clinical site.

Students are expected to be at the clinical sites during their scheduled rotations. Students are not exempt from scheduled rotations because of study for examinations, project preparation, or work commitments. An unexcused absence will be issued if the student fails to contact the clinical instructor.
at the site **AND** Carol Caballero, the clinical coordinator at 973-972-6863 or via e-mail at caballca@umdnj.edu. Notification must be made **prior** to the report time at the clinical site.

Students will be assigned by the clinical coordinator to an affiliated clinical site and are required to provide their own transportation to all sites and pay for all associated costs if applicable. Students may occasionally be required to attend clinical sessions during early morning or evening hours for special procedures or techniques only performed during these hours at the site. Students are informed of these sessions in advance and are expected to modify their schedules to accommodate these special situations. If transportation issues prohibit a student from fulfilling their clinical assignment(s), they will be rescheduled the following fall semester resulting in postponement of graduation until January of the following year.

If for some unforeseen reason students cannot be placed in clinical rotations as scheduled, student completion of the program and graduation may be delayed. In this event, the program will make every effort to minimize the delay by identifying alternate clinical practice sites, at the earliest possible date.

When at the clinical sites, students are required to keep all information confidential and handle as protected health information under HIPAA, the Health Insurance Portability and Accountability Act.

**XXVII. STUDENT SERVICE WORK POLICY**

As specified in an agreement between UMDNJ and the affiliated clinical facilities, students are not considered employees of the clinical facility but are considered students in the clinical education phase of their professional education.

During regularly scheduled clinical activities, students are not paid and are not expected to perform as employees. Student employment for phlebotomy or in other areas of the laboratory is voluntary, paid and scheduled outside of regular clinical hours.

**XXVIII. STUDENT HEALTH AND WELLNESS CENTER AND IMMUNIZATION POLICY**

Students shall be in compliance with UMDNJ health and immunization policies at all times (refer to SHRP Student Handbook). Student immunization and health is monitored by the UMDNJ Student Health and Wellness Center located at 90 Bergen Street, Suite 1750, Newark, NJ 07103 (on the Newark campus) (973-972-8219), and students are notified of deficiencies by that office.

Students who are not in compliance with these policies will not be permitted to attend classes or clinical practice (UMDNJ policy).

Students must send their medical examination and vaccination records directly to the UMDNJ -Student Health and Wellness Center. This information is confidential and handled as protected health information under HIPAA.

Students must maintain a copy of their medical and immunization reports and must provide a copy to their assigned affiliated clinical site(s) on the first day of rotation if requested by the site. **Please note:** some clinical sites require additional immunization testing. The student will be notified in advance if applicable.

Due to the fact Medical Laboratory Scientists must be able to distinguish between various colors microscopically and macroscopically, a color blindness test is required and will be administered on campus at no charge to the student.

**XXIX. STUDENT SAFETY POLICIES**

Students are provided safety instruction on Blood Borne Pathogens and general laboratory safety procedures during Program Orientation. In addition, students are instructed about the specific safety policies and procedures at each assigned affiliated clinical site.
Students are required to report all accidents that occur on-campus or at the affiliated clinical sites immediately to their instructor, the MLS clinical coordinator, the MLS assistant program director, and the MLS Safety Officer. Students who have accidental needle sticks or other exposure to potential blood borne pathogens must immediately report to the Student Health and Wellness Center for initiation of appropriate testing and prophylaxis counseling. The UMDNJ information card on post-exposure procedures must be carried at all times to affiliated clinical sites.

XXX. DRESS CODE/IDENTIFICATION BADGE

Students are expected to exercise discretion and personal decorum in their choice of clothing and in personal hygiene. Student laboratory and affiliated clinical site safety regulations prohibit open-toed shoes, shorts, and any other type of clothing or grooming that will create a safety or distraction hazard for the student or for others. Students are expected to wear appropriate clothing on campus, in the clinical laboratories, and at off-site events. Appropriate dress does not include halters, beach wear, short shorts, athletic and gym wear, exposure of under garments, torn clothing, garments with offensive language, attention seeking clothing, or clothing that is disruptive or distracting to the learning environment. Appropriate dress at off-site events including clinical rotations should be professional and does not include denim of any color, leggings or tights, sneakers, and flip-flops. For laboratory safety reasons, exposed body piercings with the exception of earrings is not permitted at the clinical site. When at the clinical sites, students are required to follow the MLS Program’s dress code policy.

Appropriate personal protection equipment (lab coats, gloves) must be worn at all times in the clinical laboratory. In addition, students will be advised of additional required personal safety protections, when appropriate.

Students must wear their UMDNJ Student Identification badge on campus and at the affiliated clinical sites. Students must also wear any additional identification required by affiliated clinical sites.

XXXI. CELL PHONE POLICY

The use of cell phones is not permitted in lectures, student lab, or at the clinical facilities except at designated breaks.

XXXII. RECORDING DEVICES

Student use of personally owned communication/recording devices to record lectures and/or classroom lessons must be authorized by the faculty member or instructor who must give either oral or written permission prior to the start of the semester and identify restrictions, if any, on the use of mobile communication or recording devices.

XXXIII. E-MAIL

Students are issued an e-mail address at the beginning of the program. Students are required to check their UMDNJ e-mail at least every two days for announcements and notifications from the program and the school. When communicating through e-mail, correct grammar and punctuation as well as professional verbiage are required. Professional verbiage does not include slang, acronyms, inappropriate vocabulary, abbreviated words, etc. Reply correspondence should be limited to the subject of the original e-mail. Communication on another topic should generate a new e-mail with the appropriate subject line.

XXXIV. INTERNET SERVICE PROVIDER, SOFTWARE, AND ACCESSORIES

Many of the MLS courses are web-enhanced, therefore students need reliable access to the Internet through an Internet Service Provider. Students also need to have access to the computer hardware, software and browser requirements for the Course Management System. Students may use these
services at the various computer laboratories available on-campus, however, students may find it more convenient to have Internet access and a computer with the needed specifications in their homes. Since some sessions may be presented via a web-conferencing format, students are required to purchase headsets with a microphone. You will also be required to download Adobe reader to your computers and use Microsoft Office version 2003 or higher.

XXXV. CRIMINAL BACKGROUND CHECKS and DRUG SCREENS

Due to changes in the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, many clinical facilities will not permit a student to start a clinical rotation until satisfactory completion and submission of a criminal background check and drug screen. Criminal background checks, with results deemed favorable by UMDNJ, are required upon acceptance to the Program and must be completed before an applicant’s offer of admission is finalized.

The Office of Enrollment Services sends each student a copy of the results of his/her criminal background check. Students must maintain a copy of the report and must provide a copy to their assigned affiliated clinical site(s) on the first day of rotation if requested by the site.

Students may be required by some clinical sites to have a urine drug screen before beginning clinical or phlebotomy rotations. Students may be required to submit to a drug screen at a place designated by the clinical site. Upon completion of the drug screen, students must obtain a copy of the report and must provide a copy to their assigned affiliated clinical site(s) on or before the first day of rotation, in accordance with the site’s requirements. Failure to pass the drug screen may result in failure to place the student in the assigned rotation. The student will not be re-scheduled until the next rotation which will result in an extended enrollment in the program. Please note, students may be required to absorb the cost of the drug testing.

XXXVI. RELIGION AND RELIGIOUS ACCOMMODATIONS

All students requesting religion and religious accommodations must follow SHRP Policy 6.1.1 Religion and Religious Accommodations found in Appendix L and at


Please note: students must submit in writing any religious holidays or accommodations they will need to the Program Director and Assistant Program director within the first full week of class at the beginning of each semester.

XXXVII. AMERICANS WITH DISABILITIES ACT (ADA)

UMDNJ is committed to providing students with disabilities reasonable accommodations necessary to fulfill the Essential Standards of the Program.

The University will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and applicants with disabilities unless: (a) such accommodations impose any undue hardship to the institution, or, (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available that would allow the student to perform the Essential Standards, or, (c) such accommodations fundamentally alter the educational program or academic standards.

For assistance, the Disability Compliance Coordinator may be contacted at 973-972-8594.
XXXVIII. ESSENTIAL FUNCTIONS

The Essential Functions for UMDNJ -SHRP programs and the Medical Laboratory Science program may be found at: http://shrp.umdnj.edu/prospective_students/documents/ProgrammaticEssentialFunctionsMedicalLaboratoryScience.pdf.

The Essential Functions for the Medical Laboratory Science Program are as follows:

Program Standards

The following standards pertain to particular cognitive, motor, behavioral and social skills that are associated with the educational process of the allied health program that you plan to pursue:

Medical Laboratory Science

Observational Standards:
1. Visually distinguish colors of tubes, reagents, labels, test strips, instruments, microscopic cells and structures, biological specimens and on any other device or printout used in a diagnostic laboratory procedure.
2. Characterize color, odor, clarity, and viscosity of biologic specimens, cultures, reagents, or products of chemical reactions.
3. Hear/respond to verbal directions; communicate verbally in English to patients, supervisors, coworkers, and instructors.
4. Accurately observe demonstrations and exercises in the classroom, student laboratory, or clinical setting including virtual simulations.

Communication Standards:
5. Document necessary information on patient specimens and on appropriate forms or information systems in the student laboratory and in the clinical practice sites, and communicate the information to appropriate members of the health care team.
6. Gather, evaluate and report patient data.
7. Communicate effectively and efficiently orally and in writing with all members of the healthcare team.
8. Read and comprehend written material to correctly and independently perform laboratory test procedures.

Intellectual/Conceptual Standards:
9. Measure, calculate, analyze, synthesize, integrate, and apply information.
10. Use problem solving to identify and correct malfunctions of laboratory equipment and unexpected outcomes of laboratory test procedures.
11. Maintain confidentiality, and uphold the ethical standards of the profession.
12. Perform frequent practical, oral, written, or computer-based examinations and/or demonstrations.
13. Attend and participate in didactic and clinical education on and off campus.

Motor Skill Standards:
15. Collect blood specimens and perform laboratory analysis on a variety of medical specimens.
16. Manipulate with precision hand-held devices, equipment, and microscopes, and knobs, dials or keypads on computers and diagnostic instruments.
17. Palpate/feel with precision the location of veins when performing phlebotomy procedures.
18. Sit/stand for prolonged periods of time.
**Behavioral and Social Standards:**

19. Demonstrate appropriate interpersonal skills to work productively with staff and co-workers.
20. Accept and follow through on directives and instructions.
21. Work safely, efficiently, calmly, accurately, and in a timely manner under stressful conditions.
22. Prioritize multiple tasks, and maintain composure while managing multiple tasks simultaneously.

**XXXIX. PROFESSIONALISM**

Students entering the professional phase of their education are expected to act in a professional manner in both attitude and decorum, in class, in clinical practice, and at professional meetings. It is strongly recommended that students become active by becoming a student member in their professional organization, the American Society for Clinical Laboratory Science (ASCLS). Attendance at the NJ Chapter of ASCLS is **mandatory** for the following events: ASCLS-NJ Fall Student Forum, ASCLS-NJ Spring Seminar, and Educational and Management Seminars. This experience will allow the student to interact and network with other MLS/MLT students across the state. Becoming a professional is an important component of the MLS Program and will have a positive impact on your overall experience at UMDNJ. Professional points will be awarded to students for their participation in various professional activities throughout the program. Details for acquiring professional points will be discussed in the MLSC 2119 Basic Laboratory Operations course.

**XXX. COMPLETION OF MLS PROGRAM**

The awarding of your degree or certificate will be September 15th of your graduating year. Students will **not** be allowed to accelerate through the program to accommodate the start of an advanced degree program such as medical school, dental school, graduate school, or any other professional program. It is advised that you not apply to a program with a start date prior to September 15th.

**XXXI. STUDENT AWARDS**

Three awards are given annually by the School of Health Related Professions to graduating students in each program. The MLS Program will award two Academic Excellence Awards and one Excellence in Student Service Award. Students are selected for this award by a committee of program faculty.

The criteria for the Academic Excellence Awards include full time enrollment in the program; excellent academic performance; cumulative grade point average of professional courses; consistent performance above and beyond requirements in all course work; academic leadership, affective behavior and professional involvement; and adherence to the SHRP Code of Student Behavior and Faculty/Student Honor Code.

The Student Excellence in Service Award is an additional award which may be awarded to an individual who has contributed outstanding service to the community, the School, the University, or Allied Health Professions.

The following criteria must be met:

1. Service is defined as voluntary activity provided to a recognized community institution or professional organization; service to SHRP or the University; provision of community programs, whether educational or direct patient/student services; or individual volunteering in the community at large.

2. Evidence of the impact made through service, particularly as it might reflect on UMDNJ, may be through letters of support or recognition, other awards received for the same service, annual reports, documentation of products or services provided, or other supplementary materials.
Appendix A

FACULTY/STUDENT HONOR CODE

WHEREAS: The faculty of UMDNJ - School of Health Related Professions believe health care professionals must observe high standards of honesty and integrity; and

WHEREAS: As future health care professionals holding a public trust and as members of the SHRP academic community, students must also observe high standards of honesty and integrity in all aspects of education, practice and research; and

WHEREAS: Observance of this Code is essential due to the sensitivity and confidentiality required in professional education and practice and because it is required to uphold and promote the public trust, the integrity of the professions represented at SHRP and the principles of learning and acquisition of knowledge; and

WHEREAS: The faculty and students must make diligent efforts to ensure these high standards are upheld by their colleagues and peers as well as themselves; and

WHEREAS: It follows that faculty and students accept responsibility to help ensure that these standards are maintained in SHRP by reporting incidents of academic and professional dishonesty in others;

THEREFORE: The faculty and students agree to abide by this Honor Code of the School of Health Related Professions as follows:

GENERAL PRINCIPLES AND RESPONSIBILITIES

The principles of truthfulness, fairness, respect for others, trust, and responsibility and a personal commitment to maintaining these high standards and values constitute the fundamental ideal we all must strive to attain. Accordingly, SHRP faculty and students have the following responsibilities:

• To be truthful in all academic and professional matters, and to always honestly represent their work and that of others;

• To be aware of and to abide by all applicable federal, state and local civil and criminal laws and regulations;

• To be aware of and abide by all applicable codes and standards of ethical and professional conduct and responsibilities, including those established by the profession in which the student's course of study is intended to prepare him or her to practice;
To be aware of and to abide by all applicable University and school policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty in all academic activities;

- To help ensure that high standards of professional and ethical conduct are upheld by faculty, students, colleagues and peers by reporting violations of this Honor Code observed in others to the appropriate School official.

Violations of this Honor Code include conduct that does not fully comport with the statements and principles above. Examples of violations include, but are not limited to, conduct listed below.

**EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY AND OF STANDARDS OF BEHAVIOR**

**CHEATING** occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

1. Copying another's work and submitting it as one's own on an examination, paper or other assignment;
2. Allowing another to copy one's work;
3. Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized materials (notes, formulas, etc,) that are visually or audibly accessible.
4. Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation.

**PLAGIARISM** is an act whereby an individual represents someone else's words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as his/her own work. Examples include, but are not limited to:

1. Using the exact words (verbatim) of another source without quotations and appropriate referencing;
2. Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased;
3. Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing;
4. Using facts and data from another source without a reference unless the information is considered common knowledge.

**FABRICATION** is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

1. Using information from a source other than the one referenced;
2. Listing of references in a bibliography that were not used in a paper;
3. Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises;
4. Falsifying or withholding data in patient charts, notes or records;
5. Submitting papers, reports or projects prepared in whole or part by another;
6. Taking an exam for another or allowing another to take an exam for oneself.
**OTHER ACTS OF MISCONDUCT** include, but are not limited to:

1. Changing, altering or falsifying a graded examination, completed evaluation, grade report form or transcript, or unauthorized entry, or assisting another in unauthorized entry, into a University building, office or confidential computer file for that purpose;
2. Obtaining, distributing, accepting or reviewing examinations, lab reports or other confidential academic materials without prior and explicit consent of the instructor;
3. Submitting written or computer work (in whole or in part) to fulfill requirements of more than one course without the prior and explicit permission of both instructors;
4. Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals;
5. Stealing information from another;
6. Forging an instructor's signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of School documents, records or identification.
7. Obstruction or disruption of teaching, research, administration, procedures, or other School activities;
8. Theft, damage, or the threat of damage to the property of the state or a member of the University community or to any person lawfully on the university campuses;
9. Any action that harms, threatens bodily harm or presents an imminent danger of such to any person lawfully on the university campuses;
10. Possession or use of firearms, explosives, dangerous weapons on university property in violation of federal, state or local law or university regulations.
11. Use, possession, or distribution of narcotics or dangerous drugs, the use of which is prohibited by laws of the state;
12. Unauthorized entry into, or use of, University facilities;
13. Violations of established University policies or regulations, including regulations concerning consumption of alcoholic beverages or other substances, and any other procedure or regulation officially promulgated by the University.
14. Violations of any applicable professional Codes of Ethics.

Portions of this Honor Code have been adapted with permission from the administration of Ramapo College.
I have received a copy of the UMDNJ -School of Health Related Professions Faculty/Student Honor Code.

I understand that it is my responsibility to read and comprehend the faculty/student honor code of the SHRP and that the Program Director and Assistant Program Director are available for any questions that I may have about these policies.

----------------------------------  ------------
Student Signature       Date

----------------------------------
Please Print Name
Appendix B

SHRP POLICY

Student Rights and Responsibilities

TITLE: Student Disciplinary Procedures

CODING: 6.5.2

ADOPTED: 6/05

AMENDED: 4/08

I. PURPOSE

This policy describes the disciplinary policy of the School.

II. ACCOUNTABILITY

The faculty and students are responsible for adherence to this policy. Program Directors, Department Chairs, the Associate Dean for Academic and Student Services and the Dean monitor the policy.

III. POLICY

A. DISCIPLINARY INFRACTIONS:

The following are actionable under the Student Disciplinary Procedures, and may also subject the student to action by the School concerning academic performance or misconduct in science.

1. Infractions of Federal, state or local civil or criminal laws and regulations that have a direct impact on the individual’s status as a student and as a future health professional or biomedical scientist;
2. Infractions of University or School policies, procedures, rules and standards;
3. Infractions of the Faculty/Student Honor Code or other programmatic, professional and academic codes of honor or standards of behavior.

B. REPORTING DISCIPLINARY INFRACTIONS

1. Pursuant to the SHRP Faculty/Student Honor Code, faculty and students have the responsibility to report violations of the Faculty/Student Honor Code observed in others
to the appropriate School official. When a faculty member or student observes conduct by a student that may constitute a violation of the Honor Code or any other applicable rule, the faculty member or student may approach the individual and gain a satisfactory explanation that there was no actual infraction. If, however, the faculty member or student does not gain a satisfactory explanation, a report of the infraction should be made. Initial reports of Honor Code violations or any other disciplinary infraction may be transmitted orally or in writing to Program Directors, Department Chairs, Associate Deans or the Dean. The official to whom the report is made shall discuss the matter with the person making the report and, if appropriate, with other involved parties and the Associate Dean for Academic and Student Services to determine whether a request for disciplinary action is warranted. In addition, the official shall consult with the Associate Dean for Academic and Student Services to determine if there was a prior Honor Code violation or disciplinary infraction by the student.

2. In appropriate cases, if it is a first offense or minor in nature, and in cases in which sanctions do not include suspension or dismissal, academic matters involving disciplinary infractions may be handled completely by a course instructor and Program Director/Department Chair without being transmitted to the Dean. In such cases, if the student accepts the sanction, and waives a Hearing, the course instructor or Program Director/Department Chair may impose sanctions including, but not limited to:
   a. Completion of additional academic integrity training and reaffirmation of the Honor Code.
   b. Completion of a make-up assignment on a different topic with a grade penalty or a make-up exam that is graded in accordance with the SHRP Policy 3.2B on retesting.
   c. No credit given or a grade of F for the original assignment.
   d. Oral or written reprimand.

3. If a matter is handled completely by a course instructor and the Program Director/Department Chair, in accordance with Section III,B.2. above, the individual handling the matter shall report the incident and any sanction to the Associate Dean for Academic and Student Services. The Associate Dean for Academic and Student Services shall maintain records of all such matters, so that faculty, programs, committees, or administrative officials involved in proceedings involving any additional allegations of infractions by the student can be informed of prior incidents. A record of the incident shall also be kept in the Program or Department file for the duration of the student's enrollment.

4. If the student does not accept the sanction, or if the student has a prior violation and sanction on file, the student shall be referred to the Dean for resolution through Section C. and D, below.

C. INFORMAL RESOLUTION PROCESS

Pursuant to the UMDNJ Student Rights, Responsibilities and Disciplinary Procedures 00-01-25-50:00, written requests for disciplinary action must be made within thirty (30) working days of the alleged infraction or the discovery of the infraction. If a written request for disciplinary action is submitted to the Dean within the required time period, the Dean or the Dean’s designee may conduct an informal process to resolve the matter to the satisfaction of all parties without submitting it to a Hearing Body. If the Dean or the Dean's designee concludes that the matter cannot or should not be resolved informally, the charges shall be referred to the
SHRP committee designated to serve as the disciplinary action Hearing Body within ten (10) working days of the decision that the matter will not be informally resolved.

D. HEARING BODY PROCESS

1. The SHRP committee designated to serve as a disciplinary Hearing Body shall comply with all procedural requirements of the UMDNJ Student Rights, Responsibilities and Disciplinary Procedures, 00-01-25-50:00. The following provisions supplement the UMDNJ policy as additional elements of the disciplinary procedures:

2. Administrative staff to the Hearing Body shall maintain files of all Hearing Body proceedings, and shall, at the request of the Hearing Body, provide to it a summary or other information concerning prior disciplinary hearings involving any student, without indication of student names or other identifying information. The Hearing Body may examine such information to promote fairness in its recommendations while evaluating each case on its own merits.

3. The Hearing Body's recommendations to the Dean may consist of any or no disciplinary action, based on the factual findings, the severity of the violation, and the accused student's education records at the School or the University. Depending on the severity of the offense as determined by the Hearing Body, one of the suggested levels of disciplinary action cited below may be recommended to the Dean. A majority vote will be required to recommend such sanctions with the exception of Level Four Disciplinary Actions, which will require a two-thirds vote of the Hearing Body.

4. Sanctions shall be based on the individual facts and circumstances of the student's conduct, with appropriate consideration given to the student's academic and disciplinary record and the impact of the student's conduct on the School and University community. Sanctions shall generally be commensurate with the level of violation and take into account factors such as the scope of the violation, educational level and experience of the student, whether the action was intentional or an omission, whether direct harm to others was caused or risked, and whether the student takes responsibility for the violation and at what point. In addition to the description of sanctions listed below, the Hearing Body may recommend or the Dean may impose additional sanctions, such as those indicated in Section III.B.2 of this policy:

Where there is a description of sanctions below, it is not all-inclusive, and recommendations by the Hearing Body and decisions by the Dean may vary from the sanctions described.

**No Violation**
In the event that the student is found innocent of the allegations brought against him/her, the Hearing Body may recommend to the Dean that the matter be dropped with no further action taken.

**No Action**
In the event that the Hearing Body finds a student guilty of an infraction for which no action is deemed necessary by the Hearing Body, the Hearing Body may report that finding to the Dean with a recommendation of no action.

**Level One**
Level one violations may occur because of inexperience on the part of persons committing the violation. These violations may involve a small fraction of the total coursework, are not extensive, and do not pose direct harm to others. The student shall receive a written reprimand
from the Dean or the Dean’s designee and may be required to complete additional academic integrity training and reaffirmation of the Honor Code. In addition, there may be a recommendation that either no credit or a grade of F be given for the assignment/requirement or a make-up assignment be given if appropriate.

Level Two
Level two violations are those that go beyond level one. Level two violations include misconduct of a more serious character or misconduct that affects a major, significant or essential portion of work done to meet course requirements, that is intentional, or that may have posed harm to others, or that is preceded by one or more violations at levels one. The student will be suspended for a minimum of one semester from the School. A notice of “Disciplinary Suspension” will be placed in the student’s official academic file and remain for the designated suspension period. A notice of “Disciplinary Probation” will be placed in the student’s file, such that any further disciplinary infraction during the student’s enrollment will result in a recommendation of a higher level sanction, up to and including dismissal. A permanent indication of the violation will be included in the student’s academic file. Notation of “Disciplinary Suspension” will be placed on a student’s transcript and remain for the designated suspension period. In addition, the student will be required to complete additional academic integrity training and reaffirmation of the Honor Code, and if the infraction involves coursework, a grade of F for the course will be recommended.

Level Three
Violations at this level represent the most serious breaches of the School’s standards of conduct, which may involve a serious violation of a professional code of conduct, violation of law and/or likely direct harm to others. The typical sanction for all level three violations and a repeat infraction at level two is permanent dismissal from the School. A permanent indication of both the violation and the dismissal will be placed in the student’s official academic file and “Disciplinary Dismissal” will be noted on the student’s official transcript.

E. DEAN’S DECISION
Following the Dean’s receipt of the Hearing Body recommendations the Dean may invite the accused student to present his/her position in person to the Dean. Any party may submit to the Dean written objections to the Hearing Body’s recommendations within five (5) working days of receipt of the Hearing Body’s decision. The Dean shall, within a reasonable period of time, render a final decision on the disciplinary action to be taken and will determine whether notice of the action shall be included in the student’s official academic file and/or official transcript.

F. APPEAL OF DEAN’S DECISION
The Dean’s decision may be appealed pursuant to the procedures set forth in the UMDNJ Student Rights, Responsibilities and Disciplinary Procedures, 00-01-25-50:00.

G. OTHER ACTIONS
1. At the Dean’s discretion at any time following receipt of the initial request for disciplinary action, the Dean may delay the awarding of a degree or certificate pending the outcome of the disciplinary procedure.

2. Unless specifically permitted by the Dean, a student may not withdraw from a course while the student is the subject of an ongoing disciplinary procedure. If a student withdraws from the School while the student is the subject of a pending disciplinary procedure, the student's
transcript shall contain a notation that the student has withdrawn prior to completion of pending disciplinary procedures, unless the Dean determines that such notation is not warranted.

3. There shall be no action taken to suspend or dismiss a student from the School prior to completion of the disciplinary hearing procedures unless, in the judgment of the Dean or the Dean’s designee, the continued presence of the student poses a substantial and immediate danger to the welfare or safety of any person or threatens damage to property.

Portions adapted with permission from UMDNJ-New Jersey Medical School Code of Professional Conduct, as amended July 2006 and from Rutgers University Academic Integrity Policy (http://academicintegrity.rutgers.edu/integrity.shtml#I) accessed November 11, 2007).
Potential Violation Observed

Option One:
Approach individual for explanation

If satisfied of no violation, matter ends with no record kept. If not satisfied, go to Option Two

Option Two:
Report to Program or School Administrator, who will discuss with alleged violator and Associate Dean for Academic & Student Services. No record kept.

Matter Resolved by Program
Academic sanction (except for suspension or dismissal) imposed & report made to Associate Dean for Academic & Student Services. Matter ends with record kept.

Matter Not Resolved by Program
Written request for disciplinary action sent to Dean. Dean can attempt informal resolution or send directly to hearing.

No Informal Resolution.
Matter sent to hearing

Informal Resolution.
Matter ends with record kept.

Hearing Body convenes

Hearing Body recommendations made to Dean and record maintained according to Dean’s decision

Student may appeal to Executive Vice President for Academic and Clinical Affairs for final decision
Appendix C

3.1.2 Satisfactory Academic Progress Policy

Sound academic principles require that students be required to maintain standards of satisfactory academic progress. In addition, federal regulations require the School to establish satisfactory academic progress standards for students who are awarded federal financial aid funds. The following standards apply to all matriculating students, whether they are financial aid recipients or not. Students who fail to maintain satisfactory academic progress during any semester may be placed on probation or suspension or may be dismissed, in accordance with the policies of the School. The standards of satisfactory academic progress measure a student’s performance in three areas: completion rate, cumulative grade point average (GPA) and maximum time frame.

A. Completion Rate

Each academic year Program Directors, in consultation with a Program Committee on Academic Standing, if any, shall evaluate all students’ academic progress by comparing the number of attempted credit hours with the credit hours earned during the academic year. In order to achieve satisfactory academic progress, a student must earn a minimum percentage of credits attempted in accordance with the chart below:

<table>
<thead>
<tr>
<th>Measurement Interval (Fraction of Maximum Credit Hours Attempted)</th>
<th>Percentage of Credit Hours That Must Be Passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter of Maximum Credit Hours</td>
<td>50%</td>
</tr>
<tr>
<td>2nd Quarter of Maximum Credit Hours</td>
<td>60%</td>
</tr>
<tr>
<td>2nd Half of Maximum Credit Hours</td>
<td>67%</td>
</tr>
</tbody>
</table>

Programs may establish additional or more stringent completion rate requirements, which shall also apply to all students in the program.

Credit hours for courses in which a student has remained enrolled after the Drop/Add period will be considered as attempted or earned as follows:

<table>
<thead>
<tr>
<th>ATTEMPTED &amp; Earned</th>
<th>ATTEMPTED BUT NOT Earned</th>
<th>NOT ATTEMPTED OR Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>* “P”</td>
<td>“F”</td>
<td>“AU”</td>
</tr>
<tr>
<td>**Successfully repeated courses (credit hours may be counted as earned once per course)</td>
<td>“W”</td>
<td>***Transfer credits</td>
</tr>
<tr>
<td>“WF”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“I”</td>
<td></td>
<td>“IP”</td>
</tr>
<tr>
<td>“NG”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
* “P” grades received for pass/fail courses and for non-collegiate learning through Portfolio Assessment (Policy 2.3.3) are considered attempted and earned credits;

** Quality points from an earlier course grade in a repeated course do not count in the calculation of the GPA.

*** Grades received in transferred courses are not included in the calculation of the GPA.

B. Grade Point Average (“GPA”)

Each semester Program Directors, in consultation with a Program Committee on Academic Standing, if any, shall evaluate whether each student has achieved satisfactory levels of academic and clinical proficiency as established by the Program in which they are enrolled. Each student must also achieve the standards established by the Program and by the following School policies:

1. Grading System Policy 3.0
2. Grade Point Average Calculation Policy 3.0.1
3. Probation Policy 3.1.4
4. Repetition of a Course Policy 3.1.5
5. Graduation Requirements Policy 3.3
6. GPA for Change of Program Policy 1.4
7. Transfer Credit Policy 2.3

C. Maximum Time Frame

“Maximum time frame” is defined by the School as the maximum number of credit hours (undergraduate students) or maximum number of semesters (graduate students) a student may attempt SHRP courses in the full-time pursuit of a degree or certificate. For undergraduate students, the maximum time frame may not exceed 150% of the credit hours or semesters indicated in the Requirements for Graduation submitted to the student upon matriculation, however it may be lower if so designated by the Program. Calculations of satisfactory academic progress for part-time students shall be pro-rated from the full-time maximum, based on the student’s percentage of full-time credit hours or semesters attempted. Each academic year Program Directors shall evaluate whether each student can complete the program without exceeding the maximum credit hours or semesters in which courses were attempted.

Each Program has established a maximum time frame for completion of the Program’s degree requirements. Maximum time frames are indicated in Exhibit A to this policy, accessible through the link provided at the end.

D. Notification of Lack of Satisfactory Academic Progress

Following the evaluations required by Sections A, B & C of this policy, Program Directors shall transmit written notification to all students who have not met the standards for satisfactory academic progress, with copies to the UMDNJ Office of Financial Aid, SHRP Office of Enrollment Services and SHRP Office of Student Services. The notification shall indicate the nature of the deficiency, any methods that may be available for correcting the deficiency and
any consequences that have resulted or may result, such as probation, suspension or dismissal. A student may re-establish satisfactory academic progress by demonstrating to the Program Director achievement of the completion rate and GPA required pursuant to Sections A and B of this policy within the maximum time frame required in Section C of this policy.

E. Probation

Students on probation in accordance with Probation Policy 3.1.4 may make satisfactory academic progress during the probationary period or any subsequent probationary period, provided that the standards of this policy are met.

F. Appeal of Unsatisfactory Academic Progress Designation

Students who wish to dispute a determination of unsatisfactory progress may do so in accordance with the Academic Decision and Grade Review Policy 3.1.1. If a student’s failure to make satisfactory progress is due to circumstances that may not be considered under Policy 3.1.1, the student may request that the Associate Dean for Academic Affairs and Research approve an exception to the requirements of this Satisfactory Academic Progress policy. Examples of exceptional circumstances warranting an exception include death of a relative and injury or illness of the student.

G. Dismissal or Withdrawal

Students who are dismissed or withdrawn from the School are not making satisfactory academic progress and are not eligible to receive financial aid.

H. Other Institutions

Students enrolled in SHRP courses as exchange students or as students in Joint Programs with other institutions are subject to the standards of academic progress of this policy, if the student’s enrollment is administered by SHRP. If the terms of the exchange program or Joint Program include stricter requirements for satisfactory academic progress, the stricter requirements will be enforced.

I. Documentation

Documentation of decisions concerning probation, dismissal, appeal, or re-establishment of satisfactory academic progress shall be transmitted to the affected student and maintained in the Program’s student academic file in accordance with UMDNJ record retention requirements.

J. Dissemination

This policy shall be published in the same manner as other academic policies of the School, including online publication and inclusion in all new editions of the Student Handbook following adoption of the most recent policy amendment. Programs shall disseminate any additional Program-specific standards of satisfactory academic progress to all students when they enroll in the Program.
K. Standards for Satisfactory Academic Progress Established upon Matriculation

Standards for Satisfactory Academic Progress included in “Requirements for Graduation” distributed to a student upon matriculation are applicable for the duration of the student’s continuous matriculation in the same program, despite any changes in standards that may apply to newer matriculants.

References:
National Association of Student Financial Aid Administrators, Monograph, February 2004, Number 14
34 CFR Sections 668.16(e), 668.32(f), 668.42(c)

MAXIMUM TIME FRAMES

Students must make satisfactory progress toward completion of program requirements for graduation within the Maximum Time Frame. Program Directors shall evaluate each student’s progress toward completion within the Maximum Time Frame by comparing (for undergraduates) the number of credit hours attempted with credit hours earned or (for graduate students) the number of semesters attempted with the number of semesters permitted.

Except where indicated, credit hours listed represent credit hours attempted in SHRP undergraduate courses. The Maximum Time Frame for completion of undergraduate programs is 150% of the usual, expected completion time.

Semesters listed represent semesters enrolled in SHRP graduate courses. The Maximum Time Frame for graduate programs is established by the program.

Credit hours and semesters attempted at partner or other institutions are not included in the calculation of Maximum Time Frame, except for Bachelor of Science in Health Sciences programs and Health Information Management programs. Periods of approved Leaves of Absence and any periods of inactive status are not included in the calculation of Maximum Time Frame.

EXHIBIT A
Table of Program Requirements for Satisfactory Academic Progress:

http://shrp.umdnj.edu/current_students/registrar/documents/SatisfactoryAcademicProgressChart.pdf
Appendix D

Interpretation of Policy on Plagiarism in Online Courses

This is to clarify UMDNJ-SHRP policy as well as our own expectations regarding plagiarism as it pertains to online courses. All written assignments, discussion board postings, and exams must be written in your own words. This is an essential requirement for all online courses.

In an online course, it is easy to cut and paste information from another source or the course itself to answer an assignment, but that practice is not acceptable for the following reasons:

- We are not able to determine if you understand and have synthesized the material, so we cannot assign a grade for your submission
- It is a violation of the school’s Code of Academic Integrity unless you put the verbatim text in quotes and give credit to the author of the material.

Cutting and pasting text from another source and submitting it as your own work is considered plagiarism. Therefore, any student who plagiarizes an assignment or exam will receive a grade of “F” for the work and will be subject to disciplinary actions in accordance with school policy.

Please note that you can supplement or support your own words with information from another source, but if it is verbatim cut and paste and not paraphrased, you are required to put it in quotes and identify the source. Keep in mind that we need to evaluate you on your own synthesis of the course content, so direct quotes should be used only when essential, and should be kept to an absolute minimum.
Appendix E

PLEASE DETACH, SIGN THIS PAGE AND RETURN TO THE ASSISTANT PROGRAM DIRECTOR

I have received a copy of the UMDNJ -School of Health Related Professions Student Handbook, the UMDNJ -SHRP Medical Laboratory Science Program Student Policy Manual, and the Essential Functions for Participation in Courses.

I understand that it is my responsibility to read and comprehend the student policies of the SHRP and MLS Program, and the Essential Functions for Participation in Courses and that the Program Director and Assistant Program Director are available for any questions that I may have about these policies.

----------------------------------------------------------   -----------
Student Signature                                      Date

----------------------------------------------------------
Please Print Name
Appendix F

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
DEPARTMENT OF CLINICAL LABORATORY SCIENCES
MEDICAL LABORATORY SCIENCE
STUDENT LABORATORY SAFETY PROCEDURES

DATE: __________________________________________

STUDENT NAME (print): ____________________________________________________________

SIGNATURE: ________________________________________________________________

I have received instruction in the following areas regarding safety in the Student Laboratory:

- Biosafety, blood borne pathogens and Standard Precautions
- Barrier precautions, use of gloves and hand washing
- Infection control and proper decontamination techniques
- Biological and chemical waste disposal
- Biological and chemical spill management
- Handling potentially infectious and/or chemically related injuries
- Location of safety equipment and supplies
- Location of safety manual, injury report forms, MSDS manual
- Fire, electrical and mechanical safety and first aid
- Overview of the U.S. Occupational Safety and Health Administration (OSHA), and New Jersey’s Community Right to Know (RTK) act regulations
- Explanation and review of Material Safety Data Sheets—MSDS
- Explanation of acute and chronic exposure to hazardous substances in the workplace
- Review of procedures used to minimize exposure to hazardous materials including radioactive substances

I have received the UMDNJ-SHRP Orientation CD and have/will review the Infection Control Video

I understand that the MLS Program Student Laboratory Safety Manual is available for my review and reference at any time I may request it.
Appendix G

Confidentiality Statement

All patient Protected Health Information (PHI – which includes patient medical and financial information), employee records, student records, financial and operating data of the University of Medicine and Dentistry of New Jersey, and any other information of a private or sensitive nature are considered confidential. Confidential Information should not be read or discussed by any employee unless pertaining to his or her specific job requirements.

Examples of inappropriate disclosures include:

- Employees discussing or revealing PHI or other Confidential Information to friends or family members
- Employees discussing or revealing PHI or other Confidential Information to other employees without a legitimate need to know.
- The disclosure of a patient's presence in the office, hospital, or other medical facility, which may reveal the nature of the illness, without the patient's consent, to an unauthorized party without a legitimate need to know.

The unauthorized disclosure of PHI or other Confidential Information by employees can subject each individual and the University of Medicine and Dentistry of New Jersey to civil and criminal liability. Disclosure of PHI or other Confidential Information to unauthorized persons, or unauthorized access to, or misuse, theft, destruction, alteration, or sabotage of such information, are grounds for immediate disciplinary action up to and including termination.

Employee/Volunteer/Student Confidentiality Agreement

I hereby acknowledge, by my signature below, that I understand that PHI and Confidential Information and data to which I have knowledge and access in the course of my employment with the University of Medicine and Dentistry of New Jersey is to be kept confidential, and this confidentiality is a condition of my employment. This information shall not be disclosed to anyone under any circumstances, except to the extent necessary to fulfill my job requirements. I understand that my duty to maintain confidentiality continues even after I am no longer employed. Further, upon termination with the University of Medicine and Dentistry of New Jersey I shall return to the University all Confidential Information.

I am familiar that the University of Medicine and Dentistry of New Jersey has guidelines in place pertaining to the use and disclosure of patient PHI and other Confidential Information. Approval should first be obtained before any disclosure of PHI or other Confidential Information not addressed in the guidelines and policies and procedures of the University of Medicine and Dentistry of New Jersey is made. I also understand that the unauthorized disclosure of patient PHI and other Confidential Information of the University of Medicine and Dentistry of New Jersey is ground for disciplinary action, up to and including immediate termination.

In the event of a breach of this agreement, the University of Medicine and Dentistry of New Jersey may pursue equitable relief.

The laws of the State of New Jersey shall govern this agreement.

Signature of Employee/Volunteer/Student ___________________________ Date ___________________________
Print Name ___________________________ Supervisor ___________________________
Appendix H

UNIVERSITY OF MEDICINE AND DENTISTRY OF NEW JERSEY
SCHOOL OF HEALTH RELATED PROFESSIONS
MEDICAL LABORATORY SCIENCE PROGRAM

AFFECTIVE EVALUATION FOR THEORETICAL COURSES

Student Name: ______________________
Semester: __ Summer __ Fall __ Spring Year: 20__

The following are essential objectives and require full compliance. Failure to meet these objectives may result in sanctions as severe as suspension or dismissal.

Upholds SHRP Faculty/Student Honor Code ___ Yes ___ Not compliant

Follows safety rules and regulations ___ Yes ___ Not compliant

A rating of not compliant requires comment from the faculty evaluator.

The additional behavior and attitudinal objectives listed in the evaluation are very important for you as a student to develop into a competent and professional medical laboratory scientist. Each semester, the faculty completes a combined affective evaluation of your behaviors and attitudes demonstrated in the theoretical courses in which you were enrolled. The following criteria are used:

- **Exceeds Expectations:** The student demonstrates the specific behavior/attitude 100% of the time, and his/her actions consistently exceed expectations of a student in the Program. This rating requires comment from the faculty evaluators.

- **Meets Expectations:** The student demonstrates the specific behavior/attitude at least 80-99% of the time.

- **Needs Improvement:** The student demonstrates the specific behavior/attitude less than 80% of the time. This rating requires comment from the faculty evaluators.

Although the affective evaluation is not graded, you are expected to achieve a minimum rating of “meets expectations” in each category.

The faculty use the affective evaluation to 1) formally recognize students whose behaviors exceed expectations, 2) provide positive feedback to students whose behaviors meet expectations, and 3) alert and counsel students whose behaviors and attitudes need improvement. Students who receive a needs improvement rating for particular affective objective(s) are required to meet with the Assistant
Program Director and other applicable faculty for counseling and discussion of strategies for improvement. Mid-semester evaluations may be given if a problem is identified early in the semester. After receipt of a “Needs Improvement” rating and participation in counseling session(s), students are expected to implement strategies to improve the specific behavior/attitude by the next evaluation. Students who do not show improvement may be referred to the Department Committee on Admissions and Academic Performance for review and appropriate action.
## ATTENDANCE

1. Arrives to class and labs on time.
2. Notifies instructor and CLS office when late or absent before class begins.
3. Attends class and/or logs into online courses on a regular basis.
4. Informs instructor of the need to leave class or lab.

## INTEGRITY

1. Reports mistakes to instructor.
2. Accepts responsibility for own actions and mistakes.
3. Accepts criticism and makes efforts to improve.
4. Demonstrates respect for fellow students and faculty.

## COMMUNICATION

1. Appropriately follows oral directions.
2. Appropriately follows written directions.
3. Asks appropriate questions.
4. Appropriately responds to questions.
5. Demonstrates effective and appropriate oral communication.
6. Demonstrates effective and appropriate written communication.
7. Checks and uses UMDNJ and online course e-mail on a regular basis.

## COOPERATION

1. Demonstrates courtesy in contacts with others.
2. Willingly performs tasks required of a student.
3. Treats equipment with care.
4. Uses supplies and reagents carefully without unnecessary waste.
5. Works effectively with others.
6. Provides assistance to other students when appropriate.

## SELF CONFIDENCE/SELF RELIANCE

1. Performs procedures without excessive repetition.
2. Demonstrates an appropriate level of confidence (e.g., does not require unnecessary assurances from instructor; is not over confident when performing tasks).
3. Recognizes lab results or course situations that should be brought to instructor’s attention.
5. Is able to work independently.

## ORGANIZATION

1. Maintains clean and orderly work area.
2. Performs tasks with minimal disruption of others.
3. Able to follow the flow of tasks in the student lab.
### INTEREST/INITIATIVE/MOTIVATION

1. Prepared for class activities (reads material before lectures, labs, etc.).
2. Leaves class at the scheduled time.
3. Demonstrates interest in work and eagerness to learn.
4. Begins activities on own initiative.
5. Correlates theoretical with student lab activities (knows what they are doing and why they are doing it).
6. Actively participates in class and online activities.

### EFFECTIVENESS/EFFICIENCY/RESPONSE TO WORK

1. Submits assignments on time.
2. Works systematically and efficiently.
3. Follows through on assigned tasks.
4. Works under expected time/volume pressure with minimal loss of accuracy.
5. Responds promptly and appropriately in most situations.
6. Concentrates on task at hand.

### PROFESSIONAL DECORUM/COMMITMENT

1. Appropriately attired and groomed (meets program standards as specified in MLS policy manual and safety manual).
2. Demonstrates speech and manner appropriate for professional and educational setting.
3. Participates in professional activities.
4. Demonstrates respect and commitment to the profession.
5. Complies with policies regarding the use of electronic devices during class and lab sessions.

### Other Behaviors/Activities Above and Beyond Expectations

1. Volunteers for committees, open houses, and off campus school events. List:
2. Assumes leadership roles in campus and professional settings. List:
3. Joins a clinical laboratory professional organization. List:

**Assistant Program Director** ___________________________ **Date:** __________

**To the Student:**
I have read this evaluation and understand that I have the opportunity to discuss this evaluation with the Assistant Program Director and or Advisor, and I have the opportunity to provide comments on this evaluation.

**Student's Signature:** ___________________________ **Date:** __________

Student comments may be made on the reverse side.
Appendix I

APPLICATION FOR MEMBERSHIP
AMERICAN SOCIETY FOR CLINICAL LABORATORY SCIENCE

To download an application visit:
Appendix J

ASCLS Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science (ASCLS) sets forth the principles and standards by which clinical laboratory professionals practice their profession.

I. Duty to the Patient

Clinical laboratory professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining individual competence in judgment and performance and striving to safeguard the patient from incompetent or illegal practice by others.

Clinical laboratory professionals maintain high standards of practice. They exercise sound judgment in establishing, performing and evaluating laboratory testing.

Clinical laboratory professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to other health care professionals about the services they provide.

II. Duty to Colleagues and the Profession

Clinical laboratory professionals uphold and maintain the dignity and respect of our profession and strive to maintain a reputation of honesty, integrity and reliability. They contribute to the advancement of the profession by improving the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Clinical laboratory professionals actively strive to establish cooperative and respectful working relationships with other health care professionals with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, clinical laboratory professionals have the responsibility to contribute from their sphere of professional competence to the general well being of the community.

Clinical laboratory professionals comply with relevant laws and regulations pertaining to the practice of clinical laboratory science and actively seek, within the dictates of their consciences, to change those which do not meet the high standards of care and practice to which the profession is committed.
Pledge to the Profession

As a clinical laboratory professional, I strive to:

• Maintain and promote standards of excellence in performing and advancing the art and science of my profession
• Preserve the dignity and privacy of others
• Uphold and maintain the dignity and respect of our profession
• Seek to establish cooperative and respectful working relationships with other health professionals
• Contribute to the general well being of the community.

I will actively demonstrate my commitment to these responsibilities throughout my professional life.
Appendix L

SHRP Policy 6.1.1
Religion and Religious Accommodations

Policy
SHRP students, Faculty and staff shall follow the University Policy 00-01-35-30:00, Workplace Diversity, Religion and Religious Accommodations.

Procedures
A student shall submit a request in writing to his/her Program Director by completing the University Request for Reasonable Accommodations Form located on the UMDNJ Office of Workplace Diversity website [http://www.umdnj.edu/owdweb/PublicOWDForms/index.shtml].

The request should include an explanation of the reasons for the accommodation and specify the accommodation that is requested. The PD will review the request and either grant it and inform the student it has been approved or refer the student to the Office of Workplace Diversity for review. If the student requests a private room to meditate or pray, the PD will contact appropriate administrative officials for room accommodations. If a student requests days off for religious observances, the student may be required to make up any class or clinical time lost or assignments/work missed, in accordance with program requirements. This request should be submitted to the Program Director by the end of the students first full week of class at the beginning of each semester.
Appendix M

DIRECTIONS TO UMDNJ NEWARK CAMPUS

Directions to campus

From New Jersey Turnpike North or South:
Take Exit 15W to I-280 West to the Orange Street/6th Street exit. Make the first right onto Orange Street.
Proceed one block to 1st Street. Turn right and proceed about one half mile to West Market Street. At the intersection,
1st becomes Bergen. You are entering the University from the northwest side, and the University’s administrative buildings (P) will
be on the left.

From the Garden State Parkway, North or South:
Take Exit 145 to I-280 East. Stay to the left on 280 and exit on 1st Street. Turn right onto 1st, and continue across West Market where 1st
becomes Bergen. You are entering the University from the northwest side, and the University’s administrative buildings (P) will be on the left.

From Route 78, West or East:
Take Exit 56, Clinton Avenue. Turn left at the second light (W. Bigelow Street) Go approximately 3/10 of a mile, and turn right onto Bergen
Street. Proceed about 1.5 miles along Bergen Street to South Orange Avenue. You are entering the University from the Southeast corner,
Parking Deck P2 (D) will be on your right.

From New York City via mass transit:
PATH and Amtrack rail lines and New Jersey Transit buses and trains serve Penn Station in downtown Newark, about a mile
from the UMDNJ campus. New Jersey Transit buses run from downtown to the campus. Bus #21 runs along West
Market Street; bus #31 runs along South Orange Avenue; bus #34 runs across 12th Avenue. Taxi service to the campus is
also available from Penn Station.

From New York City via automobile:
Take the George Washington Bridge or the Lincoln Tunnel to NJ Turnpike to Exit 15 W. Take Exit 15W to I-280 West to the
Orange Street/6th Street exit. Make the first right onto Orange Street. Proceed one block to 1st Street. Turn right and proceed
about one half mile to West Market Street. At the intersection, 1st becomes Bergen. You are entering the University from the
northwest side, and the University’s administrative buildings (P) will be on the left.

From Newark Liberty Airport:
Take the monorail to Penn Station Newark. Penn Station is about a mile from the UMDNJ campus. NJ Transit buses run from
downtown to the campus. Bus #21 runs along West Market Street; bus #31 runs along South Orange Avenue; bus #34 runs across 12th
Avenue. Taxi service to the campus is also available from Newark Liberty Airport or Penn Station.
DIRECTIONS TO UMDNJ SCOTCH PLAINS CAMPUS

From New York City:

- From Lincoln Tunnel to New Jersey Turnpike South, take Exit 14. From the Holland Tunnel, take Routes 1 and 9 South.
- Get on the Garden State Parkway South to Exit 140A (Route 22 West). Take Route 22 West (approximately 10 miles) to the Scotch Plains, Watchung, Berkeley Heights Exit (just beyond Bowcraft Playland). At the exit, go approximately 200 yards to the first traffic light, turn left and go up and over Route 22. Turn right at the end of the overpass onto Park Ave. Stay on Park Ave, which changes to Martine Ave (3.2 miles) or go to the 10th traffic light. Across from traffic light is the Center for Hope and Hospice (intersection of Raritan Road and Martine Ave). Turn right on Raritan Road and continue to the Scotch Plains campus, which is approximately 0.4 miles on your left. **Please Note:** The UMDNJ building shares the campus with Union County Vo-Technical School.

From South Jersey:

- Take New Jersey Turnpike North to Exit 11, which is the exit for the Garden State Parkway (GSP). Take GSP North to Exit 135. At second light, make a left and continue straight onto Central Avenue. The Shop Rite will be on your right. Get in left lane and turn left at the first traffic light (Raritan Road, Clark).
  * Follow directions below: *

From North Jersey:

- Take Garden State Parkway (South) to Exit 135. At end of ramp turn Right onto Central Ave. (Shop Rite will be on right)
  - Get in left lane and turn left at first traffic light (Raritan Road, Clark).

* Follow directions below: *

- Take Raritan Road for approximately 2 miles to set of lights at Lake Ave. Turn Right onto Lake Ave (Rotondo's Deli will be on left.).
- Proceed for approximately 2 miles to set of lights at intersection of Raritan Road (Scotch Plains) (Center for Hope Hospice will be on left Fire House will be on right).
  - Turn left onto Raritan Road and proceed 0.4 miles to the Scotch Plains Campus on your left.
- When you come onto the campus turn left and SHRP is the second school on right.
DIRECTIONS TO AFFILIATE CLINICAL FACILITIES
DIRECTIONS TO OFF-CAMPUS CLINICAL AFFILIATE SITES

BAYSHORE COMMUNITY HOSPITAL

727 North Beers Street
Holmdel, NJ 07733

Clinical Education Coordinator: Ms. Karen Feeny MT(ASCP) DLM
732-739-5930

From UMDNJ Newark: Take Bergen Street North approximately 1-1.5 miles onto 280 West entrance ramp (left hand turn). Take 280 W. to the Garden State Parkway South. Leave the Parkway at Exit 117 (not 117A). Immediately after the toll make the first right onto Clark Street, then a right onto Beers Street. Continue through one traffic light. The hospital campus is on the left.

ENGLEWOOD HOSPITAL AND MEDICAL CENTER

350 Engle Street
Englewood, NJ 07631

Clinical Education Coordinator: Ms. Janet Rosenberg MT(ASCP) MBA
201-894-3232

Take the Garden State Parkway North to Route 80 East, which turns into Route 95 From Route 95 North take the local lane to Broad Avenue, Leonia - Englewood Exit. Follow Broad Avenue to Englewood. Broad Avenue becomes Dana Place. At end, turn left onto Palisade Avenue, turn right on to Engle Street.

HACKENSACK UNIVERSITY MEDICAL CENTER (HUMC)

30 Prospect Avenue
Hackensack, NJ 07601

Clinical Education Coordinator: Ms. Kathleen Reilly MT(ASCP) SM
201-996-4815

From Route 80 West: Follow Route 80 West, staying in local lanes, to Exit 64B. Turn right at light onto Polifly Road. Travel north on Polifly Road. At second light, turn left onto Essex Street. At first light, turn right onto Prospect Avenue. Hackensack University Medical Center is on the right.

From Route 80 East: From Route 80 East - Take Exit #65 (Green Street, South Hackensack). Follow U-Turn signs to Rt. 80 West. Continue on Rt. 80 West to the Polifly Road, Hackensack Exit. Bear right at the bottom of the ramp and continue straight on Polifly Road until you reach the second traffic light which is Essex Street. Turn left onto Essex Street. Continue to Prospect Ave. and make a right at the traffic light. Hackensack University Medical Center is located at 30 Prospect Ave. The main entrance is on the right.
LIBERTY HEALTH CARE SYSTEM-JERSEY CITY (LHCS)

355 Grand Street
Jersey City, NJ, 07302

Clinical Education Coordinator: Ms. Ribhia Abdelhady MS, MT(ASCP)SH
201-915-2488

From New Jersey Turnpike: follow the signs to the Turnpike Extension, which reads, 14, 14A, B and C. Go to exit 14C. After paying the toll, take the exit marked Columbus Drive. Stay straight to go onto Center St. Turn slight left onto Merseles St. Keep right at the fork to continue on Merseles St. Turn left onto Grand St. Go to corner of Jersey Avenue and Grand Street.

MEMORIAL SLOAN-KETTERING CANCER CENTER (MSKCC)

1275 York Avenue (between 67th and 68th St.)
New York, NY 10065

Clinical Education Coordinator: Ms. Nenita Francisco, BSMT
212-639-3874

From Newark: Take NJ Transit trains to New York Penn Station. From NY Penn Station, take the uptown E Subway to the Lexington 53rd Street station. Transfer to the 6 Subway. Take the uptown 6 Subway to the 68th St. and Lexington Ave. station. Exit the station and walk 3 blocks east to York Ave. Nenita’s office is located in the Schwartz building room S-617.

NEWARK BETH ISRAEL MEDICAL CENTER (NBIMC)

201 Lyons Avenue
Newark, New Jersey 07112

Clinical Education Coordinator: Ms. Trini Chan MT(ASCP)
973-926-7303

From UMDNJ Newark: Take Bergen Street South. Proceed approximately 2-3 miles to Lyons Avenue. Make right onto Lyon’s Avenue. At next light make right onto Osborne Terrace which will lead you into the NBIMC parking deck.

From Route 78 West: Take Lyons Avenue Exit. Make left hand turn at traffic light. Head East on Lyon’s Avenue. Hospital on left side of street approximately 0.5 miles.

From Route 78 East: Take Hillside Exit. Continue on Exit service road to end = Lyon’s Avenue. Make a right. Look for Hospital on left side of Lyon’s Ave approximately 0.5 miles.

From Garden State Parkway North: Take Route 78 East Exit. Follow 78 E. directions.

From Garden State Parkway South: Take Lyon’s Avenue Exit. Make a right and another right. Look for Hospital on left side of street approximately 1.5 miles from exit on Lyons Avenue.
NEW YORK PRESBYTERIAN HOSPITAL, COLUMBIA UNIVERSITY MEDICAL CENTER (NYP, CUMC)

622 West 168th Street
New York, NY 10025

Clinical Education Coordinator: Dr. Michael Pesce, Ph.D.
212-305-2204

From Newark: Take NJ Transit trains to New York Penn Station. From NY Penn Station, take the 1 or A subway to 168th Street. Proceed to 622 West 168th Street entrance.

ROBERT WOOD JOHNSON-UNIVERSITY HOSPITAL (RWJ)

One Robert Wood Johnson Place
New Brunswick, NJ 08903

Clinical Education Coordinator: Mr. Charles Wilson MHA, MT(ASCP)
732-828-3000 ext. 8586

From New Jersey Turnpike: Take Exit 9 (New Brunswick) and proceed on Route 18 North about two miles to Route 27 South—Princeton, to the fourth traffic light (by the railroad station). Turn right onto Easton Avenue, make a left at the next light onto Somerset Street. Proceed one block to the intersection of Little Albany on the left. Parking is at Saints Peter & Paul Byzantine Catholic Church Hamilton St Somerset, NJ 08873: Head southwest on Robert Wood Johnson Pl/Somerset St toward Division St. Turn right at Division St. Turn left at CR-514/Hamilton St. Proceed to Church for parking. A shuttle bus will transport you to the hospital.

From Route 1: Take Route 18 North and follow above directions.

From Route 287: Exit onto Route 527 (New Brunswick Exit). Follow Route 527 (Easton Avenue) for about six miles until you see a railroad overpass. Just before the overpass, make a right onto Little Albany Street. Proceed to the hospital, on your left.

From Garden State Parkway (From Points North): Exit at Route 1 South (Exit 130). Proceed about nine miles to Route 18 North. Follow directions above.

SAINT BARNABAS MEDICAL CENTER (SBMC)

94 Old Short Hills Road
Livingston, NJ 07039

Clinical Education Coordinator: Ms. Ellen Romanowski MPA, MT(ASCP)
973-322-5705

From the Garden State Parkway (North and South): Take exit 145 The Oranges-Route 280 West. From 280 West, take exit 6A Laurel Avenue. From the exit, continue straight on Laurel Avenue (which eventually becomes Shrewsbury Drive, then East Cedar). Saint Barnabas is 3.3 miles from Exit 6A, on the right.

From the New Jersey Turnpike (North and South): Take exit 15W to Route 280 West. Take exit 6A Laurel Avenue, and follow the directions above. Alternately, individuals may wish to exit at Route 78 West, and then follow directions as below.

From Route 78 (East): Exit at Route 24 West. Continue to J FK Parkway, following signs to Livingston. Turn right at the light onto South Orange Avenue. Turn left at second traffic light onto Old Short Hills Road. Saint Barnabas will be on your left at the next traffic light.

From Route 78 (West): Exit near the Short Hills Mall onto Route 24 West. Take exit 7C to J FK Parkway, following signs to Livingston. Turn right at the light onto South Orange Avenue. Turn left at second traffic light onto Old Short Hills Road. Saint Barnabas will be on your left at the next traffic light.

Bus Information: NJ Transit Bus # 73, South Orange Bus Company #31
SAINT JOSEPH’S REGIONAL MEDICAL CENTER

703 Main Street
Paterson, NJ 07503

Clinical Education Coordinator: To Be Assigned

From UMDNJ Newark: Take Bergen Street North. Turn left to merge onto Route 280 West. Take exit 12A-12B for the Garden State Pkwy(GSP). Follow signs to merge onto the Garden State Parkway North. Continue on the GSP North to the exit for Route 80 East. Merge onto Route 80 East. Continue on Route 80 East to Exit 58A-B. Follow signs towards Clifton and Madison Ave/Clifton. Turn right onto Madison Ave and follow Madison Ave to Main Street. Make a right onto Main Street. The hospital will be on your right.

SAINT MICHAEL’S MEDICAL CENTER (SMMC)

268 Dr. Martin Luther King J r. Boulevard
Newark, New Jersey 07102

Clinical Education Coordinator: Ms. Roslyn Whittle-Kinard MT(ASCP)
973-877-5013

From UMDNJ Newark: Take Bergen Street North. Make right onto Central Avenue. Proceed on Central Avenue approximately one mile. SMMC is on the corner of Central Avenue and Dr. Martin Luther King Jr. Boulevard. Parking lot is located off Central Avenue on left side of street. The lab is located on the 6th floor of the Annex Building.

SOMERSET HOSPITAL MEDICAL CENTER

110 Rehill Avenue
Somerville, New Jersey 08876

Clinical Education Coordinator: Ms. Kathy Puder MT(ASCP)
908-685-2923

From UMDNJ Newark: Take Bergen Street to 280 West, then to Garden State Parkway South. Get off parkway at Route 78 West. Take Route 78 approximately 12 miles to Route 287 South. Take Route 287 South approximately 3-4 miles to Bridgewater / Somerville Exit -- Routes 202/206 South. Go approximately 2 miles to Route 22 East. Stay on Route 22 East for approximately 2 miles and make right onto Gaston Avenue. At first light make left. Turn right onto Rehill Avenue.
TRINITAS REGIONAL MEDICAL CENTER
225 Williamson Street
Elizabeth, New Jersey  07112

Clinical Education Coordinator:  Ms. Sharon Rial, BS, MLT(ASCP)
(908) 994-5475

From Newark: Take Interstate 78 East toward Newark Airport. Take the Newark Airport Exit off Route 78 East (Exit 57). Follow the signs to Route 1/9 South. Take Local or Express 1/9 South past the airport. You will also pass the Budweiser plant and the Hilton Hotel on 1/9 S. Local and Express 1/9 come together at a stoplight past the Hilton where the Queen Elizabeth Diner is located on the right. You need to go approximately 2.5 miles on 1/9 S past the Queen Elizabeth Diner. You will go past six traffic lights until you see the sign for Jersey Avenue. You will see “Daffy’s” on the left. Just past Jersey Avenue Route 1/9 goes up a bridge and there is a service road on the right side parallel to the highway with a sign “To Elizabeth Avenue.” Take this service road. At the bottom of the ramp make a right turn. At the second stop light make a left onto Bridge Street. Go over the bridge and you will come to a T with a stop light. This is Pearl Street. Elizabeth High School is in front of you. Make a right onto Pearl Street and Trinitas Hospital is on the left hand side. Make a left onto Williamson Street which turns into the driveway for the parking deck on the left.

From Garden State Parkway: Take GSP North or South until you see the exit for Route 78 East/Newark Airport. Get onto Route 78 East and take the Newark Airport exit. Follow directions above.

VA NEW JERSEY HEALTH CARE SYSTEM-EAST ORANGE (VAEO)

385 Tremont Avenue
Lab Service (113)
East Orange, New Jersey 07018

Clinical Education Coordinator:  Ms. Lynne Marquis MS MT(ASCP)
973-676-1000 Ext. 1389

From UMDNJ Newark: Take Bergen Street North. Make a left onto Central Avenue/Market Street. Proceed on West for approximately 2.5 miles. (Landmarks: Proceeding West you will go over the Garden State Parkway, then through the town of East Orange where there will be a series of awnings over the sidewalks. Near these awnings is a sign for Central Avenue and Main Street, bear left onto Central Avenue and make immediate left hand turn onto South Center Street.) Proceed 0.7 miles on South Center Street and make left onto Tremont Avenue. VAEO is on the corner of Tremont and South Center Street. Make immediate right into parking lot in front of hospital.

BLOOD CENTER OF NEW JERSEY (BCNJ)

45 South Grove Street
East Orange, New Jersey 07018

Clinical Education Coordinator:  Thomas Domenico PH.D.
973-676-4700 x107

Take Bergen Street one block North to Market Street (at McDonald’s). Make a left. Go to the next Major intersection (Exxon Station) and make a left onto Central Avenue. Proceed West on Central Avenue through eight stop lights. At the Mobile Gas Station make a right onto S. Grove Street / Essex County Route 509 N. Go two stop lights. At the second stop light you will see the Blood Center on the left. Make a left and park in the back of the building on the left.
PARSIPPANY BLOOD DONOR CENTER

1259 Route 46 East
Building #4
Parsippany, New Jersey  07054

Clinical Education Coordinator:  Mr. Thomas Domenico PH.D.
973-676-4700 x107

From Newark Take 280 West to Exit 1 (Edwards Road).  Turn right at the Stop sign at the end of the exit ramp.  Follow signs “To US 46”.  Turn left at the first traffic light onto Route 46 Westbound.  At the third traffic light, make Jughandle U-Turn from the right lane onto Route 46 Eastbound.  Go ¼ mile to TROY OFFICE CENTER #1259 Building #4.

NEW J ERSEY ORGAN AND TISSUE SHARING NETWORK (NJ OTSN)

691 Central Avenue
New Providence, NJ  07974

Clinical Education Coordinator:  Dr. Prakash Rao PH.D.
908-516-5400

From Newark/Garden State Parkway South: Take GSP South to Route 78 West.  Take Route 78 West to Exit 43  New Providence/Berkley Heights.  Turn slight right onto Diamond Hill Road.  Go to traffic light and make right onto Mountain Avenue.  At traffic light, make left turn onto South Street.  Make a left onto Central Avenue.  The NJ OTSN is located at  691 Central Avenue.