

Arapahoe Community College
Medical Laboratory Science
Student Program Guide

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INTRODUCTION

2026– 2027

Program Director:
Jennifer Kellogg

Welcome Health Career Student:

Congratulations on your choice of the Medical Laboratory Science profession. The MLS Program Director and staff are ready to assist you in attaining your career goals. We hope that you too are as enthusiastic about learning as we are about helping you to succeed.

In the way of introductions, there are a few things you should know about this profession. There are particular “Essential Functions” that are required for this job, and we suggest you review these and contact the Program Director with any questions or concerns. The list of Essential Functions can be found later in this guide.

In addition, you should know that this is considered a “high-risk” profession for exposure to infectious diseases like hepatitis and Human Immunodeficiency Virus (HIV). Throughout the program we will teach and emphasize proper safety precautions and stress Occupational Safety and Health Administration (OSHA) regulations and universal precaution guidelines that if followed will minimize your risk for exposure. As a skilled professional, you should adhere to all instructions in the student laboratory and clinical settings.

In this profession there are occasions for exposure to infectious materials, chemicals and / or radiation and women of child-bearing age should consult a physician to discuss potential issues if pregnancy is suspected.

Nothing in the MLS Program Guide is intended to create (nor shall be construed as creating) an expressed or implied contract. The College reserves the right to modify, change, delete, or add to, as it deems appropriate, the policies, procedures, and other general information in the MLS Program Guide.

We of course do not want to dampen your excitement for participating in this health career. We feel it is essential that you make an informed decision concerning the challenges and issues that could affect your own well-being.

When you have committed to this career with this information, know that you will be intellectually challenged and stimulated to an exhilarating wealth of knowledge and a “Profession that Physicians and Patients Rely Upon”.

Welcome to the MLS Program!

MEDICAL LABORATORY SCIENCE- BACHELOR OF APPLIED SCIENCE DEGREE

120 Credits

The medical laboratory technologist (MLS), also known as a clinical laboratory scientist (CLS), may find employment in a variety of settings from physician's offices, hospitals and medical clinics to veterinary, industrial and environmental laboratories. Typically, the MLS works in medical labs under the direction of the physician or the pathologist in the areas of blood banking, clinical chemistry, hematology, microbiology, phlebotomy and urinalysis.

The MLS program at Arapahoe Community College has three basic components: general education, MLS didactic (lecture) classes and the MLS applied learning class. All general education and MLS classes are taught in an online format. The applied learning portion of the class is a virtual/simulated experience.

Students have the option of progressing through the MLS curriculum in a 2-year full time track or a 3-year part time route. Please see the "Curriculum Plan" provided later in this guide.

Upon successful completion of the program, graduates are eligible to apply/take the ASCP-BOC (American Society for Clinical Pathology-Board of Certification) national examination to become certified Medical Laboratory Scientists.

This program is seeking accreditation status by the National Accrediting Agency for Clinical Laboratory Science: NAACLS, 5600 N. River Rd. Suite 720, Rosemont, IL 60018 or phone 773-714-8880/fax 773-714-8886, [National Accrediting Agency Clinical Lab Science](#). On Feb 2, 2026, NAACLS granted this program "Serious Applicant Status" which allows students to apply for certification exams using a "Completion of a NAACLS approved program" route.

ADMISSION REQUIREMENTS

NOTE: Requirements may change on a yearly basis

Applicants must complete the following minimum requirements for admission to the Medical Laboratory Science Program.

1. Have an AAS Degree in Medical Laboratory Technician (MLT) from an institution accredited by one of the following entities:
 - Higher Learning Commission
 - Middle States Commission on Higher Education / Mid-Atlantic Region Commission on Higher Education
 - New England Association of Schools and Colleges
 - Northwest Commission on Colleges and Universities
 - Southern Association of Colleges and Schools Commission on Colleges
 - Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges
 - Western Association of Schools and Colleges, Senior College and University Commission

(Please note that ACC cannot transfer credits from a for-profit school or other school that is not accredited by one of the above entities).

2. Hold a current MLT certification from ASCP or AMT
3. Complete an ACC application and obtain acceptance to the college.
4. Obtain a minimum cumulative GPA of 2.50 to be eligible to apply.

Submit ALL application materials through the online application.

Only complete application packets will be considered for admission to the MLS program.

Note: Any student *with instructor permission* may take specific classes in the MLS program on a space available basis.

Transfer Student Note: Courses from NAACLS approved MLS programs and Military Laboratory Specialist programs will be evaluated for transfer on an individual basis.

MLS PROGRAM PHILOSOPHY

The philosophy of the MLS Program at Arapahoe Community College is consistent with the college philosophy in that its main goal is to provide the student with a high-quality professional education.

Our students will be prepared as skilled, competent and reliable Medical Laboratory Scientists. Professionalism developed by students in the program is expected by employers and emulated by peers.

We believe our students should possess a desire to learn the responsibilities inherent in the practice of clinical laboratory science, including a willingness to discharge their duties with accuracy, thoughtfulness and care.

We believe that our students must conduct themselves in a manner appropriate to the dignity of the profession and realize that all aspects of their work must be treated with confidentiality and a pledge to absolute reliability.

We further believe that the MLS is a vital asset to the laboratory and health care team and should practice the profession with a sincere feeling of pride, dignity, usefulness and service to their community.

The supportive environment of the Medical Laboratory Science Program at Arapahoe Community College will help you fulfill these needs.

MLS PROGRAM GOALS

The goal of the Medical Laboratory Science Program is to provide the student with a wide range of academic and clinical skills needed to secure entry-level competencies and sustain employment as a Medical Laboratory Scientist. Individuals graduating from the ACC MLS Program will possess the cognitive, psychomotor and affective skills necessary to sustain professional employment in a variety of clinical settings.

The MLS curriculum is designed to facilitate the correlation between theory and clinical practice while exercising critical thinking proficiency. Through campus courses and applied learning experiences students will be able to:

- evaluate their work for quality and accuracy
- solve complex problems

- identify normal and abnormal laboratory test results
- develop organizational skills
- understand laboratory equipment and instrumentation
- develop effective communication skills and professional judgement
- participate in team activities
- demonstrate professional responsibility and confidentiality

Additionally, the students will be encouraged to continue their growth and development in laboratory science through continuous education and contributions to professional organizations and societies.

MLS PROGRAM MISSION STATEMENT

It is the mission of the Medical Laboratory Science Department to facilitate student learning and meet the needs of the healthcare community by providing a relevant and current curriculum based on sound educational principles in a format that is accessible and exhibits high standards of excellence. The Medical Laboratory Science Department is committed to utilizing appropriate and effective instructional strategies and resources and continuously assessing student academic and clinical achievement for the purpose of ongoing improvement and future learning.

MEDICAL LABORATORY SCIENTIST COMPETENCY STATEMENT

* *Preamble for Unique Standards Medical Laboratory Scientist (MLS)*, National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Description of the Medical Laboratory Scientist Profession: The medical laboratory scientist is qualified by academic and applied science education to provide service and research in medical laboratory science and related areas in rapidly changing and dynamic healthcare delivery systems. Medical laboratory scientists perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information; direct and supervise medical laboratory resources and operations; and collaborate in the diagnosis and treatment of patients. The medical laboratory scientist has diverse and multi-level functions in the principles, methodologies and performance of assays; problem-solving; troubleshooting techniques; interpretation and evaluation of clinical procedures and results; statistical

approaches to data evaluation; principles and practices of quality assurance/quality improvement; and continuous assessment of laboratory services for all major areas practiced in the contemporary clinical laboratory.

Medical laboratory scientists possess the skills necessary for financial, operations, marketing, and human resource management and leadership of the clinical laboratory.

Medical laboratory scientists practice independently and collaboratively, being responsible for their own actions, as defined by the profession. They have the requisite knowledge and skills to educate laboratory professionals, other health care professionals, and others in laboratory practice as well as the public.

The ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are essential qualities.

Communications skills extend to consultative interactions with members of the healthcare team, external relations, customer service and patient education.

Medical laboratory scientists demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community

Description of Career Entry-Level Competencies of the Medical Laboratory Scientist

At entry-level, the medical laboratory scientist will possess the entry-level competencies necessary to perform the full range of medical laboratory tests in areas such as Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion medicine, Microbiology, Urine and Body Fluid Analysis and Laboratory Operations, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms.

The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed.

At career entry-level, the medical laboratory scientist will have the following professional competencies.

They will have the ability to:

- A. Professional Behaviors and Communication

Demonstrate professional and ethical behavior along with effective interpersonal communication skills when engaging with various stakeholders.

Establish effective interprofessional working relationships with other health care professionals, demonstrating comprehension of and respect for their roles and patient welfare.

Recognize and appreciate the importance of engaging with an inclusive workforce through collaboration.

Value and advocate for a workplace environment that fosters inclusivity, diversity, equity, and accessibility.

B. Safety and Compliance

Comply with government regulations and accreditation standards relevant to the respective discipline.

Adhere to prescribed protocols for overall laboratory safety, biohazard containment, and waste disposal.

Implement quality assurance principles to ensure the validity and accuracy of laboratory generated data.

C. Education and Research

Acknowledge and respond to individual requirements for continuing education and development to foster growth and maintain professional competence.

Provide instruction to users of laboratory services regarding appropriate procedures, test utilization and interpretation.

Evaluate clinical research studies and data sets to assess applicability and validity.

D. Laboratory Operations

Employ a logical and systematic problem-solving approach when identifying errors and/or technical issues with laboratory procedures and instrumentation.

Apply principles of data security to safeguard laboratory and hospital information systems.

Apply principles of quality assurance to ensure validity and accuracy of laboratory data.

Recognize principles and practices of laboratory management as applied to clinical laboratory science.

E. Pre-Analytical Competencies

Evaluate specimen collection, processing, and storage procedures in accordance with standard operating procedures.

Ensure specimen integrity is maintained throughout the sample procurement process.

F. Analytical Competencies

Adhere to written policies, processes, and procedures for analytical testing, analysis, and instrumentation maintenance.

Evaluate and provide rationale for troubleshooting protocols in analytical testing when appropriate.

Perform routine procedures in accordance with standard operating procedures.

Apply quality control principles to analytical testing procedures, including instrument calibration, statistical analyses of control results, Westgard rules, and verification of reference ranges.

Perform basic calculations, dilutions, and statistical analyses for procedures and analytical testing in the respective discipline.

Apply theoretical principles of instrumentation to current methods of analysis.

G. Post-Analytical Competencies

Perform all post-analytical procedures in accordance with quality assurance protocols and regulatory standards.

Evaluate results for accuracy relative to quality control, patient history, specimen integrity, and overall clinical correlation.

Report test results, including abnormal, STAT, and critical values, in accordance with the laboratory's standard operating procedures.

EQUAL OPPORTUNITY

The MLS program adheres to the College Equal Opportunity policy, which is as follows:

Arapahoe Community College is an equal opportunity employer. The college operates under an Equal Opportunity Plan, which ensures equal access to opportunities for all students, faculty and staff.

Arapahoe Community College does not discriminate on the basis of race, sex, creed color, age, national origin, veteran status, sexual orientation or individual disability in the admission or access to or treatment of or employment in, its educational programs or activities.

The College complies with regulations of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination and Section 504 of the Vocational Rehabilitation Act of 1973 regarding disability discrimination, as well as other applicable Federal and State laws and regulations pertaining to discrimination.

Inquiries concerning the Equal Opportunity policy and/or compliance with Federal and State regulations should be directed to the Director of Human Resources, Arapahoe Community College, 5900 South Santa Fe Drive, P.O. Box 9002, Littleton, Colorado 80160-9002, telephone 303-797-5704, the Vice President of Legal Services at the Colorado Community College and Occupational Education System, 1391 Speer Blvd., Suite #600, Denver, Colorado 80204-2554, telephone or the Office for Civil Rights, U.S. Department of Education.

PROFESSIONAL LICENSING DISCLOSURE:

- Students enrolling or continuing at Arapahoe Community College (ACC) have a right to certain information that the college is required by law to provide. As a student applying for or attending the Medical Science Program you have the right to know it meets the criteria for Colorado. It is possible that the degree may count

toward licensing or certification in states other than Colorado. If you are planning to seek professional certification or licensure, it is strongly recommended that you contact the State Board of Licensure in the state in which you are located or plan to locate in order to seek information and guidance regarding licensure or certification requirements before you begin this program.

- ACC has not determined if the Medical Laboratory Program meets applicable state prerequisites for licensure or certification in states other than Colorado. Other states include (Alabama, Alaska, Arizona, Arkansas, California, Connecticut, District of Columbia, Delaware, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming and U.S. Territories: American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands).

ESSENTIAL FUNCTIONS FOR MEDICAL LABORATORY SCIENCE

(Adapted from List of Essential Functions for Clinical Laboratory Science by Fritsma, Fiorella and Murphy)

Students enrolling in and graduating from the MLS Program must meet the *essential function requirements* of the academic program and of the MLS profession. The student must be able to contribute to colleagues' progress, to their instructors' or supervisor's completion of appropriate tasks, and to render services that contribute to the well-being of patients. The MLS student must be capable to perform the following essential functions:

Observation

The MLS student must be able to:

- Observe laboratory demonstrations in which biologicals are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.
- Characterize, compare or contrast, the color, consistency, and clarity of biologicals or reagents
- Employ a clinical grade binocular microscope to discriminate among fine differences in structure and color in microscopic specimens.

- Read, comprehend, discriminate, and/or analyze text, numbers, and graphs displayed in print and on a video monitor.
- Perceive pertinent details, verbal and tabular material
- Observe differences in copy, to proofread words and numbers, and detect arithmetical errors

Movement

The MLS student must be able to:

- Move freely and safely about the laboratory.
- Perform moderately taxing continuous physical work, including sitting, standing, walking, lifting, carrying, pushing and pulling.
- Reach laboratory benchtops and shelves, patients lying in hospital beds, or seated in specimen collection furniture. These duties may require occasional stooping, twisting, turning, bending, climbing stairs or access ramp, and/or kneeling.
- Demonstrate eye/hand coordination and manual/finger dexterity while maneuvering phlebotomy and culture collection equipment to collect specimens from patients and controlling/adjusting laboratory equipment and instruments.
- Manipulate an electronic keyboard to operate lab instruments and to calculate, record, evaluate and transmit laboratory information.

Communication

The MLS student must be able to:

- Read and comprehend technical and professional materials (i.e. textbooks, journal articles, handbooks, and instruction/procedure manuals).
- Follow oral and written instructions to correctly perform laboratory test procedures.
- Clearly instruct patients prior to specimen collection.
- Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.
- Communicate with faculty members, student colleagues, staff, and other health care professionals orally and in a recorded format (writing, graphics, or telecommunications).

Intellect

The MLS student must:

- Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, problem solving, integration, analysis, comparison, self-expression, and criticism.
- Exercise sufficient judgement to recognize and correct performance deviations.
- Be organized in the working environment.
- Be technically and theoretically knowledgeable of instruments and tests performed in assigned areas.

Behavior

The MLS student must:

- Manage the use of time and systematize actions in order to complete professional and technical tasks within realistic constraints.
- Possess the emotional health necessary to effectively use her or his intellect and to exercise appropriate judgment. The student must be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (i.e. ambiguous test ordering, ambivalent test interpretation), emergent demands (i.e. "stat" test orders), and a distracting environment (i.e. high noise levels, complex visual stimuli).
- Be flexible and creative and adapt to professional and technical change.
- Recognize potentially hazardous materials, equipment, and situations and proceed safely to minimize risk of injury to self and others nearby.
- Adapt to working with unpleasant biologicals (sight and smell).
- Support and promote the activities of colleagues and health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.
- Be honest, compassionate, ethical, and responsible. The student must be able to critically evaluate his or her own performance, accept constructive criticism, and look for ways to improve (i.e. continuing education activities). The student must be able to evaluate the performance of colleagues and professionals and tactfully offer constructive comments.

Signature of agreement concerning these essential functions will occur in MLS 3110.

MLS PROGRAM CURRICULUM PLAN

Completion of AAS in MLT AND current certification in MLT from ASCP or AMT

TOTAL 63 credits

GENERAL EDUCATION COURSES

MAT 1260 Introduction to Statistics 3 credits

BIO 2104 Microbiology with Lab 4 credits

CHE 1112 General College Chemistry II 5 credits

SOC 2018 Sociology of Diversity 3 credits

ENG 1022 English Composition II 3 credits

TOTAL 18 credits

MLS EDUCATION COURSES FALL COURSES

MLS 3110 Advanced Hematology (10 weeks) 4 credits

MLS 3120 Hemostasis (5 weeks) 2 credits

MLS 3130 Clinical Immunology and Virology (8 weeks) 3 credits

MLS 3140 Advanced Urinalysis and Body Fluids (7 weeks) 3 credits

MLS 4110 Advanced Clinical Microbiology (15 weeks) 4 credits

MLS 4120 Advanced Clinical Chemistry (15 weeks) 3 credits

MLS 4130 Laboratory Management (7 weeks) 2 credits

SPRING COURSES

MLS 3150 Advanced Immunohematology (15 weeks) 3 credits

MLS 3160 Advanced Molecular Biology for the Clinical Lab (8 weeks) 3 credits

MLS 3170 Advanced Parasitology and Mycology (7 weeks) 2 credits

MLS 4140 Clinical Correlations (5 weeks) 2 credits

MLS 4180 Clinical Internship (15 weeks) 8 credits

TOTAL 39 credits

MLS PROGRAM COURSE WORK SEQUENCE

2 year Full Time Track

Year 1

FALL	SPRING	SUMMER
MLS 3110 - 4 credits	MLS 3150 - 3 credits	ENG 1022 - 3 credits
MLS 3120- 2 credits	MLS 3160 - 3 credits	MAT 1260 - 3 credits
MLS 3130 - 3 credits	MLS 3170 - 2 credits	BIO 2104 - 4 credits
MLS 3140- 3 credits	CHE 1112 - 5 credits	
Total Credits = 12	Total Credits = 13	Total Credits = 10

Year 2

FALL	SPRING
MLS 4110 - 4 credits	MLS 4140 - 2 credits
MLS 4120 - 3 credits	MLS 4080 - 8 credits
MLS 4130- 2 credits	
SOC 2018- 3 credits	
Total Credit = 12	Total Credit = 10

3 Year Part Time Track

Year 1

FALL	SPRING	SUMMER
MLS 3110 - 4 credits	CHE 1112 - 5 credits	MAT 2160 - 3 credits
MLS 3120 - 2 credits	MLS 3170 - 2 credits	BIO 2104 - 4 credits
Total Credit- 6	Total Credits- 7	Total Credits- 7

Year 2

FALL	SPRING	SUMMER
MLS 3130 - 3 credits	MLS 3150 - 3 credits	ENG 1022 - 3 credits
MLS 3140 - 3 credits	MLS 3160 - 3 credits	Soc 2018- 3 credits
MLS 4130- 2 credits		
Total Credit- 8	Total Credits- 6	Total Credits- 6

Year 3

FALL	SPRING
MLS 4110 - 4 credits	MLS 4140- 2 credits
MLS 4120 - 3 credits	MLS 4080 - 8 credits
Total Credit- 7	Total Credits- 10

NOTE: All MLS courses are described in the College Catalog under Medical Laboratory Science and in each course and in syllabi given to the student the first day of class.

STEPS TO GRADUATION

Complete Program Admissions Requirements.

1. Successfully complete (with a grade of "C" or higher) ALL:
 - a. General Education Courses
 - b. MLS Classes
2. Apply for graduation in the Records Office by stated deadline.

Upon successful completion of the program coursework and requirements, graduates will be awarded a Bachelor of Applied Science Degree at the ACC Graduation Ceremony in May. Program results and receipt of the BAS degree is not contingent upon passing any external certification or licensure exam.

WHO TO CONTACT IN THE MLS PROGRAM

MLS Faculty

Role: Teach courses, run virtual labs and clinicals, grade assignments, and provide academic guidance. Contact your course instructor directly if you have class-related questions.

- Jennifer Kellogg, MSCLS, MLS (ASCP) 303.797.5796
jennifer.kellogg@arapahoe.edu
- Jamie Neuenschwander DSCLS, MLS (ASCP)
Jamie.neuenschwander@arapahoe.edu
- Sondra Stark-Baltazar MSCLS, MLS (ASCP) Sondra.stark-baltazar@arapahoe.edu

Program Director

- **Role:** Oversees the entire program, including curriculum, faculty, and student progression. The Program Director is the first point of contact for questions about program policies, progression, or any concerns.
- Jennifer Kellogg, MSCLS, MLS (ASCP) 303.797.5796
jennifer.kellogg@arapahoe.edu

Department Chair

- **Role:** Provides program oversight and steps in if an issue cannot be resolved by the Program Director.
- **Paige McEvoy**, RDH, EdD, 303.797.5206 paige.mcevoy@arapahoe.edu

Dean of Health and Public Services

- **Role:** Unresolved student concerns, program policies, accreditation compliance, or appeals.
- **Pamela Thompson, MS, BSN** 303.797.5098
pamela.thompson@arapahoe.edu

COLLEGE POLICIES & PROCEDURES

CODE OF CONDUCT / PROFESSIONAL BEHAVIOR

Academic and Non-Academic Responsibilities

Students are referred to the College Catalog and the College Student Handbook for a complete listing and description of these responsibilities.

Academic:

Students are responsible for acting with honesty and integrity in academic affairs. Students are responsible for conducting themselves appropriately in the classroom and may not interfere with the instruction and learning of others. Students are responsible for maintaining the standards of academic performance established by their instructors.

Non-academic:

Students are expected to conduct themselves in a responsible manner and abide by the College rules and regulations during all College-sponsored events and activities. Students should at all times try to promote a sense of cooperation and

work to build an atmosphere that will be most conducive to the goals of higher education.

Students should refer to additional disciplinary policies that exist for health occupation programs, the Police Academy and the Fire Academy.

Behaviors that will be deemed to violate College rules and regulations and will be subject to appropriate College disciplinary proceedings are listed in the College Student Handbook

Professional Responsibilities

Students, while within college facilities (on campus sites) or while participating in college sponsored activities (on or off campus) are expected to comply with college rules and regulations, and with the regulations of the off-campus site.

Withdrawing from classes

The responsibility for WITHDRAWAL from classes belongs to the individual student. Faculty members cannot withdraw a student from class. If a student stops attending class and does not formally withdraw from that class, the instructor records an "F" grade for that student. Students wishing a "W" grade must withdraw themselves through the Records and Admission Office within the specified time frame for that semester.

Please refer to the College Catalog and College Student Handbook for complete refund and withdrawal policies.

Dropping classes

If a student formally drops a class during the first 15 percent of the class term they will receive full tuition adjustment, less non-refundable fees. **No refunds will be granted after that time.** Refunds will be mailed within two weeks after the end of the add/drop period. Exact deadline dates for refunds are listed in semester class schedules. Please refer to the College Catalog for the complete policy.

Grievance Policy

The MLS program will adhere to the stated "Student Grievance Procedure" found in the currently published ACC Student Handbook. Accordingly, "academic grades may not be grieved" (see "Students Rights and Responsibilities" in the ACC Student Handbook).

Code of Conduct

The following actions and/or behaviors violate College rules and regulations and will be subject to appropriate disciplinary proceedings: *Possessing, selling, furnishing, distributing, or consuming alcoholic beverages on College property, including on-campus or off-campus events, sponsored by the institution; or appearing on campus while intoxicated as defined by state and local laws.*

Legal Sanctions

There are legal sanctions for violations of the Code of Conduct. Any student convicted of the unlawful manufacture, distribution, dispensation, possession, use, or abuse of illicit drugs or alcohol is subject to criminal penalties under local, state, or federal law. Penalties range in severity from a fine of \$100 to \$8,000,000 and/or life imprisonment. The exact penalty assessed depends upon the nature and severity of the individual offense.

Penalties

The College will impose penalties against students who violate our Code of Conduct. Violators are subject to disciplinary action. Sanctions include, but are not limited to, probation, suspension or expulsion from the College or probation, suspension or termination of employment, and referral to authorities for prosecution, as appropriate.

Health Risks

Many health risks are associated with drug and alcohol abuse. Risks include, but are not limited to, malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth-weight babies, and babies with drug addictions. Personal relationships, family dynamics, and the ability to work and study are also at risk.

Drug and Alcohol Abuse Prevention information is available through Human Resources. Counseling resources are available through the Dean of Students Office.

The Law

ACC is a state community College governed by the State Board for Community Colleges and Occupational Education. Board Policy requires the College to comply with the Drug-Free Schools and Communities Amendments of 1989 (PL 101 226 in Federal law). A copy of this law is available in the Human Resources office. The College has adopted the following Drug and Alcohol Abuse Prevention Program:

Illegal Substances

A controlled substances schedule is on file for your reference in the Dean of Students Office.

Referral Resources

Referrals for counseling, treatment, rehabilitation, and re-entry programs are available through the community:

- Mental Health Center, Arapahoe, 5500 S. Sycamore St., Littleton, [303.797.8858](tel:303.797.8858); emergency line [303.730.3303](tel:303.730.3303)
- Mental Health Center, Jefferson, 5265 Vance, Arvada, [303.425.0300](tel:303.425.0300) (Jefferson County residents only)
- Professional Psychology Center at University of Denver - [303.871.3626](tel:303.871.3626)
- Alcoholics Anonymous - [303.975.8677](tel:303.975.8677) or [303.322.4440](tel:303.322.4440) (24-hour hotline)
- Narcotics Anonymous - [303.832.DRUG](tel:303.832.DRUG) (3784)
- Focus on Recovery, Helpline - [1.800.234.0420](tel:1.800.234.0420)

You may also consult the yellow pages for a listing of private and community-based programs. Check listings under "Alcoholism Treatment" and "Drug Abuse Information and Treatment."

This information is provided in compliance with the Drug-Free Schools and Communities Amendments of 1989 (PL 101-226).

Notice of Non-Discrimination

Arapahoe Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 or 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Arapahoe Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Angela Johnson, Human Resources Director, as its Affirmative Action Officer/Equal Opportunity Coordinator/Title IX Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance

procedures. For information, contact Angela Johnson, Human Resources Director at 5900 S. Santa Fe Drive, Littleton, CO 80120, telephone 303.797.5715.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

COLLEGE RESOURCES & SERVICES

Resources

Arapahoe Community College provides a wide variety of student services. Brief descriptions of selected services are provided in this section. For more information, please consult the College Catalog, the Student Handbook and/or the appropriate college office.

Academic Advising

Room M2010 303.797.5664 advising@arapahoe.edu

Academics - college and career plans are made considering your learning style, aptitude and skills

Advising - course schedules are monitored to be sure the basic requirements of your academic goal(s) are met

Personal - help is offered to students facing difficulties in school and/or personal life

Referral - if further assistance is needed (besides that provided by ACC), referrals to community resources can be made

Testing - The testing center (Littleton Campus) offers achievement (CLEP) and career testing. Call 303-797-5993. See the College Catalog for more details.

Please call the appropriate office to make an appointment for individual counseling/advising in any area. Support groups are also offered.

Child Development Center

This center operates in conjunction with ACC and Student Services. Please visit the Child

Development Center webpage for further details. The Center is located in Room N10000 (Littleton Campus). Call 303-797-5678

Student Support Services

Support services are available to students with disabilities who have a documentable need for accommodation in accordance with the Americans with Disabilities Act and the Rehabilitation Act of 1973, Section 504. To access services, contact Disability Services in M2710 or call 303-797-5937.

Career and Transfer Center

The center, located in M2010, focuses on work, job and employment services. Call 303-797-5805.

Financial Aid/Colorado State Scholarships

Financial assistance for tuition and fees, books and supplies, transportation, room and board and other expenses is available. See the College Catalog for call the Financial Aid Office Room M2330 (Littleton Campus). Call 303-797-5661 for more information on aid and/or scholarships.

Library

Your ACC Student ID will be bar-coded for use as a library card. Use the CARL system and various other electronic resources to search for books and periodical articles. Internet access is available for research purposes. Reference services are available to assist students with their research needs, and an interlibrary loan service provides students with access to materials not owned by the ACC library. Instructional videos can be viewed at the library; compact disks, records, audiocassettes and CD-ROMs are available for checkout. Photocopy machines are available. Room M2500, 303-797-5090.

Student Government

- Represent ACC students in matters concerning student interests and welfare as well as student-generated activity fees.
- Promote cooperation and understanding between the administration, faculty, staff, community, and ACC students.
- Encourage ACC students to participate in collegiate activities and exert influence in the decision-making process.
- Promote students' rights and provide a means of organized expression in college affairs, activities, and policies.
- Provide a forum for educational experiences outside the classroom atmosphere.

Contact Student Government through the Student Life Office - 303.797.5667

PROGRAM POLICIES & PROCEDURES

Professional Behavior

Medical Laboratory Scientists play an important role in providing high quality patient care. Personal qualities of honesty, integrity, respect and responsibility are important to develop and/or maintain as an MLS. Each student should apply these qualities to their academic and subsequent professional career. All students are also expected to have achieved a level of maturity that is reflected by appropriate conduct at all times.

The following are examples of unprofessional conduct: misrepresentation of effort, credentials or achievement in either the academic or clinical setting; any action which compromises the quality of patient care; violation of patient's confidentiality; and other conduct which falls below that which befits a health professional.

LEAVE OF ABSENCE

Once a student has been admitted to the MLS Program the student may request in writing a leave of absence for a maximum of one (1) year. The Program Chair may grant a leave of absence from the program for the following:

- pregnancy
- long-term illness
- family illness/problems
- personal problems

Decisions regarding leave of absence and reinstatement are the sole responsibility of the Program Chair and all decisions are final. Reinstatement into the program will depend upon the student giving prior notice to the Program Chair and receiving approval from the Chair.

The student must submit in writing their request for a leave of absence and meet with the Program Chair to discuss the request. The written request must include reason for leave of absence, effective date and expected return date.

READMISSION PROCEDURE

Students may be readmitted to the MLS program on space available basis as determined by the MLS program chair.

Space is dependent upon attrition, availability of clinical sites, faculty staffing, and legislative budgetary appropriations.

Readmission placement cannot be guaranteed to every student who applies.

Readmission requests and transfer requests are given equal consideration.

Readmission eligibility

Comply with all aspects of the procedure explained here.

Readmission placement must occur within a one-calendar year period from the date of last completed MLS course.

Students are eligible for readmission one time only.

The deadlines for readmission requests are as follows:

- Spring Courses Oct. 15
- Summer Courses Feb. 15
- Fall Classes May 15

Procedure for readmission

Complete an interview with the MLS chair within two weeks of the course failure or withdrawal.

Submit a letter to the MLS Chair within two weeks of this interview stating the reason(s) for withdrawal or failure and plans to overcome the deficiencies/problems.

Submit the following by the deadlines listed above:

Letter requesting readmission which documents how deficiencies/problems have been overcome.

Copies of ACC transcripts

Notification

The MLS program Chair will evaluate the credentials and determine placement of the applicant in the MLS program. The applicant will be notified within the thirty days following the deadline of his/her readmission status.

Any readmitted student will be expected and required to comply with all current aspects and requirements of the current MLS program including any changes which may have occurred since he/she began the program.

ACADEMIC STANDARDS

GRADING SCALE

Percentage	Grade
100% - 93%	A
92% - 85%	B
84% - 75%	C
74% - 65%	D
<65%	F

Course Grading Policy

The weight of each component (i.e. weekly quizzes, content review quizzes, final exam, term paper etc.) in the lecture and laboratory sections will be predetermined by the instructor and will be given to the student in the course syllabi handed out the first day of class.

The student must receive a passing grade of "C" (75%) to successfully complete the course.

Applied Learning Grading Policy

Student must receive a grade of C or better to successfully complete the applied learning class. The instructor will evaluate the student's performance and decide if they are "minimally competent" and "ready for the workforce". The instructor has the right to request that any student's applied learning class be terminated at any time if satisfactory progress is not made.

If the student does not successfully complete the applied learning portion of the program, the following consequences will be enacted. The student will:

Receive a failing grade (D or F) for the applied learning class.

A failing grade in the applied learning course constitutes grounds for dismissal from the MLS program.

Make Up Policy

NO make-up exams will be given because of dissatisfaction with grade, or failure by the student. An extended period to take examinations of up to one week may be granted for extenuating circumstances with the INSTRUCTOR'S permission

provided that the instructor was appropriately notified. Examinations not made up within the agreed time frame will be figured into the student's grade as zero points earned.

FINAL GRADES

Didactic courses will be based on:

- the student's ability to meet course objectives and assignments
- completion of unit questions and assignments
- points earned on examinations and quizzes
- points earned on unit final exams

Academic Progression through the MLS program

If a student does not successfully complete any MLS didactic course or the applied learning course with a grade of C or better, the student may re-enroll in the course at its next offering. Before retaking any MLS course, the student must meet with the program director to be allowed back into the MLS course on a space available basis. Students are not allowed to take any MLS didactic course more than twice.

If the second attempt is not successful the student will be advised, redirected and will sustain grounds for dismissal from the MLS program.

Additionally, students are not allowed to fail more than two of any MLS courses. Doing so will sustain grounds for dismissal from the MLS program.

Readmission Policy

Students dismissed from the program due to disciplinary causes will not be allowed re-admittance.

Students may not take any MLS course more than twice or fail more than two of any MLS courses. If so, the student will not be allowed readmission to the program for a period of 3 years.

Students should complete all MLS courses within a 3-year period to improve their opportunity for success.

Any MLS course taken at ACC that is greater than 5 years old will not be applicable towards graduation from the MLS program.

Course Objectives

All MLS didactic and internship course objectives and laboratory competencies are published in the course syllabi and are distributed to students the first day of class. Specific grading criteria for each course is given in the course syllabi.

Student Responsibility

Students should speak directly with the instructor about any concerns, i.e. grading, course materials or special needs or accommodations. The student is responsible for contacting the instructor in a timely manner with such concerns. See the College Catalog for more information on grading policies at ACC.

Incomplete grades

An Incomplete grade may be given to students who, because of illness or circumstances beyond their control, are unable to complete their course work within the semester. An Incomplete is given only if the student has completed at least 80 percent of the term with a passing grade and has provided evidence to the instructor that they are unable to continue. See the College Catalog for more information on incomplete grades. APPLIED LEARNING REQUIREMENTS

CLINICAL AND APPLIED LEARNING POLICIES

A student may participate in the applied learning portion of the program if they have successfully completed all MLS prefix classes (apart from MLS 4140). As this is a virtual/simulated experience, all students are eligible to enroll if they have completed the above requirement.

1. Assignment of Faculty Preceptor

All students enrolled in the MLS 4080 course (Simulated Clinical Experience) are assigned a qualified faculty member who serves as the course instructor and preceptor.

- This faculty member is responsible for directly overseeing student performance in all case-based simulations, virtual laboratory exercises, and applied learning modules.
- Faculty provide guidance, feedback, and evaluation of student performance to ensure all competencies are met according to program and NAACLS standards

2. Service Work

Students in the MLS program do not perform direct patient testing or reportable laboratory work. All clinical learning experiences are conducted virtually through case-based simulations, virtual laboratories, and online applied learning modules. These experiences are designed to replicate the workflow of diagnostic laboratories while ensuring patient safety and compliance with professional standards.

Because students do not engage in real patient testing, they are not placed in situations where they could replace paid personnel or produce reportable results. All learning activities are strictly educational in nature and are supervised by qualified faculty. The program director monitors student progress to ensure that academic and professional responsibilities are balanced effectively.

3. Policy on Student Employment

Because applied learning occurs in a fully simulated environment, students are not scheduled for on-site clinical rotations as part of their program.

- Therefore, employment at a clinical site is not a program requirement and is not part of the applied learning phase.
- Students who choose to seek employment in a clinical laboratory outside of the program may do so voluntarily, but employment is completely separate from their MLS coursework.
- Students are informed at the start of the MLS 4080 course and in program orientation that work schedules must not interfere with coursework or participation in applied learning activities.

The MLS Applied Learning Portion is designed to provide the student with a “realistic experience” of the Medical Laboratory Profession. The MLS student must demonstrate technical skills and knowledge during the applied learning period.

There is one Applied Learning Session in the Arapahoe Community College MLS program which is an 8-credit class and is taken in the student’s last semester.

Course Number	Course Name	Credits Earned
MLS 4080	Internship <ul style="list-style-type: none"> • Prerequisite: All General Education Courses, and all MLS prefix classes except for MLS 4140. • Applied learning portion is virtual and is done as a virtual simulation 	8

PROGRAM INFORMATION

Approximate Fees: MLS Program Classes

In addition to ACC tuition and fees (see College Catalog), the MLS student will incur the following (approximated) expenses:

Item	Cost
Books	\$750.00
High-Cost Course	\$9.05/Credit
MLS 3110 Fee	\$78
MLS 3140 Fee	\$78
MLS 4080 Fee	\$98

ASCP Exam \$260.00

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ADVISORY COMMITTEE

The MLS Program Advisory Committee's function is to:

- *Set goals for the program
- *Evaluate progress toward meeting the goals
- *Monitor curriculum to meet workplace needs
- *Provide accurate employment information

Community representatives in business and industry are members of the committee; this partnership lends strong support to the MLS program. The committee meets twice a year, on the second Wednesday of October and April from 11:00 AM to 12:00 PM.

SAFETY ADVISORY FOR STUDENTS

Guidelines for Reporting Threatening Behavior

Any student or employee that feels subjected to acts (not limited to) such as intimidation, threatening or hostile physical or verbal behaviors, stalking, physical or verbal abuse, assault etc. should immediately report it to: the Program Director, a member of the Security Department, Human Resources, Risk Management, or the Employee Assistance Program.

Students or employees may contact the appropriate law enforcement agencies if they believe there is an immediate danger to their own safety or that of others.

EMERGENCIES ON CAMPUS

Emergency message delivery will be provided by the Campus Police, Room M2600, 303-797-5800.

TEACHOUT POLICY

In the unlikely event that the MLS Program must close — whether temporarily due to a natural or man-made disaster, or permanently by institutional decision — the following steps will be taken to ensure students are informed and supported:

Communication and Notification

- **Immediate Notification:** Students will be notified promptly via email and learning management system announcements if the program is closing or suspending operations.
- **Website Posting:** A notice of closure will be posted on the university's official website for both current and prospective students.

Plan for Current Students

- **Temporary Closures (Disaster Response):** If a disaster disrupts classes, the university will provide a plan for continuation of learning as soon as possible.
- **Permanent Program Closure:** Currently enrolled students will be offered the opportunity to complete the program according to ACC policies

Accrediting Agency Notification

- NAACLS will be notified of the program closure. A formal teach-out plan will be submitted to NAACLS within 30 days of the official closure announcement, as required.

CODE OF ETHICS

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

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.

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.

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 who 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.

REFERENCE: American Society for Clinical Laboratory Science, 1861 International Drive Suite 200, Tysons Corner, VA 22102