



**PARKINSON**

SCHOOL *of* HEALTH SCIENCES  
AND PUBLIC HEALTH

**Master's Program in  
Medical Laboratory Science  
Student Handbook**

**2023-2024**

***MLS Graduate Program  
Loyola University Chicago  
Parkinson School of Health Sciences and Public Health  
Health Science Campus***

## Preface

Greetings! We are excited that you have chosen to study Medical Laboratory Science with us. 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. This leadership-oriented master's program will provide you with opportunities to discover the vast discipline of Laboratory Medicine.

During your time with us, you will learn to perform, develop, evaluate, correlate and assure accuracy and validity of laboratory information directly collaborating in the diagnosis and treatment of patients. We will work hard to refresh and expand your ability to relate to people, execute calm and reasoned judgment and demonstrate a deep commitment to patient-care. The communication skills you will learn shall not only extend to consultative interactions with other members of the healthcare team, but customer service and patient education representatives as well.

At the end of your journey, you will have successfully acquired the academic, ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients and your professional associates in this high-energy medical field. It is my hope that you find your journey through Loyola's Master's Program in Medical Laboratory Science intellectually challenging, fulfilling, and productive.

Best wishes,

Kristen Pesavento, EdD, MA, MLS(ASCP)<sup>CM</sup> MB<sup>CM</sup>  
Assistant Professor, Applied Health Sciences  
Graduate Program Director, M.S. degree in Medical Laboratory Science

## **Purpose of the Handbook**

In this handbook, you will find all the information to get you from orientation to graduation. It provides the basics about tuition, fees and online payments as well as information concerning capstone progression and other important educational milestones.

Please retain a copy of this handbook to serve as a reference and guideline in your progress towards your Master's degree in Medical Laboratory Science.

This handbook contains information both necessary and helpful to Master's level graduate students, pertaining to academic requirements, Parkinson School policies, facilities and activities.

The information presented here supplements that found in the Loyola University Chicago Parkinson School Student Handbook. It is not intended to be definitive, since changes in your graduate program may occur, and interpretation of regulations may require decisions by the Graduate Program Director or the faculty.

## Table of Contents

### **Section 1: Master's Program in Medical Laboratory Science and Graduate School Policies**

Overall Goals and Competencies	6
Location of M.S. in MLS program	7
Loyola University Chicago Graduate School	7
Clinical Affiliates	8
Admission Criteria	9-10
Accreditation	11
MLS Graduate Program Administration and Faculty	12-13
Required Coursework	14-15
Clinical Rotations/Professional Practice	16-18
Capstone Requirements	18-20
Medical Laboratory Science Program Outcomes	20

### **Section 2: Academic Policies and Guidelines** **21**

Academic Integrity	21-23
Grades	24-26
Examinations	26
Incomplete Coursework	26-27
Withdrawal from Courses	27
Probationary Status	27-28
Dismissal from Program	28
Grievance Policy	28-29

	Graduation and Degree Conferral	29-30
	Vacation and Leave of Absence Policies	30-31
	Teach Out Plan for Closures	31-32
<b>Section 3:</b>	<b>Administrative Information</b>	<b>33</b>
	Fees and Financial Aid	33-35
	Student ID/Parking	35
	Student Health and Counseling Services	36-38
	Loyola Center for Health and Fitness	37
	Housing	37
	Loyola University Health Science Library	37
	Laboratory Safety	37
	Information for International Students	38
<b>Section 3:</b>	<b>Student Academic Life</b>	<b>39</b>
	Parkinson School Student Committees	39
	Parkinson Evening of Excellence	39
	Professional and Responsible Conduct	39-40
	MLS Essential Functions Agreement	42
	Acknowledgement of Agreement	43

# Medical Laboratory Science Program Description and Graduate School Policies

## **Overall Goals and Competencies**

The goal of the Master's in Medical Laboratory Science program is to prepare you for a professional career in a facet of Medical Laboratory Science through the acquisition of a clinically relevant base of scientific knowledge, the development of critical thinking skills, and a set of methodological tools to assimilate accurate and valid diagnostic information with disease states.

You will learn to search the scientific literature and data repositories, and to evaluate and select the relevant information from these sources. You will also learn to communicate clearly with medical colleagues, scientific peers, patients and with the public. The training process is mentored by certified medical laboratory scientists and pathology faculty, with the ultimate goal of students becoming eligible for certification as medical laboratory scientists.

The Master's degree is conferred after demonstrating certain competencies:

- 1) Acquisition of general and applied knowledge base in the major fields of medical laboratory science.
- 2) Acquisition of oral and written communication skills sufficient to serve the needs of patients, the health care team, scientific peers and the general public.
- 3) Skills to tackle bioethical issues in advanced clinical practice and research
- 4) Adequate knowledge and background experience to qualify for and pass national certification examinations
- 5) Competency needed to work as a medical laboratory scientist
- 6) Leadership abilities to help guide the changing landscape of healthcare.

## **Location**

The Masters of Science in Medical Laboratory Science program is physically located on Health Science Campus (HSC) of Loyola University Chicago and within the Parkinson School of Health Sciences and Public Health. The Maywood campus is a 61-acre academic and medical center in the western suburbs of Chicago. It is 13 miles west from the Chicago Loop and 8 miles east of Oak Brook. The Loyola University Medical Center is one of the leading medical research and teaching institutions in the nation. The Health Sciences Campus is home to more than 600 medical students and majority of health sciences graduate-level classes. Established in 1962 in Maywood, Illinois, as the medical center campus, it was renamed the Health Sciences Campus in 2011 after the consolidation of Loyola University Health System with Trinity Health.

The Loyola University Medical Center is adjacent to our Health Sciences Campus and our faculty members often have clinical appointments at the Loyola University Health System. This strong partnership helps provide our students with relevant and up-to-date techniques, practices, and methods. The Loyola University Medical Center is one of the leading medical research and teaching institutions in the nation.

## **Parkinson School of Health Sciences and Public Health Mission**

Parkinson School of Health Sciences and Public Health advances knowledge through innovative research, educates students to become successful health professionals, and inspires a vigorous commitment to service. Students, faculty and staff are immersed in a collaborative, interdisciplinary environment committed to social justice in the Jesuit tradition.

## **Clinical Affiliates**

### Loyola University Medical Center

2160 S 1st Ave, Maywood, IL 60153

559-bed academic medical center

### Gottlieb Memorial Hospital

701 W North Ave, Melrose Park, IL 60160

255 licensed beds

### Alverno Clinical Laboratories

2434 Interstate Plaza Dr. Hammond, Indiana 46324

Over 30 laboratories across Illinois and Indiana

### OSF Little Company of Mary Medical Center

2800 W 95<sup>th</sup> St, Evergreen Park, IL 60805

244 staffed beds

### University of Chicago Medical Center

5841 S. Maryland Ave, Chicago, IL 60637

811-bed academic medical center

### Silver Cross Hospital

1900 Silver Cross Blvd, New Lenox, IL 60451

316 licensed beds

### Labcorp

150 Spring Lake Drive, Itasca, IL 60143

Reference laboratory



## Admission to the M.S. in Medical Laboratory Science Program

Admission to the M.S. in MLS program requires fulfillment of the following:

- A completed application for graduate admission to Loyola University Chicago
- A bachelor degree from an accredited institution prior to matriculation
- Submission of all official collegiate transcripts
- Completion of the following pre-requisites:
  - 16 semester hours (or 24 quarter hours) of biological science with laboratory, including one semester of microbiology
  - 16 semester hours (or 24 quarter hours) of chemistry with laboratory including one semester in organic or biochemistry
  - 3 semester hours (4 quarter hours) of mathematics
- Minimum overall GPA of 3.0 out of 4.0
- Two letters of recommendation
- A personal statement of purpose
- Verification of Essential Functions Agreement

\*\* International Applicants must submit TOEFL or IELTS official score reports and a foreign credential report from ECE indicating successful completion of general requirements.

### **If all criteria above are satisfied, students will be invited to a virtual or physical interview**

The Master of Science in Medical Laboratory Science program is committed to reviewing all applications received in their entirety and admission decisions are made based on a comprehensive review of application materials.

Loyola University Chicago admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, military discharge or status, marital status, parental status, or any other protected status. Otherwise qualified persons are not subject to discrimination on the basis of disability.

### **Deferred Matriculation**

Accepted students who wish to defer matriculation to a subsequent term must receive approval from the Dean. Admitted students may request deferral for one year. If the student does not enroll after one year, they must re-apply to the program. If approval is granted, the student will enter the Master's program under the program requirements for the term of matriculation, rather than the initial terms of acceptance.

## Essential Functions of a M.S. in MLS student

Essential Functions are the non-academic qualities a student must possess in order to fulfill the essential requirements for being a Medical Laboratory Scientist. These functions include:

### 1. Communication

Students are able to competently and confidently communicate in English verbally and in writing relating to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Students must be able to comprehend instructions orally or in writing.

### 2. Vision

Students possess visual acuity with or without correction to detect and identify specimens and targets macroscopically and microscopically, read procedures, charts, and result printouts. Students must have the ability to distinguish differences in color intensity, shape, consistency, and depth needed to properly categorize and aliquot samples.

### 3. Dexterity

Students are capable of fine and gross motor skills and hand-eye coordination needed to process and analyze samples, pipet without contamination, and trouble shoot instrumentation.

### 4. Physical Requirements

Students are able to carry up to 20lbs, ability to bend and stoop to reach lower level components and interior portions of instrumentation. Can handle prolonged sitting or standing as necessary for each discipline and freely maneuver in a clinical setting.

### 5. Cognitive Functions

Students will demonstrate sound intellect and must be able to read, understand, analyze, synthesize, and implement information from scientific sources. Utilize critical thinking skills to analyze laboratory results in relation to disease states and identify potential causes of error.

### 6. Professional Skills

Students must be able to demonstrate the ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient results. Students must hold sound psychological health and emotional stability, even under periods of stress. Ability to work independently or as part of a team, demonstrate time management skills, follow instructions, and multitask as needed.

## **Accreditation**

The Master of Science in Medical Laboratory Science at Loyola University Chicago is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

NAACLS can be contacted at:

info@naaccls.org

-OR-

National Accrediting Agency for Clinical Laboratory Sciences

5600 N. River Road, Suite 720 Rosemont, IL 60018

(773) 714 8880

[www.naaccls.org](http://www.naaccls.org)

## **Medical Laboratory Science Graduate Program and Medical Directors**

During your M.S. in MLS study, the *Medical Laboratory Science Graduate Program and Medical Directors* will serve as your primary academic advisors. They will monitor your academic performance and help you facilitate selection of a capstone experience and completion of the capstone project.

The Medical Laboratory Science Program Director will review academic progress each semester and be the point of reference for violations of program policies. The Program Director assists the student who encounters problems that interfere with successful progression in the academic program, and makes appropriate decisions that will facilitate academic progression. This may include recommending a LOA, reducing course load, etc.

*The Medical Laboratory Science Graduate Program Director's Office is located on the 4<sup>th</sup> floor of the Cuneo, room 441.*

*The Medical Laboratory Science Graduate Medical Director's Office is located on the 2<sup>nd</sup> floor of the EMS building, room 2234.*

## **Program Administration and Faculty**

Program Director: **Kristen Pesavento, EdD, MA, MLS(ASCP)<sup>CM</sup> MB<sup>CM</sup>**

Medical Director: **Kamran M. Mirza, MD PhD FCAP FASCP MLS(ASCP)<sup>CM</sup>**

Program Manager: **Julie Huynh, MLS(ASCP)<sup>CM</sup>**

### ***List of faculty:***

**Kristen Pesavento, EdD, MA, MLS(ASCP)<sup>CM</sup> MB<sup>CM</sup>**

Graduate Program Director, MLS

Assistant Professor, Applied Health Sciences, Parkinson School of Health Sciences and Public Health

Course Director: Laboratory Fundamentals, Urinalysis and Body Fluids, Molecular Diagnostics, Laboratory Leadership Series, Parasitology and Mycology, Educational Practice; Co-course director for Bacteriology and Virology

Teaching responsibilities: MLS 401, MLS 410, MLS 415, MLS 470, MLS 420, MLS 465, MLS 467, MLS 475, MLS 490, MLS 495

**Kamran M. Mirza, MD, PhD, MLS(ASCP)<sup>CM</sup>**

Assistant Professor of Pathology and Laboratory Medicine, Medical Education and Applied Health Sciences

Course Director: Hematology

Teaching responsibilities: MLS 450

**Marian Acurio, MLS(ASCP)<sup>CM</sup>**

Part-time Instructor, Applied Health Sciences  
Courses: MLS 475-Parasitology

**Sarahgin Dumaraog, MS, MLS(ASCP)<sup>CM</sup>**

Part-time Instructor, Applied Health Sciences  
Courses: MLS 410

**Anastasia Gant Kanegusuku, PhD**

Assistant Professor of Pathology-Clinical Pathology/Core Lab and POC  
Teaching responsibilities: MLS 430, MLS 440

**Amanda Harrington, PhD**

Associate Professor of Pathology - Microbiology  
Teaching responsibilities: MLS 470

**Julie Huynh, MPH, MLS(ASCP)<sup>CM</sup>**

Instructor, Applied Health Sciences, Parkinson School of Health Sciences and Public Health  
MLS Program Manager  
Course Director for MLS 460  
Teaching responsibilities: MLS 450, MLS 460, MLS 466, Clinical courses, Laboratory set-up for all courses

**Constantine Kanakis, MD, MSc, MLS(ASCP)<sup>CM</sup>**

Part-time Instructor, Applied Health Sciences  
Teaching responsibilities: MLS 410, MLS 450

**Jack Maggiore, PhD, MT(ASCP)**

Assistant Professor of Pathology - Clinical Pathology/Chemistry  
Teaching responsibilities: MLS 410, MLS 430, MLS 440

**Wafa Marji, MS, H(ASCP)<sup>CM</sup>**

Part-time Instructor, Applied Health Sciences  
Courses: MLS 450

**Aneta Szczesniak, MS, MLS(ASCP)<sup>CM</sup>**

Part-time Instructor, Applied Health Sciences  
Teaching Responsibilities: Clinical courses

**Jeanine Walenga, PhD, MT (ASCP)**

Professor, CV Surgery, Pathology, and Physiology  
Course Director: MLS 455-Hemostasis

## **MLS Advisory Board**

Dr. Kamran M. Mirza, LUMC-LUC MLS Medical Director  
Dr. Kristen Pesavento, LUC-LUC MLS GPD and Faculty  
Kate Bernhardt, LabCorp- Lab Manager (Clinical Affiliation)  
Dr. Jeanine Walenga- faculty, LUMC Hemostasis Director (Clinical/Academic Affiliation)  
Alex Wambold, MLS (ASCP), Gottlieb Laboratory Manager (Clinical Affiliate)  
Alan Hoffstadter, MT-Instructor of Blood Bank serving LUC, Rush, and Hines VA MLS programs (Practicing MLS education expert)  
Alisha Gorzelinik, M.Ed, Coordinator for Alverno Laboratories (Clinical Affiliate)  
Jennifer Raines, MT(ASCP), OSF Little Company of Mary Manager (Clinical Affiliate)  
Krzysztof Mikrut, MT(ASCP), University of Chicago Laboratory Manager (Clinical Affiliate)  
Michelle Fennell, MT(ASCP), Silver Cross Hospital Director of Laboratory Service (Clinical Affiliate)  
Jennifer Snowdon, MS, MLS(ASCP), Lurie Children's Hospital of Chicago, Senior Laboratory Informatics Analyst (Community Affiliate)  
Diane Mika, MBA, MT(ASCP), Operations Director, Clinical Laboratory, Loyola University Medical Center  
Jules Zinni, MS, MLS(ASCP), MB, Edward-Elmhurst Healthcare

## **Required Coursework**

The minimum number of credit hours you will need to fulfill the requirements for a *Master of Science in Medical Laboratory Science* is 52 credit hours over the course of 22 months.

### **Semester 1 (Fall-13 credit hours)**

Laboratory Fundamentals (MLS 401, 2h)  
Clinical Chemistry I (MLS 430, 3h)  
Hematology (MLS 450, 4h)  
Clinical Immunology (MLS 410, 2h)  
Urinalysis and Body Fluid Analysis (MLS 415, 2h)

### **Semester 2 (Spring- 13 credit hours)**

Clinical Chemistry II (MLS 440, 2h)  
Bacteriology and Virology (MLS 470, 5h)  
Immunochemistry (MLS 460, 5h)

Laboratory Leadership I (MLS 465, 1h)

**Semester 3 (Summer-7 credit hours)**

Molecular (MLS 420, 2h)

Hemostasis (MLS 455, 2h)

Parasitology and Mycology (MLS 475, 2h)

Laboratory Leadership II-Laboratory Financial Management (MLS 466, 1h)

**Semester 4 (Fall-10 credit hours)**

Clinical Rotations (10 h) including the following:

Professional Practice-Hematology (MLS 481, 3h)

Professional Practice-Chemistry (MLS 482, 3h)

Professional Practice-Immunohematology (MLS 483, 3h)

Professional Practice-Hemostasis and Body Fluids (MLS 484, 1h)

**Semester 5 (Spring- 9 credit hours)**

Clinical Rotations (4h) including the following:

Professional Practice-Microbiology (MLS 485, 3h)

Professional Practice-Special Topics (MLS 486, 1h)

Laboratory Leadership III (MLS 467, 1h)

MLS Educational Practice and Review (MLS 490, 2h)

Medical Laboratory Science Capstone (MLS 495, 2h- may be repeated)

## **Clinical Rotations/ Professional Practice**

During the fourth and fifth semesters, you will be fully immersed in clinical rotations through all areas of the medical laboratory at an affiliated medical center. Students will be expected to report to their assigned clinical site Monday through Friday, for periods of time not to exceed 8.5 consecutive hours in the laboratory per day (8 hours work, plus 30-minute lunch) within the hours of 6am to 5:30 pm. During this time students will put the didactic information gained from courses in the first year of the program into professional use.

### ***Clinical Affiliation Agreements***

An executed Clinical Affiliation agreement between Loyola University Chicago and the clinical agency is a requirement of every student's clinical practicum or internship placement. In consultation with their Program Director, students may seek a clinical preceptor who is employed by a site not currently affiliated with Loyola University Chicago. In these cases, students complete the form titled "Information Worksheet for New Clinical Preceptors and Sites" which can be found in the Sakai site "Information for MS and Certificate Students". Because this process can take a considerable amount of time, students must submit this completed form to their respective Program Director at least 6 months prior to the clinical rotation.

### ***Assignment of Clinical Location***

Rotation assignments will be determined by the Medical Laboratory Science Graduate Program Director and Medical Director.

In cases where the number of clinical students override the number of clinical sites, students will be placed into clinical sites based on parameters set forth by the Medical Laboratory Science program.

Parameters include:

- Student's current GPA
- Proximity of the student's residence to the clinical site

A group of medical laboratory science program faculty members will use the parameters listed to determine which students will be assigned to the available clinical sites.

### ***Scheduled Rotation Time Off***

Exact days of holidays and breaks will be as reported to students by the administration of the Medical Laboratory Science program on a yearly basis (Observed days off: Labor Day, Thursday and Friday of Thanksgiving, and the designated Loyola University Chicago semester break the end of December through January 1).



### ***Noncompulsory Work***

Students should not engage in noncompulsory work outside of class hours for the clinical affiliate and never should be used as staff replacement.

### ***Dress Code and IDs***

Students must wear closed toed shoes at all times and adhere to the dress code policy of their clinical practicum site.

### ***Professional and Safe Behavior in Clinical Practice***

Students are expected to maintain professional behavior at all times while participating in the Parkinson School programs and clinical practice. Consistent with the mission of the Parkinson School mission, respect for clients, faculty, staff, and student colleagues is expected. Graduate students are expected to display professional behavior, such as honesty, punctuality, maturity, and respectful communication with faculty, preceptors and clients at all times. Unethical or unprofessional behavior may result in disciplinary action to the student, ranging from verbal or written warning, to withdrawal from the clinical setting, or to dismissal from the program.

All graduate students are responsible for implementing safe practice during the supervised practica. A pattern of behavior that demonstrates unsafe clinical practice is cause for removal from the clinical situation or internship and may provide grounds for failing the course and dismissal from the program. A student demonstrating any of the following behaviors and whose pattern of behavior endangers the client, colleague, or self in the practica area may be suspended immediately from the practica site. Documentation describing the behavior is placed in the student's file and the Dean is notified immediately.

### ***Clinical Practice Policies***

It is the students' responsibility to attend all scheduled days in the laboratory. Students will be expected to report to their assigned clinical site Monday through Friday, for periods of time not to exceed 8.5 consecutive hours in the laboratory per day (8 hours work, plus 30-minute lunch) within the hours of 6am to 5:30 pm.

Students *may* be allowed two days of absence which *may be* considered excused per course at the discretion of the clinical site. Absences may occur due to illness, death in the family, or other personal reasons. If the absence is planned, the student must inform the clinical site supervisor of absence before it occurs. If a student is ill during his/her professional practice, he/she is expected to inform their clinical affiliate supervisor and the LUC MLS manager of the absence. Absences that occur without notification are considered unexcused.

It is the student's responsibility to make-up any time missed. Make-up days may occur on the weekends or by extending practicum. Scheduling of make-up days will be made on an individual basis by the clinical coordinator at the site. Unexcused and excessive

absenteeism may result in dismissal from the professional practice site. ***The Program is not obligated to find a student an alternate professional practice site should they be dismissed from professional practice for unprofessional conduct.***

Tardiness will be monitored and defined by the policies and procedures of each clinical affiliate. Three tardies equals an unexcused absence. When unexcused absences, tardiness, or excessive absences occur, students will be given a verbal warning regarding his/her conduct. Two unexcused absences warrants the verbal warning. If the student's behavior does not improve (four unexcused absences), a written warning will be issued.

Continual infractions are grounds for dismissal from the practicum and/or the clinical affiliate site. *The Program is not obligated to find a student an alternate professional practice site should they be dismissed from professional practice for unprofessional conduct.*

### ***Termination of Clinical Affiliation***

If a clinical affiliation is terminated during the course of a student's clinical practicum and they are unable to complete practicums at that location, the MLS Program Director will place students at an alternate clinical affiliate.

Clinical Affiliates are required to allow students in the midst of a practicum to finish the scheduled courses.

## **Capstone Experience**

Students must participate in a Capstone Experience which offers the opportunity for exposure to leadership, research, and higher level analytic functions in areas beyond those of a standard Medical Laboratory Science curriculum. Each student will be assigned an appropriate mentor to help supervise the practicum but it is the responsibility of the student to seek out and obtain a satisfactory field experience that fulfills the program requirements. Choosing the industry and environment in which to participate in this experience is critical and should be completed by the end of your third semester. The experience may be developed within an organization that employs the student but must extend the student's understanding of the field, to refine and add new skills. Thus, the practicum project should not be a part of the student's regular job responsibilities and the practicum supervisor must be different than the student's current job supervisor. Students will engage in an externship or project where they will observe and explore ancillary niche aspects of the field their training as Medical Laboratory Scientists can open for them. Potential experiences include (but are not limited to): Next Generation Sequencing and Bioinformatics, Regulation, Reference testing centers, Research centers and Industry.

## **Capstone Project**

Students will create in a Capstone project to reflect on their capstone experience in the field. The student must demonstrate the capacity to utilize knowledge and make evidence-based decisions regarding laboratory issues, and exhibit leadership, organizational skills, creativity, and effective communication via the written word and verbally. The goal of the M.S. in Medical Laboratory Science Capstone project is to provide students the opportunity to demonstrate knowledge and skills acquired in the academic coursework, professional practice, and their capstone experience. Students must document and communicate specifics of their experience and how it relates to the traditional Medical Laboratory Science curricula.

The summation of the Capstone project will result in a written document as well as an oral presentation of findings.

Reflections on future applications of their MLS education, potential areas of change within their field experience (process improvements), and the necessity for continuing education must all be discussed. Along with the capstone presentation, students are required to submit a synthesis paper and annotated bibliography relative to their work. For any research project proposed, an institutional review board (IRB) must approval may be required depending on the nature of the project. Students should discuss the need for IRB approval with the faculty mentor prior to initiation of the practicum. Students must consider that up to 3 months may be required to obtain IRB approval for a research project.

### ***Written Document***

In partial fulfillment of the Master's degree in Medical Laboratory Science, you must prepare a written document addressing the findings of your capstone experience. You must submit a physical copy of your completed work for critical evaluation to the M.S. in Medical Laboratory Science Administration and your capstone mentor. This committee will have the choice of meeting with you privately to discuss strengths and weaknesses of the submitted document. Your committee may accept your document without revisions or may ask you to revise some or all sections of your document to their satisfaction.

### ***Oral Presentation of Project***

Completion of the Capstone project culminates with a thirty minute minimum presentation of your findings. This presentation is advertised to all M.S. in MLS students, faculty, administration, and clinical liaisons and will take place before the end of the fifth semester. Failure to complete a capstone experience and successful project will prohibit students from graduating.

## Grading

Capstone Projects are graded on a Pass/No Pass basis.

Students are encouraged to meet with their Capstone project mentor periodically to discuss progress of the written report and oral presentation. The written report and oral presentation should be approved by the assigned mentor before submitting/presenting for a grade.

## Medical Laboratory Science Program Outcomes

The M.S. in Medical Laboratory Science program at Loyola University Chicago has the following three-year average outcomes as of the 7/1/2023:

- 100% Program Graduation Rate (NAACLS benchmark-70%)
- 0% Attrition (number of students failing to complete the second half of degree)
- 100% Job Placement of Graduates (NAACLS benchmark-70%)
- 83% Certification Exam Pass Rate within one year (NAACLS benchmark-75%)

Graduation Year	Graduation Rate	Attrition Rate	Certification Exam Pass Rate within one year of graduation	Graduate placement rate (employment or further education)
2020	100%	0%	100%	100%
2021	100%	0%	86%	100%
2022	100%	0%	80%	100%
2023	100%	0%	83%	100%
Most recent Three-Year Program Average *As of 7.1.23	100%	0%	83%	100%

## Academic Policies and Guidelines

### *Academic Integrity*

A basic mission of a university is to search for and to communicate the truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

The Loyola University of Chicago academic integrity policy can be found at: [https://www.luc.edu/academics/catalog/undergrad/reg\\_academicintegrity.shtml](https://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml)

Academic honesty is an expression of an ethic of interpersonal justice, responsibility, and care, applicable to Loyola University Chicago faculty, students, and staff, that demands that the pursuit of knowledge in the university community be carried out with sincerity and integrity. Academic dishonesty is the failure to apply this ethic, (i.e., any action whereby faculty, student, or staff misrepresents the ownership of academic work submitted in her or his own name).

Academic dishonesty can take several forms, including, but not limited to, cheating, plagiarism, copying another student's work, and submitting false documents.

Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the instructor.
- Providing information to another student during an examination.
- Obtaining information from another student or any other person during an examination.
- Using any material or equipment during an examination without consent of the instructor or in a manner not authorized by the instructor.
- Attempting to change answers after an examination has been submitted.
- Removing examinations from the classroom.
- Unauthorized collaboration, or the use, in whole or part, of another student's work, on homework, lab reports, programming assignments, and any other course work that is completed outside of the classroom.
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines.
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious form of violation of the standards of academic dishonesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources and includes the following:

- Submitting as one's own material copied from a published source, such as print, internet, CD- ROM, audio, video, etc.
- Submitting as one's own another person's unpublished work or examination material.
- Allowing another or paying another to write or research a paper for one's own benefit.
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is an act of both personal and professional courtesy as well as intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. Students are very strongly encouraged to avail themselves of the more detailed description of this issue, found at <https://www.luc.edu/english/writing.shtml>, *Use and Misuse of Source Materials*. Generally speaking, student papers are submitted to TurnItIn®, a plagiarism detection software program accessed via the Sakai course management system.

In addition, a student may not submit the same paper or other work for credit in two or more classes without the expressed prior permission of all instructors. A student who submits the same work for credit in two or more classes without the expressed prior permission of all instructors will be judged guilty of academic dishonesty and will be subject to sanctions described below. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

In all cases of joint authorship, individuals working together should previously establish the criteria for co-authorship. Final determination of authorship should reflect effort and contribution and not rank or status.

## **Academic Integrity Violations**

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "0" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the Dean.

The Dean may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the Dean may convene a hearing board. Students have the right to appeal the decision of the hearing board to the Dean. The decision of the Dean is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost, upon recommendation of the Dean. Students have a right to appeal any finding of academic dishonesty against them. The Academic Grievance Procedure may be found at

[https://www.luc.edu/academics/catalog/undergrad/reg\\_academicintegrity.shtml](https://www.luc.edu/academics/catalog/undergrad/reg_academicintegrity.shtml)

The Parkinson School maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver that releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.

## ***Classroom Recording***

Student video/audio recording of lectures and classroom discussion is prohibited; however, recording by instructors for student use may be permitted provided the instructor and all members of the classroom are notified and have given consent. Lectures and course material are intended solely for the students enrolled in the class, and should not be transmitted or distributed publicly. Please refer to course syllabi for more specific information.

## ***Dress Code and IDs***

Recognizing that graduate students in our program serve as role models and represent the Parkinson School and the University, professional clothing and behavior is expected at all times. Professional dress regulations vary in specific clinical agencies; however, denim jeans, shorts, or mini-skirts in clinical are unacceptable. Body piercing other than a single earring in each ear must be removed while at the clinical agency. Students arriving at a clinical site in inappropriate clothing may be asked to leave the site.

A Loyola University Health Sciences Campus (HSC) ID badge is required for all students seeking access to the Health Sciences Campus. This can be obtained from

the Parking Office, located on the first floor of the Mulcahy Building.

## **Grading, Grade Requirements and Remediation Policy**

### ***Grades***

The grading standard for each course is published in the course syllabus, provided to students at the beginning of the academic semester. **Students are expected to maintain a cumulative grade point average of not less than 3.0 GPA.** No grades of D or F are counted as fulfilling program requirements. These grades, however, will be calculated in the grade point average. If a student earns a grade of D or F in a required course, that course must be repeated. No student is permitted to graduate from the MS or certificate programs with lower than a 3.0 cumulative GPA. MS students must successfully complete the Master's Comprehensive Examination or Capstone project for the degree to be conferred.

### ***B- Grades***

No more than six semester hours of grades lower than B- will be accepted while a student is completing requirements toward an MS degree or certificate. If a student receives more than six semester hours of grades lower than B-, the student must take another course equal to the number of hours over the six semester hours of lower than B- grades allowed. NOTE: Students must still maintain an overall GPA of 3.0 to remain in good standing.

Additionally, each program has identified required courses as covering essential material, and students must receive a B- grade or higher in order to continue in the program. If a student receives lower than a B- grade in any of the required courses, the course must be repeated. Furthermore, if a student repeats the course and earns a grade lower than B-, the student will be dismissed from the program.

If a student withdraws from a course and subsequently earns a grade lower than a B- in that course (or vice versa), only one additional attempt may be made to successfully pass that course.

### ***Evaluation***

A minimum grade of 77% will be required to pass all courses. Letter grades for the course will be assigned on the following percentages:

100 – 93%	A
92 -- 90%	A-
89 – 87%	B+
86 – 83%	B
82 – 80%	B-
79 – 77%	C+



76 – 73%	C
72 – 70%	C-
69 -- 67%	D+
66 -- 60%	D
59 -- 0%	F

However, course faculty reserve the right to lower the grading scale below the percentages shown above for any or all letter grades if warranted based on class performance.

The Parkinson School uses the following grade conversion system:

A = 4.0	I = Incomplete
A- = 3.67	X = Absent from examination
B+ = 3.33	W = withdrawal
B = 3.0	WF = Withdrawal with failure
B- = 2.67	CR = Credit
C+ = 2.33	NC = No credit
C = 2.0	AU = Audit
C- = 1.67	
D+ = 1.33	
D=1.0	
F = 0.0	

### ***Computation of Academic Grade-Point Averages***

The transcript reflects a student's actual academic record and the cumulative GPA includes ***all*** grades earned during the pursuit of the degree. Students must maintain at least a 3.0 or higher cumulative GPA for all graduate-level and undergraduate-level courses required for the degree.

*No more than six credit hours for which a student receives a final grade of C+ (2.33) or C (2.00), and no course for which a student receives a final grade of less than a C (2.00), will count toward completion of the degree or certificate requirements, although such grades will contribute to the student's cumulative GPA. A student may retake a course with the authorization of the Dean and graduate program director. Only the most recent grade earned for an authorized repeated course will count when evaluating if all such degree requirements have been met. Both grades for the repeated course, however, will be used in the calculation of a student's overall cumulative GPA and will appear on the student's transcript, although the student will only receive credit for the course once.*

### ***Examinations***

It is expected that students will take course examinations at the scheduled time. Absence from scheduled examinations is not excused except in cases of a serious emergency; in those cases, the student should contact the faculty member for possible options.

### ***Transcripts***

All courses taken by the student and other relevant academic information are included on the student's official academic transcripts, which are maintained by the university's Office of Registration and Records (<https://www.luc.edu/regrec/index.shtml>) in perpetuity. Transcripts can be requested through LOCUS.

### ***Absences***

Exams are expected to be taken at the scheduled time. If a student is unable to be present at the scheduled exam time, a request must be made in writing (email is sufficient) to the Course Director and GPD, explaining the circumstances. If the reason is due to illness, documentation must be provided. When multiple Course Directors exist, only one needs to be contacted, but that Course Director has the responsibility of communicating the request with the other Course Director(s). Permission to change the exam time, and scheduling of a different time, are at the discretion of the Course Directors, who may also wish to consult with teaching faculty. Laboratory sessions may not offer make-ups.

### ***Incomplete Courses***

Students are expected to complete course assignments by their due date and final date of the semester. However, extenuating circumstances may require that students request an extension in the form of a grade of Incomplete ("I"). Students are encouraged to avoid the use of "I" grades if at all possible. The student must submit a written request for an "I" to the course professor prior to the end of the semester in which the class is being taken; this form must be signed by both parties (see Form in Sakai site "Information for MS and Certificate Students"). Unless the "I" has been negotiated prior to the end of the course, the professor will assign a grade based on the course work completed by the last day of class. The negotiation for the "I" grade must include the length of time in which the outstanding work will be done. The completion date, as negotiated, is considered a contract. If the student does not fulfill the contract, a grade of "F" will be recorded on her/his transcript. The maximum time to clear the "I" is one semester, excluding the summer semester. If the course for which the student is requesting a grade of "I" is a prerequisite for another course, the student may not register for the succeeding course until the "I" is replaced with an evaluative grade. If a student has two or more "I" grades, progression to the next semester must be negotiated with the Dean.

### ***Withdrawal from Courses***

Once the term has begun and a student wishes to withdraw from a course, he/she informs both the course faculty and Program Director. Students withdrawing from class will be assessed tuition based on the “Complete Withdrawal and Schedule Change Calendar” as noted on the University calendar. If a student withdraws from a course before the published withdrawal deadline, her/his transcript will show no record of the course. If the student withdraws after the withdrawal deadline, but before the WF deadline, her/his transcript will show a W for the course. If the student withdraws after the University’s WF deadline, s/he will receive a WF for the course. The WF is a penalty grade, and is calculated into the student’s GPA. Students are responsible for consulting the University academic calendar to determine withdrawal final deadline dates, paying particular attention to the date after which a grade of WF is assigned. A student may withdraw from the same course only once. The second withdrawal will result in dismissal. Voluntary and repeated unofficial withdrawals from class may result in the student being barred from further attendance in the university. If a student withdraws from a course and subsequently earns a grade lower than a B- in that course (or vice versa), only one additional attempt may be made to successfully pass that course.

As the Medical Laboratory Science program only offers courses once a year, withdrawal from a course may result in the inability to progress within the course of study until completion of withdrawn course the following year.

An enrolled student who wishes to withdraw from the university during any semester must notify the Dean’s office and his or her graduate program director in writing (email is sufficient). A student is considered to be in attendance until such notice has been received by the Dean and the Graduate Program Director. All financial refunds or obligations are dated from the date of the formal notice of withdrawal and not from the date of the last class attended. It is the student’s obligation to inform the Dean promptly of the intention to withdraw. Telephone messages or non-attendance in class are not official notification.

### ***Probation and Disciplinary Action***

Students who have been admitted to the program on strict academic probation receive specific instructions regarding coursework and required grades in the letter of admission.

A student that fails to maintain a B grade average at the end of a semester, or who earned a D or F in any course in that semester, will be placed on academic probation during the following semester, as they are no longer in good academic standing within the Medical Laboratory Science program. He/she will be required to raise the grade average to B within the next two semesters.

Students who are near the end of their programs must raise their cumulative GPAs to 3.00 in order to receive a degree. Students will not be permitted to continue taking

courses after they have completed all of their program hours in the hope of raising their cumulative GPAs.

A student may be placed on academic probation only once. The student will be dismissed if the GPA drops below 3.0 a second time. Additionally, students on academic probation may not enroll in a clinical or internship course.

A student who earns multiple grades of C or lower, or who otherwise fails to maintain good academic standing, is subject to review and possible dismissal from the program.

## **Causes for Dismissal**

A student may be required to withdraw from the university because of academic deficiency, lack of sufficient progress toward completion of degree requirements, failure to adhere to university requirements, degree requirements and/or regulations for conduct or failure to meet financial obligations to the university.

A student will be dismissed from the program if he/she:

- a) Is found to have violated the academic integrity or research ethics rules during an exam or during the performance of his/her clinical work.
- b) Fails to maintain a B grade average in his/her coursework (good academic standing) or obtain a grade above B after the academic probation period.
- c) Fails to complete a full professional practice clinical rotation.
- d) Fails to complete a Capstone Experience.
- e) Fails to produce and present an acceptable Capstone project as judged by the M.S. in Medical Laboratory Science administration.

## ***Health Sciences Campus Grievance Procedure***

Students, faculty members, and administrators are strongly encouraged to attempt to informally resolve problems arising from academic matters. The Graduate School hopes that open communication between all parties and mutual confidence in one another's goodwill will lead to the resolution of problems in this manner. The Masters of Science in Medical Laboratory Science program follows Loyola University Chicago's Academic Grievance Procedure as outlined in the following website:

[http://www.luc.edu/gradschool/academics\\_policies.shtml](http://www.luc.edu/gradschool/academics_policies.shtml).

The Parkinson School Academic Grievance and Appeals Process provides specific direction for the academic grievance hearing and for appeals and is designed to achieve clarity, uniformity, and fairness in the handling of all academic disputes involving individual student complaints regarding course grades and accusations of academic dishonesty. Refer to the Parkinson School Student Handbook for the full Academic Grievance Procedure.

## GRADUATION AND DEGREE CONFERRAL

The conferral of the MS degree occurs after an audit confirms the following: 1) the student has completed all MS coursework with acceptable grades; 2) the student has met all MS degree requirements within the required time limit; 3) the student has completed and passed the MS Comprehensive Examination or Capstone project, where applicable; and 4) all financial indebtedness and other obligations to the University (e.g., closure of IRB protocol) have been satisfied. The MS degree is conferred following each semester on a date specified by Loyola University Chicago, and is noted on the student's official transcript. Prior to that date, a student cannot claim the MS credential. Additionally, the Parkinson School does not endorse the use of (c) at any time during program matriculation [e.g., MS(c)] to represent candidacy for the degree.

Granting of the M.S. in Medical Laboratory Science degree from Loyola University Chicago is not contingent on students taking or passing any external certification or licensure exam.

The process of MS degree conferral is different than the application for, and participation in, the Loyola University Chicago graduation ceremony. All students must apply for graduation in LOCUS, regardless of the semester in which they complete the MS program, and regardless of their intent to participate in the ceremony.

### ***Deadlines for Graduation Application***

Found on the Loyola University Chicago website at [http://www.luc.edu/regrec/graduation\\_diplomas.shtml](http://www.luc.edu/regrec/graduation_diplomas.shtml).

If a student applies for graduation but does not complete the MS degree requirements by the end of the intended graduation semester, that student must submit a new graduation application. The Loyola University Chicago graduation ceremony is held once each year, in May, at the Lakeshore Campus.

### Checklist for Program Completion and Graduation

- In the semester prior to the one in which the last course is being taken, meet with your Program Director to ensure that all course requirements have been met and that all "I" grades have been removed.
- All students must apply for graduation within LOCUS. The graduation application deadlines are:
  - Fall graduation: August 1
  - Spring graduation: December 1
  - Summer graduation: February 1
- Ensure that all outstanding fees/bills are paid and library books returned or

official transcripts and diploma will not be issued.

Degrees are conferred 3 times a year, and students must be registered in the semester of the thesis or dissertation defense. Registration for degree conferral is done in the semester prior to degree conferral. Students are to apply to receive a M.S. degree at the end of the term during which they expect to complete all degree requirements through LOCUS. If the degree is not conferred as of the date noted on the application, a new application is required for a subsequent degree-conferral date. There is a late application and fee of \$25 through the 15th day after the deadline for that conferral period. Please see the forms page for the late application document and instructions. For more information on ceremonies, see Loyola's Commencement website: <http://www.luc.edu/commencement/>.

### **Registration**

Registration is completed through LOCUS (Loyola's Online Connection to University Services) at <http://www.luc.edu/locus>. Locus is a web-based, self-service system that enables students to access information and services online. Students consult LOCUS for class offerings by semester. PDF Help instructions for LOCUS can be found at <https://locus.luc.edu/psp/pa91prd/?cmd=login> in the LOCUS Help area.

### **Continuous Registration**

All students are required to register during the regular academic year, not including summer sessions, until all degree requirements are met, unless they have received an approved leave of absence.

### **Logon ID**

Students receive a student logon ID and password from the Graduate Enrollment Management office following admission to the Master's and certificate programs. This ID is necessary to register for courses in LOCUS, access student email, and log-in to Sakai. Students encountering problems with registration involving logon should contact the HelpDesk at 773-508-7190.

## **Vacation and Leave of Absence Policies**

You and your fellow students will have a minimum of the Loyola holiday calendar plus Medical Laboratory Science program designated breaks. Vacations outside of the designated breaks need to be approved by the *Medical Laboratory Science Graduate Program Director* and are limited to 10 total days over the course of the program. Note-planned vacations are not permitted during clinical rotations/professional practice, as this time at a clinically affiliated Medical Center cannot be made up in the allotted rotation time. Vacations during this time may result in delay of completion of the program.

### ***Leave of Absence***

It is expected that a student will maintain continual registration in the University from the time of initial matriculation up to completion of the program. If this is not possible, a leave of absence (LOA) must be requested. A LOA should be requested prior to the anticipated date of the leave. Failure to request a LOA will mean that those semesters in which the student does not take courses will be included in the time limit (five years) set for completion of the program.

Students may request a leave of absence that is not to exceed two academic years (four terms, not including summer semesters) consecutively or interspersed throughout the program. Accruing more than two years of LOA will result in automatic dismissal from the program. Students must complete a Request for a Leave of Absence form (see Form in Sakai site "Information for MS and Certificate Students"); the form is provided to the Dean for approval.

### **Teach Out Plan for University or Program Closure**

In the event that instruction on the Health Science Campus (HSC) of Loyola University Chicago is no longer able to safely sustain instruction of students due to natural disaster, pandemic, or other catastrophe, the following processes will occur as warranted:

- I. All didactic lectures will be transitioned from in-person to online. Synchronous lectures will take place using Zoom conferencing and asynchronous lectures will utilize Panopto software.
- II. The LUC Learning Management System, SAKAI, will continue to be utilized to guide course progression and facilitate course content.
- III. If the HSC campus is the only impacted facility in Chicagoland, lectures and student training laboratory sessions can be transitioned to the Lake Shore Campus in Rogers Park or the Water Tower Campus in downtown Chicago when face-to face instruction is necessary.
- IV. Virtual laboratory experiences, simulations, and at-home testing kits will be offered to provide simulations of techniques when possible if no in-person laboratory experiences can be supported due to safety.

In the event of decided program closure, the following actions will be taken:

- I. The Loyola University Chicago program sunset policy will be enacted.
- II. A full teach out plan will be submitted to the MLS Accreditation body, NAACLS, within 30 days of notification of program closure
- III. The program will cease admitting new students
- IV. All currently enrolled or admitted students will be allowed to complete the degree.

- V. Once all students have exited the program through graduation or self-decided withdrawal due to no pressure from the university, the program will be closed.



## **Administrative Information**

Information about your account can be found by logging into LOCUS at <https://locus.luc.edu>. An electronic bill (e-bill) is generated by Loyola on the 15th of every month. Payments are due on the 5th of the following month. **Late fees are assessed at 1.5% of the past due balance on your account.**

Your e-bill can be found on LOCUS under **Campus Finances** → **View E-bill** → **View Details**.

In addition to tuition, you are responsible for mandatory fees associated with enrollment. Mandatory fees are explained in detail below. The deadline to pay fees is September 5th for all incoming students. **Do NOT wait until your tuition is paid before you pay this fee or you will be charged a late fee.** If you want to know when your fees are due or have questions about your fees, call the Bursar's Office (708-508-7705).

### **Activity Fee: \$60/semester**

The *mandatory activity fee* covers extra activities/outings that the Graduate School Council coordinates for the graduate students, such as bar nights, baseball games, the Graduate School Picnic, shows and events in downtown Chicago and St. Albert's Day dance. The deadline for payment of the activity fee is dependent on when you register, so be sure to check your e-bill on LOCUS.

### **Student Health Services: \$167/semester**

A Student Health Services fee is *mandatory* regardless of whether you have Loyola health insurance or another health insurance provider. It covers minor treatments at Student Health located on the 3rd floor of the Loyola Outpatient Center. To make an appointment please call (708)-216-3400.

### **Fitness Center Fee: \$166/semester**

The Fitness Center fee covers *mandatory* membership to Loyola's Center for Health and Fitness. This represents a highly discounted rate for membership in the state-of-the-art facility.

### **Technology Fee**

Charged once per year; please refer to the Office of the Bursar:

<http://www.luc.edu/bursar/fees.shtml>

### **Matriculation Fee: \$100**

This is a one-time *mandatory* fee for all graduate students. This fee will be billed to your account in LOCUS during your first semester of enrollment.

**CastleBranch Fee: Not to exceed \$160/ clinical year**

CastleBranch is a secure portal for housing information regarding vaccine and testing requirements as dictated by each clinical affiliate.

**Course Fees:**

Additional fees are associated with all laboratory courses within the MLS program and MLS 490.

**Other helpful websites**

**E-Bill:** <http://luc.edu/bursar/ebilling/index.shtml>

**Payment Options:** [http://www.luc.edu/bursar/payment\\_options.shtml](http://www.luc.edu/bursar/payment_options.shtml)

**Credits & Refunds:** <http://www.luc.edu/bursar/refunds.shtml>

**Financial Aid**

***Office of Student Financial Assistance***

The Office of Student Financial Assistance houses resources and references about financial aid for students, at the Lake Shore and Water Tower campuses.

In order to determine eligibility for financial assistance students must complete the Free Application for Federal Student Aid (FAFSA). If a student receives federal loans they must be enrolled at least half- time. A graduate student must be enrolled in at least 4 graduate semester hours in the fall and spring semester and at least 2 semester hours in the summer semester to be considered half-time. Full-time enrollment is defined as 8 graduate semester hours in the fall and spring semester and 6 semester hours in the summer semester. However, when students enroll in clinical practicum courses, they are classified as full-time status.

***Tuition and Fees***

Information on current tuition and fees is available each semester on the Loyola University Chicago Bursar Office website. It is the student's responsibility to be aware of the University's policy on tuition and fees.

For more information about the Office of the Bursar, visit their website at <http://www.luc.edu/bursar/> or call 773.508.7705.

## ***Tuition Term Payment Plans***

The University offers students tuition payment plan options--Term Payment Plan (TTP) and the Employer Reimbursement Plan and Deferred Tuition Plan (ERP). Information on these plans is available through the Office of the Bursar at the Lake Shore and Water Tower campuses.

- **Term Payment Plan:** This plan enables students to pay for each term's tuition and fee charges in installments. Semester students may choose from the available two, three, or four month plans. A schedule of available plans is included with the application.
- **Employer Reimbursement and Deferred Tuition Plan:** The ERP plan is designed to enable students who are eligible for tuition reimbursement from their employer to defer payment of tuition until reimbursement is received. Applications are available at the Student Business Office.

FAFSA (Free Application for Federal Student Aid) is education assistance in the form of grants or loans from the government. To determine if you qualify for federal grants or loans, you can complete the FAFSA online at

<http://www.fafsa.ed.gov/>.

If you have any questions concerning this issue, contact the Office of Student Financial Assistance by phone 773-508-7704, email: [lufinaid@luc.edu](mailto:lufinaid@luc.edu) or online at <http://www.luc.edu/finaid/>.

## ***Student ID/Parking***

During orientation, you will be issued a student ID and have the option to pay for parking in Deck C located at the south end of campus, adjacent to the outpatient building. ***The yearly charge for parking in Deck C is \$312. The also offer monthly parking plans for \$26 per month.*** If you have additional questions the parking office can be reached at 708-216-9092. Your student ID is required to gain access to the Cuneo, the Fitness Center, CTRE, and many of the laboratories and buildings on campus.

## **Student Wellness Center and Counseling Services**

### ***Wellness Center***

Student Health services include acute injury and illness evaluation and follow-up, work place exposure evaluation, TB testing, fit testing, flu shots and Pap smears. Usual in-office diagnostics (urine dip, pregnancy, rapid strep, etc.) are also included. The *Student Health* team will facilitate the transition to the appropriate specialist when follow up is needed. Prescription medication will be prescribed as clinically indicated. However, stimulants, anxiolytics, sedatives, sleeping pills, antidepressants, etc. will not be prescribed. The Wellness Center provides high quality interdisciplinary medical, mental health, and health promotion services that enable our diverse student population to more fully participate and succeed in the college experience. You can schedule an initial phone consultation online at <https://www.luc.edu/wellness/> or by calling the front desk at 773-508-2530.

If your health situation requires further testing such as blood work and/or imaging, you are responsible for following-up with Student Health. However, diagnostic testing done outside of the Wellness offerings (lab, radiology, etc.) would be done according to your health insurance.

**Hours:           Monday, Wednesday and Friday: 7:00 am-noon and 1:00-3:30 pm**  
**Tuesday and Thursday: 8:30 am-noon and 1:00-5:00 pm**

### ***Loyola Health Insurance Plan***

You will be enrolled automatically in Loyola's Health Care Plan. It is required that you be enrolled in either Loyola's health insurance or another insurance provider. ***If you are enrolled in another health insurance plan, you MUST WAIVE Loyola's Health Care Plan on-line.*** This can be done via LOCUS at <https://locus.luc.edu>. Under Campus Finances → Student Health Insurance. Please provide the name of your insurance carrier & policy number.

### **Campus Ministry**

The Director of Campus Ministry is Ann Hillman, located in the Office of University Ministry, Cuneo 270.

Ann Hillman  
<http://hsd.luc.edu/ministry/>  
x6-1364

## **Loyola Center for Health and Fitness**

As a student, you have access to the Loyola Center for Health and Fitness. You will receive an enrollment form during new student Orientation, which can be taken to the Health and Fitness Center to complete the enrollment process. Information about the Fitness Center hours and services/classes can be found at:

<http://www.loyolafitness.org/>

## **Housing**

There are many options for students to find housing in the area surrounding the Loyola University Chicago Health Sciences campus. Many students live in the surrounding suburbs including Forest Park, Oak Park and Riverside, while others live in downtown Chicago.

Also, please see the Graduate Student Council website (<http://www.stitch.luc.edu/bgsc/content/where-live>) for additional resources.

## **Loyola University Health Sciences Library**

The library is a great resource to aid you in your graduate education. Library staff can teach more effective techniques to search the literature, introduce you to reference managing software and help you obtain articles that may not be available on campus. For additional information about our Library, consult <http://library.luhs.org/hslibrary/index.htm>.

## **Laboratory Safety**

An introduction to radiation and biosafety training will be completed during your orientation and first week of classes. Following a presentation, you will complete a short exam to evaluate your competency. You will also receive brief training concerning human subjects and animal welfare, regulated by the *Institutional Review Board* (IRB) and the *Institutional Animal Care and Use Committee* (IACUC), respectively. You will also participate in laboratory safety training at your clinical assignment prior to beginning the professional practice rotation.

## **Information for International Students**

Below is a list of important things to consider during your training in the United States. **Additionally, instructions and/or forms for maintaining your legal immigration status, obtaining a social security card and obtaining a driver's license can be found in Appendix 2.**

### 1. Important Documents

- a. PASSPORT—must be valid at all times during your stay in U.S. Usually must have 6 months remaining on visa for travel purposes.
- b. VISA-only an entry document. Does not need to be renewed as long as you remain in the U.S.; period of validity of visa does not represent the period of authorized stay in the U.S. after entry.
- c. I-94-indicates date of admission, category of admission & period of authorized stay. ONLY the I-94 card determines length of authorized stay in the U.S. J-1 & F-1 should state D/S; should not have an actual date
- d. I-20-must remain valid at all times while studying in the U.S.

### 2. Maintaining Status

- a. FULL-TIME PROGRAM OF STUDIES (8 CREDIT HOURS PER SEMESTER).
- b. END DATE ON I-20-If you need time past this date to finish program, please speak to International Office at least 30-60 days PRIOR to expiration date. Janet Flores checks expiration dates often and will e-mail you and your advisor. There are certain documents needed in order to authorize an extension of time on your visa. Usually a visa is 48 months for a master's degree. We know in the real world that may not be the case and therefore extensions are authorized on an individual basis.

### 3. Travel Outside the US

- a. VISA-must have valid visa to re-enter the U.S. Your passport must have at least 6 months remaining in order to re-enter country unless we have an agreement with your country that allows travel up to the expired date and authorizes an additional 6 months on passport.
- b. TRAVEL SIGNATURE on I-20-make an appointment with International Office so that we can validate/sign the I-20 prior to your travel abroad
- c. TRAVEL LETTER-Contact International Office for travel letter (recommended, not required)

### 4. Notification Requirements

- a. CHANGE OF ADDRESS-must be done within 10 days of move
- b. Any changes to the program
- c. Inability to take full-time course of study

## **Student Academic Life**

### ***Get Involved***

Medical Laboratory Science students can volunteer to be a representative on the Graduate Student Council. Officers of the GSC executive board are elected to serve for one school year, with the elections taking place in May of the previous school year. To be an officer you must have previously served on GSC as a student representative. The GSC meets on the first Monday of every month to discuss issues brought forward by the students and to plan future events.

### ***Representation on Parkinson School of Health Sciences and Public Health Committees***

Each academic year, graduate student representatives are needed for various campus committees and/or organizations. Students may submit their names to the Dean to be considered for committee appointments.

### **Parkinson Evening of Excellence**

The Evening of Excellence is the Parkinson Schools' annual celebration of research and scholarship. The event occurs on a Friday in early May and brings together graduate students across PSHSPH and their faculty mentors. The event includes poster presentations or oral presentations of the findings of student capstone projects.

### **Professionalism and Responsible Conduct**

All students enrolled in the Parkinson School of Health Sciences and Public Health programs are required to maintain high standards of professionalism. ***As representatives of Loyola University Chicago, you will be expected to conduct yourselves responsibly and ethically at all times and to behave in a positive and professional manner. Unethical behavior, such as cheating, plagiarism, falsification or fabrication of data, etc., will not be tolerated and may be considered as grounds for dismissal from the graduate program.***

All students are expected to contribute, through their words, actions and commitments, to the development and well-being of a community characterized by respect, caring, responsibility and honesty. These characteristics are essential to ensure the rights and privileges of all students and to preserve the integrity of our educational community.

Working together as a community, students, faculty and staff help foster a campus atmosphere that furthers the mission of the University. Students are expected to enhance the campus ethos. This expectation calls for behavior that demonstrates the

four principles of the student judicial code: personal integrity, care for others, responsible use of property and respect for authority.

### ***Personal Integrity***

The university sets expectations for personal integrity with the aim of encouraging students to appreciate their own talents, take themselves and their academic pursuits seriously and engage in self-enhancing behaviors. In addition, students are expected to conduct themselves in accordance with the policies of the university community and to follow local, state and federal laws. This principle requires students to demonstrate the personal characteristics of honesty and integrity both inside and outside the classroom.

### ***Diversity and Compassion***

It is expected that students will be open to learning, including learning about and respecting persons and cultures different from their own. ***Loyola University expects all members of the university community to act towards one another with sensitivity, consideration, understanding, appreciation, tolerance, civility and an active concern for the welfare of others.*** The university is particularly concerned that its members show respect for others regardless of race, creed, religion, gender, age, disability, sexual orientation, nationality, and other characteristics protected by applicable law, and refrain from all forms of harassing or offensive behaviors that demean the inherent dignity of others.

### ***Responsible Use of Property***

The responsible use of property involves respect for property, including real estate, buildings and tangible personal or university property. Demonstrating a respect for property fosters a well-maintained environment and a sense of security. This principle requires students to respect both personal and institutional property, both inside and outside the Loyola University community.

### ***Respect For Authority***

Authority derives its legitimacy from its commitment to act on behalf of the common good. At Loyola, that authority especially resides in the Board of Trustees, officers of the university, its faculty, administrators, and staff. Each of these individuals has been charged with responsibilities essential to the orderly operation of the university. The successful exercise of authority depends in part on the respect it receives from the community it serves.

***Students who choose to violate the Parkinson School policies and procedures as described in the catalog, program handbooks, and the policies of the Office of Research Services may be subject to a judicial hearing or to other disciplinary action.***



The Medical Laboratory Science department of Loyola University Chicago reserves the right to change the policies and procedures announced, and to change the schedules, course offerings, and regulations affecting students. Advanced students may be exempt or may petition the faculty for exemption from changes in academic requirements implemented during the course of their graduate studies.

Any questions regarding current policies may be addressed to the Medical Laboratory Science Graduate Program Director or the Dean of the Parkinson School of Health Sciences and Public Health.

## Essential functions for Loyola University Chicago M.S. in Medical Laboratory Science students

Essential Functions are the non-academic qualities a student must possess in order to fulfill the essential requirements for being a Medical Laboratory Scientist. These functions include:

1. **Communication:** Students are able to competently and confidently communicate in English verbally and in writing relating to consultative interactions with members of the healthcare team, external relations, customer service and patient education. Students must be able to comprehend instructions orally or in writing.
2. **Vision:** Students possess visual acuity with or without correction to detect and identify specimens and targets macroscopically and microscopically, read procedures, charts, and result print outs. Students must have the ability to distinguish differences in color intensity, shape, consistency, and depth needed to properly categorize and aliquot samples.
3. **Dexterity:** Students are capable of fine and gross motor skills and hand-eye coordination needed to process and analyze samples, pipet without contamination, and trouble shoot instrumentation.
4. **Physical Requirements:** Students are able to carry up to 20lbs, ability to bend and stoop to reach lower level components and interior portions of instrumentation. Can handle prolonged sitting or standing as necessary for each discipline and freely maneuver in a clinical setting.
5. **Cognitive Functions:** Students will demonstrate sound intellect and must be able to read, understand, analyze, synthesize, and implement information from scientific sources. Utilize critical thinking skills to analyze laboratory results in relation to disease states and identify potential causes of error.
6. **Professional Skills:** Students must be able to demonstrate the ability to relate to people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient results. Students must hold sound psychological health and emotional stability, even under periods of stress. Ability to work independently or as part of a team, demonstrate time management skills, follow instructions, and multitask as needed.

**I certify I have read and meet the essential functions necessary for study as a Medical  
Laboratory Scientist.**

\_\_\_\_\_

Print name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## Rights Reserved

It is the responsibility of each student to acquire an active knowledge of all policies and procedures set forth in the PSHSPH catalog, program policy handbooks, and policies. Please read these documents carefully. You are accountable for their content. Students who violate the PSHSPH policies and procedures as described in the catalog, program handbooks, and the policies may be subject to a judicial hearing or to other disciplinary action. The PSHSPH of Loyola University Chicago reserves the right to change the policies and procedures announced, and to change the schedules, course offerings, and regulations affecting students. Advanced students may be exempt or may petition the faculty for exemption from changes in academic requirements implemented during the course of their graduate studies. Any questions regarding current policies may be addressed to the Graduate Program Director, Chairperson of the department or Director of the Program, or the Dean of the Parkinson School of Health Sciences and Public Health. Please indicate with your signature that you will read and understand the contents of the catalog, your program handbook, and the policy on misconduct in scholarship and the responsible conduct of research.

I have received and read the Loyola University M.S. in Medical Laboratory Science Student Handbook. I agree to comply with the informational content and will seek clarification by the MLS Administration if unclear on any statements included.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have received and read the guidelines for avoiding Plagiarism and agree to act with academic integrity during my tenure in the Loyola University Chicago M.S. in Medical Laboratory Science program.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date