

NORTH HENNEPIN COMMUNITY COLLEGE

# MLT PROGRAM

## STUDENT POLICY MANUAL

For disability accommodations call 763-493-0555  
Minnesota Relay users may call 1-800-627-3529



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**Commitment to Quality**

North Hennepin Community College will provide services and learning opportunities (course, programs, student life activities, workshops, and other ways of engaging learning) that will be of highest quality and value (relevance). We will also provide the resources needed for success and demonstrate honesty and integrity in all of our communications and interactions, while being respectful of each other and what we

## **Essential Learning Outcomes**

### **Knowledge of Human Cultures and the Physical World**

- Through studies in sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.

Focused by engagement with big questions, both contemporary and enduring

### **Intellectual and Practical Skills**, including:

- Inquiry and analysis







## **Graduates' Entry-Level Competencies**

Upon successful completion of the MLT program, the graduate should be able to demonstrate entry-level competency in the following areas of professional practice:

1. Collecting, processing, and analyzing biological specimens and other substances (pre-analytical).  
Introduced in Clinical Laboratory Basics and expanded upon throughout the curriculum
2. Performing analytical tests on body fluids, cells and other substances (analytical).  
Introduced in technical didactic courses and expanded upon during clinical experience
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated (post-analytical).  
Introduced in technical didactic courses and expanded upon during clinical experience
4. Performing and monitoring quality control within predetermined limits.  
Introduced in Clinical Laboratory Instrumentation and expanded upon throughout the curriculum
5. Performing preventive and corrective maintenance of equipment and instruments, or referring to appropriate source for repairs.  
Introduced in Clinical Laboratory Instrumentation and expanded upon throughout the curriculum
6. Applying principles of safe work and infection control practices to ensure laboratory safety  
Introduced in Clinical Laboratory Basics and expanded upon throughout the curriculum
7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.  
Introduced in Clinical Seminar and practiced during applied courses
8. Demonstrating information processing and transmission following established protocols regarding formatting, timeliness, and confidentiality.  
Introduced in Clinical Seminar and practiced during applied courses
9. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them in respect to their jobs and patient care.  
Introduced in Program Orientation and practiced during applied courses
10. Applying basic scientific principles and critical thinking skills in learning new techniques and procedures.  
Introduced in Clinical Laboratory Basics and reinforced throughout the curriculum
11. Relating laboratory findings to common disease processes and recognizing critical results.  
Introduced in technical didactic courses and reinforced during clinical experience
12. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.  
Introduced in Program Orientation; opportunities offered during clinical experience
13. Demonstrating technical skill development and the application of educational methodologies sufficient to train others in the workplace.  
Introduced in Clinical Seminar and practiced during applied courses

## Medical Laboratory Technology







### **Description and Objectives of Applied Courses**

During the last semester of the second year, when all other courses are completed, clinical experience will be obtained at one or more of the clinical affiliates currently available:

Allina Health Laboratory (see Appendix F for a list of potential sites), multiple locations

Student schedules at Allina include experiences at least one hospital and at least one clinic. Students are placed in rotations based on proximity to their residence as much as possible.

Park Nicollet Health Services Clinic and Methodist Hospital, St. Louis Park, MN

The Clinical Rotation is approximately one semester (19 weeks) in length. Allina Health rotations will start with one week of orientation and training. Length of time in each clinical area may differ at each Affiliate site. The clinical experience will include the following courses:

**MLT 2310** Applied Phlebotomy

Objectives: Upon completion of this course, the student should be able to:

Apply the principles and methodologies of blood collection to the clinical setting and to demonstrate competency in venous blood collection, specimen labeling and handling, and quality patient interaction.

Topics Covered:

Venipuncture and special blood collection procedures as available; safe work practices, specimen labeling and handling, specimen processing, and confidentiality

Length (days): 5 (1 week)

Credits: 1

**MLT 2320** Applied Hematology

Objectives: Upon completion of this course, the student should be able to:

Apply the principles and methodologies of basic hematology testing, including manual methods, cell counts, CSF and body fluids, special tests, differentials and coagulation and to demonstrate proficiency in these procedures.

Topics Covered:

Manual methods; CSF and body fluids; differentials; instrumentation; bone marrows; and special tests

Length (days): 15 (3 weeks)

Credits: 2

**MLT 2330** Applied Coagulation

Objectives: Upon completion of this course, the student should be able to:

Apply the principles and methodologies of basic coagulation testing and to demonstrate proficiency in these procedures.

Topics Covered:

Coagulation and related instrumentation.

Length (days): 5 (1 week)

Credits: 1

**MLT 2340** Applied Urinalysis

Objectives: Upon completion of this course, the student should be able to:

Apply the principles and methodologies of basic chemical reactions associated with routine urinalysis and to demonstrate competency in these procedures. To correctly identify normal and abnormal elements found in microscopic examination of urine and to recognize contaminants and artifacts. To attain a workable knowledge of tests other than routine urinalysis.

Topics Covered:

Routine urinalysis and correlation of test results

Credits: 2

**MLT 2360**

Applied Immunohematology

Objectives: Upon completion of this





## PROFESSIONAL CONDUCT STANDARDS

### PROFESSIONALISM

The following is a list of expected professional behaviors for the Medical Laboratory Technician. Items listed below each category are examples and may not be all-inclusive.

1. Readily adjusts behavior to the changing work environment of the laboratory. (Adaptability)
2. Adheres to the established dress code of the MLT program or laboratory. (Appearance)
  -

**ATTENDANCE/ABSENCE/LATENESS POLICIES**

- Class attendance is required during lecture periods.
- Class attendance is required during testing periods.
- Class attendance is required during laboratory sessions.
- Attendance is required for all clinical rotation days.
- Students are held responsible for all class content and announcements.

When you are unable to attend a class or laboratory session you MUST notify the instructor prior to the start of class, or as soon as possible. (see below for policies regarding attendance)

For didactic courses (on campus), a message should be left on the instructor's phone or sent to the instructor's email address.

For clinical experience (applied) courses, a message should be left with the laboratory department, the lab section you are scheduled in, and the Program Director or Education Coordinator. Refer to the Clinical Rotation Manual for specific telephone numbers.

**LATENESS**

Students are expected to arrive on time for classes, laboratory sessions, and clinical rotations.

REPEATED LATENESS will be documented on course competencies, and will be referred to the Appeals Committee as appropriate.

**First occurrence of lateness in a semester/rotation:**

Students who are late must meet with their instructor to explore the reason for their behavior. The Instructor will complete a Student Absence/Tardiness Report form (Appendix A) and this will become part of the student's file.

**Second occurrence of lateness in a semester/rotation:**

The Instructor will complete a Student Absence/Tardiness Report form (Appendix A) as before and a loss of 2% on the grade for the day will be assessed.

**Third occurrence of lateness in a semester/rotation:**

The Instructor will complete a Student Absence/Tardiness Report form (Appendix A) as before and a loss of 5% on the grade for the day will be assessed.

Additional incidents lateness will be referred to the Program Director.

Special approval from the Instructors and Program Director may be available dependent upon specific student situations. This must be discussed **before** the class begins.

**EXCUSED ABSENCE**

Excused absences will include student illness, immediate family member (spouse, dependent) illness requiring supervision by the student, or immediate family member (parent, spouse, dependent) funeral. Other circumstances for absence may be determined as "excused." Course work/rotation time will need to be made up at the discretion of the Instructor. The Instructor will complete a Student Absence/Tardiness Report form (Appendix A) and this will become part of the student's file.

Excessive absences, (u)6.2 (i)1 (e)3 (f)1 (b)5 (h)0 (s)1 (c)6 (p)0 (n)1 (t)1 (e)1 (o)3 (r)0 (d)6 (f)1 (i)44 (i)1 (t)3 (r)6 (i)1.

### **MISSED EXAMINATIONS**

If an exam cannot be taken on the scheduled day, permission must be obtained from the Instructor prior to the test date.

#### **EXCUSED ABSENCE ON EXAM DAY**

First occurrence: the Instructor will complete a Student Absence/Tardiness Report form (Appendix A) and this will become part of the student's file.

Second occurrence will result in 2% reduction of the test grade.

Third occurrence will result in a 5% reduction in the test grade.

Each additional occurrence will result in an additional 5% reduction in the test grade.

Arrangements must be made by the student with the Instructor within 24 hours to take the exam or receive a score of "0" for that exam.

#### **UNEXCUSED ABSENCE ON EXAM DAY**

First occurrence will result in 2% off of the exam PLUS 2% off of the final course grade per the unexcused absence policy.

Second occurrence will result in 5% off of the exam PLUS 5% off of the final course grade per the unexcused absence policy.

Each additional occurrence will result in an additional 5% off of the exam PLUS an additional 5% off of the final course grade for each infraction thereafter.

Arrangements must be made by the student with the Instructor within 24 hours to take the exam or receive a score of "0" for that exam.

#### **ADDITIONAL**

Special approval from the Instructors and Program Director may be granted dependent upon student situations. This must be discussed **before** the test day.

Consistent failure to take tests as scheduled will be noted on a Record of Ineffective Behavior form (Appendix B) and become part of the student's file.

### **RECORDS OF ABSENTEEISM**

Records are kept as a point of reference for future employers.

### **INSTRUCTOR ABSENCE**

When an instructor is unable to be present for his/her s.3 (huee)6.1 (eu (e )0.55p )0.6 (f)-1.5d4.7 ((ent)6 (be ) ( )0.



A Medical Laboratory Technician must be prepared to face occasional evidences of bad temper, and seemingly unreasonable demands or unfair criticism on the part of patients or their relatives. Such situations must be met with tact and good judgment. It must be realized that a person suffering from any ailment, regardless of its nature, may temporarily show evidence of unusual mental reactions that seem entirely unrelated to the physical ailment. Sometimes close relatives of a patient may show even more exaggerated reactions than the patient himself. A Technician should take into consideration the possible reasons for such behavior, and make a real effort to cope smoothly with occasional unpleasant situations. Be sympathetic and compassionate.

## **SAFETY STANDARDS**

Each student is responsible for becoming knowledgeable regarding the expectations and policies of the MLT Program and the Clinical Affiliate where the student is placed.

- Since medical history and examination cannot reliably identify all patients infected with bloodborne or other transmissible pathogens, Blood and Body Fluid Standard Procedures are to be adhered to at all times. (Standard Precautions)
- All health care workers must routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with any blood or body fluids may be anticipated.
- Gloves must be worn when handling specimens and items or surfaces soiled with blood or body fluids, when performing specimen collection procedures, or any time when exposure may occur.
- Hands must be washed immediately after gloves are removed. Hands and other skin surfaces must be washed immediately and thoroughly if contaminated with blood or other body fluids.
- All health care workers must take precautions to prevent injury caused by needles and other instruments or devices during procedures. Appropriate engineering controls, personal protective equipment, and safe work practices should be used at all times. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken, removed from syringes, or otherwise manipulated by hand. Needle safety devices should be engaged as soon as possible.
- Laboratory work involves dealing with chemical reagents and other hazardous materials. For this reason, all personnel, including students, are required to wear face protection and gloves while working in designated areas of the laboratory.
- North Hennepin Community College and its clinical affiliates adhere to Blood and Body Fluid Standard Procedures (Standard Precautions). Instructors will outline specific course/department requirements as needed. It is required that students are trained in the details of the OSHA Blood Borne Pathogen Standards and Safety. This will be introduced in MLT 1000 Clinical Laboratory Basics, and compliance will be expected thereafter. Appropriate documentation will be kept for each student.

## **DRESS CODE**

All students will be **required** to wear closed- -





**DATA PRACTICES ADVISORY AND INFORMED CONSENT**

Some facilities impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical site programs be made available to them. The College may ask you to provide health information, which will be used to determine whether you meet a clinical site's health requirements for care providers. Health information collected is private data on you. A clinical site may refuse to allow you to participate based on data provided by you. The information provided would be disclosed as needed to the College's MLT Program Director and should any clinical site request the data, to any clinical site where you are placed as a student. You are not legally required to provide this information to the College. However, refusal to provide the information requested could mean that a clinical site might refuse to accept you. The MLT Program does not guarantee an alternative facility placement in such an event. If no alternative facility placement is

## ACADEMIC STANDARDS

### EXPECTATIONS

- You are expected to be in class when scheduled and to have arrived on time.
- You are expected to notify the Instructor if you cannot attend or if you are expecting to be late.
- You are expected to dress appropriately for class sessions and to comply with safety regulations.
- You are expected to complete assignments in the time frame designated by the Instructor.
- You are expected to come to class prepared.
- You are expected to participate in class discussions and group activities as assigned.
- You are expected to be honest in all of your coursework.
- You are expected to behave in a professional manner.
- You are expected to meet clinical competencies specified for each MLT course.

### COURSE GRADING POLICIES

Evaluation of student performance includes consideration of knowledge level, skill level, and affective (non-academic) behavior. Instruments used in the evaluation process are based on written objectives and include written and oral examinations, take home and special assignments, and specific evaluation forms prepared for each rotational area and class (see examples in Appendix D).

The grading scale is as follows:

100 - 92%	A
91 - 84%	B
83 - 76%	C
75 - 70%	D
69 - 00%	F

Students are required to obtain a minimum grade of "C" for **each** of the MLT department courses, including **each** of the clinical courses, and in **each** of the program-required general education courses.

To obtain a minimum grade of "C" a student must meet **all\*** of the following requirements for each MLT department course, including clinical (Applied) courses:

Psychomotor Laboratory Technical Evaluation	minimum of 76%
Affective Course Performance Evaluation	minimum of 76%
Didactic Course Evaluation (quizzes, exams, etc.)	minimum of 76%

\*A grade of no higher than a "D" will be given to a student who does not meet all of these three essential requirements for an MLT course.

Specific grading criteria for each course are found in each respective course syllabus.

The instructor or student may initiate a conference if the student is not achiev

## **COURSE PASS/FAIL POLICY**

A student who appears to be heading toward a failing grade in a course will receive notification that his/her progress is so far unsatisfactory. Instructors will be available for providing students in this situation with specific guidelines to improve their performance. If the course is ultimately failed, continuation in the Program will be evaluated.

A **failing grade ("D" or "F")** is to be expected in any MLT course if the student has not maintained at least an average of 76% on all evaluation tools. (Specific policy is stated under **GRADING** above)

An **incomplete "I" can be issued when extenuating circumstances apply** (e.g. extended illness, surgery, maternity leave). An incomplete may only be given when a student's progress has been satisfactory up to the granted leave time and will be overwritten by the earned grade when the assigned work is completed. According to College policy, all work for an incomplete course must be completed before the end of the subsequent semester, or the grade of "F" will be issued in place of the "I."

## **REMEDIAL POLICIES FOR MLT COURSES**

**Each student must obtain a grade of "C" or better for each of the four 1000-level MLT courses: MLT 1000 Clinical Laboratory Basics, MLT 1200 Clinical Laboratory Instruments, MLT 1100 Clinical Urinalysis/Body Fluids, and MLT 1250 Clinical Immunology to continue in the Program. A failure (grade of "D" or "F") in any of these four first-year MLT courses will result in dismissal from the program.**

A student **may** be allowed to repeat any of the other MLT department courses **one time** if a grade lower than a "C" (76%) is received. The course may be taken a second time and must be passed, and no other MLT department course may be repeated. **Permission to repeat a course will depend on availability of an open seat in the following year when the failed course is next offered.** The student must obtain a grade of "C" (76%) or higher in the course the second time the course is taken or be dismissed from the program.

Continuation in the program course sequence following an MLT department course failure will be determined depending upon the course that is not passed (<76% or <"C") and previous coursework.

A **failing grade at the time of a drop or withdrawal** from an MLT department course will be considered to be the same circumstance as a failing grade at the completion of the course, and the consequences explained above will apply. **A student may repeat only one failed MLT department course, numbered 2000 or higher. A failure in a second MLT department course will result in dismissal from the Program. Unavailability of an open seat in the following year when the failed course is next offered will also result in dismissal from the program.**

**CLINICAL ENTRANCE EXAMINATION**

\*\*A **Clinical Entrance Examination** is scheduled at the end of the semester before clinical rotations

**RE-ADMISSION TO THE MLT PROGRAM**

Any student who is unable to continue in the Medical Laboratory Technology program, defined as unable to attend classes for any one semester or summer session, should make an appointment with the MLT Program Director for an exit interview, in addition to completing the necessary processes for the College.

Re-admission to the MLT program is not automatic. Each request for re-admission is carefully evaluated.

SEE: POLICY AND PROCEDURES FOR RE-ADMISSION TO THE MLT PROGRAM (Appendix E)

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**OTHER INFORMATION**  
PROFESSIONAL LIABILITY

**CERTIFICATION EXAMINATION**

Specific information regarding the certification examination will be available during clinical experience at one of the site visits with the Program Director. In general, application to sit for the Board of Certification (BOC-ASCP) examination should be made in mid-April if possible. The three month period of June 1-August 31 is the usual testing period timeframe for NHCC MLT program students completing Spring semester rotations. Registration fee is currently \$215. This is a computer exam, administered by a testing center, and contains approximately 100 - 150 questions.

Passing this exam is not a requirement for obtaining the MLT A.A.S. degree, however inability to pass this exam may result in inability to obtain, or maintain, employment.

**Students are highly encouraged to sit for the certification exam within one to three months of program completion.**

**ADDITIONAL EXPENSES**

**APPROX. COST**

**Immunizations/Tuberculosis test/Physical Exam**

varies

Most insurance companies cover costs

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## GRIEVANCE PROCEDURE

The student has the right to see all of his/her grades and evaluations, and also has the right to disagree with an instructor's perceptions or judgments. He/she may request a conference with an instructor to discuss these or any other related concerns.

### STUDENT PROTOCOL: DISCUSSION OF PROBLEMS/CONCERNS WITH FACULTY

If a problem arises, it is expected that:

1. The student/Instructor would approach the Instructor/student first to rectify the situation.
2. If that does not resolve the issue, the student/Instructor should inform the Program Director.
3. The Dean of Allied Health Careers will be informed of the issues involved.
4. The student/Instructor has the option of initiating an Appeals Committee meeting. (see procedure below)
5. There is also a specific grievance procedure available through the College; refer to the NHCC Student Handbook (available at the Campus Center desk).

### INITIATING AN APPEALS COMMITTEE MEETING

1. The student/Instructor would approach the Instructor/student first to rectify the situation.









## APPENDIX A

### STUDENT ABSENCE/TARDINESS REPORT







## **APPENDIX B**

### **RECORD OF INEFFECTIVE BEHAVIOR**





### **RECORD OF INEFFECTIVE BEHAVIOR (ROIB)**

The purpose of the ROIB is to document identified student behavior that may hinder maximum professional growth and competence objectively and clearly. Faculty believes that students can benefit from immediate feedback related to performance. The ROIB can provide this feedback, plus the

**NORTH HENNEPIN COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY PROGRAM  
RECORD OF INEFFECTIVE BEHAVIOR**

Student \_\_\_\_\_ Date \_\_\_\_\_

Course \_\_\_\_\_

Course Instructor \_\_\_\_\_

Program Director \_\_\_\_\_

**Ineffective Behavior(s):**

**Factual Description by Faculty of Ineffective Behavior:**

**Faculty Signature** \_\_\_\_\_

\*\*\*\*\*

**Student Response:**

**I have read this record and discussed it with my instructor.**

**Student Signature** \_\_\_\_\_

8/2003

## **APPENDIX C**

# **IMMUNIZATION RECORD AND PHYSICAL EXAMINATION FORMS**



**NORTH HENNEPIN COMMUNITY COLLEGE**

**MEDICAL LABORATORY TECHNOLOGY AND HISTOTECHNOLOGY PROGRAM  
Hepatitis Immunization Record**

All students in these programs are expected to make arrangements as necessary for the required attestation of immunization **BEFORE** beginning MLT or HT courses.

Student \_\_\_\_\_ Date \_\_\_\_\_

**Clinician - please print or stamp the following:**

Clinician name \_\_\_\_\_ Facility \_\_\_\_\_

**Required Documentation:**

**Hepatitis B - documentation of immunity status REQUIRED**

- 1 History of disease \_\_\_\_\_
- 2 Positive serology test \_\_\_\_\_
- 3 HB vaccine \_\_\_\_\_ 1st dose \_\_\_\_\_









**NORTH HENNEPIN COMMUNITY COLLEGE**





Memory Skills

- Short Term Memory - Constant
- Long Term Memory - Constant

Reasoning Skills

- Transfer Knowledge - Frequent
- Process Information - Frequent
- Problem Solving - Frequent
- Prioritize Tasks - Frequent
- Evaluate Outcomes - Frequent
- Comprehension - Frequent

Emotional Stability

- Responsibility - Constant
- Adaptability - Frequent
- Accountability - Constant
- Appropriate Response - Constant

Possible Exposure

- Radiation - Rare  
(dependent upon type of procedures; may be zero)
- Toxic/caustic chemicals - Rare  
(dependent upon type of procedures; may be zero)
- Fumes/Odors - Rare  
\* Noxious smells from various types of body fluids/excretions
- Mutagenic/Carcinogenic materials - Rare  
(dependent upon type of procedures; may be zero)
- Blood/Body Fluid Pathogens  
\* Standard Precautions are incorporated into everything laboratory personnel do to eliminate exposure.
- Airborne Pathogens - b92 ( )JTJ Tw 9.731 0 TdbC /P <<  
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**NORTH HENNEPIN COMMUNITY COLLEGE**

1. Professionalism/ Maturity	Does not follow program policies. Complains about policies and expectations. Disrupts class with phone calls or side conversation. Engages in activities unrelated to class during class time. Does not check or respond to email.	Follows program policies all times and without complaint: e.g. maintains professional appearance, arranges to make up work missed during absences, listens during lecture and focuses on class activities. Check and respond to email in a timely manner.	Demonstrates professional behavior when others around them do not.
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4. Responsibility	Does not accept responsibility for own work/mistakes. Cannot accept being wrong. Offers excuses or deflects blame to others.	Accepts responsibility for own work/mistakes.
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7. Lab Maintenance	Work area not left clean at the end of class. Does not handle lab equipment with care. Purposefully causes damage to lab equipment or classroom space.	Leaves work area as it was found. Handles lab equipment with care. Ensures that common spaces are cleaned and organized before leaving class.	Cleans up spills or lab messes that are clearly not their responsibility. Reports incidents of vandalism to the instructor.
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8. Integrity	Records fabricated/copied lab values, turns in plagiarized or copied work, or knowingly allows other students to copy their work. Does not seem to care about the quality of their work.	Completes all work independently without copying the work of classmates or published sources. Records all lab values based on actual results rather than anticipated results. Cares about the quality/accuracy of their work.	
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1

2

3

4

N/A

## **APPENDIX E**

### **POLICY AND PROCEDURES FOR RE-ADMISSION TO THE MLT PROGRAM**

#### **RE-ADMISSION REQUEST FORM**



**NORTH HENNEPIN COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY  
POLICY AND PROCEDURES FOR RE-ADMISSION TO THE PROGRAM**

**General Policies Regarding Re-admission to the MLT Program**

1. Any student who is unable to continue in the Medical Laboratory Technician program, defined as unable to attend classes for any one semester or summer session,





**NORTH HENNEPIN COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY  
RE-ADMISSION REQUEST FORM**

Student: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Semester/Year last attended MLT classes: \_\_\_\_\_

Semester/Year desiring re-admission: \_\_\_\_\_

Student ID #: \_\_\_\_\_

DIRECTIONS: Complete this form and submit according to directions in Re-admission Procedure. WRITE LEGIBLY or type. Be concise and pertinent in your statements. Remember to include all relevant documentation as described in the Re-admission Procedure.

DATA ON LAST TERM ENROLLED IN MLT PROGRAM:

1. List courses being carried at that time.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. Work load - previous hours/week and place of employment.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
3. Other contributing pressures, e.g. health, family, personal. Describe briefly.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
4. Statement of reason(s) for leaving MLT program - cite major source of difficulty.

RE-ADMISSION REQUEST FORM (page 2)

DATA SINCE LEAVING MLT PROGRAM:

1. Course work completed - with grades.

2. Work load - hours/week at present.

RATIONALE FOR DESIRING RE-ADMISSION. Based on reasons for leaving program, why should you be allowed to re-enter at this time? State if any contributing pressures have been resolved or have changed.

DATA ON COURSE WORK TO BE COMPLETED:

1. Courses in the MLT Curriculum in addition to MLT courses yet to be completed are:

2. Work load to be carried if re-admitted - hours/week. Is it a necessity that you work?

## **APPENDIX F**

### **POTENTIAL APPLIED CLINICAL SITES ALLINA HEALTH LABORATORY**













MEDICAL LABORATORY TECHNOLOGY (MLT)  
ASSOCIATE OF APPLIED SCIENCE

PURPOSE:

Full-Time, Two-Year

## **APPENDIX H**

### **STUDENT POLICY MANUAL ACKNOWLEDGMENT and STUDENT ALTERNATE LIST ACKNOWLEDGMENT FORM**



**NORTH HENNEPIN COMMUNITY COLLEGE  
MEDICAL LABORATORY TECHNOLOGY  
ACKNOWLEDGMENT FORM**

**Student Name** \_\_\_\_\_  
Please Print

**ID#** \_\_\_\_\_

**Student Policy Manual Acknowledgment**

I hereby acknowledge that I have received a copy of the MLT Student Policy Manual. I certify that I will read the document carefully and will comply with the policies of the program as stated herein.

**I recognize I need to retain the manual until I have completed all of my course work.**

**I agree to accept the consequences of non-compliance with any policies stated herein.**

If I have questions, I will contact the MLT Program Director or Dean of Health Careers for clarification.

(Statement is to be signed during the MLT program orientation prior to beginning MLT program courses, or upon entering the program at a later date).

**Student signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Student Alternate List Acknowledgment**

I hereby acknowledge that I have been informed that an alternate list may be instituted if clinical sites are not available at the time I am ready to begin that portion of the MLT program. I understand that I will be informed during the term prior to my clinical rotation and that I will be given priority to the next available site as my ranking indicates, as described in this manual.

**Student signature** \_\_\_\_\_

**Date** \_\_\_\_\_

