

UNIVERSITY OF TENNESSEE MEDICAL CENTER
CLINICAL LABORATORY SCIENCE PROGRAM

ACADEMIC REQUIREMENTS POLICY

The Academic Requirements Policy provides guidelines for academic success for students enrolled in the Clinical Laboratory Science Program, defines conditions under which students will be put on academic probation, and describes academic conditions under which students will be dismissed from the program.

ACADEMIC GRADES:

Academic grades are based on evaluation of professional behaviors, knowledge and theory, and technical competencies. A program may recommend probation and dismissal of a student based on failure in any one of these domains of learning.

ACADEMIC SCHEDULE:

The first phase of the CLS program consists of introductory courses in each discipline, with more in-depth didactic work in microbiology, hematology, and immunohematology. The remainder of the didactic course work is provided two to three afternoons each week, while students are in clinical training in laboratory sections. Because all students are in classes together, lecture topics will not always coincide with the laboratory section in which the student is learning.

In each clinical laboratory rotation course, students receive individualized instruction from clinical laboratory instructors in the laboratory sections. Under the direct supervision of an instructor, the student performs tests and reports test results on actual patient specimens. Students become proficient in laboratory testing using a wide variety of laboratory techniques and instruments.

Before beginning each clinical rotation, the student receives a set of objectives that he or she must fulfill, as well as a list of all procedures, instruments, and tests that must be observed, learned, and in most cases, performed competently during the rotation.

In addition, during each clinical rotation, students must complete worksheets, quizzes, and tests on the theory and background related to the clinical laboratory section.

During the last two to three weeks of the program, students attend review sessions, take practice tests, and are given a comprehensive final examination to assess their readiness for the ASCP Board of Registry examination.

Individual student progress conferences with the program director during the clinical year will be held one time per month, or more frequently if needed. During the clinical training phase of the year, students will meet as a group with the program director one time each month for information updates, feedback, and communication.

To successfully complete the CLS Program, students must receive a passing grade in all of the following required courses. For a list of courses, refer to “Course Descriptions” under the Quick Links section on the main page.

PROCEDURE IF APPLIED EXPERIENCE IS NOT AVAILABLE

If, during a clinical rotation, for a reason beyond the control of the student and clinical laboratory instructors, the student is unable to observe or perform testing using a required procedure, instrument, or reagent, alternate assignments will be given to allow the student to fulfill the objective(s). Options include, but are not limited to:

1. Manual test procedures to observe and perform tests
2. Testing procedures on a similar instrument
3. Mock or archived specimens for which the test result is known
4. Student laboratory assignments
5. Opportunity to observe the procedure at an alternate site (as an observer only)
6. Virtual laboratory exercises using a computer in the student laboratory

Where possible, all students will be allowed to learn specified procedures in the clinical laboratory. Use of alternate learning experiences will be used only when conventional laboratory experiences are not possible.

GRADING SYSTEM:

The course evaluation may consist of worksheets, laboratory reports, quizzes, unit examinations, technical and clinical evaluations and lab practical examinations. All homework assignments and projects must be completed by the due date / deadline given. Late work will receive a grade of “0”. No partial credit will be given for late work.

Evaluation of professional behaviors is included in the clinical rotation evaluation, and is structured so the faculty and the student can assess behavioral and professional traits. Results of this evaluation are used in counseling for professional development, as well as in grading of clinical courses.

The student’s final grade shall include an evaluation of the professional behaviors, theoretical aspects and the technical components, if applicable.

GRADING SCALE:

The same grading scale is used for all classes in University of Tennessee Medical Center Clinical Laboratory Science program. The scale is as follows:

93 – 100.0	A
91 – 92.99	A-
89 – 90.99	B+
86 – 88.99	B
84 – 85.99	B-
82 – 83.99	C+
<u>80 – 81.99</u>	<u>C</u>
77 – 79.99	C-
70 – 76.99	D
< 70	F

ACADEMIC REQUIREMENTS:

Satisfactory completion of the course requires students to meet minimum standards in EACH of the following areas, defined as:

1. Overall average of 80% or greater on written examinations.
2. Overall average of 80% or greater on clinical evaluations, achieving the minimum performance level in each area / skill (if applicable).
3. Overall average of 80% or greater on practical examinations (if applicable).
4. A score of 80% or greater on any comprehensive practical examination (if applicable).
5. A score of 70% or greater on any comprehensive written final examination.
6. Meeting all requirements stipulated in course syllabus.

Students must attain a grade of at least 80 (C) in each area (except for the comprehensive written examination) to successfully complete each course.

Students must successfully pass each course to receive a certificate of completion at the end of the program. In addition, 3+1 students at the University of Tennessee must successfully pass each course to receive a B.S. degree in Clinical Laboratory Science.

The certificate of completion is contingent only on successful completion of all courses in the program. The issuing of the degree or certificate is not contingent upon the students passing any type of external certification or licensure examination. In fact, students receive the certificate of completion and baccalaureate degree (if applicable) before they sit for the certification examination.

ACADEMIC PROBATION:

A student may be placed on academic probation for failure to maintain the minimum requirements in each didactic course as published in the respective course syllabus. The student will be notified of the probation as soon as his/her grade falls below the minimum score requirement (80%), but not before at least one examination has been given.

During the clinical phase of the program, any student who is unsuccessful mid-way through any rotation will be put on academic probation. The program director will notify the student in writing of the probationary status.

If a student continues to be unsuccessful in that clinical rotation and fails to pass the clinical rotation, his/her records will be reviewed by the program director and the supervisor / lead technologist of the clinical section. If necessary, the records will be reviewed and action recommended by the Faculty Committee, which consists of the medical advisor / director, the program director, and at least two instructors.

After reviewing records, the faculty committee may give the student the option to repeat that clinical rotation, depending on the reason for failing and the conditions. The repeat rotation will be scheduled at the convenience of the clinical instructor, after the completion of the clinical year. Any student who is unsuccessful in the second attempt will be dismissed from the program. Credit will not be given for any courses or not completed at that time.

Each clinical section uses the same evaluation form and criteria. Evaluations are reviewed by at least two clinical instructors to ensure that fair and consistent evaluations are given to each student.

NON-ACADEMIC PROBATION:

In addition to academic probation, a student may be placed on probation for failure to comply with the University, UTMC, and/or laboratory regulations or policies. Refer to the Professional Conduct Policy for details.

NOTIFICATION:

1. A student will be notified in a conference with the program director and / or another program official (followed by a written memorandum) that he or she has been placed on probation. The conference and subsequent memoranda shall indicate the reasons for probation.
2. Within three days of written notification of probationary status, the student shall devise a written plan for correction of deficiencies. The plan must be submitted to and approved by the program director.

3. A copy of the memorandum will be forwarded to the Associate Director of Arts and Sciences Advising Services (for 3+1 students), as well as the appropriate clinical faculty and/or faculty committee, depending on the reason for probation.

REMOVAL OF PROBATION:

Probationary status may be rescinded when the deficiencies are removed to the satisfaction of the program officials.

APPEALS AND GRIEVANCES:

A student has the right to appeal probation by using the approved grievance procedures established by University of Tennessee Medical Center CLS program.