**Academic Program Progression** MLS PPS 02.02.20

 Effective Date 5/1/2022

 Review Date: 04/2022

 Next review date: 04/02/2027 (E5Y)

 Sr. Reviewer: MLS Chair

**01. Policy Statement.** The Clinical Laboratory Science (MLS) sets forth criteria and guidelines for required for progression through the MLS program and steps to be taken in the event criteria are not met.

01.01 Course Completion

Each course within the MLS curriculum is graded with letter grades [A-F] with the exception of MLS 4321, Directed study in Clinical Laboratory Science, which is CR or F. For all MLS courses a grade of C or better or CR must be achieved each semester in every MLS course to allow progression in the program. Additional criteria for progression include a GPA of at least 2.0 and compliance with Professional Behaviors. Students who fail to meet established criteria due to withdrawal may be offered the opportunity to “re-enter” in the program based on clinical space and a plan approved by the faculty.

**02. MLS Progression Procedures**

02.01 Faculty Responsibilities

a. Identify course expectations in course syllabi.

b. Counsel student who does not appear to be meeting criteria for an acceptable grade in any course no later than the midpoint of the course or as soon as noted if after the midpoint of the semester.

c. Notify Program Chair who will also provide counseling as indicated.

02.02 Chair Responsibilities

a. Counsel student during the semester.

b. In the event of a student deciding to withdraw from the MLS Program decide on any re-entry plans is acceptable. Discuss possible continuation in the MLS Program with student.

c. A student who falls out of sequence (whether due to illness, course failure, or other reasons) will be delayed one year to repeat the course. Students with a grade of less than a “C” in a MLS course will be stepped out of the program and individuals must reapply to the program the following year. To be considered for program readmission, all original program admission criteria and an approved schedule for retaking courses must be met. In addition, a student may repeat a MLS course only once. If the student does not earn a grade of at least “C” upon repeating the course, the student cannot continue in the program

.02.03 Student Responsibilities

a. If a student is in good standing in the current semester and finds it necessary to withdraw from the Program, he or she must notify the Program Chair both verbally and in writing.

b. Follow all University policies for withdrawal from the University or dropping classes.

c. Withdraw from classes for which he or she has registered for in the next semester.

d. Formalize with Program Chair a plan for re-entry into the Program if appropriate.