

Introduction

Students should declare a major in Medical Laboratory Science (MLS) early in their academic careers to assure appropriate advisement. Enrollment in the MLS Program is a two-step admission process including:

Admission to Salisbury University **AND**
A *separate and competitive* admission process to the upper division program.

A student cannot be considered for admission to the MLS Program until admitted to the University. Admission to Salisbury University does *NOT* guarantee acceptance to the upper division program. Students completing admission requirements must then be accepted by the MLS Program Admission Committee in order to begin the upper division program. Space in the upper division program is limited each year, so students should seek advisement early. Decisions regarding acceptance occur in three phases as indicated below. Due to course sequencing, students must begin the upper division program in the Fall semester.

Students who have been previously admitted to the Salisbury University MLS Program should consult the MLS Student Handbook for readmission policies. Students will be automatically disqualified if they have previously been dismissed from this or any other Medical Lab Science Program and/or were dismissed from any professional program for cause. Students who have previously been admitted to/attended other programs and discontinued attendance due to extenuating circumstances will need to provide additional documentation as part of the application process. Deliberately withholding information, transcripts and/or other requested documentation will automatically disqualify candidates.

The applicant should carefully review the Essential Functions (see separate document) for Program completion and ask questions if not familiar with the activities or functions listed. Applicants must decide if they have any limitations that could restrict or interfere with satisfactory performance of any of the requirements with or without accommodation. It is the applicant's responsibility to meet these Essential Functions if admitted to the Program.

In addition, in order to complete the MLS degree, students will have to attend clinical rotations at various laboratories within the region. These rotations occur during the Winter and Spring semester of the Senior year and the schedule is based on the availability of seats offered by the clinical sites. In other words, the clinical semester schedule does not follow the Salisbury University calendar (e.g. Spring Break) and students will have to pay for a Winter term course. Students are responsible for tuition and fees, transportation, physical examination fees, drug testing, vaccines, background checks, testing fees, meals, lodging and other expenses related to these rotations and must make financial plans accordingly if accepted.

Admission Criteria and Procedures:

1. Each applicant must be admitted in good standing to Salisbury University and eligible for registration before being considered for admission to the upper division program. **Students are responsible for ascertaining that official transcripts from ALL institutions attended have been received at SU and the course work evaluated in writing by the Admissions Office by the application deadline. No student can be considered for the upper division program until the university admission process and transcript evaluation process are complete. Students who are not eligible to register for classes will be automatically waitlisted.** If there is any concern that the arrival of transcripts at SU will not meet application deadlines, duplicate transcripts must also be sent to the Chair of the Admissions Committee (see below). Applications from students who are not admitted to SU in good standing and/or for whom transcripts have not been received will be archived and processed upon completion of SU admission/transcript receipt in next available cycle.

2. In order to be eligible for admission to the upper division program, each applicant must:
- a. have a minimum of a 2.3 cumulative grade point average for all undergraduate course work taken at any institution.
 - b. have a 2.3 English/science/math grade point average in the MLS course prerequisites (see below).
 - c. successfully complete, prior to the Fall semester in which students plan to begin the upper division course work, all prerequisite course work with the grade of "C" or better in the following courses:
 - i. Composition and Research (ENGL 103)
 - ii. General Chemistry 1 and 2 (CHEM 121 and 122)
 - iii. Anatomy and Physiology 1 and 2 (BIOL 215 and 216)
 - iv. General Microbiology (BIOL 211)
 - v. Modern Statistics (MATH 155)

Chemistry and Microbiology courses listed above must have a face-to-face lab to meet admission requirements. Online "labs" are not acceptable unless an exception is granted by the MLS Program Director in consultation with the faculty. Certain baseline skills are required to enter MLS labs not just for academic success but also for safety.

Unless the applicant has been practicing in a situation which requires knowledge of the above, the courses above must have been completed within 5 years prior to the anticipated date of beginning the MLS Program. Acceptability of the age of pre-requisite courses will be made on a case-by-case basis by the MLS Program Director. All students with an earned grade of D or F in the above pre-requisite courses or in MDTC 101: Safety in Biological, Chemical and Clinical Laboratories will be automatically waitlisted and considered for admission once a C or better is earned.

- d. not be on Academic Probation.
- e. have no significant infractions, disciplinary actions at Salisbury University or elsewhere or criminal behavior on record. A significant infraction generally would be one that:
 - i. prohibits licensing/employment in a health profession
 - ii. causes clinical affiliates to bar a student from attending clinical rotations at their facility
 - iii. indicates a history of dishonesty or unethical behavior incompatible with a health care profession

Students will be automatically disqualified if they have previously been dismissed from this or any other Medical Lab Science Program and/or were dismissed from any professional program for cause.

- f. acknowledge that they can meet Program Essential Functions (see separate document).
- g. have a C or better in MDTC 101: Safety in Biological, Chemical and Clinical Laboratories if the course was taken prior to March 1 of the application year. If the course was not taken, it must be taken no later than the first semester of the MLS Program. Students with an earned grade of D or F in MDTC 101 will be automatically waitlisted and considered for admission once a C or better is earned.

3. Admission can be granted in three phases as outlined below. All applicants must file an Application for Admission to the Medical Laboratory Science Program and document satisfactory performance in academic course work completed up to the time of application. In all cases, applications may be deferred until the next admission cycle if documentation is incomplete, admission to the University is not complete, the student is on Academic Probation, the student is ineligible to register for classes, a grade less than C has been earned in a pre-requisite course or other admission criteria are not met.

- a. **Early Admission:** Students who wish to be admitted early must submit an application to the Program by February 1 annually. Applicants are eligible for review for early admission if they:
 - i. are declared MLS majors at SU or are admitted to SU from a transfer institution with the MLS major declared
 - ii. have a cumulative GPA of 3.2 or higher in all courses taken anywhere
 - iii. have a pre-requisite course (English/ science/math) GPA of 3.0 or higher

- iv. have no more than two prerequisite course requirements remaining
 - v. have on their transcripts a combined number of D's, F's, withdrawals and course repeats that does not exceed 4
 - vi. are ranked within the top 18 of those eligible for early admission
 - vii. meet all other admission criteria
- b. **Regular Admission:** Students not offered early admission and any other students who meet the admissions criteria must submit their applications by the due date of March 1.
- c. **Space Available Admission:** Students whose application documents are submitted or completed after the March 1 deadline will be added to the waiting list if they meet eligibility requirements.

Applicants must also document on the application a plan for where and when all prerequisite course work and general education courses will be completed. Applicants who have not completed all general education credits must document a feasible plan for completion of these courses, since there are few opportunities open in the Junior and Senior years for completion of these requirements. Data has shown that students who delay getting their degree and delay taking certification exams perform poorly on the exams and jeopardize their careers. Students will be advised to delay starting the MLS Program until they have taken the appropriate number of courses. Students will be denied admission if they cannot reasonably expect to complete their degree within one year after completion of the MLS Program courses.

Any students who are not offered early admission will automatically be placed in the candidate pool for March decisions. Any remaining eligible candidates who are not accepted will be placed on a waiting list based on their ranking. Rankings will be adjusted each time new grades are earned. In the event that any admitted student decides not to enroll or does not meet admission requirements, the next eligible candidate will be offered a seat in the class. Applications submitted after March 1 will be considered only if space is available. Wait list ranks for the space available cohort will be determined when spring and/or summer grades are received. Since the most recent grades are always used, students should feel incentivized to do their best in every class when on the waiting list.

Students must submit official transcripts from all institutions attended to the Salisbury University Admissions Office. If there is any question that official transcripts will not arrive by the due date to SU, duplicate transcripts must be sent to the chair of the Admissions Committee of the Medical Laboratory Science Program in order to be eligible for Program admission. Applications will not be considered until official transcripts have been received. Thus, transcripts for both early and regular admission can be sent immediately after Fall grades are posted to cgcamillo@salisbury.edu or by regular mail to:

Chair Admissions Committee, Medical Laboratory Science Program
312 Devilbiss Hall, Salisbury University, 1101 Camden Avenue, Salisbury, MD 21801

4. The decisions of the Admissions Committee will be based on:
- a. satisfactory completion of pre-requisite course work to include English/science/math (see above). Applicants who do not have pre-requisite course work completed will still be considered and evaluated with respect to:
 - i. pre-requisite courses currently in progress during the application semester
 - ii. the number of outstanding pre-requisites and the feasibility of the plan to complete the courses by the first day of classes in the Fall (number of courses, course availability over the summer, documentation of successful matriculation in summer courses, etc.)
 - iii. the number of occurrences of the grades of W, D, and F on the academic record and the number of course repeats
 - iv. earned grades less than C in required courses
 - v. sufficient number of courses toward degree completion
 - b. scholastic aptitude as evidenced by cumulative and pre-requisite (English/science/math) grade point averages, grades in pre-requisite courses and the writing sample submitted in the application.
 - c. previous certification as an MLT(ASCP) or graduation from an articulated program.

- d. applicant acknowledgment of ability to perform Essential Functions.
 - e. evaluation of any infractions/disciplinary actions/criminal behavior/academic probation.
 - f. previous performance in other professional programs.
5. Applicants accepted into the upper division program will be notified via email and in writing. Students offered admission must meet the following requirements or the admission offer will be revoked. Following receipt of the admissions letter, the student must communicate in writing the acceptance of the position in the incoming class by completing all of the following:
- a. Students must document completion of outstanding requirements by:
 - i. earning a C or better in all pre-requisites that were in progress when the application was submitted. The offer of admission will be revoked if the student withdraws, earns a grade that drops the pre-requisite GPA below 2.3, earns a D/F in these courses or if transcripts for these courses are not submitted by June 15.
 - ii. providing written documentation of ENROLLMENT in any course(s) to be completed during the summer terms by June 15.
 - iii. providing written documentation of successful COMPLETION (C or better) of all pre-requisite courses with a pre-requisite GPA of at least 2.3 by August 15. Students must provide an additional official transcript/s for any courses taken outside of Salisbury University by August 15.
 - b. For the March 1 admission, the student must be a declared Medical Laboratory Science Major by April 1. Students who are waitlisted for other programs must seek a waiver of this requirement if they do not want to change majors.
 - c. Students must sign and submit an acceptance of admission form by April 1 and maintain eligibility to enroll for Fall semester.

If the acceptance of the position offered is not completed as outlined above by all the dates indicated, the position in the class will be released to the next applicant on the waiting list. In the absence of extenuating circumstances, the applicant who did not meet the deadlines above but still requests admission will be added to the waiting list.

6. Salisbury University and the Medical Laboratory Science Program recognize a few mechanisms for advanced placement. Please see the SU catalog and consult with Program faculty for more information. Applicants completing course requirements over five years ago must be evaluated on an individual basis to assure adequate preparation for the professional portion of the Program. Equivalent credit earned by challenge examination can be acceptable.

Additional Important Information:

Criminal Background Checks, Physical, and Drug Testing

Due to clinical site and agency regulations, Salisbury University students who accept admission to the Medical Laboratory Science Program will be asked to undergo a physical examination, relevant vaccination, a criminal background check, and a drug test in order to participate in clinical rotations. These checks will be at the student's expense.

Applicants are advised that if they have been convicted of a felony or have pled *nolo contendere* to a felony or to a crime involving moral turpitude, they may not be eligible for licensure as a Medical Laboratory Scientist.

All students must sign a Notice of Possible Implications of Criminal Convictions and Required Criminal Background Checks. This form states that the student is aware of the possibility of a criminal background check and the implications for licensure if s/he has a criminal background. Students have the obligation at the time of application to disclose charges/convictions and provide updates throughout matriculation in the Program. Failure to do so is grounds for termination from the Program.

Eligibility for the clinical rotations required for this degree also includes, at the student's expense, vaccinations (including full vaccination [two doses] against COVID-19), liability insurance, passing a physical exam, passing a drug test, and passing

a criminal background check. Salisbury University will make every effort to communicate requirements to applicants that are known at the time of application but cannot guarantee that clinical sites will not change the requirements in the future according to new regulations and/or healthcare situations. If/when anything changes, Salisbury University will communicate with students as promptly as possible. **Please note that, although Maryland law allows certain uses of cannabis, federal laws prohibit cannabis use. Institutions that receive federal funding – such as hospital systems in Maryland, Delaware, and Virginia – will NOT accept students that test positive for THC on their drug test. Possession of a medical cannabis card does not create an exception to this prohibition.**

Accommodation cannot automatically be made for students who fail a drug test or criminal background check, and such students may not be able to complete the degree. Students are encouraged to discuss any concerns they have in this regard before committing to the MLS Program.

Non-discrimination Policy

Salisbury University has a strong institutional commitment to diversity and is an Equal Opportunity/Affirmative Action employer providing equal employment and educational opportunities to all those qualified without regard to race, color, religion, national origin, sex, age, familial status, disability, veteran status, sexual orientation, gender identity or genetic information.

Admissions policies may change between the production of course catalogs, sometimes due to factors beyond the University's control such as the ability of clinical affiliates to accept students. Students should always contact the Medical Lab Science Program Director and/or visit the Program's website for most current admission policy.

Effective Date: October 2023