

**AHN Saint Vincent**  
**School of Medical Laboratory Science**

**Student Handbook**

**2025 - 2026**



## **Student Handbook**

### **Class of 2025 - 2026**

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### **Tentative Calendar**

Orientation	July 2, 2025
Classes begin	July 7, 2025
Holiday - Labor Day	September 1, 2025
Holiday - Thanksgiving	November 26, 2025, through November 30, 2025
Holiday - Christmas	December 20, 2025, through January 4, 2026
Classes resume	January 5, 2026

Martin Luther King Day	January 19, 2026
Classes end	March 16, 2026 - subject to change
Clinical Rotation Begins	March 17, 2026
Holiday - Memorial Day	May 25, 2026
Holiday – Juneteenth	June 19, 2026
Clinical Rotation ends	June 26, 2026 – subject to change
Comprehensive Final Exam	June 29, 2026
Graduation	July 2, 2026

## **Course Descriptions**

### **Hematology and Coagulation: SVH 401, 4 credits**

The course includes a study of the blood and blood forming tissues and their relationship to patient care and the detection of hematologic disease. Topics include: erythrocytes; leukocytes; platelets; bone marrow; instrumentation; body fluids; anemias; leukemias; myeloproliferative disorders; lymphoproliferative disorders; and myelodysplasias. These are presented regarding methodologies, physiology, normal and pathological states, morphology and clinical correlations. Coagulation includes: an examination of the primary and secondary hemostasis systems; the fibrinolytic system; the protein C system; the Antithrombin system; hemorrhagic and thrombotic disorders; vascular disorders; the laboratory evaluation of hemostasis; and antithrombotic therapy monitoring.

### **Clinical Chemistry: SVH 402, 8 credits**

Clinical chemistry is concerned with the normal and pathological states for several body systems and the associated methods for disease detection and monitoring of patient prognosis. Topics include: principles of modern clinical chemistry methods; quality control and quality assurance; diseases of carbohydrate metabolism; Nonprotein nitrogen and renal function testing; minerals, electrolytes and osmolality; lipid metabolism and disorders; fetal lung maturity testing; electrophoresis and immunofixation and associated disorders; acid base disorders; immunoassays and their applications; a survey of endocrinology and associated testing methods; tumor markers; the liver and biliary system; tumor markers; porphyrins and Porphyrrias; enzyme kinetics and actions; methodology and clinical correlations for several enzyme systems; detection and monitoring of acute coronary syndrome and congestive heart failure; therapeutic drug monitoring; and toxicology.

### **Immunohematology: SVH 403, 4 credits**

Immunohematology, or blood banking, emphasizes the application of principles of immunology to the detection of red blood cell antigens and their associated antibodies. Topics include principles of the immune response in relation to blood banking; interaction of antibodies with red cell antigens; the complement system; the ABO and Rh systems; the HLA system; and numerous other red cell antigen systems. These are correlated with compatibility testing, hemolytic disease of the newborn, donor preparation and screening, blood collection and processing, blood component therapy, requirements for blood storage and shipment, and quality control / good manufacturing practices, including current cGMP and FDA requirements.

**Parasitology: SVH 404, 1 credit**

Parasitology is concerned with the basic life cycles of parasites affecting humans, and their recognition and identification. Included are: morphology and life cycles; diagnostic procedures; protozoa; amoeba; flagellates; ciliates; coccidia; trematodes; cestodes; nematodes; trypanosomes; microfilaria; sporozoa; plasmodium; arthropods affecting humans; and the serologic detection of parasitic infections.

**Urinalysis: SVH 405, 3 credits**

Urinalysis considers the examination of urine and the feces and the application of screening tests for the initial detection of disease. Included are macroscopic and microscopic anatomy and physiology of the renal system; physical characteristics of urine; dipstick chemistry examination; microscopic examination; clinical correlations and sources of error; renal diseases; tests for amino acid disorders and inborn errors of metabolism; semen analysis; and fecal analysis including chemical tests and occult blood testing.

**Mycology: SVH 406, 1 credit**

Mycology is concerned with clinically significant molds, fungi and yeast causing human disease. Included are identification, classification and characteristics of fungi and yeast in culture; laboratory procedures for identification including culture and serologic tests; opportunistic fungi; superficial fungi and dermatophytes; subcutaneous fungi; systemic fungi; yeast and yeast like organisms; thermally dimorphic fungi; molds causing subcutaneous and systemic mycoses; fungus-like bacteria; and dematiaceous and hyaline molds.

**Immunology and Serology: SVH 407, 4 credits**

Immunology and Serology presents a survey of the immune system and serologic methods for the detection of disease. The course includes innate and adaptive immune systems; the lymphoid system; humoral and cellular immune responses; nature of antigens and the MHC system; antibody structure and function; complement system; precipitation and agglutination reactions and testing systems; hypersensitivity reactions; spirochete diseases; the serologic detection of bacterial infections; viral diseases; AIDS and HIV; and autoimmune diseases.

**Bacteriology: SVH 408, 6 credits**

Bacteriology is concerned with the principles of classification and nomenclature of bacteria, the normal flora and pathogenic microorganisms, and the collection, handling and processing of bacteriologic specimens. Topics include: staphylococci and other gram positive cocci; streptococci and enterococci; aerobic gram negative cocci; Enterobacteriaceae; nonfermentative gram negative bacilli and coccobacilli; facultative anaerobic and aerobic coccobacilli; Vibrionaceae; aerobic or facultative spore forming rods; gram positive bacilli; anaerobic bacteria, chlamydia; mycoplasma; rickettsia; mycobacteria; susceptibility testing; identification and culturing procedures; and pathogens organized by body site or organ system affected.

**Education in Medical Technology: SVH 409, 0.5 credit**

This course presents basic principles of education, including behavioral objectives, learning domains, clinical instruction techniques, evaluation of student performance, taxonomy levels, curriculum development, and principles of accreditation, licensure, and competency assessment.

**Management and Supervision: SVH 410, 0.5 credit**

Management and Supervision provides an overview of the management and supervision processes, including planning, organizing, staffing, directing and controlling; quality assurance and total quality management; human resource policy; personnel, supply and capital budgeting; and the impact of the Clinical Laboratory Improvement Act of 1988 (CLIA 88) on the clinical laboratory industry. General aspects of laboratory information system design and the RFP process are also included in the course.

**Faculty: 2025-2026**

Stephen Johnson, MT(ASCP), MS: Program Director. Lecture Instructor for Urinalysis, Clinical Chemistry, Hematology and Coagulation, Immunology, Management & Education

Allison DeMarco, MT: Lecture Instructor for Bacteriology

April Hawk, M(ASCP): Lecture Instructor for Bacteriology

Stephanie Katsaros, MLS(ASCP): Director of Clinical Microbiology, AHN Core Lab; Lecture Instructor for Bacteriology

Lynell Krull, BS, MT(ASCP): Lecture Instructor for Immunohematology

Cathy Kupniewski, BS, MT(ASCP): Student Lab Instructor for Immunohematology

**Faculty: 2025-2026 Continued**

Cassandra Miller, MLS(ASCP)<sup>CM</sup>, MBA: Student Lab Instructor for Urinalysis, Hematology and Coagulation, Clinical Chemistry, Immunology, Immunohematology, Parasitology, Mycology, Bacteriology. Lecture Instructor for Parasitology and Mycology

Jeffrey Richmond, MD: Lecture Instructor for Immunohematology, and Medical Director

Richard Siegler, MD: Lecture Instructor for Immunohematology

Maria Wagner, BS, MT (ASCP): Lecture Instructor for Bacteriology

**Advisory Committee Members 2025 - 2026**

Beth Potter, PhD	(Penn State Behrend)
Lindsey Dahl, BS, MLS (ASCP) <sup>CM</sup>	(School District of the City of Erie)
Michael Elnitsky, PhD	(Mercyhurst University)
Matt Foradori, PhD	(Penn West University Edinboro)
Melanie Gustafson-Ropski, MA	(Gannon University)
Shelby Lyons, BS, MLS(ASCP) <sup>CM</sup>	(Saint Vincent Laboratory)
Timothy O'Sullivan, BS, MT (ASCP)	(Saint Vincent Laboratory)
Janice Payne, BS, MLS (ASCP) <sup>CM</sup>	(Saint Vincent Laboratory)
Melany Smith, BS, MT(ASCP)	(Saint Vincent Laboratory)
Marissa Snyder, BS, MLS (ASCP) <sup>CM</sup>	(Saint Vincent Laboratory)



### Courses, Credits, and Clock Hours

Course	Semester Credits	Lecture Hours	Student Lab Hours	Clinical Rotation Hours*
Hematology and Coagulation (SVHC 401)	4	72	87	2 Weeks
Chemistry (SVHC 402)	8	72	87	1 Week
Immunohematology (SVHC 403)	4	55	66	3 Weeks
Parasitology (SVHC 404)	1	25	30	See Bacteriology
Urinalysis (SVHC 405)	3	25	30	1 Week
Mycology (SVHC 406)	1	25	30	See Bacteriology
Immunology and Serology (SVHC 407)	4	25	30	See Chemistry
Bacteriology (SVHC 408)	6	75	90	2 Weeks
Education in Medical Laboratory Science (SVHC 409)	0.5	10	NA	NA
Management and Supervision (SVHC 410)	0.5	10	NA	NA

\*Notes: One week is spent in Phlebotomy during Clinical Rotations, not as part of a course.

Three weeks during clinical Rotations are spent in structured, onsite review activities.

**Program:** Thirty-two-week didactic phase with lecture and student laboratory. Thirteen-week clinical laboratory rotation in Saint Vincent Hospital Laboratory, and Community Blood Bank of Northwest Pennsylvania, Meadville Medical Center Laboratory (Microbiology), AHN Core Laboratory (Microbiology), and AHN West Penn Hospital Laboratory (Flow Cytometry). A total of 32 semester credits are earned upon completion of the program year.

**Lecture:** Lectures begin at 9:00 a.m. daily (except for BB lecture at 8:00 a.m.), lasting approximately two hours depending on the presentation and course.

**Student Laboratory:** Following lunch, student laboratory lasts two to three hours daily, again depending on the course. The student laboratory experiences are correlated with the lectures as closely as possible.

### **Clinical Rotations**

The second phase of the Saint Vincent School of Medical Laboratory Science is Clinical Rotation. This is a thirteen-week period composed of hands-on clinical experience and review in each of the following areas. Rotations are eight hours a day, five days a week, for 13 weeks.

#### **Saint Vincent Hospital Laboratory**

- Chemistry (1 week)
- Urinalysis (1 week)
- Hematology and Coagulation (2 weeks)
- Blood Bank (2 weeks)
- Phlebotomy (1 week)
- Review weeks (3 weeks)

#### **AHN Core Laboratory, Allegheny General Hospital**

- Microbiology (Bacteriology, Mycology, Parasitology and Virology) (2 weeks)

#### **Community Blood Bank of Northwest Pennsylvania**

- Observation in the Donor Room and Component Preparation (1 week)

#### **Meadville Medical Center Laboratory**

- Microbiology (Bacteriology, Mycology, Parasitology and Virology) (2 weeks)

## **Clinical Rotations (Continued)**

### **West Penn Hospital Laboratory**

Flow Cytometry (One day)

### **Clinical Rotation Grades**

At the completion of each major subject area, the student will be evaluated by a review examination and performance evaluation. The exams and evaluations will be used in calculating the final grade for each subject. Final grades will be calculated as follows:

Lecture Grade - 60%

Rotation - 30% (80% Review Examination, 20% Performance Evaluation)

Comprehensive Exam - 10%

In each department, a checklist of procedures to be performed and/or observed will be completed by the student and the clinical instructor(s). Completed checklists become part of each student's permanent file upon completion.

The clinical instructor(s) evaluate the student's performance on the following accountabilities: Attendance and use of time, appearance, initiative, interest, neatness and organization, psychomotor skills, interpersonal skills, professional performance, integrity and attention to detail, reaction to positive criticism and confidence. Completed performance evaluations become part of each student's permanent file.

### **Service Work Policy**

**All activities throughout the Program Year are educational in nature. The Medical Laboratory Science students are not utilized as a substitute for paid technical staff members at any time. This is the Service Work Policy of the School. The Program Director is responsible for ensuring that this policy is not violated.**

### **Rotation Review Examinations**

Seven review examinations are completed in the following subjects during Clinical Rotations. Case studies as assigned in selected areas during clinical rotations.

1. Microbiology (includes Bacteriology, Mycology and Parasitology)
2. Chemistry
3. Urinalysis
4. Immunology and Serology

### **Rotation Review Examinations (Continued)**

5. Immunohematology
6. Hematology and Coagulation (includes body fluids)
7. Phlebotomy

### **Mission Statement and Objectives of the Program**

The mission of the Saint Vincent Hospital School of Medical Laboratory Science is to provide a structured learning experience designed to assist the student in acquiring the cognitive knowledge, psychomotor skills, and affective attitudes and values of Medical Laboratory Science in order that she/he may become a well-qualified generalist Medical Laboratory Scientist upon graduation.

Upon completion of the Program in Medical Laboratory Science each student shall:

1. Possess the knowledge, attitudes, understanding, psychomotor skills, and problem-solving skills necessary to perform those procedures in Chemistry, Urinalysis, Immunohematology, Bacteriology, Mycology, Parasitology, Hematology, Coagulation and Immunology / Serology that are entrusted to an entry level MLS.
2. Possess basic knowledge in other areas such as education, supervision, management and laboratory information systems.
3. Recognize the need for a continuous approach to learning so that the student will take responsibility for his/her own continuing education after graduation.
4. Demonstrate, in the service of the sick, devotion to duty, a sense of responsibility, and accuracy and honesty in the performance and reporting of all clinical assays.
5. Recognize the need for continuous improvement in laboratory methods, and to continue personal and professional growth according to individual interests, needs, and abilities, and the requirements of credentialing bodies.
6. Be able to analyze and/or evaluate laboratory findings, to assist in recognizing health and disease states, to verify quality control and quality assurance, to assess method validity, to determine appropriate instrumentation and to recognize and follow all appropriate safety practices.
7. Demonstrate the psychomotor skills appropriate for an entry level Medical Laboratory Scientist.

8. Demonstrate the affective skills appropriate for an entry level Medical Laboratory Scientist, including the need to protect the confidentiality of patient results and the need to insure the quality of patient results by adhering to strict quality control and quality assurance guidelines.

### **Program Description**

The program year of the Saint Vincent Hospital School of Medical Laboratory Science is of 52 weeks duration. It is divided into two portions: The didactic portion consisting of lectures and student laboratory experience in Hematology and Coagulation, Chemistry, Immunology, Serology, Immunohematology, Parasitology, Mycology, Bacteriology, Urinalysis and Management and Education. The second portion is a clinical rotation experience through the departments of the clinical laboratories at Saint Vincent Hospital, AHN Core Laboratory, Community Blood Bank of Northwestern Pennsylvania, Meadville Medical Center Laboratory, and West Penn Hospital Laboratory.

Upon completion of the 52-week program, the student will receive a certificate in Medical Laboratory Science. Graduates are eligible to take the Medical Laboratory Scientist (MLS) Examination given by the American Society for Clinical Pathology (ASCP). **Degrees are granted by the home college or university without regard to performance on the ASCP Board of Certification Medical Laboratory Scientist (MLS) Examination.**

### **Daily Schedule**

For the didactic portion of the program, the following daily schedule will apply, Monday through Friday, except for the holidays listed previously:

9:00 a.m. - 11:00 a.m.      Lecture (exception: BB lecture 8:00 – 10:00 a.m.)

11:00 a.m. - Noon      Lunch

Noon – 2:30 p.m.      Student Laboratory

Student laboratory times may vary according to the course. Some time may be included for use in study. Students should plan on spending the full amount of time in lecture and student laboratory, as described above. If you have a part-time job, it is strongly suggested that you do not plan on beginning work before 3:00 p.m.

During clinical rotation the schedule will be Monday - Friday according to the rotation schedule. Actual times will vary according to the schedule in each department, nine hours each day. You will be advised of your clinical rotation schedule well in advance of the

beginning of rotations in April. Throughout the program year, students have no weekend or holiday responsibilities.

### **Required Background Checks**

Acceptable results are required in the Criminal History, Child Abuse History, and Fingerprinting checks as described in the Background Checks Required document. Unacceptable results in any of these background checks, as defined in the Orientation documents, and confirmed by AHN Human Resources, will require dismissal from the School.

### **Professional Liability Insurance Coverage**

Each student must purchase individual Professional Liability Insurance for the clinical year. The coverage must provide coverage equal to at least \$1,000,000 per incident and \$3,000,000 aggregate. Acceptable vendors for this coverage are listed in the Orientation documents.

### **Holidays, Vacation and Personal Time**

Holidays and vacation days are listed on page 3, under “Tentative Schedule”.

Forty (40) hours of Personal Time are allowed for the program year. This time is to be used in event of illness or for any other purpose that requires your presence away from scheduled instruction or clinical rotation time. **Any hours missed in excess of this allowance must be made up.** A schedule for makeup hours will be announced at the end of the didactic portion of the program year. Personal time used immediately before or after a holiday must have a physician’s excuse; without an excuse the time must be made up during clinical rotations.

With a written physician’s excuse, absence due to illness will not be counted toward the standard above. Absence in excess of two days during the lecture and student laboratory portion of the year may require that the student review the relevant material and complete a quiz to insure that the material missed has been reviewed and mastered following such an absence. **Absence for more than five days (20 hours) during the lecture / student lab portion of the year will require a meeting of the faculty and the medical director to determine if the student will be permitted to continue in the program. A plan will be formulated for the student to demonstrate reduced usage of personal time and continued adherence with the standard described above.**

Throughout the program year, there is no deduction against the above standard for time necessary to attend the funeral of an immediate family member (defined as parents, step parents, grandparents, siblings, aunts and uncles, cousins). You may be absent for one day

(eight hours) to attend Graduation ceremonies at your home college or university, without using PTO time. You need not use your PTO time for employment interviews. Use the appropriate form to document absence for an interview.

**Two or more unexcused absences may be cause for dismissal from the program. An unexcused absence is defined as any absence without prior approval or notification of the Program Director or arriving more than 5 minutes late for lecture or rotation without notification of the program director. Call (814) 452-5365 and use voice mail.**

Students are to notify the Program Director **(814) 452-5365** when they will be absent from the classroom or during rotation due to illness or for any reason, **before 8:00 a.m.** You may also notify me by texting my cell at **814-323-7774**. The Program Director must be notified prior to the absence. **If this is not done, the absence is considered unexcused.** During rotation, the student must notify the Program Director and the scheduled department of any absence or delayed arrival.

### **Drug Screening – New Students**

New students must complete a Drug Screen during the first week of classes. A negative result is required to continue in the School; confirmed positive results will require dismissal. Students must pay for the Drug Screen at the time of collection. The Program Director will provide all directions needed to have the screening completed at SVH Occupational Health.

### **Grading System**

Final grades for each course will be calculated as follows:

Lecture and student laboratory: 60% (Lecture exams 50%; Student Lab 50%)

Clinical rotation: 30% (Review exams, Unknowns, Case Studies 80%; Performance evaluation 20%)

Final Comprehensive Examination: 10%

The grading scale is:

90 - 100%: A (Outstanding)

80 - 89%: B (Above Average)

70 - 79%: C (Minimum Acceptable Performance)

60 - 69%: D (Unsatisfactory Performance)

Preliminary grades are mailed to the student's advisor in December and April during the program year. Final grades will be calculated after the cumulative final, and will be mailed to the student's advisor or registrar. Plus (+) and minus (-) grades are used on our transcripts. Note that your home college or university may or may not assign plus (+) and minus (-) grades, and that your grades and credits earned may be assigned differently than they appear on our transcript. Consult your home school advisor with any questions.

### **ASCP Board of Certification MLS Examination**

The ASCP Board of Certification (BOC) MLS Examination is administered throughout the year. It is strongly recommended that students begin the online registration process six weeks prior to Graduation. The Program Director will provide you with all needed information. You may schedule your examination by appointment at a number of Pearson Vue testing centers. **The awarding of the Baccalaureate Degree is not dependent upon the student's performance on the ASCP Board of Certification Examination.**

### **Expenses**

The tuition for the 2025 – 2026 program year is \$11,382.00. The student may make quarterly payments of \$2720.50 each in September, December, March, and June. Students may also make two equal tuition payments of \$5441.00 each in January and June of the program year. All these payment suggestions reflect the payment of a \$500.00 Tuition deposit upon acceptance.

**Textbooks** are purchased by each student utilizing a list provided in the Orientation Package distributed in April each year. Textbooks may be purchased new or used, or rented. Textbooks may be in printed or E-book forms.

**At least one-half of the tuition amount must be paid before the end of January to continue in the program. All tuition expenses must be paid in full no later than June 1<sup>st</sup>. A student with any unpaid balance will not be allowed to sit for the Final Examination until all bills are paid in full. Grades will be released when all work is completed, all bills are paid in full, and all hospital / laboratory / school property is returned.**

### **Supervision**

**Students are under the immediate supervision of the instructor(s) for each course during the didactic portion of the program year. During clinical rotations the students are under the supervision of a member of the staff of the School or of the technical staff of the Laboratory. The overall supervision of the student rests with the Program**



## **Supervision - continued**

**Director throughout the program year. The Program Director will inform the Medical Director and the student's Advisor of his / her academic progress throughout the program year.**

## **Health Services**

Students must carry their own health insurance; it is advisable to have your own personal physician as well. Emergency Room facilities are available at all times for emergency treatment of injuries related to an accident occurring during regular instruction hours. Any illness or laboratory accident must be reported immediately to the Instructor(s) and the Program Director.

## **Reference Materials – in the School**

Students may use any of the materials located in the School's offices at any time by arrangement. Books must be signed out. The School has audiovisual materials, recent periodicals and computer-based tutorials and review examinations which may be used by the students at any time.

## **General Regulations**

**Tobacco use** is prohibited in or around Saint Vincent Hospital properties and neighborhoods. This includes leased spaces occupied by Saint Vincent and its affiliates, in all vehicles parked in leased spaces, in parking lots and in the parking garage used by students.

**Cell phone use** is limited to the following areas: Cafeteria, Main Lobby, South Lobby, Rehab Lobby, ED / Fast Track waiting areas, and the Education Building, where the Student Laboratory is located. Cell phones may not be used as calculators in lecture or student lab tests. Cell phones are not to be used for any purpose during lecture or student lab. Other personal electronic devices such as music players or tablets should not be used during lecture or student lab. **Use of a cell phone during lecture, student lab or clinical rotations will result in your dismissal for that day and the loss of Personal Time Off hours: four hours during lecture / student lab; eight hours during clinical rotations.**

Students are trained in chemical safety, universal precautions and infection control practices, and must follow these procedures at all times. Students complete the same Laboratory and Hospital safety training as the Laboratory staff. The Program Director is the Laboratory Safety Officer and is responsible for presenting all safety training during Orientation.

## **General regulations - continued**

Students are expected to demonstrate **professional behavior** at all times. This includes adherence to the dress code, practicing a spirit of cooperation within the peer/instructor group, adherence to personal and professional ethical standards, socially acceptable speech and behavior, and high valuation of continued personal/professional growth and education.

**Patient confidentiality** is highly valued by Saint Vincent Hospital and AHN. Students are reminded that any information regarding patients is to be kept in the strictest confidence. **Any student violating this rule will be subject to the disciplinary process and possible dismissal from the School.**

**Students must maintain a 70 percent average in all course work, rotation lab exams and practicals. One course grade below 70 percent in the lecture portion of the program will place the student on Academic Probation. Two or more course grades below 70% will prevent the student from advancing to the clinical rotation and will result in withdrawal from the program. During rotation, a student receiving two review examination grades or performance evaluation grades below 70% will be placed on Academic Probation. Students receiving two review examination grades below 70% will not be granted approval to take the ASCP Board of Certification (BOC) MLS Examination.**

**Every effort will be made to provide tutorial and review sessions to students earning below 70 percent on individual exams. An appeals committee will be formed to process grievances. Students may meet with the committee upon request. The committee will consider each case and arrive at a plan of action. Representatives of the student's home college or university will participate in all situations calling for disciplinary action and/or activation of academic probation or appeals processes, following all due process procedures of the home college/university.**

Grievances are to be taken to the Program Director. If a resolution does not occur, problems may then be addressed with the Medical Director. Finally, problems not resolved at this point will be taken up with a grievance committee or appeals committee. This committee includes members from the School and AHN Human Resources. Students who are completing their baccalaureate degree are also covered by their home college or university due process provisions in the appeals process.

## **Dress Code Policy**

See the separate copy of the current AHN Dress Code. Students must follow the Dress Code at all times the School is in session.

### **Email: Degree Candidate Students**

If you are a senior student in a baccalaureate degree program, you are encouraged to check your home college / university email account regularly for important messages and information. We will also ask your permission to share alternate email addresses with your advisor to facilitate communication with your home college or university.

### **Reasons for Dismissal from the Program**

The School may dismiss students from the program for any of the following reasons:

1. Any violation of the "Statement on Required Standards of Academic Performance and Integrity".
2. Abusing the privilege of Personal Time off as described in the Student Handbook (for example: two or more unexcused absences, or failure to make up excess personal hours used as directed by the program director). Absence for more than five days (20 hours) during the lecture / student lab portion of the year will require a meeting of the faculty and the medical director to determine if the student will be permitted to continue in the program.
3. Failing to maintain a "C" average (70% minimum) or higher in all course work during the didactic portion of the Program; or more than two rotation review examination or two or more performance evaluation scores below 70% during clinical rotations.
4. Unacceptable behavior, defined as, but not limited to: any unethical behavior, violation of patient confidentiality, or conduct that endangers the health and safety of fellow students, instructors, staff members, or patients.
5. Confirmed positive results in the Drug Screen completed during the first week of classes
6. Unacceptable results in the Criminal History, Child Abuse History, or Fingerprinting checks as described in the Background Checks Required document.
7. Dismissal from the Program is obviously something to be avoided if at all possible. Prior to dismissal from the Program, officials from the student's home college or university would be contacted to participate in a grievance/review committee. The committee will make all efforts to address the situation and ensure a fair and impartial review. All Due Process provisions of the student's home college or university will be followed.

## **Tuition Refund Policy**

If a student withdraws from the School of Medical Laboratory Science, or is dismissed, tuition will be refunded on a monthly basis. This is in compliance with federal student aid requirements. The refund will be made to the student on a schedule of total yearly tuition divided by twelve times the number of months not completed. The refund check will be given to the student as soon as it is available from accounting. Financial Aid departments at the student's home college or university will be notified of the situation by the Program Director prior to any tuition monies being returned to the student.

## **Program Accreditation**

Should you have any questions regarding the program's accreditation, you may contact our Accrediting agency directly:

NAACLS (National Accrediting Agency for Clinical Laboratory Sciences)

5600 N. River Road, Suite 720

Rosemont, IL 60018-5119

Telephone: 773-714-8880 Fax: 773-714-8886

Email [info@naaccls.org](mailto:info@naaccls.org) Web page [www.naacls.org](http://www.naacls.org)

## **Communication with Students and Office Hours**

The School of Medical Laboratory Science encourages students to contact your Program Director and your Instructors with any questions or concerns. We are happy to answer any questions you may have and help approach problem situations. If we can't help solve a problem, we will help you find someone who can. Contact Steve as follows:

- Office Hours are M-F, 9:00 am – 5:00 pm. If I must be elsewhere I will note this on my office door.
- Office phone: 814-452-5365
- Email: [steve.johnson@ahn.org](mailto:steve.johnson@ahn.org)
- After office hours, call or text my cell phone at 814-323-7774. Or email at [steve.johnsonerie@gmail.com](mailto:steve.johnsonerie@gmail.com)

## **Counseling Services**

Students are encouraged to contact your Instructors and Program Director with any problems that you feel are impacting your performance at the School of Medical Laboratory Science. We will do our best to assist you. Should you require additional counseling, we will direct you to Crisis Services at 814-456-2014, or to the Emergency Department at Saint Vincent.

## **Nondiscrimination Policy Statement**

**It is the policy of the Saint Vincent Hospital School of Medical Laboratory Science that there shall be equal opportunity in all of its educational programs and services. This Nondiscrimination Policy Statement applies to Students, Prospective Students and Instructors for the School of Medical Laboratory Science.** Questions and complaints should be directed to the Instructors and the Program Director, who will consult with AHN Human Resources for investigation and resolution.

## **Saint Vincent Hospital Non-Discrimination Policy**

Saint Vincent Hospital, a part of Allegheny Health Network, operates and provides care, treatment, and services without discrimination and limitation on the basis of age, AIDS or HIV status, ancestry, race, color, physical or mental disability, gender/sexual identity, expression or preference, gender dysphoria, national origin, ethnicity, culture, language, socioeconomic status, source of payment, religion/religious creed, sex, sexual orientation, union status, or any other characteristic protected by law or regulation in compliance with federal and state regulations and civil rights laws including, but not limited to: Title VI of the Federal Civil Rights Act of 1964, the Pennsylvania Human Relations Act, the Pennsylvania Department of Health Regulations, The Joint Commission accrediting standards, the Americans with Disabilities Act of 1990 (42 U.S.C.A. § § 12101—12213) and Section 1557 of the Affordable Care Act. This notice does not create legal obligations above and beyond those contained within established state and federal law. Saint Vincent Hospital does not discriminate when: providing inpatient or outpatient admission or care; assigning patients or residents to rooms, floors, and sections; asking patients or residents about roommate preferences; assigning staff to patient or resident services; utilization of the health care facility; transfers of patients or residents from their rooms; and granting staff privileges of professionally qualified personnel. In order to include and treat individuals in a nondiscriminatory manner, Saint Vincent Hospital provides free aids and services to people with disabilities to communicate effectively with us, such as qualified interpreters for people whose primary language is not English, sign language interpreters, and translators. If you believe that Saint Vincent Hospital has failed to provide these services or

**Saint Vincent Hospital Non-Discrimination Policy - continued**

discriminated in another way based upon race, color, national origin, age disability, sex or other grounds set forth above, you can file a grievance with the Grievance Officer, 232 West 25th Street, Erie, PA 16544 or by calling (814) 452-7081. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights via <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, by mail at 200 Independence Avenue SW., Room 509F, HHH Building, Washington DC 20201 or by calling 1(800) 868-1019 or (800) 537- 7697 (TDD). Complaint forms are available at <http://www.hhs.gov/ocr/office/file/index.html>.

Language assistance services are available at (814) 490-6930.