



NORTHWEST FLORIDA  
STATE COLLEGE

**Associate in Science  
in Medical Laboratory Technology**

**STUDENT  
HANDBOOK**

**2026 - 2027**

# NORTHWEST FLORIDA STATE COLLEGE

## Associate of Science in Medical Laboratory Technology

### Student Handbook

### 2026 - 2027

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Roberta Mackey  
Director of Human Resources/Equity Coordinator  
100 College Boulevard E., Niceville, FL 32578 | Building 310  
(850) 729-5365  
[mackeyr@nwfsc.edu](mailto:mackeyr@nwfsc.edu)

Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681, et seq.) and its implementing regulations (34 C.F.R. part 106) prohibit and are designed to eliminate discrimination based on sex in education programs or activities that receive federal financial assistance. The requirement not to discriminate in education programs or activities extends to admission and employment. Discrimination based on sex includes, but is not limited to, sex-based harassment that is sufficiently serious to deny or limit an individual's ability to participate in or benefit from the program at issue. Examples of sex-based harassment include, but are not limited to, sexual harassment and sexual violence. NWFSC complies with all aspects of Title IX and other federal and state laws regarding non-discrimination. If you have questions regarding compliance with Title IX or if you have a complaint regarding sexual harassment or sexual violence, please contact NWFSC's Title IX Coordinator:

Amanda Diamond  
HR Specialist | Employee Engagement Coordinator | Title IX Coordinator  
100 College Blvd. East, Niceville, FL 32578  
(850) 729-5233  
[diamond4@nwfsc.edu](mailto:diamond4@nwfsc.edu)

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic test of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

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## WELCOME LETTER

To the Incoming Associate Degree Medical Laboratory Technology Student,

Congratulations and welcome! We are excited that you have chosen to pursue medical laboratory technology at Northwest Florida State College. We are very proud of the program that we have developed and are eager to assist you in becoming highly competent laboratory professionals. Our sincere hope is for every student to graduate, pass the national certification exam, and find meaningful careers in the field of medical laboratory science.

This is an academically challenging program, and it is your responsibility to successfully complete each class and graduate on time. This handbook is designed to serve you throughout the program. Please make sure that you understand the policies and guidelines outlined here and in the NWFSC Student Handbook that is available in the College Catalog. These policies encompass the academic and professional behaviors that are expected to be followed. You will sign a handbook acknowledgement statement verifying that you understand the contents of this handbook and agree to abide by the policies and guidelines within. Therefore, it is your responsibility to understand and adhere to them.

This professional program will take time and dedication to complete, as will passing one of the national MLT certification exams. Graduation does not guarantee passage of the national certification exam or employment as an MLT. However, we strive to help each of our students progress through the program so that they are prepared to take the exam and begin working in a lab. We wish you success and hope that you thrive in the upcoming semesters and find fulfillment in your career as an MLT, MLS, or higher. I, along with the other MLT faculty members, welcome you and look forward to having you in our program.

Sincerely,

**Sarah Alvarez-Tennant, MS, MLS (ASCP)<sup>CM</sup>**  
MLT Program Director

## INTRODUCTION

### About the Profession

Medical Laboratory Technicians (MLTs) work collaboratively with physicians and medical laboratory scientists (MLSs) to perform a wide variety of medical lab tests used to diagnose disease or document normal findings. In the lab, MLTs employ the most sophisticated techniques and use advanced clinical equipment in the fields of hematology, microbiology, clinical chemistry, immunology, urinalysis, and blood bank.

### Certification and Licensure Information/Requirements

Most institutions require MLTs to hold a certification. There are 3 nationally recognized certification organizations that administer these exams: [American Medical Technologists](#) (AMT), [American Association of Bioanalysts](#) (AAB), and [American Society for Clinical Pathology](#) (ASCP). Graduation from an accredited MLT program allows you to be eligible to sit for these exams.

The state of [Florida](#) requires that all MLTs obtain State Licensure. Graduation from an accredited MLT program and certification from one of the above organizations allows you to be eligible for FL licensure. Information on licensure in other states can be found [here](#).

### Career Opportunities

While hospitals are a common employer of MLTs, diagnostic laboratories, physician offices, forensic laboratories, research labs, blood banks, and veterinary offices are all also possible work environments for a trained MLT. For more information visit [www.laboratorysciencecareers.com](http://www.laboratorysciencecareers.com).

## PROGRAM ACCREDITATION AND LICENSURE

Northwest Florida State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and associate degrees.

The Medical Laboratory Technology Program is accredited from the [National Accrediting Agency for Clinical Laboratory Science](#). Graduation from a Medical Laboratory Technology program accredited by the National Accrediting Agency for Clinical Laboratory Science is necessary for eligibility to sit for all national certification exams and for Florida licensure.

National Accrediting Agency for Clinical Laboratory Science  
5600 N. River Rd., Suite 720  
Rosemont, IL 60018-5119

The Medical Laboratory Technology Program is licensed by the [Florida Board of Clinical Laboratory Personnel](#) as an MLT training program. Medical laboratory training programs in Florida must be licensed as a training program by the Florida BCLP, a division of the Florida Department of Health.

Department of Health  
Board of Clinical Laboratory Personnel  
4052 Bald Cypress Way, Bin #C07  
Tallahassee, FL 32399-3257

### **PROGRAM MISSION**

The mission of the Medical Laboratory Technology Program at Northwest Florida State College is to provide high quality didactic and clinical instruction in order to prepare students to work as competent medical laboratory technicians in all routine areas of the clinical laboratory. This program qualifies students to apply for a Medical Laboratory Technician License in the state of Florida and to take the national certification examinations (ASCP, AAB, and/or AMT). The program is committed to producing competent, committed, ethical technicians to serve the community of Northwest Florida.

### **PROGRAM LEVEL STUDENT LEARNING OUTCOMES/ GRADUATE COMPETENCIES**

1. Students will demonstrate competency in the pre-analytical, analytical, and post-analytical components of medical laboratory services.
2. Students will identify and practice safety, security, and infection control procedures, follow universal precautions, and comply with all governmental regulations.
3. Students will demonstrate professional conduct and will perform in a professional, ethical, and legal manner.
4. Students will communicate in an effective manner to serve the needs of patients, the public, and members of the healthcare team.
5. Students will assimilate facts, problem-solve, and make effective decisions in clinical settings.

### **PROGRAM GOALS**

1. Students will achieve at least a 75% pass rate on the ASCP-BOC exam.
2. An average of 70% of students who have begun the final half of the program (defined as the clinical phase of the MLT program) will go on to successfully graduate from the program as calculated by the most recent three-year period.
3. At least 70% of respondent graduates either find employment in the field and/or closely related field or continue their education within one year of graduation.

## BASIC PROGRAM INFORMATION

### Program Sequence

The Medical Laboratory Technology Program is a six-semester, 3-phase program with a total of 76 credit hours required for graduation.

**Pre-MLT Phase (28 credits):** The first and second semesters are dedicated to general education courses. These can be completed at any NWFSC campus or transferred in from another accredited institution. They must be completed before applying to the technical education phase. See below for suggested sequencing.

**Technical Education Phase (33 credits):** Includes 8 subject-specific lab classes. These are offered in a hybrid format with both part-time and full-time options. See format section below.

**Clinical Education Phase (15 credits):** Students will complete three clinical practice internships and an online capstone course. Each clinical practicum is 4 credits, equating to 180 hours. Therefore, each student will complete 540 hours of internships over the course of 2 semesters.

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## FULL TIME SUGGESTED COURSE SEQUENCING

| Semester                                    | Course ID                                                     | Course Name                                                                                                              | Credits               |
|---------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>General Education/Prerequisite Phase</b> |                                                               |                                                                                                                          |                       |
| <b>Fall Semester<br/>(Prerequisites)</b>    | MAC 1105<br>ENC 1101<br>BSC 1085C                             | College Algebra<br>English Composition I<br>Anatomy and Physiology I<br>Core Social and Behavioral Science               | 3<br>3<br>4<br>3      |
|                                             | POS 1041 or<br>AMH 2020                                       | American Government or<br>American History II                                                                            |                       |
|                                             |                                                               | <b>Total</b>                                                                                                             | <b>13</b>             |
| <b>Spring Semester<br/>(Prerequisites)</b>  | CHM 1045C, CHM 1032C<br><br>BSC 1086C, BSC 1010C              | College Chemistry I<br>or General Chemistry for Life Sciences<br>Anatomy and Physiology II<br>or Principles of Biology I | 4<br><br>4<br>4       |
|                                             | *<br>MCB 2010C                                                | Core Humanities<br>Microbiology                                                                                          | 3<br>4                |
|                                             |                                                               | <b>Total</b>                                                                                                             | <b>15</b>             |
| <b>Technical Education Phase</b>            |                                                               |                                                                                                                          |                       |
| <b>1<sup>st</sup> Semester<br/>(Fall)</b>   | MLT 1022C<br>MEA 1040C<br>MLT 1300C<br>MLT 1401C<br>MLT 1500C | Introduction to Medical Technology<br>Phlebotomy<br>Hematology I<br>Medical Microbiology<br>Immunology/Serology          | 2<br>2<br>4<br>4<br>3 |
|                                             |                                                               | <b>Total</b>                                                                                                             | <b>15</b>             |
| <b>2<sup>nd</sup> Semester<br/>(Spring)</b> | MLT 1302C<br>MLT 1610C<br>MLT 1525C<br>MLT 1221C              | Hematology II<br>Clinical Chemistry I<br>Immunohematology<br>Urinalysis and Body Fluids                                  | 4<br>4<br>4<br>2      |
|                                             |                                                               | <b>Total</b>                                                                                                             | <b>14</b>             |
| <b>Clinical Education Phase</b>             |                                                               |                                                                                                                          |                       |
| <b>3<sup>rd</sup> Semester<br/>(Summer)</b> | MLT 1440<br>MLT 1620<br>MLT 2800 L                            | Mycology and Parasitology<br>Clinical Chemistry II<br>Clinical Practicum I                                               | 2<br>2<br>4           |
|                                             |                                                               | <b>Total</b>                                                                                                             | <b>8</b>              |
| <b>4<sup>th</sup> Semester<br/>(Fall)</b>   | MLT 2930<br>MLT 2807L<br>MLT 2811L                            | MLT Capstone (Online)<br>Clinical Practicum II<br>Clinical Practicum III                                                 | 3<br>4<br>4           |
|                                             |                                                               | <b>Total</b>                                                                                                             | <b>11</b>             |
|                                             |                                                               | <b>Total Hours</b>                                                                                                       | <b>76</b>             |

## PART TIME COURSE SEQUENCING

| Semester                                    | Course ID                           | Course Name                                                      | Credits     |
|---------------------------------------------|-------------------------------------|------------------------------------------------------------------|-------------|
| <b>Technical Education Phase</b>            |                                     |                                                                  |             |
| <b>1<sup>st</sup> Semester<br/>(Fall)</b>   | MLT 1022C<br>MEA 1040C<br>MLT 1300C | Introduction to Medical Technology<br>Phlebotomy<br>Hematology I | 2<br>2<br>4 |
|                                             |                                     | <b>Total</b>                                                     | <b>8</b>    |
| <b>2<sup>nd</sup> Semester<br/>(Spring)</b> | MLT 1610C<br>MLT 1221C              | Clinical Chemistry I<br>Urinalysis and Body Fluids               | 4<br>2      |
|                                             |                                     | <b>Total</b>                                                     | <b>6</b>    |
| <b>3<sup>rd</sup> Semester<br/>(Fall)</b>   | MLT 1401C<br>MLT 1500C              | Medical Microbiology<br>Immunology/Serology                      | 4<br>3      |
|                                             |                                     | <b>Total</b>                                                     | <b>7</b>    |
| <b>4<sup>th</sup> Semester<br/>(Spring)</b> | MLT 1302C<br>MLT 1525C              | Hematology II<br>Immunohematology                                | 4<br>4      |
|                                             |                                     | <b>Total</b>                                                     | <b>8</b>    |
|                                             |                                     | <b>Total Hours</b>                                               | <b>29</b>   |

## PROGRAM FORMAT

### Hybrid Format

The NWFSC MLT program is a hybrid, or web-blended, program. The technical education classes will be a combination of online lectures and face-to-face labs. Students will complete all of their lectures online and then come to class 1 day per week for lab.

### Technical Education Phase – Full Time Option

Full time students will complete all 8 technical education courses in 2 semesters. Full-time students will report to lab for 1 full day/week.

### Technical Education Phase – Part Time Option

We understand that some students may not be able to take on a full 14 or 15 credit course load in one semester. Therefore, a part-time option is available. Part-time students will take 2 classes per semester for 4 semesters and will report to lab either in the morning or the afternoon 1 day/week.

### Clinical Education Phase

The clinical education phase requires a more substantial in-person time commitment. Students will be required to commute to clinical sites (which can include travel to several counties in the

regional area) and therefore must have dependable transportation. Clinical Practicums require a 5 day/week time commitment. Hours may vary between semesters and clinical sites, but students should plan to be in clinical rotations Monday-Thursday, 8:00am-5:00pm.

### PRIOR LEARNING ASSESSMENT

Students who have prior work experience in phlebotomy have the opportunity to receive credit for experiential learning in place of taking MEA 1040C Phlebotomy to fulfill this requirement in the MLT program. Students who desire this option must inform the instructor within a week of being accepted into the MLT program. Failure to abide by this timeline may cause the student to lose this opportunity.

To qualify a student must provide evidence of at least 200 hours of work experience as a phlebotomist (refer to Work Experience Verification Form) and pass\* a written exam: The written test reflects information that will be taught throughout the semester. There are study tools available to the student, but the test must be considered by the date given by the instructor.

\*Students must score 75% or higher on **both** sections, otherwise credit will not be given and the student will be required to enroll in MEA 1040C.

Students who hold a national certification in phlebotomy must provide a copy of their certification and credit will be given for the entire course.

### ADVISING AND GUIDING STUDENTS THROUGH THE PROGRAM

Student Success Navigators are available to assist students with admissions, registration, financial aid, academic advising, student ID cards, records and more ([www.nwfsc.edu/advising](http://www.nwfsc.edu/advising)).

The MLT Program Director is available for any prospective, pre-MLT, MLT, or MLT graduate student for advising. Students may request an advising meeting at any time during their academic progress. It is highly recommended for each student to have an advising meeting during each phase of the program. Advising sessions can include:

- Personalized academic plans\*
- Help organizing and planning for MLT classes
- Advising through difficult situations
- Recommendations and plans for after graduation

\*Most students pursuing an MLT degree have varied backgrounds and goals. For any non-traditional student (for whom the suggested course sequencing above is not a viable route), the program director will create an academic plan that fits the student's individual background and future goals.

**An advising session with the program director must take place before formally withdrawing from the program.**

### REQUIREMENTS FOR CLINICAL PHASE

Students are required to meet specific health and security standards prior to rotating through designated clinical sites affiliated with the Northwest Florida State College MLT Program. Students are financially responsible for all drug tests, background checks, employment verification, etc. Students will be given further information when these items are required. Please refer to the MLT Clinical Handbook for more information.

#### Drug Screen

Students are required to submit to a drug screen before entering the clinical phase of the program. Students may be asked by the MLT Program Director, Northwest Florida State College, or the affiliating clinical agency to submit to individual, group, and/or random drug screening at any time. The College reserves the right to determine the agency to conduct the drug screening. Dilute negative results require rescreening. Refusal to comply with requested screening within the timeframe directed (usually 12-24 hours) will result in dismissal from the program.

#### Background check

A background check is required by clinical facilities for all MLT students. Northwest Florida State College may assist the student with instructions for or facilitation of the background check that is required by the clinical facility. The clinical facility sets the standards for acceptance of a student, and results of a background check may result in the clinical facility declining to accept the student. For example, a felony may prevent enrollment in a clinical course because a student would not be able to earn clinical credits. Additionally, a student may be denied the ability to take the licensure exam.

For continued progression in the MLT program, a student must not have been or be found guilty, regardless of adjudication, of any offense, that would disqualify students for employment as an MLT. After acceptance and continuing enrollment in the MLT Program, students are responsible for notifying the Program Director of any arrest, regardless of adjudication. Failure to promptly notify the Program Director shall be independent grounds for dismissal from the program.

#### CPR

You are required to have CPR-BLS certification through American Heart Association (AHA) BLS for Healthcare Providers (or providers who use AHA standards) prior to clinical experiences. A copy of current CPR certification must be submitted to the program director prior to the beginning of clinical rotations. Failure to meet and maintain this requirement will result in program dismissal.

#### Florida Training License Requirements: Background Check and Fingerprints

The state of Florida requires licensed health professionals to obtain a background check and fingerprint record, which includes those applying for the Florida Trainee License, which is required for students to complete a clinical experience in the state of Florida. This does require students to complete a second background check and complete fingerprint records at a licensed vendor through the state because the background check required by clinical sites cannot be transferred to the state, nor vice versa.

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### Immunizations

*Failure to meet and maintain immunization requirements could lead to dismissal from or ineligibility for certain third-party clinical sites, which set and enforce their own standards regarding immunization requirements.*

| Health Requirement                                                | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Varicella                                                         | Immunity verified by proof of varicella immunization or titer. History of chicken pox is not acceptable.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| MMR<br>(Measles, Mumps, Rubella)                                  | Proof of two doses or current titer; If immunized prior to 1980, must have laboratory evidence (Rubella screen or Rubella titer) of immunity. (It is usually less expensive to have the MMR repeated than to pay for a Rubella screen or titer.)                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Hepatitis B                                                       | This vaccine is a series of three doses, with the second and third doses given 1 and 6 months respectively after the first dose. A declination form is available to students in Complo.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Tdap                                                              | One dose of Tdap is required even if you had DTaP as a child. Another vaccine, called Td, protects against tetanus and diphtheria, but not pertussis. A Td booster is required every 10 years. Tdap may be given as one of these boosters if you have never gotten Tdap before.                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Influenza                                                         | The flu vaccine is mandatory at the clinical facilities ANNUALLY; however, some facilities allow the use of a mask if the flu shot is declined; a statement of declination must be submitted and is located in Complo.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Covid-19                                                          | Currently, many clinical sites are requiring students to be fully vaccinated against Covid-19. The definition of "fully vaccinated" means obtaining the two-dose vaccination from Pfizer or Moderna, or the one-dose vaccination from Johnson and Johnson. A declination form is available for students in Complo, but please be aware that the clinical site may refuse students dependent upon their vaccination status and the College has no authority over those decisions. The College does not require students to receive the Covid-19 vaccinations to be a student, but the College has no authority over third-party facilities who set their immunization requirements without College oversight. |
| Tuberculosis Screen<br>(PPD or QuantiFERON-TB<br>Gold blood test) | The PPD skin test or the QuantiFERON-TB Gold blood test must be performed within 12 month of the start of student clinical rotations. A positive result requires a chest x-ray and report of physician's recommendations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Malpractice Insurance

All MLT students are covered by professional malpractice insurance through the Florida College System Risk Management Consortium. Fees will be assessed prior to the start of clinical practices. Students will be issued a handout during orientation outlining the program and process for reporting claims. Students must report any incidents to their clinical instructor and the Clinical Practicum Coordinator. Students should follow the guidelines established at the clinical site and provide any documentation received to the Clinical Practicum Coordinator and College's Risk Management Office.

## FACILITIES

The MLT Program's student training laboratory resides on NWFSC's Fort Walton Beach Campus in Building 6, Room 616.

Expensive, state-of-the-art professional, clinical grade equipment has been purchased to be used in our lab. Students will be responsible not only learning how to safely operate the equipment, but also how to keep it in a state of excellent repair and maintenance. If a machine is malfunctioning, students are to report the issue to a lab instructor immediately so appropriate actions can be taken.

The lab can be made available for student use outside of scheduled lab times only if a faculty member is on the premises. Students must make prior arrangements with a faculty member for any practice session.

The lab should be kept clean and sanitary at all times. Students are required to follow all established safety rules while in the MLT program. Failure to follow or disregard for the program's safety rules and procedures shall be independent grounds for dismissal from the program

### LEARNING MANAGEMENT SYSTEM

The online classroom is available in Canvas. Visit [here](#) for more information on how to get started with NWFSC Online.

All class didactic resources (with the exception of the textbooks) will be available in Canvas. Exams and Quizzes will be administered in ExamSoft's Exemplify secure testing software or at any NWFSC campus testing centers. All non-lab assignments will be submitted in Canvas and may be run through the Turnitin plagiarism checking software. Lab assignments will be submitted via faculty instructions.

### Testing Policy

Exams will be administered in ExamSoft's Exemplify secure testing software or at any NWFSC campus testing centers. Students are required to have their cameras and microphones on while taking tests on ExamSoft. Students are not allowed to wear earbuds, headphones, headsets, or hoods covering their ears while taking exams. Once the first test question opens, students must complete a slow and thorough 360-degree scan of their testing environment. Additionally, students must stay in sight of their camera for the entire duration of the exam. If there is concern of a lack of academic integrity being maintained, the MLT faculty are within right to refuse to accept the exam for credit. With ExamSoft, students can take exams remotely using their own computers or tablets. Students must submit their exams and ensure they are fully uploaded to ExamSoft by the deadline set by the MLT instructor. Students are not required to have access to the internet to take the exam but must have access to the internet to download and upload the exam.

Students will adhere to a "3-strikes" testing policy. The first test that is submitted that does not adhere to the policies outlined above shall lose all professionalism points for the week. The second failure to adhere to the testing policies will result in an automatic zero for the test grade. The third failure will result in a requirement to attend remediation with the MLT program director and take all future exams at the NWFSC testing center.

### STATEMENT ABOUT CLINICAL AVAILABILITY

Resources at the clinical facilities may limit spaces for clinical experience. In the event that more students qualify for the clinical practicum than space allows, students will be placed on a clinical practicum waiting list according to GPA and number of absences in MLT classes. Those students on the list must wait for an available clinical site. If there are any questions regarding this policy, please contact the MLT Program Director.

## COLLEGE RESOURCES

### Student Success Navigators

Student Success Navigators are available to assist students with admission, registration, financial aid, and academic advising. They are available via phone, live chat, and in-person at every campus and distance center. Please visit the [College website](#) for more information.

### Zoghby Learning Commons

The Zoghby Learning Commons is a centralized hub of collaborative and engaging support services for both students and faculty. Primarily home to the library and testing services, tutoring, and the learning labs, the Zoghby Learning Commons comprises other academic support services as well as independent and group study areas, computers, whiteboards, and free printing services. For hours and contact information please visit the [Zoghby Learning Commons webpage](#).

### Tutoring

Free tutoring support is provided on the first floor of the Zoghby Learning Commons and is available to all current Northwest Florida State College students. Support is provided for most general education courses as well as with study strategies and test prep. Students can walk-in during open hours to meet with an available tutor or schedule an appointment in advance to guarantee one-on-one time with a tutor. Remote tutoring options are also offered through ZOOM and submit-a-paper appointments. Writing tutors will review any submitted written work and return it with feedback within 48 hours. Students can go [here](#) to schedule a tutoring appointment or select the Zoghby Learning Commons tab on the Blackboard landing page for additional scheduling links, hours, and information.

### Math and Writing Labs

The Labs are open to all NWFSC students and provide free walk-in support in mathematics and writing. Students are encouraged to use the labs to complete coursework and spend time studying as a group or individually. Labs are always staffed with a tutor and/or instructor to help students when needed. For lab hours and more information, visit the [Zoghby Learning Commons webpage](#), email [LCsupport@nwfsc.edu](mailto:LCsupport@nwfsc.edu), or call (850) 729-5389.

### Library

The library is located on the second floor of the Zoghby Learning Commons. Also known as the Susan Myers Learning Resource Center (LRC), the library contains over 250,000 digital, print, and audio-visual resources on all curricular subject areas. Library services are open on all regular class days but may vary when classes are not in session or during the summer. For assistance, visit the [Library webpage](#) or call (850) 729-5318.

### Reference Services

Reference librarians are available during scheduled business hours and are ready to help students with research requests and finding resources. Call (850)729-5318 or email

[reference@nwfsc.edu](mailto:reference@nwfsc.edu) for information.

### Testing

Testing and assessment services provide comprehensive testing for both students and the community at several Northwest Florida State College testing locations. Tests administered include the Post-Secondary Educational Readiness Test (PERT), college admission tests, proctored exams, Pearson VUE testing, College Level Examination Program (CLEP) testing, Tests of Adult Basic Education (TABE), and much more. For an inclusive list of tests offered, locations, and scheduling information visit the [Testing webpage](#).

### Accommodations Resource Center

The Accommodation Resource Center (ARC) at Northwest Florida State College is located on the second floor of building 500, in the LRC and is committed to providing equal access and opportunities for educational success to all students with disabilities as guided by the American Disabilities Act and other disability-related laws. Northwest Florida State College does not discriminate against qualified individuals with disabilities in any of our programs, services, or activities based on Title II of the Americans with Disabilities Act. For more information, including hours of operation, please visit the [ARC webpage](#) or email [arc@nwfsc.edu](mailto:arc@nwfsc.edu).

### Student Development & Campus Engagement

The mission of Student Development & Campus Engagement is to cultivate a campus environment that promotes equity and opportunities for all students, to develop extracurricular activities in which students may participate, and to allow students to experience an environment where they can learn and practice essential skills needed after college life. Student Development provides support to students, student organizations, community service projects, and community activities that will enhance the quality of educational life for students irrespective of campus or mode of delivery. Students attending at off-campus locations are given student ID cards that give them the same rights and privileges as students at the Niceville campus. Fitness centers are available for students at the Niceville Campus and Chautauqua Center; students who attend the College at any location may also utilize fitness facilities at any location. Vending machines and lounges are available at Fort Walton Beach and all off-campus locations. Students at all locations may start clubs and organizations so long as they meet the criteria for development of a recognized club or organization.

### Career Navigation

NWFSC career navigation offers career counseling and computerized career exploration programs in addition to literature regarding national, state, and local job opportunities. They coordinate College-wide workshops on job preparedness, employability skills, job search techniques, interview strategies, and resume writing. Career Navigation works closely with CareerSource, a state job placement agency provided through the local Workforce Board, to assist students with job placement. Each year, the Career Navigation organizes multiple on-campus activities during which local employers come to the Niceville campus, providing the opportunity for students to apply for

employment on the spot. Staff members are primarily based at the Niceville campus, but deploy to the Fort Walton Beach campus and the off-campus locations on a routine, scheduled basis. They also offer a variety of online tools. Staff members provide counseling through video chat or telephone as requested. Please visit the [Career Resource Center webpage](#) for more information.

### **Veterans and Military Success Center**

The Veterans Success Center provides a one-stop shop to expand educational opportunities, transitional services and career services for veterans and their families. The Center offers a tranquil, professional and respectful location, including state-of-the-art infrastructure and technology, where veterans and their family members can study or pursue other scholastic assignments. Additionally, the Veterans Success Center creates a cooperative community for veterans and provides resources for leadership, support, advisement and campus engagement. For more information, please visit the [VMSC webpage](#), email [va@nwfsc.edu](mailto:va@nwfsc.edu), or drop in at our location in building 500 on the Niceville campus.

### **Bridgeway Center, Inc.**

Northwest Florida State College has partnered with Bridgeway Center, Inc. to provide mental health resources and counseling services to all actively enrolled students. All actively enrolled students are eligible to receive an initial assessment and up to five therapeutic sessions with a Behavioral Health provider at no cost to the student. A menu of services and resources is available [here](#). Bridgeway Center Confidential Helpline: (850) 833-7500, Select Option 1 - Open 24 hours/day. Students may also connect with Bridgeway in-person on campus every Tuesday in Building 410, Office 111 (Enter through the Veterans Success Center).

### **College Bookstore**

Barnes and Noble is the official store of the College. Items available for purchase include textbooks, school supplies, College clothing, and program uniforms. Barnes and Noble also provides textbook buy-back service at the end of each term and operates an online textbook service. The bookstore is located on the Niceville campus but employs a process that sends books by courier to the Fort Walton Beach campus and all off-campus locations. For more information, please visit the [bookstore website](#).

### **Financial Aid**

The mission of the Office of Student Financial Aid at Northwest Florida State College is to remove financial barriers; to promote the success of a diverse student body; and to increase opportunities for access in higher education. They seek to provide a premier experience for students, faculty and staff by providing timely communication and by providing courteous and efficient financial services while complying with all federal, state, and college policies. The Financial Aid Office is located on the second floor of the Student Services Building on the Niceville Campus. Please visit the [Financial Aid webpage](#) for more information.

### ESSENTIAL FUNCTIONS

Healthcare professionals must be able to perform essential functions to provide safe care, gather accurate data, and communicate effectively. To effectively train phlebotomy professionals, these essential functions are incorporated throughout the MLT Program. Faculty and students are required to demonstrate proficiency of these functions in the campus, lab, and clinical activities. Essential functions (or technical performance standards) represent the critical non-academic requirements of the AS-MLT program that students must master to successfully participate in the program. To participate in a medical laboratory science education program, students must be able to comply with program's designated essential functions or request reasonable accommodations to execute these essential functions. Neither the College nor the MLT Program discriminates on the basis of disability in admission or access to its programs, services, or activities for qualified individuals who meet essential functions requirements. The College will provide reasonable accommodations for documented disabilities of individuals who are otherwise eligible to receive or participate in College programs, services, or activities. For a student who cannot perform essential functions, whether they are a student who needs reasonable accommodations or a student who does not, the MLT Program reserves the right to deny admission or require withdrawal of any student who, in the judgment of the MLT Program Director, presents evidence of being unable to perform the responsibilities and tasks required of the medical lab profession as described by the essential functions in this section.

Requirements include:

### 1. A sound intellect

#### Cognitive and Intellectual Standards

- **THINK CRITICALLY:** To identify and solve problems; identify cause/effect relationships; to apply reading, lecture and laboratory information to case study preparation; to employ effective teaching, learning and test taking strategies.
- **COMPREHEND:** Relevant information regarding patient diagnoses, laboratory testing, indications and contraindications, human pathology and impairments from textbooks, medical records and professional literature.
- **PRIORITIZE:** Events to provide for safety; multiple tasks; integrate information and make decisions about sequence and progression.
- **MAKE CLINICAL DECISIONS:** To respond quickly and appropriately to changes in patient status; to analyze written, observed or verbal data about patients and make decisions to terminate, modify, progress or cancel laboratory tests; act safely and ethically in the lab and clinic.
- **SHORT-TERM AND LONG-TERM MEMORY:** To accurately and quickly remember data from the chart and information relayed in verbal exchanges with the healthcare staff; to access learned knowledge to include but not limited to diagnoses, safety precautions, emergency procedures; to participate successfully in the learning and evaluation of knowledge within the MLT curriculum.
- **THINK QUICKLY AND CLEARLY:** To execute all duties unimpaired by any condition or substance that alters mental processing, speed or quality of thought processes or judgment.

2. Motor skills, eye-hand coordination and dexterity, and visual acuity to perform macroscopic and microscopic analyses or to read procedures, graphs, etc.

### Physical Standards

- **PHYSICAL, MENTAL, AND EMOTIONAL HEALTH:** Possess the physical, mental, and emotional health to maintain alertness and concentration during an 8-hour day under the stressful conditions of technical malfunctions, time constraints, and a distracting environment; move freely and safely around the laboratory and hospital.
- **HEARING:** Possess normal, or correctable hearing.
- **PHYSICAL:** Possess the ability to: bend, stoop, stand, lift and move objects of at least 20 pounds, grasp with one or both hands, reach laboratory bench tops, shelves, patients lying in bed or seated in a specimen collection chair, **perform moderately taxing repetitive tasks, often requiring prolonged sitting or standing over several hours.**
- **MANUAL DEXTERITY:** Possess sufficient hand-eye motor coordination to allow delicate manipulations of specimens, instruments and tools, grasp and release small objects (specimen tubes, pipette tips, pipettes, reagent vials, inoculating loops), twist and turn dials/knobs, utilize a computer keyboard and mouse to operate laboratory instruments and verify and transmit data.
- **VISION:** Characterize the color, clarity, and viscosity of biological specimens, reagents, or chemical reaction end products. Discriminate color, shading, and fine structural differences of microscopic specimens using a clinical grade binocular microscope, identify and distinguish objects macroscopically, read text, numbers, and graphs both in print and on a video monitor, judge distance and depth accurately.

### 3. Effective communication skills

#### Communication Standards

- **SPEAK AND EXPRESS:** Clearly and understandably in the English language; information to peers, faculty, patients, their families and other health care providers; to explain conditions and procedures and teach home programs.
- **READ:** Typed, handwritten, chart data and computer-generated documents in the English language; at a level of competency that allows safe and timely execution of essential tasks or assignments.
- **UNDERSTAND/INTERPRET:** Medical terminology and information given; to follow simple and complex instructions (oral or written) regarding patient care and testing; and respond to non-verbal communication/behaviors of self and others.
- **FOLLOW DIRECTIONS:** Accurately and efficiently, seeking clarification where necessary.
- **WRITE:** To produce legible handwritten or computer word processed documents; use correct medical terminology, spelling, grammar and punctuation; organize and express thoughts in written form in the English language; to prepare accurate, thorough, legally defensible patient documentation.
- **INTERPERSONAL SKILLS:** To work collaboratively; interact professionally; to establish rapport with patients, colleagues and classmates; to resolve conflicts; with individuals from a variety of social, emotional, cultural, and intellectual backgrounds; maintain confidentiality in all interactions.

4. Professional skills such as the ability to work independently, to manage time efficiently, to comprehend, analyze, and synthesize various materials, as well as to hold sound psychological health and stability

### Behavioral/Professional Standards

- **FLEXIBILITY:** To adjust to a constantly changing and very demanding full-time schedule.
- **COOPERATION:** To work as a member of a team; develop positive and effective relationships with faculty, clinicians, peers and patients.
- **RECOGNIZE LIMITATIONS:** To request assistance when needed; accept correction and constructive suggestions; assume responsibility for personal development; utilize resources effectively.
- **WILLINGNESS:** To wear required lab attire; **to participate in lab activities that require phlebotomy and other types of sample collection.**
- **POSITIVE ATTITUDE:** To demonstrate initiative, enthusiasm and appropriate peer and patient interactions.
- **WORK ETHIC:** To attend class and clinic promptly and regularly; to stay focused and on task in lecture and laboratory instructional time; to submit work products promptly when due; to submit to all classroom and clinical rules/policies; to comply with all legal and ethical standards of practice.
- **STRESS MANAGEMENT:** Coping skills for fast-paced clinical situations; to manage multiple academic deadlines; respond appropriately in a stressful environment; manage personal matters outside of class/workday.
- **PLANNING AHEAD:** To arrange transportation and living accommodations for/during off campus clinical assignments to foster timely reporting to the classroom and clinical center.
- **SELF CARE:** To maintain general good health and hygiene in order not to jeopardize the health and safety of self and individuals with whom one interacts in the academic and clinical settings.

## STUDENT RIGHTS AND RESPONSIBILITIES

MLT Program students are afforded the same rights, privileges, and responsibilities as all other college students. They must also abide by College policies and regulations as published in Board of Trustees Policy and in the current College Catalog as well as other official manuals and publications. Please refer to the Student Handbook in the current NWFSC Catalog ([catalog.nwfsc.edu/](http://catalog.nwfsc.edu/)). Additional rules and responsibilities for MLT Students are included in this handbook and in other program publications.

## PROFESSIONAL MEMBERSHIPS

### American Society for Clinical Laboratory Science

Students are encouraged to maintain Student membership in the American Society for Clinical Laboratory Science (ASCLS) while enrolled in the program. Dues are approximately \$25 per student per year. Benefits of student membership include access to:

- The ASCLS Connect Community and Mobile App
- The ASCLS Career Center, part of the National Healthcare Network
- Publications
  - *Clinical Laboratory Science*
  - *ASCLS Today*
- Free or discounted continuing education
- Local Activities

### American Society for Clinical Pathology

Medical Laboratory Technology students are eligible for **free** [ASCP Membership](#). Students are encouraged to maintain membership throughout their professional career. Benefits of student membership include:

- Online subscriptions to the *American Journal of Clinical Pathology (AJCP)*, *Lab Medicine*, *Critical Values* and *The Pathologist*
- Daily Diagnosis email news, ASCP News and ePolicy News
- Exclusive discounts on annual meetings, educational products and services
- Valuable savings through their Member Rewards Program

## ACADEMIC STANDARDS

### Academic Integrity

MLT program students must follow the College's Academic Integrity Policy, which can be found [here](#).

The MLT Program follows the standards set forth by the College. Please use the link above to review the following: Academic Offenses, Non-Academic Offenses, Disciplinary Procedures, Disciplinary Sanctions, and Due Process. Information for filing a grievance is listed below.

Statement on scholastic dishonesty: A student attending NWFSC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have **the responsibility to submit coursework that is the result of their own thought, research, or self-expression**. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, **plagiarism, cheating, fabrication, collusion, and falsifying documents**.

Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment, to an "F" in the course, dismissal or expulsion from the program, and up to and including dismissal or expulsion from the College. See the [College Student Handbook](#) for detailed information.

#### **Each student must sign the following academic integrity pledge before beginning MLT classes:**

I pledge to follow all rules for exams and assignments as specified by the student handbook, course instructor, and course syllabus and to follow the MLT program honor code, which includes, but is not limited to the following:

- I will not cheat on exams, quizzes, projects, or any other assignments.
- I will not plagiarize. My work will be my own.
- I will not share test questions or answers.
- I will follow the policies, principles, rules, and guidelines of the college with respect to academic integrity.
- I will not post program materials anywhere on the internet. I understand that program materials, including assignments, quizzes, exams, Power Points, and study guides are the property of the NWFSC MLT program and that posting these materials, with or without answers, constitutes cheating.

I understand that any academic integrity violation may result in immediate dismissal from the MLT program and may also result in any other consequence available to the College, up to and including expulsion.

## Grading Policy

The general grading policy is outlined in the current [Northwest Florida State College Catalog](#). All general education courses, or courses not designated as technical in nature, will be graded on the scale consistent with the College.

### Grading Scale for MLT Classes

|   |            |
|---|------------|
| A | 90-100     |
| B | 80-89      |
| C | 75-79      |
| D | 70-74      |
| F | Below 70   |
| I | Incomplete |

## Academic Requirements

Students must achieve a 75 or "C" or higher in all technical and clinical classes to be eligible for graduation.\* Failure of any MLT course will prevent the student from progressing to future MLT courses. Students may retake one class before having to apply for readmission to the program (see program readmission policy below). Having to retake a class can delay a student's clinical practicum and graduation by a full year, as technical classes are only offered once per year. If a student is unsuccessful in 2 or more classes, they will be dismissed from the program and will have to reapply. Request for readmission may be denied.

**All MLT technical classes are combination lecture/lab classes, however, students must make a 75% or higher in BOTH the lecture and laboratory independently to pass the course. If a student earns less than a 75% in either section, although the overall grade average may be passing, they will receive a "D" for the course.**

\*Graduation is not contingent upon the passing of any type of external certification exam.

All MLT Technical Education Classes will be graded on a weighted points system as outlined below.

### MLT Technical Education Classes

|                          |             |
|--------------------------|-------------|
| Lecture                  | 40%         |
| Lab                      | 25%         |
| Professionalism          | 10%         |
| Comprehensive Final Exam | 25%         |
| <b>Total</b>             | <b>100%</b> |

For Clinical Phase grading information, reference the MLT Program Clinical Handbook.

### **Laboratory Remediation Policy**

Throughout the lab portions of the MLT courses, there are lab practicals in place. Lab practicals are designed to ensure students have mastered key laboratory skills needed to progress in the career field as an MLT. To pass the practical, students must obtain a grade of 75% or higher on the assignment. If a student does not achieve a grade of 75% or higher on a lab practical, students must attend remediation with the instructor to ensure mastery of the skill upon the timeline set by the MLT instructor. Completion of the remediation will allow the practical grade to be brought up to a passing score of 75%.

Mastery of laboratory skills is vital and tied to the essential functions of the program and career. Students are permitted to complete a lab practical remediation once per MLT course. If a student does not pass a second time in that MLT course, then they must meet with the MLT program director to determine future standing in the program.

## Professionalism

Professionalism is an important part of the MLT curriculum. Therefore, it will be graded and weighted as 10% of the total grade in every MLT course. For non-clinical courses, it will be evaluated as outlined below.

### Professionalism Grade - Lecture (5 points/week for a total of 75 points)

To receive all 5 points each week students must:

- Turn in/complete all work on time unless prior approval has been granted. The homework itself will also be docked points for being late. See syllabus for late homework policy.
  - Check to ensure all uploaded files are correct and working properly.
  - Check to ensure all files are labeled and formatted correctly. All homework files should be named and formatted according to the guidelines in the course syllabus.
- Communicate effectively and appropriately in all course communications. All written and oral correspondence/communication must be respectful and professional.
  - For written communication (emails and discussion boards)
    - ◆ Use complete sentences
    - ◆ Check grammar and spelling
    - ◆ Use a salutation and a signature in emails
- Treat classmates, instructors, other professionals, and patients with respect, care, and thoughtfulness.
- Demonstrates efficiency and quality by using organizational skills
- Maintain honesty, integrity, and adaptability and accept responsibility for own work and results.

| Grading Rubric                                 |                                                                 |                                              |                     |                    |                                                             |
|------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------|---------------------|--------------------|-------------------------------------------------------------|
| 0                                              | 1                                                               | 2                                            | 3                   | 4                  | 5                                                           |
| 1 severe infraction* or many minor infractions | 1 moderate - severe infraction or more than 2 minor infractions | 1 moderate infraction or 3 minor infractions | 2 minor infractions | 1 minor infraction | No infractions, demonstrated professional behavior all week |

Example of a **minor infraction**: mislabeling a homework assignment file

Example of a **moderate infraction**: turning in work with multiple spelling and grammar issues

Example of a **severe infraction**: disrespecting a classmate or plagiarizing a homework answer

## Professionalism Grade - Lab (5 points/week for a total of 75 points)

To receive all 5 points each week students must:

- Arrive on time and ready to begin promptly when lab begins (note: arriving too late to lab can result in being barred from lab completely without an opportunity for makeup)
- Turn in/complete all work on time unless prior approval has been granted. The homework itself will also be docked points for being late. See syllabus for late homework policy.
  - Check to ensure all uploaded files are correct and working properly.
  - Check to ensure all files are labeled and formatted correctly. All homework files should be named and formatted according to the guidelines in the course syllabus.
- Communicate effectively and efficiently
- Treat classmates, instructors, other professionals, and patients with respect, care, and thoughtfulness.
- Demonstrates efficiency and quality by using organizational skills
- Maintain honesty, integrity, and adaptability and accept responsibility for own work and results.
- Follow all universal precautions, all safety rules

Because lab work involves many safety and quality rules and regulations, point deductions for lab will be explained on the following form:

|                                                                                                                                                                                                                                                                                                              |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------|----------------------|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------|------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------|--|
| <h1 style="margin: 0;">PINK SLIP</h1>                                                                                                                                                                                                                                                                        |                  | <b>Violation of Policy and/or Procedure</b><br><br>Class: MLT _____ |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Student name:                                                                                                                                                                                                                                                                                                |                  | Date of Incident:                                                   |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Reason (s) for this notice:                                                                                                                                                                                                                                                                                  |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Food/Drink</td></tr> <tr><td style="padding: 2px;">PPE Violation</td></tr> <tr><td style="padding: 2px;">Dress Code Violation</td></tr> <tr><td style="padding: 2px;">Not following SOPs</td></tr> </table> | Food/Drink       | PPE Violation                                                       | Dress Code Violation | Not following SOPs | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Cluttered work area</td></tr> <tr><td style="padding: 2px;">Improper waste disposal/trash full</td></tr> <tr><td style="padding: 2px;">Supplies left on bench</td></tr> <tr><td style="padding: 2px;">Inappropriate instrument use</td></tr> </table> | Cluttered work area | Improper waste disposal/trash full | Supplies left on bench | Inappropriate instrument use | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Other Violation</td></tr> <tr><td style="height: 40px;"></td></tr> </table> |  | Other Violation |  |
| Food/Drink                                                                                                                                                                                                                                                                                                   |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| PPE Violation                                                                                                                                                                                                                                                                                                |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Dress Code Violation                                                                                                                                                                                                                                                                                         |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Not following SOPs                                                                                                                                                                                                                                                                                           |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Cluttered work area                                                                                                                                                                                                                                                                                          |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Improper waste disposal/trash full                                                                                                                                                                                                                                                                           |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Supplies left on bench                                                                                                                                                                                                                                                                                       |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Inappropriate instrument use                                                                                                                                                                                                                                                                                 |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Other Violation                                                                                                                                                                                                                                                                                              |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
|                                                                                                                                                                                                                                                                                                              |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Details of Occurrence:                                                                                                                                                                                                                                                                                       |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Action:                                                                                                                                                                                                                                                                                                      |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Warning (will only be given in the first two weeks of the semester)                                                                                                                                                                                                                                          | Point Deductions | Critical Incident                                                   |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |
| Supervisor (Instructor Signature):                                                                                                                                                                                                                                                                           |                  |                                                                     |                      |                    |                                                                                                                                                                                                                                                                                                                                                        |                     |                                    |                        |                              |                                                                                                                                                                              |  |                 |  |

## NORTHWEST FLORIDA STATE COLLEGE

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| Grading Rubric                                 |                                                                 |                                              |                     |                    |                                                             |
|------------------------------------------------|-----------------------------------------------------------------|----------------------------------------------|---------------------|--------------------|-------------------------------------------------------------|
| 0                                              | 1                                                               | 2                                            | 3                   | 4                  | 5                                                           |
| 1 severe infraction* or many minor infractions | 1 moderate - severe infraction or more than 2 minor infractions | 1 moderate infraction or 3 minor infractions | 2 minor infractions | 1 minor infraction | No infractions, demonstrated professional behavior all week |

Example of a **minor infraction**: mislabeling a homework assignment file

Example of a **moderate infraction**: having a cluttered work area

Example of a **severe infraction**: drinking or eating at the bench

— Certain dress code violations can get you barred from lab (example: open toed shoes)

### **Important Notes for Lecture and Lab Professionalism Points:**

Severe infractions are not to be confused with critical incidents. Occurrence of a **critical incident**, such as a serious breach of ethics, safety violation or endangering the health or welfare of a patient, or any other behavior that jeopardizes the reputation of the MLT Program and/or the College and may result in immediate failure of the course along with dismissal from the program. See the program handbook for more information.

### **Other consequences:**

- If a student receives 3 or more 0's (lecture or lab) in any one course, they will be required to attend a remediation session with the program director.
- Professionalism is 10% of the grade in every class. If a student's professionalism grade, in any class, falls below a 75% they will be given a warning.
- If a student receives a warning in 2 or more classes, they may be denied participation in the clinical practicum classes.

### **Incomplete**

In rare cases, a grade of "I" (incomplete) may be given at the discretion of the instructor(s) should course requirements not be completed during the prescribed time. Students should make every effort to avoid receiving an "I" grade in the MLT courses. The problems associated with this are numerous and can include possible interruption of financial aid and forfeiture of slot in following MLT courses.

A student must already be passing the course with a minimum grade of "C" in order to receive an incomplete. A student must have completed at least 70% of the coursework in order to be eligible for an incomplete. The incomplete is assigned only after a student makes arrangements with the instructor and program director for fulfilling the course requirements. All work must be completed before classes begin the following semester or the grade automatically becomes an "F." Thus, a student's progression in the program becomes jeopardized.

### TRANSFER STUDENTS

Credits earned from other NAACLS accredited MLT programs will be considered for transfer on a case-by-case basis. Courses must have been taken within 2 years of application to the NWFSC MLT program. Requests for transfer credit must be made directly to the Program Director at the time of submission of the technical education application. Contact the Program Director with any questions regarding this policy.

### WITHDRAWAL

Withdrawing from the program is a voluntary action taken by the student. Students are encouraged to consult the MLT Program Director when considering dropping a class or withdrawing from the program. If a student withdraws, there may not be a possibility of readmission (please see the readmission policy below). In order to be considered for readmission, students must withdraw in writing to the Program Director and include a reason for the withdrawal. The student must also complete withdrawal paperwork through Student Services.

### STUDENT PROBATION AND DISMISSAL

The purpose of probation is to be a constructive means of identifying and correcting areas of deficient student performance. In addition to following the Academic Integrity Policy outlined in prior sections of this handbook, MLT program students must also follow the College's [Code of Conduct](#). Additionally, the following programmatic standards apply to the MLT program.

#### **Academic Probation:**

Any student found to be engaging in unprofessional or inappropriate behavior that occurs in the classroom, laboratory, or clinical settings through the course of completing the MLT Program may be placed on academic probation for their conduct for one semester. These behaviors are outlined in the NWFSC Student Code of Conduct, this handbook (see professional behavior section below), and the clinical education handbook. Probation may be put in place even while any procedures are being followed to review the behavior. Any such subsequent behavior will result in immediate dismissal from the program.

### DISMISSAL

Students may be dismissed from the MLT Program for the following reasons without limitation on any other reason stated in the College Catalog, this handbook, or College or program policy or procedure:

- Inability to progress
  - If a student does not receive a “C” or higher in any 2 MLT courses
  - Failure of a clinical practicum course
- Exceeding 4 years to complete the technical and clinical phases
  - Course work and graduation from the program must occur within 4 years of initial enrollment in the MLT Technical Phase. Failure to do so will create ineligibility for further participation and will require re-application to the program as a new student. Extenuating circumstances may be considered by the Program Director.
- Academic dishonesty violating Northwest Florida State College Academic and/or MLT academic integrity policy
- Conduct probation exceeding one semester
- Attendance Policy noncompliance
- Occurrence of a critical incident, such as a serious breach of ethics, safety violation or endangering the health or welfare of a patient, or any other behavior that jeopardizes the reputation of the MLT Program and/or the College and may result in immediate dismissal.

The MLT Program Director will administratively withdraw a student upon dismissal from the program.

### READMISSION

A student who withdraws from the program or fails to pass a course for progression may be re-admitted **one time only** to MLT program upon recommendation of the MLT Program Director. Readmission will be based on space availability and is never guaranteed. Factors that may influence the consideration of readmission into the program include:

- Faculty recommendations, development of a plan of action, follow-through and completion of recommendations and restart requirements.
- Current program requirements.
- Specific reasoning for withdrawal (i.e., previous academic or clinical behavior that was identified as unsafe or unprofessional by the faculty or Program Director).

Students must submit a letter requesting readmission to the Program Director. This letter serves as a re-entry request and does not guarantee readmission into the program. Students who have failed/withdrawn may be required to remediate skills or demonstrate competencies for re-entry. Students who are unsuccessful during their second admission into the program and those students who are withdrawn from the program for unsafe clinical practice are ineligible for readmission and may not reapply to the MLT program.

### **Exceptions to all points above:**

- If you are in good standing with the College and the MLT Program and are forced to withdraw due to profound illness, serious accident, pregnancy, family crisis, or extended military duty.
- If a student has been dismissed from the MLT Program for a critical incident, such as a serious breach of ethics, safety violation or endangering the health or welfare of a patient, or any other behavior that jeopardizes the reputation of the MLT Program and/or the College, they will not be readmitted.

## **ATTENDANCE AND PROFESSIONAL POLICIES**

### **Attendance**

Students are required to log-on to Canvas daily (M-F) and participate in all online activities and discussions.

Attendance at all laboratory sessions is mandatory, meaning if a student misses a lab, they may have to re-take the entire course. Certain individual circumstances (illness, hospitalization, death of a family member, etc.) will be reviewed by the Program Director who has the authority to grant an exception. However, students will not be permitted to make up missed labs. Please see the COVID-19 policy below for information on quarantines.

Attendance at any recitation or review session is not mandatory, but highly encouraged.

### **Religious Observance by Students:**

The College shall accommodate recognized religious observances of students under existing state directives. For students whose religious observances interact with the following activities, the Program will take all reasonable steps to make provisions for the student to complete the activity: admission and registration, attendance in class, class activities, examinations, and official ceremonies, and class work assignments. Students wishing to participate in any recognized religious holiday observances are to notify the instructor, in advance, of their absence. Students will be excused for such absences without penalty. Students are responsible for any material covered during their excused absence. A reasonable amount of time will be allowed to complete make up assignments. Students who believe they have been denied an education benefit because of their religious belief or practice may seek redress as outlined in the Student Grievance Procedures.

### **Tardiness**

Chronic tardiness will not be tolerated. Tardiness without prior approval will result in deductions from the student's weekly professionalism grade and can result in students being barred from laboratory on days they are late.

### Dress Code for Laboratory Classes

Students in laboratory classes are required to

- Wear program scrubs (information on purchasing scrubs will be provided upon admission to the technical education phase)
- Wear closed-toe shoes that completely cover the feet and are well secured on the foot
- Have long hair tied back away from face
- Not wear any loose items such as scarves, drawstrings, or dangling jewelry that could become entangled in equipment or dangle into chemicals or flames

The student dress code policy serves to ensure student safety. Therefore, students not conforming to these rules will not be allowed into the lab.

### Food and Beverage

No food or beverages may be consumed in the lab. There is a student lounge located in building 2.

### Cell Phone and Other Communication Devices

Environmental Health & Safety discourages the use of cell phones and other personal electronic devices in the MLT Classroom laboratory. Cell phones may be permitted into the lab if they are in your bag or pocket, however cell phones and other such electronic devices must be placed on silent during lab. Communications by electronic devices, including but not limited to instant messaging, text messaging, and telephone calls, during class is prohibited unless expressly designated as part of the learning activities. In certain situations (e.g. during exams, etc.), cell phones and other electronic communication devices are not permitted in the room. Where emergency situations require access to electronic communication services, arrangements may be made in advance with the instructor. Cell phones are not allowed in the Testing Centers on any of the NWFSC campuses.

Before using a cell phone, lab workers should remove PPE and wash their hands. Individual faculty or course policies may prohibit the use of cell phones and other devices in the laboratory. You may view the following [short video](#) demonstrating the risks related to electronic device use in the laboratory.

## SUBSTANCE ABUSE POLICY

- Substance abuse is inconsistent with the ethics of Northwest Florida State College.
- Substance use/abuse adversely affects cognitive, sensory, affective, and psychomotor behaviors which can be life threatening to self and others.
- You may be asked by the MLT Program Director, an authorized Northwest Florida State College employee, or an affiliating clinical agency to which you are seeking to be assigned to submit to

individual, group, and/or random drug screening at any time. The College reserves the right to determine the agency to conduct the drug screening.

- You will be asked to submit to drug screening as a component of the admission or readmission procedure, and as required for clinical rotations at various health care facilities or community agencies. Dilute negative results require rescreening.
- You are responsible for drug screening costs for individual screening required for initial admission, dilute negative results, random screenings, or for readmission.
- Refusal to comply with requested screening within the time frame directed (usually 12-24 hours) will result in dismissal from the Program.

Per the NWFSC Student Handbook, Substance Abuse section, found in the NWFSC College Catalog, and Board Policy HR 4.00, NWFSC is a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or a controlled substance is prohibited in and on NWFSC owned and controlled property, except for events specifically approved to include alcohol. Students in violation will be subject to disciplinary action as stated in the Student Code of Conduct published in the Student Handbook/College Catalog and may be subject to criminal prosecution. Students must also comply with any and all drug-free workplace requirements imposed through course-mandated student activities, such as offsite work at clinical facilities.

Once admitted, you must also remain drug-free throughout your tenure in this program. Failure to do so shall be grounds for dismissal from the program. You are required to be drug and/or alcohol free when reporting to school and while at affiliating agencies (including parking lots and grounds). For all affiliating agencies which require you to be subject to the agency's drug testing policies, including but not limited to reasonable suspicion that you may be impaired or are using or have used illegal drugs and/or alcohol, you may be tested in accordance with the affiliating agency's policies. Prior to being assigned to an affiliating agency, you will sign consent to allow the affiliating agency to release any drug testing results to the College. If tested by an affiliating agency, you will provide the Program Director with a copy of any test results. Failure to promptly do so shall be grounds for your dismissal from the program. A positive drug or alcohol test result shall be grounds for your dismissal from the program.

## SOCIAL MEDIA

The use of social networking by students and health care professionals should be done with careful consideration. In order to avoid any potential biases, students are **STRONGLY** discouraged from initiating or accepting friend requests from anyone associated with the clinical experience or MLT program faculty while enrolled in the MLT Program. This includes but is not limited to clinical instructors, professional staff, patients, and/or family members of patients or staff. This allows students to be evaluated solely on clinical performance without any conscious or unconscious influence of personal information from social networking sites.

As both a professional ethic and legal requirement, students must maintain patient confidentiality. Due to the public nature of social networking sites, privacy and professionalism may

be compromised. Students may not post anything that compromises patient or peer confidentiality. This includes, but is not limited to, names, references to the clinical site or clinical staff, classmates, instructors, pictures of any part of the patient's body, and any information that may identify the patient or peer. No photographs should be taken or posted of any patients, staff, or the facility. Students should refrain from posting any comments about their clinical experience, site, clinical instructor, patients, instructors, classmates, or any other staff member on their personal social networking profiles, text messaging, Twitter feed, or any other electronic networking medium. Failure to comply with the policy stated above may result in the student being removed from the program immediately as a substantive violation of programmatic standards.

## SCHOOL POLICIES

### Emergency Closing

In the event of unusual or extraordinary circumstances, the schedule, requirements, and procedures in this course are subject to change. If the College closes for inclement weather or other emergency, any exams, presentations, or assignments previously scheduled during the closure period will automatically be rescheduled for the first regular class meeting held once the college re-opens. If changes to graded activities are required, students will not be penalized as a result of the adjustments but will be responsible for meeting revised deadlines and course requirements.

### Academic Continuity Plan

Northwest Florida State College is dedicated to protecting the health and wellbeing of its students, staff, and faculty. The College is dedicated to working with faculty and students to ensure timely course and program completion during emergencies. In the event of a College closure, the format of this course may be modified to enable completion of the course through other means, including but not limited to online course delivery through Blackboard.

In the instance that a College closure is necessary, students will be provided with an addendum to the syllabus including full instructions. To ensure that students receive this addendum and notification of any course format changes, it is the students responsibility to check Blackboard and College email through RaiderNet. As always, the College's primary focus is the safety of the College community. Additionally, the College will apply this plan to support students and faculty who are able to engage remotely until such time as the College reopens instructional facilities. Not sure what this last statement means?

## HEALTH AND SAFETY-RELATED POLICIES

### Accident/Injury

The Northwest Florida State College MLT Program students must comply with OSHA standards for hazardous materials control, infection control and exposure to harmful substances, including, but not limited to, blood or other body fluids. Students are responsible for their own healthcare. Should

they contract a communicable disease or be exposed to the same via body fluids or other means, they must report such exposure or condition to MLT Faculty, clinical instructor or preceptor immediately. Should immediate assessment and treatment be deemed necessary (including emergency care), students must comply with all agency and college policies regarding the occurrence, which includes payment for any treatment or other required exposure procedures. Further, students must complete all documents regarding the occurrence via agency/site incident as well as appropriate college incident reporting.

### [Click here for NWFSC Incident/Injury report form](#)

NWFSC carries Student Accident Coverage, which works with a student's primary insurance carrier or independently if they do not have insurance. This student accident program provides coverage for college students injured while participating in covered college classes, labs and/or training. Once the course or program of study ends, coverage ends. Please note that the policy only provides coverage for an injury to the student. An injury must be as a direct result of the accident which occurred during the covered activity and not from sickness or disease.

### **Reporting:**

1. Students should report to their instructor any complaint of injury as a direct result of an accident which occurred during a lab. Instructors will file Incident/Injury Report using the Maxient Reporting system (see the link provided above). The link to the form can be found above or in RaiderNet under the FORMS tab.
2. Students MUST check their college email or contact the college Risk Management Coordinator directly within 30 calendar days of the incident/injury to file an insurance claim. Students have 20 calendar days from the date of the injury/accident to file an insurance claim with the college by directly contacting the Risk Management Coordinator.
3. Failure to comply with this deadline may result in denial of claim.
4. Students should never give bills or invoices to instructors, the Program Director, or staff assistant. All documentation must be submitted directly to the college Risk Management Coordinator.
5. If a student seeks medical attention, they must provide a written medical clearance to their instructor or the MLT Program Director prior to returning to the clinical experience.

## ILLNESS

It is recommended that all students have insurance to cover personal illness while in the program. The college does not discriminate against any type of medical condition. All students must comply with the Essential Functions/Performance Standards for the Associate Degree MLT course of study. The student should report any health condition which may potentially harm peers (for example, a febrile illness or infectious skin lesion) or otherwise render the student unfit for duty. Students may be required to submit proof of medical assessment and/or interventions as determined by the

instructor. Should a student be unable to meet the program standards with or without reasonable accommodations, they may be dismissed from the program. The dismissal may be appealed through the appropriate channels within 24 hours.

### GRIEVANCE POLICY

If you believe you have suffered an injustice that involves grades, the MLT Program or the College failing to follow its processes and procedures, behaving in an unprofessional or inappropriate manner, or other matters that are not addressed by other complaint or grievance procedures, you may seek assistance using the procedures cited in the Student Handbook Student Complaints section of the College Catalog. Student grievances fall into two categories: academic and non-academic. While the grievance process is similar for both, different college offices are responsible for each category. Visit the Catalog at [catalog.nwfsc.edu](http://catalog.nwfsc.edu) for the details of how to file a complaint and how your complaint will be processed. The College prohibits any form of retaliation against any student filing a grievance, academic or non-academic.

### TEACH OUT PLAN

NAACLS requires accredited MLT programs to have a “teach out” plan in the event of program closure. First, in the event of program closure, the circumstances will be communicated to all students immediately.

Prospective and general education cohort students:

- Students will be informed that the program will no longer accept new students.
- Students will be counseled regarding alternative areas of study.
- Students will be informed and assisted in applying to other programs.
- Program closure information will be posted on the college website.

Technical education and clinical education phase students:

- Students will be allowed to complete the MLT courses.
- Students in clinical rotations will be allowed to complete their clinical hours.
- The MLT faculty will work with the clinical sites and other community colleges to facilitate the completion of the MLT courses and clinical practicum.

In the event of a natural disaster, in which the NWFSC MLT program would have to close for an indeterminate amount of time, the College will inform the students of a plan for continuation as soon as the information is available. Students impacted at clinical sites will be moved to alternative sites based on availability. Classes will resume as soon as possible.