Policy #:	MLS-M-01
Effective date:	08/2017
Target group:	All students
Section:	Medical Laboratory Science program
Last revision date:	08/01/2024

Bachelor of Science in Medical Laboratory Science Student Application

Purpose

The purpose of this policy is to outline the components necessary for application to the Bachelor of Science in Medical Laboratory Science program.

Policy

All applicants to the Bachelor of Science in Medical Laboratory Science program must adhere to the following requirements by the dates indicated for consideration.

Student Population

Current and prospective students may apply for acceptance into the Bachelor of Science in Medical Laboratory Science program from several backgrounds.

1. Current first-degree seeking IU South Bend students may apply for program admission during their last semester of completing all required prerequisite courses as described in the degree map. Students are encouraged to communicate with their advisor to ensure acceptable courses are taken.
2. Transfer students may apply for program admission during their last semester of completing all required prerequisite courses as described in the degree map. Students are encouraged to communicate with their advisor to determine which courses may transfer in and be acceptable replacements for required prerequisite courses.
3. Individuals with a bachelor's degree in a science discipline may apply for program admission directly. Applicants must first apply to IU South Bend and submit all prior transcripts for review. Individuals are encouraged to communicate with the Program Director or advising team for initial transcript review to determine if any prerequisite courses are required before beginning the professional program.

Consequence of Noncompliance

In the case of noncompliance with the requirements outlined in this policy, applicants will not be considered for the current application cycle. Applicants may reapply for future application cycles, as they desire.

Application Timeline

The following timeline will guide the application process.

Date	Event	Outcome
6/30	Priority application deadline *Most important for second-degree seeking applicants	Applications will be reviewed by the advising team to identify individuals who require completion of prerequisite courses. Individuals will be notified by the advising team of course that must be completed during the fall semester by July 21.
9/15	Regular application deadline	Applications will be reviewed by the advising team, deidentified, and distributed to the Program Director.
After 9/15	Late application submission	Applications will be reviewed by the advising team, deidentified, and distributed to the Program Director if there is availability.
10/15	Admission decisions sent to applicants	Applicants will be provided with a deadline to accept admittance. If any applicants decline admission, availability will open for late application submissions.

Application Requirements

Before applying to the Bachelor of Science in Medical Laboratory Science program, applicants must have all current and prior degree transcripts from all institutions submitted to IU South Bend. Applicants must meet the Vera Z. Dwyer School of Health Sciences minimum GPA of 2.0 for admission into the college.

The following information provides details about the elements of the application, the criteria for evaluation, and the percentage of the overall application score. The advising team will calculate scores for (1) application GPA, (2) cumulative GPA, (3) prerequisite course completion, and (4) laboratory experience. The essay score will be determined by reviewers and averaged by the advising team.

Application GPA

The application GPA, worth **35% of the total application score**, is the exact GPA on a 4.0 scale of the average attempts of all courses listed below, unless the student was granted grade replacement. Individuals who do not complete these courses at IU South Bend are asked to indicate which course(s) they are submitting to meet the requirement. The advising team will review and determine acceptability.

- 8 – 10 credits of general biology with laboratory
    - IU South Bend course: BIOL-L101 Introduction to Biology I
    - IU South Bend course: BIOL-L102 Introduction to Biology II
- Molecular biology
    - IU South Bend course: BIO-L211 Molecular Biology
- General microbiology with laboratory
    - IU South Bend course: BIOL-M250 Microbiology or BIOL-M310 Majors Microbiology

    - IU South Bend course: BIOL-M255 Microbiology Lab or BIOL-M315 Majors Microbiology Lab
- 8 – 10 credits of general chemistry with laboratory
    - IU South Bend course: CHEM-C105 Principles of Chemistry
    - IU South Bend course: CHEM-C125 Experimental Chemistry
    - IU South Bend course: CHEM-C106 Principles of Chemistry II
    - IU South Bend course: CHEM-C126 Experimental Chemistry II
- 200 level or above math course with statistics

Cumulative GPA

The cumulative GPA, worth **20% of the total application score**, is the exact GPA on a 4.0 scale of all courses taken at institutions.

Prerequisite course completion

Worth **10% of the total application score**, prerequisite course completion is calculated on a 4.0 scale as follows:

- 4.0 = All prerequisite courses will be complete by the end of the semester prior to entering the professional program
- 2.0 = Approved prerequisite courses will be completed while enrolled in the professional program
    - The Program Director and advising team will determine approval of courses in this instance.

If unapproved prerequisite courses are required before admission into the program, the applicant will be removed from the pool and instructed of course requirements. Applications may be resubmitted during future application cycles.

Laboratory experience

Prior laboratory experience, worth **10% of the total application score**, is calculated on a 4.0 scale as follows:

- 4.0 = Has worked as testing personnel in a diagnostic laboratory for at least 6 months.
- 3.0 = Has worked as a laboratory assistant or phlebotomist for at least 6 months.
- 2.0 = Has worked in an environmental, food, or other laboratory for at least 6 months.
- 1.0 = Has worked as a student laboratory assistant or research assistant.

All experiences selected must include a written description of the experience. If the individual has experience in more than one described area, the highest score will be awarded.

Personal essay

The personal essay, worth **25% of the total application score**, is calculated on a 4.0 scale as an average of the scores received by reviewers. Essays will be deidentified by the advising team and submitted to the Program Director for evaluation by the Program Director and two others in the School of Applied Health Sciences.

The Division of Medical Laboratory Science values a personal reflection about why students are interested in the Medical Laboratory Science program. This provides faculty with an insight into why students are interested in the profession and the students' passion for the medical field. Faculty look for

authenticity, motivation, and experience in healthcare and/or the laboratory. This may be through school, a job, or personal experience. Per federal guidelines, all patient and private identifying information must be kept in strict confidence and consequently, not shared in any manner; this includes specific details of family illnesses.

> *The Bachelor of Science in Medical Laboratory Science can lead to many career opportunities. What has led you to this profession and how will this degree support you in achieving your personal and/or professional goals?*

Essay Rubric

	4	3	2	1
Understands the laboratory profession	Essay provides a clear understanding of the medical laboratory profession, its relation to healthcare professions, and its connection to patient care.	Essay provides a clear understanding of the medical laboratory profession and its impact on patient care.	Essay proves a rudimentary understanding of the medical laboratory profession but does not consider the patient.	Essay does not provide reflection of the medical laboratory profession.
Articulates personal and/or professional goals	Essay includes clear description of personal and/or professional goals that extend beyond earning a degree.	Essay includes a brief description of personal and/or professional goals that extend beyond earning a degree.	Essay includes a brief description of goals, but they only consider earning a degree.	Essay does not include description of personal and/or professional goals.
Connects degree and profession to goals	Essay includes clear description of how earning a degree and becoming a laboratory professional will support meeting personal and/or professional goals.	Essay includes description of how earning a degree can lead to becoming a professional and briefly relates this to personal and/or professional goals.	Essay briefly describes how earning a degree leads to becoming a professional.	Essay does not include description connecting degree and profession to personal and/or professional goals.
Academic tone	Precise and concise writing with formal academic tone. Uses effective and descriptive language. Uses high level vocabulary.	Contains minimal conversational words and phrases, generalizations, and cliches. Uses diverse and descriptive words.	Contains moderate conversational words and phrases, generalizations, and cliches. Uses basic sentence structure.	Contains significant conversational words and phrases, generalizations, and cliches. No sense of sentence structure.
Organization	Essay is cohesive, with well-organized thoughts and contains a beginning, middle, and end.	Essay is somewhat disorganized, but still has structure to thoughts.	Essay has some structure to it, but is confusing to read, and lacks cohesiveness.	Essay is not organized at all, is confusing to read, and is not cohesive.

Spelling and grammar	Essay includes proper grammar, spelling, and punctuation.	Essay includes 1-2 sentences with improper grammar, spelling, and/or punctuation errors.	Essay includes 3-4 sentences with improper grammar, spelling, and/or punctuation errors.	Essay has gross grammatical, spelling, and punctuation errors.
Supportive resources and references	Essay uses supportive resources and proper APA citations for references, if information has been provided that requires (insert the word that means giving someone else credit for the thought).	Essay uses supportive resources and APA citations with minimal errors.	Essay uses supportive resources with significant errors or uses a format other than APA citations.	Essay does not use supportive resources to give (insert that same word about giving someone credit for their thought) or uses intext citations with providing resources

Compilation of Application Scores

All five elements of the application will be calculated and compiled, weighted appropriately, and ranked by total score. The results will be reviewed by the Medical Laboratory Science Program Director and the School of Health Sciences Applied Health Sciences council for accuracy and final decisions.

Notification of Acceptance

The top 18 applicants will be notified of acceptance into the Bachelor of Science in Medical Laboratory Science program by the advising team. Applicants will be provided with instructions to accept admission.

- After admission is accepted, applicants will be designated as Medical Laboratory Science students in the IU South Bend system and provided information regarding course enrollment from the advising team and orientation information from the program.
- Those who decline admission will be removed from the applicant pool and allowed to reapply for future cohorts, so long as IU policy does not prevent it.

Policy History

Date	**Action**
08/2017	Original policy CLS-03 written
08/2019	Updated to align with college level policy number reformatting
05/01/2023	Changed policy number from CLS-03; updated to current program application practice.
08/01/2024	Updated division name, policy number, and titles due to campus reorganization