



Policy #:	MLS-M-08
Effective date:	08/11/2020
Target group:	All students and faculty
Section:	Medical Laboratory Science program
Last revision date:	08/01/2024

Medical Laboratory Science Student Progression and Graduation

Purpose

The purpose of this policy is to outline the expectations for Medical Laboratory Science student progression and graduation.

Policy

All students enrolled in the Medical Laboratory Science program will be provided the academic resources necessary to progress through the program with the expectation of graduation.

Progression

Students will progress through the three semesters of the professional program as a cohort, completing all courses in a pre-determined order. During progression, students will be advised by faculty in the Division of Medical Laboratory Science and IU South Bend academic advisors. IU South Bend faculty and professional advisors adhere to the [Family Education and Privacy Act \(FERPA\)](#) when advising and guiding students through the program.

Requirements for Good Standing

To be in good standing for the program, a student must continue to meet the standards for admission and the following:

- Earn a passing grade for each course in which the student is enrolled. A passing grade is considered a C (2.5 GPA or 73% grade equivalent)
- Demonstrate acceptable progress, at the judgement of the faculty, toward the requirements for the degree
- Demonstrate acceptable retention and translation of previously learned knowledge and skills
- Demonstrate safe practices in student laboratory courses and clinical rotation experiences
- Meet the minimum requirements for all related policies and procedures
- Demonstrate ethical and professional behavior in classroom and laboratory settings

Withdrawal from Courses

Students enrolled in the Bachelor of Science in Medical Laboratory Science are expected to complete all coursework as part of their cohort class. However, circumstances may occur in which the student cannot complete the course(s), such as a medical emergency or other unexpected crisis. In these situations, the

Program Director will work with the student directly to determine a plan of action for course and program completion, as courses cannot be offered outside of their normal structure or sequence, and this may interfere with the student's graduation date. All communications and planning will be forwarded to the Director of Student Services for permanent placement in the student file.

In any situation that a student wishes to withdrawal from courses, they must adhere to the [Indiana University South Bend Withdrawal Requirements](#). Students are encouraged to speak with the Medical Laboratory Science Program Director prior to withdrawing from any courses.

Academic Leave of Absence

Students who wish to take an extended academic leave of absence should speak with the Medical Laboratory Science Program Director before doing so. Taking an academic leave of absence will impact the student's expected graduation date and may impact their ability to reenroll in the program courses upon returning.

Reinstatement

Any student who becomes out of progression must be reinstated into the program before continuing course work. The requirements for reinstatement can be found in policy MLS-M-10 *Medical Laboratory Science Student Reinstatement*.

Graduation

The semester prior to graduation, students will apply for graduation through the IU South Bend website, indicating Medical Laboratory Science as their major and any minors earned.

The Vera Z. Dwyer School of Health Sciences Recorder will review all applications and verify course completion prior to commencement.

Requirements for the Degree

The appropriate degree is conferred by Indiana University upon candidates who have successfully completed the following requirements:

- Complied with the policies, procedures, rules, and regulations of the Division of Medical Laboratory Science, Vera Z. Dwyer School of Health Sciences, and Indiana University South Bend
- Completed all required coursework and/or received documented approval for exemption or prior learning credit as appropriate, including:
 - IU South Bend Campuswide General Education
 - Biological and chemical sciences
 - Health sciences
 - Major requirements (professional program requirements)
 - Completed a minimum 120 semester credits
- A minimum 30 credit hours at the 300 or 400 level
- Earned a passing grade of C (2.5 GPA or 73% course grade equivalent) in all coursework
- Earned a minimum 2.0 cumulative GPA
- Successfully completed all course, laboratory, and clinical requirements

- Demonstrated minimum levels of evidence for all competencies as stated
- Discharged all financial obligations to the university
- Behavior and ethics consistent with acceptable professional standards
- Been recommended by the faculty of the Division of Medical Laboratory Science for the degree due to meeting all stated program outcomes

While a goal of the Bachelor of Science in Medical Laboratory Science is to prepare students to successfully pass a national board exam to become a certified Medical Laboratory Scientist, the granting of the degree from Indiana University South Bend is not contingent upon a student taking or passing said board exam(s). Students are provided with resources and support and are encouraged to take a board exam soon after graduation.

Related Documents

- MLS-M-10 Medical Laboratory Science Student Reinstatement

Policy History

Date	Action
08/01/2023	Updated former policy CLS-18 and changed to new numbering system
05/01/2024	Updated division name, policy number, and titles due to campus reorganization