



Policy #:	MLS-M-10
Effective date:	08/01/2023
Target group:	All students and faculty
Section:	Medical Laboratory Science program
Last revision date:	08/01/2024

Medical Laboratory Science Student Reinstatement

Purpose

The purpose of this policy is to identify the process for students seeking reinstatement to the Medical Laboratory Science program in the Vera Z. Dwyer School of Health Sciences at Indiana University South Bend.

Policy

Students previously enrolled may request reinstatement into the Medical Laboratory Science program by following the provided procedure. The decision to reinstate a student will be based on current academic standing, potential for progress toward the degree, availability of space and resources to support the additional student, and satisfactory completion of any conditions and/or faculty recommendations. Program documentation and materials submitted by the student will be used to make the requested reinstatement determination.

Reinstatement to resume progression is dependent on availability. If multiple students submit reinstatement requests for limited openings in the program, a tiered approach will be implemented which will take into consideration the student's overall GPA, program GPA, and other programmatic success indicators will determine open position fulfillment. Programmatic success indicators are defined as the identified skills and abilities related to the specific subjects of the MLS curriculum.

If denied reinstatement, the student may appeal according to the procedures outlined in the School of Applied Health Sciences Appeal Policy.

Procedure

Step 1: Reinstatement to the University

Students who have been dismissed from the University and wish to return must apply through the Office of Admission by the established due dates.

Students who take a leave of absence from the program do not need to apply with the University so long as they are in good academic standing with the University. Students may contact the Office of Admission if they are not sure of their academic standing.

Step 2: Reinstatement Approval by the Applied Health Sciences Council

Students who wish to be reinstated will be instructed by the MLS Program Director to submit the written reinstatement request and all supplemental documentation to the MLS Program Director by the established due dates. Students are encouraged to collaborate with the Director for Student Services on reinstatement requests.

Deadline for documentation:

- To be reinstated for spring semester: October 1
- To be reinstated for fall semester: March 1

The Vera Z. Dwyer School of Health Sciences Applied Health Sciences Council will review the reinstatement request and supplemental documentation and make decisions based on the documentation provided. An appointed member of the Applied Health Sciences Council will provide notification of decision to the student, MLS Program Director, school recorder, and Associate Dean for the Vera Z. Dwyer School of Health Sciences at a minimum of two weeks prior to the start of the semester for which reinstatement was requested.

Required supplemental documentation:

- Reinstatement request letter from the student, including:
 - The reason for leaving the program.
 - A student generated action plan for successful completion of the program that addresses factors resulting in dismissal or interruption in degree progress and outlines an individualized plan to meet the expectations and outcomes of the program.
- Records from the MLS Program Director, including:
 - Documents tied to course requirements and program learning outcomes.

Step 3: Validation of Theory and Clinical Competencies

Students who have been absent from the program for less than two years may reenter the cohort at the desired semester and complete all remaining courses. Any course previously completed that resulted in a grade lower than a C (2.5 GPA or 75% course grade equivalent) must be repeated.

Students who have been absent from the program for more than two years will be required to validate their knowledge and skills for all areas completed. All course objectives and skill competencies must be validated as outlined before a student can re-enroll and continue matriculating through the MLS program to ensure safety and regulatory compliance. Validation course work must be completed with a passing grade of C or better. Upon readmission into the MLS program, the student will enroll in HSC-W480 Independent Study in Health Sciences. The credit hours for the course will vary, based on the need of the student. During this course, the student will meet with the Program Director to establish a timeline to complete validation of all required course objectives and skill competencies, prior to beginning the semester of re-entry.

An MLS program validation of theory and clinical competencies is permitted one time. An unsuccessful attempt at theory and clinical competencies validation will result in permanent dismissal from the Medical Laboratory Science program.

Validation of theory and clinical competencies will be based on courses completed and point at which re-entry is sought. Students must validate the courses that have been completed before continuing to subsequent courses in the MLS curriculum.

Content area	Applicable courses
Clinical Chemistry	CLS-C405 Clinical Chemistry CLS-C406 Diagnostic Methods CLS-C415 Molecular Diagnostics and Special Chemistry
Clinical Hematology	CLS-C407 Hematology CLS-C408 Hematology Methods CLS-C409 Hemostasis
Clinical Microbiology	CLS-M403 Clinical Microbiology CLS-M404 Microbiological Methods CLS-M411 Mycology and Parasitology CLS-M413 Advanced Clinical Microbiology
Immunohematology	CLS-I407 Immunohematology and Transfusion Medicine CLS-I408 Blood Bank Methods
Immunology	CLS-I411 Clinical Immunodiagnostics CLS-C406 Diagnostic Methods
Laboratory Management	CLS-B399 Clinical Laboratory Management
Urinalysis and Body Fluid Analysis	CLS-L420 Urinalysis and Body Fluid Analysis CLS-C406 Diagnostic Methods

Step 4: Reinstatement in Clinical Sequence

Upon recommendation from the Applied Health Science Council and successful demonstration of academic and clinical competencies within the designated time, the student will be reinstated into the Medical Laboratory Science program to begin the remaining courses of the curriculum. Documentation of the validation attempt will be stored in the student's academic file.

Policy History

Date	Action
08/01/2023	New policy
08/01/2024	Updated division name, policy number, and titles due to campus reorganization