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Welcome to the integrated medical laboratory science program. This program will consist of two semesters on campus at BYU and concludes with an 18 to 24 week clinical experience at one of our affiliated hospitals. The program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (5600 N. River Road; Suite 720; Rosemont, IL 60018; 773-731-8880). Upon completion of the program, the graduate is eligible to take the MLS Board of Certification exam sponsored by American Society of Clinical Pathology. Please let us know immediately if you plan on working in California following completion of the MLS program. Please contact Dr. Cordner. Below is a list of the Clinical Coordinators for each of the clinical laboratories that the BYU MLS program has an affiliation agreement for internship placement. Important academic dates are found on the BYU Academic Calendar - https://enrollment2.byu.edu/academic-calendar, also posted in the Addendum list at the end of the Student Handbook.

Program Officials
Bill Zundel, M.S., MLS (ASCP) SBB; Program Director
Mary Davis, Ph.D., MLS (ASCP)CM
Ryan Cordner, Ph.D., MLS (ASCP)CM

Laboratory Instructors (On Campus)
Haley Sheffield, MLS (ASCP) Chemistry, Blood Bank, Laboratory Techniques
Mekel Nelson, MLS (ASCP) Microbiology, Hematology
Jessica Lockhart Intro to Clinical Laboratory Techniques

Internship Site Education Coordinators
Dale Nielsen, MLS (ASCP) Central Valley Medical Center
Nicola Selfa, MLS (ASCP) Eastern Idaho Regional Medical Center (Winter)
Kelly Mahi, MLS (ASCP) Intermountain Healthcare Hospitals
Cherie Gardner, MLS (ASCP) Madison Memorial Hospital (Winter)
Kyler McPherson, MLS (ASCP) Mountain View Hospital
Shaun Spjut, MLS (ASCP) St. Mark’s Hospital
Heather Hutchinson, MLS (ASCP) Timpanogos Regional Hospital
Pamela Green, MT (ASCP) SM (ASCP) Mayo Clinic (Fall)
Karen McRae, MS, MLS (ASCP) ARUP (Winter)
Taylor Noyes, MLS (ASCP) Renown Healthcare, Reno, Nevada (Winter)
Sharon Whetton, MLS (ASCP) Tricore Reference Laboratories, Albuquerque, NM

Mission Statement
The mission of the Medical Laboratory Science program at Brigham Young University is to provide an intensive training experience in the medical laboratory sciences that will be spiritually strengthening, intellectually enlarging, and character building; leading to lifelong learning and service. The program strives to create an environment of inclusivity, hard work, and high expectation that will fully prepare students to practice medical laboratory science with integrity. Graduates of the program will become contributing professionals of the health care profession and their communities.

Program Goals
The goal of the Medical Laboratory Science education program is to prepare the student in every way to meet the full professional responsibilities of an entry level medical laboratory scientist.

- Perform analytical tests of body fluids, cells, and other substances
- Confirm abnormal results, verifying quality control procedures, executing quality control procedure, and developing solution to problems concerning the generation of laboratory data
- Make decisions concerning the results of quality control and quality assurance measures, and institute proper procedures to maintain accuracy and precision recognizing analytic, preanalytic and postanalytic errors.
Program Competencies
At career entry, the medical laboratory scientist will be proficient in performing the full range of clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms. The medical laboratory scientist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement wherever laboratory testing is researched, developed or performed. The medical technologist will also possess basic knowledge, skills, and relevant experiences in:
A. Communications to enable consultative interactions with members of the healthcare team, external relations, customer service and patient education;
B. Financial, operations, marketing, and human resource management of the clinical laboratory to enable cost-effective, high-quality, value-added laboratory services;
C. Information management to enable effective, timely, accurate, and cost-effective reporting of laboratory-generated information; and;
D. Research design/practice sufficient to evaluate published studies as an informed consumer.

Grading Policies
During the on-campus experience, the student will register for MMBio 405, 406, 407, 409, 410, 411, 412, 418, 419, and 491. All other classes must be completed as listed in the official curriculum for the Medical Laboratory Science Program (Major Academic Plan - MAP). All course work must be completed before the clinical experience (including GE). Students who have not completed all their MLS MAP courses before the start of their internship will not be allowed to begin their internship. Each new MLS applicant, during the interview for acceptance into the MLS program signs a Memorandum of Understanding stating they will complete all MLS MAP course work prior to their internship experience. See Addendum 1, page 23 of the Student Handbook.

The student must perform with at least a 70% in the integrated classes which are MMBio 405, 406, 407, 409, 410, 411, 412 418, 419, and 491. If at any time this is not met, the course must be repeated and the student's application will be reconsidered.

While enrolled in 405, 406, 407, 409, 410, 411, 412, 418, 419, and 491 the student cannot fail a comprehensive exam. If one or more is failed, a make-up exam will be offered. If the make-up exam is failed, the application will be reconsidered and the student may be asked to repeat the course. If a student feels unjustly treated then they can initiate the BYU Grievance process: https://catalog.byu.edu/policy/grading-records

The grading policy is as follows:
Minimum pass level (MPL) will be figured for each exam and grades assigned accordingly. The MPL will equal a C-.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
</tr>
<tr>
<td>B+</td>
<td>88-89%</td>
</tr>
<tr>
<td>B</td>
<td>83-87%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>78-79%</td>
</tr>
<tr>
<td>C</td>
<td>73-77%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
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Each MLS Faculty has posted office hours in which a student can come for academic instruction/support, counselling or advisement. The MLS Major Academic Plan (MAP – Addendum 3, page 27-28) outlines all course offerings and suggested time required for successfully completing the MLS degree prior to graduation. It is the student’s responsibility to complete all required courses to apply for graduation. Graduation Policy is Addendum 4. The MLS MAP is found at bottom of the BYU MLS Website: https://nmbio.byu.edu/medical-laboratory-science. The Life Sciences Student Services Advisement Center (2060 LSB, 801-422-3042, (https://lifesciences.byu.edu/advisement) can help MLS students prepare for graduation, know when to apply, etc. Lisa Buzan and Dr. Don Breakwell are suggested MLS advisors.

Grading for the following courses is as indicated:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grading</th>
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<tbody>
<tr>
<td>MMBio 405</td>
<td>Exams, Quizzes, Practical’s, Projects</td>
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<tr>
<td>MMBio 406</td>
<td>Exams, Quizzes, Practical’s, Comprehensive</td>
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<tr>
<td>MMBio 407</td>
<td>Exams, Comprehensive, Psychomotor Objectives</td>
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MMBio 409  Exams, Quizzes, Comprehensive
MMBio 410  Exams, Quizzes, Laboratory Practical’s, Comprehensive
MMBio 411  Exams, Written assignments, Comprehensives
MMBio 412  Exams, Quizzes, Practical’s, Comprehensive, Psychomotor Objectives
MMBio 418  Exams
MMBio 419  Exams, Unknown specimens, Psychomotor Objectives, Written assignments

**Required Textbooks**
Hematology and Coagulation: Clinical Laboratory Hematology 3rd edition–McKenzie & Williams
Blood Bank: Clinical Laboratory Blood Banking and Transfusion Medicine–Johns, et.al.
Urinalysis: Modern Urinalysis–Siemens
Clinical Microbiology: Clinical Laboratory Microbiology: A Practical Approach—Kaiser, Payne and Taff.

**Laboratory Policy**
All work for the present week must be completed by Friday of that week. Reagents will not be available after Friday.

*Individual work* is required unless otherwise directed.

Procedures for each laboratory should be studied in detail BEFORE the lab commences.

Lab procedures must be signed off each day. Special forms will be provided. Laboratory results will include all readings, counts, mathematics, and any comments about the procedures.

Everyone will be responsible for keeping his/her own area clean as well as general laboratory. Wipe up any spills immediately. We appreciate your cooperation.

Your working area must be cleared off each day before leaving and wiped off with disinfectant.

Lab coats must be worn at all times in the lab. No open-toed shoes are allowed. The same safety techniques must be followed on campus as those in the clinical facilities.

No food or drink is allowed in the lab area.

**Professional Development**
Since this is the actual beginning of your professional career, you are eligible to participate as a student member of the American Society for Clinical Laboratory Science (ASCLS). For an application, see [http://www.ascls.org](http://www.ascls.org). As a student you may become a member of the American Society for Clinical Pathology. Please visit [http://www.ascp.org](http://www.ascp.org). Liability insurance will be provided by the Department and University during your clinical rotation.

**MLS Program Outcomes Measures - Assessment & Continuous Quality Improvement**
The BYU Medical Laboratory Sciences program has a formal plan for continually and systematically reviewing and evaluating the effectiveness of the program. Please see Student Handbook Addendum 2, page 24-26.

**Ethics**
Students are expected to maintain a high standard of ethical behavior. The following is the ethics statement from the American Society for Clinical Laboratory Science. It serves as a basis for evaluating ethical behavior: “Being fully cognizant of my responsibilities in practice of Medical Technology, I affirm my willingness to discharge my duties with accuracy, thoughtfulness, and care. Realizing that the knowledge obtained concerning patients in the course of my work must be treated as confidential, I hold inviolate the confidence placed in me by patient and physicians. Recognizing that my integrity and that of my profession must be pledged to the absolute reliability of my work, I will conduct myself at all times in a manner appropriate to the dignity of my profession.”

Academic honesty and Honor Code policy is found at the end of the BYU MLS Student Handbook.
Clinical Experience
Interviews for clinical rotation placement will be conducted during your first semester in the program. We will try to be sensitive to your needs but placement will be determined by the Education Liaison and the Education Coordinators of the clinical affiliates. Register for MMBio 496R according to the 6-month rotation schedule:

| Jan-June   | Register for Winter Semester and Spring Term |
| July-Dec   | Register for Summer Term and Fall Semester  |

IRAMS
You may register for 1-12 credits each semester or term. You must register through IRAM through the University Internship Office and complete all of their requirements prior to your clinical experience. This includes immunizations, background clearance and drug testing. Please check with your clinical site; often times if you are hired as a student, these requirements will be met upon employment.

Clinical Laboratories
While at the hospital, you will be under the direct supervision of the education coordinator. He or she will arrange your schedule, administer the examinations, and grade your performance.

Students who have completed all requirements and competencies in a particular area, upon approval by the clinical liaison and program director may be permitted to perform service work for the facility outside of educational hours and as mutually agreed upon between the student and facility. Under no circumstances will the student replace regular staff during educationally schedule hours.

Performance
If at any time during that experience your performance does not meet the minimum level, the coordinator will contact Professor Zundel. At that time, a meeting will be convened and those people involved at the hospital will be consulted. The student will be invited to the meeting to provide any explanations. Any decisions as to the future for the student will be communicated at that time. If, on the other hand, a student encounters any difficulty with the hospital personnel or procedures, the student should contact Professor Zundel. An attempt will be made to resolve the problem or situation with the person involved and the Education Coordinator. Complaints or grievances requiring further resolution will then be submitted to the Medical Director of the Program followed by evaluation from a neutral party represented by Russell Nielson, College of Life Sciences, BYU. Again, a meeting will be called for those concerned and decisions communicated.

Rotation Length
All students are expected to complete 18-24 weeks of clinical experience. No more than one sick day/main section will be allowed without being made up. Additional sick days must be made up after meeting with the education coordinator.

Exams
Online exams will be taken every week on material from BYU lectures. Objectives and exams are found online through Learning Suite. Practical exams, finals, and research paper/case history presentations are included during the rotation. The grade given for each department will be based on performance in three areas: academics, practical performance, and professional evaluation. The minimum performance level in each area is 70%. If any test score is <70% you are allowed to re-take the exam and the two scores will be averaged. You are only allowed TWO RETAKES PER SECTION (i.e., hematology, blood bank, micro, and chemistry) so be mindful of your scores. This includes the section final. The student must notify the education coordinator to re-set the test. Any exception for the student not taking his/her exam during that week must be cleared through the Education Coordinator the day before the exam to be given. For those students who insist on taking exams late, a 10% penalty per day score reduction will be imposed.

At the completion of the clinical experience, a comprehensive exam will be administered online at each hospital from the University. Again, failures will not be accepted and a second chance will be given. If there is failure the second time, retraining will be considered. Remember, you are still a BYU student and are expected to maintain University standards during the clinical experience. After successfully passing the comprehensive exam, the student will be eligible for the certifying and licensure exam, provided all other requirements for graduation have been met.*

Registering for the ASCP exam
ASCP applications are available online (https://www.ascp.org/content/home/apply-for-boc-exam), and it is your responsibility to fill them out. You are also responsible for sending an official transcript with your degree posted before your results can be released. Passing the certification exams is not a prerequisite for graduation.
Housing
Students who will be living off campus while interning need to complete a waiver to live in non-BYU housing or the student will be fined. This form is used to request a waiver from living in BYU Contracted Housing. Unless specifically excused in writing by the Off-Campus Housing office, all single BYU undergraduate students are required to live in university-contracted housing either on or off campus and to provide the address of their local residence (not a post office box) as part of the registration process. The requirement to live in contracted housing may be waived by the Off-Campus Housing Office for single undergraduate students living with parents or family members, taking classes away from campus, and others with special circumstances or hardships. Students seeking a waiver from the above policy for special circumstances or hardships must complete the following application and submit a written letter of explanation of their special circumstance or hardship to the Off-Campus Housing Office. Submit online and submit letter and Residential Living Standards form to: Brigham Young University, Off-Campus Housing 2170 WSC, Provo, UT 84602-7909 (Phone: 801-378-5066 Fax: 801-422-0182). The form can be found at http://www.byu.edu/offcampushousing/forms.html under the heading Waiver from University Housing Policy Form.

Graduation
The student will be responsible for completing all steps in preparation for graduation. The following checklist will aid you in this process:

- Apply for graduation during the second semester of your on-campus experience.
- Complete all required course work prior to clinical experience.
- Register for MMBio 496R (1-12 credits) for one semester and one term during your clinical experience.
- Pass the BYU MLS comprehensive exam administered during the last month of the clinical experience.
- Complete a graduation exit interview provided by the MMBio Department

If any of these requirements are not met, you will not be eligible for graduation or the certification exam. If at anytime during the program a student is not performing adequately, he or she will be terminated. We will do everything we can to make this an enjoyable experience for you and also make you proud of the fact that you are a graduate of BYU's Medical Laboratory Science Program.

Program Teach-out Plan:
In the event of program closure, the "teach out plan" is as follows:
1. If closure is due to exceptional or uncontrollable circumstances, such as a natural disaster, and the college will reopen the program within 12 months, then the students will reenter the program and progress as previously planned.
2. If closure is due to exceptional or uncontrollable circumstances, such as a natural disaster, and the college will not reopen, then every effort will be made to contact MLS programs within the Intermountain area to request that students be transferred into other programs.
3. If the closure is due to the college's decision to no longer offer the program, then all enrolled students will progress as planned. No new students will begin the program, only existing students will be enrolled and will be allowed to complete.
Central Valley Medical Center began as a small, rural hospital owned by Juab County in the 1950’s. For many years the hospital struggled to survive financially, while services were provided in a cramped, inadequate building.

In 2001, construction of a brand-new, spacious 50,000-square-foot facility was completed. The new hospital was the result of years of planning, fund raising, and much hard work.

CVMC has continued to grow and expand to meet the needs of the citizens it serves. In 2006, a major 25,000-square-foot construction project added patient rooms, a large same-day surgical center, education facilities, and much-needed physician and clinic office space. During this period of growth, a separate building was completed on the hospital campus to house a retail pharmacy and Home Health agency.

In 2011, CVMC completed construction of a beautiful surgical center within the hospital. The project increased the overall surgery space and added surgical suites specifically designed to accommodate orthopedic surgery. The surgical center has four large operating rooms, a new central supply and sterilization area, plus a larger recovery and post-anesthesia care unit (PACU). Specialized state-of-the-art orthopedic surgical equipment such as a fracture table, radiographic C-arm and microscope, are all found in the new center.

Today CVMC is managed by Rural Health Group. With over 250 employees, CVMC is considered a strong, vital organization in the Central Utah area, offering a broad spectrum of care and many specialty services not often found in a rural hospital.

The laboratory at CVMC uses state-of-the-art equipment to perform a remarkable number of tests for a rural hospital laboratory. Some of the instrumentation used in the laboratory includes Roche Chemistry and immunochemistry analyzers, Sysmex hematology analyzer, IL coagulation analyzer, and a Vitek 2 microbiology analyzer. For blood bank Ortho’s gel card technology is used for antibody screening and cross matching, while the tube system is used for ABO/Rh testing.

Rotation Schedule - Because our laboratory is not as busy as some of the bigger laboratories the student that trains in our laboratory will be training in several departments at the same time.

ER/Phlebotomy – Because of our laboratory’s rural setting, the student that trains here will have the opportunity to perform phlebotomy on patients in our lab and may also have the opportunity to go to the ER as well. This is a great opportunity, especially for a student that may be working in a rural setting in the future.

DEPARTMENTS
Education Coordinator Dale Nielsen, MLS (ASCP)
Eastern Idaho Regional Medical Center
Description of Clinical Facilities

General Information
The purpose of the Eastern Idaho Regional Medical Center (EIRMC) Laboratory rotation is to assist Clinical Laboratory Science students in completing their education while receiving professional exposure to a hospital atmosphere. It is our intention to provide training and experience with a large variety of clinical laboratory procedures ranging from manual bench procedures to the operation of highly automated instrumentation. Our goal is to guide the student to an understanding of procedures and results so that he will appreciate the significant role of a laboratory technologist in providing health care.

EIRMC is a 350 bed acute care facility located in Idaho Falls, Idaho. The hospital building was completed in December of 1986.

Rotation Schedule
Students will rotate through each of six areas. Grades will be given as each area is completed. The program totals 24 weeks with time distributed as follows:

- Urinalysis 1 week
- Coagulation 2 weeks
- Hematology 5 weeks
- Blood Bank 4 weeks
- Chemistry 6 weeks
- Microbiology 6 weeks

The program consists of an 8.5 hour day (0.5 hour for lunch), Monday through Friday. The starting time varies by department. Students are not required to attend on hospital observed holidays.

Departments
Administration:
Karen Landon, MLS (ASCP)  Director of Laboratory Services
David Scott Bradley, MLS (ASCP)  Manager of Laboratory Services

Pathologists:
Matt Tannenbaum, M.D.
Gabi Teermann, M.D.
Rebecca Shanesmith, M.D.

Phlebotomy:
David Scott Bradley, MLS (ASCP)
The student will be taught phlebotomy procedures. Phlebotomy experience will be gained throughout the 24 weeks by working as a phlebotomist 5 hours a week in addition to the 8.5 hours in the department. The student will be paid for the 5 hours of phlebotomy work. Training will include venipuncture on adults and children, capillary puncture and arterial puncture.

Urinalysis, Coagulation & Hematology:
Keila Poulsen, MLS (ASCP) SH, Department Supervisor and Teaching Supervisor
Kristine Mangum Hodson, MLS (ASCP) SH, Education Coordinator

The Hematology Department employs fourteen registered Medical Laboratory Scientists. Two of whom have Hematology Specialist certification. The department uses up to date instrumentation including Coulter Hematology Analyzers and slide maker, IRIS Urinalysis instrumentation and Sysmex Coagulation instruments. Emphasis is placed on teaching blood cell morphology.
Blood Bank:
Anne Moss, MLS (ASCP), Department Supervisor and Teaching Supervisor
Shauna Dance, MLS (ASCP), Teaching Technologist

The Blood Bank employs five registered Medical Laboratory Scientists. The department uses both gel and tube methods. The blood bank provides extensive blood bank services to an open heart program, surgical procedures, cancer treatment services and Neonatal Intensive Care Unit.

Chemistry:
Jennifer Thomsen, MLS (ASCP), Department Supervisor
Jacquie Schiess, MLS (ASCP), Teaching Technologist

The chemistry department employs nine registered Medical Laboratory Scientists. Students will learn the operation of automated chemistry analyzers using current instrumentation and technology. Students will learn special chemistry procedures including electrophoretic procedures immunoelectrophoresis and RID techniques. Arterial blood gases are performed in the laboratory and the student will learn to both draw and analyze arterial blood.

Microbiology:
Nicola Selfa, MLS (ASCP), Department Supervisor
Susan Bower, MLS (ASCP), Teaching Technologist

The microbiology department employs six registered Medical Laboratory Scientists. The department uses MicroScan computerized identification system, BD BACTEX FX automated blood culture instrument and the Cepheid GeneXpert PCR instrument. The student will learn procedures to isolate and identify microorganisms. Serological testing, mycology, parasitology and limited virology testing are also taught in the microbiology rotation.

Examinations and Grades:
Education:
Kristine Mangum Hodson, MLS (ASCP) SH, Education Coordinator

Online tests will be given at regular intervals and will include a comprehensive final in each department. At least one practical exam will be given in each department. Professional evaluation of the student will be made by the department at the end of each rotation. The final grade for each rotation is based on performance on online tests, practical tests and professional evaluation.

Employment Opportunities
Students are paid for phlebotomy training after the first orientation week. There may be additional paid hours available as a phlebotomist or receptionist during the evenings or weekends. Hours are negotiable and are available to those who want to work on an as-needed basis to fill the needs of the department. Graduating students are often hired to fill job openings.

Dress Code
Since the student will be representing the laboratory, they will be asked to observe the dress code and other policies of the laboratory and hospital. White lab coats should be worn over nice street clothes. Levis are not acceptable. Hose or socks should be worn at all times with shoes appropriate for the job assignment and work setting. Lab coats are provided and laundered by the hospital.

Other policies of the laboratory and hospital will be made available to the student to read and study during orientation.
Intermountain Laboratory Services is proud to have served the communities of Utah and Southern Idaho for over 20 years. As part of the Intermountain Healthcare system, Intermountain Laboratory Services is Utah's leading diagnostic testing resource. Our laboratory professionals share the mission, vision and values of Intermountain Healthcare. The laboratory of Intermountain Laboratory Services hold CLIA and all state required licenses, meets Medicare program requirements and are accredited by the College of American Pathologists (CAP) and the Joint Commission on the Accreditation of Health Care Organizations (JC).

There are 5 Intermountain Hospitals that participate in hosting Clinical Internships for BYU students:

- American Fork Hospital
- IMC Central Region Hospitals
- Primary Children’s Hospital
- Utah Valley Hospital
- Alta View Hospital
- Riverton Hospital
- LDS Hospital

Please see the descriptions regarding each hospital on the pages below.

Rotation Schedule
Intermountain Laboratory Services institutes a 24 week program, Monday through Friday. Starting time will vary depending on which department you are in. Occasionally, you will be required to do an evening shift as some testing is only done on this shift. You will be required to complete a one day orientation to the hospital and a half day orientation to the laboratory to acquaint the students with various locations and policies. At this time the students will be introduced to lab supervisors and staff as well as teaching supervisors for each department. These orientations typically take place during your first week of internship.

Advanced Phlebotomy
You are required to perform approximately 40 hours of phlebotomy training and experience.

Dress Code
Scrubs or business casual is appropriate for laboratory attire. Close-toed shoes are required; no open toed sandals or crocs. Lab coats will be provided and must be buttoned when working in the lab and when performing lab procedures. Scrubs are not to be worn as a replacement for lab coats, but can be used in addition to lab coats.

Visible body piercing is not permitted except for piercing of the ears and tattoos must be covered. Fingernails are to be conservative, of short to moderate length, and clean for interacting with those around us. An Intermountain Health Care badge must be worn in a visible location on the upper torso area at all times while at work. Long hair must be restrained. Chewing gum or eating food while working with patient samples or in the testing areas is not allowed.

Employment Opportunities
Limited, part-time work (evenings or weekends) may be available upon successful completion of a rotation through the applicable section. NOTE: Shifts and hours are often variable and not guaranteed. Additionally, paid shifts cannot conflict with internship hours nor can they exceed 20 hours per pay period.
American Fork Hospital

**General Information**
American Fork Hospital was first established in 1937 as a small 25 bed hospital. In 1978, it joined Intermountain Healthcare and since then have grown to a square foot hospital with 117 beds and modern operating rooms boasting state technology. The laboratory performs over 100,000 tests per year and has a lab staff of 25 employees.

American Fork welcomes more than 3,000 babies annually and has an advanced level II nursery and a Pediatric Unit. Our Emergency Department offers emergency care 24 hours a day, seven days a week, and is a Trauma IV Center. The American Fork Cancer Center combines Intermountain’s expertise with the Huntsman Cancer Institute’s research capabilities providing complete diagnosis, treatment, and research services including chemotherapy, radiation therapy, clinical trials, and full surgical options. During recent years they have been recognized three times as one of America’s top 100 hospitals.

**Additional Rotation Expectations**
Student hours will generally be 7:00 a.m. - 3:30 p.m. but may vary depending on which department the student is in. The student is expected to do one research paper during the rotation. You may choose a disease, one aspect of a disease, or turn it into a case study on a patient. This will be presented during a meeting of the technical staff and will be saved for future students to review.

**Location**
American Fork Hospital
170 N. 1100 E.
American Fork, UT 84003
IMC Central Region Hospitals

Students who choose Intermountain Central Region Hospitals will have the opportunity to rotate through one or many of the four sites below (Central Lab, Alta View, LDS, and Riverton). This will give you the opportunity to compare the differences between larger, specialized labs to smaller, more generalist labs. We encourage students to use this opportunity to see what you love and don’t love about the laboratory, as the 6 month internship is not only a way for our supervisors to get to know you, with hopes of hiring you, but for you to really discover what area of the lab you love. All Microbiology rotations are held at Central Lab.

**Intermountain Medical Center (IMED)** is built on a 100-acre campus that is located at the center of the Salt Lake Valley in Murray, UT. Built in 2007, it is the hospital in the intermountain west, and serves as a major trauma and referral center states and more than 75 regional healthcare institutions. IMED treats the largest percentage of the regions’ cancer and open-heart surgery patients and provides many specialized services. It was recently named as one of the “100 Great Hospitals in America” in 2016 by Becker’s Hospital Review.

The **Central Laboratory** is located on the south end of the IMED campus and is home to more than 450 employees. The Central Laboratory services 23 hospitals, 185 physician clinics, and independent physician offices. The two-story facility houses all laboratory specialty services such as Flow Cytometry and Molecular Pathology. This laboratory tests 550,000 patients and generates 18 million test results annually. The lab is broken up into many different departments including a separate transfusion medicine department located in the main facility. The FrontRunner also serves the IMED campus, which makes getting to Central Lab, even from Provo, quick and easy.

**Location**
Central Laboratory  
5252 S Intermountain Dr.  
Murray, UT 84107

**Alta View Hospital** is located at the base of the Cottonwood Canyons in Sandy. Alta View offers the convenience and family atmosphere of a small, community hospital and also the high-quality, advanced care for almost any medical need. This campus is undergoing a renovation and reconstruction project to update several buildings and add two, four story towers.

**Location**
Alta View Hospital  
9660 S 1300 E  
Sandy, UT 84094
**LDS Hospital** Beginning in 1905, LDS hospital has slowly grown and expanded to the hospital it is today. The complex provides operating facilities and equipment for surgery and is also a bone marrow transplant center. It is a level I trauma center. In News ranked LDS Hospital number one in Utah along with national recognition for women's services. The LDS lab consists of chemistry, hematology, and transfusion departments which process over 200,000 samples per year.

**Location**
LDS Hospital  
8th Ave and C st.  
Salt Lake City, Utah 84143

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**Riverton Hospital** is located in the south end of the Salt Lake Valley and service to this area. The hospital has over 500 employees is home to The Unit. Riverton hospital was named one of the nation’s top 100 hospitals by Truven Analytics. Riverton's lab consists of chemistry, hematology, and transfusion departments which process over 100,000 samples per year.

**Location**
Riverton Hospital  
3741 W. 12600 S.  
Riverton, UT 84065

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**Primary Children's Hospital**

**General Information**
Primary Children's Hospital is the Intermountain West's only full-service children's hospital. PCH is a 289-bed facility and cares for children with acute and chronic medical needs from 6 Intermountain states and beyond. PCH has a medical provider more than 750 and provides operating facilities and equipment for procedures ranging heart and bone marrow transplantation to level 1 trauma services. Founded in 1852, were most recently named as one of the “Best Children’s Hospitals” by the U.S News &World Report 2016-2017.

**Location**
100 Mario Capecchi Dr.  
Salt Lake City, UT 84132
General Information
Utah Valley Hospital is found in the heart of Utah Valley in Provo, Utah. Because of its prime location and excellent facilities, UVH provides laboratory services for many smaller hospitals and clinics in rural Utah. The laboratory offers a wide selection of laboratory tests performs over 400,000 tests a year. Founded in 1939, UVH is one of the largest newest hospitals in Utah with 408 beds and is a Level II Trauma Center. Their most recent achievement was their 2013 Get with the Guidelines Stroke Gold Plus award for their efficiency and quality of care. The Medical Center and laboratory have some of the and most state-of-the-art equipment available including a new Electrophysiology Lab specializing in faster and safer treatments for heart rhythm patients.

Additional Rotation Expectations
The students, pathologists, Educational Coordinator and other interested personnel will meet together monthly. At these conferences the students will present case histories to the staff. The pathologists will be available to help with interpretation of patient information.

Location
Utah Valley Hospital
1034 N 500 W
Provo, UT 84604
General Information
Madison Memorial Hospital is a 69 bed acute care non-profit hospital located in Rexburg, Idaho. Madison Memorial Hospital has been serving the residents of Madison County and the surrounding area for 60+ years. Our hospital provides comprehensive service supported by an active medical staff of primary care and specialty physicians.
The purpose of the Madison Memorial Hospital clinical rotation is to assist the Medical Laboratory Science student in completing his/her education while providing professional exposure to a hospital environment. It is our intention to provide the student with a variety of clinical laboratory procedures ranging from manual bench procedures to testing performed on highly automated equipment. Our goal is to guide the student to an understanding of the procedures and results so that he/she will understand the clinical application of the tests and appreciate the significant role that the laboratory professional plays in providing quality health care.

Department
Medical Director – Gabrielle Teerman, MD (Pathology Associates)
Director of Laboratory Services – Toni Phillips, MLS (ASCP)
Student Coordinator – Cherie Gardner, MLS (ASCP)

Rotation Schedule
This clinical rotation is comprised of 24 weeks. The program consists of an 8 ½ day (1/2 hour for lunch), Monday through Friday. The starting time will vary depending upon the department you are in. Occasionally you will be required to work a graveyard or evening shift as some testing may only be performed on those shifts. Students are not required to attend on holidays observed by the hospital.
All students are required to complete an abbreviated hospital orientation prior to beginning in the department. This orientation may be coordinated through the administrative director or the department student coordinator.
Students will rotate through the areas on the schedule listed below.
Phlebotomy/Receptionist 1 week
QA/Management 1 week
Hematology/Urinalysis 5 weeks
Coagulation 2 weeks
Chemistry 5 weeks
Blood Bank 5 weeks
Microbiology/Serology 5 weeks (includes 2-3 weeks of graveyards)

Dress Code
Students are expected to observe and adhere to the dress code and other policies of the hospital. Lab coats, provided by the department, must be worn at all times the student is at the bench. Blue jeans and acid washed jeans are not appropriate attire. Please remember to dress in a professional manner. If your appearance is inappropriate, you will be sent home to change clothes.
Mountain View Hospital
Description of Clinical Facilities

Mountain View Hospital has supported the medical needs of residents of South Utah County for over 25 years. Mountain View Hospital is a 136 bed hospital located in Payson. Our facility provides comprehensive services supported by a network of primary care and specialty physicians. Our hospital provides the latest medical advances, including an Orthopedic Specialty Center.

The purpose of the Mountain View Hospital Laboratory rotation, in conjunction with Timpanogos Regional Hospital, is to assist the Clinical Laboratory Science student in completing their education while receiving professional exposure to a hospital atmosphere. It is our intention to provide training and experience with a large variety of clinical laboratory procedures. These procedures will range from a few manual bench procedures to the operation of highly automated instrumentation. Our goal is to guide the student to an understanding of procedures and results so that he or she will correctly understand the clinical application of each test and more fully appreciate the significant role of a laboratory professional in providing health care. Emphasis will be placed on a high work ethic and being completely honest in job performance.

Rotation Schedule

The program consists of an 8½ hour day (½ hour for lunch); Monday through Friday. The starting time varies with the Department, but is usually between 6:00 – 7:00 am. The program totals 24 weeks with time distributed as follows:

<table>
<thead>
<tr>
<th>Orientation/phlebotomy</th>
<th>1 week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urinalysis/processing</td>
<td>1 week</td>
</tr>
<tr>
<td>Chemistry</td>
<td>6 weeks</td>
</tr>
<tr>
<td>Hematology</td>
<td>4 weeks</td>
</tr>
<tr>
<td>Coagulation</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Blood Bank</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Microbiology</td>
<td>4 weeks at ARUP</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>1 week</td>
</tr>
</tbody>
</table>

Students are not required to attend on holidays observed by the hospital.

Students should complete the Hospital Orientation and computer training one to two weeks prior to the start of the internship program. Details are available through the Human Resources Department or the Laboratory Education Coordinator.

DEPARTMENTS

Administration
David Mehr, MD
Kyler McPherson, MLS (ASCP)

Laboratory Medical Director
Laboratory Manager
Education Coordinator/LIS Supervisor

Microbiology (ARUP)
Karen McRae, MT (ASCP)

Education Coordinator

Hematology
John R. Liechty, MT (ASCP)

Department Supervisor

Chemistry
Helena Curtis, MT (ASCP)

Department Supervisor

Blood Bank
Sherilyn Lindsley, MT (ASCP)

Department Supervisor
Examinations and Grades
Tests will be given at regular intervals and will include a comprehensive final in each department. At least one practical exam will be given in each department. The teaching supervisor will make evaluation of the student at the end of each rotation. The final grade for each rotation is based on performance on written tests, practical tests and the evaluation.

Employment Opportunities
Students are paid for working extra hours in a department after they have completed training and are competent in that area. These hours would be to fill a need in the department. There may be additional paid hours available as a front office receptionist/phlebotomist during the afternoons or on Saturdays. Hours are negotiable and are available to those who want to work on an as-needed basis to fill the needs of the department. Graduating students are often hired to fill job openings.

Dress Code
Since the student will be representing the laboratory, they will be asked to observe the dress code and other policies of the laboratory and hospital. White lab coats should be worn over scrubs or nice street clothes. Levis are allowed on Fridays only. Hose or socks should be worn at all times with shoes appropriate for the job assignment and work setting. Lab coats are provided and laundered by the hospital.

Timpanogos Regional Hospital
Description of Clinical Facilities

The purpose of the Timpanogos Regional Hospital Laboratory clinical rotation is to assist the Medical Laboratory Science student in completing their education while receiving professional exposure to a hospital atmosphere. It is our intention to provide training and experience with a large variety of clinical laboratory procedures. These procedures will range from a few manual bench procedures to the operation of highly automated instrumentation. Our goal is to guide the student to an understanding of procedures and results so that he or she will correctly evaluate the clinical application of each test and more fully appreciate the significant role of a laboratory professional in providing health care. Emphasis will be placed on a high work ethic and being completely honest in job performance.

Timpanogos Regional Hospital is part of the Hospital Corporation of America (HCA) Healthcare system. Timpanogos Regional Hospital has been in its present location since January 1998. We take great pride in being an aggressive health care provider. We currently have almost 400 local physicians credentialed to practice at our hospital covering a broad spectrum of the specialties. The medical laboratory science student will receive a broad exposure to the many aspects of delivering our health care product.

Rotation Schedule: This laboratory has a 24 week program, Monday through Friday. The starting time varies with the Department.

DEPARTMENTS

| Administration: Barbara Blanke, MLS (ASCP) | Laboratory Manager |
| Heather Hutchison MLS (ASCP) | Education Coordinator |
| Microbiology: Heather Hutchison, MLS (ASCP) | Department and Teaching Supervisor |
| Hematology: Barbara Blanke, MLS (ASCP) | Department and Teaching Supervisor |
| Chemistry: Karen Perkins, MLS (ASCP) | Department and Teaching Supervisor |
| Urinalysis, Serology: Sheri Avondet, MLS (ASCP) | Department and Teaching Supervisor |
| Phlebotomy: Adela Docea | Teaching Supervisor |
St. Mark’s hospital was founded in 1872 as a small six bed hospital by Bishop Daniel S. Tuttle. Now, over 140 years later, St. Mark’s has grown to become a 317 bed facility that continues to fulfill its “Not Bigger. Just Better.” promise. St. Mark’s was ranked in the 100 best hospitals for coronary intervention by Healthgrades in 2017, and was listed among the top 50 cardiovascular hospitals nationwide by Truven Analytics in 2015.

**Location**
St. Mark’s Hospital
1200 E 3900 S
Salt Lake City, UT 84124
Mayo Clinic in Scottsdale, AZ is a 268-bed teaching hospital with 13,437 admissions per year. It performs 5,794 inpatient and 7,735 outpatient surgeries per year. Its emergency room had 30,444 visits. Mayo Clinic, AZ was ranked as the 20th best hospital in the nation by U.S. News in 2017. It was also ranked as the #1 hospital in Arizona. Students doing their internship at Mayo Clinic will have a unique laboratory experience at a hospital that is known throughout the world for its excellence in health care.

**Location**
Mayo Clinic
13400 E Shea Blvd.
Scottsdale, AZ 85259
Medical Laboratory Science Affective Objectives

Upon completion of the program, the student should be able to:

1. Commit to do their best and make a good impression.
2. Conform to the HIPAA guidelines regarding patient information.
3. Observe all clinical facility policies and procedures, as outlined in appropriate SOPs.
4. Obey all laboratory safety procedures, including no eating/drinking in the lab and no personal items (cell phones, mp3 players, etc.) in the contaminated areas.
5. Communicate responsibly with laboratory personnel and others on the healthcare team.
6. Serve as a team member and respect the opinions of others.
7. Accept constructive criticism and apply it in a positive way.
8. Strive for increased efficiency and quality through organization.
9. Seek unsolicited tasks (unknowns, case studies, computer tutorials, practice calculations, study questions, relevant current articles, QC review and SOP review).
10. Commit to clinical rotation by asking questions, being self-motivated, seeking out challenges and being helpful to teaching techs.
11. Notify teaching tech when leaving area for breaks or lunch.
12. Consult with teaching tech when a procedure does not work out the first time.
14. Give advance notice when late or absent.
15. Demonstrate honesty.
Medical Laboratory Sciences Student Handbook Signature Sheet

I have read the student handbook and understand the student's responsibility regarding graduation requirements.

_________________________________________ Signature

_________________________________________ Date

I give my permission that grades and other evaluation materials may be released to prospective employers.

_________________________________________ Signature

_________________________________________ Date
Memorandum of Understanding

In order to accept all the students into the MLS program, it is necessary that we utilize Eastern Idaho Regional Medical Center in Idaho Falls, Idaho; St. Marks Hospital in Salt Lake City; Madison Memorial Hospital in Rexburg Idaho; American Fork Hospital in American Fork; Central Valley Medical Center in Nephi, Utah, Tricore Reference Laboratories in Albuquerque New Mexico, Renown Healthcare in Reno Nevada, Dixie Regional Medical Center in St. George, Utah, and the Mayo Clinic Hospital, Phoenix Arizona. **We try to honor each students first or second request for clinical facility placement. However, it may be necessary to place students in one of these facilities if they are not selected as a first or second choice. It is expected that you will honor those placements.**

Also, each student is required to complete all course requirements for graduation before the internship begins. No other course work is to be performed during the hospital internship including independent study courses. Your internship may be delayed.

Your acceptance into the MLS Program is based on the above premise. If you agree to that arrangement, please sign and date below. Your signature indicates that you are aware that you may be assigned to a clinical affiliate that may not be your choice and that all of your course requirements for graduation are completed prior to the internship.

________________________
Student signature and printed name

________________________
Date
Assessment & Continuous Quality Improvement – Outcome Measures

A list of the Assessment Tools created for the Program are:
#1 Student Evaluations of Courses
#2 National Certification Exam Results
#3 Attrition Rates
#4 Enrollment and Graduate Numbers
#5 Clinical Rotations and Evaluations
#6 Exit Interviews
#7 Employment Following Graduation
#8 Cumulative Final Scores
#9 MLS Faculty Spring Meeting

<table>
<thead>
<tr>
<th>Outcome Measures:</th>
<th>Frequency</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Student Evaluations of Courses</td>
<td>End of course</td>
<td>Satisfaction &gt;80%</td>
</tr>
<tr>
<td>1. University courses are evaluated by the students at</td>
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<tr>
<td>the conclusion of each course. Each instructor is able</td>
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<tr>
<td>to access the results of the evaluations as soon as</td>
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<tr>
<td>grades are submitted each semester or term. In</td>
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<tr>
<td>addition, the Program Director has been authorized</td>
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<tr>
<td>to view the results of all the MLS courses. The</td>
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<tr>
<td>full-time faculty members are responsible to the</td>
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<tr>
<td>Microbiology &amp; Molecular Biology Department Chair</td>
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<td></td>
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<tr>
<td>who also has access to each student evaluation</td>
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<tr>
<td>report. The MMBio Department Chair also</td>
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<tr>
<td>conducts a stewardship interview each year with each</td>
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<tr>
<td>MLS faculty in which student evaluations are</td>
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<tr>
<td>discussed. The Department chair also reviews each</td>
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<tr>
<td>MLS faculty member’s citizenship, scholarship and</td>
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<tr>
<td>teaching goals for the year and evaluates their</td>
<td></td>
<td></td>
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<tr>
<td>performance based on the goals then makes new goals</td>
<td></td>
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<tr>
<td>for the upcoming year.</td>
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</tr>
<tr>
<td>2. National Certification Exam Results</td>
<td>Semi-Annual</td>
<td>90% average ASCP-BOC pass rate for 3</td>
</tr>
<tr>
<td>The national certification examination (ASCP BOC)</td>
<td>Student completion</td>
<td>most recent consecutive years</td>
</tr>
<tr>
<td>results provide an excellent way to compare our</td>
<td>dates – July</td>
<td></td>
</tr>
<tr>
<td>program with students across the nation in each of</td>
<td>and December</td>
<td></td>
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<tr>
<td>the areas of laboratory medicine. Careful analysis</td>
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<tr>
<td>of those results may suggest changes needed in the</td>
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<td></td>
</tr>
<tr>
<td>program curriculum or teaching methodology.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Attrition Rates</td>
<td>Annually</td>
<td>&lt;10% average of students graduating for</td>
</tr>
<tr>
<td>Percentage of students not completing the program.</td>
<td></td>
<td>3 most recent consecutive years</td>
</tr>
<tr>
<td>Attrition rates are monitored by the MLS program.</td>
<td></td>
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<tr>
<td>Very few students do not finish the curriculum. In</td>
<td></td>
<td></td>
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<tr>
<td>some cases, the student may decide on another major.</td>
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</tr>
<tr>
<td>4. Enrollment and Graduate Numbers</td>
<td>Annual</td>
<td>90% average of students graduating for 3</td>
</tr>
<tr>
<td>% of students enrolled during the final half of the</td>
<td></td>
<td>most recent consecutive years</td>
</tr>
<tr>
<td>year that go on to graduate The number of students</td>
<td></td>
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<tr>
<td>enrolled in the major is monitored as is the number</td>
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<tr>
<td>of graduates. During the last 5 years, there has been</td>
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<tr>
<td>a decrease in the number of students declaring a</td>
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<tr>
<td>pre-MLS and MLS majors. The numbers have decreased</td>
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<tr>
<td>from 155 in Fall 2016 to 128 in</td>
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</tbody>
</table>
Fall 2019. The number of students who graduated in 2016 was 28 and 25 in 2019. Several factors account for this drop, the main one being that the BYU MLS program was designated as a Limited Enrollment Program (LEP). This is due to the fact that when Dr. Anderson Young was the Associate Dean over student advisement in the College of Life Sciences her influence led to a dramatic increase in MLS Pre Majors. This led to a dramatic increase in students who applied to the MLS program which meant we had to turn students away who didn’t qualify, hence LEP. We are limited by the number of Internship sites that we have.

<table>
<thead>
<tr>
<th>5. Clinical Rotations and Evaluations</th>
<th>Semi Annual End of Rotation</th>
<th>&gt;80 Satisfaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>As a student completes a clinical experience, he or she is asked to submit a survey which evaluates each department in the facility. Evaluations are monitored for each facility and each department in that facility. A list of suggestions for improvement is kept for each facility.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6. Student Exit Evaluations</th>
<th>Annually</th>
<th>Satisfaction &gt;80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under the direction of the Microbiology and Molecular Biology Department, students are surveyed in the context of an “exit interview.” The results are summarized at their graduation date. The results for the MLS majors are shared with the Program.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Employment Following Graduation</th>
<th>Biannually</th>
<th>&gt;90% Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>The primary local employers/clinical coordinators of our students are members of our advisory committee. Every six months we conduct internship placement interviews, as we meet, those members can inform us about the successes and failures of our students. In addition, we track student job placement within the first six months after graduation.</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Cumulative Final Scores</th>
<th>Semi Annually</th>
<th>Students required to pass with score ≥ 70%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scores on program final cumulative exams related to BOC results as assessment of relevance of information and performance at monitored at the completion of each internship – December and June of each year.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9. MLS Faculty Spring Meeting</th>
<th>Annual meeting; ongoing</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning meeting in spring of each year to review effectiveness of all actions taken in the effort to maximize quality; make adjustments if indicated; plan curriculum; prepare for reviews; organize for incoming class and provide overall feedback. While the meeting is annual, communication is ongoing throughout the year since many go to work at the affiliate sites.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overview of Quality Process</th>
<th>Class Year:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Outcomes Summary:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Metric</th>
<th>3 Prior Years</th>
<th>2 Prior Years</th>
<th>1 Prior Year</th>
<th>Most Recent</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOC Pass Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduation Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Placement Rate</td>
<td></td>
<td></td>
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<tr>
<td>Attrition</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Other: Feedback, Exit Survey, Final Exam as described below</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Advisory Council – Fall Meeting
- Employer Feedback – December
- Graduate Feedback – December
- Outcome detail of ASCP BOC
- Faculty Planning – Spring Meeting
- Faculty Feedback during the class year
- Student Feedback during the class year
- Cumulative Final Results
- BOC Pass Rate
- Exit Survey – July-August
- Analysis of Outcome Data for Next Cycle
BS in Medical Laboratory Science (285220) MAP Sheet
Life Sciences, Microbiology and Molecular Biology

For students entering the degree program during the 2020-2021 curricular year.

This is a limited enrollment program requiring departmental admissions approval. Please see the department office for information regarding requirements for admission to this major.

For students entering the degree program during the 2020-2021 curricular year.

Life Sciences, Microbiology and Molecular Biology
BS in Medical Laboratory Science (285220) MAP Sheet
Provo, UT 84602
ADVISEMENT CENTER INFORMATION
lifesciences@byu.edu
2060 Life Sciences Building
Brigham Young University
Life Sciences Advisement
Arts, Letters, and Sciences
Minimum residence hours required
Minimum hours needed to graduate
128.0

<table>
<thead>
<tr>
<th>University Core and Graduation Requirements</th>
<th>Requirements</th>
<th>Classes</th>
<th>Hours</th>
<th>Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion Core Courses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachings and Doctrine of The Book of Mormon</td>
<td>1</td>
<td>2.0</td>
<td>REL.A.275</td>
<td></td>
</tr>
<tr>
<td>Jesus Christ and the Everlasting Gospel</td>
<td>1</td>
<td>2.0</td>
<td>REL.A.200</td>
<td></td>
</tr>
<tr>
<td>Foundations of the Restoration</td>
<td>1</td>
<td>2.0</td>
<td>REL.C.105</td>
<td></td>
</tr>
<tr>
<td>The Eternal Family</td>
<td>1</td>
<td>2.0</td>
<td>REL.C.100</td>
<td></td>
</tr>
<tr>
<td>The Individual and Society</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Heritage</td>
<td>1-2</td>
<td>3.0</td>
<td>from approved list</td>
<td></td>
</tr>
<tr>
<td>Global and Cultural Awareness</td>
<td>1</td>
<td>3.0</td>
<td>from approved list</td>
<td></td>
</tr>
<tr>
<td>Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year Writing</td>
<td>1</td>
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<td>Arts, Letters, and Sciences</td>
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<td>Physical Science</td>
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<td>Open Electives</td>
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<td>FOR UNIVERSITY CORE QUESTIONS CONTACT THE ADVISEMENT CENTER – FOR PROGRAM QUESTIONS SEE YOUR FACULTY ADVISOR</td>
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<tr>
<td>*THESE CLASSES FILL BOTH UNIVERSITY CORE AND PROGRAM REQUIREMENTS (7 hours overlap)</td>
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Graduation Requirements:
Minimum residence hours required 30.0
Minimum hours needed to graduate 128.0

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<th>Suggested Sequence of Courses</th>
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<td>2nd Semester</td>
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<td>SOPHOMORE YEAR</td>
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<td>Civilization 2 elective</td>
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<td>General Electives</td>
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<td>4th Semester</td>
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<td>Global &amp; Cultural Awareness elective</td>
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<td>MMBIO 491**</td>
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<td>MMBIO 405</td>
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<td>**MBIO 405 should be taken the 1st semester you are accepted into the program. If you start in the Fall, take MMBIO 405 in the Fall rather than in the winter.</td>
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<tr>
<td>MMBIO 491</td>
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<td>**MBIO 491 should be taken the 2nd semester you are accepted into the program. If you start in the Fall, take MMBIO 491 in the Fall.</td>
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<tr>
<td>th Semester</td>
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<td>MMBIO 496**</td>
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<td>BS in Medical Laboratory Science (285220) 2020-2021</td>
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</table>

ADVICE CENTER INFORMATION
Life Sciences Advisement
Brigham Young University
2060 Life Sciences Building
Provo, UT 84602
Telephone: (801) 422-3042
lifesciences@byu.edu
BS in Medical Laboratory Science (285220)  
2020-2021 Program Requirements (62 Credit Hours)

**REQUIREMENT 1: Complete 13 courses**

**PROGRAM PREREQUISITES:**

- CHEM 103 - General College Chemistry I with Lab (Integrated) 4.0
- CHEM 104 - General College Chemistry II 3.0
- CHEM 107 - General College Chemistry Laboratory 1.0
- CHEM 205 - Introduction to Organic Chemistry 4.0
- MBIO 131 - General Biology: Health and Disease 3.0
- MBIO 231 - General Microbiology 3.0
- MBIO 232 - General Microbiology Laboratory 1.0
- MBIO 240 - Molecular Biology 3.0
- MBIO 241 - Molecular and Cellular Biology Laboratory 1.0
- MBIO 292 - Infection and Immunity 3.0
- PHS 230 - Human Anatomy (with lab) 4.0
- PHS 340 - Genetics 3.0

**REQUIREMENT 2: Complete 30 courses**

**PROGRAM COURSES:**

- MBIO 409 - Basic Laboratory Operations in Medical Laboratory Science 1.0
- MBIO 420 - Clinical Chemistry 4.0
- MBIO 421 - Clinical Microbiology 1.0
- MBIO 422 - Hematology 3.0
- MBIO 423 - Hematology Laboratory 2.0
- MBIO 424 - Molecular Diagnostics 3.0
- MBIO 425 - Immunohematology 4.0
- MBIO 416 - Medical Parasitology 3.0
- MBIO 419 - Clinical Parasitology Laboratory 1.0
- MBIO 491 - Concept Applications in Laboratory Medicine 1.0

**REQUIREMENT 3: Complete 2.5 hours from the following courses**

- MBIO 494/5 - Clinical Experience 12.0
  
  The requirement includes 360 hours of on-the-job experience.

**REQUIREMENT 4**

Complete an exit interview.

**REQUIREMENT 5**

Pass the written comprehensive exam offered during the clinical experience.

**RECOMMEND**

Complete 2 courses

**ALTHOUGH NOT REQUIRED, THESE COURSES ARE RECOMMENDED:**

- STAT 110 - Principles of Statistics 3.0
- WRT 236 - Technical Communication 3.0

**THE DISCIPLINE:**

This degree program is for students who desire to practice clinical laboratory science/medical technology in diagnostic laboratories or related options. The program in the laboratory science is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (8430 West Bryn Mawr Avenue, Suite 670, Chicago, IL 60633, TDD 800-848-9999). Program graduates are eligible for National Certification examinations (i.e., ASCP, NCA).

**OBJECTIVE:**

At career entry, the clinical laboratory scientist/medical technologist will be proficient in performing the full range of clinical laboratory tests in areas such as hematology, clinical chemistry, immunohematology, microbiology, virology/immunology, coagulation, molecular, and other emerging diagnostics, and will play a role in the development and evaluation of test systems and interpretive algorithms. The clinical laboratory scientist/medical technologist will have diverse responsibilities in areas of analysis and clinical decision-making, regulatory compliance with applicable regulations, education, and quality assurance/performance improvement whenever laboratory testing is researched, developed, or performed. The clinical laboratory scientist/medical technologist will also possess basic knowledge, skills, and relevant experiences in:

- Communication to enable effective interactions with members of the healthcare team, external relations, customer service, and patient education;
- Financial, operations, marketing, and human resource management of the clinical laboratory to enable cost-effective, high-quality, value-added laboratory services;
- Information management to enable effective, timely, accurate, and cost-effective reporting of laboratory-generated information, and;
- Research design/practice sufficient to evaluate published studies as an informed consumer.

**CAREERS:**

Medical Laboratory Scientists in a Hospital laboratory, Outpatient lab or a Reference Lab; Quality Control/Assurance officer in clinical laboratory; MLS in a Clinical Diagnostic Laboratory; Clinical Laboratory Information System analyst; Physician Office Laboratory Management in a Clinical Laboratory; MLS Specialty in Clinical Hematology, Chemistry, Immunohematology or Microbiology; Graduate Studies; Veterinary Medicine Laboratory Scientist; Medical Laboratory Industry - Instrumentation sales and service; MLS Educator; Research Scientist; Pathology Assistant Studies

See faculty advisor for additional career choices.

**HONORARY SOCIETIES AND CLUBS:**

The student chapter of the Utah Society for Clinical Laboratory Science provides opportunity for fellowship and professional association.

**FINANCING:**

An endowed scholarship is available to students in clinical laboratory science. Recipient is selected by CLS faculty after program admission. No application is necessary.

**MAP DISCLAIMER**

While every reasonable effort is made to ensure accuracy, there are some student populations that could have exceptions to listed requirements. Please refer to the university catalog and your college advisement center/department for complete guidelines.

**DEPARTMENT INFORMATION**

- Microbiology and Molecular Biology  
  Brigham Young University  
  4001 Life Sciences Building  
  Provo, UT 84602  
  Telephone: (801) 422-2883

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Admission Policy

Brigham Young University exists to provide an education consistent with the religious values taught by The Church of Jesus Christ of Latter-day Saints (Church). The university prefers admitting members of the Church in good standing and does not unlawfully discriminate against applicants based on race, color, national origin, religion, sex, age, disability, genetic information, or veteran status, who (1) meet the admission requirements, (2) agree to abide by the Church Educational System Honor Code (Honor Code) and the Dress and Grooming Standards, and (3) are otherwise qualified based upon available space.

Admission Procedures, Requirements, and Standards

Admission Procedures

From year to year, the director of Admission Services will publish in the University Catalog admission procedural guidelines for undergraduate applicants to the university, and Graduate Studies will publish admission procedural guidelines for graduate applicants. In order to be considered for admission, applicants must abide by the current published procedural guidelines.

Admission Deadlines

All application materials must be submitted or postmarked on or before the deadline for the semester or term for which the applicant intends to apply. Admission deadlines are reviewed periodically and amended by the director of Admission Services for undergraduate applicants and the dean of Graduate Studies for graduate applicants.

Full Disclosure

Failure to disclose and submit all documents required for admission, including transcripts from each institution in which the applicant has or is currently enrolled, or any falsification of information required for admission consideration may result in the immediate rescission of an offer of admission, suspension, or loss of all credit earned at BYU.

Admission Status and Academic Standing

The university's Admission Committee has responsibility for determining the admission status (i.e., admitted or denied) for all undergraduate applicants. In cases involving the admission status of transfer, former, or reapplying students for undergraduate studies, the Admission Committee has responsibility for determining the academic standing (i.e., good, warning, or probation) under which the student is admitted. Graduate Studies and the relevant university department or school have responsibility for determining the admission status for their respective graduate applicants.

Honor Code Standing

Applicants should have a current ecclesiastical endorsement to be admitted to BYU, and they must continue to abide by the Honor Code and the Dress and Grooming Standards, whether on or off campus after admission. Unless granted an exception, an applicant whose membership is withdrawn from the Church, who has formal membership restrictions in the Church, or who has resigned membership in the Church is not admissible until reinstated to full fellowship in the Church. Also, unless granted an exception, an applicant who is on probation with the Church or who otherwise lacks an ecclesiastical endorsement is not admissible until the issue giving rise to the probation or lack of ecclesiastical endorsement is resolved with the applicant's authorized ecclesiastical leader. The university ultimately reserves the right to make the admission decision.

Application for Exception

An individual wishing to apply for admission whose membership is withdrawn from the Church, who has formal membership restrictions in the Church, who has resigned membership in the Church, or who otherwise lacks an ecclesiastical endorsement, may request an exception to this policy by completing an Application for Exception to Policy form. Undergraduate applicants may obtain these forms from the executive director of Enrollment Services, and applicants to graduate programs may obtain them from the dean of Graduate Studies. The burden of persuasion is upon the applicant to clearly demonstrate to the university through the information submitted that the relevant facts and circumstances warrant an exception to this policy.
The executive director of Enrollment Services, or his or her designee, will review the Application for Exception to Policy for undergraduate applicants, and the dean of the relevant graduate school, or his or her designee, will review the Application for Exception to Policy for graduate applicants. The reviewer may also personally interview the applicant, who may further explain the circumstances that might justify an exception to the policy of not admitting individuals whose membership is withdrawn from the Church, who has formal membership restrictions in the Church, who has resigned membership in the Church, or who otherwise lack an ecclesiastical endorsement. The reviewer may not speak to the applicant’s present and former ecclesiastical leaders unless the reviewer receives the express written consent of the applicant. If such consent is not provided by the applicant, then the Application for Exception to Policy will be determined based on the information otherwise available.

After reviewing the applicant’s Application for Exception to Policy, the reviewer will make a recommendation to the president of the university, who has the sole authority to grant exceptions. The president will grant an exception only in very limited cases where the president determines in his or her sole discretion that the relevant facts and circumstances warrant an exception to this policy.

If an exception is granted and the individual is admitted as a student to the university, then the university may place an Honor Code hold on the student’s record. The Honor Code hold will remain in effect until the issue giving rise to the Honor Code hold is resolved. If the individual has not resolved the issue within one year, he or she may be dismissed from the university.

**High School Graduation**

Undergraduate applicants must be graduates of fully accredited high schools. Those who complete their secondary education through home study, home school, or other programs, or who seek enrollment at the university before graduating from high school, will be reviewed individually by the Admission Committee to determine ability to benefit from a BYU education. Additional information (such as achievement test scores, personal interviews, etc.) may be required as part of the application process.

**ACT Test or SAT Reasoning Test**

All new freshman applicants, or students whose high school graduating class has yet to graduate, and specified transfer students are required to take the ACT or SAT. New freshman applicants are individuals who have no college credit, or who completed college credit prior to high school graduation, and are high school graduates, home school graduates, or high-school-aged students not completing high school. An applicant’s performance on the ACT or SAT is one of the competitive factors reviewed by the Admission Committee for determining admission status.

**Seminary**

Individuals are encouraged to participate in Church seminary during each year of high school. Brigham Young University is committed to the concept that thoughtful and consistent study of the scriptures is vital to the preparation of those desiring to enter the university. The number of years of Church seminary completed (released-time, early morning, online, or home study) and the quality of that study are additional considerations in undergraduate admission decisions.

**Establishing an Enriched Environment**

The university seeks to create an environment with students of varying backgrounds and talents. The Fostering an Enriched Environment Policy provides admission guidance in this regard.

**International Students**

In addition to the standards for admission considered for domestic applicants, international student applicants must also pay for and submit a foreign credential evaluation and demonstrate evidence of competency in English and sufficient financial support.

**Transfer Applicants**

Undergraduate students who have completed post-secondary academic work from an accredited institution after graduating from high school are considered transfer student applicants. The university will only accept transfer credit from institutions that receive accreditation or approval through appropriate bodies. The director of Admission Services will establish the minimum number of post-secondary credit hours required of undergraduate transfer students in order to disregard performance in high school course work and standardized test scores. Graduate-level transfer applicants may be accepted in accordance with procedural guidelines established by the relevant department or school.

**Admission of Non-Matriculated Students**

An applicant for undergraduate admission who has already obtained a bachelor’s degree or who has obtained a postbaccalaureate degree is not normally admitted as an undergraduate to the university. Under rare circumstances, the university will consider admitting applicants to the university in non-degree-seeking programs for limited periods of time as space permits. The director of Admission Services will annually establish and publish in the University Catalog...
the conditions under which applicants will be considered for admission as nonmatriculated students (e.g., concurrent
students, postbaccalaureate students, and visiting students).

**Official Notice of Admission**
Undergraduate applicants will receive formal notice of the official action taken by the Admission Committee. Graduate applicants will receive formal notice from Graduate Studies or the relevant department or school. Oral communication does not constitute a valid offer of admission. Admission can be granted only by the Admission Services office for undergraduate applicants and not by any other university department. Only Graduate Studies or the relevant department or school may grant admission for graduate applicants. An official offer of admission is valid only for the semester or term indicated and may not be unilaterally deferred by the student.

**Deferments and Leaves**

**Deferral of Initial Admission**
Undergraduate students who wish to change the entry date specified in their notice of acceptance must request permission to do so from the director of Admission Services on or before the designated deadline for the entry date they desire. However, for non-missionary deferments, depending on space availability, the university may deny the deferral request. As a general matter, graduate students may not defer admission, but may be reconsidered upon reapplication with a new applicant pool for a subsequent semester or term. Graduate students should consult with the relevant department or school about any exceptions to this policy regarding deferral of admission.

**Missionary Deferment**
Undergraduate students may defer their enrollment to serve a Church mission, and graduate students should consult with the relevant department or school about any deferrals. Students who intend to defer their enrollment to serve a Church mission must notify the university prior to leaving and must complete a deferral application. The notification procedure can be completed only after receiving a mission call and must be submitted in accordance with published procedural guidelines.

Otherwise eligible students returning from missionary deferments may enroll under the following conditions:
- They have completed a mission and received an ecclesiastical endorsement.
- They will return for the semester or term indicated on the missionary deferment notice. Limited exceptions may be considered by petitioning the director of Admission Services for undergraduate students or by consulting with the relevant department or school for graduate students.

For students who return home early from missionary service, the missionary deferment is void, and the student must reapply for admission to the university.

The granting of a missionary deferment is for enrollment and undergraduate scholarships only, and it does not by itself imply the deferral of graduate scholarships, fellowships, assistantships, or commitments that have been made to affiliate with specific faculty members, labs, or research projects.

**Continuing Undergraduate Student Leave of Absence**
Except for newly admitted students, daytime eligible undergraduate students may take a leave of absence for one major semester (fall or winter) per academic year without prior notification to the university. For purposes of this paragraph, an academic year begins with fall semester and continues through the next summer term. Newly admitted students may not take a leave of absence until they have completed an initial enrollment.

**International Undergraduate Student Leave of Absence**
International undergraduate students must be daytime students for eight months prior to a leave of absence and must obtain clearance from the International Student Services Office before taking a leave of absence. Responsibility for maintaining proper visa status, even while on deferment, remains solely with the international student.

**Former Student Applicants**
Undergraduate students who interrupt their studies for more than one major semester (fall or winter) in the academic year without a missionary deferment must reapply for admission. Former graduate students who started but did not complete their course of study may submit an Application to Resume Graduate Study according to published procedural guidelines. Previous coursework may be re-evaluated, and degree requirements may be changed to reflect current expectations.

**Military Leave**
Subject to the conditions cited below and the applicable law (see 34 C.F.R. § 668.18), the university will readmit students who have left the university to perform service in the uniformed services with the same academic status they
students who have left the university to perform service in the uniformed services with the same academic status they had when they last attended the university. "Service in the uniformed services" means voluntary or involuntary service in the Armed Forces of the United States, including service in the National Guard or Reserve, for a period of more than thirty consecutive days. Readmission is available if

- the student gave the university's Admission Services advance notice of the service prior to leaving unless a military necessity precluded notice, or the student provides an attestation after completing the service that performing the uniformed services necessitated the absence;
- the cumulative length of the absence and all other absences for service performed in the uniformed services does not exceed five years;
- the student gives notice to the university's Admission Services of the intent to reenroll; and
- the student qualifies for an ecclesiastical endorsement at the time of readmission.

CONTACT

Brigham Young University
Integrity and Compliance
Office
C-289 ASB
Provo, UT 84602

801-422-0032
Academic Honesty Policy

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education." (See Aims of a BYU Education.) It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim.

BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

Plagiarism

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, which may not be a violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education where all members of the university are expected to acknowledge the original intellectual work of others that is included in their own work. In some cases, plagiarism may also involve violations of copyright law.

Intentional Plagiarism—Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

Inadvertent Plagiarism—Inadvertent plagiarism involves the inappropriate, but nondeliberate, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply not being sufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance.

Examples of plagiarism include:

Direct Plagiarism—The verbatim copying of an original source without acknowledging the source.

Paraphrased Plagiarism—the paraphrasing, without acknowledgement, of ideas from another that the reader might mistake for the author's own.

Plagiarism Mosaic—The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.

Insufficient Acknowledgement—The partial or incomplete attribution of words, ideas, or data from an original source.

Plagiarism may occur with respect to unpublished as well as published material. Copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.

Fabrication or Falsification

Fabrication or falsification is a form of dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist.
- Attributing to a source ideas and information that are not included in the source.
- Citing a source for a proposition that it does not support.
• Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper.
• Intentionally distorting the meaning or applicability of data.
• Inventing data or statistical results to support conclusions.

Cheating

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

• Copying from another person's work during an examination or while completing an assignment.
• Allowing someone to copy during an examination or while completing an assignment.
• Using unauthorized materials during an examination or while completing an assignment.
• Collaborating on an examination or assignment without authorization.
• Taking an examination or completing an assignment for another, or permitting another to take an examination or to complete an assignment in place of the student.

Other Academic Misconduct

Academic misconduct includes other academically dishonest, deceitful, or inappropriate acts that are intentionally committed. Examples of such acts include but are not limited to:

• Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
• Planning with another to commit any act of academic dishonesty.
• Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
• Changing or altering grades or other official educational records.
• Obtaining or providing to another an unadministered test or answers to an unadministered test.
• Breaking and entering into a building or office for the purpose of obtaining an unauthorized test.
• Continuing work on an examination or assignment after the allocated time has elapsed.
• Submitting the same work for more than one class without disclosure and approval.

Faculty are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and the student's conduct in the course. Responsible instructors will investigate alleged academic dishonesty, determine the facts, and take appropriate action. In a case where academic dishonesty is determined to have occurred, the instructor must notify the Honor Code Office of the incident as a means of encouraging behavior change and discouraging repeated violations. In addition, the instructor shall consult with the department chair concerning disciplinary actions to be taken. If the incident of academic dishonesty involves the violation of a public law, such as breaking and entering into an office or stealing an examination, the act should also be reported to appropriate law enforcement officials. If an affected student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, the student may have the matter reviewed through the university's Student Academic Grievance Procedure.

Applicable Actions

A wide range of possible actions exists for cases of academic dishonesty. Instructors should take actions that are appropriate under the circumstances and should attempt to reach an understanding with the affected student on the imposition of an appropriate action. In some cases, the department, the college, or the university may also take actions independent of the instructor. Examples of possible actions include but are not limited to the following:

For instructors (in consultation with the department chair):

• Reprimanding the student orally or in writing.
• Requiring work affected by the academic dishonesty to be redone.
• Administering a lower or failing grade on the affected assignment or test.
• Administering a lower or failing grade for the course (even if the student withdraws from the course).
• Removing the student from the course.

For departments and colleges:
• After consulting with the Honor Code Office, dismissing the student from the program, department, or college.
• Recommending probation, suspension, or dismissal from the university.

For the university:

The university may elect to discipline a student for academic dishonesty in addition to, or independently from, discipline imposed by a faculty member, a department, or a college. University discipline may be administered through the Honor Code Office or through the Dean of Student's Office. The Honor Code Office will maintain a record of all violations of this Academic Honesty Policy reported to it by the faculty. The university may elect to place an affected student on probation, or to suspend or dismiss the student, and to place a temporary or permanent notation on the student's permanent academic transcript indicating that he or she was suspended or dismissed due to academic misconduct.

The university may report an incident of academic misconduct to appropriate law enforcement officials and may pursue the prosecution of an affected student if the act in question involves the commission of a crime.

Shared Responsibility Policy Statement

Students are responsible not only to adhere to the Honor Code requirement to be honest but also to assist other students in fulfilling their commitment to be honest.

Faculty Academic Integrity

The substantive standards of academic honesty stated in this policy apply a fortiori to faculty. Indeed, all members of the BYU community are expected to act according to the highest principles of academic integrity.

A large number of publications and policies of colleges and universities were reviewed in creating BYU's Academic Honesty Policy. Some of the content and structure of this policy were adapted from the following sources:

2. "Academic Honesty and Dishonesty," a brochure produced by the Office of the Dean of Students, University of Delaware.
3. "Academic Honesty and Dishonesty," a brochure produced by the Dean of Students Office, Louisiana State University.
7. "Plagiarism—The Do's and Don'ts," a brochure produced by the Office of Student Judicial Affairs of the University of California—Davis.

CONTACT

Brigham Young University
Integrity and Compliance
Office
C-289 ASB
Provo, UT 84602

801-422-0032
### Academic Standards Procedures

The following outline shows the conditions and expectations according to the student's academic standing:

<table>
<thead>
<tr>
<th>Academic Standing</th>
<th>Under these Conditions</th>
<th>Outcomes and Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOOD</strong></td>
<td>Most recent semester/term GPA and BYU cumulative GPA are 2.0 or above, and student has NOT been on academic Probation or Suspension</td>
<td>Student continues to maintain a 2.0 semester/term and BYU cumulative GPA</td>
</tr>
<tr>
<td><strong>PREVIOUS</strong></td>
<td>Same as Good standing but indicates a student has previously been on academic Probation or Suspension</td>
<td>Student continues to maintain a 2.0 semester/term and BYU cumulative GPA. However, student goes directly to Probation if student has a semester/term GPA below 2.0.</td>
</tr>
</tbody>
</table>
| **WARNING**       | Most recent semester/term GPA is below 2.0 and student was on Good academic standing  
                   | or  
                   | When the most recent semester/term GPA is 2.0 or higher but the BYU cumulative GPA is below 2.0 and student was on academic Warning. | Student is blocked from registrations beyond the subsequent semester/term until the student **EITHER** submits a complete Faculty/Mentor Support Form to the Academic Support Office by the appropriate deadline **OR** the student earns at least a 2.0 GPA for the subsequent enrollment and has at least a 2.0 cumulative GPA. Students with less than a 2.0 cumulative GPA must submit the Faculty/Mentor Support Form. |
| **PROBATION**     | Most recent semester/term GPA is below 2.0 and the student was on academic Warning  
                   | or  
                   | Most recent semester/term GPA is below 2.0 and student has been on academic Probation or Suspension | Student is blocked from registrations beyond the subsequent semester/term until the student **EITHER** submits a complete Faculty/Mentor Support Form to the Academic Support Office by the appropriate deadline **OR** the student earns at least a 2.0 GPA for the subsequent enrollment and has at least a 2.0 cumulative GPA. Students with less than a 2.0 cumulative GPA must submit the Faculty/Mentor Support Form. |
SUSPENSION

Most recent semester/term GPA is below 2.0 and student was on academic Probation.

or

Student fails to comply with the conditions prescribed by the Academic Standards Committee.

Student is dropped from all enrollments in day, evening, or extension classes (except Independent Study). Student may not enroll in BYU day, evening or extension classes (except Independent Study) for a minimum of 12 months. During this time, the student is expected to resolve all problems leading to the student's academic suspension. After 12 or more months, the student may apply for readmission. If the student completes any college level work while on Suspension, the student must receive an overall GPA of 3.0 or higher in that coursework to be allowed readmission. Student should contact the Admissions Office, A-153 ASB, (801) 422-2507 for details and pertinent information about deadlines and expectations for readmission. A student with extenuating circumstances—who has appropriate support and justification—may appeal the 12-month period out of BYU through the Academic Standards Committee. Student should contact the Academic Support Office, 2500 WSC, (801) 422-2723 for assistance. No other appeals will be considered.

DISMISSED

Student is academically Suspended a second time.

An academically dismissed student may not enroll in day, evening or extension classes (except independent study). After three years, a student is eligible to enroll in evening or extension classes. A student may seek an exception to be readmitted as a degree-seeking student after two years by petitioning the Academic Standards Committee.

NOTE: College advisement centers (CACs) may also set registration blocks on students not progressing toward timely graduation. In such cases, students must also meet with their CAC to have this block removed.
Readmission

Students will be ACADEMICALLY SUSPENDED from BYU if they meet either of these conditions:

- When on academic Probation the student fails to receive a GPA of 2.0 or higher for the semester/term, and has taken at least 6.0 credits since his or her last academic standing calculation.
- When the student fails to comply with the conditions prescribed by the Academic Standards Committee.

Students who are academically suspended from BYU will be dropped from enrollment in all day, evening or extension classes (except Independent Study). Suspended students are denied continued enrollment at BYU in day, evening or extension classes (except Independent Study) for a minimum of 12 months. After staying out the designated time, students may apply for readmission to BYU. If students complete any college-level work while on suspension, they must receive an overall GPA of 3.0 or higher to be allowed readmission to BYU. Students wanting readmission to BYU must submit parts 1, 2 and 3 of the BYU admission forms and copies of any transcripts of classes completed while on suspension to the Admissions Office by the published deadlines. Students would be readmitted on Probation standing.

Students with extenuating circumstances and who have appropriate support and justification may appeal the twelve-month period out of BYU. The student should appeal to the Academic Standards Committee and submit appeals through the Academic Support Office. (See Appeals procedure below.)

Students suspended a second time from BYU are denied enrollment at BYU, except through Independent Study. After three years, an academically dismissed student may enroll in evening or extension courses. After two years, a student may petition the Academic Standards Committee for consideration of the student’s degree-seeking status.

Students with a BYU cumulative GPA of 2.0 or higher when suspended may apply to be considered for a “Fast Track Back” readmission program. If successful, they may be readmitted on Previous standing after staying out six or more months. Students following this program qualify by completing 12 or more hours of general education classes at a 3.0 or higher GPA with no repeats, W, UW, WE, I, or IE grades. Classes may be completed through BYU Independent Study or at another college or university. Only general education classes will qualify unless the student is granted an exception by both the Admissions Office and his/her College Advisement Center (CAC) advisor. Exceptions are only granted if the student obtains approval prior to taking classes. Students wanting readmission to BYU must submit parts 1, 2 and 3 of the BYU admission forms along with copies of any transcripts of classes completed while on suspension to the BYU Admissions Office by the published deadlines.

Procedures

Following grade processing each semester/term, the Academic Support Office informs students who are suspended or dismissed of their academic standing by sending a letter by U.S. mail. Students are informed they will be dropped from all current and future day, evening or extension classes (except Independent Study) at BYU. Students are also informed of any options they have for possible return to BYU. (See Regular Reinstatement and “Fast Track Back” Reinstatement below.)

Regular Reinstatement

Suspended students wanting readmission to BYU may be considered for readmission after they have spent a minimum of 12 months out of BYU day, evening or extension classes. Students, who complete college level classes while on suspension from BYU, must get a GPA of 3.0 or higher to be considered for readmission to BYU.

Parts 1, 2 and 3 of the BYU admission forms must be completed before the published deadlines: October 1 for winter semester or March 15 for spring or summer terms or fall semester. Students should contact the BYU Admissions Office, A-153 ASB, (801) 422-2507, for additional details, application forms, and help with the process.

A student readmitted after being suspended and staying out of BYU 12 or more months and who has completed any additional college-level classes with a GPA of 3.0 or higher would re-enter BYU on Probation as his/her current academic standing.

“Fast Track Back” Reinstatement

Students with a BYU cumulative GPA of 2.0 or higher may choose to qualify to be reinstated on Previous standing and return to BYU sooner than 12 months. To qualify, students who already have a BYU cumulative of 2.0 or more must complete a minimum of 12 hours of general education credits with a 3.0 GPA or higher with no repeats, W, UW, WE, I, IE grades and be out of BYU a minimum of six months. Students, who have completed all or most required general education classes, may obtain approval to complete other specified academic classes. Approval must be obtained from both a BYU Admissions Office counselor and the appropriate CAC advisor before enrolling in the classes. Classes may be completed through BYU Independent Study or through another college or university. Students must obtain approval from the Academic Support Office to pursue the “Fast Track Back” option.
Classes must be completed and transcripts submitted along with parts 1, 2 and 3 of the BYU admission application before the published deadlines: October 1 for winter semester or March 15 for spring or summer terms or fall semester.

Students should contact the BYU Admissions Office, A-153 ASB, (801) 422-2507, for additional details, application forms, and help with the readmission process.

A student readmitted after being suspended and staying out of BYU six or more months and who completes 12 or more hours of general education or other approved specified academic classes with a GPA of 3.0 or higher, will be admitted on Previous standing.

Faculty/Mentor Support and Academic Support Contract

All students who are readmitted after being suspended must negotiate a contract specifying expectations the University has for the student upon his/her return to BYU. Specifically required will be written faculty mentor support, a graduation plan approved by the student's faculty mentor and also the CAC supervisor, and a contract with an Academic Support Counselor. If the student's BYU cumulative GPA is below 2.0, the contract should also specify the needed GPA for the next enrollment(s) to bring the cumulative GPA to 2.0 or higher.

Before being cleared to register, students must submit to the Academic Support Office evidence of faculty mentor support including specific approval of classes the student will register to take upon return to BYU. The student will then be cleared to register. In addition, any enrollment beyond the current enrollment will be dropped unless the returning student signs a contract with a counselor in the Academic Support Office verifying that the student has department and college support. This support must include a graduation plan reviewed and approved by the supervisor of their CAC and their faculty mentor. Students should contact the Academic Support Office, 2500 WSC, (801) 422-2723, for instructions regarding carrying out these requirements in a timely way. Upon notification of a student's readmission to BYU, the Academic Support Office will inform students by letter of these and any other requirements.

GPA Expectation

All students who are readmitted after being suspended must get a 2.0 or higher GPA the semester/term they return. Failure to comply with this expectation may result in being academically dismissed from BYU.

Future Standing

Reinstated students who earn a semester/term GPA of 2.0 or higher in at least 6.0 credit hours upon return to BYU and who also have a BYU cumulative GPA of 2.0 or higher, will be returned to Previous standing. Students with a BYU cumulative GPA of less than 2.0 will continue on Probation if their semester/term GPA is 2.0 or higher. They will be continued on Probation until their BYU cumulative rises to 2.0 or more. Should a reinstated student be suspended in the future, his/her standing will be changed to Dismissal and he/she will be required to leave the university. Dismissed students are denied enrollment at BYU in day, evening or extension classes. After three years, they may enroll in evening or extension courses only. After two years, dismissed students may petition the Academic Standards Committee regarding admission as a degree-seeking student.

Appeals

Students are expected to work with counselors in the Academic Support Office, their CAC, faculty and department mentors, and other resources to resolve personal and/or academic problems when they are on Probation standing. Counselors and others may help students appeal to drop classes, reduce their loads, etc., through the Records Office as part of helping them while they are on Probation standing.

In rare and unusual circumstances, students who have been suspended may appeal staying out of BYU for the required 12 or more months. Students must persuade the University that they should be allowed to continue without staying out for a period of time and must have strong department support for an exception to the policy. They must adhere to the following petitioning guidelines.

Petitioning Guidelines for Exception to Time Period Away from BYU

Petitions must include the following:

- A statement of why the student would not benefit from staying out of the University 12 or more months. Part of this statement must be an explanation of the conditions that led to the academic Suspension. Students must explain the conditions or situations leading to each impacted enrollment. The statement must consider all recent semesters/terms below 2.0 GPA and also must demonstrate the resolution or successful management of the conditions or situations leading to the academic Suspension.
- The student must submit supportive information concerning the conditions or situations leading to his/her suspension. Such information should clearly show that the student has resolved all pertinent challenges.

• If incomplete grades are part of the transcript, the student must include with the petition copies of any pending Incomplete Grade Contract accompanied by a written completion plan including date to be finished.

• A written graduation plan must specify all general education, University major and minor requirements, including semester/term and year they will take each class. The graduation plan must be current, that is, since the student's suspension, and must include only classes required for graduation.

• A memo from the Supervisor of the appropriate CAC supporting and approving the student's written graduation plan.

• A memo of support from the department chair. Prior to writing a memo, the chair should review thoroughly with the student and with the student's faculty mentor why the student did not perform as expected during his/her probationary semester/term and was therefore suspended. Having addressed this failure, the chair must then review the student's statement of why he/she would not benefit from staying out of BYU, supporting documentation, plans to complete incomplete grades, and the CAC approved graduation plan. If the chair believes the department is supportive of waiving the 12-month period out of BYU, the chair must write a memo on department letterhead affirming the department's support and specifically addressing the following questions:
  o Why did the student not perform as expected during the probationary semester/term and end up being suspended?
  o What has changed or is different now?
  o Since time away from BYU would generally be beneficial to resolving challenges leading to suspension, why are the department chair and the student convinced the student should be allowed to continue at BYU without time away?

• Written support from a faculty member in the department who is willing to help (mentor) the appealing student must be included. Specifically, the petition should include support that indicates the strong probability of the student's future academic success and should also address the three bulleted questions above. The department chair may act as mentor if he/she chooses and should so state in the letter of support.

Decisions of the Academic Standards Committee will follow the criteria outlined below:

**Appeal Decisions**

**Denied.** Petition is denied. The student will be informed that he/she must remain out of BYU for 12 or more months.

**Approved.** The petition is approved. The student will be allowed to enroll for the semester/term specified by the Academic Standards Committee. The student must meet with and sign an agreement with the administrator of the Academic Support Office. The agreement will cover the following:

• The student must get a 2.0 (C) or higher semester or term GPA his/her next semester/term.
• If the student fails to get a 2.0 or higher the next semester/term, he/she will be dismissed from the University.
• Other specific instructions, restrictions, and/or conditions set by the Academic Standards Committee.

**Earning BYU Credit While on Suspension**

See section on “Credit Hours Earned.”

**Academic Dismissal**

**General Dismissal Policy**

Students academically suspended from the university a second time are academically dismissed from the university for a minimum of three years, during which time they are not eligible to enroll in day, evening, or extension courses (except Independent Study courses). After the three-year period, academically dismissed students are automatically eligible to enroll in evening or extension courses. They must contact the Academic Support Office to have their academic hold removed.

**Readmission to the University as an Undergraduate Student after Academic Dismissal**
If, after two years, an academically dismissed student wishes readmission to the university as an undergraduate, degree-seeking student, the student must first petition the Academic Standards Committee. The student’s petition must establish and document that the circumstances leading to the previous suspension and dismissal have been corrected and that the student’s major department supports, in writing, the readmission after dismissal. Written support from the student’s major department chair must include a graduation plan, evidence of a review of the student’s circumstances by the department chair, and an expressed confidence that given support from the department chair the student will successfully complete his or her program of study. Other appropriate documentation for the petition may include coursework completed at another university or college by the student.

If an academically dismissed student’s petition for readmission to the university is accepted by the Academic Standards Committee, his or her current academic standing becomes Probation. The student must, however, complete the application process stipulated by the Admissions Office as a returning student to be admitted to the university. The Academic Standards Committee may limit the student’s enrollment to Spring and Summer terms, as a condition of readmission.

Exceptions to General Dismissal Policy

Exceptions to the general policy for academic dismissal may be granted for the following circumstances:

• Students who are within 16 credits of graduation and have a cumulative GPA of at least 2.0 may petition the Academic Standards Committee to return to the university following an absence less than that prescribed by the general policy. The student’s petition must include the same information required of students petitioning a return to the university after being academically dismissed.

• Students who are full-time employees of the university are still subject to the academic dismissal policy; however, they are eligible to continue enrollments in evening or extension courses without an absence.

Standing of Approved Petitions of Dismissed Students

Students whose petitions are accepted by the Academic Standards Committee will have their current academic standing changed to Probation.

Readmission Application Process

Students who petition readmission to the university following academic dismissal must first have their petition approved by the Academic Standards Committee. Following this approval, these students may then apply for readmission to the university. A copy of the decision of the Academic Standards Committee will become part of the readmission package.

Suspension Following Dismissal

Students who are again suspended following a return from dismissal are subject to the same provisions of the General Dismissal Policy.

Special Considerations and Provisions Under Dismissal Policy

In addition to the considerations outlined above for Dismissed Students, this policy covers the following circumstances:

• Returning Graduate Students – Students who have been academically dismissed from the university as undergraduate students but who have been accepted to one of the university’s graduate programs will have their current academic standing removed upon notification of graduation to the Academic Support Office.

• Graduation of Dismissed Students with Transfer Credit – Students who have been academically dismissed from the university may be permitted to graduate with transfer credit under the provisions established for the graduation of suspended students with transfer credit.

• Graduation of Dismissed Students Completing Degree at Time of Dismissal – Students who are academically dismissed the same semester or term they complete their degree may be permitted to graduate under the provisions established for the graduation of suspended students.

Academic Standing at Graduation

All students who graduate from the university will be listed with a current academic standing of Good, if the student notifies the Academic Support Office of his/her graduation.
CONTACT

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801-422-0032
Student Academic Grievance Policy

There may be occasions when a student believes her/his academic work or conduct has been unfairly or inadequately evaluated by the faculty. Usually such differences of opinion can be amicably resolved informally between the student and the faculty member. If not, the following procedures are intended to encourage satisfactory resolution of academic grievances with a minimum of formal procedure.

1. The grievance must be initiated by the student no later than four months (120 days) from the last day of the examination period of the semester in which the alleged unfair or inadequate evaluation occurred. A grievance related to restrictions limiting participation in university academic programs must be initiated within 30 days of the decision in question.

2. The student should initially address the grievance in writing to the faculty member or administrator responsible, requesting review and resolution. If the faculty member or administrator is unavailable or if the student has a valid reason to believe the matter will not be dealt with fairly or that retribution may result, the student may submit the grievance directly to the applicable department chair. (The faculty member, administrator, or department chair shall have the right to consult others regarding the matter as reasonably necessary and with due regard for the student's right to privacy under the Family Educational Rights and Privacy Act.)

3. If the grievance is addressed initially to the faculty member, and it is not resolved satisfactorily, the student may submit a written request for further review to the department chair within 30 days of the faculty member's decision.

4. The department chair's decision shall be given in writing to both the student and the faculty member within 30 days after receiving the student's request and all supporting material for review.

5. If the matter is still unresolved, the student may submit a written request for formal review to the dean or director of the applicable college or school within 30 days of the department chair's written decision.

6. If a formal review is requested, the applicable dean or director shall be assisted in reviewing the grievance by a review panel, as described in the following paragraphs.

The dean or director will appoint several individuals associated with the university to serve as an ad hoc review panel. At least two of these individuals must be faculty with continuing faculty status from outside the area of study in which the grievance arose. One of these faculty members will be appointed to chair and conduct the proceedings, which should take place within 30 days after receiving the student's written request for formal review and all supporting materials. Faculty appointed to a panel reviewing a graduate student's grievance must have graduate faculty status.

In reviewing the grievance, the review panel, the affected student, and the affected faculty member are responsible to identify or provide relevant sources of information. The review is intended to be collegial and not adversarial. Accordingly, legal counsel is not allowed to attend nor advocate in the review process. Presentation of the issues should be concise and relevant. The chair of the review panel shall be responsible to conduct the review and establish applicable procedures if such are not available from the dean or director. Any formal presentation should be limited to pertinent issues, and panel members should be allowed sufficient time for questions. Following presentation and discussion of the grievance, the review panel will deliberate in closed session and submit its written recommendation to the dean or director.

The dean or director will determine the resolution of the grievance and give the decision in writing to the student and faculty member within ten days of receipt of the review panel's recommendation. This decision is final and not subject to further appeal, unless it involves termination of a graduate program or termination from the university.

If the matter involves termination of a graduate program and is not resolved to the graduate student's satisfaction, the student may submit a written request for review to the dean of Graduate Studies. The written request for review should contain an outline of the grievance and its disposition, and set forth facts supporting the student's request for review. The request for review must be made within 30 days of the date of the written decision by the dean or director. The dean of Graduate Studies will convene a formal administrative review of relevant matters that have not been resolved at the department or college level. Following the review, the dean of Graduate Studies will make the final decision.

https://policy.byu.edu/view/index.php?p=120
If the matter involves termination of an undergraduate student from the university for academic reasons or revocation of a degree, the student may submit a written request for review to the academic vice president. The written request for review must contain an outline of the grievance, its prior disposition, and set forth facts supporting the student’s request for review. The request for review must be made within 30 days of the date of the written decision by the dean or director. The academic vice president may either make a decision on the matter or delegate the review to an associate academic vice president who will convene an ad hoc review panel to study the issues and prepare a written recommendation for the academic vice president. A written decision by the academic vice president will be sent to the student within 30 days of receipt of the written recommendation of the panel, unless an extension is necessary and all parties are notified of the extension in writing.

1 Academic evaluations subject to this policy include grading, restrictions limiting participation in university academic programs, dismissal from the university or a university program for academic reasons, actions arising from incidents of academic dishonesty, the withholding and/or revocation of a diploma for academic reasons, and the withholding of or special notation on transcripts for academic reasons. Evaluations relating to admissions to the university, ecclesiastical endorsements, discipline administered by the Honor Code Office, or petitions are not covered by this policy. Persons who believe they have been unlawfully discriminated against or sexually harassed should contact the Equal Opportunity Office.

2 For purposes of this policy, “faculty” means any teacher or other individual authorized by the university to academically evaluate students or who has a legitimate need to know regarding the processing and disposition of an academic grievance.

CONTACT

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Integrity and Compliance Office
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801-422-0032
Undergraduate Graduation Evaluation Policy

Each college has an advisement center to assist students in their progress towards graduation. A student is encouraged to visit a college advisement center as often as necessary. See the Undergraduate Catalog for the listing of the advisement centers and their locations.

Graduation

Applying for Graduation

All students desiring to graduate must apply for graduation. Students applying for the bachelor's degree should do so during their junior year. Application forms are available at the student's college advisement center. Students must submit a completed application form and graduation fee ($15 for a bachelor's degree) to the Cashier's Office, D-155 ASB, no later than April 15 for August commencement, September 15 for December graduation, and November 15 for April commencement. Students who apply after the deadline dates need to contact their advisement center to be considered for graduation. The Graduation Evaluation Office (B-150 ASB, will notify students in writing of the general education, university and major requirements remaining. Commencement and convocation exercises are in April and August each year; students graduating in December participate in the April commencement.

There are several components of a university education: the university core, consisting of a general education program and religion requirements, as well as a major program of study. For a specific listing of the university core and general education requirements for graduation, refer to the Undergraduate Catalog.

Degrees

BYU awards a baccalaureate degree for the equivalent of four years of university study. Each department, on the basis of appropriateness for the area of study involved, determines which type of bachelor's degree it awards. Some departments offer more than one type of degree based on different requirements. Candidates will receive the degree designated by their department. There is only one baccalaureate degree awarded. A student receives the degree offered for the primary major where there is more than one major.

The university confers the following baccalaureate degrees:

- Bachelor of Arts
- Bachelor of Science
- Bachelor of Fine Arts
- Bachelor of Music
- Bachelor of General Studies

Since programs change, refer to the Undergraduate Catalog for a listing of the various major programs offered.

Advanced Degrees

Contact the Graduate Office, FPH (422-4091)

Earning Lower Degree After Receiving Higher Degree

A person who has earned a higher degree is ineligible to earn a lesser degree at BYU.

Attendance at Commencement

All candidates for graduation are encouraged to attend the commencement and convocation exercises. Commencement exercises are in April and August. Those who graduate in December may attend the exercises in April. Their names will be in the April program. After verification of completion of all major, General Education, and University requirements, degrees will be posted and diplomas sent by mail.

Adherence to University Standards
Graduation may be delayed or denied for students found to be in violation of the Church Educational System Honor Code.

**Deadlines for Transfer, Independent Study, and Incomplete Credit**

All transfer credit must be on file in the Admissions Office at least four weeks before the graduation date. Independent Study courses must be completed (including the final exam) usually three weeks before graduation. Incomplete or "T" grades must be completed approximately four weeks before the end of the semester in which the student wants to graduate.

**Scholastic Recognition at Graduation**

Latin Scholastic Distinctions at graduation are determined by cumulative and BYU GPA for the top 10 percent of the graduating seniors.

**Summa Cum Laude** is awarded on the basis of grade point average to the top 1.0 percent of the baccalaureate candidates who have earned a minimum 45 semester hours of credit at BYU.

**Magna Cum Laude** is awarded on the basis of grade point average to the top 1.1 to 5.0 percent of the baccalaureate candidates who have earned a minimum 45 semester hours of credit at BYU.

**Cum Laude** is awarded on the basis of grade point average to the top 5.1 to 10.0 percent of the baccalaureate candidates who have earned a minimum 45 semester hours of credit at BYU.

**University Honors** - Any graduating senior who completes all of the requirements outlined in the Undergraduate Catalog receives university honors recognition.

Detailed explanations of the University Honors program are available in 350 MSRB and in the Honors Education section of the Undergraduate Catalog.

**Grade-Point Average**

To graduate, a student must earn a minimum 2.0 BYU grade point average and a minimum 2.0 cumulative grade point average. Students must also meet minimum grade point average requirements in their major.

**Academic Major**

A major is a concentrated group of classes in a particular field.

**Major Residence**

A student must complete at least 20 semester hours in the major department. A student must earn ten of those hours on the BYU campus, as well as satisfy any additional departmental requirements.

**Changing Majors**

A student may transfer from one major to another or from one college to another by clearing it with the college advisement center and completing an "Official Change of Major" card obtained from the prospective college advisement center.

**Double Majors**

A second major is rare and must be approved by the department chair(s) and the dean(s) involved. The second major proposal and approval process requires an evaluation of all university core and major requirements and a time-to-graduation analysis. College Advisement Centers are prepared to assist interested students in this process. Courses used to satisfy the requirements of a student's major can also be used to satisfy the requirements of a minor or an approved second major, if such is permitted by the requirements of the proposed second major or minor. Only the primary major will be listed in the university commencement program. The degree granted (BA, BS, etc.) is determined by the primary major. A proposal that will delay graduation more than a semester will seldom be approved.

**Second Degree (Second Major/Additional Major)**

Students who have already received a baccalaureate degree or higher from any institution, including BYU, are not eligible for admissions consideration to pursue another baccalaureate degree or major.

**Academic Minor**

A student interested in a minor or required to complete a minor for graduation must work out a program with the minor department or college advisement center involved. The student must take the minor clearance form to the primary college advisement center for processing.
Total Credit Hours Requirement

A candidate for a bachelor's degree must complete a minimum of 120.0 semester hours of earned credit.

Independent Study

The 120-hour minimum may include a maximum of 36 semester hours of Independent Study credit.

Residence

A bachelor's degree requires at least 30 hours of credit taken in residence at BYU.

Religion Requirements for Graduation

All students at BYU should include regular gospel study as a continuous part of their university experience. Full-time undergraduate students should take one religion class each semester of enrollment until a minimum of 14 semester hours in religion has been earned toward a bachelor's degree. Four hours of credit in Book of Mormon must be completed by all students who will graduate from BYU. This should be done during the first year at BYU. Students may complete this requirement by taking Rel A 121 and 122.

No more than 4 hours of religion credit per term, quarter, or semester, whether taken at BYU or elsewhere, may be counted toward the religion requirement.

Part-time students must complete 2 credit hours of religion for every 15 hours of BYU registration.

Religion classes identified with numbers from 100 to 499 may be used to meet the religion requirement. Religion classes numbered in the 500s and 600s do not apply toward undergraduate religion credit.

Returning Students on Extended Leave

Students who complete a baccalaureate degree within eight academic years of enrollment at BYU qualify for graduation by meeting those religion, university, and General Education requirements that were in effect when they initially enrolled, even though there may have been changes in General Education and religion requirements since that time.

In addition, students who complete a baccalaureate degree within eight academic years of enrollment at BYU qualify for graduation by meeting those major education requirements that were in effect when they officially declared the major with which they graduated, even though such declaration was made at some point following their original enrollment.

Students who have not graduated within eight years of their initial enrollment at BYU will be required to meet with the dean and/or department chair of their major discipline to determine the use of credit previously earned and how it applies to their major requirements. The Graduation Evaluation Office will determine if the student completed all General Education and university requirements in place at the time the student entered the university. If so, these requirements will still be considered as being complete. If the student has additional General Education and university requirements to meet, the student will be expected to fulfill the current General Education/University Core program. Where General Education or major requirements have changed or where credit previously earned was in an area of substantial change, students may be required to do additional work to meet graduation requirements.

The Graduation Evaluation Office, when appropriate, will make adjustments, including substitutions for General Education and University Core requirements.

Transfer Students

Transfer students must fulfill the BYU graduation requirement in religion according to the following four guidelines. Requirements 1 through 3 can be completed at an LDS institute of religion or one of the other Church Education System schools, as well as BYU. Requirement 4 can be satisfied only at BYU.

1. All students must complete the entire Book of Mormon sequence.
2. Students transferring with fewer than 60 semester hours (90 quarter hours) of college credit must also complete one course in the New Testament and one course in the Doctrine and Covenants, in addition to the Book of Mormon.
3. Students transferring with 60 or more semester hours but fewer than 90 semester hours (135 quarter hours) must complete one course in the Doctrine and Covenants.
4. All students must complete a minimum number of religion credits at BYU according to the following schedule, regardless of the number of religion hours completed elsewhere:

<table>
<thead>
<tr>
<th>Total Transfer Credits</th>
<th>BYU Religion Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-14.9</td>
<td>14.0</td>
</tr>
<tr>
<td>15-29.9</td>
<td>12.0</td>
</tr>
<tr>
<td>30-44.9</td>
<td>10.0</td>
</tr>
<tr>
<td>45-59.9</td>
<td>8.0</td>
</tr>
<tr>
<td>60-74.9</td>
<td>6.0</td>
</tr>
<tr>
<td>75-89.9</td>
<td>4.0</td>
</tr>
<tr>
<td>90 or more</td>
<td>2.0*</td>
</tr>
</tbody>
</table>

*All graduates of BYU must have a total of 4 semester hours of Book of Mormon credit, 2 semester hours of New Testament and 2 semester hours of Doctrine and Covenants.

**NOTE:** The transfer credits are shown in semester hours. To convert quarter hours to semester hours, multiply the quarter hours by two and divide by three (e.g., 12 quarters x 2 = 24 divided by 3 = 8 semester hours.)

Bible credit from accredited non-LDS universities and colleges will not satisfy the religion requirement. The transfer credit will, however, apply as elective credit toward the 120 total hours required for graduation.

**CONTACT**

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