MEDICAL LABORATORY SCIENCE PROGRAM
APPLICATION PACKET

2018 - 2019
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Dear Prospective Applicant,

The mission of the Dixie State University Medical Laboratory Science Program is to graduate professionally accomplished MLS scholars, committed to life-long learning, and prepared to meet current and future workforce needs in medical laboratory science. To that end, the MLS program has adopted an application policy intended to facilitate admission of students who will successfully complete the program and obtain gainful employment as competent Medical Laboratory Scientists. I am extremely pleased that you are considering the opportunity to apply to our nationally accredited program and join program graduates who have gone on to distinguish themselves in the field of medical laboratory science, using their knowledge, skills, and talents to serve others.

Ultimately, the success of our program is dependent upon the admission each year of outstanding students who excel academically, but who also are committed to and desire a career as a Medical Laboratory Scientist. Our vision is that the Dixie State University MLS program be a model of excellence in medical laboratory science education, graduating Medical Laboratory Scientists who meet the workforce demands of today and tomorrow. Therefore, on behalf of the faculty, staff, and members of the program admissions committee, I am delighted that you are interested in our MLS program, and we look forward to receiving your completed application packet.

Best regards,

Cara Calvo, MS, MLS(ASCP)SH
Associate Professor and MLS Program Chair
Dixie State University
The Medical Laboratory Science Program at Dixie State University

Dixie State University offers a course of study leading to a Bachelor of Science in Medical Laboratory Science degree. During the first two years or pre-professional phase of study a student completes a minimum of 59 semester hours of coursework. The coursework includes but is not limited to: a) general education courses, including a statistic course; b) biology requisites that must include a course in microbiology and courses in human anatomy and physiology; c) cognates in chemistry; and, d) the institutional requirement in computer literacy. After completion of the pre-professional phase of study and, through a competitive application process, a student may be selected to enter the final two years of study or the MLS professional program. Admission selection decisions are made without regard to race, ethnicity, color, national origin, age, status as a person with a disability, religion, sexual orientation, gender identity/expression, and protected veteran’s status.

The MLS professional program is admission-limited meaning that, through a competitive application process, one cohort of no more than 12 students is admitted to the professional program per year. The start date for the program is the first day of classes of the DSU fall semester. Admitted students spend three semesters completing MLS-specific courses on the DSU campus. Upon successful completion of these courses, students are then assigned to one or more program-affiliated medical laboratories to complete a semester-long clinical internship. During this internship, students spend 40-hours per week advancing their knowledge and skills performing a wide variety of medical lab tests in a contemporary accredited medical laboratory under the supervision of professionally credentialed Medical Laboratory Scientists. Graduates are eligible to take the Medical Laboratory Scientist (MLS) national certification examination offered by the American Society for Clinical Pathology (ASCP).

Requirements to Apply to the MLS Professional Program
Students intending to apply to the MLS professional program must meet the following minimum requirements:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Minimum Requirements</th>
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<tbody>
<tr>
<td>Current DSU student working on first college degree</td>
<td>1. Submission of a completed MLS program application by 3/31/2019 2. Minimum GPA of 2.50 with a grade of “C” (GPA equivalent of 2.00) or higher in all math and science courses 3. Provide a written plan (see Education Plans, page 9) showing that general education requirements and program prerequisites are or will be completed before the fall term start date of the MLS professional program</td>
</tr>
<tr>
<td>Transfer student</td>
<td>1. Admitted to DSU as a degree-seeking student; Go to URL <a href="http://catalog.dixie.edu/campusresources/admission/#text">http://catalog.dixie.edu/campusresources/admission/#text</a> for more information 2. Submission of a completed MLS program application by 3/31/2019 3. Minimum GPA of 2.50 with a grade of “C” (GPA equivalent of 2.00) or higher in math and science courses 4. Provide a written plan (see Education Plans, page 9) showing that: a) program prerequisites are or will be completed before the fall term start date of the MLS professional program; and, b) graduation requirements for the BS in MLS degree are met.</td>
</tr>
<tr>
<td>International student</td>
<td>1. Admitted to DSU as a degree-seeking student; Go to URL <a href="http://catalog.dixie.edu/campusresources/admission/#internationaladmissionstext">http://catalog.dixie.edu/campusresources/admission/#internationaladmissionstext</a> for more information 2. See requirements 2-4 for transfer student</td>
</tr>
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</table>

#Includes those who have attended another college or university after graduating from high school and/or have earned a college degree

**The lists for MLS program prerequisites and for degree requirements are found on page 17.**
Application Process and Timeline

Applying for admission to the MLS professional program is a process that is competitive and criterion-based, and admission is ultimately decided by the program’s admission committee. The committee evaluates each application based on several factors, including the applicant’s: academic record, statement of intent, recommendations, life and work experiences, and personal interview.

If you are already a DSU student, you should complete the application for admission to the MLS professional program and submit it along with all required documents by March 31, 2019. If you are not already a Dixie State University student, you must apply for admission. You may apply on-line and everything you need to know about applying to DSU is found here or by typing http://admissions.dixie.edu/all-you-need-to-be-admitted/ into your web browser. After you have applied to DSU, then complete the application for admission to the MLS professional program and submit it along with all required documents by March 31, 2019.

Please note: though admission to DSU is a prerequisite for admission to the professional MLS program, importantly, admission to Dixie State University is not a guarantee of nor does it mean you have been admitted to the MLS professional program!

APPLICATION TIMELINE

November 15, 2018  Application period begins
March 31, 2019  Application period ends
April 1 – 30, 2019  Applications evaluated, and qualified applicants interviewed
Mid-May, 2019  Notice of MLS professional program admission status sent to all applicants

Application Packet Description

A completed application for admission to the DSU MLS professional program is a packet that includes:

- A completed Application for Admission form with your signature and date on pages 11, 13, & 14.
- Three (3) completed Recommendation/Personal Reference forms, each in a sealed envelope with the reference individual’s signature written across the sealed envelope flap;
- Official transcripts from all colleges and universities you have attended, including DSU;
- A type-written Statement of Intent;
- A self-addressed stamped postcard (SASP) that will be returned to you as proof that the program has received your application packet; and,
- Proof of payment of the $25.00 MLS professional program application fee

The completed application packet should be post-marked and mailed to the following address no later than March 31, 2019:

Cara Calvo, Medical Laboratory Science Program Director
Dixie State University ♦ Department of Healthcare Diagnostics & Therapeutics
225 South University Ave. ♦ St. George, Utah 84770
Directions for Applying to the MLS Professional Program

Follow the steps described below to apply for admission to the Professional MLS program. NOTE: If you currently are not a Dixie State University student you first must apply for admission to DSU. For more information, go to http://admissions.dixie.edu/. Full admission to DSU is a prerequisite for admission to the professional MLS program, but is not a guarantee of nor does it mean you have been admitted to the MLS professional program!

1. Please use black or dark blue ink to complete the multi-page application form (pages 8-14). Carefully read and provide all information requested and answers to all questions as instructed. (Don’t forget to sign and/or print your name on pages 11, & 13-15 of the application form.) Thank you for writing or printing legibly!

2. Ask 3 individuals to each complete a Recommendation form (see pages 15 & 16). You want to choose individuals who know you well enough to accurately rate your qualifications as an applicant to the MLS professional program. It is highly recommended that 2 of the 3 references be from professors you have had in college. NOTE: Original letters of reference submitted without a completed Recommendation/Personal Reference form and/or references from relatives are not accepted or evaluated. Individuals you choose should return the completed form in the sealed, self-addressed envelope you provided. Their signature should be written across the sealed flap of the envelop. Include the 3 completed forms in their sealed envelopes with your application.

3. Request official college transcripts from all colleges and universities (including DSU) you have attended. These transcripts should be mailed or issued to you in sealed envelopes: DO NOT open the sealed envelopes in which the transcripts are received. For our purpose, transcripts are official only if the seal is NOT broken. Included all official college transcripts with your application.

4. Write a brief Statement of Intent (type-written, double-spaced, and three (3) pages maximum) describing your educational, professional, and personal goals. Points you may want to highlight are: 1) reasons you want to enter the program; 2) life experiences and interests that make you a uniquely qualified MLS program applicant; and 3) how the DSU MLS professional program will enable you to accomplish your future career goals.

5. Prepare a self-addressed, stamped postcard and include it in your mailed application packet. Upon receipt of your application packet, the card will be mailed to you.

6. Pay the $25.00 application fee and include the proof-of-payment receipt in your application packet. You may pay the application fee one of the following three ways:

   a. Online: go to URL https://dixie.edu/onlinepayments/ and click on “All Other Payments”; Scroll down the new page to and select “Medical Lab Science Application Fee”. Provide the information requested to complete the on-line MLS application fee transaction form and pay the fee. Don’t forget to print the receipt once payment is accepted; OR

   b. In person: go to the cashier’s office located in the DSU Holland building: 225 S. University Ave., St. George, UT. Present a personal check or money order for $25.00 payable to DIXIE STATE UNIVERSITY. Let the cashier know that the payment is for the Medical Laboratory Science Program application fee; OR

   c. By mail: mail a check or money order for $25.00 payable to Dixie State University:

      Dixie State University ● Attention: Cashier’s Office
      225 South University Avenue ● St. George, Utah 84770

      Be sure to include a note that the payment is for the Medical Lab Science Application fee.

7. Assemble your application packet materials, double-checking that all items listed on page 4 are accounted for and included in the packet. Make a copy of the completed application form, your statement of intent, and the application payment receipt. Then mail the completed application packet not later than March 31, 2019 to:

   Cara Calvo, Medical Laboratory Science Program Director
   Dixie State University ● Department of Healthcare Diagnostics and Therapeutics
   225 South University Ave. ● St. George, Utah 84770
Frequently Asked Questions (FAQs)

A. Do I need to submit official transcripts as part of my application for admission to the MLS program?  
   **Answer:** Yes! *Official transcripts from all* colleges and universities you have attended, including DSU, must be submitted as part of your MLS program application packet.

B. I already have a college degree (Baccalaureate or Associate’s). Do I have to complete all four years of the MLS program to earn my BS in Medical Laboratory Science at DSU?  
   **Answer:** Not necessarily. You may need only leverage your college degree coursework to fulfill DSU graduation requirements and complete MLS program requirements. For more information see page 17 for the lists of MLS program requirements, prerequisites and degree requirements.

C. Must all requirements and program prerequisites be met or completed for me apply to the MLS program?  
   **Answer:** No, not all requirements and program prerequisites have to be completed *to apply to the MLS program*. However, no offer of admission is finalized if requirements and program prerequisites are not completed before the fall term start date of the program.

D. What happens to my application once it is received?  
   **Answer:** All applications received by the close of the application period: March 31, 2019, are reviewed for completeness and to make sure applicants have met minimum requirements. Incomplete applications and/or those that do not meet minimum requirements are disqualified and removed from further consideration, and the applicants notified. Qualified applications are further evaluated and scored based on criteria for academics, statement of intent, recommendations, and life and work experiences. Application scores along with interview scores are used by the MLS Program Admissions Committee to make admission selections.

E. Is every applicant interviewed?  
   **Answer:** No. Interview slots are limited. Only applicants whose completed application is received by 3/31/2019 and who meet minimum application requirements may be offered an interview with the MLS Program Admissions Committee.

F. What is the instructional format of the professional phase of the MLS program?  
   **Answer:** During the first 3 of the 4 semester-long terms of the professional phase of the MLS program, students take integrated lecture-lab courses in the MLS classrooms located in the Health Sciences’ Taylor Building on the DSU campus. With few exceptions, students may expect to be in classes every day, Monday – Friday, for 6-8 hours per day. Upon successful completion of the on-campus MLS coursework, each student is assigned to one or more program-affiliated laboratories to complete a clinical internship during the 4th semester. During this internship, students spend 40-hours per week performing a wide variety of medical lab tests in a contemporary, accredited medical laboratory under the supervision of professionally credentialed Medical Laboratory Scientists.

G. Is every student guaranteed placement for clinical training?  
   **Answer:** Yes. The MLS professional program policy is that we only accept as many students as we can place in clinical training. However, prospective applicants should note that students are not guaranteed placement at a clinical training site in St. George or the State of Utah.

H. Where do students go for clinical training?  
   **Answer:** For clinical training, MLS professional program students who have successfully completed the on-campus coursework may be assigned to one or more program-affiliated medical laboratories. Currently the program has affiliations with labs located in Utah, Nevada, Idaho, Oregon, Arizona, and New Mexico.
Due to the variable availability of training slots per training site year to year and the nature of contractual agreements with affiliated training sites, no student is guaranteed placement in St. George or the State of Utah. However, student placement at a specific training site is based on several factors including consideration for student family situations. But, ultimately, student placement is determined by the program in consultation with clinical affiliate training sites.

I. What are the costs associated with completing the MLS professional program?
**Answer:** DSU tuition and fees are best estimated by consulting the DSU Tuition & Fees website at URL [http://catalog.dixie.edu/tuitionfees/](http://catalog.dixie.edu/tuitionfees/). Books, lab fees, drug screen and background check fees, as well as travel and living expenses associated with clinical training, are other costs associated with completion of the program.

J. Can I work while in the MLS program?
**Answer:** The MLS program curriculum is academically rigorous, fast-paced, and students have homework and assignments outside of regularly scheduled class time. Additionally, class attendance is required. Consequently, we recommend students not work. However, if a student must work because of financial circumstances, we strongly suggest that work be limited to as few hours as possible and it must be during non-school hours.

K. How many students per year are admitted to the MLS program?
**Answer:** The program admits a cohort of 12 students per academic year.

L. If I still have questions after I have submitted my application, who may I contact?
**Answer:** If you still have questions after submitting your application for admission to the MLS professional program, you may contact:

Cindy Clark, Health Science Advisor
Dixie State University
225 South University Ave. ♦ St. George, Utah 84770
Cindy.Clark@dixie.edu ♦ (435) 879-4809 ♦ Taylor 258

**OR**

Cara Calvo, Medical Laboratory Science Program Chair
Dixie State University
225 South University Ave. ♦ St. George, Utah 84770
cara.calvo@dixie.edu ♦ (435) 879-4971 ♦ Taylor 257
I. Applicant Information

Legal Name: ____________________________________________________________

Last                                                             First                                                             Middle

Preferred First Name: ___________________________________________ Date of Birth: ____________________

CONTACT INFORMATION

Mailing Address: _______________________________________________________

Street Address

City                                                                            State                                           Zip Code

Permanent Address: Same as mailing address?  Yes □   No □

Street Address

City                                                                            State                                           Zip Code

TELEPHONE: (_________) __________________________________ EMAIL: ________________________________________

Area Code

EMERGENCY CONTACT INFORMATION

Name: __________________________________________________________________ Relationship: ____________________

TELEPHONE: (_________) __________________________________ EMAIL: ________________________________________

Area Code

Additional contact information: ___________________________________________________________________________ 

II. Educational History – College & University

Have you ever been dismissed from any school or college? Yes □   No □

Have you ever been denied re-admission for any reason? Yes □   No □

If you answered yes to either question, please provide a brief written explanation below.

______________________________________________________________________________________________________

______________________________________________________________________________________________________

______________________________________________________________________________________________________

______________________________________________________________________________________________________

______________________________________________________________________________________________________

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### II. Educational History – College & University

*DIRECTIONS:* In chronological order: most recent first, list all colleges & universities you have attended, are currently attending, or from which you will receive credit. Use and include with this application additional paper if necessary.

<table>
<thead>
<tr>
<th>Institution Name</th>
<th>City &amp; State</th>
<th>Dates Attended (month/year)</th>
<th>Degree awarded (if applicable)</th>
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### III. Educational Plans

*DIRECTIONS:* List below all college courses you are currently enrolled in and then list courses you plan to complete by the end of summer term 2018. Use and include with this application additional paper if necessary.

<table>
<thead>
<tr>
<th>Term (Spring or Summer)</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Credits</th>
<th>School</th>
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### IV. Life and Work Experiences

#### A. Have you ever job-shadowed with a Medical Laboratory Scientist or toured a Medical Laboratory? If yes, with whom, where, and when?

Yes □  No □

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#### B. Have you ever participated in research or any kind, a scientific presentation, and/or published a scientific paper? If yes, please provide a summary of the details.

Yes □  No □

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#### C. In chronological order: most recent first, please list your volunteer experience for the last 3 years.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Organization</th>
<th>City &amp; State</th>
<th>Description of volunteer work</th>
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<tbody>
<tr>
<td>From (mm/yy)</td>
<td>To (mm/yy)</td>
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#### D. In chronological order: most recent first, list your paid work experience for the last three years or since you graduated from high school whichever is most recent.

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<tr>
<th>Dates</th>
<th>Name of Employer</th>
<th>City &amp; State</th>
<th>Job Title or Position</th>
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<tr>
<td>From (mm/yy)</td>
<td>To (mm/yy)</td>
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V. Informed Consent 1: Background

Please note: your signature is required for all items covered under this section. Without your signature, this application for admission will not be processed.

<table>
<thead>
<tr>
<th>A. Have you ever been convicted of a misdemeanor or felony? If yes, please provide a brief explanation, including date(s), the crime involved, conviction status, the state and/or country in which the legal proceedings took place.</th>
<th>Yes □ No □</th>
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<th>B. Have you ever been found guilty because of insanity, mental disease, or defect in any proceeding in which you were charged with a misdemeanor or felony? If yes, please provide a brief explanation, including date(s), the crime involved, conviction status, the state and/or country in which the legal proceedings took place.</th>
<th>Yes □ No □</th>
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I understand that if I am admitted to the DSU MLS Professional Program, I will be required to follow-through with the Health Science College "Fit for Study Procedures" and the MLS Program compliance protocol. This means that, at a minimum, I will be required to: establish a Castle Branch compliance tracking account, complete a national background check, a 10-panel drug screen, and a 2-step tuberculosis test, all at my expense before starting classes. Also, I acknowledge that adverse criminal and/or employment records may prohibit admittance to and/or continued enrollment in the DSU MLS Program and/or may affect my eligibility for clinical training placement and/or employment as a Medical Laboratory Scientist.

__________________________  ________________________
Signature                  Date

__________________________
Printed Name

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The DSU MLS program has established non-academic standards of performance defined as essential requirements. Through their professional conduct, program students represent Dixie State University and importantly the MLS profession and the MLS Program. Accordingly, DSU MLS program students must possess knowledge, skills, and attitudes to work in a wide-ranging variety of settings where laboratory testing is performed. Consequently, to be admitted, to maintain enrollment, to participate in, and to successfully complete the MLS program, a student must meet the program’s essential requirements. They are as follows:

**Expectations of Mastery and Skill in Information Acquisition and Communication**

A MLS professional program student must demonstrate the ability to acquire and to effectively communicate information in written and in spoken English. Specifically, a MLS program student must be able to:

1. Read for comprehension and follow verbal and written instructions, and thus demonstrate mastery of MLS coursework content at a level expected of a career-entry MLS.
2. Competently utilize technology to research, investigate, acquire and present information obtained by observation and experimentation.
3. Use strategies that minimize miscommunication.
4. At all times and in all circumstances, follow established procedures to safeguard protected patient information communicated by non-electronic and electronic means.

**Expectation of Motor and Sensory Functions**

A MLS professional program student must demonstrate sufficient motor and sensory function to execute movements required to carry out work assignments in the preanalytical, analytical, and postanalytical phases of laboratory testing. Specifically, a MLS program student must be able to:

1. Distinguish the physical attributes, including color, shape, and size, of objects both macroscopically and microscopically.
2. Demonstrate sufficient dexterity to manipulate specimens, laboratory tools, equipment and instrumentation including but not limited to computer touch-screens, keyboards and handheld calculators, necessary to obtain and to report test results by non-electronic and electronic means.
3. Show adequate mobility to attend to duties in the various locations of the medical laboratory work environment.
4. Use sensory skills to acquire and apply information presented by various means and media, including but not limited to tactile, visual and non-visual.
5. Perform sustained, often repetitive physical activity that may require sitting, standing and/or walking for prolonged periods of time.
6. Accurately read and record numbers, letters and symbols displayed in print whether transmitted through non-electronic, electronic or other technological media.
7. Demonstrate proficiency performing a wide range of tests in areas of the contemporary medical laboratory including but not limited to hematology, clinical chemistry, immunohematology, microbiology, molecular and emerging diagnostics.
Expectations of Professionalism

A MLS professional program student must be able to demonstrate an image of professionalism through behavior, speech, and grooming. Specifically, a program student must be able to:

1. Always adhere to medical laboratory safety protocols when working with various sample types including blood, urine, and other body fluids and tissues, with infectious organisms, and with hazardous chemicals.
2. Demonstrate the ability to work with focused attention on safety and accuracy whatever the work environment circumstances, and to objectively evaluate information and take responsibility for subsequent decisions when mistakes may have a high impact on patient care.
3. Adapt to changing work environments, maintain a professional demeanor, and remain focused despite distracting situations.
4. Demonstrate attributes that include integrity, responsibility, and tolerance.
5. Speak, act and perform all work in an ethical manner.
6. Show respect for self and others.
7. Work independently as well as actively engage cooperatively with others, performing professional obligations in a timely, responsible manner.
8. Prioritize tasks and accept responsibility for work performed independently and as a team member.
9. Assess his or her work performance, willingly accept constructive criticism, and look for ways to improve both knowledge and skill.

With the placement of my signature, I certify that I have read and understand the Essential Requirements of the MLS professional program and that I meet each of them with or without reasonable accommodation.

________________________________________________________________________
Signature           Date

________________________________________________________________________
Printed Name
The DSU Medical Laboratory Science Program of study is designed to meet the accreditation standards established by the National Accreditation Agency for Clinical Laboratory Science - NAACLS. Accordingly, at the core of the program is a prescriptively rigorous curriculum that demands a substantial time commitment to successfully complete. Additionally, the MLS professional program faculty are fully committed to helping each student achieve academic and professional success. Therefore, it is as important that each applicant to the MLS professional program be aware of level of effort and the extent of commitment required of matriculated MLS program students. To foster your understanding, please read the following program expectations of personal effort and commitment and then sign below.

1. Each semester of the program comprises 14-17 credit hours of coursework. This equates to approximately 20-25 hours of didactic classroom time per week for the first 3 semesters and 40 hours of lab time per week during clinical training. Additionally, for each credit hour enrolled, a MLS professional program student is expected to spend a minimum of 2-hours studying outside of class per week. Most students spend more time than the minimal study expectation.

2. At a minimum, to progress through and successfully complete the MLS program, each matriculated program student is required to achieve a grade of 80% or greater for each program course. Most students find it extremely difficult to work full-time, if at all, and still reach this level of academic achievement. This is especially true during clinical training. Consequently, we recommend that program students who need to work for financial reasons, work no more than part-time.

3. Being in class and participating in program activities is vital to the scholarship and professional development of each MLS program student. On occasion, throughout the time in the program, matriculated program students may be required to attend pre-scheduled functions or events outside of regularly scheduled class time. It is the policy of the program that, in all instances that require students to attend these functions or events, students are notified well in advance of the date, time and place where they need to be.

4. Arriving late to class, leaving class early, or missing class minimizes the opportunity to learn. Absences result in diminished lab skill development and missed opportunities to acquire needed information. In all cases, academic performance and professional development suffers. Consequently, because of the rigor and accelerated nature of the MLS program curriculum, attendance is mandatory for all classes, labs, and supervised clinical experiences unless the course faculty of record grants an excused absence in advance. The program does not make accommodation for students who choose to work in lieu of attending classes.

5. Students are expected to arrive for class, lab, and clinical training prepared.

With the placement of my signature, I certify that: 1) all statements and information provided by me in this application are true and accurate to the best of my knowledge; 2) I understand that if any statement and/or information provided by me in this application is found to be deliberately falsified, my application is rejected and automatically withdrawn from further consideration; 3) I have read and understand the program expectations as described above, and furthermore, if I am admitted to the DSU MLS professional program, I agree to organize my personal affairs, to manage my time, and to commit my personal efforts to doing what is necessary to succeed.

Signature

Date

Printed Name
SECTION 1 (To be completed by the applicant)

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<th>Applicant’s Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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Under the Federal law entitled Family Educational Rights and Privacy Act of 1974, students are given the right to inspect their records, including forms and letters of recommendation. While we consider all recommendations carefully, we believe that in many instances recommendations written in confidence are often of greater value in assessing an applicant's qualifications, abilities and potential. We therefore request but do not require you to sign the waiver A. You may, however, decline to do so by signing waiver B. Regardless, you must sign one of the waivers below. Without your signature, the form will not be completed by your personal reference and your application for admission will not be processed.

**Sign:**

- **Waiver A:** I expressly waive any rights I might have of access to this recommendation under the Family Educational Rights and Privacy Act of 1974, or any other law, regulation or policy.

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**OR**

- **Waiver B:** I do not agree to waive my rights of access to this recommendation.

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<th>Applicant’s Signature</th>
<th>Date</th>
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**APPLICANT: Do not write below this line**

**Directions for the applicant’s personal reference:** the individual named above is applying for admission to the Dixie State University Medical Laboratory Science Professional Program. The program is a nationally accredited and a comprehensive course of full-time study that takes 4 semester terms to successfully complete. The academic demands of the program are considerable. Your candid evaluation of the applicant will be of significant value to our program’s admission committee in its effort to identify and select for admission the best qualified applicants. In providing us information, we ask you not to refer directly or indirectly to any disability an applicant may have.

We strive to maintain the confidentiality of all recommendations as required by law. Therefore, we ask that you please complete Section 2 of this form ONLY IF the applicant has completed section 1 above. If the applicant has not completed section 1, do not complete section 2.

After completing section 2 on page two of this form, please place the form in the self-addressed envelope the applicant has provided for you, seal the envelope, and sign your name across the seal. Return the sealed envelope to the applicant. The applicant will submit this reference with his/ her application. Your time and cooperation are very much appreciated!
CONFIDENTIAL RECOMMENDATION FORM
PAGE 2 (Please type or print legibly)

Section 2 (To be completed by the applicant’s personal reference)

Evaluator’s Name ___________________________ Organization/Agency Represented ___________________________

Telephone ___________________________ Email ___________________________

Relationship to applicant (check only 1)

☐ Professor ☐ Employer/Supervisor
☐ Lab Instructor/TA ☐ Co-worker
☐ Academic Advisor ☐ Other (please specify) _________________________________
☐ Service Learning Coordinator

1. How long have you known the applicant? ___________________________

2. Are you willing to further discuss the applicant’s qualifications if the admissions committee has questions? Yes ☐ No ☐

3. Have you ever had cause to question the applicant’s ethics?
   Yes ☐ (explain in the comment section below) ☐ No

4. Describe your interaction (past or present) with or observation (past or present) of the applicant:
   ☐ Daily ☐ Frequent/Consistent ☐ Infrequent/Temporary

5. Using the scale shown, place an “X” in the appropriate box to rate the applicant’s attributes based on your interactions with and/or observations with him/her.

   The scale:  4 = outstanding  3 = above average  2 = average

   1 = below average  N = no basis for evaluation

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Additional comments (or attach a separate letter if you wish): __________________________________________
______________________________________________________________________________________________
______________________________________________________________________________________________

Evaluator’s signature ___________________________ Date ____________

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DSU MLS Degree Requirements and MLS Professional Program Prerequisites

To graduate from Dixie State University with a Bachelor of Science in Medical Laboratory Science, a student must, at a minimum:

1. Complete the appropriate graduation application prior to published deadlines for the semester in which they will complete degree requirements and wish to graduate
2. Complete a minimum of 120 college-level credits
3. Complete at least 40 upper-division credits
4. Complete at least 30 upper-division credits at DSU
5. Complete general education and institutional requirements
6. Have a cumulative GPA of 2.00 or higher
7. Complete MLS professional program requirements that include but are not limited to:
   a. Meet Essential Requirements (see pages 12 and 13)
   b. Achieve a score of 80% or higher for each MLS course
   c. Have a cumulative GPA of 3.00 or higher for all MLS courses
   d. Complete clinical training

To be admitted to the MLS Professional Program, a student must, at a minimum:

1. be admitted to DSU as a degree-seeking student and have completed a minimum of 59 semester credits
2. have a cumulative GPA of 2.50
3. have a GPA of 2.00 for all math and science courses
4. complete all MLS professional program prerequisites BEFORE the fall term start date. The prerequisites are as follows:
   a. Completed DSU general education requirements;
      NOTE: A previously earned degree may fulfill the DSU general education requirements, but per Utah Board of Regents policy, courses must be equivalent to DSU's minimum General Education standards in English, Mathematics, and American Institutions. For a complete list of courses that complete these requirements please refer to the GE Checklist in the current DSU catalog accessible from URL http://catalog.dixie.edu/programs/generaleducation/#gerequirementstext;
   b. Completed two college-level math classes one of which must be statistics;
   c. Completed 16-semester credits (or 24-quarter credits) in college-level Biology classes which must include at a minimum: 1) a microbiology course; the microbiology course must include a laboratory component either integral to the course or taken separately; and 2) a human anatomy and/or physiology course; the course(s) must include a laboratory component either integral to the course(s) or taken separately; and,
   d. Completed a minimum of 10-semester credits (or 15-quarter credits) in college-level Chemistry classes which must include one course in organic or biochemistry with a lab component either integral to the course or taken separately.

NOTE: Program prerequisites do not have to be completed to APPLY to the MLS professional program, but they do have to be completed to finalize admission to the program should an offer be made.