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Welcome to the Medical Laboratory Technician (MLT) program at Saddleback College. The faculty and staff are committed to helping you succeed in the pursuit of your educational and career goals. We strive to provide you with the knowledge base that you need for the career and foster an open and respectful academic experience for all the students.

Saddleback College is affiliated with the Accrediting Commission for Community and Junior Colleges (ACCJC), the branch of Western Association of Schools and Colleges (WASC). The Medical Laboratory Technician program of Saddleback Colleges is approved by the Laboratory Field Services, a division of the California Department of Public Health (CDPH). Upon successful completion of the Associates Degree in Medical Laboratory Technician, the graduate is eligible to sit for the MLT-CA certification exam. It is important to note that graduation from the program is not contingent upon passing an external certification exam.

This Saddleback College Medical Laboratory Technician Student Handbook has been prepared by the faculty to provide information that is specific and relevant to students enrolled in the MLT program. Policies and procedures specific to the program can be found in this handbook. It is a supplement to the general student handbook provided by the College. These policies are designed to support the success of the student in the program.

The Division of Health Sciences and Human Services are committed to help develop compassionate, caring, safe, and knowledgeable health care professionals by providing quality allied health care educational programs. Discrimination on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, political affiliation, or physical disability is prohibited by the program, the Division, and the College.
MISSION, PHILOSOPHY AND STUDENT LEARNING OUTCOMES

The Saddleback College Associate Degree Medical Laboratory Technician Program’s mission, beliefs, philosophy and outcomes are congruent with that of Saddleback College and South Orange County Community College District.

THE SADDLEBACK COLLEGE MEDICAL LAB TECH PROGRAM MISSION IS TO:

- Provide high quality, innovative education,
- Support student success,
- Install in the learner the need for lifelong learning and professional development and
- Prepare competent entry level medical laboratory technicians to meet the changing needs of the laboratory

PROGRAM STUDENT LEARNING OUTCOMES

Student Learning Outcomes describe graduate behaviors derived from the program mission, philosophy and belief, organizing framework, curriculum threads, and scope of competent performance, issued by the California Department of Health, MLT theory and skills. Student learning outcomes are the culmination of MLT education in the Associate Degree MLT Program.

1. To provide students with the necessary academic instruction and professional training in the field of laboratory medicine, to meet employment needs of the local health care industry and surrounding communities.
2. To produce a skilled clinical laboratory worker who has a competent working knowledge of the principles pertinent to the laboratory tests they are performing.
3. To prepare students to become accurate and reliable members of the health care team.
4. To help students perceive their role in the delivery of health care to the patient.
5. To develop positive student attitudes in the areas of professionalism and commitment to delivering excellent health care.
6. To prepare students who are well qualified in medical laboratory practices to perform competent lab procedures for the patient.
7. To carry out the education of each student in a manner which encourages further education, participation in community service, maintenance of special interests, and development of leadership qualities in the field.

8. To achieve and maintain accreditation of the MLT program through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

9. To produce graduates eligible to take and pass a nationally recognized certification examination upon completion of the program.

10. To produce graduates who have met all the requirements for a certificate or the Associate of Science degree in Medical Laboratory Technology from Saddleback College.

11. To maintain high academic and professional standards both in the program and in its students.

After successful completion of the Medical Laboratory Technician program graduates will be able to:

A. Collect and process biological specimens for analysis. Store or transport samples for analysis using appropriate preservation and transportation methods.

B. Perform analytical testing in Chemistry, Microbiology, Hematology, Immunology, Coagulation, Urinalysis and related areas.

C. Identify and correct procedural errors or results in laboratory testing, within predetermined limits.

D. Conduct quality control procedures on analytical tests, equipment, reagents and media.

E. Operate and maintain laboratory equipment and instrumentation.

F. Practice established safety procedures.

G. Communicate effectively and professionally with patients, laboratory personnel and other members of the health care team.

H. Demonstrate professional awareness and responsibility expected of a medical laboratory professional.

I. Correlate laboratory test results with common diseases or conditions.

J. Apply basic scientific knowledge in learning new procedures.

K. Recognize the need for and participate in continuing education activities in order to maintain and grow in professional competencies.
Saddleback College
ASSOCIATE DEGREE MEDICAL LAB TECHNICIAN PROGRAM
Admission Requirements

Students desiring to apply for admission to Saddleback College MLT Program must have on file with MLT Program Director the following:

1. A completed application for admission to Saddleback College MLT Program.
2. Proof, via college transcript, of successful completion (“C” or better) of the following courses:
   - Chemistry with lab
   - Human Anatomy and Physiology with lab
   - Microbiology with lab
   - Intermediate Algebra
3. In addition to the above required coursework, the student will be required to have the following Certifications and completed forms on file with the MLT Program Director:
   - CPR for Health Care Providers certification-current
   - Physician statement of general health
   - Current TB testing – two step or chest X-ray
   - Hepatitis B vaccination
   - Patient confidentiality
   - Dress Code Policy
   - Practicum rotation policy
   - Acknowledgement of receipt of student handbook
   - Technical Standards Form
4. Before participating in the clinical practicums, the student will be required to have the following Certifications and completed forms on file with the MLT Program Director (if required by the clinical facility):
   - Tetanus or Diphtheria/Tetanus (within 10 years)
   - MMR (Measles, Mumps, Rubella vaccination or titer
   - Varicella (Chicken pox) titer
   - Signed checklist
   - Cleared Background check
Admission to the MLT program requires a prospective student to apply to the program. Application forms are available online at www.saddleback.edu/hs/mlt. Applications are only taken for the Fall semester and are accepted in July. All student applications must be submitted in person to the Division of Health Sciences and Human Services office.

You will be responsible for reading the Saddleback College Catalog to determine if there are any new requirements for admission. All applicants for admission will be evaluated according to the completion of the pre-requisite classes and admitted on a space available basis.

If there are more qualified applicants and exceeds the clinical sites available, they will be admitted on a "space available basis". The following guidelines, describing priority, will apply:

1. Students who have withdrawn from the program with a “C” or better in all medical laboratory technician courses;
2. Transfer students whose prior education is adequate to precede in our curriculum pattern;
3. Students who at the time of withdrawal from a medical laboratory technician course (“W”) had earned a passing grade.
4. Students who have received a grade of “D” or “F” in the same medical laboratory technician course they wish to repeat, or who were failing the course at the time of withdrawal, and;
5. Students who, at the time of withdrawal, had earned a grade of “D” or “F” in either the theory or clinical component of the course;
6. Students who have received a “D” or “F” in a course, or who have withdrawn from a course twice may be required to meet with a committee of faculty to determine if the circumstances causing their failures have been remediate.
# Saddleback College

## ASSOCIATE DEGREE MEDICAL LAB TECHNICIAN PROGRAM

### PREREQUISITE COURSES

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 113</td>
<td>Human Anatomy &amp; Physiology*</td>
<td>4</td>
</tr>
<tr>
<td>BIO 15</td>
<td>General Microbiology</td>
<td>5</td>
</tr>
<tr>
<td>BIO 108</td>
<td>Intro to Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>MATH 253</td>
<td>Intermediate Algebra</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total Units</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

### REQUIRED CORE COURSES

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>MLT 210</td>
<td>Intro to Clinical Lab Prof</td>
<td>1</td>
</tr>
<tr>
<td>I</td>
<td>MLT 211</td>
<td>Basic Lab Procedures</td>
<td>1</td>
</tr>
<tr>
<td>I</td>
<td>MLT 230</td>
<td>Clinical Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>I</td>
<td>MLT 235</td>
<td>Clinical Urinalysis</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>MLT 232</td>
<td>Clinical Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>MLT 236</td>
<td>Clinical Hematology and Coagulation</td>
<td>3</td>
</tr>
<tr>
<td>II</td>
<td>MLT 243</td>
<td>Clinical Immunology</td>
<td>3</td>
</tr>
<tr>
<td>III</td>
<td>PHLB 240</td>
<td>Phlebotomy</td>
<td>4</td>
</tr>
<tr>
<td>III</td>
<td>CWE 180</td>
<td>Phlebotomy CWE</td>
<td>2</td>
</tr>
<tr>
<td>IV</td>
<td>MLT 244</td>
<td>Clin Hem/Coag/UA Practicum</td>
<td>4</td>
</tr>
<tr>
<td>IV</td>
<td>MLT 242</td>
<td>Clin Chem Practicum</td>
<td>4</td>
</tr>
<tr>
<td>IV</td>
<td>MLT 252</td>
<td>Clin Microbiology Practicum</td>
<td>3</td>
</tr>
<tr>
<td>IV</td>
<td>MLT 253</td>
<td>Clin Immunology Practicum</td>
<td>13</td>
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<tr>
<td></td>
<td><strong>Total Units</strong></td>
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<td></td>
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### Recommended Courses

<table>
<thead>
<tr>
<th>Course ID</th>
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<tbody>
<tr>
<td>HSC 201</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HSC 222</td>
<td>Basic Life Support/CPR for Healthcare Providers</td>
</tr>
<tr>
<td>HSC 228</td>
<td>Calculations for Medication Administration</td>
</tr>
<tr>
<td>HSC 291</td>
<td>Management of Assaultive Behavior</td>
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</table>

*Human Anatomy & Physiology is recommended to be completed within the last 7 years*
Saddleback College
ASSOCIATE DEGREE MLT PROGRAM

ACADEMIC HONOR CODE

Saddleback College students are responsible for regulating their own conduct in accordance with the Code of Conduct set by the District Board of Trustees. The Code of Conduct is outlined in the Student Handbook, which is free to all students. It is each student’s responsibility to adhere to an academic honor code, which upholds the integrity of the institution and the educational process so that all students have an equal opportunity to demonstrate their academic abilities. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to:

Cheating

Cheating is any act or attempted act of fraud, deception or distortion of the truth by which a student misrepresents mastery or understanding of academic information or material. Cheating includes, but is not limited to:

- The use of unauthorized sources of information during tests. This would include, but is not limited to, crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the instructor. It also includes any act or the use of any item which would be deemed as cheating by a reasonable person.
- Looking at another student’s exam or using another’s exams, assignments, or other work, or allowing another student to do so.
- Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for one’s self.
- Altering graded class work and resubmitting that work for reconsideration.
- Engaging in any kind of unauthorized assistance or communication with another person during an exam.
- Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other class work.

Plagiarism

Plagiarism is the inclusion in total or part of another’s words, ideas, work, material, or data as one’s own. Plagiarism includes, but is not limited to:

- Quoting or paraphrasing materials without citing the source in some acceptable manner and submitting those materials as one’s own work.
- Copying, using or borrowing another’s ideas, assignments, test answers, lab work, research, report, term paper, computer program, file or data, etc., and submitting it as one’s own work or allowing another student to do so.
- Submitting as one’s own work, work prepared by others or prepared in collaboration with others.
- Reproducing another’s work so closely that any reasonable person would, after careful evaluation of the circumstances, conclude that plagiarism has occurred.

**Falsification/Fabrication**

Any act of inventing or altering information in order to deceive is considered falsification or fabrication. Falsification or fabrication includes, but is not limited to:

- Inventing and submitting of falsified, fabricated, or fictitious information or falsely attributing the source as coming from another person or material.
- Falsifying signatures on required forms or other academic records.
- Using another person’s identification, falsifying one’s identification, or representing one’s self as another person. Changing official academic records or documents, without going through a proper approval process.
- Knowingly misrepresenting successful completion of prerequisites.

* See Saddleback College Catalog for Sanctions and Disciplinary Actions.
Saddleback College
ASSOCIATE DEGREE MLT PROGRAM
Code of Ethics

The purpose of the code of ethics policy is to ensure professional behavior in all students participating in the Medical Laboratory Technician program. The standard of ethics and conduct for the Medical Laboratory Technician student is dictated by those moral and personal qualities inherent in the profession.

1. PROMPTNESS:
   a. Demonstrates punctuality in arrival to all classes, assignments, rotations, and scheduled meetings.

2. RESPONSIBILITY:
   a. Wears clean, neat, white lab coat during student laboratories and white uniform with lab coat for clinical rotations.
   b. Follows safety rules.
   c. Completes assigned work as required.
   d. Demonstrates willingness to spend extra time to complete work.
   e. Reports out when leaving assigned areas.
   f. Reports to Instructor reason(s) for absence prior to scheduled class time, rotations, and scheduled meetings.
   g. Attends all classes, rotations days, and scheduled meetings.
   h. In clinical rotations, each student will engage in only those activities he/she has been trained, minimizing the probability of harm to the patient.
   i. Information received from a patient will be discussed for professional purposes only and always keeping patient confidentiality.
   j. Case information will be discussed in classes in a way that the confidentiality of the individual is always maintained.
   k. Demonstrates independent study in addition to required work.

3. INTEGRITY:
   a. Admits to errors or mistakes.
   b. Demonstrates the ability to follow a procedure accurately.
   c. Demonstrates the ability to report results objectively.
   d. Reports reason for absences truthfully.
   e. Recognizes the rights and professional standing of colleagues in their respective professions.

4. CLEANLINESS AND ORDERLINESS:
   a. Ability to keep appearance neat and clean.
   b. Maintains instruments/keeps equipment clean.
c. Keeps supplies replenished and in their place.
d. Keeps work space clean and neat-- before, during and after working.
e. Submits report forms that are legible.

5. INTEREST:
a. Displays enthusiasm for laboratory work.
b. Actively participates in discussions.
c. Asks relevant questions.

6. CONSTRUCTIVE, HELPFUL ATTITUDE:
a. Makes constructive suggestions and actively supports suggestions by demonstrating a “Plan of Action”.
b. If a student believes that a course is not meeting his/ her learning needs, the student shall initiate discussion with the course instructor as soon as the problem is perceived.
c. On completion of course work, each student shall complete an honest, written evaluation of each course in which the student is enrolled.
d. Each student shall engage in open discussion with his/her MLT instructor or Program Director, pertaining to any factor interfering with acceptable progress in the course of study.
e. Maintains a friendly relationship with others while under stress.

7. ABILITY TO ACCEPT SUGGESTIONS AND ADVICE:
a. Demonstrates acceptance of student progress evaluations.
b. Demonstrates constructive use of suggestions and advice.

8. ADAPTABILITY AND ABILITY TO WORK WITH OTHERS:
a. Demonstrates tact with people in varied environments.
b. Demonstrates ability to function well with others as equals.
c. Demonstrates leadership ability.
d. Demonstrates ability to function well as a subordinate.

9. ABILITY TO ADJUST TO STRESS AND CHANGING SITUATIONS:
a. Demonstrates composure while under stress.
b. Maintains work quality and quantity while under stress.
c. Demonstrates ability to prioritize work while under stress.
d. Performs routine work-without ignoring or overlooking routine tasks (e.g., machine maintenance, quality control)
e. Shows initiative to develop a plan of action if circumstances warrant.
f. Shows acceptance of the need for occasional additions to work assignment.
The HSHS Division faculty of Saddleback College believes that students must demonstrate accountability and responsibility for their own behavior in the classroom, and during externships, field experiences and clinical rotations. In their professional role, students are expected to model the values of human dignity and integrity in all care rendered and in all professional relationships.

1. When a student’s personal behaviors constitute a conscious disregard or indifference to the health, safety and/or well-being of a client, family, instructor, or colleague, the student will be dismissed from the class and the division program.

2. When the student’s behaviors include, but are not limited to, one or more of the following unprofessional behaviors, Administrative Regulation 5401 will be followed and the student will not be eligible for readmission to the Saddleback College HSHS Division Program:
   a. violation of HIPAA, or client or patient confidentiality
   b. academic dishonesty as defined in the Saddleback College student handbook
   c. assault, battery or intent to harm another person
   d. disruption or distraction in the educational setting; willful disobedience
   e. harassment or threatening behavior; defiance of authority
   f. emotional outbursts in clinical/field care settings
   g. misrepresentation of oneself in a field experience, facility or patient care setting
   h. failure to show respect for the standards set forth by Saddleback College

__________________________  ____________________________
Student Signature         Date

Adopted 4/07
Saddleback College  
ASSOCIATE DEGREE MLT PROGRAM  

COMMUNICATION CHANNELS

It is expected that the student will first follow all campus/district communication channels in an attempt to resolve concerns. Students have the right to contact the California Department of Health/Laboratory Field Services with concerns regarding the educational program.

**SADDLEBACK COLLEGE**

- College President
- Vice President
  - Student Services
- Division Dean
- MLT Program Director

**LAB FACILITY**

- Laboratory Services
- Laboratory Director
  - Education/Administrative Liaison
- MLT INSTRUCTOR

Students may use the following resources to obtain information or to seek clarification regarding MLT issues:

California Department of Public Health  
Clinical Laboratory Complaints and Compliance Program  
Laboratory Field Services  
850 Marina Bay Parkway  
Richmond, CA 94804-6403  
Phone: (510) 620-3800  
FAX: (510) 620-3692  

Executive Office Address  
1895 Mowry Ave., Suite 112  
Fremont, California 94538  
Telephone & Facsimile  
Tel: 510.792.4441  
Fax: 510.792.3045
STUDENT CONDUCT

I. GENERAL PROVISIONS

A. Application of the Regulations – General

Requirements for student conduct are set forth in the California Education Code, Title 5 of the California Code of Regulations, policies of the Board of Trustees, and in the California Penal Code.

These regulations have been established pursuant to Board Policy 5401 and are intended to be consistent with California law (California Education Code, Sections 72122, 76030-76037, 76210-76246, 66017 and 66300; California Penal Code 422.6).

B. Application of the Regulations to the Conduct of Applicants for Admission or Readmission

Admission or readmission to the colleges programs and activities of the District may be denied to any person who, while not enrolled as a student, commits such acts against district or college property, staff or students, which are subject to expulsion pursuant to these regulations. Any such conduct that occurred while not enrolled as a student and that could be the basis for denying admission or readmission under this paragraph must be related to activity within the South Orange County Community College District.

C. Confidentiality

Proceedings under this policy shall be confidential. Disciplinary records are “educational records” as defined in the federal Family Rights and Privacy Act (34 C.F.R. 99.31) and may be released without student permission only in limited circumstances. In addition, “Whenever there is included in any student record information concerning any disciplinary action taken by a community college in connection with any alleged sexual assault or physical abuse…or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action by the community college and the results of any appeal. The alleged victim shall keep the results of the disciplinary action and appeal confidential.” (California Education Code, Section 76234).

D. Delegation

Whenever a power of duty is granted to an employee or office under these regulations, the power or duty may be exercised or performed by another officer or employee who is authorized to do so by delegation, except that the authority of an instructor to remove a student from a class may not be delegated.
E. Record of Disciplinary Action

Disciplinary action and the reasons therefore shall be recorded on the student’s discipline records and shall be subject to access, review and comment by the student as authorized by federal and state law.

Disciplinary information shall remain on the student’s record unless expunged in accordance with state and federal law. It shall not be released to prospective employers unless the student consents to such a release in writing. Disciplinary information will be released to other third parties, including law enforcement agencies, as required or authorized by state or federal law.

For a period of five calendar years or longer at the discretion of the President or designee, after the recording of disciplinary information, the student’s records may be used by district officials in determining an appropriate sanction of any subsequent disciplinary action or for any other district-related purpose. If action is taken by the President or designee the record shall be kept indefinitely.

F. Technical Departures From This Policy

Technical departures from this policy and errors in its application shall not be grounds to void the District’s right to take disciplinary action against a student, unless in the opinion of the designee of the President, departures or errors prevented a fair determination of a particular case.

G. District or College Activity

No student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to district or college services, activities or attendance.

H. Fees

No suspended or expelled student shall be refunded any fees previously paid by or for the student.

II. DEFINITIONS

A. **Day:** is any day on which the District administrative offices are open for business, unless otherwise specified.

B. **Expulsion:** permanent denial of all college and district privileges.

C. **President:** president of the college attended by the student.

D. **Probation:** a status that may include the student’s exclusion from participating in privileges or extracurricular district and college activities for a specified period of time. Student organizations and individual students may be subject to disciplinary probation.
If a student violates any condition of probation or is charged again with a violation of the standards of student conduct during the probationary period, it shall be grounds for revocation of the student’s probationary status and for instituting further disciplinary action. The imposition of disciplinary probation includes the notification to the student in writing of the reason for and the conditions of probation.

E. **Reprimand**: reprimand is censure for the violation of a specific rule of conduct.

F. **Suspension**: the exclusion from student status, or the exclusion of other privileges or activities for a specified period of time.

G. **Warning**: a written notice to the student that the continuation, repetition or specific conduct may be a cause for subsequent disciplinary action.

H. **Campus Emergency**: crisis situation potentially affecting the health and well-being of individuals on the campus. During periods of campus emergency, the President may place into immediate effect any emergency regulations, procedures and other measures deemed necessary or appropriate to meet the emergency, safeguard persons and property, and maintain educational activities.

III. STUDENT CONDUCT

Students may be disciplined for one or more of the following causes related to college activity or attendance:

A. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, district or college personnel.

B. Assault, battery, or any threat of force or violence upon a student, district or college personnel, or an authorized college visitor.

C. Willful misconduct resulting in injury or death to a student or college or district personnel or an authorized college visitor, or willful misconduct resulting in cutting, defacing, theft, or other injury to any real or personal property owned by the District, college personnel, or students in attendance at the colleges or programs of the District.

D. The unlawful use, sale, or possession on district property of or presence on district property while under the influence of any controlled substance or any poison classified as such by state or federal law.

E. Willful or persistent smoking in an area where smoking has been prohibited by law or by policy of the Board of Trustees or administrative regulation.

F. Disorderly, lewd, indecent, or obscene conduct on district-owned or controlled property or at district sponsored or supervised functions.
G. Sexual assault (as defined in Board Policy 5404) on any student, faculty or staff member of the South Orange County Community College District, upon on-campus or off-campus grounds or facilities maintained by the District, or upon grounds or facility maintained by affiliated student organizations.

H. The possession or use of any firearms, explosives, dangerous chemicals, deadly weapons, or other potentially harmful implements or substances while on district property or at a college-sponsored function without the prior authorization of the college President.

I. The obstruction or disruption, on or off campus, of the District’s educational or administrative process or any other district function.

J. Physical abuse, on or off campus property, of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse when related to a district or college program or activity.

K. Misrepresentation of oneself or of an organization as an agent of the District or college.

L. Soliciting or assisting another to do any act which would subject a student to discipline.

M. Theft of, or non-accidental damage to, campus property, or property in the possession of or owned by a member of the campus community.

N. Use, possession, or distribution of alcoholic beverages and/or illegal narcotics/drugs on district premises, or at district-sponsored events, or appearance on district property or at district sponsored events while under the influence of alcohol or illegal narcotics/drugs unless otherwise provided by law and district policy.

O. Unauthorized recording, dissemination, and publication of academic presentations or materials. This prohibition applies to a recording made in any medium, including, but not limited to, handwritten or typewritten class notes.

P. Actions of force or threat of force to injure, intimidate, oppress or threaten because of the other person’s race, color, religion, ancestry, national origin, disability, gender, or sexual orientation, or because of the perception that the other person has one or more of these characteristics.

Q. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program.

i. Falsification involves any conduct in academic work, records or programs that is intended to deceive, including, but not limited to, the following acts:
   1. forging signatures on official documents such as admissions cards and financial aid applications.
   2. changing or attempting to change official academic records without proper sanction.
   3. misrepresenting or falsifying successful completion prerequisites.
4. providing false information, such as immigration materials, during the admission or matriculation process.
5. falsifying one’s identification or falsely using another’s identification.
6. logging in or otherwise gaining access to a computer, computer network or protected web site using the password or identity of another.
7. citation of data or information not actually in the source indicated.
8. including in a reference list of works cited a text or other information source which was not used in constructing the essay, paper or other academic exercise.
9. submission in a paper, lab report or other academic exercise of falsified, invented, or fictitious date or evidence, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data or evidence.
10. submitting as the student’s own work any academic exercises (e.g., written work printing, sculpture, etc.) prepared totally or in part by another.
11. taking a test for someone else or permitting someone else to take a test for a student.

ii. Plagiarism is any conduct in academic work or programs involving misrepresentation of someone else’s words, ideas or data as one’s original work, including, but not limited to, the following:
   1. intentionally representing as one’s own work the work, words, ideas or arrangement of ideas, research, formulae, diagrams, statistics, or evidence of another.
   2. taking sole credit for ideas and/or written work that resulted from collaboration with others.
   3. paraphrasing or quoting material without citing the source.
   4. submitting as one’s own a copy of or the actual work of another person, either in part or in entirety, without appropriate citation (e.g., term-paper mill or internet derived products).
   5. sharing computer files and programs or written papers and then submitting individual copies of the results as one’s own individual work.
   6. submitting substantially the same material in more than one course without prior authorization from each instructor involved.
   7. modifying another’s work and representing it as one’s own work.

iii. Cheating is the use of any unauthorized materials, or information in academic work, records or programs, the intentional failure to follow express directives in academic work, records or programs, and/or assisting others to do the same including, but not limited to, the following:
   1. knowingly procuring, providing, or accepting unauthorized examination materials or study aids.
   2. completing, in part or in total, any examination or assignment for another person.
   3. knowingly allowing any examination or assignment to be completed, in part or in total, for himself or herself by another (e.g., take-home exams or on-line assignments which have been completed by someone other than the student).
   4. copying from another student’s test, paper, lab report or other academic assignment.
5. copying another student’s test answers.
6. copying, or allowing another student to copy, a computer file that contains another student’s assignment, homework lab reports, or computer programs and submitting it, in part or in its entirety, as one’s own.
7. using unauthorized sources of information such as crib sheets, answers stored in a calculator, or unauthorized electronic devices.
8. storing answers in electric devices and allowing other students to use the information without the consent of the instructor.
9. employing aids excluded by the instructor in undertaking course work.
10. looking at another student’s exam during a test.
11. using texts or other reference materials (including dictionaries) when not authorized to do so.
12. knowingly gaining access to unauthorized data.
13. altering graded class assignments or examinations and then resubmitting them for regarding or reconsideration without the knowledge and consent of the instructor.

R. Violation of Copyright Laws

S. Violation of District Board Policies and Administrative Regulations

IV. DISCIPLINARY PROCEDURES

A. Initiation of the Disciplinary Process

A request for disciplinary action may be initiated in writing by district or college employees. When there is a violation of the Student Code of Conduct, the following procedures will be followed:

1. If the conduct occurred in the classroom, the instructor may remove the student from his or her class for that day and the next class meeting if the student interfered with the instructional process. Removal must be reported to the President or designee immediately. If the student is a threat to himself or herself or to others, the instructor must contact Campus Police immediately. If the student removed is a dependent minor, the instructor shall request that the student’s parent or guardian attend a parent conference regarding the removal. During the period of the removal, the student shall not return to the class from which he or she was removed without the concurrence of the instructor. Upon removal of a student, the instructor shall give the student verbal and/or written notice of the reasons for the removal.

a. The instructor, victim or witness (es) shall submit a written report on the appropriate college designed form (i.e., Unusual Occurrence Report form or Academic Integrity Report form) to the President or designee. The report shall include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.
b. If the incident involves, a matter of academic dishonesty, the instructor shall give notice to the student within ten days of the discovery of the alleged impropriety.

c. An informal meeting between the student and the instructor or President or designee shall be conducted as soon as possible. At this meeting, evidence of the alleged violation(s) shall be presented to the student. The student shall be advised of the potential consequences.

d. If the student elects not to attend this meeting, the student waives his or her right to further appeal. The instructor may then take appropriate action pursuant to these regulations. A written Academic Integrity Report should be filed with the school or division dean and a copy of the report sent to the student.

e. The student may elect to drop the course, in accordance with existing policies, but this action will not necessarily terminate the process outlined above.

2. If the conduct did not occur in the classroom, the college employee discovering the conduct shall report the incident to the President or designee. The college employee shall submit to the President or designee a written report on the appropriate college designated form (i.e., Unusual Occurrence Report form or Academic Integrity Report form). The report shall include (a) date and time of the conduct, (b) location, (c) names of witnesses, and (d) a detailed explanation of the alleged misconduct.

3. When the report of alleged misconduct is sent to the President or designee, he or she will evaluate the information to determine if it alleges a violation of the District’s student conduct policy and/or regulations. If the President or designee determines the report supports such allegations, he or she shall send a notice by mail to the student charged with the violation. This notice shall include a written explanation of the incident and charges that have been made (i.e., the specific conduct involved and the specific regulation(s) alleged to have been violated). A meeting will be requested with the student to provide the student an opportunity to respond to the allegations.

4. The President or designee will review all documentation related to the case to make a determination if further disciplinary action is required. This action may be taken by the President or designee or in cases of proposed suspension or expulsion, referred to the Disciplinary Hearing Panel. If further action is taken, it is immediately in effect, whether or not the violation is also a violation of law and whether or not the case is pending in the courts for the same act. The decision is final unless it involves termination of State and/or local financial aid, suspension, or recommendation of expulsion, in which case the student may appeal the decision to the Disciplinary Hearing Panel within ten days. In cases referred to the Panel by the President or designee or in cases where the decision is appealed to the Panel, the procedures in Section V will be followed. The student may, in writing, accept the penalty of suspension or expulsion without further hearing and without admitting participation in the conduct charged.
B. Range of Disciplinary Actions

1. **Verbal reprimand:** A warning that the conduct is not acceptable.

2. **Written reprimand:** Becomes part of the student file for a minimum of five years or longer at the discretion of the President or designee, and is considered in the event of future violations.

3. **Disciplinary Probation:** A specific period of conditional participation in campus and academic affairs, which may involve any or all of the following:
   a. Ineligibility for all student government roles;
   b. Removal from any student government position;
   c. Revocation of the privilege of participating in college and/or student-sponsored activities;
   d. Ineligibility for membership on an athletic team;
   e. Limitation of courses and/or instructors the student may take;
   f. Termination of State and/or local financial aid.

4. **Suspension:** The Board of Trustees, the President or the president’s designee may suspend a student for cause as provided in Article III. Suspension will be accompanied by a hearing conducted by the Disciplinary Hearing Panel. Suspension may involve:
   a. Removal from one or more classes for the remainder of the school term.
   b. Removal from all classes and activities of the District and its colleges for one or more terms. During this time, the student may not be enrolled in any class or program within the District.

5. **Expulsion:** The Board of Trustees may expel a student for cause as provided in Article III when other means of correction fail to bring about proper conduct or when the presence of the student causes a continuing danger to the physical safety of the student or others. Expulsion shall be accompanied by a hearing conducted by the Disciplinary Hearing Panel.
V. DISCIPLINARY HEARING PANEL FOR SUSPENSION OR EXPULSION

If the President or designee refers the case for a hearing with the Disciplinary Hearing Panel or the student appeals the President or designee’s decision to the Disciplinary Hearing Panel, the following process shall be followed:

A. Notice Letter

The President or designee shall mail a written notice of the hearing to the student (and to the parent or guardian if the student is a dependent minor). This notice shall include:

1. A statement of the charges. The statement shall describe the specific facts alleged as a basis for violation of these regulations.

2. The time and place of the hearing.

3. Notification of the student’s right to be accompanied and represented by an advocate. If the advocate is an attorney, the student must inform the President or designee in writing of the name and address of the attorney at least five days before the time set for the commencement of the hearing. Failure to do so shall constitute good cause of a continuance of the hearing.

4. Notification that the hearing body may consider the student’s previous disciplinary and academic record.

The notice letter may be amended at any time. If an amendment requires that the student prepare a substantially different defense, the President or designee may postpone the hearing for a reasonable time, not to exceed ten days.

B. Composition of Disciplinary Hearing Panel

1. If the student is represented by an attorney, the District will also be represented by an attorney.

2. The charged student may request that one of the members of the Disciplinary Hearing Panel be a student of the District. This request must be made in writing to the President or designee at least five days in advance of the hearing. The Disciplinary Hearing Panel shall consist of a student (if requested), a faculty member of the college, and a district administrator. If a student is requested to serve on the panel, the request shall include permission for the records to be disclosed to the student member of the panel. Where the charged student does not request a student member on the hearing panel, the Disciplinary Hearing Panel shall consist of two college faculty members, one district administrator and a campus police officer, if requested by the President or designee.

3. The President or designee shall, after conferring with the associated student body, academic senate, and administrative cabinet, compile lists of persons...
who may be appointed when it is necessary to convene a Disciplinary
Hearing Panel. The President or designee shall appoint members to the
Disciplinary Hearing Panel from the approved list of names.

4. The hearing shall be convened within ten days of the date that written notice
of the proposed disciplinary action is mailed to the student, unless the
President or designee grants a written request for a continuance by the
student upon a showing of good cause.

C. Hearing Preparation

1. The President or designee shall be responsible for making the necessary
arrangements for the hearing, including scheduling a room, providing for an
official record of the hearing, and notifying the student and members of the
Disciplinary Hearing Panel.

2. Prior to the hearing, the Disciplinary Hearing Panel shall be given copies of
these procedures. The President or designee shall select a chairperson. The
chairperson shall preside over the hearing and make any necessary
procedural rulings.

D. The Hearing

1. Confidentiality: hearing shall be closed and be kept confidential by all
parties.

2. Security: appropriate security measures will be taken at the hearing by the
campus police department.

3. Witnesses/Record of Hearing: witnesses shall be excluded except when
testifying. The District or college employee who was involved in or a
witness to the incident shall be invited to attend and participate in the
hearing, and may be present for the entire proceedings. The administration’s
representative and the student shall be entitled to call and question witnesses.
Panel members may ask questions at any time when recognized by the
chairperson. With the concurrence of the panel, witnesses may be recalled
and questioned by hearing participants. A record of the hearing shall be kept
for ten years.

4. Opening: The chairperson shall call the hearing to order, introduce the
participants, and announce the purpose of the hearing. An orderly hearing
shall be maintained and disruptive participants shall be ejected or excluded.

5. Charges: The chairperson shall distribute copies of the charges to the
members of the committee, read the charges aloud, and ask the student
whether the charges have been received. If the response is affirmative, the
hearing shall proceed. If the response is negative, the administration may
present evidence that the charges were duly served. The chairperson shall
decide to proceed with the hearing. In cases where a hearing does not proceed, a hearing shall be rescheduled within ten days.

6. **Burdens of Proof and Production of Evidence:** The administration bears the burden of proving that each charge is true based on a preponderance of the evidence. The administration has the initial burden of producing evidence to prove each charge. The student may present evidence to refute the administration’s charges. In the case of expulsion, any recommendation of the hearing panel must include a finding that other means of correction have failed to bring about proper conduct, or that the presence of the student causes a continuing danger to the physical safety of the student or others, and/or district or college property.

7. **Arguments:** Both the administration and student shall be afforded an opportunity to present or waive an opening statement (i.e. the administration shall outline the charges and the facts to be established). The student may reserve an opening statement until after administration has presented the case for the college. If the student charged does not appear, either in person or by representation, or should the student leave or be ejected during the hearing, the hearing shall proceed and the Panel will make its recommendation as though the student had been present.

8. **Evidence:** After the opening statements, the administration and the student shall have the opportunity to call witnesses and present relevant evidence. Technical rules of evidence shall not apply, but evidence may be admitted and given probative effect only when such evidence constitutes that which reasonable persons are accustomed to rely on in the conduct of serious affairs. Hearsay evidence is admissible, but may not, by itself, be used to support a finding of the panel. The Chairperson will make all rulings as to the conduct of the hearing and the admissibility of evidence. The Panel shall not consider any arguments concerning the constitutionality or legal validity of campus regulations or statewide policy. In cases where the hearing involves a charge of sexual assault, the victim has the right to exclude past sexual history as part of the testimony unless such history is offered as evidence of the character or trait of character of the victim as described in California Evidence Code, Section 1103.

9. **Deliberations:** The administration and then the student shall make closing arguments. Both may waive closing arguments. The panel shall retire to deliberate. Deliberations shall be limited to panel members. The panel shall reach its decision based only on the record of the hearing and shall not consider matters outside the record. Within two days after the hearing, the chairperson shall deliver a written report to the President or designee. This report shall include the specific findings of fact concerning each charge and the recommendations for disciplinary action supported by a majority vote of the panel.

10. **Recommendation of Suspension; Panel Findings:** In the case of a recommendation for suspension, the President or designee shall review the
findings and recommendation of the Disciplinary Hearing Panel. The President or designee may accept the recommendation, impose a lesser sanction, or refer the matter back to the hearing panel for further consideration. The President or designee shall render a decision within three business days of receipt of the recommendation of the panel. Notice of the President or designee’s decision shall be mailed to the student, placed on the student’s district records and copied to the President for notification to the District Chancellor. The President or designee’s decision may be appealed in writing to the President only on the limited grounds as provided in Section VI. Decisions must be appealed within ten business days.

11. Recommendation of Expulsion; Panel Findings: In the case of a recommendation for expulsion, the recommendation of the Disciplinary Hearing Panel shall be forwarded to the President or designee for review and decision.

a. The President or designee may accept the recommendation of the panel, impose a lesser sanction, or refer the matter back to the Disciplinary Hearing Panel for further consideration. The President or designee shall render a decision within three business days of receipt of the recommendation of the panel. Notice of the President or designee’s recommendation shall be mailed to the student, placed in the student’s district records, and copied to the President for recommendation to and final action by the Board of Trustees.

b. Within thirty calendar days of the recommendation for expulsion, the Board of Trustees shall notify the student or parent in case of a dependent minor, of the Board’s intent to conduct a closed session meeting to consider the recommendation for expulsion. Notification shall be made by registered or certified mail or by personal service. Within forty-eight hours of receipt of the notice, the student or parent of a dependent minor may request in writing that the hearing be held in public session. When a written request to have the matter heard in public session is served upon the Clerk or Secretary of the Board, the meeting shall be conducted in public session, except in cases where the discussion conflicts with the right to privacy of another student. In such cases, the discussion shall be conducted in closed session.

c. The Board of Trustees may accept the recommendations of the President, impose a lesser sanction, or refer the matter back to the President for further consideration. The Board of Trustees may choose to review the record. Final action of the Board of Trustees shall be taken at a public meeting but consist solely of a general announcement that a student, without being named, has been disciplined after a closed session vote taken with respect to the discipline.
12. **Notification of Law Enforcement**: Upon the suspension or expulsion of a student, the President or designee shall notify appropriate law enforcement authorities of conduct which may be in violation of Section 245 of the Penal Code.

VI. **APPEAL PROCESS**

The student has the right to appeal the decision of the instructor of the President or designee.

A. **Appeal of an Academic Dishonesty Decision**

1. The student has the right to file an appeal of a decision regarding academic dishonesty. The appeal must be in writing and received by the dean within ten working days of the informal meeting with the instructor. A grade, however, is not a disciplinary action but an evaluation of work, and is not subject to appeal except as provided in the grade grievance process as set forth in Board policy.

2. The dean may request that the instructor submit a written statement supporting his or her position.

3. Within thirty days of receipt of the request of appeal, the dean shall arrange a meeting with the instructor and the student. If the instructor is no longer employed by the District, or is unavailable because of sabbatical or other leave, the dean shall appoint another instructor in the same disciplinary area to assume the responsibilities of the instructor.

4. At the meeting, the evidence of academic dishonesty will be presented and every effort will be made to resolve the matter. In the absence of a resolution, the student may elect to follow the appropriate grievance or disciplinary appeal procedure as specified in Board policies and regulations.

B. **Appeal of a Formal Disciplinary Decision**

The student may appeal a formal disciplinary decision in writing to the President, within ten days of the decision/recommendation. The basis for the appeal shall include evidence to support one or more of the following factors:

1. The decision lacks substantial basis in fact to support the findings,

2. There is substantial incongruity between the proposed sanction and findings,

3. There is substantial unfairness in the proceedings which has deprived the student of a fair and impartial process; and/or

4. There is newly discovered critical evidence, that despite due diligence on the part of the student, was not known at the time of the hearing.
The President may decide the issue based solely on the written appeal. The president’s decision shall be made available to the student charged within ten days of receipt of appeal. The decision shall be final except in the case of expulsion where final action shall be taken by the Board of Trustees.
BOARD POLICY
SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENT COMPLAINT POLICY

The Board of Trustees of the South Orange County Community College District is committed to providing an environment for work and learning that is free of discrimination and harassment. In keeping with this commitment, the district maintains a strict policy prohibiting unlawful discrimination, including harassment. This policy applies to employees, including management and non-management employees, to applicants for employment, and to students. It prohibits discrimination, including harassment on a basis prohibited by state and federal regulations for community colleges on nondiscrimination, including race, religion, creed, color, national origin, ancestry, physical or mental disability, marital status, gender, sexual orientation, or age.

Discrimination includes denial of the benefits of employment or of a community college activity or program on a basis prohibited by law. Harassment includes, but is not limited to unwanted sexual advances and requests for sexual favors where: (1) submission to such conduct is made an explicit or implicit term or condition of employment or academic standing; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment. Employees or students who violate this policy are subject to disciplinary action.

Formal complaints under this policy shall be investigated according to the guidelines set forth in Title 5, Calif. Code of Regulations, Section 59300, et seq., and the district's "Sexual Harassment Policy and Complaint Procedure," which is on file in the offices of the district's Chancellor and Executive Vice Chancellor of Administrative and Business Services, and in the offices of the College Presidents and Vice Presidents of Student Services.

Legal References:

Government Code, Sections 11135-11139.5; Title 5, Calif. Code of Regulations, Section 59300 et seq.; Title IX of the Education Amendments of 1972, as amended; Title VI and Title VII of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Rehabilitation Act of 1973, Sections 503 and 504; Age Discrimination in Employment Act of 1967, as amended; Age Discrimination Act of 1975; Americans with Disabilities Act of 1990 and California Labor Code, Section 1102.1.

Adopted: 6-15-98
Technical Update: 4-26-99
Saddleback College
ASSOCIATE DEGREE MLT PROGRAM

GENERAL INFORMATION

The MLT Program Student Handbook, prepared by the MLT Faculty, is an adjunct to the College Catalog and the Saddleback College Student Handbook. It provides important information specific to the Associate Degree MLT Program, and should be kept and reviewed throughout the two years of the MLT Program.

SPECIAL ACCOMMODATIONS

Saddleback College recommends that students with disabilities discuss academic accommodations with their professors the first day of class. Please refer to MLT Program Policy III.16 for further clarification.

HEALTH CLEARANCE

MLT students should strive to maintain a high level of wellness. In order to fulfill objectives for the MLT Program, students may come in contact with a variety of communicable diseases including acquired immune deficiency syndrome and hepatitis. Instruction and required learning includes measures to be taken to protect the student and the patient. Prior to the beginning of first semester, a physical examination conducted by a health care provider is required. Immunizations and tuberculosis screening must be current. Tuberculosis screening must be updated on an annual basis. This is the student’s responsibility. Students will not be able to register for classes without an annual TB clearance.

Whenever there is any change in the health status of a student, he/she is responsible for submitting a written statement regarding this change to the Faculty. The student is also expected to keep the Faculty and Director informed in writing when there is any need for on-going health care. Additional tests or records may be required as necessary to verify satisfactory health status during the program. (See Policy III.6)

PREGNANCY CLEARANCE

Upon verification of pregnancy, it is required that the student bring a Medical Clearance form from his/her licensed health care provider acknowledging any risks involved and granting permission for the student to continue in the MLT Program. Any restrictions should be identified by the licensed health care provider in writing and submitted to the individual instructor. After delivery and before returning to class and clinical experiences, it is required that the student present a Medical Clearance Form from his/her licensed health care provider giving approval to resume activities, specifying any restrictions. (See Policy III.6)
CPR – BASIC LIFE SUPPORT REQUIREMENTS

Each student has the responsibility to become certified in basic life support for healthcare providers (CPR) by the beginning of the program. It is also the student’s responsibility to renew the certificate and maintain its currency annually throughout the course of the program (see Policy III.2).

CONDUCT

Professional conduct requires that the MLT student represent himself/herself as a professional student when involved in authorized Program activities.

Any student whose conduct, clinical performance, or health is in question may be required to leave the clinical facility.

Students will abide by individual clinical agency policies and procedures. Students are directly responsible to the instructor for all assigned time. It is required of each student to report to the faculty member and/or person in charge whenever leaving or returning to the clinical site.

TRANSPORTATION

Each student is responsible for his/her own transportation and parking. Instructors are not permitted to transport students in their private cars. Students are encouraged to carpool and should not rely on only one means of transportation. Student assignments to the hospital and clinical cannot be made on the basis of carpools.

CHANGES IN NAME, TELEPHONE NUMBER AND/OR ADDRESS

A change of name, address, or telephone number must be completed in the Division Office. Please bring your driver’s license or Student ID to complete this process. A copy will be placed in your file and the other copy will be sent to Admissions and Records.
In order to receive a passing grade in your Medical Laboratory Technician program you will be expected to achieve a grade of seventy-five percent (75%) or better in the MLT core classes.

**LETTER GRADE DISTRIBUTION**

A = 90-100%
B = 80-89%
C = 75-79%
D = 60-74%
F = below 59%

1. The individual instructor determines the weighting of quizzes/exams.

2. Unit examinations are kept in the individual student’s permanent file. After grading, the student may make an appointment with the MLT Program Director to review completed exams.

3. Examinations used for Challenge Tests will be kept in the Health Sciences Division Office. The ability to make up a missed test and/or quiz is left to the instructor’s discretion. Any quiz or exam taken late may result in a ten percent (10%) penalty. In the case of extreme necessity, and following full faculty consideration, modification of the above penalty may occur.

4. The ability to turn in required assignments at a date later than the due date is left to the instructor’s discretion. Students allowed submit assignments after the due date may also suffer a 10% (or higher) penalty on their earned grade. This will be up to instructor discretion.
I. CLINICAL SITE PLACEMENT

It is highly recommended that all students complete the didactic or lecture portion of all the
MLT required courses and obtain a phlebotomy certification before participating in the
clinical practicum courses. All the clinical sites require that students complete all of the
didactic or lecture portion of the MLT required courses before participating in the clinical
training at their sites. **Clinical site placement is not guaranteed for all MLT students.**
The Saddleback College Medical Laboratory Technician program is not obligated to
place any student at any clinical site.

Students are enrolled in a clinical training ONLY after mutual agreement between student,
coordinator, and facility

1. All students are required to go through an interview process by the clinical sites. These
interviews are conducted by the laboratory manager or director and with the clinical
preceptors from each department of the laboratory.
2. Students will be notified by the clinical site coordinator of their acceptance or non-
acceptance for training.
3. Students who are not accepted for training will be scheduled for an interview at another
clinical site. It is imperative that if students registered for the practicum course prior to the
interview date and is not accepted for training, he/she should drop the course immediately
before the penalty date. A “W” will be given if the student drops the course within the
given time frame. If a student does not drop the course in a timely manner, the instructor is
not responsible for dropping the student and he/she will receive an F, failing grade, for the
semester. All College rules and regulations regarding registration apply as with all the
classes offered at Saddleback College
4. Students may not contact the clinical site on their own to request for an interview.
Coordination of student interviews is done by the Program Director who serves as the
liaison between the College and the clinical sites.
5. Students who are accepted for clinical site training must complete and submit all of the
paperwork required before clinical training to the Division Office.
6. Students who are accepted for clinical site training must be registered in all the MLT
practicum courses before beginning the training.
UNDERSTANDING BETWEEN THE MLT PROGRAM AND SADDLEBACK COLLEGE CLINICAL AFFILIATES

1. Generally, no more than one student at a time per department.
2. No more than one student will be assigned to a facility until all facilities have a student.
3. Orientation to safety and confidentiality issues occur with the clinical facility’s education department prior to or soon after a clinical rotation begins. Laboratory safety policies are reviewed by laboratory personnel on the students first day of rotation.

II. CLINICAL PRACTICA GRADING

Clinical rotation courses are graded and include two basic components:

a. Technical checklists and professional behavior evaluations by clinical preceptors
b. Assigned homework and written examinations* given and evaluated by the Saddleback College instructor.

*Examinations are given and proctored by clinical preceptors at the clinical sites.

Each student will be graded at the clinical site in two areas:
Checklists and professional behavior evaluations: 75%
Assigned homework and written examinations: 25%

III. Technical Checklists

1. Clinical preceptors in each laboratory department are given the checklists, evaluation forms, and all paperwork relevant to the directed clinical practice experience. The skills lists detail the laboratory procedures to be performed. To accommodate the skills needed by MLTs within their scope of practice, laboratory procedures are categorized:
   a. Proficiency Demonstrated
   b. Practice Demonstrated
   c. Observation and Discussion only

   Some tests may require a minimal performance standard or only an awareness of the principles and techniques. Other tests require a student to demonstrate entry-level proficiency or skill according to the standards of the clinical sites. The skills list will be your guideline during the clinical rotation as you are learning clinical and technical skills. Your clinical site instructors are a resource when you have questions about your performance.
Your clinical rotation is a guided, supervised experience; you are coached and counseled so you will continually grow in your ability to carry out safe, professional medical laboratory tests and procedures.

2. Each student is responsible for having the skills lists signed by the clinical site instructor once a performance has been satisfactorily completed.

3. Each student **MUST KEEP** a logbook and a current record of the clinical tests, which they have observed, assisted or performed.

4. Completed skills list will be maintained in your personal file as a record of tasks completed.

5. Students **must** perform the minimum amount of tests or procedures as stated in the skills list and achieve an acceptable level of performance per skill to "pass" a clinical rotation.

6. Near the end of each rotation, your clinical competency will be evaluated. You will be asked to perform the important skills you have been introduced to and used during the rotation in the hospital setting. Your performance on these competency examinations will influence your grade for the course. Opportunities will be provided for you to become proficient in the skills in which you will be tested.

7. Each student will receive a clinical rotation evaluation by the clinical site instructor(s); these will account for a percentage of the student’s grade. The student will also be evaluated by the clinical instructor on non-technical performance; both the student and the clinical instructor will sign each evaluation. A passing grade must be achieved in both areas of the course. Areas of disagreement may be included on your evaluation sheet and placed in your student file. These evaluations will take place on the last day of the rotation.

8. Once a rotation and all associated graded items have been completed, the clinical instructor calculates the final grades based on your achievement of the clinical performance objectives as stated in your course outlines and, where applicable, the clinical competency examination, reviews the forms with the student, and retains these records in the student’s file at the college. The completed skills list is also included in each student’s permanent file.

9. These lists are also turned into admission and records as an illustration of activity during their clinical rotations.

10. All MLT classes follow the same grading policy and consist of the following percentages for each letter grade:
 Percentages for Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>75-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-74%</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
</tr>
</tbody>
</table>

IV. MANDATORY ATTENDANCE
The Saddleback College Medical Laboratory Technician program is a California approved program. The CA Dept of Public Health/ Laboratory Field Services requires specific number of hours for the student to spend in the directed clinical practice. These specific hours are as follows:
Clinical Hematology, Coagulation, and Urinalysis: 200 hours
Clinical Chemistry: 200 hours
Clinical Microbiology: 200 hours
Clinical Immunology and Serology: 160 hours

1. All attendance must be maintained and signed by the clinical site instructor on a daily basis. The attendance documentation is a verification of the training hours that need to be completed as mandated by the Laboratory Field Services. Failure to maintain an up-to-date logbook will result in failure to verify clinical training hours and result in ineligibility for the board examination.
2. Absence due to illness: Students must call the clinical sites at least 2 hours before the expected arrival to relay the message. If a student is absent for more than one day, they must inform the clinical sites every day for at least 2 hours before the expected arrival to relay the message. An absence of more than one day requires that the student provide the clinical site and the Program Director documentation of the illness from the student’s physician. Students will be required to make up the time missed to fulfill the LFS required hours of training. Students must document the change in completion dates due to their
illness and must be signed by the clinical preceptor and program director. An ACTION PLAN form must be filled out to document the changes. Asking a fellow student to inform the instructor of the absence is not acceptable. The student must inform the instructor personally. When a student is absent from clinical rotations due to illness, the instructor may request a written approval from the student’s physician before the student returns to the clinical area.

3. Other Absences: Students are allowed one day of absence not related to illness per clinical rotation. Regardless of the nature of the absence, students must call the clinical sites at least 2 hours before the expected arrival to relay the message. Students are NOT allowed to combine 4 clinical rotation days for all departments and request time off. These days are not to be used cumulatively. If they are not used, you will lose the privilege of taking that time off. They do not carry over from one department to the next.

4. Special circumstances: If you have special circumstances in which you are required to be absent such as jury duty, death of an immediate family member, and others, you are required to inform your clinical training supervisor and the program director in writing to document your absence and the nature of your absence. These special circumstances do NOT include pre-planned vacations and etc. The clinical supervisor and program director must approve of the time off. Contact the MLT Program Director, at, (949) 582-4901. Leave a message on voice-mail. Call no later than one hour after the scheduled starting time for your scheduled shift. In the event of a catastrophic situation (death in the immediate family, hospitalization, etc), and you cannot attend clinicals, the Program Director must be notified immediately, so that the clinical time can be used effectively by another student.

5. Training start times and end times: The clinical training supervisor is in charge of scheduling your training day start and end times. Changing start and end times is at the discretion of the clinical training supervisor. Students are required to abide by all changes made by the supervisors.

6. Early departure from the training day for any circumstance is discouraged and must be documented and approved by the clinical training supervisor.

7. School holidays: Students are required to observe all school holidays while training in their clinical sites.

8. No scheduled personal appointments are to be made during clinical hours.
STUDENT DISMISSAL IN CLINICAL PRACTICA

I. REGULATING:
Examples:
2. Incompetence.

II. ETHICAL:
Examples:
1. Performs procedure with inadequate or insufficient supervision.
2. Not holding information entrusted to him/her in confidence.
3. Cheating during written or clinical performance examinations.

III. BIOLOGICAL, PSYCHOLOGICAL, SOCIAL, CULTURAL:
Examples:
1. Unable to function well while under stress.
2. Renders self unfit to perform due to drugs or alcohol.
3. Refuses to work with another based on racial or cultural basis.
4. Demonstrates consistent lack of compassion or caring for patients.

IV. ACCOUNTABILITY:
Examples:
1. Recording a test result that was not done.
2. Not recording a test that was performed, resulting in the test having to be repeated.
3. Valid evidence of lack of theoretical and/or clinical knowledge.
4. Carries out procedures without validating written orders.
5. Blames others for own mistakes.

V. HUMAN RIGHTS: (shows respect for individual including client, faculty, staff, self)
Examples:
1. Is discriminatory in his/her care and treatment of patients, i.e., refuses to deal with patients on the basis of race, sex, ethnic origin, religion, handicap, or sexual preference.
   EXCEPTION: Where the students’ beliefs prevent them from participating in care.
2. Is verbally or physically abusive to client, peer, faculty, staff or physician (e.g., restrains a patient against his/her will when it is not an issue of safety).
1. Withdrawal/Reinstatement

Students who wish to withdraw from the Medical Laboratory Technician program are asked to seek the assistance of a faculty member, a counselor, and/or the MLT Program Director. Consult the Saddleback College catalog for the proper procedure so that you will not be penalized academically. (Ordinarily, if neither the first or second attempts to complete the program are successful, a third opportunity is not offered).

We suggest you to have an exit interview with the MLT Program Director, so that the procedures and policies governing re-admission can be discussed with you.

Students who withdraw from the first semester of the program and who wish to return to the program may re-apply to the program and will compete with subsequent applicants. Otherwise, readmission will be on a space available basis.

2. Leave of Absence

The Program Director will explore the circumstances surrounding the need for a leave of absence on an individual basis for each student. This action will be taken only in extreme circumstances. The time the trainee is absent must be made up.

BACKGROUND CHECK

This requirement applies to all Health Sciences and Human Services students that attend clinical in a contracted facility as part of the educational requirement for their degree or certificate.

1. Upon acceptance into a program with a clinical requirement, students will be required to obtain a criminal background check. The HSHS Division will provide guidelines to the student on how to apply for their background check and the cost of the background check.

2. Students will be given a deadline date by which the background check needs to be submitted to www.certifiedbackground.com.

3. Students who do not complete a background check by the deadline date will not be allowed to register for classes.

4. Students who have a recorded offense/arrest within the past seven years will not be allowed to enroll in a program with a clinical requirement.

5. Students may re-apply to the program when it has been seven years since an offense, or when they receive a clearance or certificate of rehabilitation from the court.

6. In the event a student withdraws from a program with a clinical requirement, the background check must be repeated upon re-entry into the program.
7. Background checks are only valid for six months and will expire at the end of this period.

8. This policy applies to all facilities held to the Joint Commission on Accreditation of Healthcare Organization (JCAHO) standards. Other non-JCAHO facilities may require similar background checks. Individual programs will comply as needed.

FINANCIAL OBLIGATIONS

Program Costs
Students are responsible for providing uniforms, and transportation to off-campus locations. A large number of services are available to you including financial aid, enrollment fee assistance, scholarships, career and general testing, gender equity and student insurance. Consult the College Catalog for additional information. Speak to the Program Director about your specific needs. Costs should not deter you from completing this program, once eligible. You can anticipate the following expenses during your program of study. These are approximate estimates.

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform – Shoes, lab coats, etc</td>
<td>$100-200</td>
</tr>
<tr>
<td>Fees</td>
<td>$46/unit</td>
</tr>
<tr>
<td>Transportation</td>
<td>Varies</td>
</tr>
<tr>
<td>Childcare</td>
<td>Varies</td>
</tr>
<tr>
<td>Misc (parking, dues, vaccines, CPR)</td>
<td>$200</td>
</tr>
<tr>
<td>MLT National Exam</td>
<td>$203</td>
</tr>
<tr>
<td>Totals</td>
<td>$1,800 approx.</td>
</tr>
</tbody>
</table>

REFUNDS: Any questions concerning the refund policy should be addressed to the Director of Admissions.

NOTE: We strongly recommend that you have $2,000.00 available in the beginning of the second year to cover initial expenses.

1. The Financial Aid/Extended Opportunity Program & Services (EOPS) Office helps students who might otherwise be unable to continue their education because of financial problems.

2. Students in need of financial assistance should immediately contact the Saddleback College Financial Aid Office (949) 582-4860.
1. Students may not leave the room once the tests have been distributed.

2. All personal belongings will be placed under the seat.

3. Students will not be allowed to retain a copy of the test.

4. If it is apparent to the instructor that cheating has occurred, student will receive a grade of zero for the exam and may be subject to dismissal from the program.

5. The MLT faculty will follow the Saddleback College Academic Honor Code as reflected in the current Saddleback College Catalog.

6. Exam grades may not be available until after the exam analysis has been completed.

7. Students need to know that if a test is taken at a time other than the regularly scheduled time, a different form of the test may be given. (And this different form may be an essay test.)

8. Students may not use any other paper during testing except a scantron or the paper provided by faculty.

9. Student may not use cell phones, pagers, or other electronic devices during exams. These must be “off”.

10. Once the student has completed and turned in their exam, they will exit the room cannot return until class resumes.
How can I get Financial Help for MLT School?

To apply for Financial Aid, you must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov

View the following tutorial 7 Easy Steps to the FAFSA for step by step assistance in filling out your FAFSA.

Here are a few key things to remember when applying for Financial Aid:

To complete a FAFSA, you and your custodial parent (if applicable) will need a Personal Identification Number (PIN)

Complete a new FAFSA for each academic year
Complete the FAFSA before March 2. If you miss this deadline, you will only be considered for Federal Direct Loans and Pell Grant
Remember to list Saddleback College’s school code (#008918) in the "School Selection" section of the FAFSA

Other Application Requirements
Cal Grant: The Cal Grant, a grant awarded to California residents, has additional application requirements beyond the FAFSA. Refer to WebGrants for Students for more information

After the FAFSA
Approximately 1-2 weeks after you complete the FAFSA, you will receive an e-mail informing you to check your processing status on the FAFSA website. If you did not provide an e-mail address, the FAFSA processor will mail you a Student Aid Report (SAR). Carefully review your status and follow the instructions if you need to make any corrections. Our office will receive your information as long as Saddleback College, school code #008918, is listed in the "School Selection" section

All students will be sent an e-mail informing them to check the status of their Financial Aid application in My Financial Aid.

Scholarship Links:
The following organizations provide reputable, free scholarship searches. Never pay someone to search for scholarships for you. Try these free services instead *.

www.fastweb.com
www.collegeboard.org
www.financialaid.com
www.collegenet.com
www.scholarshipexperts.com
www.latinocollegedollars.org
www.thesalliemaefund.org
www.nextstudentloans.com/sse1
www.afcea.org/education/scholarships/military/
www.businessmanagementdegree.com/Scholarships
CAMPUS RESOURCES

- Counseling – Counselors are available to assist students in the areas of academic advisement, career planning, and personal counseling.

- Child Development Center – The Child Development Center offers educational opportunities and services for registered MLT students with preschool children.

- Escort Service – The Security Officers offer an escort service to all wishing to avail themselves of this service. Students are encouraged to use this service after dark. Emergency call boxes are also located in various parking lots. Campus police can be reached on any campus pay telephone.

- Extended Opportunities Programs & Services (EOPS) – EOPS is an outreach and retention program designed to assist low income and educationally disadvantaged students in achieving a college education.

- Financial Assistance Program – The Saddleback College Financial Assistance Program is involved in assisting students with federal, state, and community awards from numerous state and local foundations.

- Special Services for Students with Disabilities – Special Services provides support services and specialized instruction for students with documented disabilities who are eligible and who have significant functional, educational limitations. Arrangements for support services such as text book recording, note taking, math study groups, interpreter services, and mobility orientation, and test taking can be scheduled in advance.

- Transfer Center – The Transfer Center provides information and assistance to students who are preparing to transfer to a 4-year college or university.

- Health Center – It is staffed by physicians and nurses to provide professional services in the areas of prevention, recognition, and early treatment of illnesses.

- Student-Faculty Conferences – The MLT faculty maintain five (5) office hours per week to consult with students.

- See: https://www.saddleback.edu/student-resources for further information.
Saddleback College
ASSOCIATE DEGREE MLT PROGRAM

STUDENT AND PROGRAM POLICIES
Credit for Previous MLT Related Education/Experience

1. Saddleback College grants credit for college units earned at any regionally accredited institution of higher education as determined by the Office of Admissions and Records.

2. The course instructor and/or the MLT Program Director and the Office of Admissions and Records will review the applicant's previous education and experience. Credit will be given for MLT education and clinical experience that are equivalent to requirements in the Saddleback College MLT Program.

3. All MLT program courses may be challenged. See College Catalog and Policy III.1 for credit by examination.
Saddleback College
ASSOCIATE DEGREE MLT PROGRAM

UNSUCCESSFUL THEORY AND/OR PRACTIUM PERFORMANCE

1. An unsuccessful theory grade in any MLT course with a clinical component is defined as a theory grade less than "C" and/or an unsatisfactory practicum performance.

2. A student who is unsuccessful or withdraws from any MLT course is responsible for submitting a written request to the Health Sciences Division Office for placement on the appropriate wait list for re-entry.

3. At the time of withdrawal, a student with a theory grade less than "C" and/or an unsatisfactory clinical performance must meet with the MLT Program Director or designee to develop a plan to facilitate future success.

4. Re-entry is contingent upon meeting with the MLT Program Director or designee. The student must also successfully complete any recommendations/remediation made by the MLT Program Director or designee prior to re-entry into the MLT program.

5. Re-entry is also contingent on program space availability.

6. The program follows all rules and regulations set forth by the College with regards to course repeatability, unless otherwise specified in the Catalog.
A student may qualify for credit by examination for courses in the current Saddleback Community College District catalog for which the student appears to be reasonably qualified by training or experience, and for which the student has not received previous high school or college credit, attempted credit by examination, or ever enrolled. However, the course in which the student seeks credit by examination should be one in which the course content can be tested by examination in the opinion of the department and of the instructor. A student may not receive credit by examination for any course which is a prerequisite to one for which credit has been received. The student must have established a minimum of 2.5 grade point average in at least 12 units completed at Saddleback to enroll in credit by examination. (See College Catalog)

1. The student must have completed, with a grade of “C” or better, all courses prerequisite to the course she/he wishes to challenge.

2. The student shall submit a completed petition form to the lead instructor of the course she/he wishes to challenge to arrange for challenging.

3. The petition form for Credit By Examination may be obtained in the Office of Admissions and Records or on the Saddleback College website under admissions and forms. The student must complete a Petition for Credit by Exam. Allow sufficient time to complete this process according to Catalog requirements.

4. The challenge procedure consists of three parts - Theory Challenge, Skills Lab Competency, and Clinical Challenge.

   a. **Theory Challenge** - The student shall write one or more examinations as deemed necessary by the theory instructor. The challenging student must receive a grade of 75% or better on all theory exams taken in order to be allowed to proceed to the clinical challenge.

   b. **Skills Lab Competency** - Satisfactory completion and demonstration of a skills practicum as prescribed by the MLT Program Director or Skills Lab Coordinator consistent with the requirements of the course being challenged.

   c. **Program Agency Mandates** - all program mandates and agency mandates must be satisfactorily completed prior to clinical challenge.

   d. **Clinical Challenge** - Upon satisfactory completion of theory challenge the student will be assigned for a period of two weeks (one week with one instructor and one week with another instructor) to a clinical area. During the two week
period the student will be evaluated on performance objectives for the course being challenged. The lead instructor for each course will be responsible for setting up the standard performance objectives for that course. The grade for clinical performance will be pass/no pass.

5. A grade of pass (P) or no-pass (NP) will be assigned and the course will be identified as “Credit by Examination” on the transcript.

6. If both theory and clinical performance challenges are satisfactorily passed the student will be given credit for the course.

7. A student may challenge any given course only one time. If any of the components (4a-4d) are not successfully met, the challenge is not successful the student must then take the course (both theory and clinical).

8. A student who has taken and failed a course in the MLT program may not challenge that course. Failed courses must be retaken.

9. The student MUST COMPLETE the total challenge process at least one month prior to the end of the challenged course if they wish to proceed with the subsequent course in next semester.
Basic Life Support

1. All students in the MLT program are required to have an American Heart Association Health Care Provider card (BLS).

2. The issue date of the card must be within two years from the last day of clinical.

3. Students must carry their current BLS card each day during all clinical experiences.
Saddleback College
ASSOCIATE DEGREE MLT PROGRAM
DRESS CODE REQUIREMENTS

The purpose of the dress code policy is to clarify prudent professional dress behavior and specify clinical dress requirements. These standards are the minimum. If a clinical site chooses to have more stringent requirements, the student is obligated to comply. If the clinical site is less stringent, the student will comply as stated below.

The Medical Laboratory Technician student is a representative of Saddleback College and a guest in the clinical site. Each student is expected to demonstrate professionalism through appropriate attitude, personal appearance, and performance of clinical responsibilities.

A student arriving to class or lab dressed improperly will be asked to leave until such time as they meet the dress standards. Absences due to improper dress are an unexcused absence.

GENERAL REGULATIONS AT CLINICAL SITES

1. **CLOTHES**– Clean and unwrinkled pants/skirts/dress with shirt/blouse covered with a white lab coat.

2. **LAB COAT** – A white lab coat and nametag must be worn at all times in the laboratory. A lab coat or surgical gown from the testing area should remain in the testing area. Lab coats may leave the testing site only to be laundered (if the hospital does not provide a laundry service).

3. **NAMETAGS** - Nametags should be worn at all times when the student is at the clinical site. When students are not at an activity sponsored by Saddleback College MLT Program, they should not represent themselves as Saddleback College MLT students by wearing their name badges.

4. **SHOES** - Sandals or open toe shoes are not permitted. White shoes with soft white soles to prevent slips/falls on hard surface floors are recommended.

5. **COSMETICS** – Facial cosmetics may be used with discretion.

6. **NAILS** – Nails should be kept short and clean, no acrylic nails. Clear or lightly tinted nail polish only is permitted.

7. **HAIR** – Hair should be clean and neat. Hair that is longer than shoulder length must be pulled back and secured so that it does not interfere with or become a hazard while working. Beards and mustaches must be neat and well-trimmed. Men without beards or mustaches must be clean-shaven. At no time should the hair interfere with or obstruct the students’ ability to see clearly (regardless of length).
8. **PERFUME** – Heavy (strong) perfume or cologne is not permitted; it is recommended that no fragrances be used.

9. **SMOKING** – Smoking is not permitted in any of the clinical sites, student labs or classrooms.

10. **JEWELRY** – Wedding bands, wristwatches, ear studs or small hoops (maximum of 2 per ear) for pierced ears are acceptable. No long decorative chains, necklaces or bracelets. Obvious piercing of body parts, other than ear lobes, is considered outside our programs dress code and is not allowed in the clinical setting. Piercing due to religious beliefs is dealt with individually.

11. **STANDARD PRECAUTIONS:** Gloves must be worn at all times when working with biological materials. Protective eyewear, if glasses are not worn, will be worn at all times when working with any procedure or equipment that could create an aerosol.

12. **HYGIENE** – Good personal hygiene is expected and encouraged at all times. Please use deodorant or antiperspirant daily. Special attention should be paid to breath odor. Students are required to sign the Acknowledgement of Dress Code Policy form in Part 3 of this student handbook.
Saddleback College
ASSOCIATE DEGREE MLT PROGRAM
STUDENT ILLNESS OR INJURY

For the protection of students, patients, clinical personnel, and faculty, the following policies must be followed:

1. Injury in the classroom or clinical setting must be reported immediately to the MLT instructor to facilitate completion of medical care and necessary forms.

2. In the event of illness or injury greater than 1 week duration (lecture and clinical), the student must provide written medical clearance before returning to lecture, skills lab or clinical.

3. A student with a potentially communicable illness is required to report to the clinical instructor immediately and then furnish written medical clearance before returning to lecture, skills lab or clinical.

4. A student with a cast, crutch, cane, splint, sling or other device that impairs mobility or motion will not be allowed in the clinical area. Written medical clearance and a completed Saddleback College MLT Medical Release with advisory statement will be required before returning to the clinical area.

5. A student who is pregnant must:
   a. Provide the estimated date of delivery calculated by her health care provider.
   b. Submit a medical release form (see attached) from her health care provider outlining the student’s ability to participate in clinical activities as well as a time line for these activities.
   c. Comply with the policies and procedures of the clinical agency to which she is assigned.
   d. Observe usual pregnancy precautions while in the clinical area according to agency policy.
   e. Any change in student’s health status requires immediate notification to the program by the student.

6. A student must be physically and emotionally able to meet the objectives of the course in any instructional setting. This includes care of patients requiring lifting, moving, or transferring and/or moving of equipment.

7. Students with acute or chronic illnesses that require use of prescribed medications are allowed in the clinical setting. Students who are impaired by the use of these medications will be sent home.

8. Students who are ill during the clinical day may be sent home at the discretion of the instructor.
Student Name: ________________________________________________________

Medical condition that necessitated absence:
____________________________________________________________________
____________________________________________________________________

**PROVIDER TO COMPLETE**

Please Check One:

_____ Student meets criteria stated in the Advisory Statement to the Licensed Health Care Provider (attached). In my professional opinion, this person is in adequate health to return to full performance as a MLT student.

_____ Student does **not meet** criteria stated in the Advisory Statement to the Licensed Health Care Provider (attached).

Describe limitations:  __________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

_______________________________ ____________________________
Provider Signature and Title        Date

_______________________________ ____________________________
Address, City, State, Zip        Phone

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In the best interest of our students, please be aware that certain physical, emotional and learning abilities are necessary in order to protect the individual student’s well-being and provide for the safety of each patient/client placed in his/her care. The following are basic physical abilities required of the student for success in the MLT Program:

**Standing/Walking** - Much of the workday is spent on carpet, tile, linoleum or cement. Approximate walking distance per shift is 3-5 miles.

**Lifting** - Some of the work day is spent lifting from floor to knee, knee to waist, and waist to shoulder levels while handling supplies (at least 30 times per shift).

**Carrying** - Some of the workday is spent carrying charts, trays and supplies (5 to 10 pounds).

**Sitting** - Part of the work day is spent sitting while operating computers, answering telephones, writing reports, reviewing charts and communicating with patients/clients as well as other health care personnel.

**Pushing/Pulling** - A large part of the workday is spent pushing/pulling while moving or adjusting equipment.

**Balancing and Climbing** - Part of the workday is spent climbing stairs. The MLT must always balance self and use good body mechanics while providing physical support for patients/clients.

**Stooping/Kneeling** - Some of the workday is spent stooping/kneeling while retrieving and stocking supplies and assessing equipment.

**Bending** - Bending at the waist is frequently necessary during the workday while gathering supplies and other miscellaneous duties.

**Reaching/Stretching** - Reaching/stretching is frequently necessary during the workday gathering supplies and connecting equipment.

**Twisting/Turning** - Some of the workday is spent twisting at the waist and turning the neck while gathering supplies and operating equipment

**Fingering** - Fine and gross finger dexterity is required.

**General Extremity Motion (upper and lower extremities)** - It is evident from the previous statements that extremity movement is critical. Movement of the shoulder, elbow, wrist, hand, fingers and thumb is required throughout the workday. Movement of
the hip, knee, ankle, foot and toes are also required throughout the workday. It is necessary for the student to be able to turn, flex and extend his/her neck.

**Feeling** - The MLT must be sensitive to heat and cold when assessing patients/clients.

**Talking** - A majority of the workday requires an average ability to speak in English with a minimum of speech impediments and an ability to communicate with a wide variety of people while being easily understood.

**Hearing** - A majority of the workday requires an ability to hear and correctly interpret what is heard. This not only includes taking verbal or telephone orders and communicating with patients, visitors and other members of the health care team.

**Vision** - Acute visual skills are necessary to read and interpret charts, reports, monitor equipment.

**Olfaction** - The ability to detect unusual odors is pivotal to the physical assessment of the patient/client. It is also crucial to MLT care to be able to detect abnormal scents.
An impaired student abuses substances such as, but not limited to, prescription and over the counter drugs, CNS depressants, narcotics, illicit drugs, alcohol and other chemicals.

The concern of the MLT Faculty is two-fold: 1) the safety of patients/co-workers in the clinical setting and 2) assisting in the recovery of the impaired student. Early intervention may prevent disciplinary actions or the inability to be licensed in the State of California.

The philosophy of the MLT Faculty includes:
1. Substance abuse is a disease and should be treated as such.
2. Personal and health problems involving substance abuse may affect one’s academic and clinical performance.
3. An impaired student is a danger to self and a grave danger to coworkers.
4. Individuals with substance abuse problems can recover.
5. Substance abuse matters will be handled in strict confidence.
6. Students must take responsibility for their disease and work toward recovery.

A student suspected of being under the influence of any substance will not be allowed in the clinical setting. Students may also be requested to leave lecture at the instructor’s discretion. A student excluded from class or clinical must report to the MLT Program Director or designee. Students may not return to class or clinical until authorized to do so by the Director or designee. At the conclusion of this meeting any student deemed to have a probable substance abuse problem may be dropped from the MLT Program. The Director or designee may refer the student to the Vice President of Student Services.

Students dropped from the MLT Program under this policy may be considered for re-entry according to the following guidelines:
1. Furnish evidence of participation in a recovery or rehabilitation program for a minimum of 6 months.
2. Contract to continue active participation in a recovery program and remain clean and/or sober.
3. Submit a petition for readmission to the Dean of Health Sciences and Human Services and the Vice President of Student Services.

Readmission is on a space available basis. Once readmitted, continuation in the MLT Program is dependent upon maintaining sobriety and/or remaining drug free.
Saddleback College
ASSOCIATE DEGREE MLT PROGRAM

EMOTIONAL HEALTH

The faculty recognizes the following:

a. Emotional illness is a disease and should be treated as such.
b. Personal and/or health problems related to emotional illness may affect one’s academic and clinical performance. The impaired student may be a danger to self, staff, others within the clinical setting, or to patients in his/her care.
c. An MLT student who develops emotional illness can be helped to recover.
d. It is the responsibility of the MLT student to voluntarily seek diagnosis and treatment of the suspected illness.
e. The confidential handling of the diagnosis and treatment of these illnesses is essential.

The signs and symptoms of emotional illness include but are not limited to the following:

- Extreme anxieties resulting in the inability to focus, concentrate, or perform clinically.
- Agitation, hyperactivity, severe apprehension, flight of ideas, grandiosity, loose associations, or excessive verbalization.
- Multiple somatic complaints that impair the student's functioning.
- Errors in judgment due to anxiety or indecisiveness.
- Auditory or visual hallucinations.
- Extreme sadness, tearfulness or psychomotor retardation.
- Self-destructive behaviors, including suicide ideation or attempts.
- Pessimism, feelings of hopelessness and helplessness, or loss of interest or motivation.
- Delusions, including persecutory, grandiose, religious, or nihilistic.
- Disorganization of thought processes.
- Attention seeking or overly-dependent behaviors.
- Manipulative behaviors.
- Angry, aggressive behaviors or verbalizations.
- Failure to participate in activities required to meet objectives.
- Pervasive distrust and suspiciousness, pervasive pattern of detachment, pervasive pattern of low self-image, identity disturbance, and impulsive behavior that is potentially injurious to self or others.
Faculty responding to students displaying behaviors consistent with emotional distress or illness will ensure that the student receives assistance needed according to the following guidelines:

a. The student may be removed from lecture or clinical and counseled verbally and in writing about the behaviors observed. Suggestions may be made by the instructor, as well as referrals if indicated. If patient and/or student safety is not compromised, the student may return to the clinical area, with the instructor’s permission.

b. If patient and/or student safety is compromised, the MLT instructor has the responsibility and the authority to take immediate action, which may include:
   1. Removing the student from the setting.
   2. Utilizing crisis intervention team.
   3. Referral to counseling/professional help.
   4. Referral to Assistant Director and/or MLT Program Director.
   5. Referral to Vice-President of Student Services.

c. The instructor will document the incident in the student’s file and complete a Saddleback College unusual occurrence report.

Readmission is on a space-available basis. Should the student show evidence of emotional illness after being readmitted to the program, he/she will be directed to the Director of the MLT Program, and to the Office of the Vice President of Student Services for consideration of options, which may include permanent dismissal from the program.
1. A student is encouraged to take regularly scheduled examinations. However, it is recognized that there are occasional, justifiable, extenuating circumstances for missing an examination. These will be handled on an individual basis by the course instructor. Proof of emergency/illness may be required at the discretion of the instructor.

2. Students must review the course syllabus for specific make-up examination guidelines for each course.

3. It is the student’s responsibility to make arrangements for make-up examinations with the instructor according to the instruction in the course syllabus.

4. Only one make-up examination per class per semester will be allowed. The student must notify the instructor and explain the absence prior to the scheduled examination time. If a student gives no notification of the absence a 0% grade will be issued. Missed exams will be taken either with the midterm or final.

5. An exam that is made up will receive a maximum grade of 75%.
INCOMPLETE GRADES

It is a requirement of the MLT Program that a student must complete, with a grade of “C” or better, all MLT courses in a semester in order to progress. Except for extenuating circumstances, a student who receives a grade of “Incomplete” in a course must complete the deficiency with a grade of “C” or better within three (3) weeks of the end of the semester. Failure to meet this requirement will result in the student being dropped from the MLT Program with a grade of “D” or “F”.

The lead instructor who gives the “Incomplete” grade to the student must notify the next lead instructor and the Division Office if the “I” grade has not been cleared in time to begin the new semester.

(See also Saddleback College Catalog “Academic Regulations”)
PRACTICUM EVALUATION AND CRITICAL OBJECTIVES

A. Attitude

1. Accuracy: The student will obtain accurate results, recognize instrument, technical and clerical errors and take corrective action.
2. Attendance: The student will report on time and strive for 100% attendance. The student will never abuse break time.
3. Initiative/Responsibility: The student will complete all assignments, actively participate in learning opportunities and will, by whatever necessary means, seek information.
4. Productivity: The student will complete assignments within an acceptable amount of time and perform tasks under pressure without the loss of accuracy.
5. Ability to learn: The student will strive to perform tasks after minimal instruction and strive to correlate lecture information learned at Saddleback with bench work.
6. Thoroughness: The student will complete all tasks, transcribe and/or enter results accurately and legibly, maintain equipment and follow safety procedures.
7. Cooperation/Acceptance of criticism: The student will demonstrate willingness to work with others in various circumstances, will conform to all institutional rules and policies accept constructive criticism and strive to correct deficiencies.
8. Communication: The student will state verbal and written information clearly, accurately and courteously.
9. Organization: The student will plan and complete work in a timely and efficient manner.
10. Organization Policies, dress code, HIPAA standards: The student will maintain confidentiality as indicated by the HIPAA standards, conform to the clinical dress code and all other applicable policies at the site.
11. Safety: The student will observe laboratory safety procedures to include use of personal protective equipment.

B. General

1. The student will describe the flow of a laboratory test through the computer system, list and utilize common computer programs and state the downtime protocol.
2. The student will perform all routine tests and using appropriate standards and controls, obtain and report results accurately.

3. The student will describe the principles of each test, sources of error, standards and controls used, limitations of the procedure, specimen requirements, interfering substances, sensitivity, linearity, normal values and critical values.

4. The student will demonstrate basic knowledge of major organ systems (liver, kidney, pancreas, etc.) and the significance of laboratory results in relation to various disease states.

5. The student will be able to properly process patient specimens for all tests including specimens sent to reference laboratories. The student will discuss appropriate preservatives and anticoagulants, proper identification of samples, centrifugation techniques and specimen collection requirements.

6. The student will describe the effects of hemolysis, lipemia and bilirubin on various methodologies and describe the effects of fasting or not fasting on the results of various tests.

C. Specific Areas

1. Quality Control

   a. Describe the types of controls used in testing, their methods of preparation and use in establishing quality assurance of test results; describe methods of plotting controls and/or reviewing control results.

   b. Define and state, write or draw an example of:
      - Control
      - Standard/Calibrator
      - Precision
      - Accuracy
      - Shift
      - Trend
      - Standard deviation
      - Coefficient of variation

   c. Correctly perform and interpret basic calibration and quality control procedures on various instruments as they are studied.

   d. Describe controls used in monitoring temperature, time, water quality, humidity, etc.

2. Pipettes, Glassware, Reagents, Controls, Calibrators

   a. Correctly use all types of volumetric and serological pipettes.

   b. Correctly prepare various types of laboratory reagents, calibrators and controls using the appropriate pipettes.
3. Instrumentation

For each of the instruments listed on the Chemistry Performance Checklist, the student will:

a. Operate the instrument properly utilizing standard and control materials and obtain accurate results based upon predetermined quality control ranges.
b. Describe the principles of operation of the instrument, specimen requirements and reagents used.
c. Recognize problems and limitations in instrumentation and describe possible resolution to each problem. Utilize proper diluents and procedures for obtaining results beyond the linear range.
d. Actively participate in scheduled preventive maintenance procedures.
e. State minor troubleshooting procedures.

4. Specific Tests and Manual Procedures

a. Perform manual methodologies listed on checklist using all necessary standards, controls and other materials and obtain accurate results according to predetermined quality control ranges.
b. Describe the principles of all tests listed on the checklist.
c. List sources of error, specimen requirements, limitations of procedures (linearity, etc.) and reagents for each procedure.
d. Properly begin a glucose tolerance test (if applicable) including calculation of dose and describe the principle of the test. Explain patient preparation prior to and during the procedure.
e. Describe the protocol for proper collection of serum and urine specimens for creatinine clearance tests; be able to manually calculate a creatinine clearance given the required information.
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PRACTICUM POLICIES

1. Checklists and Forms

   A. General Orientation Checklist
      General orientation, safety, hospital policies, miscellaneous (LIS, daily attendance form)
   
   B. Performance Checklists
      Documents knowledge and ability as well as attitudes required to perform automated and manual procedures in a reliable and proficient manner. Evaluation can be in form of observation, discussion and/or performance. Required type of evaluation is indicated on Performance Checklist. Most procedures require a performance level of 3 or 4. Depending on the site, the procedure can be demonstrated and/or discussed.

   C. Remedial Action Plan
      Documents action taken on any checklist item where student does not attain average (2) or above.

   D. Daily Attendance
      Documents hours of attendance and is to be completed by student on a daily basis and initialed by instructor at least weekly.

2. Student Assignments

   A. Automated Instrument Report
   
   B. Manual Method Report

      Required for each instrument operated or demonstrated or manual method performed or demonstrated.

3. Objectives

   The student is required to meet the listed cognitive (knowledge), psychomotor (skill) and affective (attitude) objectives for each Clinical Rotation.

4. Evaluation of Student

   A. Quiz – based on objectives and student assignments; prepared and administered by Clinical Coordinator; 15% of grade.
B. Performance Checklist – completed by Clinical Instructors; 85% of grade.

- Grading criteria
  1=BELOW Fails to demonstrate acceptable performance for all key elements
  2=AVERAGE Demonstrates acceptable performance in all key elements with direct supervision
  3=ABOVE AVERAGE Meets all key elements, demonstrates acceptable performance, requires little supervision
  4=EXCEEDS Meets all key elements, exceeds acceptable performance, capable of working independently

- Remedial Action Plan

Definitions: CCP=critical control points

Any CCP block evaluated as below standards requires a written Remedial Action Plan form to be completed and retesting to acceptable levels prior to continuation. Upon acceptable remediation, the maximum allowable rating score is average (2).

- Calculation of Grade

Definitions: TRS=total rating score
PCL=performance checklist

\[
PCL \text{ TRS} = \left( \frac{\text{total points earned}}{\# \text{points possible}} \right) \times 100 \\
\text{Quiz Score} = \left( \frac{\# \text{correct answers}}{\# \text{questions}} \right) \times 100 \\
\text{Weighted PCL Grade} = PCL \text{ TRS} \times .75 \\
\text{Weighted Quiz Grade} = \text{Quiz Score} \times .25 \\
\text{Weighted PCL Grade} + \text{Weighted Quiz Grade} = \text{Final Grade}
\]

C. Minimum Final Grade to pass each Practicum is 75%

5. Student Evaluation of Clinical Rotation

Student will complete the Practicum Evaluation Form
Saddleback College
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STUDENT GRADE NOTIFICATION

1. Lead instructors should advise students that the Division Office staff does not have access to quiz or exam grades.

2. Grades will NOT be given over the telephone, or posted in a public place.

3. It is the responsibility of each professor to inform students as to the procedure for obtaining grades for each individual class.

4. The lead instructor must notify the Division Office and the students who did not pass the MLT classes within 48 hours.
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STUDENT EVALUATION OF FACULTY

The faculty acknowledges the importance of student input in evaluating courses of instruction and faculty performance. In order to minimize stress to students, protect student anonymity and comply with the faculty contract, the following will be implemented:

For Lecture Classes:
1. Lecture evaluations will be distributed to students at the time of the course final examination or will be completed on-line as instructed.
2. Students will be instructed to place completed written evaluation forms in a manila envelope with the instructor’s name on it and leave them at the back of the classroom as they exit the examination.
3. Instructor will ask for a student volunteer to collect the envelope at the end of the exam.
4. The envelope will be sealed by the student volunteer who will return it immediately to the staff in the Health Sciences Division Office.
5. Office staff will hold the evaluations until after all grades have been posted and all clinical evaluations are completed. At that time, they will place the envelope in the faculty member’s box.
6. On-Line class and clinical evaluations will be released to faculty after grades are posted.

For Practicum Classes:
1. Faculty evaluation forms will be distributed during the last post-conference, or will be completed on-line as instructed.
2. The clinical group will select a student who will be responsible for the collection of completed written faculty evaluations.
3. The envelope will be sealed by the student volunteer who will return it immediately to the staff in the Health Sciences Division Office.
4. Office staff will hold the evaluations until after all grades have been posted and all clinical evaluations are completed. At that time, they will place the envelope in the faculty member’s box.
5. On-line class climate evaluations will be released to faculty after grades are posted.
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ACCEPTANCE STATEMENT

1. As a MLT student at Saddleback College, I accept, understand, and agree to the following:

2. The student will accept the ethical and legal responsibilities of a Medical Laboratory Technician.

3. Dishonesty and/or plagiarism will not be tolerated in either the theory or clinical component of any course. All assignments are to be individually completed and in the student’s own words with appropriate documentation of references. (See College Catalog, Code of Conduct.)

4. All MLT courses must be taken in the required sequence and completed with a minimum grade of “C” prior to or concurrent with the semester for which they are listed. Students not meeting this requirement will not be allowed to progress to the next sequenced course.

5. Each MLT course has critical objectives identified in the course syllabus. Failure to comply with critical objectives may result in failure of the clinical component of a course:
   - In addition to critical objectives listed, students may be dismissed from the clinical course for removal of any unauthorized syringe, needle, medication, supplies or equipment from the skills lab or from the computer lab;
     i. removal of such items from any facility for any reason.
     ii. removal of any hospital supplies or skills lab supplies or equipment that has not been issued to them.

6. No hospital generated medical record that may be traced back to a particular patient may be removed from the facility. Removal of any such documents by means of faxing, copying, duplicating, e-mailing or print-outs of hospital generated patient specific information is prohibited. Individual hospital policies may override or take precedent over this policy.

7. A student who withdraws from the MLT Program MUST notify the Division Office. In order to re-enter the program, the student must come to the Division Office and submit a written request to be placed on the appropriate re-entry list. It is recommended that the student meet with the MLT Program Director or designee at this time.
8. Students are expected to attend each class and lab. In order to continue in the MLT program students must attend the first clinical day (orientation) of each rotation. On any other clinical day students who find it necessary to be absent from class or clinical lab are to notify the instructor/facility prior to the time class or lab begins according to directions given by the course instructor. PROMPTNESS IS REQUIRED

9. In the event of illness or injury greater than 1 week duration, the student must provide a medical clearance before returning to class or practicum. A student with a cast, crutch, cane, splint, sling or other device which impairs mobility or motion will not be allowed in the clinical area. Medical clearance including a completed Saddleback MLT Medical Release will be required before returning to the clinical area.

10. All students in the MLT Program are required to have a current American Heart Association Healthcare Provider.

11. Students MUST follow the Standard Precautions at all times. This is a critical element for all clinical courses in the MLT Program.

12. Students in a clinical facility must wear appropriate clothing under a lab coat. Blue jeans, shorts, and casual sandals are strictly prohibited.

13. If at any time a student’s health, attitude, or conduct displays potential harm to the well-being of the student, patients, or others, the student may be removed from the clinical setting and counseled verbally and in writing about the behaviors observed. Suggestions may be made by the instructor, as well as referrals if indicated.

14. A student suspected of being under the influence of any substance will not be allowed in the clinical setting. Students may also be requested to leave lecture at the instructor’s discretion.

15. A student who is deemed emotionally unstable, whose judgment is impaired, or who is considered unsafe by the clinical instructor will be asked to leave the clinical area.

16. Only one make-up exam/quiz per class per semester will be allowed. At the discretion of the instructor, make-up exams/quizzes may generate a maximum score of 75%. Students should refer to the individual course syllabus for examination guidelines.

17. A student desiring to have a conference with an instructor concerning progress in either theory or clinical will make an appointment with the individual instructor.

18. Any concern that a student may have regarding a class or clinical lab should be resolved by first seeking a conference with the respective instructor. If the problem
is not resolved, the student, the instructor, or both may request a conference with the MLT Program Director.

19. All students in the MLT Program have the right to contact the California Department of Public Health regarding concerns about the educational program offered at Saddleback College.

20. A group meeting between MLT students and course faculty is held at the end of each semester. This forum provides faculty and students and opportunity for open dialogue.

21. During the MLT Program, each student will have the opportunity for experience at a healthcare facilities, it is each student’s responsibility to obtain transportation to the assigned clinical facility.

22. All MLT Program courses may be challenged. See college catalog for information on credit by examination.

23. In order to be certified as a graduate of Saddleback College, the student must take at least 12 units in residency at Saddleback College.

24. *Yearly requirements for all students include a current TB test and maintenance of malpractice insurance. Students may not register for MLT Practicum courses unless this requirement is completed.*

25. All students must maintain academic honesty, professional behavior and patient confidentiality requirements in order to successfully complete the Saddleback College MLT Program.

I have read and accept all the above statements. I will take responsibility to read all policies in the student handbook on a yearly basis. I will research policies prior to addressing problems to the Division Office. I will abide by these statements and policies and accept the responsibilities of my role as a Saddleback College Medical Laboratory Technician Student.

________________________________________________________________________  __________
Student                                      Date

________________________________________________________________________  __________
Witness                                      Date
Patient Confidentiality Form After reading the information on Patient Confidentiality, in Part 2 of this student handbook please sign the form below. I, __________________________, have read the above guidelines regarding Patient Confidentiality and agree to abide by all the stated guidelines. I understand that if I violate these guidelines I could be subject to dismissal from the MLT program.

Signature _______________________________________ Date ________________

Witness ________________________________________ Date ________________

Blood Borne Pathogens I, __________________________, have read and understand the Blood borne Pathogens information. I realize that I will be dealing with biological, pathological and surgical hazards that could be capable of transmitting infection. I also realize that I must practice **UNIVERSAL PRECAUTIONS** at all times when dealing with specimens and patients.

Student Signature _________________________________ Date ______

Witness ________________________________________ Date ______

Acknowledgement of Dress Code Policy I, __________________________, have reviewed and understand that while attending clinical rotations at the Clinical Affiliates and attending Saddleback College, I must abide by the dress code policies established by the individual Clinical Affiliates and Saddleback College as stated in the MLT Student Handbook. I understand that the dress code policies may vary according to the Clinical Affiliates where I am assigned. I also understand that I am representing Saddleback College in the Medical Laboratory Technician program while at the Clinical Affiliates and must conduct myself according to the policies established in the Student Handbook.

Student Signature _________________________________ Date ______

Witness ________________________________________ Date ______
Photo Release Form

I, ___________________________________________ hereby grant authority to Saddleback College to use my portrait/likeness, biological, educational, and any other information provided by me for all purposes related to the creation, development, and maintenance of the Saddleback College Internet Web Site. This authority is granted without charge and is limited for use on the Saddleback College Internet Web Site only. I understand that Saddleback College is not responsible for any unauthorized uses by unauthorized parties of the information or images provided.

Authority granted this _____ day of _____ month of the year ________.

I am 19 years of age or older.

Student Signature ________________________

Date __________