



MEDICAL LABORATORY TECHNOLOGY

STUDENT HANDBOOK

Spring 2025



CLINICAL AFFILIATES:

- Conemaugh Memorial Medical Center – Johnstown, PA
- Conemaugh Meyersdale Medical Center – Meyersdale, PA
- Meritus Medical Center – Hagerstown, MD
- Fulton County Medical Center – McConnellsburg, PA
- University of Pittsburgh Medical Center: Bedford Hospital – Everett, PA
- University of Pittsburgh Medical Center: Somerset – Somerset, PA
- University of Pittsburgh Medical Center: Western Maryland – Cumberland, MD
- Valley Health System: Winchester Medical Center – Winchester, VA
- WellSpan Health: Chambersburg – Chambersburg, PA
- West Virginia University Medicine: Berkeley Medical Center – Martinsburg, WV
- West Virginia University Medicine: Garrett Regional Medical Center – Oakland, MD
- West Virginia University Medicine: Grant Memorial Hospital – Petersburg, WV
- West Virginia University Medicine: Potomac Valley Hospital – Keyser, WV



ALLEGANY COLLEGE
===== *of* MARYLAND =====

Allegany College of Maryland does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

For inquiries related to this policy, Title IX, and ADA/504, please contact:

Dr. Renee Conner, Dean of Student and Legal Affairs, Title IX Coordinator, ADA/504 Coordinator, 301-784-5206 / rconner@allegany.edu

Allegany College of Maryland is required to inform prospective and current students of important College policies. For full details on these key policies, please visit the Allegany College of Maryland website at allegany.edu/policy-mandates.

Allegany College of Maryland Medical Laboratory Technology Student Handbook

This handbook is to be used in conjunction with Allegany College of Maryland Catalog and Student Handbook that is available at www.allegany.edu.

*To access the Catalog, click on the Course Offerings icon at the bottom of the homepage; to access the Student Handbook, go to Quick Links on the homepage and click on Student Handbook

Allegany College of Maryland is accredited by the Middle States Commission on Higher Education (MSCHE), 1007 North Orange Street, 4th Floor, MB #166, Wilmington, DE 19801; 267-284-5011.

The MSCHE is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. MSCHE offers the Statement of Accreditation Status for Allegany College of Maryland on their website.

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ACM MISSION, VALUES AND PRINCIPLES

ACM STRATEGIC PRIORITIES:

Our VISION:

We will be the college of choice that transforms lives, strengthens communities, and makes learners the center of everything we do.

Our MISSION:

We deliver diverse and relevant education centered around student success in a supportive and engaging community.

Our VALUES:

QUALITY	We improve through assessment.
INTEGRITY	We promote honesty and trust.
RESPECT	We foster dignity and worth.
OPPORTUNITY	We provide innovative choices.
WELLNESS	We promote healthy lifestyles.

MISSION-BASED GUIDING PRINCIPLES:

- To provide convenient geographical access to post-secondary education to people within the service region of the college.
- To provide financial access to a college education by assuring reasonable tuition rates, comprehensive financial assistance, and college scholarship opportunities.
- To provide quality education and services, in a safe and comfortable environment, at a reasonable cost.
- To support an environment that promotes quality teaching and learning.
- To promote a college that enhances lives and the community through education and service.
- To instill in our students a philosophy of life-long learning.
- To foster a pro-learning campus environment that embraces the values of Allegany College of Maryland.
- To develop the technical competence and knowledge and other essential skills that prepare students for direct entry into the workforce, for career change and advancement, or for transfer to another college or university.
- To continually assess our programs and services in order to promote and encourage continuous improvement.

GENERAL EDUCATION GOALS FOR STUDENTS

Allegany College of Maryland's General Education Goals and Outcomes have been developed in conjunction with Allegany College of Maryland's mission, vision, values and goals. Updated in 2013, these goals and outcomes are based on the Code of Maryland (COMAR) and on *Middle States of Characteristics of Excellence*, Standard 12. All degree graduates of Allegany College of Maryland will be able to demonstrate proficiency at the time of graduation (or at other key points) in each of the following Goals and Outcomes:

- **Written and Oral Communication** – Use reading, writing, speaking, and listening to communicate effectively.
- **Scientific and Quantitative Reasoning** – Use fundamentals of scientific investigation and/or mathematical concepts to explain or to solve problems.
- **Critical Analysis and Reasoning** – Analyze, synthesize and evaluate data and text.
- **Technological Competency** – Use discipline-specific technologies effectively.
- **Information Literacy** – Locate, evaluate, and use information ethically and effectively.
- **Personal and Civic Responsibility** – Explore and develop understanding for oneself and others, the community, and other cultures and engage with issues of local, national, and global significance.
- **Arts and Humanities Inquiry** – Explore and interpret expressions of human ideals, values and creativity across cultures.

STUDENT & LEGAL AFFAIRS EXPECTATIONS OF STUDENTS

Our Mission: Allegany College of Maryland is a lifelong learning community dedicated to excellence in education and responsive to the changing needs of the communities we serve. Our focus is the preparation of individuals in mind, body, and spirit for lives of fulfillment, leadership, and service in a diverse and global society.

EXPECTATION #1: Attend Class. Go to each of your classes each time it meets. Be on time and stay for the entire class session. If you must miss class because of illness or emergency, check your course syllabus to know the instructor's attendance policy. Make up any missed work promptly. (It is vitally important that you read each course syllabus! It contains what you need to know to be successful in that class; it also tells you what each individual instructor's expectations are.)

EXPECTATION #2 Do the Work. It is true that for every hour you spend in class you should study two hours outside of class. (If you are taking 12 credits, you should be studying/doing homework 24 hours each week.) Read each assignment. Turn in your homework when it is due.

EXPECTATION #3: Ask for Help. If you are having problems with a class or an assignment, help is available. See the instructor. Go to the Student Success Center for a tutor. Form a study group with classmates. Meet with your advisor. But don't wait until it is too late! Waiting until the final weeks of a semester is unlikely to help.

EXPECTATION #4: Read the Handbook. The Student Handbook is full of useful information to help you negotiate the often-roiling waters of college life. It also details the responsibilities of campus citizenship. (Ignorance of the rules is NOT an excuse for breaking them.) The answer to virtually any question you have about Allegany College of Maryland is in this Handbook.

EXPECTATION #5: Respect Others. One of the College's Core Values is Respect. Showing respect means many things, including being courteous in the classroom, hallway, library, cafeteria, courtyard, parking lot – anyplace you encounter other people. Respect also means treating others as you would like to be treated; insulting, humiliating, judging, or ignoring another person hurts feelings. Shouting and cursing are always inappropriate in a learning environment.

EXPECTATION #6: Be Responsible. We trust that you meet all obligations that are part of attending college. As an adult, you must learn to read all notices given to you, mailed to you, or posted for you to read, to show up for work study assignments, to pay your bills on time, and to manage problems/issues yourself without demanding special treatment or immediate gratification.

College is about more than merely attending classes and getting grades. College is about finding and creating opportunities to grow. It is about learning independence, making your own decisions, and becoming a community citizen. We are here to help you learn those things, too.

We promise to treat you with respect, to give you quality education, to act with integrity, to provide you with opportunities to learn and to grow as a person, and to promote wellness in mind, body, and spirit. That's our part. You must do yours.

Congratulations on joining the Clinical Laboratory profession! We enthusiastically start this journey with you.

YOUR SUCCESS IS OUR SUCCESS. We are here for you as facilitators of learning as well as mentors as you become part of this.

PROGRAM OVERVIEW

Clinical laboratory testing plays a crucial role in the detection, diagnosis and treatment of disease. Clinical laboratory technicians, also known as Medical Laboratory Technicians (MLTs), use their science skills to perform the tests which diagnose, detect and treat disease.

The scientific nature of our clinical training adapts well to other laboratory environments. Our graduates have found diverse job opportunities with their degrees including biotechnology, histology, and industrial settings.

The Medical Laboratory Technician (MLT) curriculum is designed to be completed in one calendar year where you start one spring and graduate at the conclusion of the next spring semester.

It is a career program that will enable students to seek clinical employment at the program's completion. Graduates receive an Associate in Applied Science degree and are eligible to take the American Society for Clinical Pathology (ASCP) Certification examination. Students planning to transfer should consult with their advisor or the Student Success Center regarding specific program and course transfer issues.

The MLT Program at Allegany College of Maryland is a program which has a tradition of excellence as evidenced by our outcomes. The MLT program faculty members truly care about student success and create an environment of support while challenging students to achieve their goals.

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PROGRAM ACCREDITATION

Medical Laboratory Technology program is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, 773-714-8880. For complete information about NAACLS and accreditation program status you can visit the accreditation organization website at: NAACLS.org.

ACM MLT MANPOWER SHORTAGE DESIGNATION

The Medical Laboratory Technology program at Allegany College of Maryland has been designated as a Health Manpower Shortage Program. The Maryland State Department of Health and Mental Hygiene have determined certain health occupations in the state to be in short supply. The Maryland Higher Education Commission has designated educational programs that correspond to these health occupations to be eligible for the Health Manpower Shortage Program. This means that Maryland residents from outside Allegany County who are entering this program are eligible for in-county tuition rates. Some restrictions apply. Check with the Admissions Office for more information.

If you are eligible, each semester you must have the MLT Program Director sign the Manpower Shortage Request Form and turn it into the Admissions office.

MLT PROGRAM MISSION STATEMENT

The Medical Laboratory Technology Program at Allegany College of Maryland is responsive to the changing workforce needs of the clinical laboratory profession and is dedicated to meeting those needs and supplying laboratory professionals throughout our region.

Our focus is to provide our graduates with a solid foundation of laboratory technical competence and knowledge. We strive to instill in students the importance of lifelong learning and continual professional growth. Basic to the learning environment is a holistic and compassionate care for self and others.

MLT PROGRAM LEARNING OUTCOMES & OBJECTIVES

- 1. Students will competently and safely collect appropriate specimens and perform routine clinical laboratory tests.**

Program Level Student Learning Objectives for Program Learning Outcome #1

1. MLT students will perform laboratory test procedures accurately and efficiently.
2. MLT students will perform basic venipuncture techniques to collect appropriate blood specimens needed for analysis.
3. MLT students will apply knowledge to analyze diverse types of information to choose an appropriate course of action in order to effectively collect or process specimens.
4. MLT students will apply knowledge to analyze diverse types of information to choose an appropriate course of action in order to effectively analyze and interpret results.
5. MLT students will demonstrate proper safety practices while performing procedures or collecting specimens.

- 2. Students will possess the professional attitudes and behaviors critical to being a valued member of the healthcare/workplace team.**

Program Level Student Learning Objectives for Learning Outcome #2

1. MLT students will communicate effectively using professional interpersonal skills resulting in successful interactions with colleagues and patients.
2. MLT students will behave in a manner consistent with the standards of the laboratory profession.
3. MLT students will describe the importance of continuing education in lifelong learning and in obtaining and maintaining professional credentialing.

OVERALL MLT PROGRAM GOALS

The ACM MLT program student will meet the needs of the laboratory community by completing program academic and internship requirements to graduate from the MLT program, achieve industry certification, and obtain relevant field employment.

Program Outcomes

1. Students will successfully complete the program.
2. Graduating clinical MLT students will pass the ASCP national certification examination.

3. Graduating MLT students will gain relevant professional employment within one year of graduation from the program.
4. MLT graduates and their employers will be satisfied with the training the student received in the ACM MLT program.

CURRENT ACM MLT CLINICAL AFFILIATE SITES

Current Clinical Practicum Sites:

- Conemaugh Memorial Medical Center - Johnstown, PA
- Conemaugh Meyersdale Medical Center - Meyersdale, PA
- Meritus Medical Center - Hagerstown, MD
- Fulton County Medical Center – McConnellsburg, PA
- University of Pittsburgh Medical Center: Bedford Hospital - Everett, PA
- University of Pittsburgh Medical Center: Somerset - Somerset, PA
- University of Pittsburgh Medical Center: Western Maryland - Cumberland, MD
- Valley Health System: Winchester Medical Center – Winchester, VA
- WellSpan Health: Chambersburg - Chambersburg, PA
- West Virginia University Medicine: Berkeley Medical Center – Martinsburg, WV
- West Virginia University Medicine: Garrett Regional Medical Center - Oakland, MD
- West Virginia University Medicine: Grant Memorial Hospital - Petersburg, WV
- West Virginia University Medicine: Potomac Valley Hospital - Keyser, WV

CLINICAL PLACEMENT PROCEDURE:

Student Clinical Rotation Selection And Scheduling Procedure

Students in the MLT program complete a practicum rotation at a regional hospital which is formally affiliated with Allegany College of Maryland's MLT Program. The student completes this rotation in the spring semester of the second year as part of the MLT 210 Clinical Practicum course. The spring clinical practicum is offered on Monday - Thursday. Mondays are scheduled as Clinical Rotation days and are conducted in the campus laboratory. Tuesday, Wednesday, Thursday clinical days are conducted at the clinical site.

This Clinical Placement Procedure applies to how students are selected to fill clinical affiliate rotation sites. A student is eligible for clinical rotation when he/she has satisfactorily completed all the MLT didactic coursework in the student's course plan with a grade of "C" or better.

The ACM MLT program guarantees a clinical placement to every student because the maximum number of placements currently exceeds the maximum number of students we accept. We never accept more than we can place into clinical rotation. However, the maximum number of students that are accepted at a particular site is just that, maximal and not always optimal. The annual rotation schedule document outlines which students will be placed at respective clinical sites during the spring clinical semesters. Travel outside of the student's immediate geographic area may be required to guarantee placement.

If the student requests for a specific location exceed the slots available, the rotation slots of the desired site will be divided and distributed between requesting students. Every effort will be made to minimize travel to other sites.

Many factors are considered when developing the clinical rotation schedule for a student. They include, but are not limited to:

- The student's residence and proximity to the clinical affiliate site.
- The student's strengths and weaknesses.
- The student's transportation and/or childcare arrangements.
- The site's availability, strengths and limitations.
- Sites selected are required to have a legal affiliation agreement with ACM.

If the clinical affiliate site cannot accommodate the number of students requesting the site, the four clinical rotations that make up the clinical practice sequence for each student will be divided among requesting participants. This situation will require that a student travel to an alternative site affiliated with Allegany College of Maryland for all or part of the four required rotations.

A student having to repeat clinical rotation(s) or take a clinical placement out of sequence will be subject to availability of clinical placement sites. These students will be placed in clinical sites which have space available.

The final placement is up to the discretion of the MLT Program Director and internship representatives. Annual rotation schedules and daily schedules are distributed to students and clinical affiliate sites.

CPR

Completion of Basic Life Support (BLS) Provider Course (American Heart Association) is not a requirement for the MLT Program.

LICENSURE

To practice as an MLT, the graduate must be licensed/certified in some states. Most employers, even in states without licensure, will only hire certified MLT's or expect graduates to pass the written certifications examination within 1-year of hire. Certification is predominately obtained by the industry accepted ASCP, American Society for Clinical Pathology.

A student who has been convicted of a felony may not be eligible for licensure as an MLT. Although you may complete classes in your field of study successfully, you should contact your state board of examiners for additional clarification on certification or licensure after completion of classes.

FACULTY AND STAFF: ALLEGANY COLLEGE OF MARYLAND

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PROGRAM ADVISORY COMMITTEE

The ACM MLT Program Advisory Committee meets at least twice a year. The committee members represent the tri-state laboratory community with practicing professionals, academic professionals, administrators, and a pathologist. The advisory committee provides valuable input into the program/curriculum to maintain current relevancy and effectiveness. Current members are as follows:

Allie Rohrbaugh, WVU Grant Memorial Hospital
Sammi Stott, WVU Garrett Regional Medical Center, ACM MLT Alumni
Dr. Annette Godissart, UPMC-Bedford Memorial Hospital
Theresa Lankey, UPMC-Western Maryland, ACM MLT Alumni
Kim Smith, UPMC Western Maryland, ACM MLT Alumni
Laurie Wilson, UPMC Western Maryland, ACM MLT Alumni
Kaitlyn Grimm, WVU-Potomac Valley, ACM MLT Alumni
Cindy LeComte, UPMC-Somerset Hospital
Jason Oliver, UPMC-Somerset Hospital
Molly Saunders-Bloom, Allegany College of Maryland, Professor Emeritus
Melissa Legett-Embry, Meritus Medical Center
Jonathan Adams, Meritus Medical Laboratory, ACM MLT Alumni
Sonya Reed, Children's Medical Group, ACM MLT Alumni
Windi Wilson, Regional Laboratory Director WVU Medicine, ACM MLT Alumni
Molly Harrison, Conemaugh Memorial Medical Center
Rene Calhoun, Fulton County Medical Center
Lou Anne Lough, Valley Health Winchester Medical Center
Natasha Caja-Cortex, WVU-Berkley Medical Center

MEDICAL LABORATORY TECHNOLOGY STUDENT ADVISING

Academic Advising

Advising ensures that students are aware of the comprehensive educational opportunities offered, and that they acquire the knowledge and skills needed for their career choices. Each student, upon entering Allegany College of Maryland, is assigned an academic advisor who is familiar with academic information necessary for that student to successfully reach academic success. Students who have identified specific career or transfer programs are generally assigned faculty members of that program area. Professional advisors are available to those students who are undecided about career choices. Faculty members participate in the advising process in the Admissions Office during periods of time when school is not in session. It is the student's responsibility to be aware of and to meet all graduation (or curriculum) requirements.

MLT Program Advising

Each pre and clinical phase MLT student is assigned two advisors. The MLT Program Director is assigned as the primary advisor and the Advising Center staff is the secondary advisor. A full-time MLT faculty member can also be assigned as a secondary program advisor.

Students should meet initially with one of the MLT program advisors and develop an individualized plan for program completion of the MLT program. An MLT advisor can assist in developing the student schedules for next semester's classes.

An MLT advisor should be a person that an MLT or pre-MLT student should also feel free to approach if struggling for whatever the reason. The faculty advisor can offer assistance to students in many ways to the student including being able to provide or to refer the student to college services such as tutoring; counseling, etc.

Academic Support and Student Services

Faculty and staff at Allegany College of Maryland take their responsibilities as advisors very seriously. Our low student-to-faculty ratio and our reputation for personalized attention make the difference here. Every student enrolled in credit courses is assigned an academic advisor who guides him or her through the important decisions of academic planning and course selection.

All faculty members establish office hours when student-advisees can make appointments to talk about their academic present and future. Transfer advising, given the large number of students who go on to earn bachelor's degrees at four-year colleges, is an important function here. Students who plan to transfer should coordinate their plans with their academic advisor in consultation with the Advising Center, where Cumberland-campus transfer advising is centralized.

MLT students can work with the MLT Program Director to select a transfer program for MLT to MLS. Once students have chosen a prospective next college, they should request transfer advising. An academic program can be developed to ensure that the greatest number of credits will transfer. Throughout the academic year, and especially at Transfer Advisement Day each October, representatives of four-year schools are available to discuss transfer opportunities.

The Learning Commons, which is based at the Cumberland campus and the Student Services offices at the college's two Pennsylvania campuses, are important sources of information for students, especially those planning to transfer. Students who plan to transfer should make their intentions known before or at the beginning of their first semester at Allegany College of Maryland.

Mental Health Supports and Resources/Counseling

1. Personal Counseling – Allegany College of Maryland contracts with UPMC Western Maryland (Cumberland) to provide counseling to individual students. Individual counseling is the primary service. (Couples and family counseling are also available) All services provided by UPMC are completely confidential and provided by qualified, licensed mental health professionals. We offer 2 locations for students to see a professional counselor; on campus and at UPMC outpatient services.

On-site: UPMC Counselor is on campus when classes are in session during the Fall and Spring semesters at the Nurse Managed Wellness Clinic (Allied Health #115) weekdays. Students are urged to make an appointment by calling UPMC-WM Behavioral Health at 240-964-8585. "Walk-ins" are accepted if UPMC Counselor is available.

Off-site: Multiple counselors are available by appointment in the following situations: (1) students prefer to go off-campus to see or (2) students need counseling on days/times outside the on-site schedule above. Any eligible student is entitled to receive up to seven* (7) hours of counseling per semester for any mental health issues with which s/he needs assistance.

*14 sessions per year are paid by ACM.

(7 during the period July 1 – December 31; 7 during the period January 1 – June 30)

To schedule an appointment with a counselor at UPMC Western Maryland call 240-964-8585. Crisis Counselors are also available to speak to students over the phone and can be reached at 240-964-1399.

The Pennsylvania campus contracts separately with Bedford-Somerset Developmental and Behavioral Health Services 814-623-5166; for more information, contact the Student Services offices at the Bedford County Campus at 301-784-6200.

2. Additional On-Site Support - Students who are in need of emotional support and guidance are encouraged to contact Renee Gibson, Student Support Coordinator. In addition to students having a confidential and comforting space to express their challenges or struggles, students will also have access to information regarding Mental Health, community resources,

referrals to mental health services (both on and off campus) and additional campus services that may be beneficial. Connect with Renee by calling 301-784-5206, emailing rgibson@allegany.edu or stopping by CC12.

Additional support services provided by the Student Support Coordinator include: intake/screening for students in crisis with a mental health need, or experiencing a personal problem; provide education and outreach to students, faculty, and staff; confer with faculty/staff about students who may need mental health support and about student mental health generally; lx3 Team-identify at-risk students and work with faculty/staff to develop intervention plans as needed regarding non-academic concerns; provide annual Clery mandated statistics and end of year report, oversee the Student Counseling Program, including distributing information, tacing usage of online screening tool, and aiding off-site counseling partner(s).

Student Support Assistant - The Student Support Assistant, will be available afternoons, evenings, and some weekends to provide emotional support and guidance, and to share campus and community resources with students. (Because the Student Support Assistant's mobile position meets students where they are, locations may change each day. By calling 301-784-5115, you can locate the SSA. You can expect to find the SSA in the Allied Health Building (Room 238A), just inside the weight room in the Gym/Physical Education Building (Room 110), Willowbrook Woods Clubhouse, or the Learning Commons). Visit the Mental Health Supports & Resources webpage for more information: <https://www.allegany.edu/counseling-services/index.html>

3. Holistic Mental Health Network- Life can be challenging. Academic, work, and personal issues can interfere with our success. Allegany College of Maryland is committed to supporting students, faculty, and staff by offering comprehensive mental health services. This holistic network focuses on the wellbeing and resilience of each individual person, and is built upon a foundation of self-care. Picture it as a staircase; the first step begins with self-care (bottom) and builds toward crisis care (top), with steps of more help from others in-between. We urge you to see where you are on the continuum of care. Click on each "step" to see all the suggestions and resources available to you

For Bedford County Campus Information:

- visit the [BCC Holistic Mental Health Network](#) page

For Cumberland Campus Information:

- visit the [ACM Holistic Mental Health](#) page.

4. Online Therapy for Veterans - Active duty military members and veterans experience a high rate of PTSD with as many as 34% suffering from this debilitating condition as well as other mental health issues, including addiction, anxiety, and depression. Given the troubling statistic that veterans are two times more likely than civilians to commit suicide, it's clear that not enough is being done to support our veterans and to ensure they receive the care that they deserve.

To learn more about online therapy services for veterans visit <https://www.onlinetherapy.com/therapy-for-veterans/>.

(Costs associated with Online Therapy are borne by the user.)

5. Family Crisis Resource Center – Allegany College of Maryland has partnered with the Family Crisis Resource Center (Cumberland) to provide easily accessible domestic violence and sexual assault support services to students. FCRC is a non-profit, nongovernmental sexual assault and domestic violence victim services organization. FCRC is available by appointment and in emergencies to help any student [or employee]. All FCRC services are free.

FCRC can be reached by calling (301) 759-9244. To learn more about Family Crisis Resource Center, visit <http://www.familycrisisresourcecenter.org/>

6. Screening for Mental Health – ACM recognizes that brief online screenings are the quickest way to determine if you, or someone you care about, should connect with a licensed professional. Think of these as a checkup from your neck up. Screenings include, depression, anxiety, alcohol & substance use, post-traumatic stress, eating habits and more. Immediately following the brief questionnaire, your results, recommendations, and key resources will be provided to better understand what you are feeling or experiencing.

Curious about your mental health? Take a free, anonymous and confidential [Mental Health screening](#) today.

7. Emergencies – Anyone who witnesses a medical or mental health emergency requiring immediate intervention should CALL 911 AND THEN CALL CAMPUS SECURITY @ X.5555. Health and safety are too important to hesitate, and you do not need permission to call 911. (NOTE: ACM does not provide transportation and/or hospitalization costs.)

National Suicide Prevention: Dial 988 - 24/7 free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals.

Crisis Text Line: Text “HOME” to 741741 (Free/confidential) A global not-for-profit organization providing free mental health texting service through confidential crisis intervention via SMS message. Available 24/7

Maryland Crisis Connect: 1-800-422-0009 / 1-866-411-6803 (or Dial 211 select option 1, for crisis help or resources.) Offers crisis intervention & linkage with local community resources, information and referral and telephone support for anyone experiencing a crisis. Assistance is available by phone, text, and chat.

Veteran’s Crisis Line: 1-800-273-8255 or 1-877-VET2VET If you’re a Veteran in crisis or concerned about one, caring & qualified VA responders are standing by to help 24/7. The

Veterans Crisis Line is a free, anonymous, and confidential resource that's available to anyone, even if you're not registered with VA or enrolled in VA health care.

The Trevor Project: 1-866-488-7386 or text "START" to 678-678 A national organization providing crisis intervention and suicide prevention services to lesbian, gay, bisexual, transgender, queer & questioning (LGBTQ) young people under 25.

National Domestic Violence Hotline: 1-800-799-7233 Available 24/7 to talk confidentially with anyone experiencing domestic violence, seeking resources or information, or questioning unhealthy aspects of their relationship.

RAINN (Rape, Abuse, and Incest Natl. Network): 1-800-656-4673 The nation's largest anti-sexual violence organization. Available 24/7. RAINN also carries out programs to prevent sexual violence, help survivors, and ensure that perpetrators are brought to justice.

Doctors on Demand: 24/7 access to doctors, psychiatrists, psychologists, therapists and other medical experts. Select and see your favorite providers right from your smartphone, tablet or computer. (While it's free to sign up and check your coverage when you register, students are responsible for any costs associated with virtual care.)

8. Mental Health Resources - [Resources at your fingertips!](#) These resources will help you better understand mental health, suicide, substance use and more.

Feeling anxious, stressed, or down? Check out the Mental Health & Stress Management apps that can help to reduce stress, anxiety, and improve your mood through positive affirmations, motivational and inspirational quotes, breathing techniques, and more!

9. Private Referrals - local providers – A list of local mental health providers (Cumberland Campus) is available by contacting the Office of Student & Legal Affairs or the Nurse Managed Wellness Clinic. Selecting a private provider is the student's choice; payment is the student's responsibility.

ACM Learning Commons - Library / Testing / Tutoring

The ACM Learning Commons provides the services of the Library, Testing Center, and Tutoring in one centralized location. Our staff work together to strengthen services and support students with an efficient and collaborative approach.

Donald L. Alexander Library

The Donald L. Alexander Learning Commons / Library is considered as much a place for learning as the classroom. Our Library staff is prepared to assist students and college personnel with their learning and information needs.

Named for the College's third president, the Library is a comfortable place for students to study, both individually and in groups. The space has multiple seating and study areas, including small study group rooms and booth-style white board tables.

The Learning Commons / Library includes the Appalachian Collection, the popular repository of genealogy and regional history materials. The Allegany County Genealogical Society's offices and its collection are also housed in this area. There is a collection of materials related to celebrated American author Willa Cather and other revered American and British authors. These impressive items, gathered by Dr. Gary Cook in name and memory of his late wife, Janet, an ACM English professor, are housed in the Janet Zastrow Cook Willa Cather and Rare Book Collections.

Library resources on the Cumberland campus include printed books and periodicals and a large selection of non-print materials such as DVDs and eBooks. Materials are selected for their relevance to the instructional programs and for their potential to serve the cultural and recreational interests of the College community. Materials from other libraries may be obtained, free of charge, through interlibrary loan. Adult residents of Allegany County and the surrounding area are encouraged to use the library and may borrow materials.

Desktop and laptop computers with internet access and Microsoft products allow students to work effectively in the library. Students may use the online library catalog either on campus or at home to locate materials in the collection. To aid students and faculty in research, the library subscribes to online databases of journal articles and other electronic resources. The library's databases may be accessed from off campus by all faculty, staff, and students. In support of the College Information Literacy program, individual and class sessions taught by Librarians are offered on the efficient and appropriate use of resource materials.

Library resources are also available at the Bedford County Campus. The Bedford County Campus offers computer stations that give access to the library online catalog and databases, and electronic resources, which are accessible through the college library webpage. These databases, online books, and select websites have thousands of periodical articles, books, and other forms of information on a wide variety of topics from nursing, psychology, science, and other disciplines.

James Zamagias Testing and Tutoring Center

The James Zamagias Testing and Tutoring Center is dedicated to providing academic support services for students enrolled in credit courses who are attending the Cumberland Campus. The Center works closely with staff of the Bedford County Campus Student Services office to provide similar support to all Allegany College of Maryland credit students. The offices share the common mission to assist students in achieving their educational goals by providing support services in a nurturing and respectful environment, thereby helping them to become successful, life-long learners in a diverse world.

Learning Commons-Testing/Tutoring (Cumberland Campus)

301-784-5554 (LC Testing)

301-784-5669 (LC Tutoring)

Bedford County Campus Student Services: 814-652-9528, ext. 1-6200

Learning Commons

This important area provides numerous and valuable services to help Allegany College of Maryland students at various phases of their education be successful in their academic careers and achieve their goals.

These features, available at all three college campuses, include:

- *Placement assessments*, which assure that students begin at the appropriate level
- *Tutoring services*, both personalized and small-group, in a wide variety of subjects help students meet the challenges of their course work
- *Classroom assistance*, where student-assistants aid instructors in class and fellow students out of class
- *Classroom testing*
- *Academic alert* is offered to students who are experiencing concerns with grades, test anxiety, time management and stress-related issues.

Technology supports a number of areas, such as career exploration, where computerized career planning and information software gives further guidance; transfer advising, where computerized systems pinpoint equivalent courses at four-year schools; and tutoring, where computer-aided instructional software supplements regular instruction.

The Learning Commons also is an advocate and resource for students with special needs, including hearing or visual impairments or physical disabilities. Such students can be accommodated through a variety of special services and technologies to help them achieve their academic goals.

Academic Access & Disability Resources

Students who had an IEP or 504 plan in high school or have been diagnosed with a learning disability, ADHD, or a chronic medical or mental health disorder may qualify for academic accommodations. Those students who provide appropriate documentation of their condition to the Academic Access and Disability Resources Office (AADR) will have a set of academic accommodations established that uphold equal access to educational opportunities at ACM, such as extended time on tests, a reader for tests, or testing in a quiet environment. To assure timely acquisition of services, students should contact AADR at least four weeks prior to the start of the semester. Maryland residents who are retired from the workforce by reason of total and permanent disability as defined by the Social Security or Railroad Retirement Act may be eligible for a disability-based tuition waiver and should contact the AADR on the Cumberland Campus, located in the Humanities Building, Suite H-1 through H-3, by calling 301-784-5234 or emailing ADR@allegany.edu. Individuals who need assistive calling may place a call through Maryland Relay by dialing 711.

American with Disabilities Act of 1990, Title II prohibits discrimination on the basis of disability; this legislation established comprehensive standards that were expanded per 2008 Amendments. Rehabilitation Act of 1972, Section 504 prohibits discrimination against any person on the basis of a "handicap" by entities receiving federal funds.

- Allegany College of Maryland will provide access to its programs and activities to disabled persons. Discrimination against an actual or perceived disability is prohibited.
- The person must be otherwise qualified for the program or activities, accommodations must be reasonable; and accommodations may not fundamentally alter the program of service.
- Students who have a documented disability that affects learning for which reasonable accommodations are needed should contact Academic Access and Disability Resources. (See above)
- Employees who have a documented disability for which reasonable accommodations are needed during employment should contact Human Resources.
- Any person with a documented disability for which reasonable accommodations are needed for other programs or activities should contact the ADA/504 Coordinator.
- Any person who experiences discrimination on the basis of a disability may file a complaint under the College's grievance process; retaliation for filing a complaint is prohibited.
-

For instructional accommodations, contact <https://allegany.edu/academic-access-and-disability-resources/index.html>. For non-instructional accommodations or if you need to make a complaint, contact ACM's ADA/504 Coordinator, Dr. Renee Conner in CC-12, by email at rconner@allegany.edu or by phone 301-784-5206. For detailed information about policy, procedures, and prevention education, see <https://allegany.edu/student-and-legal-affairs/>.

Veterans Affairs

The Office of Veterans Services serves the needs of individuals eligible for educational benefits through the Department of Veterans Affairs (VA). The Veterans Service's office is here to serve all veterans, military service members, veteran's dependents and others eligible for educational benefits with concerns or questions regarding military educational benefits, enrollment certification or other matters relating to VA educational benefits. The office is located in College Center, in the Advising Center on the Cumberland Campus. The Veterans Services phone number is 301-784- 5209. It is prudent for new, re-entering or returning students, who are or may be eligible for VA benefits, to contact the Office of Veterans Services prior to registration to ensure that all necessary VA paper-work is properly initiated. Please keep in mind, eligibility for military educational benefits is determined solely by the VA. Eligibility for VA educational benefits bears no relationship to an individual's indebtedness to Allegany College of Maryland.

Allegany College of Maryland, which has a long history of helping military veterans transition to rewarding civilian careers, has a Veterans Center on the main campus that gives these students a place to call their own. The Veterans Center is located in the Humanities Building and features several Internet-linked computer stations, a seating lounge and a small kitchen.

Career Advising and Exploration

Allegany College of Maryland students can count on help to make informed career choices, guidance toward appropriate training and education programs and assistance as they prepare for and conduct their job search. Contact Tina Verba in the Advising Center for more information at 301-784-5657

Feature there include valuable information related to careers and jobs, such as:

- Career Net – This computer based service includes career information and job openings from throughout the nation, plus internet access.
- Workshops – On such subjects as career exploration, resume writing and interviewing skills. A Successful Living series also is offered.
- Internet resume services – Posted electronically on the college's World Wide Web site. Our internet address: <http://www.allegany.edu>
- On-campus job interviewing – Employers with jobs to fill scheduled interviews with interested students.
- Career fair – This expanding annual event draws dozens of employers in a wide variety of fields. And they are hiring.

Campus Store

The Allegany College of Maryland Campus Store provides students, faculty, and staff with convenient and affordable access to academic supplies and campus life merchandise. Textbook orders are fulfilled through a partnership with Books by eCampus to provide students with a variety of purchasing options and competitive pricing. Students receive free shipping on textbook orders to the Cumberland or Bedford County Campus. Visit <https://allegany.ecampus.com/> to order your textbooks.

To purchase ACM apparel, gifts, meal vouchers, and school supplies, visit the Campus Store website at <https://campus-store.allegany.edu/>.

Contact the Campus Store at 301-784-5348 for information on hours and services.

Campus Computer Labs

The Information Technology Department supports computer laboratories spread across the college campuses. The Cumberland Campus labs are located in the following campus buildings: Technology, Science, Allied Health, Humanities, Automotive Technology, and Continuing Education. An additional campus lab is located at the Gateway Center in downtown Cumberland; the Bedford County Campus labs are located in Room 19 and 21. Although priority is given to scheduling labs in accordance with the courses taught in the respective buildings, any lab can be scheduled for use by any department. Internet access is available in all computer labs and in the Library at the Bedford County Campus. In addition to the computer laboratories noted above, the Learning Commons, and various academic departments have personal computers available for use.

Additional information on lab locations and availability can be found at www.allegany.edu/computer-labs.

Wireless Network Access

Students may access wireless network services at the Bedford County Campus, Cumberland Campus, Willowbrook Woods, and Gateway Center. Students connect via the “ACM” wireless SSID and must login by using their Self-Service username and password. Additional information on accessing the wireless network can be found at www.allegany.edu/wifi.

Student Email

Per the Student Communication Policy, all students are required to monitor their college-issued student email frequently and regularly; it is the students’ responsibility to read all communications and to respond as necessary.

Students can access their student email accounts by visiting www.allegany.edu/students. Lost or forgotten email addresses and passwords can be retrieved by contacting the Student IT Help Desk at 301-784-4357.

Student Helpdesk

Students from both campuses and the Gateway Center can call the Student IT Help Desk using the ACM Technology Help Line.

The Technology Help Line can be reached in the following ways:

- By dialing extension 5444 from any on-campus phone
- By dialing 301-784-5444 from cell phones or
 - Bedford County Campus 814-652-9528, ext. 5444

For on-campus assistance, students can contact the Technology Help Line or send an email to ithelpdesk@allegany.edu.

Food Services

The Café, located in the College Center on our Cumberland Campus, offers convenient and delicious food. In addition to offering reasonably priced food, we offer additional savings for students through our pre-payment plan. Pre-payment plans are available for purchase in the cafeteria.

Café hours are 8:00 a.m. to 2:30 p.m. Monday through Friday. The College reserves the right to change these hours when it is deemed necessary.

In addition, numerous vending machines are located in the following buildings on the Cumberland Campus: College Center, Learning Commons, Automotive Technology, Humanities, Science, Technology, Continuing Education, Physical Education, Allied Health, and

the Western Maryland Works location. Vending machines are also available in the student lounge area at the Bedford County Campus. Fresh supplies of snacks, hot and cold beverages, candy, and many other items are available daily.

Nurse Managed Wellness Clinic

The Nurse Managed Wellness Clinic offers health and wellness services to students, and the local ACM and surrounding community. Services offered include Allied Health program and sports physicals, influenza vaccinations, Tuberculosis (PPD) screenings, immunity titers, cholesterol and blood sugar screenings as well as health education clinics on a variety of topics. The NMWC serves as a clinical site for nursing and allied health students, providing opportunities for hands on learning during supervised clinics. The NMWC is located on the first floor of the Allied Health Building (room 115). A full list of services with dates and times is available at NMWC 301-784-5670 and on the College website at allegany.edu/health-clinics/nmwc.

Pathways For Success Program (TRiO/Student Support Services)

The Pathways For Success Program at Allegany College of Maryland (ACM) is a TRiO Student Support Services (SSS) project funded through a grant from the U.S. Department of Education. Pathways For Success provides a supportive environment on campus for first-generation, income-eligible students and students with disabilities. To assist Pathways For Success students in achieving their academic goals, the program offers services such as academic and transfer advising, tutoring, career advising, and financial aid advising/literacy, among other services. Pathways For Success serves 140 eligible, enrolled students annually at ACM.

To be eligible for Pathways For Success (TRiO SSS), a student must:

1. Be a citizen or national of the United States OR meet residency requirements for federal student financial aid;
2. Possess a GED or high school diploma;
3. Be currently enrolled at Allegany College of Maryland, OR be accepted for enrollment in the next academic term;
4. Have a need for academic support in order to successfully pursue a post-secondary educational program;
5. Be income-eligible OR a first-generation college student, OR a student with a documented disability; and
6. If applicable, successfully completed English 92.

Please check with the Pathways For Success office for additional eligibility and participation criteria.

The Pathways For Success program office is located in the Humanities Building, room H-57, on the Cumberland Campus. For more information, please contact the Pathways For Success office at 301-784-5630, or go to www.allegany.edu/pathways-for-success.

Student And Legal Affairs

The Mission of the Office of Student & Legal Affairs is to provide direct, non-instructional support services to students, to cultivate a safe learning environment, and to support institutional compliance with laws and regulations. This mission is accomplished in numerous ways every day. Direct services to students include managing the Student Counseling Program, off-campus housing list, residency petitions, background checks (employment and college transfer), student discipline, financial aid termination appeals, support/outreach in times of crisis, intervention plans, and information/referral. The Office also assists faculty/staff with student issues and works closely with Campus Safety and Special Police; the Dean of S&LA receives all Security reports, directs any appropriate follow-up, and manages both the Willowbrook Woods No Trespassing List and the Campus Ban List. In addition to managing legal issues related to students, the Office is responsible for multiple state/federal compliance matters including drug/alcohol, diversity, non-discrimination, and the Clery Act. The Dean of S&LA serves as ACM's Title IX Coordinator, ADA/504 Coordinator, and FOIA Officer. Additionally, the Dean is responsible for implementing the College's First Amendment Policies, and Student Affairs maintains the First Amendment Religious Freedom Policy's Reflection Room which is open to all students and employees and is located in CC-19. Various publications and brochures are produced by the Office including the Student Handbook, Student Services Booklet, and the Alcohol & Drug Resource Manual. Lastly, the Dean of S&LA supervises Residence Life, Student Life, and Student Support.

Student Government Association

At Allegany College of Maryland, the Student Government Association (SGA) functions as the governing organization of the student body. It serves as a means of participation in College governance with the faculty and administration, and it acts on behalf of the students. Additionally, SGA allocates student activity funds, supervises elections, coordinates campus social activities, and approves new campus student organizations.

Any student of Allegany College of Maryland who plans to seek office or serve on the Student Government Association must maintain a cumulative grade point average of 2.5 or higher. In addition, a minimum of six hours of credit instruction must be attempted and successfully completed each semester in order to serve.

Students elected to serve must not be on academic or disciplinary probation.

Student Life

Student Life incorporates a broad range of social, cultural, and educational programs in an attempt to meet the needs of the diverse student population at Allegany College of Maryland. The Director of Student Life serves as a liaison between the Student Government Association and other areas of the College community including the administration, faculty, and staff members. Each year the Office of Student Life distributes funds to support the following areas: recognized clubs/organizations on campus, athletics, intramurals, scholarship programs, tutorial services, and numerous student activities sponsored throughout the school

year. Additionally, the Office of Student Life coordinates: New Student Orientation programs, Red Cross Blood Drives, Drug, Alcohol and AIDS Awareness programs, and more. All student activities sponsored by the Student Government Association and the Office of Student Life are offered for free or at a reduced cost with a valid ACM student ID.

Student Photo Identification (ID) Cards

Students at all physical campus locations/instructional sites are required to obtain an official Allegany College of Maryland Photo ID by the end of the second week of classes of their first semester of attendance and must display or be able to immediately produce their College-issued photo ID card upon request by an authorized College official. This policy does not apply to the following ACM students: those taking exclusively online, remote or virtual classes, or early college students taking courses exclusively in local high schools.

To obtain your ACM Student ID, simply bring a current photo ID (such as a driver's license) and a current class schedule to the Office of Student Life (Cumberland Campus, room CC-12) or Student Services (Bedford County Campus).

The first ID card is free and provides access to many student services, activities, sporting events, etc. Also, students who show their ACM ID receive discounts at some local businesses.

To learn more, email eyokum@allegany.edu (Cumberland Campus) or ldfibaugh@allegany.edu (Bedford County Campus).

Virtual Student Lounge

The Student Lounge on Brightspace provides students with an opportunity to stay connected with others. When students self-enroll, they have immediate access to mental health support, resources, motivation, encouragement, inspiration, links to de-stress, resources for student clubs, and connectedness. Students are free to visit the Student Lounge to pick as much as or as little as they want and pick and choose the content they want to interact with and find helpful.

To learn more, email eyokum@allegany.edu or rgibson@allegany.edu

COLLEGE WIDE POLICIES (Policy Mandates)

The most recent college policies for each of the following can be found at <https://www.allegany.edu/policy-mandates/>

1. ADA/504

The Americans with Disabilities Act of 1990, Title II prohibits discrimination on the basis of disability; this legislation established comprehensive standards that were expanded per 2008 Amendments. The Rehabilitation Act of 1972, **Section 504** prohibits discrimination against any person on the basis of a “handicap” by entities receiving federal funds.

If you have a disability, we urge you to contact the appropriate office/person to request reasonable accommodations. You will need to complete some paperwork, provide documentation, and meet with the designated College Official who will help you with the process to determine the appropriate accommodations. For questions, referrals, or to file a complaint, contact ACM's ADA/504 Coordinator, Dr. Renee Conner in CC-12, by email at rconner@allegany.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see <https://www.allegany.edu/student-and-legal-affairs/ada-504.html>.

2. ACADEMIC DISABILITIES

In compliance with federal ADA/504 requirements, Allegany College of Maryland supports the belief that all otherwise qualified citizens should have access to higher education and that individuals should not be excluded from this pursuit solely by reason of handicap. The College is committed to the inclusion of students with disabilities within all areas of college life. Therefore, support services are intended to maximize the independence and participation of disabled students. Further, the College complies with applicable state and federal laws and regulations prohibiting discrimination in the admission and treatment of students.

Any student who wishes to receive accommodations must register with the Academic Access & Disability Resources Office, providing documentation of the declared disability. Once documentation is received, the Director will establish eligibility for specific accommodations based on the student's documented functional limitations and the essential functions of each course. Any student who wishes to declare a disability should contact the [Academic Access & Disability Resources office](#) at 301-784-5234. For more information visit the [Academic Access & Disability Resources](#) webpage.

3. FERPA

In compliance with the Family Educational Rights and Privacy Act of 1974, Allegany College of Maryland will not disclose any information from the students' educational records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students, other persons, or

other lawful exception. At its discretion, the institution may provide directory information to include: student name, address, email address, photo, dates of attendance, credentials earned, honors awarded, and alumni status. Students' rights, the College's obligations, and disclosure standards are detailed in the FERPA policy. View [ACM's FERPA policy](#).

4. TITLE IX

Allegany College of Maryland prohibits sexual harassment and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint, contact ACM's Title IX Coordinator, Dr. Renee Conner in CC-12, by email at rconner@allegany.edu, or by phone at (301) 784-5206. For detailed information about policy, procedures, and prevention education, see <https://allegany.edu/title-ix/index.html>.

Prohibited behaviors include: sexual assault, stalking, relationship violence, quid quo pro sexual harassment, hostile environment sexual harassment, gender discrimination, and attempts to commit such acts.

5. CHILD ABUSE MANDATED REPORTS

Allegany College of Maryland complies with Maryland law which requires all educators to report suspected child abuse. By law, educators are mandated reporters which means that if an educator suspects child abuse has occurred or if a person discloses that child abuse has occurred, the educator is required to make a report to Child Protective Services. A report must be made if regardless of when, where, or by whom the abuse occurred. [For detailed information about Mandated Reporters including how to make a report, see here.](#)

The College provides free counseling services. Also, the College's Title IX policy may also apply, so be sure to see the [Title IX information](#).

6. CLERY ACT

A report on Allegany College of Maryland's Campus Security Policies and Crime Statistics (34 CFR Part 668) and the Clery Act, 20 U.S.C. 1092 (a) and (b) in accordance with the FBI Uniform Crime Reporting (UCR)/National Incident-based Reporting System (NIBRS) is available in the Office of the Dean of Student & Legal Affairs (College Center, room CC-12) or through the [Department of Campus Safety and Special Police](#) webpage.

7. HEROIN & OPIOID POLICY

Allegany College of Maryland recognizes drug and alcohol abuse/addiction as a health risk; the dangers associated with heroin and opioids are gravely concerning to this institution. The college urges everyone to be informed and offers [educational resources](#) (including treatment information). All new, full time students are required by Maryland law to participate in heroin/opioid training. In an overdose emergency, call 911. If you have any questions or concerns or if you need help, contact the [Department of Campus Safety and Special Police](#) by email or by phone at 301-784-5252 or the [Office of Student & Legal Affairs](#) by email, or by

phone at 301-784-5206. *Allegany College of Maryland prohibits the possession and use of drugs and alcohol on all college property and in all college-affiliated activities without the express permission of the College President.

8. DRUG AND ALCOHOL USE

Allegany College of Maryland & Willowbrook Woods is a dry, clean, and clear campus. Allegany College of Maryland supports the efforts of the State of Maryland and the United States to provide workplaces and learning centers free of illicit drug use and free of unlawful alcohol use. The College supports and complies with the Federal Drug-Free Workplace Act of 1988, the Federal Drug-Free Schools and Communities Act Amendments of 1989, and drug and alcohol abuse policies of the Maryland Higher Education Commission.

It is the College's intention to provide and maintain a work environment for employees and students that is drug-free, healthful, safe, and secure. When any person is on College property and/or participating in a College-sponsored or College-sanctioned activity, the person is expected to be free of any illegal drugs/alcohol and capable of fulfilling their responsibilities unimpaired by any substance. Although the College recognizes drug/alcohol dependency as an illness and a major health problem affecting society, it also recognizes drug use and activity as a potential health, safety, and security problem. Students and employees requiring assistance in dealing with drug or alcohol abuse or dependency are encouraged to seek treatment.

9. MEDICAL DISCLOSURE PROCEDURE

Students are responsible for their own health and should always consult a qualified health care provider if a health or medical condition interferes with the students' ability to attend class in excess of what is permitted by the course syllabus or program requirements or to participate in an essential class function. Medically necessary absences will be excused with documentation from a qualified health care provider; students are responsible for contacting the instructor about if/how to complete any missed work. An [information sheet](#) with additional details is located on the Student and Legal Affairs webpage under both the Title IX tab and the ADA/504 tab.

10. FAITH-BASED/RELIGIOUS ACADEMIC ACCOMMODATIONS

The College's two, companion First Amendment Policies detail how ACM honors constitutional protections for speech, expression, assembly, and religion. The second policy (effective 7/1/23) is ACM's First Amendment Religious Freedom Policy. It also codifies Maryland law which requires all faculty/programs to provide these academic accommodations for sincerely held faith-based/religious practices:

- excuse absences for a student to observe faith-based or religious holidays or participate in organized religious activities and
- allow an alternative if a student misses an examination or other academic requirement pursuant to an absence excused under this policy.

An [information sheet](#) with details is located on the Student and Legal Affairs webpage. Direct any questions or concerns/grievances to the Dean of Student and Legal Affairs by calling 301-784-5206.

11. Allied Health Programs: HIPAA and Confidentiality Guidelines

PURPOSE:

To establish a consistent understanding of both federal law (Health Insurance Portability and Accountability Act) and professional standards regarding confidentiality in the health care setting. These specific guidelines are part of the larger Professionalism Standards with which all Allied Health students must comply. These Guidelines provide requirements, facilitate faculty's teaching the principles across all the related curricula, prepare students for both clinical experiences and future employment, minimize confusion by students who change programs, and hold students accountable for compliance.

BACKGROUND:

A patient's right to confidentiality of their medical information is vital to their treatment. Patients have the expectation (and now the legal right) for their information to be protected and, consequently, to have greater trust in their healthcare providers. The improper sharing of information can jeopardize patient care. All health care providers, entities which maintain medical information, and entities which provide health care insurance or billing are bound by HIPAA. They must have procedures in place to provide privacy and security of patient information and must certify that patient information is protected. Both the Privacy Rule and the Security Rule are required by HIPAA; Privacy Rule covers all forms of health information, and the Security Rule covers health information that is stored electronically. Students in the Nursing and Allied Health Programs at ACM are obligated to maintain the confidentiality and privacy of protected health information encountered at any clinical internship and/or on-campus or off-campus practicum site.

DEFINITIONS:

Confidentiality: Confidentiality is a broad concept that is used both in common conversation (ie., keeping a secret) and in professions including but not limited to health care. For Allied Health programs, "confidentiality" is used within its professional (not common) meaning. Confidentiality applies in many ways to the Allied Health student experience and to the health care/medical setting. HIPAA is a legally recognized type of confidentiality. Another legal type of confidentiality is FERPA (Family Educational Rights & Privacy Act) which is not the subject of this document. (See <https://www.allegany.edu/legal-information/index.html> for details.)

HIPAA: Health Insurance Portability and Accountability Act is a federal law that created national standards to protect sensitive patient information from being disclosed without the patient's consent. HIPAA's Privacy Rule regulates the use and disclosure of individuals' health information which is any information that could be used to reasonably identify an individual.

PRINCIPLES:

What information is protected as confidential?

Allied Health students should treat any patient information they obtain, see, hear, or acquire by any means in the course of their clinical experience as confidential. Patient information includes everything protected under HIPAA, billing/payment/insurance records, patient/family conversations, employee information unless permission is granted (e.g., schedules, wages, performance reviews, etc.), student information unless permission is granted (e.g., schedules, grades, performance issues, etc.).

What information is protected under HIPAA?

Protected health information includes all individually identifiable health information which relates to the patient's past, present, or future physical or mental health as well as the provision of health care to these individuals. It includes all common identifiers such as patient name, date of birth, social security number, address, phone number, etc.. It also includes any unique information that could reasonably be used to identify an individual such as photos, initials, location of the patient in the facility, unique treatment being performed, job title, community role, relationships, and more. This information may NOT be disclosed to any person who is not authorized by the health care facility to have it. (See examples.)

Examples:

- Patients encountered in the internship/practicum site must not be described in any identifiable way for purposes other than direct patient care.
- Public discussion of patient who is identified by name or whose identity can be established from other information constitutes a violation of patient confidentiality and HIPAA.
- Students may *de-identify* the patient by using generalities so that the patient cannot be identified in classroom discussion of internship/practicum experiences for educational purposes.
- Students may only access information about the patients assigned to their care and may not access information about other patients, students, or themselves while participating in their internship/practicum.
- Students must ensure that files, records, databases, etc. to which they have authorized access are secured when not in use.
- Students should be conscious at all times of who is nearby to hear any conversations and refrain from discussing confidential information if unauthorized persons are present.
- During the internship/practicum students may not videotape, photograph or make audio recordings of themselves, fellow students or patients assigned to their care unless such activities are a necessary part of patient care as directed by a faculty member or site supervisor.
- Students may not post references about clinical sites or clinical experiences to social media.

ACCOUNTABILITY:

What is a breach of HIPAA?

A breach is defined by the U.S. Department of Health and Human Services as the “impermissible use or disclosure under the Privacy Rule that compromises the security or privacy of protected health information.” (<https://hhs.gov/hipaa/for-professionals/breach-notification/index.html>).

What happens if confidentiality and/or HIPAA is violated?

Possible or suspected violations must be reported to the clinic site and program director/clinical coordinator immediately, and steps must be taken to mitigate the breach if possible. A determination must be made by the site and/or the program director/clinical coordinator that a violation actually occurred. If no violation occurred, then the matter is concluded or addressed by another process. However, if a violation occurred...

The consequences are serious.

- For a health care provider or covered entity, breaches must be disclosed to the patient and can be reported to the United States Health and Human Services Office for Civil Rights which enforces HIPAA. Patients may file formal complaints with OCR. This office conducts investigations. And violations result in civil monetary or criminal penalties.
- For health care workers, breaches result in adverse action by the employer including discipline which could mean suspension or termination. Many health care providers have a zero-tolerance rule which means any breach, no matter how small, results in the employee being fired. Additionally, the breach can be reported to the health care worker's licensing board which puts the worker's ability to work in health care – ever again – at risk.
- For ACM students, breaches may result in adverse action by the clinical site.
- For ACM students, breaches will result in adverse action by the College. Upon learning of any alleged HIPAA violation by a student, the Program Director will gather all the relevant information and forward everything to the Professional Standards Accountability Committee for a full review. The Committee will first determine if a HIPAA breach occurred. If so, the Committee will then determine the appropriate consequence(s) to the student.

Allegany College of Maryland **ALLIED HEALTH PROGRAMS** **PROFESSIONALISM STANDARDS**

“Professionalism is an indispensable element in the compact between the medical profession and society that is based on trust and putting the needs of patients above all other considerations.” – *Professionalism: Good for Patients and Health Care Organizations* Mayo Clinic Proceedings 2014 (Volume 89, Issue 5, Pages 644–652).

Purpose:

To establish a consistent standard of professionalism for all Allied Health programs and students. This consistency facilitates faculty's teaching professionalism across all the related curricula, supports the expectations within the professions themselves, prepares students for both clinical experiences and future employment, minimizes confusion by students who change programs, holds students accountable for meeting the standard, and creates a systemic process for both accountability and review/appeal. Allied Health faculty, staff, and related College Officials shall model professionalism – setting an example for what the Programs expect of students.

This document does not address course requirements, grades, or other purely instructional matters. See course syllabi and/or program manuals for academic information. Where student actions are addressed in course syllabi and in professionalism standards (eg., attendance), the instructor shall choose which procedure is to be applied consistently within the course or program – in consultation with the Program Director as needed.

Professionalism Statement and Standards:

Students in an Allied Health Program at Allegany College of Maryland are required to conduct themselves in a professional and ethical manner in the classroom, in labs, in clinical settings, and in any setting or activity that is related to your program or course. Professionalism is broadly understood as how a person performs the duties of his/her job with respect to ethics, compliance with policies/procedures, compliance with workplace expectations, treatment of patients, and treatment of colleagues. For Allied Health students at Allegany College of Maryland, professionalism standards include but are not limited to the following expectations:

Students shall ~

1. Follow the profession's rules of ethics.
2. Be honest and trustworthy.
3. Never violate patient/client confidentiality or HIPAA.
4. Never provide care that is inconsistent with best practice or training.
5. Maintain appropriate boundaries.
6. Show compassion/sensitivity.
7. Practice effective written, verbal, and non-verbal communication skills by being
 - (a) accurate
 - (b) timely
 - (c) courteous in content
 - (d) courteous in tone/delivery

8. Report to class and to work
 - (a) when scheduled*
 - (b) on time*,
 - (c) prepared/ready for the day's tasks,
 - (d) clean, and
 - (e) dressed in attire that is suitable for the day's tasks.

*In addition to being a standard of professionalism, attendance matters. Faculty, clinical coordinators, and clinic site supervisors may determine a student's schedule. The College's Academic Regulations include attendance requirements (Section U); these requirements remain in effect for students in Allied Health programs; U5 permits an instructor to drop a student if absences may adversely affect a student's grade.

9. Follow directions and apply constructive feedback from instructors and supervisors.
10. Follow safety rules and shall not act in any way that endangers the safety of patients, clients, residents, other recipients of services, classmates, colleagues, or supervisors.
11. Not report to class, lab, ACM clinics, clinical site, or any course or program/program-affiliated activities impaired by a condition which renders the student unable to provide safe, competent care or safely participate in the educational experience.
12. Not report to class, lab, ACM clinics, clinical site, or any course or program/program-affiliated activities impaired by the use of alcohol and/or other chemical agents that cause drowsiness, affect cognitive ability or judgement, and/or cause changes in behavior that negatively affect the student's safety, participation, or performance.
13. Not engage in misconduct. Students must follow all College policies including the Sexual Misconduct & Sex Discrimination (Title IX) Policy and the Code of Student Conduct. Students are expected to be familiar with both policies. Follow all local, state, and federal laws. Acts which violate these standards can prompt appropriate disciplinary action, criminal prosecution, and/or academic consequences [as described below].
14. Not engage in other acts/behaviors which are inconsistent with professional standards in the health care field. If the act/behavior could jeopardize professional employment, it could reasonably be considered a violation of these professionalism standards.

Students shall seek guidance from their instructor(s), Program Director, and/or clinical site supervisor if/when they do not understand what is expected, if they have any questions/concerns, or if they are unsure whether an act violates standards of professionalism. Students are encouraged to meet with instructors and supervisors privately if the student questions or disagrees with guidance, directions, or feedback.

Each Allied Health Program Director shall ensure that these Professionalism Standards have been provided to each student enrolled in an Allied Health Program.

CONSEQUENCES FOR UNPROFESSIONAL/UNETHICAL CONDUCT

Any violation(s) of professional standards will be addressed promptly by the instructor, clinical supervisor, or program director in accordance with the following procedures.

Step One: At the time of the alleged breach/incident.

Immediate action will be taken on site (ie., in the classroom, lab, clinical site, or other Program teaching/learning location) to correct any unsafe or dangerous situation. If the unprofessional/unethical conduct endangered any person or created a liability for the College or a clinical site, the student may be directed to leave the classroom, lab, clinical site, or other Program

teaching/learning location. The student may be suspended from the Program pending an investigation and/or the accountability process detailed below.

Depending on the specific conduct alleged, the matter may need to be promptly referred to another policy or procedure; examples include law enforcement, the Code of Student Conduct, and/or Title IX; multiple policies and procedures may be applied to a given situation, and they operate independently of each other. Furthermore, if the incident occurred at a clinical site, the student may be required to participate in a separate process or investigation conducted by the clinical site; in such cases and if permitted by the site, the Program Director or Clinical Coordinator should attend any interview or proceeding to gather information, to provide information as requested by the site or the student, and to represent the Program's interests.

If the incident occurred at a clinical site, the site may determine whether the student may or may not return to the site. The College is not empowered to overrule a clinic site's internal decision-making.

Step Two: Following the alleged breach/incident.

The Program Director will first gather preliminary information; this means getting enough basic information to know who the parties are and to confirm this process applies. Unless the matter is referred to another policy or process, the Program Director shall conduct an investigation to determine what happened and shall document the outcome. The investigation should be completed in a timely manner and shall be done confidentially. The Program Director may seek assistance and/or guidance with the investigation from the Dean of Student & Legal Affairs. At the conclusion of the investigation, the Program Director will notify the student in writing and describe the findings as well as any next steps.

The **INVESTIGATION** consists of the following elements:

1. The initial report of alleged unprofessional/unethical conduct.
2. Solicit written, signed statement or documentation from any person with first-hand knowledge of the situation/incident.
3. Notify the student who is alleged to have engaged in unprofessional/unethical conduct that the incident is being investigated. Describe the allegation being made. Solicit a written statement from the student.
4. Meet individually with the student to discuss the situation/incident. (This meeting must be in person unless there is a health/safety reason to meet remotely; such reason should be verified and documented.)
5. Confirm the student had been provided with the Professionalism Standards.
6. Interview any witnesses. (Interviews should be in person or but may be done remotely.)
7. Invite all parties and witnesses to submit/share evidence including but not limited to written documentation, video/audio recordings, texts/emails/posts, and/or other evidence.
8. Collect, review, and preserve any available or obtainable evidence.
9. Consult program faculty, other Program Directors, and/or other College personnel for additional information and/or guidance as needed.

Step Three: Following the investigation.

Upon completing the investigation, the Program Director shall determine **if** a violation of Professionalism Standards occurred. This determination is based upon the facts learned – not opinion or supposition. The Program Director will provide the determination and the basis for that determination to the student in writing.

- If no violation occurred, the matter will be closed with no adverse action taken against the student who may immediately resume the Program. (If the student was suspended pending the investigation, the Program Director shall facilitate any make-up work required.)
- If a violation occurred, the Program Director shall determine the appropriate consequence:
 - (a) No action required / resolved by personnel on site,
 - (b) Written reprimand,
 - (c) Specific corrective action that is appropriate for the particular situation,
 - (d) Probation [or similar warning status],
 - (e) Suspension, or
 - (f) Dismissal.

Examples of specific correction action include remedial work, apology, learning contract, restrictions, reassignment to a different clinic site (if available), or other task/assignment designed to assist the student's learning. Probation means the student is on notice that any subsequent incidents of non-professional conduct place that student at risk of suspension from the program or dismissal from the program. Probation may be accompanied by specific corrective action designed to assist the student's learning.

Suspension from program means the student is removed from the Program for a specific period of time such as the time already taken to conduct the investigation, an additional number of days/weeks, one semester, or until the next cohort.

Dismissal from program means student is permanently dismissed from the program. The student will be dropped from all currently enrolled courses and prevented from registering from future program courses. Dismissal pursuant to these procedures for Professionalism will take precedence over any Program Handbook content describing re-admission to the Program.

The Program Director has discretion to determine the appropriate consequence based upon relevant factors which may include the severity of the violation, the student's prior history of professional or unprofessional conduct, consistency with prior, similar situations, whether the student demonstrated an ability and willingness to learn from the experience, whether the violation occurred in the classroom or in the clinical setting, any adverse impact of the violation upon others (including classmates, patients/clients, colleagues, and/or community members), and whether there is an actual, foreseeable risk of future harm to any person. Each situation is unique, so additional factors may be considered.

If the alleged violation is sufficiently serious that the appropriate consequence could or should be suspension or dismissal, the Program Director has discretion to seek input from the Advisory Committee.

Advisory Committee

Allied Health Directors' Advisory Committee is a sub-committee of the Allied Health Directors' Steering Committee. Its function is advisory; the Committee does not make decisions for Program Directors but offers its individual and collective knowledge, experience, and best practices to make a recommendation to the Program Director. The Advisory Committee meets as needed and upon request from a Program Director.

A Program Director who seeks guidance from the Advisory Committee shall request a meeting by contacting the Dean of Student & Legal Affairs. Meetings may be virtual or in-person. The Program Director shall share all relevant information with the Committee including the allegation(s) of unprofessional conduct, the investigation's findings, and the student's history in the program. The Advisory Committee has the discretion to gather additional information if needed to provide a fully informed recommendation. All deliberations are confidential.

Membership in the Allied Health Directors' Advisory Committee is comprised of:

- 5 Allied Health Program Directors,
- 2 Allied Health Program Directors who serve as alternates when needed, and
- Dean of Student & Legal Affairs (or designee).

The Dean of Student & Legal Affairs (or designee) is *ex officio*, manages any necessary paperwork for the Committee, and verifies that due process has been provided to the student. If legal issues arise, the Dean may consult with participants, provide guidance, pause this process for a different institutional process as noted above, and/or consult the College's General Counsel. As *ex officio*, the Dean has no vote in the Committee's recommendation.

Step Four: Final Program Step

After the Program Director has determined the appropriate consequence, s/he shall issue a written notification to the student.

The Program Director's **NOTIFICATION** shall include:

1. a description of the complaint,
2. a description of the investigation's findings (preserving confidentiality of patients and/or other students),
3. a determination of whether a violation occurred,
4. the consequences for any violation that occurred, and
5. the next steps (if any)

If the student was suspended pending the investigation and final decision, the student may immediately resume the Program, and the Program Director shall facilitate any make-up work required.

Student Rights and Responsibilities

Any student who is the subject of this process has the following rights and responsibilities:

1. To be provided these Professionalism Standards upon enrolling in the Program;
2. To be informed of the allegation(s) or unprofessional conduct;
3. To provide a written statement to the Program Director responding to the allegation(s);
4. To meet individually with the Program Director before any decision is made;

5. To provide relevant information including the names of witnesses, records, and documents to the Program Director before any decision is made;
6. To participate fully and honestly;
7. To be provided a final written notification of the Program Director's decision; and
8. To appeal the Program Director's decision using the process described below.

Appeal Process

If a student chooses to appeal the decision by the Program Director, s/he shall notify the Dean of Student & Legal Affairs in writing within five (5) calendar days of the Program Director's notification. The student shall provide a new written statement detailing the reason(s) why the student disagrees with the decision and what the student's alternative solution is. The Dean of Student & Legal Affairs forwards all the documentation to the appropriate administrator.

- » Appeals from students in nursing programs will be decided by the Dean of Career Programs.
- » Appeals from students in other health programs will be decided by the Associate Dean of Nursing Programs.

The designated appeal administrator reviews all the documents and meets with the student and the Program Director. The appeal administrator may solicit additional information from other persons/records. After reviewing all the information, the appeal administrator determines whether to accept, modify, or deny the decision. The administrator then notifies the student in writing.

If the appeal administrator's decision is adverse to the student, the student may appeal the decision to the Senior Vice President of Instruction & Student Affairs following the same process within five (5) calendar days of appeal administrator's notification. The Vice President may meet with and/or solicit additional information from any persons/records. The Vice President determines whether to accept, modify, or deny the Committee's decision. The Vice President notifies the student in writing.

If the Vice President's decision is adverse to the student, the student may appeal the Vice President's decision to the President following the same process within five (5) calendar days of Senior Vice President's notification. The President may meet with and/or solicit additional information from any persons/records. The President determines whether to accept, modify, or deny the Committee's decision. The President notifies the student in writing.

The President's decision is final.

Additional Provisions/Requirements

All steps in these procedures should be done in a reasonably timely manner by the College Officials – taking into consideration critical academic calendar dates, course/program deadlines, clinical schedules, impact upon the student, impact upon classmates, impact upon clinical personnel, impact upon faculty/staff, and other relevant factors including any additional/separate processes that must be completed first. If the matter cannot be resolved in a timely manner, relevant persons (including the student) should be informed in writing of the reason(s) for any delay.

All information shared during these processes shall be confidential in accordance with relevant laws and College policy.

Retaliation is prohibited by any person.

Conflicts of Interest/Bias:

Every College Official who is part of this process should be free from conflict of interest or bias and should take care to avoid any actions that jeopardize their objectivity. Any Official who is part of this process and who is aware of any bias or other conflict of interest will recuse himself/herself.

If a member of the Advisory Committee is recused, an alternate member participates. If the Dean of Career or the Associate Dean of Nursing Programs education is recused, the matter advances directly to the Senior Vice President. If the Senior Vice President is recused, the matter advances directly to the President. If the President is recused, the decision of the Senior Vice President is final.

Third Party Involvement

No College Official who is part of the formal process may communicate with any of the parties about this matter outside of a hearing or other official proceeding. If such communication occurs with a member of the Advisory Committee, Dean of Career Education, Associate Dean of Nursing Programs, Senior Vice President, or President that Official must recuse himself/herself from any participation in the process.

The parties are free to solicit support or guidance from any person of their choosing who is not part of this process; support persons may not participate in any proceeding but may be nearby for consultation as desired during proceedings.

ALLEGANY COLLEGE OF MARYLAND
ALLIED HEALTH PROGRAM
Professional/Technical Standards

Students are expected to demonstrate these professional technical standards* with or without reasonable accommodations.

1. Intellectual-conceptual abilities

Demonstrate the academic ability to absorb a large volume of technically detailed material, synthesize information, and apply data to solve complex clinical problems. Additionally, we/I-developed study skills, motivation, and personal accountability are essential to acquire information in a limited or accelerated timeframe successfully.

2. Behavior and social attributes

Demonstrate the ability to develop the emotional maturity to approach highly stressful human situations in a calm, safe, and rational manner. Students must display sound ethical integrity consistent with a healthcare professional*.

3. Communication

Demonstrate the ability to communicate accurately with patients, clients, other healthcare professionals and the community in order to elicit and share information, to detect changes in mood and activity, and to establish a therapeutic relationship. Students should be able to communicate effectively and with sensitivity when dealing with patients, clients and all members of the health care team in person, in writing and in all forms of documentation.

4. Observation

Demonstrate sufficient ability to observe demonstrations, clients and/or patients accurately from afar and within close proximity. Visual, auditory, tactile, and olfactory senses may be necessary for observations.

5. Motor capabilities

Demonstrate sufficient ability and stamina with or without reasonable accommodations to fulfill the customary requirements of the program and the profession. Gross and fine motor skills, as well as visual, auditory, tactile, and olfactory senses may be necessary to monitor, assess, and respond to patient care situations safely and efficiently.

Allegany College of Maryland maintains a strong institutional commitment to equal educational opportunities for qualified students with disabilities who apply for admission or who are already enrolled. The technical standards are not intended to deter any candidate for whom reasonable accommodation will allow the fulfillment of the complete curriculum. Students and prospective students who disclose their disabilities will have a confidential review by the Academic Access & Disability Resources Director to determine whether there are any reasonable accommodations or alternative mechanisms that would permit the candidate to satisfy the standards. This process is informed by the knowledge that students with varied types of disabilities can become successful career professionals. Contact adr@allegany.edu or 301-784-5234 for a confidential consultation.

*Refer to Professional Technical Standards/Program Guidelines/Course Syllabi/College Student Handbook

ALLEGANY COLLEGE OF MARYLAND
ALLIED HEALTH PROGRAM
Professional Technical Standards

TECHNICAL STANDARDS ACKNOWLEDEMENT:

I have received a copy of the Allied Health Program Professional Technical Standards as established by the health professions program. I have read these Professional Technical Standards and understand them. I believe that I am capable of meeting the Professional Technical Standards of the Allegany College of Maryland health program for which I am applying.

The Health Program is committed to providing educational opportunities to otherwise qualified applicants and students who can perform the functions required of a health professional and to preserving the wellbeing of patients and fellow students; the Program works closely with the Office of Academic Access and Disability Resources if a student has a documented disability for which reasonable accommodations are needed. Applicants are required to provide documentation of a physical examination and submit to the Nurse Managed Wellness Clinic.

Initial _____

POTENTIAL DENIAL OF LICENSURE/CERTIFICATION ACKNOWLEDEMENT:

Please be advised; the licensing or certification board may deny a license or certification to any applicant who has been convicted of or pleads guilty or nolo contendere to a felony or a crime involving moral turpitude. Whether or not any appeal or other proceeding is pending to have conviction or plea set aside.

Initial _____

ACADEMIC CALENDAR

SPRING SEMESTER 2024

January 15, 2025	Classes Begin
January 20, 2025	Martin Luther King Day (No Classes/Offices Open)
March 10 – 14, 2025	Spring Break
April 17 – 18, 2025	Spring Holiday - College Closed
May 9, 2025	Spring Semester Ends after last class
May 17, 2025	Commencement

SUMMER SEMESTER 2024

May 19, 2025	MLT Summer courses begin – Full Term/A Term
May 26, 2025	Memorial Day: College Closed
June 23, 2025	A Term Classes End
June 24, 2025	B Term Classes Begin
July 4, 2025	Observance of Independence Holiday: College Closed
July 29, 2025	Full Term/B Term Classes End

ALLEGANY COLLEGE OF MARYLAND
MLT ESSENTIAL REQUIREMENTS/SKILLS

INTRODUCTION

The Associate of Applied Science Degree in Medical Laboratory Technology requires the acquisition of general knowledge and basic skills in all areas of the laboratory profession.

POLICY

Faculty in the Medical Laboratory Technology Department have a responsibility for the welfare of the patients treated or otherwise affected by students enrolled in the Medical Laboratory Technology Program, as well as for the welfare of students in educational programs of the Department. In order to fulfill this responsibility, the Medical Laboratory Technology Department has established minimum essential requirements that must be met, with or without reasonable accommodation, in order to participate in the program and graduate. The Medical Laboratory Technology Department, as part of Allegany College of Maryland, is committed to the principle of equal opportunity. The Medical Laboratory Technology Department does not discriminate on the basis of age, ancestry/national origin, color, disability, gender identity/expression, marital status, race, religion, sex, or sexual orientation in matters affecting employment or in providing access to programs and activities.

Program

Admission and retention decisions for Medical Laboratory Technology are based not only on prior satisfactory academic achievement, but also on non-academic factors that serve to ensure that the candidate can complete the essential requirements of the academic program for graduation. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum and for the development of professional attributes required by the faculty of all students at graduation. The following essential requirements have been developed in compliance with the Americans with Disabilities Act and the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

The following essential functions or technical standards are intended to identify essential skills/knowledge/attitudes needed in the Medical Laboratory Technology curriculum at Allegany College of Maryland:

1.1. Communication Skills

- 1.1.1. Communicate effectively in written and spoken English
- 1.1.2. Comprehend and respond to both formal and colloquial English
 - 1.1.2.1. Person to person
 - 1.1.2.2. By telephone
 - 1.1.2.3. In writing
- 1.1.3. Appropriately assess nonverbal and verbal communication

1.2. Large and small motor skills

- 1.2.1. Move freely from one location to another in physical settings such as the clinical laboratory, patient care areas, corridors, and elevators
- 1.2.2. Possess sufficient eye-motor coordination to allow delicate manipulations of specimens, instruments, and tools
- 1.2.3. Grasp and release small objects (e.g., test tubes, pipette tips, microscope slides and coverslips); twist and turn dials/knobs (e.g., on microscopes, balances, centrifuges, spectrophotometers)
- 1.2.4. Manipulate other laboratory materials (e.g., reagents, manual and automated pipettes)

1.3. Other physical requirements

- 1.3.1. Visual acuity
 - 1.3.1.1. Identify and distinguish objects macroscopically and microscopically
 - 1.3.1.2. Read charts, graphs, and instrument scales/readout devices
- 1.3.2. Lift and move objects of at least 20 pounds
- 1.3.3. Possess a sense of touch and temperature discrimination

1.4. Professional and application skills

- 1.4.1. Follow written and verbal directions
- 1.4.2. Possess and apply mathematical skills
- 1.4.3. Work under time constraints
- 1.4.4. Prioritize requests and work concurrently on at least two different tasks
- 1.4.5. Maintain alertness and concentration during a normal work period
- 1.4.6. Apply knowledge, skills, and values learned from course work and life experiences to new situations
- 1.4.7. Work safely with potential chemical, and biologic hazards using standard precautions

1.5. Valuing Skills

- 1.5.1. Show respect for self and others
- 1.5.2. Project an image of professionalism including appearance, dress, and confidence

1.6. Stability

- 1.6.1. Possess the psychological health required for full utilization of abilities
- 1.6.2. Recognize emergency situations and take appropriate actions

MEDICAL LABORATORY TECHNOLOGY PROGRAM ACADEMIC ADMISSION REQUIREMENTS and PROCESS



Admission into the A.A.S. Medical Laboratory Technology curriculum's clinical phase is selective, and entrance to the program is competitive.

Once students are admitted based on academic merit, the student will read and sign the essential function statement to assess the cognitive, physical and behavioral abilities necessary to participate and graduate from the program.

The clinical phase of the program consists of lecture/laboratory coursework concentrating on the knowledge and skill development to become a valued member of the clinical laboratory and healthcare team. This clinical phase concludes with a semester-long internship, known as a practicum experience, at regional clinical laboratories.

The clinical phase of the curriculum is designed to be completed in a calendar year as you start the sequence in one spring semester and graduate at the conclusion of the next spring semester.

Admission Criteria to the Clinical Phase of MLT Program:

The selective admission process is completed each fall semester for admission into the clinical phase of the program the following spring. Students can be admitted as:

- 1) Traditional high school graduates (diploma or GED) who will be admitted to the college as a pre-MLT student and will work to complete or be enrolled in the general education courses required for admission by the November 1st application deadline for spring admission into the clinical phase of the MLT program.
- 2) Fast-track students are students those students who can be admitted directly into the spring clinical phase semester. These students are directly admitted because the general education requirements have been met with previous completion of a Bachelor's or Associate's degree or through college coursework. Any student transferring to ACM must apply to the college, provide College transcripts and also complete an application to the MLT program as outlined in the admission process steps.

Students are ranked from the highest to lowest GPA scores and accepted on their rank. These criteria are used when the number of applicants exceed the available slots for admission. The program accepts 16 students into the clinical phase each spring.

MLT Clinical Phase Admission Requirements:

A student must be enrolled in or have completed the following general education courses:

English 101- Freshman English (3 Credits)

Biology 101 General Biology I (4 credits)

Math 102 College Algebra or Math 109 Probability and Statistics (3 credits)

Social Science Elective or Humanities Elective (3 credits)

AND a minimum of one of the following science courses:

Biology 116 Human Biology (3 credits) OR Biology 201 Human Anatomy and Physiology (4 credits) OR Biology 207 Human Anatomy/Physiology of the Human I (4credits)

Biology 204 General Microbiology (4 credits)

Chemistry 100 Elements of Chemistry OR Chemistry 101 General Chemistry I (4 credits)

Ideally, students would have completed Biology 101, Chemistry 100 or 101 and also either Biology 116 or Biology 204 prior to beginning the spring clinical MLT phase.

*Note: all of the above courses must be completed prior to graduation with an A.A.S degree in Medical Laboratory Technology

**MEDICAL LABORATORY TECHNOLOGY
AAS DEGREE
Recommended Curriculum Sequence**

YEAR 1

Summer (Pre-MLT)

_____	BIO 101 -General Biology I	4 credits
_____	ENG 101- Freshman English	3 credits

Total Credits: 7

Fall (Pre-MLT)

_____	BIO 116 - Human Biology	3 credits
_____	Math 102 (College Algebra) or 109 (Probability and Statistics)	3 credits
_____	MLT 110/PBLA 110 Orientation to the Clinical Laboratory	1 credit
_____	PBLA 111 Basic Phlebotomy Skills	1 credit
_____	CHEM 100 (Elements of Chemistry) or CHEM 101 (General Chemistry I)	4 credits
_____	Humanities Elective	3 credits

Total Credits: 15

SELECTIVE ADMISSION FOR SPRING SEMESTER

ACM, transfer and fast-track students apply for admission into this semester. Applications to the program are due November 1st each year. Once accepted, the major will be changed from Pre-MLT to MLT.

SPRING (ACM students, transfer students, and fast-track students)

_____	BIO 204 Microbiology	4 credits
_____	Social Science Elective	3 credits
_____	MLT 104 Applied Immunology	3 credits
_____	MLT 102 Hematology	4 credits

Total Credits: 14

If transferring into the spring semester MLT cohort, MLT 110/PBLA 110 Orientation to the Clinical Laboratory (1 credit) and PBLA 111 Basic Phlebotomy Skills (1 credit) can be taken this semester

SUMMER

_____	MLT 221 Urinalysis and Body Fluids	2 credits
_____	MLT 222 Blood Banking	4 credits
_____	MLT 106 Clinical Laboratory Mathematics and Quality Systems Assessment	1 credit
		Total Credits: 7

YEAR 2

Fall

_____	MDAS 101 Essential Skills for the Health Care Professional	3 credits
_____	MLT 223 Clinical Microbiology	6 credits
_____	MLT 224 Clinical Biochemistry	4 credits
		Total Credits: 13

Spring

Clinical Rotations/Externship

_____	MLT 210 Clinical Practicum	12 credits
		Total Credits: 12

TOTAL PROGRAM CREDITS: 68

MLT RULES AND REQUIREMENTS FOR PROGRAM PROGRESSION OR DISMISSAL

1. Medical Laboratory Technology Clinical Practicum course grades are based on varied assessments of didactic knowledge, campus laboratory skills, and clinical laboratory performance during each of their four clinical practicum course areas. A student must pass each rotation area in order to pass the MLT 210 course.
2. Failure to achieve a final grade of a "C" (70%) in any lecture/laboratory Medical Laboratory Technology course **may** result in dismissal from the program since MLT courses are sequential and require successful completion to move on to the next semester. A student may have to pause their MLT education until the course is offered again as MLT courses are only offered once per year. In this case, the student will need to reapply to the program. The Program Director will meet with each student to develop a revised, individualized completion plan.
3. Lecture/Lab courses (other than MLT 210) are graded "A" - "F" in the following manner:

MLT Grading scale as follows:
A 90-100%
B 80-89%
C 70-79%
D 60-69%
F Below 60%
4. Clinical Practicum course (MLT 210) is graded as Pass/Fail. Students must pass each of the four rotations areas to pass the overall 12 credit course.
5. If the student fails just one rotation area, the student may be given the opportunity to receive an incomplete for MLT 210 Clinical Practicum rotation area grade and complete remediation or repeat the rotation in the following summer semester.
6. Any student that fails two or more rotation areas will have to repeat the clinical practicum course, MLT 210 the next Spring semester if eligible. Students will register for the entire rotation course. Placement is subject to the availability of clinical sites. In this case, the student will need to reapply to the program.
7. A student having to repeat MLT 210 Clinical Practicum out of sequence will be subject to availability of clinical placement sites. These students will be placed in clinical sites which have available space. No more than two attempts will be made to reschedule the student in a different clinical rotation site.
8. Unsatisfactory Course Performance Includes:
 - a. Withdrawal from a Medical Laboratory Technology course.

- b. Change to audit status in a Medical Laboratory Technology course.
 - c. A grade of D, X or F.
- 9. If you miss a test and are excused, make appropriate arrangements for making it up before the next class period.
- 10. **Assignments/Examinations**
Assignments must be submitted to the instructor or submitted via Brightspace on or before the due date. They are to be neat, clean and legibly written or typed. Evidence of cheating or plagiarism on examinations, quizzes, or written assignments will result in disciplinary action consistent with the College Student Handbook and the Allied Health Professional Standards.
- 11. A student can only repeat (because of unsatisfactory performance) two Medical Laboratory Technology courses. A student may repeat (due to unsatisfactory performance) an individual Medical Laboratory Technology course once only.
- 12. If a student fails to achieve a passing grade in more than two Medical Laboratory Technology courses the student will be dismissed from the Medical Laboratory Technology curriculum. The student can reapply for admission into the Medical Laboratory Technology curriculum. The student must meet with the MLT Program Director to discuss withdrawal or to create a new plan for program completion.
- 13. A student that fails an MLT course and wants to continue in the MLT Program will be subject to an academic review by the MLT Program Director. The Director, with input from MLT faculty members, will evaluate professional behavior as well as academic and laboratory performance.

The Director will meet with the student to discuss the reasons for the failing grade and will recommend either withdrawal from the MLT program or create a revised plan of program completion.
- 14. Once admitted to the clinical phase, students are expected to complete Medical Laboratory Technology courses within four consecutive college semesters. This normal progression may be interrupted by a student's illness, the need to repeat a course, or other unforeseen circumstances. In order that continuity of the program is maintained, a maximum time limit of eight consecutive semesters (or four college years) will be allowed for completion of the program. Any student that may have a particular problem completing these courses within this time frame must be evaluated by the Director of the MLT program for determining a plan for program completion.
- 15. A student may withdraw due to poor academic performance, illness or personal reasons. Students who withdraw are not guaranteed readmission but if student withdraws under the medical disclosure procedure, they will be given priority. If a student is readmitted, it may be delayed due to the availability of clinical facilities.

(The Medical Laboratory Technology Readmission Procedures is included in this handbook.)

16. A student can be dismissed from the MLT Program if the student violates HIPAA Federal Laws or displays conduct detrimental to the ethics of Medical Laboratory Technology.
17. Violation of personal conduct (see the Allied Health Professional Standards) rules will result in a behavioral intervention form being filed within the program. Depending on the nature of the offense, the Program Director may forward the non-professional conduct to the Allied Health Directors' Accountability Committee if the Director is seeking termination from the program. Discipline shall be determined by the Allied Health Directors' Accountability committee.

If the offense is deemed to not warrant dismissal, the first offense will result in a counseling session between the MLT student and MLT faculty member and/or Program Director. If the offense is especially egregious such as breaking HIPAA confidentiality rules or is a safety issue, the student may not get a second chance and may be dismissed from the program.

If a second offense occurs, the student will be issued a formal warning which will be placed in their student file. With this second offense the student will receive a prescriptive improvement plan noting a timeline for improvement and will be made aware that failure to comply with this plan will result in dismissal from the MLT program. (This will be documented by the MLT Program Director and signed by the student.) Failure to comply with the terms of the improvement plan will result in dismissal from the program.

After the second attempt at remediation has failed or the infraction is especially egregious or a safety issue, the Program Director will submit a request for dismissal of the student from the program to the Allied Health Directors' Accountability Committee for review to recommend. The Committee will recommend whether to dismiss the student from the MLT program. Please refer to the Allied Health Professionalism Standards and procedures located in this handbook.

18. The clinical affiliates have the right to not allow students to do clinical practice at their facility if the student does not adhere to clinical affiliate regulations. The student must realize that failure to adhere to hospital policy may jeopardize completion of a degree in Medical Laboratory Technology.
19. The student may utilize the ACM Academic Grievance Policy in the disposition of a grievance or complaint without fear of recrimination or retaliation.
20. The ACM MLT program is an accredited program by the National Accrediting Agency for Clinical Laboratory Science (NAACLS). A student who satisfactorily completes the Allegany College of Maryland Medical Laboratory Program and

graduates with an AAS, Associate of Applied Science, degree is eligible to take the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) Examination after graduation. A student is not required to pass this external certification to graduate from the MLT curriculum.

COURSE GUIDELINES and EXPECTATIONS for LECTURE (DIDACTIC) and CAMPUS BASED LABORATORY COURSES

In addition to the following policies stated, college policies in the ACM Student Handbook regarding academic standards and student conduct applies.

Professional Conduct

These courses taken prior to clinical rotation experience courses are an integral part of your professional curriculum. One aspect of building a professional behavioral pattern is to be dependable and reliable. You are expected to attend all class sessions and turn in assignments when due. A portion of your grade will be determined by displaying appropriate professional conduct as evaluated by the instructor. The Professional Conduct Evaluation instrument is a 35 item evaluation and is worth a total of 45 points. The instructor(s) will evaluate each student's demonstration of the affective objectives and this will be worth 35 points. The student will complete a self-evaluation and a one-page reflection paper discussing the instructor's perception of performance and their own perception of perception of professional conduct. This reflection is worth 10 points. (The Professional Conduct Evaluation is available on the Brightspace course site.)

Disruptions during class such cell phone use in the classroom, personal conversations and electronic cigarettes are not permitted. Please put away and place phones on silent mode so as not to disturb others.

Electronic devices brought to the classroom in order to access course materials should be used for relevant course activities and not for accessing social media during class meetings. The instructor may ask a student to close such devices if the activity is distracting to other students.

Attendance for Lecture Courses

Regular attendance or engagement for all course sessions is the single most important thing that you can do to be successful in this course. Each class serves as a building block of knowledge for the next class session. Attendance or engagement demonstrates professionalism. Regular and punctual attendance is the expectation in the professional workplace setting. As an MLT student you are expected to demonstrate your commitment to the profession by being present and engaged through attendance or actively keeping up with all assignment/learning activities.

In the FLEX or an online course modality, completing assignments is attendance. Honoring the required on-campus attendance days is also an expectation. You have three options to complete the lecture portion of the course: attend face-to-face class, participate in class via a live stream, or complete knowledge acquisition and the activities asynchronously. Attendance is engagement and is most represented by staying on task and completing assignments. In the asynchronous "lecture" environment, you must complete work as scheduled to keep up with students attending class.

If an emergency or illness occurs which prevents the student from attending class, please notify the instructors at 301-784-5547 (work), 304-813-5427 (Stacey cell), 301-784-5557 (Elaine) or by e-mail at srohrbaugh@allegany.edu. Notification of your absence, by phone, text, or email must be provided to your instructor in a timely manner, preferably 30 minutes prior to class but within 2 hours of the class start time. If the instructor is notified of the absence within the allotted time period, this will be considered an excused absence. Failure to notify the instructor is considered an unexcused absence. Two days of tardiness will equal one unexcused absence.

Regularly check email and course announcements for schedule updates.

Regular attendance is important. When a student misses more than two (2) required on-campus classes (excused or unexcused) or two consecutive days of assignments, the student will be required to have a verbal conference with the instructor to discuss the reasons for absence and set up an action plan to avoid future absences. Four (4) consecutive missed assignments will result in a second conference defining what the student needs to do to avoid being dropped from the course. When a student misses 25% or more of the course material, the student will be dropped from the course.

Laboratory classes will NOT be repeated unless arrangements can be made on a mutually agreed time.

You will receive a grade of “0” for missed labs. However, you are given the option to submit a lab report minus obtained results of the assigned laboratory within one week of the scheduled lab for half credit.

Participation

Each student is encouraged to become involved in the classroom discussions. We welcome questions and discussions centered on course content. Periodically, every student will be directly involved in a discussion in order to enhance the learning process. Team exercises will be utilized as necessary and students are expected to participate.

You are expected to be an active participant in your learning. We are committed to your success and it starts with you being actively engaged activities.

All reading assignments are to be completed prior to the lecture or laboratory sessions.

Grading

The grading scale is as follows:

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- 0 - 59% = F

The minimal scholastic achievement for the course is 70% or C. This is required in order to continue in the Medical Laboratory Technology Program. The scholastic performance of each student will be evaluated by means of written and practical examinations, Brightspace Quizzes, Computer tutorials and a professional behavior evaluation.

The grade will be calculated on a total points system. The student's total points achieved during the semester shall be divided by the semester's total points possible to derive the grade percentage. All percentages of the total grade which are listed above are used for illustration and are approximate. The true percentage may vary slightly and will vary if a student has to or chooses to complete the final examination.

Unit Examinations- In the Fall and Spring semesters, **you must have an overall average of 65% on written/Brightspace examinations to pass the course. You may repeat one examination. The scores of the two exams will be averaged.**

Extra Credit

The student may earn extra credit points by participating in community and/or professional service activities. The instructor will inform students of opportunities and point value.

Tutoring or Extra Help Session

Extra help sessions will be provided by the instructors during the scheduled office hours or at other times by special appointment. When the student desires additional help from the instructors, he/she is to make advance arrangements for these sessions.

Form of Assignments

All related lecture and laboratory assignments may be handwritten or typed.

Assignment Deadlines

1. All reading assignments are to be completed prior to the lecture/lab session.
2. All laboratory assignments are to be completed on the scheduled day.

Late/Missed Work

- Assignments/labs turned in within the first week will only receive up to 80% of the credit for that assignment.
- Any assignment/lab turned in after the first week will only receive 50% of the credit for that assignment
- Any assignment/lab turned in after two weeks will be given a grade a "0."
- If a missed lab cannot be made up because of time or reagent considerations, the student can turn in a lab report minus obtained results of the assigned laboratory within one week for half credit.

Plagiarism and Cheating

The "Policy Regarding Student Cheating" as stated in the Allegany College Student Handbook will be followed in this course.

Scholastic Dishonesty

A student attending ACM assumes responsibility for conduct compatible with the mission of the college as an education institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representative when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to failing the course and/or expulsion from the college.

Academic dishonesty such as, but not limited to, the following may result in IMMEDIATE dismissal from the MLT program and withdrawal from all MLT courses. If the withdrawal date has passed the student will be given a "D" for each course.

1. Submitting homework assignments copied from others. Both the student and the student that the material were borrowed from will receive a "0" for the assignment and may be subject to the Academic Dishonesty Process and dismissal from the program.
2. Falsifying laboratory results.
3. Printing out examinations and copying to give to other students
4. Cheating on examination.

Make-Up Exams

If a student is absent for a scheduled examination, he/she must take a "make-up" examination within one week of the scheduled examination. Failure to make up an examination within this time period will result in a score of zero to be averaged into the examination grades.

Communication

The student.allegany.edu email will be the official email that the instructor will use to communicate with students as well as through Brightspace announcements. Please check your college email and Brightspace account often. Emails/texts to the instructors will be answered within 24 hours Monday through Friday when classes are in session and within 48 hours on weekends and breaks.

Laboratory Safety Regulations - Standard Precautions

Student laboratory exercises will frequently be performed on actual patient specimens. Since medical history and examination cannot reliably identify the infectivity of all patients'

blood and body fluids, standard precautions must be followed in the student laboratory.

Precautions that should be practiced in our laboratory include:

Use barrier protection routinely to prevent skin and mucous membrane contamination with blood or other body fluids.

1. Wear gloves:
 - a. When cuts, scratches, or other breaks in skin are present.
 - b. When performing any type of blood collection.
 - c. Whenever blood and body fluid specimens are handled.
 - d. Anytime it appears that contamination of the hands may occur.
 - e. Change gloves after each patient contact or when visibly contaminated with blood.
2. Wear a mask, eye glasses or goggles, or face shield during procedures that are likely to generate droplets of blood or other body fluids to prevent exposure of the mucous membranes of the mouth, nose, and eyes.
3. Wear a fluid-resistant gown, apron, or other covering when there is a potential for splashing or spraying of blood or body fluids onto the body.
4. Wash hands or other skin surfaces thoroughly and immediately if contaminated with blood or other body fluids.
5. Wash hands immediately after gloves have been removed even when no external contamination has occurred. Organisms on the hands multiply rapidly in the warm moist environment within the glove. Liquid hand sanitizers are an acceptable alternative to hand washing.
6. Handle laboratory instruments, especially needles and scalpel blades, with extreme caution.
7. Place used needles, disposable syringes, skin lancets, scalpel blades, and other sharp items into a puncture-resistant biohazard container for disposal. The container should be located as close as possible to the work area.
8. Needles should not be recapped, purposely bent, cut, broken, removed from disposable syringes, or otherwise manipulated by hand.
9. Use biological safety hoods when appropriate.
10. Decontaminate all laboratory work areas with an appropriate chemical germicide after a spill of blood or other body fluids and when work activities are completed.
11. Microscopes will be assigned. They must be cleaned and properly stored or points will be deducted from grade.

EXPOSURE CONTROL PLAN

The full exposure control plan is available on the Brightspace course site.

Exposure control policies and procedures are available electronically on each Brightspace course site. Students are expected to read and follow the appropriate measure when performing laboratory exercise in the MLT classroom AH 251.

The following policies are available under the exposure control plan:

- Bloodborne Pathogen Exposure Control Plan
- Chemical Hygiene Plan
- Laboratory Infections Waste Disposal
- Management of Hazardous Chemicals
- Medical Waste Disposal

CAMPUS LABORATORY SAFETY

1. Campus laboratory (AH251) will be available for practice when it is not being used for classes and the MLT faculty are available to supervise activity. Uniforms are to be worn for laboratory sessions.
2. Students are expected to adhere to all safety and appearance guidelines when in the student laboratory. This includes using proper protective equipment such as wearing a lab coat, protective eyewear and gloves. A student not following the established policies will be asked to leave the classroom.
3. Students are to dispose of all biological fluids and sharps into properly labeled, puncture-resistant containers with lids and follow the exposure control plan for the AH251 campus laboratory.
4. Students will disinfect workstations as appropriate.

ACCIDENT PROCEDURES

Blood and Body Fluid Exposure

Students who experience an exposure to any potentially infectious material (needle stick, mucous membrane, through non-intact skin, or airborne inhalation) require situation specific follow-up. It is the responsibility of the individual to report the incident to the instructor and seek medical evaluation/care as soon as possible (preferably within one hour)

1. Provide first aid for the student sufficient to get the situation under control.
2. For a campus laboratory incident, notify the course instructor immediately.

3. For a clinical site incident, notify the immediate clinical supervisor, the clinical site liaison and the ACM MLT Program Director as soon as possible.
4. The student should report to the emergency room for follow-up evaluation/treatment.
5. The student will be responsible for the cost of this visit either by directly paying or through the billing of the student's personal health insurance.

ALLEGANY COLLEGE OF MARYLAND

AFFECTIVE OBJECTIVES

The following Affective (Professional Conduct) Objectives are a graded portion of all Medical Laboratory Technology courses. One aspect of building a professional behavioral pattern is to be honest, dependable, reliable, and to demonstrate respect for other Allied Health professions.

1. Demonstrate dependability and initiative during technical coursework.

- 1.1. Be punctual for classes.
- 1.2. Attend all scheduled classes.
- 1.3. Assist others when necessary.
- 1.4. Read assigned material prior to learning experience/arrived prepared for the class.
- 1.5. Complete assignments.
- 1.6. Comply with assignment deadlines.
- 1.7. Contribute to classroom discussions
- 1.8. Follow through on tasks.
- 1.9. Volunteer for extra assignments and projects.
- 1.10. Leaves work area clean and returns all supplies to appropriate place.
- 1.11. Strive to complete all assignments and tasks with competency.
- 1.12. Use only accepted laboratory techniques such as pipetting.
- 1.13. Investigate the accuracy of the results by double-checking values and calculations of values.

2. Demonstrate respect for instructors, laboratory staff, and fellow students.

- 2.1. Share equipment and supplies when necessary.
- 2.2. Respect the workspace of co-workers.
- 2.3. Confer with peers and instructors about questions on the material.
- 2.4. Maintain a good working relationship with students and instructors.
- 2.5. Obey the time schedule for assignments and breaks.

2.6. Accept constructive criticism.

3. Display proper communication skills.

3.1. Follow verbal instructions with minimal assistance.

3.2. Ask when assistance is required.

3.3. Maintain a professional nature of conversation.

3.4. Exhibit good written communication skills.

4. Maintain honesty and integrity.

4.1. Report results in an accurate manner.

4.2. Preserve the patient's right to confidentiality.

4.3. Comply with the laboratory rules and regulations.

4.4. Uphold academic integrity by following policies regarding cheating.

4.5. Strive to be accountable for individual work.

4.6. Respect the knowledge of the trainers.

5. Develop organizational skills which improve efficiency.

5.1. Adopt a strategy for organization of the workload.

5.2. Demonstrate flexibility by adjusting to changes in the workflow/workload.

5.3. complete assignments in an organized manner.

5.4. Coordinates work and activities to allow for the performance of multiple tasks.

6. Strive to display principles and practices of professional conduct.

6.1. Follow the guidelines for proper dress and appearance.

6.2. Present a positive professional attitude when on duty.

COURSE SUCCESS, NAVIGATION AND ASSIGNMENTS

Instructional Methodology - the instructional methods used in MLT courses include the following:

- Lecture and Power Point Presentations
- Brightspace Learning Management System (quizzes, exams, resources)
- Laboratory Practice Sessions
- Internet-based Computer Tutorials (medtraining.org and medialab.com)

Internet Training Programs – The online subscription training programs that are utilized in the MLT curriculum provide necessary information that may not be otherwise covered in detail. When assigned, these are your instruction for that particular topic. Therefore, they are required assignments that are expected to be read in their entirety. Each one includes a quiz at the end of instruction that must be completed as part of the assignment. You will be graded for the tutorial based on your final grade on the quiz as follows:

90%-100% on quiz = 5 points

80%-89% on quiz = 4 points

70%-79% on quiz = 3.5 points

60%-69% on quiz = 2 points

Below 60% on quiz = 1 point

- Audio-Visual Materials
- Internet Resources (YouTube, etc.)

Time Commitment

According to “Hints on How to Succeed in College Classes”

<http://tinyurl.com/n83tktx> you should budget your time per week for a four-hour credit course as follows:

1. Reading assigned text 3 to 5 hours (or course resources such as videos)
2. Homework assignments 2 to 4 hours
3. Time for review and test preparation 3 hours
4. Total study time per week 8 to 12 hours **PER WEEK**

Instructor Recommendations

The student may be required to listen to narrated lectures and will be required to read textbook assignments and laboratory procedures **prior to** the date on which those lectures and labs are assigned on the course schedule.

A great way to prepare for each lecture/lab class session is to:

1. Review the unit objectives.
2. Review the PowerPoint or other instructional resources assigned.
3. Listen to the recorded presentations as necessary/required.
4. Write down questions that you have as you review the material.
5. Look the questions up in your course materials or internet searches.
6. If you are confused on a concept or principle, have your question(s) available to discuss during class or get in touch with the instructor.
7. If you start to get lost in understanding the material, please don't wait to seek help. Make an appointment or email the instructor as soon as possible.

Preparation for Written or Computer Examinations

Each course has overall Course Learning Outcomes that are linked to General Education Learning Outcomes and Program Learning Outcomes. Additionally, there are learning objectives for each unit in a course.

Exam questions are created from the unit objectives. Each lecture and each laboratory exercise will have objectives listed within the unit objectives. One helpful way to study is create a study guide by reviewing, writing or typing the objective and then record the information pertaining to that objective.

No one study strategy works for everyone, but the best approach is to be active and to make this a daily process. Keep up with assignments, review any lecture or lab session material within 24 hours of class and review it consistently and in small increments. Studying the material in small increments more often as an on-going process will result in more effective learning than cramming for an examination. Devote 2-3 hours per week doing this review.

PROFESSIONAL DRESS CODE

An individual's appearance while working and while training to work in the healthcare field communicates an aspect of professional integrity. Dress codes are a best practice in the field and are designed to address infection control, patient safety, staff safety, professionalism, and more. Regarding professionalism, healthcare facilities expect personnel to look and act professionally, to make a good first impression, to be a good representative of the facility, to appear knowledgeable/skilled, and to be easily identifiable to patients.* Students should be cognizant of the fact that the Allegany College of Maryland school uniform represents the school, MLT Program and the profession. Appropriate conduct should be displayed when in the school uniform on or off campus/clinical.

All students shall adhere to the following dress/grooming code:

A. Clinical

1. Clothing

- a. Uniforms must be clean, neat, wrinkle-free, fit properly, and in good condition. Students are not permitted to wear any part of the uniform with other street clothes. Uniforms must be odor free.
- b. Students must wear solid shoes, socks that cover the ankle if the pants have a cuff, and the required uniform pants and shirt. Shoes must be clean and modest in appearance. Shoes must be enclosed, closed-toe and closed heel, with no holes.
- c. Students may wear a plain white turtleneck/crewneck underneath the uniform.
- d. Students are permitted to wear only the matching cover-up over the uniform. No other cover-up may be worn.
- e. Uniform pants shall be no longer than one inch above the sole of the shoe.
- f. Undergarments may not be visible.
- g. Photo ID badge must be worn at all times during clinical assignment. The badge must be visible and should not be worn below the waist. It can be worn on a lanyard as long as it is not a safety hazard.
- h. Uniforms are to be worn when present when attending clinical assignments, both on-campus and external clinical site. During clinical experience uniforms are required.
- i. Special instructions for clinical areas where uniforms are not required will be given by instructors.

2. Uniform Equipment

- a. Pen
- b. Name badge
- c. Small notebook for note taking

3. Grooming/Appearance

Students are expected to be well-groomed and clean, including free of odors.

a. Hair

Hair must be styled neat and clean. If the length is longer than the collar line, it must be raised above the collar line. Fancy barrettes, combs, or other ornaments may not be worn. Hair must be of an appropriate natural color – e.g. no pink, blue, green or striped hair. All students must also follow guidelines for wearing N95 masks, if provided through fit testing, which includes facial hair except mustache.

b. Head coverings

Head coverings of any kind cannot be worn unless they are necessary for infectious control, for safety reasons or for the observance of religion or ancestry/national origin. Any head coverings worn at the clinical facilities must be clean and a matching solid color to the uniform; black, white, or teal (match uniform color as much as possible). The head covering should be clean and without pattern, logo, or other adornments. The head covering should be secured away from the face to prevent it (like hair) from impeding vision or creating an infection control hazard (i.e. come in contact with patients). Head

coverings' size/shape should not interfere with other healthcare personnel's ability to see or to provide patient care.

*All other head coverings (baseball hats, visors, or head coverings worn as an accessory or to conceal unkempt hair, etc.) are not permitted while in uniform.

c. Jewelry

No jewelry, including body jewelry, is to be worn with the uniform except a plain metal wedding band and/or pierced earring studs, limited to one in each ear lobe.

Rings may not be worn in isolation, operating room or in the Nursery, or any area defined by the clinical agency

No other visible body piercing, including tongue piercing may be worn in the clinical setting.

d. Cosmetics:

Make-up must be in moderation. Scented body lotions, essential oils, heavy perfumes, and after-shave lotions are not permitted.

e. Personal hygiene

Students are expected to be clean and free from any bodily odor.

f. Fingernails.

Fingernails must be clean, short, and smooth to ensure student and patient safety, in accordance with the Center for Disease Control Guidelines, only natural nails may be worn during assigned clinical experiences. Nail polish, gel coatings, or artificial nails of any kind are not permitted.

g. Tattoos

Tattoos must be covered with the following exceptions:

- i. Tattoos which cannot be covered (example – around the eye);
- ii. The covering interferes with infection control measures (example – hand washing/sanitizing); and/or
- iii. Clinical site policy allows all tattoos to be exposed

4. Other

a. Substances

Since chewing gum, tobacco, cannabis, snuff, vaping, and alcohol use is not permitted, these items are not permitted to be carried or on the student's person.

b. Headphones/earbuds.

Headphones, earbuds, or any device whose purpose is to deliver music, phone calls, or other auditory content unrelated to the class, clinic, or lab experience is prohibited. (Devices/equipment necessary for the student to be able to hear or to interpret course content is permitted.)

Violation of the professional dress code in the clinical setting will result in the student being dismissed from the clinical site at the discretion of clinical site personnel. A notation of violation of professional behavior made in the student's file through the use of behavioral intervention form. The day will be made up at the facilities and faculty's discretion and convenience. If the facility staff refuses to have the student return, it could result in clinical failure if alternative site for rotations cannot be secured.

B. Campus Laboratory

1. Students must be in appropriate uniform in campus laboratory as described for clinicals in A.1.a-f above for all scheduled practice times, evaluation of skills, and in the simulation lab. Students may also wear a plain black, crewneck sweatshirt over the uniform as needed for warmth in the lab. Students who are practicing in the lab on their own time (not scheduled), the appropriate clothing is classroom clothing as described in C.2.
2. Students must be properly groomed as described in A.3 above apart from tattoos, which are not required to be covered during labs unless they violate ACM policy. (A tattoo could violate policy if, for example, it contains a direct threat, is defamatory, is obscene, or is otherwise not protected speech.)
3. Substances and devices are prohibited in campus laboratory as described in A.4 above.

A violation of the professional dress code in the campus laboratory setting will result in the student being dismissed from the activity. Students will be able to return when dress code requirements have been met. Repeated offenses will result in a behavioral intervention form being completed and a meeting with the program director.

C. Class

1. Appropriate clothing for the classroom is your uniform as described in A.1.a-f above, OR you can wear a pair of khaki pants with a solid color polo style shirt. This change is in an effort to promote professionalism and refrain from distracting from the learning environment. Students may also wear a plain black, crewneck sweatshirt over the uniform as needed for warmth in the classroom or testing locations.
2. Students must be properly groomed as described in A.3 above apart from tattoos, which are not required to be covered in class unless they violate ACM policy. (A tattoo could violate policy if, for example, it contains a direct threat, is defamatory, is obscene, or is otherwise not protected speech.)
3. Substances and devices are prohibited in clinical setting as described in A.4 above.
4. "Class" includes lecture, group activities, and tests.

A violation of the professional dress code in the class setting will result in the student being dismissed from the class. Students will be able to return when dress code requirements have been met. Repeated offenses will result in a behavioral intervention form being completed and a meeting with the program director.

STUDENT HEALTH AND LIABILITY ISSUES

Allegany College of Maryland does not have health care or hospitalization available to students. There is an umbrella liability insurance policy for students. This policy provides \$1,000,000 of excess liability coverage over the limits of the basic automobile, general, professional, and employee's liability policies. Also, \$3,000,000 primary liability is provided for those hazards not covered by basic policies subject to the exclusions of the policy and retention of \$10,000.

All students entering the clinical phase of the Curriculum are required to have a physical examination no later than three months prior to clinical rotation. The examination consists of a personal health history and student physical examination. Required inoculations and vaccinations are listed in the Allied Health Required Checklist for Clinical Rotations.

Students enrolled in health training programs which involve clinical/practicum experiences are required and expected to have their own personal health insurance. The college does not provide personal health insurance coverage for students.

Students entering health programs need to be aware, by virtue of the clinical nature of the training, that they may be exposed to infectious disease or processes and their inherent risks.

Students are referred to the Emergency Room for any accidents occurring while at the clinical site. Any medical expenses related to disease or injury incurred during training programs shall be the responsibility of the student and/or the student's third-party health insurance.

STUDENT HEALTH

Conditions in the clinical and/or classroom setting may include diseases and conditions that could have an impact on pregnancy in all stages, as well as other illnesses. Students are required to notify the program director immediately when pregnancy or illness occurs.

An updated health care provider's statement and/or physical is required when any changes in a student's current physical and/or mental status occurs that disrupts the student's ability to perform the "Allied Health Program's Essential Functions – Professional Technical Standards." The ability to perform these "Essential Functions" was signed upon admission to the MLT program.

A change in health status that may affect "Essential Functions" would include, but is not limited to a major illness, surgery, injury, pregnancy complications, the birth of a child or hospitalization. The health care provider's statement must be provided before the student returns to the class/clinical setting. Students are expected to return able to perform "Essential Functions". A student may be required to complete another physical exam form.

Good communication with the faculty, clinical instructor and the MLT Program Director surrounding a change in health status is imperative to protect the welfare and safety of the

student. It is advised that a student who has a change in health status consult their health care provider regarding limitations, if any, especially when working in areas of direct client care in clinical agencies or working with hazards at any time in the program. **It is the student's responsibility** to provide whether or not there are any applicable restrictions and limitations from their health care provider to the course faculty, clinical instructor and MLT Program Director as a result of their health care condition. **If possible**, reasonable accommodations may be made that are responsive to the student's health condition.

CLINICAL ROTATION REQUIREMENTS

All students who have been accepted into the clinical component of the program also have to meet the following clinical requirements for acceptance into a clinical rotation. Failure to successfully meet the following clinical requirements can result in termination or suspension from the clinical phase until all requirements have been met.

Criminal Background Checks

MLT students entering the clinical rotation component of the program must have a completed criminal background check on file by the college provider who performs such checks. If a student's criminal background check returns evidence of a felony criminal conviction or other serious charges that could result in a clinical affiliate denying clinical rotation access to that student, a review of the situation will be conducted by the program director. Students are advised that the majority of our clinical affiliates require evidence/validation of a criminal background checks as per clinical affiliate/college contract agreements. If a student has a criminal history, the clinical affiliate has the right to deny that student access to its facility and the program must disclose such information to the affiliate and allow the affiliate the right to deny or approve access to said clinical affiliate. Failure to be placed in a clinical rotation would prevent the student from completing the MLT clinical program.

Health and Training Requirements

Each student must adhere to clinical site requirements for on-boarding for clinical rotations at each respective clinical affiliate. This includes health screening as required by the institution, background check, drug screening and also training modules for topics such as safety or institutional policies. Background checks and training modules are handled by the MLT department in accordance with the clinical affiliate site requirement.

For the other requirements, students will work with the Nurse Managed Wellness center by either completing the required items at the NMWC or by uploading results to the student health portal. The student health portal can be accessed through the NMWC website <https://www.allegany.edu/health-clinics/nurse-managed-wellness-clinic/index.html>

Check www.allegany.edu/nmwc for specific information regarding immunizations and testing. The checklist is as follows:



Allied Health Requirements for Clinical Rotations

Immunization Checklist: Immunization records must include lot#, expiration date, injection site with provider and student information. Lab reports required on all titers. If titer is equivocal or negative, booster vaccination(s) may be required. **PROOF OF THE FOLLOWING IMMUNIZATIONS IS REQUIRED PRIOR TO CLINICALS**

Required: PROOF OF THE FOLLOWING IMMUNIZATIONS IS REQUIRED PRIOR TO CLINICALS			
COMPLETED	REQUIRED ITEMS	GENERAL NOTES	APPOINTMENT (IF APPLICABLE)
PHYSICAL EXAMINATION:			
D D D	Primary Care Physician OR Nurse Managed Wellness Clinic Medical Clearance for N95 Fit Testing If required by program	Download Physical Form NMWC FORMS & FEES www.allegany.edu/nmwc	
	TUBERCULOSIS SCREENING:		
D D	2-Step Tuberculin Skin Test (TST) OR Blood Test (QuantiFERON or T-Spot)	TB documentation must include lot #, expiration date, injection site and actual MM of induration (range not accepted) Positive, indeterminate & borderline test results require submission of a Chest X-ray report.	Within Past 12 months
	IMMUNIZATION DOCUMENTATION:		
D	Tdap (Tetanus, diptheria and pertusis)	Within 10 years	
D	MMR	(Documentation of 2 vaccinations)	
	OR Blood titer for immunity status		
D	Varicella	(Documentation of 2 vaccinations)	
	OR Blood titer for immunity status		
D	Heptatitis B	(Documentation of 3 vaccination series)	
	AND / OR Blood titer		
D	Seasonal Flu Vaccination	Sept. – Mar. yearly	
D	COVID-19 Vaccination If required by program	Moderna x2, or Pfizer x2, or Janssen x1	
D	Nine Panel Drug Screen If required by program		
	ALLIED HEALTH REQUIREMENT:		
D	Allied Health Review Appointment Please bring your immunization records to your scheduled appointment with our Nurse Managed Wellness Clinic Nurse Practitioner.	All student health records will be electronically stored in the NMWC to meet compliance requirements for health career programs.	Call Anna Kephart at x5670 to schedule your appointment
	MEDICAL INSURANCE:		
D	All students participating in a clinical setting must provide proof of medical insurance.	If you do not have insurance, you will be required to purchase health insurance.	Please provide your health insurance card for documentation.
	CPR CERTIFICATION: (NOT Required for MLT)		
D	All students participating in a clinical setting must provide proof of current certification.	AHA Basic Life Support (BLS) for Health Care Providers certification.	

TERMINATION

1. Students will be terminated from the MLT major if, at any time, inappropriate conduct displays a potential harm to patients.
2. Students will be asked to change majors if, at any time, emotional or physical health appears such that he or she cannot withstand the program in MLT.
3. The clinical affiliates have the right to not allow students to do clinical practice at their facility if the student does not adhere to clinical affiliate regulations. The student must realize that failure to adhere to hospital policy may jeopardize completion of a degree in MLT.
4. Students can be terminated for a violation of scholastic dishonesty.

CONFIDENTIALITY

1. The student will refrain from disseminating any and all information of a confidential nature which shall be acquired while assigned to a clinical affiliate.
2. **Violation of confidentiality constitutes grounds for dismissal from the Medical Laboratory Technology Curriculum.**

COMPUTER PROGRAM AND SUBSCRIPTION SERVICES

Computer Labs

The College has approximately 490 computers in 26 computer labs earmarked for student usage. Computers, many with the latest technology, are an integral part of students' lives whatever their major. Computer labs are located in every major classroom building on the Cumberland campus and at the campuses in Bedford and Somerset counties.

The machines are used in career and general education courses as part of the class sessions. Beyond this formal application, the computers are readily available for student use to complete classroom assignments and to do research on the Internet.

Access to this increasingly important and useful source of information is available to students in several Cumberland campuses computer labs, and the Cumberland Learning Commons, and the computer labs at the Pennsylvania campuses.

The MLT Program has 24 2-in-1 laptops for students to use. These are housed in AH244.

The Allegany College of Maryland Medical Laboratory Technology program subscribes to two online training and competency services that are utilized as a portion of the educational requirements and training of the students. These services are Medtraining Solutions and Media Lab Incorporated (referred to as Medtraining and MediaLab) and the program services are found on the internet at <http://www.medtraining.org/> and <http://medialab.com/> respectively. A username and password are required and created by Medical Laboratory Technology instructors.

Each lecture/lab course and clinical practicum rotation includes tutorials, quizzes, and simulations assigned from each of the subscription services specific to the rotation area. A checklist is included in the clinical schedule, handbook and didactic course schedule. However, as the services add and discontinue tutorials the list will change accordingly, therefore, please refer to the hard copy list provided to you with each rotation.

Allegany College of Maryland Academic Grievance Procedure

A student having a concern with a faculty member of an academic nature arising from participation in a credit class should follow this process:

1. Review the course syllabus and Academic Regulations.

Review the requirements and/or performance standards. Please take a few moments to make sure your concern is a valid one and is not based on inaccurate or incomplete information. Also, please understand that this policy addresses issues of an academic nature, such as grades, attendance, or other academic issues relating to a course. This procedure must be initiated within 10 working days after occurrence. For issues that are non-academic in nature, students should refer to the appropriate College policy, which may be found in the Student Handbook.

2. Talk with the faculty member.

You **must** talk with the faculty member about your concerns. Schedule a meeting with the faculty member and meet with him/her. Chances are good that you can resolve a misunderstanding or other concern at this meeting. If you are unable to resolve the issue with the faculty member, contact the Program Director/Division Chair/Coordinator within 10 working days after meeting with the faculty member by following the directions in Step 3. Written documentation may be requested. The faculty member has the right to meet with involved individuals throughout each step of this process.

3. Contact the Program Director/Division Chair/Coordinator.

The director/chair/coordinator will verify that a meeting was held with the faculty member and then discuss the concern with you and the faculty member, either in person at the respective campus or by conference call. If unable to resolve the issue together, you may present your grievance to the Dean of Enrollment and Educational Services within 10 working days after you receive the decision of the director, chair, or coordinator by following the directions in Step 4. If the faculty member is the Program Director/Division Chair/Coordinator, see step 4.

4. Contact the Dean of Enrollment and Educational Services.

If you are dissatisfied with the Director/Chair/Coordinator's decision, you **must** take the following actions:

- Obtain the Academic Grievance Notice from the Office of the Senior Vice President of Instructional and Student Affairs, Student and Legal Affairs, your advisor, or online.

- Complete the Academic Grievance Notice. Include an explanation of why you believe the Director/Chair/Coordinator's decision was incorrect. Be specific. Schedule a meeting with the Dean of Enrollment and Educational Services.
 - The Dean will obtain signatures from the faculty member and Director/Chair/Coordinator and notify them about the meeting. In the event that the faculty and Director/Chair/Coordinator refuse to sign the form because the matter was not discussed with them, the form will be returned to the student and the student will be required to follow the procedures herein.
- Meet with the Dean of Enrollment and Educational Services.
 - The Dean will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The Dean notes his/her decision on the Notice (with copies provided to all parties, and a copy maintained in the files of the Dean). If you are dissatisfied with the Dean's decision, you may appeal that decision to the Senior Vice President of Instructional and Student Affairs within 10 working days by following the directions in Step 5.

5. Contact the Senior Vice President of Instructional and Student Affairs. If you are dissatisfied with the Dean's decision, you **must** take the following actions:

- Submit a copy of the original Academic Grievance Notice with the Dean's decision to the Senior Vice President of Instructional and Student Affairs.
- Include an explanation of why you believe the Dean's decision was incorrect. Be specific.
- Schedule a meeting with the Senior Vice President of Instructional and Student Affairs.
- Meet with the Senior Vice President of Instructional and Student Affairs.
 - The Senior Vice President will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The Senior Vice President notes his/her decision on the Notice (with a copy to the faculty member, Director/Chair/Coordinator, Dean, and a copy for the record.) If you are dissatisfied with the Senior Vice President's decision, you may appeal that decision to the President within

10 working days after receiving the decision of the Senior Vice President of Instructional and Student Affairs by following the directions in Step 6.

6. Contact the President.

If you are dissatisfied with the Senior Vice President's decision, you **must** take the following actions:

- Submit the Academic Grievance Notice with the Dean's and Senior Vice President's decisions to the President.
- Include an explanation of why you believe the Senior Vice President's decision was incorrect. Be specific.
- Schedule a meeting with the President.
- Meet with the President.
 - The President will make a decision based on the information contained in the Academic Grievance Notice and meetings with involved parties.

The President notes his/her decision on the original Notice (with a copy to the faculty member, Director/Chair/Coordinator, Dean, Senior Vice President, and a copy for the record.)

The President's decision is final.

Editorial Changes: 7/24/23

Allegany College of Maryland
ACADEMIC GRIEVANCE NOTICE

Read the Academic Grievance Policy before completing this form. Failure to follow directions could result in the automatic dismissal of your grievance. Please write legibly. Use additional sheets if necessary. Attach any documentation that supports your grievance.

Student Name: _____ **Contact Phone #** (____) _____

Student Address: _____

Course: _____

Instructor: _____

Director/Chair/Coordinator/: _____

Date of Incident/Occurrence: _____

What is the nature of your grievance? (i.e., what is your complaint about the course/instructor?)
Be specific.

How would you like to see this matter resolved? Be Specific.

I have met with my instructor and the Program Director/Division Chair/Coordinator about this particular grievance but am dissatisfied with their action/decision for the following reason(s):

I certify that all information provided in this Grievance is true and accurate. Any false information will result in the denial of my Grievance and could prompt disciplinary action.

Student Signature

____/____/____
Date

Once this form is submitted to the Dean of Enrollment and Educational Services, s/he will obtain the following signatures from the faculty member and the program director, division chair, or coordinator, to verify that they have discussed this issue with the student.

Faculty Signature

____/____/____
Date

Program Director/Division Chair/Coordinator Signature

____/____/____
Date

DEAN USE ONLY

____/____/____ Date Received ➔ [] Contact Student to schedule meeting
____/____/____ Meet w/ Student [] Faculty Member Present During Meeting with Student

Decision:

[] Original to Student & Copies to Faculty, Director/Chair/Coordinator, Senior Vice President of Instructional and Student Affairs, and file
 ➔ Student may accept decision or appeal

SENIOR VICE PRESIDENT OF INSTRUCTIONAL AFFAIRS USE ONLY

____/____/____ Date Received ➔ [] Contact Student to schedule meeting
____/____/____ Meet w/ Student [] Faculty Member Present During Meeting with Student

Decision:

[] Original to Student & Copies to Faculty, Director/Chair/Coordinator, Dean, President, and file
 ➔ Student may accept decision or appeal

PRESIDENT USE ONLY

____/____/____ Date Received ➔ [] Contact Student to schedule meeting
____/____/____ Meet w/ Student [] Faculty Member Present During Meeting with Student

FINAL Decision:

[] Original to Student & Copies to Faculty, Director/Chair/Coordinator, Dean, Senior Vice President, and file
 ➔ **President’s decision is FINAL.**

INCLEMENT WEATHER

- A. Students may sign up for the E-Safe text messaging notification system which will notify the student when there is an emergency, crisis situation or disaster or weather emergency closing or delay. E-Safe is found on the college website www.allegany.edu.
- B. The following are the exact messages we will give the radio stations.
 - 1. "Allegany College classes begin at 10:00 a.m. (MWF) or 11:00 a.m. (T, TH) staff reports as usual."
 - 2. "Allegany College classes and offices will open at (10 a.m. or 11 a.m.)."
 - 3. "Allegany College classes (day/evening) have been cancelled, staff reports at (the radio will give the designated time)."
 - 4. "College closed, staff need not report."
- C. Should the college be closed, classes will not be held.
- D. **Should classes be delayed the student will start any MLT classes at the time designated in the announcement, but please check Brightspace announcements to confirm.**

MLT READMISSION

A student in the Medical Laboratory Technology Curriculum may withdraw due to poor academic performance or personal reasons. Students who withdraw are not guaranteed readmission. Readmission may be delayed due to the availability of clinical facilities and/or instructors. A student who wished to be readmitted to the Medical Laboratory Technology Program must meet the minimum requirements for admission into the MLT Program before readmission will be considered. This form can be obtained from the Director of the MLT Program or the Office of Admission, Allegany College.

The students application for readmission will be reviewed according to the following guidelines:

Readmission priority will only be given to students who have withdrawn for medical reasons and are in good academic standing (a grade not less than C in science course, math, and MLT courses with a grade point average 2.0 or above). A physicians written statement is required describing the need to withdraw. (Date of return must be within one year from withdrawal date.)

Persons withdrawing due to poor academic performance or personal reasons will be readmitted according to the MLT Admission Policy regarding current students (designated other applicants). They will be ranked competitively according to GPA with all students eligible for admission into the MLT Curriculum.

**ALLEGANY COLLEGE OF MARYLAND
APPLICATION FOR READMISSION TO MEDICAL LABORATORY
TECHNOLOGY**

Date: _____

I. To be completed by student:

I wish to apply for readmission to the Medical Laboratory Technology Program and to re-enter the Program _____ Semester, 20__.

Name _____ Phone _____

Address _____

Signature _____

II. To be completed by Advisor:

The above named student is re-applying to the Medical Laboratory Technology Program. Please list the following information:

Semester G.P.A. _____ Cumulative G.P.A. _____

III. To be completed by Medical Laboratory Technology Program Director:

Results of Readmission Review:

Approved: _____ Date: _____

Not Approved: _____ Date: _____

Reasons:

Notified by: _____ Date: _____

STUDENT COMMUNICATION POLICY

Background

Allegany College of Maryland must have efficient and timely methods of communicating with students. The advancement of technology facilitates communication while simultaneously saving money. These advances permit information to be shared quickly and easily for the benefit of students and the College generally; the College is committed to promoting effective communication campus-wide.

Allegany College of Maryland recognizes importance, frequency, and ease of students' communication with fellow students, College officials, and members of the public. Allegany College of Maryland also recognizes the widespread use of the internet and electronic devices to interact with other people through text, images, and sound. While these media have numerous positive benefits for students, technology carries risks such as:

- **interference with orderly academic endeavors,**
- inappropriate disclosure of confidential information,
- inappropriate disclosure of personal information and/or photographs,
- inappropriate and/or unauthorized publication(s),
- dilution of professional, academic relationships,
- damage to the College's reputation in the community,
- damage to personal relationships,
- violations of the Code of Student Conduct,
- violations of local, state, and federal laws such as copyright or trademark infringement,
- civil liability for torts such as defamation,
- violations of website rules / terms of service, and
- jeopardizing future employment.

POLICY

Whenever possible, Allegany College of Maryland will communicate with students electronically. Examples include email, E-safe, college website, other internet presence, and student portal; this policy shall apply to new technological methods of communication as they are developed and adopted. The College will provide the necessary infrastructure for appropriate tools. (See Technology Resources Policy for details.) Such methods of communication shall constitute official communication by the College and may replace paper communication wherever paper communication had previously been required and/or used.

** All College employees are strongly encouraged to use electronic means to communicate with students.

** All students are required to monitor their College electronic communication tools regularly and frequently; it is the students' responsibility to read all communications and to respond as necessary.

As members of the College and the larger community, students are expected to communicate with others using the means and manner consistent with the standards of an institution of higher education; Allegany College of Maryland is a place of learning, and activity which inhibits or interferes with learning or other College functions will not be permitted.

Students shall not use any means of communication to abuse, harass, threaten, bully, or otherwise harm any person. (See Code of Student Conduct for details.)

Students shall not use any means of communication to disrupt instruction, learning, or other College functions; likewise, priority shall be given to uses of electronic communications and/or technology which promote academics.

The personal use of the internet and/or electronic devices by students **outside the classroom or other learning sites shall** not be infringed; such **personal** use shall not constitute official College communication, and the College is not responsible for the content of students' personal communications. However, the College reserves the right to act upon personal student communications when such communication has a negative impact upon any official function of the College including instruction, health, safety, and public relations. Nothing in this policy shall be construed to restrict any person's right to avail themselves of civil remedies.

Students shall not use the College's logo(s), trademarks, letterhead, or other intellectual property without prior consent from the authorized College official. Students shall not create an internet presence or a publication that purports to be official or authorized by the College without prior consent from the authorized College official.

Related Allegany College of Maryland policies maintain their full force and purpose (eg., Technology Use Policy, First Amendment Policy, FERPA, HIPAA, career program curricula/handbooks, Code of Student Conduct, etc.).

Behavioral Intervention MLT Policy

This form will be utilized by the MLT Program Director to inform an MLT student of unsatisfactory behavior while in the MLT courses. This report should cite unprofessional behavior and improvement that needs to occur for a student to successfully complete the MLT curriculum. The report form is filled out by the MLT Program Director. The student will receive a copy following a meeting of Program Director and student. The report will be reviewed by the appropriate Medical Laboratory Technology student with the MLT program faculty.

The first offense will result in a counseling session between the MLT student and an MLT faculty member.

If a second offense occurs, the student will be issued a formal warning which will be placed in their student file. With this second offense, the student will receive a prescriptive improvement plan noting time line for improvement and will be made aware that failure to comply with this plan will result in dismissal from the MLT Program. (This will be documented by the MLT Program Director and signed by the student.) Failure to comply with the terms of the improvement plan will result in dismissal from the program.

A student can be readmitted to the program by filing a formal letter of appeal to the MLT Program Director. This letter must be presented to the MLT Program Director within 30 days after dismissal from the program. A committee made up of the MLT faculty will review the letter of appeal. A decision on whether to readmit the student will be made within 10 days of receipt of the letter. A student will only be readmitted following approval from the MLT Committee.

If the student is not satisfied with the decision made by the MLT faculty the student may follow the Academic Grievance Policy.

Behavioral Intervention Form

Student Name: _____

Clinical Area: _____

Clinical Supervisor: _____

Date: _____

Has been absent from class _____
Dates

Has been late for class _____
Dates

Other professional conduct violation. State violation and date of occurrence:

Documented meeting with student:

MLT Faculty Signature

Date

Student Signature

Date

FERPA RELEASE FORM

I hereby consent to the release of information about my academic status and other information contained in educational records maintained by Allegany College of Maryland to all clinical affiliated institutions of the Allegany College of Maryland Medical Laboratory Technology Program, and to the administrative and professional staff of said clinical affiliate institutions who are in any way connected to the clinical training provided through the College's MLT Program. In providing this consent to the release of information, I recognize that I am waiving rights I may have under State and Federal privacy laws.

Witness

Student's Signature

Date

We look forward to your success! You need to know that we value your participation and expect that each of you will be active learners. We are here to support you through this journey.

The MLT program has a long-standing tradition of excellence as evidenced by our strong outcomes. I am thrilled for you to be part of those success stories.

Stacey