
THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC



School of Medicine and Health Sciences Biomedical
Laboratory Sciences Department

BIOMEDICAL LABORATORY SCIENCES

**GRADUATE STUDENT
HANDBOOK**

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WELCOME

Welcome and thank you for choosing to attend The George Washington University Biomedical Laboratory Sciences (BLS) department to pursue your graduate degree and facilitate your career and professional goals. We hope that you have a rewarding experience within your program of study.

PURPOSE OF HANDBOOK

This handbook is designed as a guide for students enrolled in the Biomedical Laboratory Sciences (BLS) graduate programs at The George Washington University (GW). The handbook outlines the policies and regulations of the program relating to you, the graduate student. These policies and regulations are to be considered an addendum to those outlined in the current *School of Medicine and Health Sciences (SMHS) Bulletin*, the *Guide to Student Rights and Responsibilities*, and the *University Policy on Academic Integrity*. The current *School of Medicine and Health Sciences Bulletin* can be found at the Health Sciences website <http://bulletin.gwu.edu/medicine-health-sciences/>

The program reserves the right to revise the policies and procedures outlined in this handbook as needed to facilitate the goals and mission of the BLS graduate programs. The most updated version of the handbook will be posted in the Handbook link in the Blackboard BLS Graduate Student Community. Students are expected to remain current on all policies and procedures affiliated with their program of study. This handbook does not constitute a contractual obligation on the part of GW or the School of Medicine and Health Sciences.

Please contact the program officials with any questions you may have concerning the information in this handbook or any other university publication.

PROGRAM OFFICIALS, FACULTY, & STAFF

Biomedical Laboratory Sciences Department Program Officials and Staff		
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Ivy Meadows, MSW	Academic Advisor Advisor: MSHS in Laboratory Medicine	ivymeadows@gwu.edu 202-994-0602
Emma Levine, MA	Biomedical Laboratory Sciences Department Academic Administrator	emmalevine@gwu.edu 202-994-0447

Points of Contact

If a student has questions or concerns, they should contact the following person(s):

- For course questions/concerns: contact the course instructor (contact information is listed in Blackboard)
- For questions/concerns regarding academic advising (course progress/challenges, policies, registration), enrollment, graduation, etc.: contact the advisor.
- For matters concerning the BLS graduate programs: contact the applicable Program Director
- For matters concerning the clinical experience (rotations): contact the applicable Clinical Coordinator

If uncertain as to the appropriate line of communication, the student should contact the Manager of Advising and Enrollment Services who will direct the student to the appropriate official(s).

UNIVERSITY POLICIES AND SUPPORT

University Policy on Religious Holidays

Students must notify faculty during the first week of the semester as early as possible, but no later than three weeks prior to the absence, of their intention to be absent from class on their day(s) of religious observance. If the holiday falls in the first three weeks of class, the student must inform the faculty within the first week of the semester that they are enrolled in the course. For details and policy, see:

https://provost.gwu.edu/sites/g/files/zaxdzs626/f/downloads/Religious%20Holidays%20combined%202020-2021%20UPDATED_0.pdf

University Policy on Final Examination Conflicts

Students observing a religious holiday during the final examination period are permitted to reschedule the examination that conflicts with their days of religious observance. Should a religious holiday coincide with the entire final exam period, students may reschedule examinations to alternate days or times to avoid taking more than one final exam per day. For details and policy, see:

<https://registrar.gwu.edu/university-policies#finals>

Disability Support Services

Any student who may need an accommodation based on the impact of a disability should contact the Office of Disability Support Services (DSS) to inquire about the documentation necessary to establish eligibility, and to coordinate a plan of reasonable and appropriate accommodations. DSS is located in Rome Hall, Suite 102. For additional information, please call DSS at 202-994-8250, or visit their website at: <https://disabilitysupport.gwu.edu/>

Counseling and Psychological Services

GW's Colonial Health Center offers counseling and psychological services, supporting mental health and personal development by collaborating directly with students to overcome challenges and difficulties that may interfere with academic, emotional, and personal success. For additional information visit the Counseling and Psychological Services website at: <https://healthcenter.gwu.edu/counseling-and-psychological-services>

Safety and Security

In case of an emergency, if at all possible, the class should shelter in place. If your building is affected, follow the evacuation procedures and seek shelter at a predetermined rendezvous location. GW Alert is the university's notification system that sends emergency text message and email alerts to the GW community. Students are requested to maintain current contact information by logging on to alert.gwu.edu. Download the GW Personal Alarm Locator (GW PAL), a mobile safety and security application that allows users to alert GWPD of a crime, report crime tips anonymously, provide a safety profile, and identify their location in real time. For more safety and security information and tips, visit Safety & Security at: <https://safety.gwu.edu/>

SMHS Office of Student Support

GW's School of Medicine and Health Sciences Office of Student Support (OSS) goal is to provide all SMHS students with the highest quality support as they navigate the School of Medicine and Health Sciences and the larger GW community.

OSS supports a number of student-centered initiatives, including but not limited to:

- Academic Support
- Mental Health Support
- Student Life and SMHS Community Building

The OSS vision is to implement sustainable student support programs that improve educational outcomes, foster collaborative learning across SMHS, and develop a community of scholar-practitioners dedicated to the improvement of healthcare.

Please do not hesitate to contact OSS if you have any questions or would like additional information! OSS can be reached by emailing SMHSStudents@gwu.edu or calling 202-994-2818.

GW Writing Center

The GW Writing Center offers free, peer-based support to students and faculty from across the university. For more information on their services visit: <https://writingcenter.gwu.edu/>.

GW's Title IX Sexual Harassment and Related Conduct Policy

The George Washington University is committed to maintaining a positive climate for study and work, in which individuals are judged solely on relevant factors, such as skill and performance, and

can pursue their activities in an atmosphere that is free from discrimination, harassment, and violence. The university's Title IX Sexual Harassment and Related Conduct Policy applies to conduct occurring within a university program or activity, including conduct occurring in online environments and through virtual communications. Please see the full policy here: <https://compliance.gwu.edu/title-ix-sexual-harassment-and-related-conduct-policy>.

Communication

GW email is the official communication channel from the university. Students must check their GW email accounts daily. Failure to consistently check and use GW email for all communication can result in missed information, email sent to spam and the like. Failure to check GW email is not a justification for extensions, petitions or other missed information.

GRADUATE PROGRAMS

The GW School of Medicine and Health Sciences offers two types of graduate programs within the BLS department: clinical and non-clinical. The three clinical programs are the MSHS in Clinical Microbiology, MSHS in Laboratory Medicine, and MSHS in Molecular Diagnostic Sciences. The non-clinical program is the MSHS in Biomedical Laboratory Science. The clinical programs require completion of hands-on clinical practicum courses as part of the program of study. The non-clinical program requires completion of a capstone course which includes a one-semester project.

Clinical Programs

Certification Examination

Upon completion of the program, graduates are eligible for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) examination. ASCP Board Exam times are scheduled by the student. More specific information (application deadlines, format, fees, etc.) can be found on the ASCP website (www.ascp.org).

It is strongly recommended that students take this examination immediately after graduating from the program. Prior to taking the exam, the Program Director is required to authorize the eligibility of the student for the exam. The Program Director cannot approve ASCP BOC Exam eligibility for a student until all the student's course grades have been finalized and enter into the University system.

NOTE: Although graduation is not contingent on passing any external certification or licensure examinations, it is strongly recommended that students take the board of certification examination within one year of graduation from the program.

- MSHS in Molecular Diagnostic Sciences – ASCP BOC Technologist in Molecular Biology Exam
- MSHS in Clinical Microbiology – ASCP BOC Technologist in Microbiology Exam
- MSHS in Laboratory Medicine – ASCP BOC Medical Laboratory Science Exam

Licensure Information

ASCP BOC Exam (certification exam) and state licensure, when applicable, are two different endorsements. While the completion of this program will make graduates eligible to register for an ASCP BOC Exam, this does not automatically guarantee a graduate will also meet their state's requirements for state licensure (if applicable). Some states have laws or regulations requiring licensure (legal permission) to work in their states. Since each state may have different requirements for licensure, each student is encouraged to contact their state's regulating agency and review these requirements prior to beginning any degree program. State's requiring licensure may require extended duration of practicum experiences, additional academic courses (outside the student's program of study), etc. These additional requirements may require you to take a course or courses outside of GW. In particular, NY and CA have additional requirements for state licensure. Both NY and CA require extended times for practicum rotations. Students who would like to increase their rotation amounts must be able to identify a clinical site that is willing to accommodate such training and obtain appropriate permission from their clinical site and the GW graduate program. Regardless of the state, we recommend each student contact the relevant state Department of Health for more information. It is the student's responsibility that if they intend to practice in a state with licensure, licensure requirements should be researched as early as possible to ensure opportunity to complete all requirements.

Please be aware that the fully online MSHS in Laboratory Medicine program does not meet the student lab requirement for NY state licensure. Also, for those enrolled in the MSHS in Clinical Microbiology and the MSHS in Molecular Diagnostics Sciences programs, the state of New York does not provide licensure for categorical certification (e.g., Technologist in Microbiology and Technologist in Molecular Biology). We recommend that students who live in New York or plan to relocate to New York do research to determine the NY licensure requirements.

Master of Science in Health Sciences (MSHS) in Clinical Microbiology

The online MSHS in Clinical Microbiology is a 36-credit hour program that provides students with clinical microbiology and laboratory science coursework as well as a hands-on microbiology practicum. This program is intended for individuals who are interested in becoming board certified in Microbiology. It is not intended for students who are already Microbiology or Medical Laboratory Scientist (MLS) certified. The curriculum will prepare students for a diagnostic microbiology laboratory position, and provides eligibility for national certification examinations in clinical microbiology. The program also includes additional graduate coursework to prepare students for careers in research institutions, public health laboratories, biotechnology firms, pharmaceutical companies or governmental agencies.

Mission

The goal of the program is to produce highly competent and professional clinical microbiologists who will be able to enter the healthcare field and be prepared to comprehend and utilize current and future scientific and technological advances in the clinical or diagnostic microbiology field.

Vision

The GW MSHS in Clinical Microbiology program mission will be achieved by:

1. Providing the student with exceptional courses in medical microbiology, including theoretical and clinical education.
2. Developing critical thinking and problem-solving skills to become future leaders in clinical microbiology.
3. Facilitating the development of professional and ethical behavior.
4. Developing the essential skills to respond to future changes in the health care system and technical advances in laboratory science.

Learning Outcomes

Upon successful completion of the program, learners will be able to:

1. Interpret patient laboratory results to aid in the diagnosis of infectious disease.
2. Assess laboratory methods used to identify infectious agents in the clinical microbiology lab.
3. Analyze general and specific mechanisms by which an infectious agent causes disease.
4. Assess strategies to treat infectious diseases, including the appropriate use of antimicrobial agents and common mechanisms of antimicrobial action and resistance.
5. Adhere to all local, state and federal laboratory regulations to maintain a safe and ethical work environment

MSHS in Clinical Microbiology Curriculum

Course Number	Credits	Credits
MLS 6141	Advanced Immunology and Serology	3
MLS 6116	Advanced Clinical Bacteriology I	3
MLS 6117	Advanced Clinical Bacteriology II	2
MLS 6119	Advanced Clinical Parasitology, Mycology, and Virology	2
MLS 6158	Advanced Laboratory Management	3
MLS 6151	Advanced Molecular Diagnostics	3
MLS 6244	Research Ethics and Integrity	3
MLS 6216	Microbial Pathogenesis	3
MLS 6217	Medical Biotechnology	3
HSCI 6263	Biostatistics for Clinical & Trans. Research	3
MLS 6251	Clinical Microbiology Practicum	2
Electives		6
Total for Program		36

Master of Science in Health Sciences (MSHS) in Clinical Microbiology Sample Program of Study

The below schedule is a sample. Your program of study may vary, please check your degree map.

If you are a BLS department student, please see your advisor for a sample program of study.

Master of Science in Health Sciences (MSHS) in Laboratory Medicine

The online MSHS in Laboratory Medicine is a 52-credit hour program designed for individuals who have a baccalaureate degree in a science or health science related field and want to be eligible for certification as a Medical Laboratory Scientist (MLS). Medical Laboratory Sciences is a challenging and rewarding health care profession that greatly impacts patient care. Working in a variety of settings, medical laboratory scientists are essential members of health care teams who provide vital information about the status and function of the body and its systems. The data obtained by medical laboratory scientists is utilized in the diagnosis, treatment, and prevention of disease.

Mission

The primary goal of the MSHS in Laboratory Medicine graduate program is to prepare individuals for national MLS certification and a career as a medical laboratory scientist professional.

Vision

The GW MSHS in MSHS in Laboratory Medicine program mission will be achieved by:

1. Providing the student with exceptional courses in the main areas of the clinical lab, such as microbiology, chemistry, hematology and blood banking.
2. Developing critical thinking and problem-solving skills to become future leaders in the laboratory.
3. Facilitating the development of professional and ethical behavior.
4. Developing the essential knowledge and aptitude to respond to future changes in the health care system and technical advances in laboratory science.

Program Learning Outcomes

Upon successful completion of the program, graduates will be able to:

1. Evaluate research to explain its relevance to the laboratory science field.
2. Investigate research questions pertinent to clinical laboratory practice.
3. Analyze new laboratory-related technologies and determine their relevance in the lab.
4. Implement a research study to improve and enhance the medical laboratory science field.
5. Communicate, both orally and in writing, in an effective and scholarly manner.
6. Integrate basic ethical principles and cultural sensitivity both in professional and research settings.

MSHS in Laboratory Medicine Curriculum

Course #	Course Name	Credits
<i>MLS Didactic Courses</i>		
MLS 6116	Advanced Clinical Bacteriology I	3
MLS 6117	Advanced Clinical Bacteriology II	2
MLS 6119	Advanced Parasitology, Mycology, Virology	2
MLS 6130	Advanced Hematology I	3
MLS 6131	Advanced Hematology II	3
MLS 6141	Advanced Immunology and Serology	3
MLS 6145	Advanced Clinical Biochemistry I	3
MLS 6146	Advanced Clinical Biochemistry II	3
MLS 6150	Advanced Immunohematology	3
MLS 6151	Advanced Molecular Diagnostics	3
MLS 6158	Advanced Laboratory Management	3
<i>MLS Practicum Courses</i>		
MLS 6247	Advanced Clinical Biochemistry Practicum	2
MLS 6248	Advanced Blood Bank Practicum	2
MLS 6249	Advanced Coagulation Practicum	1
MLS 6250	Advanced Hematology Practicum	1
MLS 6251	Advanced Clinical Microbiology Practicum	2
MLS 6252	Advanced Urinalysis Practicum	1
<i>Research Courses</i>		
MLS 6244	Research Ethics and Integrity	3
MLS 6245	Current Topics in Medical Laboratory Science	3
MLS 6246	Capstone Project	3
HSCI 6263	Biostatistics	3
Total for Program		52

Master of Science in Health Sciences (MSHS) in Laboratory Medicine Sample Program of Study

The below schedule is a sample. Your program of study may vary, please check your degree map.

If you are a BLS department student, please see your advisor for a sample program of study.

Master of Science in Health Sciences (MSHS) in Molecular Diagnostic Science

The online MSHS in Molecular Diagnostic Science is a 36-credit hour program that prepares students with the theoretical knowledge and practical skills for positions in molecular diagnostics laboratories, public health laboratories, biotechnology companies, government agencies, law enforcement agencies, and research institutes. In addition, students who complete this program will be eligible to take the Molecular Biology Board of Certification examination offered by the American Society for Clinical Pathology (ASCP). The curriculum will also ensure that graduates will be prepared to pursue an advanced degree beyond the Master's level if they so choose.

Mission

The primary goal of the Molecular Diagnostic Sciences graduate program is to produce highly competent and professional molecular diagnosticians who will be able to enter the health care field and be prepared to comprehend and utilize current and future scientific and technological advances in molecular biology and molecular genetics.

Vision

The GW MSHS in Molecular Diagnostic Sciences program mission will be achieved by:

1. Providing the student with exceptional courses in molecular biology, genetics. Molecular pathology, and medical biotechnology, including theoretical and clinical education.
2. Developing critical thinking and problem-solving skills to become future leaders in molecular diagnostics.
3. Facilitating the development of professional and ethical behavior.
4. Developing the essential knowledge and skills to respond to future advances in biotechnology.

Program Learning Outcomes

Upon successful completion of the program, learners will be able to:

1. Apply molecular and genetic theory and principles as they relate to human disease in order to facilitate an appropriate diagnosis.
2. Interpret molecular test results to determine a probable disease mechanism.
3. Design a research project that utilizes molecular technologies to diagnose disease or improve clinical outcomes
4. Disseminate results of studies utilizing technologies, procedures or diagnostic correlations in molecular science to further advance the molecular diagnostic field.
5. Adhere to all local, state and federal laboratory regulations to maintain a safe and ethical work environment

MSHS in Molecular Diagnostic Science Curriculum

Course #	Course Name	Credits
MLS 6158	Advanced Laboratory Management	3
MLS 6216	Microbial Pathogenesis	3
MLS 6217	Medical Biotechnology	3
MLS 6218	Genetics	3
MLS 6219	Molecular Biology	3
MLS 6242	Molecular Pathology	3
MLS 6244	Research Ethics and Integrity	3
MLS 6245	Current Topics in Medical Laboratory Sciences	3
MLS 6246	Capstone Project	3
HSCI 6263	Biostatistics for Clinical & Trans. Research	3
MLS 6166 (or elective)	Molecular Diagnostics Practicum or Elective	3
Elective		3
Total for Program		36

Master of Science in Health Sciences (MSHS) in Molecular Diagnostic Science Sample Program of Study

The below schedule is a sample. Your program of study may vary, please check your degree map.

If you are a BLS department student, please see your advisor for a sample program of study.

Non-Clinical Program

Master of Science in Health Sciences (MSHS) in Biomedical Laboratory Science

The online MSHS in Biomedical Laboratory Science (BLS) consists of 36 credit hours, which will include 15 hours of MLS coursework, 6 leadership credits, 6 elective credits, 6 credit hours of quantitative data analysis and 3 credit hours in biomedical ethics.

The online MSHS in Biomedical Laboratory Science (BLS) curriculum includes a combination of courses focused on leadership, research, current biotechnology, and ethics. The program prepares students with theoretical knowledge and practical skills for management or leadership positions within the clinical laboratory, research positions in public health microbiology laboratories, biotechnology companies, government agencies, blood banks, and research institutes.

Students may choose to include one of three concentrations in their program of study. The concentration in immunohematology and biotechnology has been designed to provide certified blood bankers a strong foundation in transfusion medicine as well as molecular biology and biotechnology. The concentration in medical laboratory science is geared toward MLS certified individuals who work as generalists or want an MLS-focused program of study. The concentration in translational microbiology is ideal for individuals working as clinical microbiologists who want a program of study with a microbiology-focus.

Mission

The primary goal of the MSHS in Biomedical Laboratory Science graduate program is to equip certified laboratory scientists with the knowledge and skills to assume leadership positions in the laboratory, as managers, educators, clinicians or researchers.

Vision

The GW MSHS in Biomedical Laboratory Science program mission will be achieved by:

1. Providing the student with exceptional courses in leadership, management and research.
2. Developing critical thinking and problem-solving skills to become future leaders in the laboratory.
3. Facilitating the development of professional and ethical behavior.
4. Developing the essential knowledge and aptitude to respond to future changes in the health care system and technical advances in laboratory science.

Program Learning Outcomes

Upon successful completion of the program, learners will be able to:

1. Apply the scientific knowledge foundation to understand the principles and practices of a laboratory.
2. Analyze the relevance of laboratory data in the clinical and research setting.
3. Effectively communicate scientific concepts and literature in professional settings to advance knowledge of the discipline.
4. Integrate basic ethical principles and cultural sensitivity in the professional laboratory setting.

MSHS in Biomedical Laboratory Science Curriculum

<u>Core Courses:</u>	CR
MLS 6244: Research Ethics and Scientific Integrity	3
MLS 6245: Current Topics in MLS	3
MLS 6246: Capstone Project	3
HSCI 6263: Biostatistics for Clinical and Translational Research	3
MLS 6159: Leadership in Biomedical Sciences	3
<u>*Elective Courses Specific to concentration:</u>	
Immunoematology and Biotechnology: MLS 6219 Molecular Biology MLS 6213 Seminar in Immunoematology (2 credits) MLS 6141 Advanced Immunology and Serology MLS 6218 Genetics MLS 6217 Medical Biotechnology Choose 7 credits of elective courses	21
Medical Laboratory Science: MLS 6242 Molecular Pathology MLS 6160 Data Analytics and Res Methods in Lab Medicine MLS 6243 Education and Assessment in MLS MLS 6132 Molecular Epidemiology MLS 6158: Advanced Laboratory Management and Operations Choose 6 credits of elective courses	21
Translational Microbiology: MLS 6141 Advanced Immunology and Serology MLS 6132 Molecular Epidemiology MLS 6216 Microbial Pathogenesis MLS 6160 Data Analytics and Res Methods in Lab Medicine MLS 6217 Medical Biotechnology Choose 6 credits of elective courses	21
TOTAL CREDITS	36

*Students are not required to select a concentration. If a concentration is not chosen, a student will take 21-credit hours of electives chosen in consultation with their Program Director and Academic Advisor.

Master of Science in Health Sciences (MSHS) in Biomedical Laboratory Science Sample Program of Study

The below schedule is a sample. Your program of study may vary, please check your degree map.

If you are a BLS department student, please see your advisor for a sample program of study.

Military Program

Master of Science in Health Sciences (MSHS) in Immunoematology

The blended MSHS in Immunoematology is a contract program with Blood Bank Fellows/SBB program at Walter Reed National Military Medical Center. In this program, selected individuals complete 34 credits of in-person courses taken at Walter Reed and simultaneously complete 21 credits of online courses at GW. Individuals in this program take the ASCP Specialist in Blood Banking examination and complete a research project focused on transfusion medicine.

Program Learning Outcomes

Upon successful completion of the program, learners will be able to:

1. Apply the scientific method to understand outcome-based solutions which promote the progress of blood banking and transfusion medicine
2. Analyze laboratory techniques and data in order to generate valid conclusions in the blood bank laboratory.
3. Apply appropriate skills to effectively manage and lead a blood bank laboratory.
4. Effectively communicate scientific concepts and literature in professional settings to advance knowledge of the discipline.
5. Integrate basic ethical principles and cultural sensitivity in the professional and research setting to maintain an inclusive laboratory practice.

Master of Science in Health Sciences (MSHS) in Immunohematology Program of Study

Fall 16 credits	Spring 18 credits	Summer 15 credits	Fall II 6 credits
MLS 6141 (GW) - 3 credits Advanced Immunology and Serology	MLS 6245 (GW) - 3 credits Current Topics in MLS	MLS 6213 (GW) - 2 credits Seminar in Immunohematology	MLS 6158 (GW) - 3 credits Advanced Clinical Laboratory Management and Operations
MLS 6151 (GW) - 3 credits Advanced Molecular Diagnostics	HSCI 6263 (GW) - 3 credits Biostatistics	MLS 6995 (GW) - 1 credit Advanced Independent Research in Biomedical Laboratory Sciences	MLS 6246 (GW) - 3 credits Capstone Project
MLS 6203 (WR) - 5 credits Clinical Immunohematology I	MLS 6204 (WR) - 5 credits Clinical Immunohematology II	MLS 6209 (WR) - 5 credits Clinical Practicum: Blood Banking III	
MLS 6207 (WR) - 5 credits Clinical Practicum: Blood Banking I	MLS 6208 (WR) - 5 credits Clinical Practicum: Blood Banking II	MLS 6212 (WR) - 3 credits Organization and Management of Blood Banks	
	MLS 6211 (WR) - 2 credits Hematopoiesis and Blood Pathophysiology	MLS 6214 (WR) - 4 credits Specialized Practicum	

WR= Walter Reed, GW= George Washington University

ADMISSIONS POLICIES

Conditional Admission

Admission with conditions to one of the health sciences programs may be offered at the discretion of the dean of SMHS or delegate and the program director. The terms of admission are outlined in the letter of acceptance from the University.

Admission with non-academic conditions (e.g., official transcript) must be met one week before the first day of classes of the student's first semester.

Admission with post-matriculation conditions, must be met at the end of the student's first semester. When conditions have been met, notification is sent via email from the student advisor. Conditionally admitted students who do not fulfill the terms of their admission will be dismissed from the program.

Academic Conditions:

Students who've been admitted with specific first semester academic conditions understand they must earn a cumulative GPA of 3.0 or higher. Additionally, grades of I (incomplete), W (withdrawal) or Z (unauthorized withdrawal) are not permitted during the conditional, first semester. When conditions have not been met, a dismissal notification is sent from the dean of SMHS or delegate. The dismissed student must sit out one calendar year before re-applying. Readmission is not guaranteed.

ACADEMIC PROCEDURES

Disclosure of Misdemeanor or Felony Convictions

Accepted and enrolled students are required to disclose misdemeanor or felony convictions, other than minor traffic violations, on the application of admission (if occurred prior to admission) or to appropriate program director if occurrence happened while a student of an SMHS program within five (5) business days of occurrence. Non-disclosure or falsification may be grounds for dismissal or degree revocation.

Course Registration

As the upcoming semester approaches, students will be notified via email by their academic advisor when it's time to register. Registration times are assigned to students based on their degree level and credits earned. Students are expected to register as soon as they are eligible to do so. If a student has a hold preventing registration, needs to make schedule adjustments for the upcoming term or will not be able to register, must reach out to their academic advisor immediately.

Registration assistance may be found online via the [Office of the Registrar's site](#), to include:

- [How to register video](#)
- [Step-by-step registration guide](#)

ALWAYS reach out to your academic advisor with any questions.

Adding and Dropping / Withdrawing Courses

Students may drop/withdraw from a course on their own, however to avoid program disruption and to ensure students are aware of issues related to drops/withdrawals, they are strongly encouraged to speak with their Academic Advisor as soon as they are considering a drop or withdrawal from a course. A student desiring to drop/withdraw from a course should notify their Academic Advisor and Instructor(s) in their course(s) before doing so.

Students may register for courses **up until the day before classes start**. If you must modify your schedule after the first day of classes, please contact your Advisor for guidance. Visit the Course Drop Refund Schedule on the Health Sciences website (<https://smhs.gwu.edu/academics/health-sciences-programs/student-services/course-drop-refund-schedule>) for current semester refund information and deadlines. Failure to adhere to deadlines can result in the recording of a grade of F (Failure) or a notation of Z (Unauthorized Withdrawal). Additionally, this may impact current and future financial aid eligibility.

Financial Aid

All of the MSHS programs in the BLS department are eligible for financial aid. In order to receive aid, students must enroll in a minimum number of credits each fall and spring semester. Summer semesters may have modified credit requirements. Students must refer to the [Office of Student Financial Assistance](#) for any and all questions related to financial aid.

Grading

At the beginning of each course, the instructor will post a description of the methods used to calculate the final grade in the syllabus. Students are expected to complete all assessments and assignments contained in their courses by the stated deadlines. If a student is significantly ill and will be unable to complete an assessment/assignment in a course for any given week, they must notify the instructor prior to the scheduled starting time. Excessive course deficiencies will negatively affect the overall grade in each course.

Students asking for an extension lasting more than 1 day are required to submit documentation (extensions are at the discretion of the course instructor).

Policies regarding grading of late submissions will be addressed in each course syllabus. Grades are assigned based upon the student's final course average. No extra credit or additional work will be allowed to raise the final grade. The grading scale used to assign letter grades is as follows:

Grade	Range (%)	Grade	Range (%)
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A	93 -100	B-	80-82
A-	90 - 92	C+	77 - 79
B+	87 - 89	C	73 - 76
B	83 - 86	F	Less than 73

The Biomedical Laboratory Sciences department follows the grading policy of the School of Medicine and Health Sciences. In graduate level courses, the following grading system is used: A=Excellent; B=Good; C=Minimum Pass; F=Fail. At the discretion of the program and individual faculty, "+" or "-" may be assigned. An A+ may be awarded for individual assignments but cannot be awarded as a final grade as per GW grading policy. A C minus (C-) may be awarded as a final grade, but is not considered a passing grade in a graduate course; consequently, the course will need to be repeated. The faculty member is responsible for evaluating the performance of students in a meaningful, useful, and timely manner and for assigning grades on a basis that is rational, just, and unbiased.

GPA Calculation

Current courses and grades can be found in DegreeMap and on the unofficial transcript, both accessible via GWeb.

To calculate the GPA, numerical equivalents for letter grades are assigned as follows:

A	4.0	A-	3.7	B+	3.3	B	3.0
		B-	2.7	C+	2.3	C	2.0
						F	0.0

The GPA is determined by multiplying the numerical equivalent for a course by the number of semester (credit) hours assigned to determine the number of quality points for the course. The quality points for the courses are added and then divided by the total number of semester hours.

EXAMPLE GPA CALCULATION:

To calculate the total number of quality points.

Course	Course Grade	Semester Hours	Quality Points
Course 1	C+ (2.3)	2	2.3 x 2 = 4.6
Course 2	C (2.0)	3	2.0 x 3 = 6.0
Course 3	B- (2.7)	1	2.7 x 1 = 2.7
Course 4	A (4.0)	4	4.0 x 2 = 16.0
Total		10	29.3
GPA = 29.3 / 10 = 2.93			

BLS Department Course Repeat Policy

Students must achieve a grade of C or better in each course. If a student achieves a grade lower than a C, that course must be repeated. Students can repeat a course only once. If a student receives two grades below a C in the same course, the student may be at risk for dismissal from the program. If that course is a prerequisite course, the student's progression to the next level

will be delayed. Students may not be enrolled in any major course more than twice, including any coursework designated as W or with a grade below C. Due to the lock-step nature of the programs, if a student needs to repeat a course this may delay the student's program of study and graduation by up to one year.

DEPARTMENT RESOURCES

Upon admission to the department, each student will be enrolled in the GW BLS Graduate Student Community. This online community, found through Blackboard, is utilized to host our mandatory new student orientation, feature student scholarship and award opportunities, provide access to the department's pre-health profession advising, and much more. It has been designed as a resource for students to access throughout their program of study and up to one year beyond graduation.

The BLS department's mandatory new student orientation must be completed in its entirety. Any student who fails to complete all modules in their entirety will have a hold placed on their student account preventing registration.

GW email is the official communication channel from the university. Students must check their GW email accounts daily. Failure to consistently check and use GW email for all communication can result in missed information, email sent to spam and the like. Failure to check GW email is not a justification for extensions, petitions or other missed information.

BLS Clinical Guide

Upon entry to the program, students enrolled in clinical programs will have access to the BLS Clinical Guide which outlines policies which pertain to the clinical portion of the program. This document is made available in the BLS blackboard community. All students enrolled in BLS department clinical programs must review the contents in this guide and submit a signed statement acknowledging their review prior to clinical rotations.

PROGRAM EVALUATIONS AND SURVEYS

The GW BLS department desires to provide the best educational experience possible. Thus, students are asked to complete the following evaluations and surveys:

1. An entry survey
2. Course evaluations at the end of each didactic course, and
3. An exit survey upon completion of all graduation requirements

In addition, one follow-up evaluation forms may be sent to graduates of the program as well as their employers (with alumni permission). It is through student feedback in the form of suggestions and comments that ensures the program maintains a quality educational experience and a national reputation for excellence.

POST MATRICULATION REQUIREMENT DETAILS

Students admitted into a clinical program must refer to the BLS department graduate student clinical guide.

GRADUATION REQUIREMENTS

To successfully complete the MSHS program, students MUST:

- Achieve a minimum cumulative grade point average (GPA) of 3.0.

Note: GPAs include at most 2 places after the decimal, i.e. 2.95 or 3.26. The GPA as displayed in University systems reflects any rounding that may take place.

All degree-seeking students should apply for graduation via the online graduation application in GWeb. Students who miss the published deadline must use the late paper application.

Graduation deadlines and ceremony details are available on the Graduation Services website: <https://registrar.gwu.edu/online-graduation-application-instructions>

ACADEMIC POLICIES

All students are required to review the regulations and policies in the Health Sciences Bulletin at: <http://bulletin.gwu.edu/medicine-health-sciences/>. In addition, all students must comply with all BLS Department Policies as listed in this handbook.

Incomplete Status / Learning Contract Policy

The GW BLS Program may temporarily assign an incomplete transcript notation (I) when the student's academic work is of passing quality but is incomplete for legitimate reasons. Legitimate reasons are those extraordinary, extenuating circumstances which are unexpected within that semester (see below).

Requests for an incomplete notation may be made only at the end of a term, when all but a minor portion of the course work has been satisfactorily completed. When a student is approved for incomplete status, a Learning Contract will be drafted by the instructor. All approved learning contracts will be filed in the student's record.

To request incomplete status, the student must complete the following steps for each course:

1. Email the instructor to request a Learning Contract to determine eligibility
2. Discuss the implications of requesting an incomplete with their student advisor
3. Submit the following to the instructor (via email):
 - a. An explanation as to why the student was unable to complete the course in the allowed time
 - b. A description of the specific coursework that must be completed (e.g., quizzes, assignments, papers, exams, etc.)
 - c. A proposed date of course completion (mm/dd/yy)
 - d. All documentation (attached to the email) supporting the circumstances (e.g., medical verification, physician's note indicating level of disability as a result of your illness or accident, military orders, etc.)

The instructor will then consult the program director. If approved, the instructor will draft a Learning Contract for the student to sign. A copy of the Learning Contract will be filed with the program.

4. Sign and return the Learning Contract to the instructor (if approved)

The following are examples of valid reasons for requesting a Learning Contract. All petitions for incomplete status must be accompanied with **supporting documentation** at submission.

1. Hospitalization for a serious illness, undergoing chemotherapy, or extended hospital stays.
2. A death of immediate family members defined as the student's parents, spouse, siblings, or children.
3. Caring for an ill family member for an extended period due to recent traumatic event or illness.

Documentation of these events can be verified by providing records such as an obituary, a hospital discharge slip, or a letter from a physician.

The following are examples of INVALID reasons for requesting an incomplete:

1. "I do not have enough time to study." *Students are advised by their academic advisor to only register for those classes which can successfully be completed within that semester given the demands of their personal schedule. Although the advisor will provide guidance on these matters, it is ultimately the student's responsibility to determine their academic schedule and to successfully complete all assignments according to the course deadlines.*
2. "I am not going to pass this course" *Incompletes are not intended to provide extra time to any student or to remediate a failing grade. These types of requests will be denied.*
3. "I did not foresee these planned events getting in the way" *A student should consider their ability to meet all course deadlines in the first few weeks of each semester. If the student anticipates that the course workload may be unmanageable, the student should contact the instructor and academic advisor to determine if a course drop or withdrawal is warranted. Incomplete requests will not be granted for purposes of grade remediation.*

NOTE: For a short extension on any individual assignment missed due to minor life events, the student must contact the course instructor and request an extended deadline for each incomplete assignment before the assignment's due date. Requests for extensions may not be approved. If approved, these assignments must be completed before the last day of classes. The timeline for the completion of these assignments within the current semester is at the discretion of the course instructor and does not require a learning contract.

Comportment Policy

All students should familiarize themselves with the University Code of Student Conduct (Appendix C), the SMHS [Ethical Behavior and Professionalism Policy](#), and the SMHS [Technical](#)

Standards and Essential Functions for Admission, Continuance, and Graduation.

In addition, the BLS department requires that students conform with the following affective objectives which apply to all areas of the didactic courses and the clinical practica/experience (for clinical programs). Unsatisfactory performance related to these objectives may lead to actions covered in the Code of Student Conduct.

At all times, the student should exhibit the following behaviors:

1. Demonstrate the following work-related behaviors: organization, punctuality, initiative, responsibility, honesty, dependability, attention to detail, confidentiality, judgment, professionalism, and neatness.
2. Display the following attributes in relationships with others: cooperation, responsibility, integrity, ethical behavior, adaptability, judgment, respect for others, and discretion.
3. Exhibit a positive attitude by being prepared and completing assigned tasks on time.
4. Acknowledge mistakes and take steps to correct them.
5. Use time wisely, such as carefully reviewing all assignments and course materials and developing a time management plan each semester so that work can be completed by the deadlines
6. Recognize limitations and seek help when necessary to solve problems.
7. Exhibit confidence in one's own abilities.
8. Project a professional disposition at all times, especially when interacting with others.

Achievement of these objectives will be determined by:

1. Didactic course instructors
2. Observation by the clinical teaching technologist and/or clinical supervisor.
3. Written evaluation as part of overall clinical rotation evaluations.

Misconduct Policy

The following infractions may result in dismissal from the program:

- cheating on any exam;
- plagiarism;
- Unprofessionalism, (e.g., whether in the didactic courses such as a pattern of late assignments in one course or across multiple courses, a pattern of completing quizzes or exams late in one course or across multiple courses, not being active in a course, not responding back to the instructor, etc., or whether in clinical rotations such as a pattern of arriving late, being disrespectful to any employees or patients, a pattern of cancelling rotation days, etc.)
- falsification of any records or laboratory results;
- falsification of information provided on application for admission;
- collusion (conspiracy);
- drinking alcohol or being intoxicated on "duty";
- use of mind-altering drugs or substances;
- theft;

- willful damage of hospital property;
- conviction of a felony;
- divulging confidential information (concerning patient or institution information);
- deliberate falsification of written or verbal information;
- sexual harassment or assault; or
- willfully endangering a patient's life.

Once dismissed for misconduct, a student may not return to the program.

Enrollment Policies

Continuous Enrollment

Once entered in a degree program, a student is expected to be continuously enrolled and actively engaged in fulfilling the requirements each fall, spring, and summer semester of the academic year until the degree is conferred or certificate completed. Students who break continuous enrollment at the University and do not request and receive a leave of absence (see below) must apply for readmission and, if granted, are subject to the requirements and regulations then in force. Students who plan to attend other institutions and apply credit earned toward graduation from this University must first obtain written approval from the program director and the appropriate dean.

The University does not require enrollment in the summer term to maintain continuous enrollment, but it is a requirement of the BLS department.

Leave of Absence

A student who must interrupt active pursuit of the degree or certificate may petition the appropriate dean, through the program director, for a leave of absence (LOA) for a specified period. LOAs are required for an interruption to studies during a fall, spring, or summer semester. Requests are reviewed one semester at a time. If the petition is approved, the student will be registered for a leave of absence in the fall, spring, or summer semester that they are requesting leave for, following regular registration procedures. Students should contact their academic advisor to complete this electronic process. **Students will be limited to no more than two (2) approved leave of absences (LOAs) over the length of their program of study, each lasting a maximum of one semester.** Students who discontinue their studies and neglect to register for their courses by the deadline, without being granted a leave of absence and students granted leaves who do not return to active study at the close of the period of approved absence must apply for readmission and are subject to the regulations and requirements then in force. The right to use University facilities is suspended while the leave is in effect. Due to the lock-step nature of the programs, any leave of absence may delay the student's program of study and graduation for up to one year.

Withdrawal

If the student plans to withdraw from all courses, but return to the program in a future semester, they should first contact their academic advisor.

If the student intends to withdraw from all classes, and the program, then the student should notify the advisor. The student will ultimately submit a [Complete Withdrawal Form](#). Forms are available electronically through their academic advisor, online, and in the Office of the Registrar.

The deadline for complete withdrawal from all courses is the end of the 10th week for fall and spring; during the summer term the deadline is the end of the 4th week. Complete withdrawal after the deadline requires a petition to the dean. Students should contact their academic advisor regarding this process.

All charges for courses from which the student withdraws are subject to the refund policy listed under Fees and Financial Regulations on the Office of the Registrar's website (<http://bulletin.gwu.edu/fees-financial-regulations/>). Failure to complete a Complete Withdrawal Form can result in an extended financial obligation and the recording of grades of F (Failure) or notations of Z (Unauthorized Withdrawal).

Academic Standing Policies

Outlined below are SMHS and BLS academic standing policies. Due to limited space, some policies are summarized. It is your responsibility as the student to review, understand and be responsible for this information. The full text of the University's policies can be accessed online at <http://bulletin.gwu.edu/medicine-health-sciences/#regulationstext>

An enrolled student is in good academic standing with the School of Medicine and Health Sciences if he or she is not on probation or suspended. The following policies apply to all students within Health Sciences programs. In addition, BLS students must comply with policies and procedures outlined in this student handbook.

Warning Policy

A graduate student whose GPA falls between 3.0 and 3.2 will receive a warning notification. The warning may be in the form of an email. A record of warning notifications will be kept with program records and the dean of SMHS or delegate.

Academic Probation Policy

A full- or part-time graduate student whose cumulative GPA falls below 3.0 will be placed on academic probation. For full-time students, probation extends for one semester of full-time coursework as defined by the program; for part-time students, probation extends during the period in which the student attempts 9 credits of coursework. While on probation, full-time students may register for no more than a total of 9 credits unless an exception is approved by the program director and the appropriate dean; part-time students may register for a combination of 9 credits, but may not register for additional credits, e.g. a part-time student who attempts 6 credits in one semester would be restricted to 3 credits in the following semester of enrollment.

If the student fails to attain the conditions in the time specified, the student will be suspended (see Suspension). If the student succeeds in raising his/her cumulative GPA to the minimum scholarship requirements, academic probation will be lifted. A student who has been placed on academic probation more than one time may be recommended for dismissal.

Suspension Policy

Students previously on probation who have not raised their cumulative GPA within the allowed number of credit hours may be suspended. A student suspended for poor scholarship may not register for any course work at the University, even as an auditor. The dean of SMHS or delegate mails or emails a Letter of Suspension notifying the student of suspension. A suspended student may apply for readmission after one calendar year, but readmission is not guaranteed.

Evidence must then be presented to the student's program director, demonstrating that the student is now better prepared to pursue academic course work. Any student suspended twice for poor academic performance will not be readmitted.

Dismissal Policy

A dismissal represents a summary determination of program faculty that a student has failed to attain and apply the necessary knowledge, skills and behaviors within a program of study, or that the conduct of the student is inconsistent with published standards of ethical conduct and professionalism. Any student who has received one or more failing grades during a semester, or who has been placed on probation more than one time, may be recommended for dismissal by the program director. Each program of study designates a faculty coordinator or faculty committee to continuously monitor and evaluate student academic progress and conduct. This coordinator or committee provides recommendations to the program director regarding individual student academic progress, including dismissal. The program director is responsible for making final determinations of student academic progress, including dismissal from a program of study.

The faculty and director of an academic program are responsible for ensuring students meet minimum performance expectations and demonstrate the competencies as defined for the respective program of study. The most common reason for a student dismissal is failure of the student to maintain minimum academic standards. Reasons for a student dismissal include, but are not limited to, the following:

- Academic dishonesty.
- Failure to comply with University or Program policies, procedures, or requirements.
- Failure to maintain minimum academic standards.
- Failure to make satisfactory progress in completing program requirements.
- Failure to support a safe, healthy learning environment.
- Inability to meet essential functions or technical standards required for a program of study.
- Performance in a patient care setting that threatens the delivery of safe, high quality, patient-centered care.
- Unethical or unprofessional behavior towards fellow students, faculty, staff, clinical supervisors, and patients and their caregivers.

A dismissal is generally the final outcome of numerous informal and formal communications with the student regarding their unsatisfactory progress in the program. A program director informs any student subject to dismissal of this action in writing, which includes guidance on exit procedures, and will generally work with the student through the University exit process.

Dismissal Appeal

If a student believes they have been unfairly or unjustly dismissed from a program of study, an opportunity for appeal exists. A student who wishes to appeal a program dismissal decision must submit a request, including optional supporting documentation, in writing, within ten (10) calendar days of notification of the dismissal to the dean of SMHS or delegate. All

materials must be submitted via email to hsp@gwu.edu. The student's written appeal must clearly state which of the following conditions applies and set forth specific facts and relevant supporting materials to justify the merits of the appeal request:

- Procedural error as set forth in policy,
- Evidence is available now that was not available at the time of the dismissal to warrant an appeal, and/or
- Other circumstance or condition (describe in detail).

Upon receipt of a dismissal appeal process that demonstrates at least one of the conditions stated above, the dean of SMHS or delegate refers the request to the Health Sciences Student Evaluation Committee, which is a [SMHS standing committee](#). This committee investigates the dismissal decision and applicable policies, in consultation with the student and program faculty.

The student may address the Committee to support the appeal. The Committee may prescribe, in its sole discretion, the manner, time, and form of any such address. The Committee may seek further information, testimony, or witnesses at their discretion during the appeals process. While the student may have advisors, counsel, or other individuals available to lend support throughout the process, only the student who is appealing the dismissal is permitted to meet with the Health Sciences Student Evaluation Committee. Should the student choose not to meet with the Committee, the student may submit an additional written statement and any supporting documentation to the committee chair no later than 2 business days prior to date the student's address to the Committee is scheduled. Students must abide to the [Code of Student Conduct](#) and the [Ethical Behavior and Professionalism Policy](#) throughout the appeals process

After adequate investigation, the Committee makes a nonbinding recommendation to the dean of SMHS or delegate, who subsequently renders a decision to uphold or reject the program dismissal decision. The decision of the dean of SMHS or delegate is final.

Grade Appeal Procedures

Students who believe that a grade or evaluation is unjust or inaccurate may use the following appeal procedures:

1. Step 1: Attempt resolution with the relevant faculty member and the student's program director.
 - a. The student must complete Section 1 of the [Appeal Form for Cases of Alleged Improper Academic Evaluation](#) and submit this written appeal to the relevant faculty member within ten calendar days of the time the grade is posted, with a copy to the program director.
 - b. The faculty member will review the student's Appeal and complete Section 2 of the form. Upon completion, the faculty member will submit the form to the program director with the student in copy.

- c. A review shall be conducted by the program director, consulting with the student and respective faculty member(s) involved with the grade or evaluation under review as the program director finds appropriate. If the program director is the faculty member who assigned the grade or evaluation under review, then a senior academic official (e.g., department chair, associate dean) conducts the review process.
 - d. Following the program director's review, the program director's decision will be input in Section 3 of the Appeal Form. The completed Appeal Form will be provided to the student and the faculty member.
2. Step 2: Escalate the appeal to the dean of SMHS or delegate.
- a. If a mutually satisfactory resolution is not achieved in Step 1, the student may, within five calendar days of the decision of the program director (or senior academic official, if applicable) being rendered, the dean of SMHS or delegate for health sciences.
 - b. The student must submit to the senior associate dean for health sciences a written letter of appeal, accompanied by the completed Appeal Form used in Step 1 and any other supporting documentation that the dean of SMHS or delegate permits.
 - c. Appeal requests are reviewed by the dean of SMHS or delegate, consulting with the student and all respective faculty members involved with the grade or evaluation under review, as the senior associate dean for health sciences finds appropriate, to determine whether the grading procedures employed were fair, equitable, objective, and consistent. Appeal requests may be referred to the Health Sciences Student Evaluation Committee by the senior associate dean for health sciences to provide additional guidance and recommendations.
 - d. The dean of SMHS or delegate will render a decision in writing to the student with the student's program director in copy. The decision of the dean of SMHS or delegate is final.

Readmission

Students who were previously registered in a GW BLS department non-clinical program but who did not register during the preceding semester (summer sessions included) and who did not receive an approved leave of absence, must apply for readmission. Students applying for readmission are subject to the current requirements and regulations including changes to their prior program of study, which may require taking updated versions of courses they previously completed. Students who have subsequently earned academic credit from any institution during absence from the program must submit complete official transcripts as a requirement for readmission. Reapplication requires completion of a new application unless you are in a non-clinical program, which utilizes an abbreviated readmission process. There is no guarantee of acceptance if applying for readmission.

In order to be eligible for a readmission, GW Health Sciences requires that a student must have: (1) left the University in good standing; (2) prior coursework that meets the minimum scholarship requirements; (3) departed within the prior 3 calendar years; (4) successfully completed the terms of their conditional admission, if applicable; and (5) is not applying for readmission to a clinical program. Clinical programs are not eligible for readmission. If a student wants to apply to a clinical program again they must complete a new application (see reapplication).

Students seeking to enroll in a different degree or field of study should complete a new application to the respective program.

Reapplication

Students who were previously registered in a BLS department clinical program but who did not register during the immediately preceding semester (summer sessions included) and who did not receive an approved leave of absence, or who withdrew from the program or were dismissed and desire to re-enter the clinical program they left, must apply for reapplication. Reapplication requires completion of a new application (this is separate from the readmission process for non-clinical programs). Students applying for readmission are subject to the current requirements and regulations including changes to their prior program of study, which may require taking updated versions of courses they previously completed. Students reapplying to a clinical program must submit all requirements listed for new applications (e.g., statement of purpose, letter of recommendation, all official transcripts, etc.).

If a student is readmitted beyond 3 years, they will be required to repeat the major courses.

If a student reapplies within 3 years of leaving the program, they may need to wait a semester before being able to complete clinical rotations if an affiliation agreement is not already in place. Students will need to meet all clinical requirements prior to being allowed to start rotations (criminal background check, physical examination with signed essential functions, immunizations, TB test, finalized affiliation agreement, etc.). There is no guarantee of acceptance if applying for reapplication.

Exception to Policy

Students may petition for an exception to an enrollment or academic standing policy or procedure with the aid of their academic advisor. AdobeSign is a secure electronic signature tool used by Health Sciences programs to complete such requests. Necessary documents are sent via email to the parties required to sign and review the given request. The student will receive the document to their GW email address only and the form must be completed in full. There is no guarantee that petitions will be approved. All petitions undergo significant review and scrutiny, including but not limited to: Advisor, Program Director, Chair, and the dean of SMHS or delegate. Upon completion of the multi-level review process, students will be notified of the petition outcome.

ADMINISTRATIVE POLICIES

Academic Integrity Policy

The Biomedical Laboratory Sciences department programs are designed to equip students as laboratory professionals. Because these programs are designed to prepare students for the responsibilities of patient diagnoses, the programs do not tolerate academic dishonesty and strictly adhere to the University [Code of Academic Integrity](#). Academic dishonesty is defined as cheating of any kind, including BUT NOT LIMITED TO, misrepresenting one's own work, taking credit for the work of others without crediting them and without appropriate

authorization, and the fabrication of information. Furthermore, students are prohibited from distributing assignments, answers, or quiz and exam questions on any medium to anyone including other students. Media includes but is not limited to: texting, social media, email, and websites. Any student caught violating University policy will be charged with a violation, and may be subject to dismissal. Please refer to the GW Code of Academic Integrity at: <https://studentconduct.gwu.edu/academic-integrity>

To maintain the integrity of the online testing environment, some of the graduate level courses that require online examinations will be required to utilize the remote proctoring system Remote Proctor NOW (RPNOW) by PSI Services. This system consists of a camera (built-in or external/peripheral), microphone (built-in or external/peripheral), and connection to the RPNOW website. If the student's computer does not have a built-in camera and/or microphone, he/she will need to purchase an external camera and/or microphone. Once the student has set up this system, RPNOW will record the testing environment during the exam and block access to other applications during testing. This proctoring system will be used for all quizzes and exams, including the midterm and final exams.

Students enrolled in courses that use the remote proctor must:

1. **Establish** and maintain a proper testing environment prior to and during the exam (testing requirements are listed in the Remote Proctor Exam Policy in the REMOTE PROCTOR link).
2. **Take the exam** in accordance with the guidelines of the course instructor, the GW BLS Remote Proctor Program Policy, and the [University's Code of Academic Integrity](#).

Each student's quiz/exam session will be reviewed by the remote proctor service and GW BLS Program faculty/administration for violations and/or suspicious activities. Every student is expected to thoroughly review the testing requirements before each quiz/exam as stated in the REMOTE PROCTOR link in the Blackboard course. Failure to do so may result in a rules violation or suspicious activity report.

There are three potential status levels which may be assigned to each quiz/exam after review:

1. **Clean:** No report is sent to the student because there are no activities found that break any exam rules.
2. **Rules Violations:** RP will contact the student after an exam if any violations to the policy occur. These are situations which clearly do not constitute an act of cheating but violate the exam policies. For example, talking with a child entering the exam environment during testing is a rules violation of the "no talking" requirement. The notification of a violation by PSI is intended as a caution for future tests and **will be part of the student's record**. If a student has more than **two (2) repeated violations**, the program official will contact the student and **zero credit will be awarded** for the quiz/exam in question. If the student continues to disregard the exam policy requirements, the student will be referred to the Program Director for disciplinary action.
3. **Suspicious Activities:** If a report of suspicious activity is found for any student, the Program Director will be notified immediately and program officials will proceed with a

formal investigation. Any finding of academic misconduct will be reported to the university and may result in consequences to include zero credit for the quiz/exam, disciplinary probation, dismissal, etc.

All reported violations and/or suspicious activities will be recorded and investigated by program officials.

Any evidence of academic dishonesty during an exam or assignment will be submitted to the Student Rights and Responsibilities (SRR) office and will be recommended for a sanction of a grade of zero, suspension, dismissal, etc.

Reference guides are available at the REMOTE PROCTOR link in each Blackboard course. An additional guide for the RP NOW set-up and use can be found at <http://myrpinstall.com>.

Mistreatment of Health Science Students

The School of Medicine and Health Sciences is committed to maintaining a positive environment for study and training, in which individuals are judged solely on relevant factors such as ability and performance, and can pursue their educational and professional activities in an atmosphere that is humane, respectful and safe.

Students may choose from several resources for consultation including faculty and the designated student Ombudsperson.

The GW Health Sciences Ombudsperson provides the opportunity for students enrolled in a health sciences program to share and discuss concerns in an informal, neutral, independent, and confidential environment.

The Office of Ombudsperson was designed and operates under the International Ombudsman Association's Standards of Practice and Code of Ethics. The Ombudsperson follows the ethical principles of:

- Independence
- Neutrality and Impartiality
- Confidentiality
- Informality

The Ombudsperson commits to carry out the work of the office with honesty and integrity, fosters respect for all members of the community, and promotes procedural fairness in the content and administration of GW Health Sciences policies, processes, and practices. The Health Sciences Student Ombudsperson is Sue Okun. She may be contacted via email at Ombudsperson_HS@gwu.edu.

PROFESSIONAL RESOURCES

Employment Opportunities

There are several organizations which offer online career centers. Moreover, the BLS department has a graduate student community in Blackboard that posts a variety of job opportunities. We encourage students to utilize the resources within the student community. To explore laboratory science employment opportunities, go to the webpages listed below.

- ADVANCE Jobs Board - <http://www.advanceweb.com/jobs/healthcare/index.html> (Type *laboratory* in the Job Title field)
- ASCLS Career Center – <https://ascls-jobs.careerwebsite.com/>
- ASCP Career Center - <http://careers.ascp.org/jobs/>
- MLO Careers Page - <http://www.mlo-online.com/careers/>

Professional Clinical Journals

Below are journals published by the laboratory sciences professional organizations. In addition to laboratory related articles, these journals post job opportunities:

- *Clinical Laboratory Science*. Published by American Society for Clinical Laboratory Science. Bethesda, MD: ASCLS. Available online: <http://clsjournal.ascls.org/>
- *LAB MEDICINE*. Published by American Society for Clinical Pathology. Chicago: ASCP Press. Available online: <https://academic.oup.com/labmed>
- *Medical Laboratory Observer Newsletter*. Available online: <https://www.mlo-online.com/>

APPENDICES

If you are a BLS department student, please visit your student blackboard community to find handbook appendices.