
THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC



School of Medicine and Health Sciences
Department of Biomedical Laboratory Sciences

**UNDERGRADUATE
STUDENT
HANDBOOK**

Revised August 2022

This document is designed as a guide for students enrolled in the undergraduate programs within the Biomedical Laboratory Sciences (BLS) department at The George Washington University (GW). The handbook outlines the policies and regulations of the BLS programs relating to you, the 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 programs reserve the right to revise the policies and procedures outlined in this handbook as needed to facilitate the goals and mission of the BLS department. The most updated version of the handbook will be posted in the Handbook link in the Blackboard BLS 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.

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BIOMEDICAL LABORATORY SCIENCES DEPARTMENT MISSION AND VISION

- Mission: To prepare high quality and diverse biomedical science professionals to meet the challenges in today's global markets
- Vision: Advance the biomedical sciences field through innovative programs, community outreach, scholarship, and cutting-edge educational technologies.

BLS DEPARTMENT PROGRAM OFFICIALS, FACULTY, & STAFF

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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 info is listed in Blackboard)
- For questions/concerns regarding **academic advising (course progress/challenges, policies, registration, etc...), enrollment, graduation, etc.:** contact the **Academic Advisor** assigned to your program
- For matters concerning the **undergraduate programs**: contact the appropriate Program **Director**, The program director has ultimate authority in all matters related to the student's program of study.
- For matters concerning the **clinical rotations**: contact the appropriate **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).

BLS UNDERGRADUATE PROGRAMS

GW BLS undergraduate programs include:

- BSHS in MLS fully online (MLT to MLS)
- BSHS in MLS blended
- BSHS in Molecular Diagnostic Sciences fully online (MLT to MLS)
- BSHS in Molecular Diagnostic Sciences blended
- BSHS in Clinical Embryology and Assisted Reproductive Technology blended
- Post-Baccalaureate Certificate in Medical Laboratory Sciences in Blood Banking
- Post-Baccalaureate Certificate in Medical Laboratory Sciences in Chemistry
- Post-Baccalaureate Certificate in Medical Laboratory Sciences in Hematology
- Post-Baccalaureate Certificate in Medical Laboratory Sciences in Microbiology
- Post-Baccalaureate Certificate in Medical Laboratory Sciences
- Post-Baccalaureate Certificate in Molecular Diagnostic Sciences

Concentrations/ Minors:

- Microbiology: 20 credit minor that can be taken in lieu of elective credits for both the BSHS in Molecular Diagnostic Sciences (fully online only) or the BSHS in Clinical Embryology and Assisted Reproductive Technology. See more information here: <http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/minor-microbiology/#admissionstext>
- Molecular Biology: 24 credit minor that can be taken in lieu of elective credits for the BSHS in Clinical Embryology and Assisted Reproductive Technology. See more information here: <http://bulletin.gwu.edu/medicine-health-sciences/undergraduate-programs/minor-molecular-biology/>

Dual Degree Programs:

These programs allow students to complete an accelerated pathway to obtaining both a BSHS and an MSHS degree. Students follow the same programs of study, but replace three undergraduate courses with three graduate-level courses. Thereby, providing students an opportunity to complete both degrees in a more timely and cost-effective manner.

- BSHS in MLS and MSHS in Molecular Diagnostic Sciences
- BSHS in Molecular Diagnostic Sciences and MSHS in Clinical Microbiology

Graduation Requirements

To successfully complete a BLS program, students MUST:

- Achieve a grade of C ($\geq 73\%$) or higher in each MLS major course. If a student achieves a grade lower than a C in any major course, that course must be repeated. If that course is a prerequisite course, the student's progression to the next level will be delayed.
- Achieve an overall cumulative 2.5 GPA.

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

- Submit the graduation application via GWeb or certificate completion application by the posted deadline.
 - Visit the Graduation Services website for more information on applying to graduate, including dates: <https://registrar.gwu.edu/graduation>

Time to Completion Requirements

Students have a time limit for completion of all degree requirements as follows:

- BSHS in MLS, Fully Online – 10 semesters
- BSHS in MLS, Blended – 9 semesters
- BSHS in MDS, Fully Online – 10 semesters
- BSHS in MDS, Blended – 9 semesters
- BSHS in CEART – 10 semesters
- Post-baccalaureate in MLS, Full Certificate – 8 semesters
- Post-baccalaureate in MLS, Categorical Certificates – 6 semesters

The time to complete information above indicates the maximum program length for degree completion. Students who need additional time past the maximum number of semesters above should contact their Advisor for more information. Any student not approved for an extension past the maximum number of semesters may be recommended for dismissal.

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.

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.

Financial Aid

The BSHS in MLS, BSHS in Clinical Embryology and Assisted Reproductive Technology, BSHS in Molecular Diagnostic Sciences, the Post-Baccalaureate Certificate in MLS and the Post-Baccalaureate Certificate in Molecular Diagnostic Sciences are financial aid eligible programs. The Categorical Post-Baccalaureate Certificates (blood banking, chemistry, hematology, and microbiology) are not eligible for financial aid. **To receive financial aid, students must enroll in at least 6 credits in fall and spring semesters.** Note, exceptions to the minimum credit rule may be available for summer semesters

Students who anticipate needing financial aid should plan their schedule carefully with the assistance of their advisor to ensure sufficient credits for financial aid eligibility. Please contact [GW Office of Student Financial Assistance](#) for any and all questions related to aid.

Adding and Dropping 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.

Grading

At the beginning of each course, students will be informed in the course syllabus regarding the method by which a final grade for the course will be determined. Students are expected to complete all the assignments contained in the online courses by the stated deadline. If a student is ill and unable to complete the assignments 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. 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 additional work will be allowed to raise the final grade as there is no extra credit in any BLS department undergraduate course.** There is also no rounding of final grades in any BLS department undergraduate 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).

The Biomedical Laboratory Sciences department follows the grading policy of the School of Medicine and Health Sciences. In undergraduate level coursework, the following grading system is used: A, Excellent; B, Good; C, Satisfactory; D, Low Pass; F, Fail. At the discretion of the program and individual faculty, “+” or “-” (plus or minus) grades also may be assigned; however, A+ may be awarded for individual assignments but cannot be awarded as a final grade. 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.

The grading scale used to assign letter grades is as follows:

Percentage	Grade
97.0 – 100.0	A+ (cannot be used as a course grade)
93.0 – 96.9	A
90.0 – 92.9	A-
87.0 – 89.9	B+
83.0 – 86.9	B
80.0 – 82.9	B-
77.0 – 79.9	C+
73.0 – 76.9	C
70.0 – 72.9	C-
67.0 – 69.9	D+
63.0 – 66.9	D
60.0 – 62.9	D-
Less than 60	F

GPA Calculation

Current courses and grades can always be found in DegreeMap or GWeb under Final Grades or Unofficial Transcript. 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
		C-	1.7	D+	1.3	D	1.0
		D-	0.7			F	0.0

The GPA is determined by multiplying the numerical equivalent of a course grade 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
MLS 4141	C+ (2.3)	3	2.3 x 3 = 6.9
MLS 4151	C (2.0)	3	2.0 x 3 = 6.0
MLS 4158	B- (2.7)	3	2.7 x 3 = 8.1
MLS 41XX	A (4.0)	2	4.0 x 2 = 8.0
Total		11	29.0
GPA = 29.0 / 11 = 2.63			

Except for courses that specifically state that repetition for credit is permitted, a candidate for an undergraduate degree or undergraduate-level certificate (including post-baccalaureate certificate) at this University may not repeat a course in which a grade of D or above was received, unless a petition to do so is approved by the appropriate dean and/or chair upon recommendation of the program director. If a course is repeated, the first grade remains on the student's record and is included in the cumulative GPA. SMHS is excluded from the First-Year Academic Forgiveness Policy. Symbols that may appear on the transcript include CR, Credit; AU, Audit; P, Pass; NP, No Pass; I, Incomplete; IPG, In Progress; W, Authorized Withdrawal; Z, Unauthorized Withdrawal. These symbols are not considered in determining the GPA.

DEPARTMENT RESOURCES

Upon admission to the department, each student will be enrolled in the GW BLS Undergraduate 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 Student 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.

EVALUATIONS & 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 during the Student Orientation, before entering the first course in the program
2. Course evaluations at the end of each pre-clinical and clinical course
3. An exit survey at the completion of the final course within the program of study

In addition, one follow-up evaluation form is 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 the program maintains a quality educational experience and a national reputation for excellence.

MEDICAL LABORATORY SCIENCES

Mission

The primary goal of the Medical Laboratory Science program is to produce highly competent and professional medical laboratory scientists 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 medical laboratory science.

Vision

The GW Medical Laboratory Science program mission will be achieved by:

1. Providing the student with exceptional courses in medical laboratory science including theoretical and clinical education.
2. Developing critical thinking and problem-solving skills to become future leaders in laboratory science.
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.

MLS Program Student Learning Outcomes

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

1. Apply principles of traditional and molecular laboratory procedures to perform diagnostic analyses.
2. Correlate laboratory data and quality control data to assess patient test results.
3. Apply knowledge of laboratory science principles as they relate to human disease diagnosis.
4. Maintain a safe work environment.
5. Comply with laboratory safety regulations and regulatory policies.
6. Apply ethical decision making to issues related to clinical laboratory practice.

Program Requirements

Post Matriculation Requirements	Criminal Background Check Drug Screen
Phase I: Pre-clinical Coursework	Minimum grade of C in all MLS major courses Minimum overall GPA of 2.5
Phase II: Clinical Site Eligibility	Phase I Completion (see above) Proof of Health Insurance HIPAA Training Certificate Physical Exam for Essential Function Competency and Immunizations
Phase II: Clinical Site Completion	Minimum grade of C in all Phase II courses, including capstone
Program Graduation	Successful completion of Phase I Successful completion of Phase II Minimum overall GPA of 2.5

Post Matriculation Requirement Details

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

Medical Laboratory Sciences Undergraduate Programs

Bachelor of Science in Health Sciences (BSHS) in Medical Laboratory Sciences

The George Washington University's (GW) Bachelor of Science in Health Sciences (BSHS) in Medical Laboratory Sciences (MLS) prepares students to begin a satisfying and valued career in MLS. Students will gain the knowledge and hands-on skills to become board certified in laboratory science and make a positive, direct impact on medical care.

The BSHS with a major in Medical Laboratory Sciences (MLS) is a degree completion program that requires successful completion of 120 credit hours, divided into two (2) degree components:

1. Transfer credits from a regionally accredited college or university, 45 - 60 credits, including general education, prerequisite, and elective courses.
2. GW required credits, 60 – 75 credits, including MLS major, writing in the discipline, and elective courses

Courses in the major (MLS major courses) are designed to broaden the student's foundation in the sciences in preparation for the clinical phase of the program. The pre-clinical (didactic courses) are taught online while the MLS Student Laboratory courses, for hybrid students only, are held at The George Washington University Virginia Science & Technology Campus in Ashburn, VA and the clinical education courses are scheduled at an approved clinical site.

MLS major courses are defined as follows: MLS 4141 (Immunology and Serology), MLS 4158 (Laboratory Management and Operations), MLS 4145 (Clinical Biochemistry I), MLS 4146 (Clinical Biochemistry II), MLS 4151 (Molecular Diagnostics), MLS 4130 (Hematology I), MLS 4131 (Hematology II), MLS 4150 (Immunochemistry), MLS 4116 (Clinical Bacteriology I), MLS 4117 (Clinical Bacteriology II), MLS 4119 (Parasitology, Mycology and Virology), MLS 4159 (Capstone), MLS 4246 (Clinical Biochemistry Laboratory), MLS 4251 (Molecular Diagnostics Laboratory), MLS 4230 (Hematology Laboratory), MLS 4250 (Immunochemistry Laboratory), MLS 4219 (Parasitology, Mycology and Virology Laboratory), MLS 4216 (Clinical Bacteriology Laboratory). Any course not listed in the preceding list is considered a non-major MLS course for purposes of BLS department policies.

BSHS in MLS (Fully Online) 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.

BSHS in MLS (Blended) 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.

NOTE: If a student is unable to achieve a passing grade ($\geq 70\%$) after two attempts on any of the practicum end of rotation exams they must repeat the course.

For further information, refer to the Health Sciences Bulletin which corresponds to your program entry term. The archived bulletins can be found at <http://bulletin.gwu.edu/archives/>. Please contact your Advisor to review your Degree Map academic plan of study if you have additional questions or concerns.

Post-Baccalaureate Certificate in MLS

This certificate is designed for individuals who have a baccalaureate degree and want to become medical laboratory scientists and be eligible to sit for the MLS board of certification examination. The Post-Baccalaureate Certificate in Medical Laboratory Science (MLS) requires completion of 48 credit hours, divided into two components:

1. Phase I: MLS Pre-Clinical (Didactic) Online Courses (31 credit hours)
2. Phase II: Clinical Practicum Courses (17 credit hours)

To be eligible to enter the clinical experience (Phase II), all students must complete the Phase I portion of their program with a cumulative GPA of 2.5 or higher. Courses in the major are designed to broaden the student's foundation in the sciences in preparation for the clinical portion (Phase II) of the program. All courses are taught online, except for the four months of in-person rotations (if applicable).

PHASE I: MLS Pre-Clinical (Didactic) Courses	Credits
MLS 4158: Laboratory Management and Operations	3
MLS 4141: Immunology & Serology	3
MLS 4151: Molecular Diagnostics	3
MLS 4130: Hematology I	3
MLS 4131: Hematology II	3
MLS 4116: Clinical Bacteriology I	3
MLS 4117: Clinical Bacteriology II	2
MLS 4119: Clinical Parasitology, Mycology, & Virology	2
MLS 4145: Clinical Biochemistry I	3
MLS 4146: Clinical Biochemistry II	3
MLS 4150: Immunohematology	3
Total	31
PHASE II: MLS Practicum Courses	Credits
MLS 4160: Blood Bank Practicum	4
MLS 4161: Clinical Biochemistry Practicum	4
MLS 4162: Hematology Practicum	2
MLS 4164: Clinical Microbiology Practicum	4
MLS 4165: Urinalysis Practicum	1
MLS 4166: Coagulation Practicum	1
MLS 4159: Capstone Seminar	1
Total	17
Total for Program	48

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

Post-Baccalaureate Certificate in MLS 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.

NOTE: If a student is unable to achieve a passing grade ($\geq 70\%$) after two attempts on any of the practicum end of rotation exams they must repeat the course.

For further information, refer to the Health Sciences Bulletin which corresponds to your program entry term. The archived bulletins can be found at <http://bulletin.gwu.edu/archives/>. Please contact your Advisor to review your Degree Map academic plan of study if you have additional questions or concerns.

Post-Baccalaureate Certificates: Categorical Certificates

The categorical certificates are designed for individuals who have a baccalaureate degree, are currently working in a clinical laboratory, and want to be eligible to sit for the technologist board of certification examination in that area. The five categorical certifications include: Blood Bank, Chemistry, Hematology, Microbiology, and Molecular Diagnostics (see the molecular program of study in the Molecular Diagnostic Sciences program section).

Post-Baccalaureate Certificate: Blood Bank

Pre-Clinical (Didactic) Courses	Credits
MLS 4158: Laboratory Management and Operations	3
MLS 4141: Immunology & Serology	3
MLS 4151: Molecular Diagnostics	3
MLS 4150: Immunohematology	3
Practicum Course	
MLS 4160: Blood Bank Practicum	4
Total for Program	16

Post Baccalaureate Certificate: Chemistry

Pre-Clinical (Didactic) Courses	Credits
MLS 4158: Laboratory Management and Operations	3
MLS 4141: Immunology & Serology	3
MLS 4151: Molecular Diagnostics	3
MLS 4145: Clinical Biochemistry I	3
MLS 4146: Clinical Biochemistry II	3
Practicum Course	
MLS 4161: Clinical Biochemistry Practicum	4
Total for Program	19

Post Baccalaureate Certificate: Hematology

Pre-Clinical (Didactic) Courses	Credits
MLS 4158: Laboratory Management and Operations	3
MLS 4141: Immunology & Serology	3
MLS 4151: Molecular Diagnostics	3
MLS 4130: Hematology I	3
MLS 4131: Hematology II	3
Practicum Courses	
MLS 4162: Hematology Practicum	2
MLS 4166: Coagulation Practicum	1
Total for Program	18

Post Baccalaureate Certificate: Microbiology

Pre-Clinical (Didactic) Courses	Credits
MLS 4158: Laboratory Management and Operations	3
MLS 4141: Immunology & Serology	3
MLS 4151: Molecular Diagnostics	3
MLS 4116: Clinical Bacteriology I	3
MLS 4117: Clinical Bacteriology II	2
MLS 4119: Parasitology, Mycology, & Virology	2
Practicum Course	
MLS 4164: Clinical Microbiology Practicum	4
Total for Program	20

*The below schedules are **samples**. 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.

To be eligible to enter the clinical experience (Phase II), all students must complete the Phase I (Pre-Clinical) portion of their program with a cumulative GPA of 2.5 or higher.

For further information, refer to the Health Sciences Bulletin which corresponds to your program entry term. The archived bulletins can be found at <http://bulletin.gwu.edu/archives/>. Please contact your advisor to review your Degree Map academic plan of study if you have additional questions or concerns.

Multiple Categorical Certificates

Students who are interested in more than one area of the clinical lab and/or becoming certified in more than one MLS field should pursue the MLS post-baccalaureate certificate program. Dual categorical certificates are not allowed.

If a categorical student wishes to switch to the full MLS Certificate, they must submit a new application to the MLS post-baccalaureate certificate program. Please note that this may delay the student's scheduled rotations and/or completion date of the certificate.

Students who decide to make the change to the full MLS Certificate should do so before completing the categorical certificate program, since it is not possible to apply for a change of major from the Post-Baccalaureate Categorical Certificate to the Post-Baccalaureate MLS certificate. All successfully completed courses will transfer, thereby eliminating the need to duplicate coursework.

Questions regarding categorical versus MLS Post-Baccalaureate certificate options should be directed to the Academic Advisor for MLS Certificates.

Curricular Progression

The curricular progression begins with admission into the applicable BLS Program of Study. All undergraduate BLS programs are structured as lock-step programs, meaning students are required to adhere to a set program of study. Enrollment in the program is required in Fall, Spring, and Summer semesters. Any requests for an exception to the lock-step policy must seek program approval. All students will enter Phase I: Pre-Clinical (Didactic) Coursework. If all academic and administrative requirements are met, students will then move to Phase II: Clinical Practica/Experience.

NOTE: As previously stated, a grade of C ($\geq 73\%$) must be achieved in all MLS major courses. A grade less than a C will require the student to repeat the course. MLS major courses can only be repeated once. Progression in the program will be dependent upon when a course is offered, which may delay the student's program of study and graduation by up to one year. If a student takes a leave of absence in the fall, spring, or summer semester, this may delay the student's program of study and graduation (please consult with your advisor).

Phase I: Pre-Clinical (Didactic) Coursework & Requirements

Pre-clinical (didactic/lecture-based) courses will be taught in a semi-synchronous online format with specific assignments and assessments due at the completion of each weekly session. Some MLS courses are 15-weeks long and some are 8-weeks long. Students may access the course materials at any time using the university course management system, Blackboard. Students are able to log into Blackboard using the same credentials for accessing their GW email. Courses close at the end of each semester at which point you will not have access to that course so if you desire any materials from the course that were accessible to students, these should be downloaded before the course closes. Because this is an online program, all students are required to have a computer system, camera/microphone, and sufficient internet access to ensure reliable functionality in the Blackboard and remote proctoring environments. Students are expected to log into their Blackboard courses a minimum of 2–3 times each week per course. All deadlines for GW coursework are in Eastern Standard Time (ET); therefore, students should plan their schedules accordingly.

Blended BSHS programs also require completion of 6 credits of hands-on laboratory courses as part of the pre-clinical coursework.

Phase II: Clinical Practica/Experience & Eligibility Requirements

During phase II students will be completing practicum courses as well a capstone course, if applicable. Please refer to the BLS department undergraduate clinical guide for clinical requirements.

Certification Examination

Upon completion of the program, graduates are eligible for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) examination, as well as other national certifications. Students in the BSHS and MLS certificate programs are eligible to take the MLS examination. Students in the categorical certificate programs are eligible to take the Technologist exams in the specific subject as designated by the categorical certificate. 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 throughout their program of study have been finalized and entered into the University system and the student's DegreeMap shows as 100% completion for the program of study.

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. In order for GW to verify your eligibility with ASCP you need to sit for the BOC exam within one year of completing the GW MLS program.

Licensure

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. 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 post-baccalaureate certificate programs do not meet the student lab requirement for NY state licensure. Also, for those enrolled in the fully online post-baccalaureate categorical certificates in hematology, microbiology, blood banking, and chemistry, the state of New York does not provide licensure for categorical certification (e.g., Technologist in Microbiology, Technologist in Blood Banking, etc.). We recommend that students who live in New York or plan to relocate to New York do research to determine the NY licensure requirements.

MLS Professional Resources

Pledge to the Profession (American Society for Clinical Laboratory Science)

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice.
- Changing conditions where necessary to advance the best interests of patients.

Code of Ethics of the American Society for Clinical Laboratory Science

PREAMBLE: The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. DUTY TO THE PATIENT

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. DUTY TO COLLEAGUES AND THE PROFESSION

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. DUTY TO SOCIETY

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well-being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable

distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek to change those laws and regulations that do not meet the high standards of care and practice.

MLS Employment Opportunities

There are several organizations which offer online career centers. To explore MLS employment opportunities, go to the webpages listed below:

- ADVANCE Jobs Board - <http://www.advanceweb.com/jobs/search/title/medical-technologist.html>
- MLO Careers Page - <http://www.mlo-online.com/careers/>
- American Society for Clinical Laboratory Sciences (ASCLS) - <https://ascls.org/>
- American Society for Clinical Pathology (ASCP) - <https://www.ascp.org/content>
- The Society of American Federal Medical Laboratory Scientists (SAFMLS) - <https://www.safmls.org/>

Categorical/Subject Organizations:

- American Association for Clinical Chemistry (AACC) – <https://aacc.org/>
- American Society for Blood Banking (AABB) - <https://www.aabb.org/>
- American Society for Microbiology (ASM) - <https://asm.org/>
- American Society of Hematology - <https://www.hematology.org/>

MOLECULAR DIAGNOSTIC SCIENCES

Mission

The primary goal of the Molecular Diagnostic Sciences undergraduate programs is to produce highly competent and professional molecular laboratory scientists who will be able to enter the health care field and be prepared to comprehend and utilize current and future molecular technologies to facilitate disease diagnosis.

Vision

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

Providing students with exceptional courses in molecular diagnostic sciences, including theoretical and clinical education. Developing critical thinking and problem-solving skills necessary for advancing in molecular diagnostics.

Emphasizing that students maintain professional and ethical comportment across didactic and clinical coursework.

Developing the essential knowledge and skills to adapt to future advances in molecular biotechnology.

Student Learning Outcomes

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

1. Explain the methods of collection, transport and handling of various specimen types for molecular analysis.
2. Apply molecular-based testing for laboratory utilization and clinical decisions for patient/client outcomes
3. Implement preventive and corrective maintenance programs for equipment and assays, as well as troubleshoot and evaluate appropriate actions for problem resolution
4. Apply knowledge of molecular and genetic theory and principles as they relate to human disease diagnosis.
5. Analyze molecular data and patient results to determine test validity and quality
6. Apply ethical decision making to issues related to molecular laboratory practice

Program Requirements

Summary of Program Requirements	
Post Matriculation Requirements	Criminal Background Check Drug Screen

Phase I: Pre-clinical Coursework	Minimum grade of C in all MLS major courses Minimum overall GPA of 2.5
Phase II: Clinical Site Eligibility	Phase I Completion (see above) Proof of Health Insurance HIPAA Training Certificate Physical Exam for Essential Function Competency and Immunizations
Phase II: Clinical Site Completion	Minimum grade of C in all Phase II courses, including capstone
Program Graduation	Successful completion of Phase I Successful completion of Phase II Minimum overall GPA of 2.5

Post Matriculation Requirement Details

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

Molecular Diagnostic Sciences Undergraduate Programs

Bachelor of Science in Health Sciences (BSHS) in Molecular Diagnostic Sciences

The online BSHS in Molecular Diagnostic Sciences is a robust program for undergrads who recognize the impact and opportunity that molecular testing has in the future of health care solutions. Students who excel at science-based coursework and are passionate about the potential for molecular testing in medical science are a good fit for this program. This program provides theoretical knowledge and practical skills for positions in diagnostic clinical laboratories, public health laboratories, biotechnology companies, government and law enforcement agencies, and research institutes

Students must earn a total of 120 college credit hours to receive the BSHS degree. They may transfer in up to 60 college credit hours from another institution, which are applied toward the general education and advanced standing requirements. They then must earn at least 60 college credit hours at GW to meet the academic residency requirement.

Molecular Diagnostic Sciences major courses are defined as follows: MLS 4141 (Immunology and Serology), MLS 4151 (Molecular Diagnostics), MLS 4170 (Introduction to Molecular Biology), MLS 4171 (Human Genetics), MLS 4217 (Molecular Techniques), MLS 4242 (Applications of Molecular Testing), and MLS 4266 (Molecular Diagnostics Practicum).

BSHS in MDS (Blended) 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.

BSHS in MDS (Fully Online) 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.

Post-Baccalaureate Certificate in Molecular Diagnostic Sciences

The online Post-Baccalaureate Certificate in Molecular Diagnostic Science gives students the knowledge and hands-on experience to work with DNA, RNA, proteins, and lipids to detect, diagnose, and monitor disease and select optimal therapies. This program is designed for individuals who have a baccalaureate degree, are currently working in a clinical laboratory, and be eligible to sit for the ASCP Molecular Biology (MB) Board of Certification examination.

Post-Baccalaureate Certificate in Molecular Diagnostic Sciences 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.

Curricular Progression

The curricular progression begins with admission into the applicable BLS Program of Study. This program is structured as lock-step, meaning students are required to adhere to a set program of study. Enrollment in the program is required in fall, spring, and summer semesters. Any requests for an exception to the lock-step policy must seek program approval.

NOTE: As previously stated, a grade of C must be achieved in all MDS major courses. A grade less than a C will require the student to repeat the course. MDS major courses can only be repeated once. Progression in the program will be dependent upon when a course is offered, which may delay the student's program of study and graduation by up to one year. If a student takes a leave of absence in the fall, spring, or summer semester, this may delay the student's program of study and graduation by up to one year.

Certification Examination

Upon completion of the program, graduates are eligible for the American Society for Clinical Pathology (ASCP) Board of Certification (BOC) examination. Students in a Molecular Diagnostic undergraduate program are eligible to take the ASCP Molecular Biology (MB) Board of Certification Exam. 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.

Molecular Diagnostics and Genetics Employment Opportunities:

- American Society for Clinical Laboratory Sciences (ASCLS) - <https://ascls.org/>
- American Society for Clinical Pathology (ASCP) - <https://www.ascp.org/content>
- AACC – <https://aacc.org/>
- AGT: The organization for cytogenetic and molecular professionals - <https://agt-info.org/>
- Genetics Society of America (GSA) - <https://genetics-gsa.org/>
- The American Society for Human Genetics (ASHG) - <https://www.ashg.org/>
- Association for Molecular Pathology (AMP) - <https://www.amp.org/>
- American Society for Biochemistry and Molecular Biology (ASBMB) - <https://www.asbmb.org/>

CLINICAL EMBRYOLOGY AND ASSISTED REPRODUCTIVE TECHNOLOGY

Mission

The primary goal of the BSHS in Clinical Embryology and Assisted Reproductive Technology (CEART) program is to produce highly competent professional laboratory scientists who will be able to enter the health care field and be prepared to comprehend and perform state-of-the-art in vitro fertilization (IVF) laboratory procedures to alleviate the burden of infertility..

Vision

The GW Undergraduate in Clinical Embryology and Assisted Reproductive Technology program mission will be achieved by:

1. Providing students with exceptional courses in the field of assisted reproductive technology.
2. Developing critical thinking and problem-solving skills necessary to utilize and perform in vitro fertilization laboratory techniques.
3. Emphasizing that students maintain professional and ethical comportment across their program of study and into the profession.
4. Developing the essential knowledge and skills to adapt to future advances in the reproductive medicine field.

Program Learning Outcomes:

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

1. Evaluate current developments and techniques in endocrinology and andrology as they relate to human reproduction
2. Evaluate solutions and corrective actions for effective problem resolution with regard to embryology and assisted reproductive technology protocols.
3. Assess the impact of assisted reproductive technology (ART) procedures on clinical outcomes regarding fertility.
4. Apply ethical decision making to issues related to clinical embryology and assisted reproductive technology laboratory practice.
5. Apply best practices in clinical embryology and andrology laboratory techniques to reproductive medicine

Clinical Embryology and Assisted Reproductive Technology Sample Program of Study

Phase I: Didactic General Education and Pre-Clinical Coursework

First Semester: 15 Credits

Second Semester: 15 credits

Third Semester: 14 Credits

Phase II: Major Coursework

Fourth Semester: 16 Credits

CEART major courses are defined as follows: CERT 3004 (Endocrinology), MLS 4141 (Immunology & Serology), MLS 4171 (Human Genetics), CERT 4010 (Human Embryology), and CERT 4012 (Andrology).

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.

Curricular Progression

The curricular progression begins with admission into the applicable BLS Program of Study. This is structured as a lock-step full-time and part-time program of study. Enrollment in the program is required in fall, spring, and summer semesters. Any requests for an exception to the lock-step policy must seek program approval. All students will enter Phase I: Pre-Clinical (Didactic) Coursework. If all academic and administrative requirements are met, students will then move to Phase II: Major coursework with in person labs.

NOTE: As previously stated, a grade of C must be achieved in all CERT major courses. A grade less than a C will require the student to repeat the course. CERT major courses can only be repeated once. Progression in the program will be dependent upon when a course is offered, which may delay the student's program of study and graduation by up to one year. If a student takes a leave of absence in the fall, spring, or summer semester, this may delay the student's program of study and graduation by up to one year.

Clinical Embryology and Assisted Reproductive Technology Employment Opportunities

- Association of Reproductive and Clinical Scientists (ARCS) - <https://www.arcscientists.org/>
- Association of Clinical Embryologists (ACE) - <https://ivf.net/ivf/the-association-of-clinical-embryologistsace-010541.html>
- Society for Assisted Reproductive Technology (SART) - <https://www.sart.org/>
- American Society for Reproductive Medicine (ASRM) - <https://www.asrm.org/topics/topics-index/assisted-reproductive-technologies/>
- American Society for Andrology (ASA) - <https://andrologysociety.org/>
- International Society for In Vitro Fertilization (ISIVF) - <https://www.isivf.com/>

ACADEMIC POLICIES

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

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 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 complete their first semester with a 2.5 GPA and no grade below C (UG). A notation of "I" (Incomplete), "W" (Withdraw) or "Z" (unauthorized Withdraw) is unacceptable during conditional status. A hold will be placed on your record until it has been verified that the conditions of your admission have been met. Failure to meet these terms will lead to dismissal from the program. When conditions have not been met, 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.

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.

2. 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 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 MLS Program requires that students conform with the following affective objectives which apply to all areas of the pre-clinical (didactic) courses and clinical practica. 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 or certificate 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. There is no guarantee a student will be readmitted. 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. There is no guarantee a student will be readmitted. 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

A student who wishes to withdraw from all courses during a given semester should first contact their advisor. If the student plans to withdraw from all courses, but return to the program in a future semester, then the student should follow the guidelines under the Leave of Absence section.

If the student intends to withdraw from all classes, and the program, then the student should notify their advisor. The student will ultimately submit a [Complete Withdrawal Form](#) to the Office of the Registrar. Forms are available electronically through their academic advisor, online, and in the Office of the Registrar. The deadline for complete withdrawal from all courses without academic penalty is the end of the 10th week of classes; 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 they are not on probation or suspended. The following policies apply to all students within Health Sciences programs. In addition, Medical Laboratory Sciences students must comply with policies and procedures outlined in this student handbook.

Warning Policy

An undergraduate student whose GPA falls between 2.5 and 2.69 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.

See: Academic Intervention Policy

Academic Probation Policy

An undergraduate student whose cumulative GPA is below 2.5 will be placed on academic probation. This probation extends over the period in which the student attempts an additional 12 credit hours of course work. Students while on probation cannot register for more than the 12 credit hours, unless approved by the program director and the appropriate dean. This means if a student goes on academic probation and completes 3 courses each one being 3 credits in one semester and still has not raised their cumulative GPA to 2.5, they will only be allowed to register for 3 more credits the following semester regardless of how many courses should normally be scheduled which will prolong the student's program of study.

If the student fails to attain the conditions in the time specified, the student may 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.

See: Academic Intervention Policy

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 should 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. A student who is dismissed from a program of study may apply for readmission after the lapse of one calendar year. Readmission is not guaranteed. Students should refer to the respective Handbook, if applicable, for more details on academic progress policies and procedures.

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, appeal to the dean of SMHS or delegate.
 - b. The student must submit to the dean of SMHS or delegate 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 dean of SMHS or delegate 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 dean of SMHS or delegate 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.

BLS Department Policies

Academic Intervention Policy

To maintain quality standards and to help students be successful the following academic intervention policy is in effect. This policy is designed to support students that are struggling academically and help them to succeed moving forward.

Any student that goes on academic warning (GPA <2.7) or academic probation (GPA <2.5) will be required to complete a formal academic intervention. The academic intervention specifications may change depending upon the student's academic history and is ultimately at the discretion of the program director. Examples of intervention assignments may include but are not limited to: a written self-reflection paper by the student, a detailed time-management plan by the student, formal acknowledgement of being on academic warning or probation, etc. The nature and specification of the intervention will be outlined to the student via email. The student will then have 2 weeks from the initial email to complete the intervention as well as attend any follow-up meetings with an advisor or program director. Failure to satisfactorily complete the intervention on time and according to the prescribed specifications will result in a hold being placed on the student's account preventing any future course registration and delaying the student's progression in the program.

Student Progress Committee

To maintain high quality educational standards the BLS department convenes a student progress committee each semester. This committee is comprised of advisors, program directors, and the department chair. Each semester student academic records are reviewed and students demonstrating signs of struggling (e.g., GPA <2.7), instructor concerns, ethical or policy violations, etc.), are discussed. Action plans are developed and initiated after consensus is reached. Action plans may consist of but are not limited to: initiating academic intervention, placing the student on academic warning, setting up a meeting with the student to discuss their progress, etc.

BLS Department Course Repeat Policy

All students must maintain a minimum cumulative GPA of 2.5. In addition, students must achieve a grade of C

or higher in each major course. If a student achieves **a grade lower than a C in any major course, that course must be repeated.** Students can repeat a course only once. Course attempts include grades of Z or W. If a student receives two grades below a C in the same course, the student may be dismissed from the program. If a student achieves a grade lower than a D in any non-major course, that course must be repeated. If a student does not achieve a grade of D or higher in any non-major course after three attempts (this includes grades of Z or W), the student may be recommended 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.

Students are not allowed to complete extra credit to increase course grades in any major course. There is no rounding of final grades in any major course.

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 BLS Department Academic Policy

Students may petition for an exception to an enrollment or academic 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 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 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. Students must successfully complete the Academic Integrity module in orientation before they will be permitted to register for their first semester. Please refer to the GW Code of Academic Integrity at: <https://studentconduct.gwu.edu/code-academic-integrity>

To maintain the integrity of the online testing environment, students 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, they 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 must have adequate and reliable internet service to use Remote Proctor and cannot rely on a testing site. Use of RPNOW is a program requirement and a student risks dismissal from the program if they are unable to satisfy this requirement at any point during their program of study.

Students enrolled in a course that uses 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 MLS Remote Proctor Program Policy, and the [University's Code of Academic Integrity](#).

Each student's quiz/exam session will be reviewed by Software Secure, Inc. (SSI) and GW MLS Program faculty/administration for violations and/or suspicious activities. Every student is expected to thoroughly review the testing requirements (APPENDIX C) 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:** SSI 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 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. If suspicious activity is confirmed on either a practicum comprehensive exams or program comprehensive exam, the student will be required to take all remaining exams on campus (if the student resides locally) or at an authorized testing center.

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://myrpininstall.com>.

Veterans Affairs Housing Allowance Policy

The MLS programs offered through GW are in a distance learning format. For students using Veterans Affairs (VA) benefits, during the pre-clinical (didactic) courses the monthly housing allowance (MHA) follows the VA guidelines for distance learning programs.

To permit students to receive a higher MHA during the clinical portion of the BSHS and Post-Baccalaureate Certificate programs, a different monthly housing allowance (MHA) rate may be used with a clock hour calculation if and to the extent the law allows. The clock hour calculation will likely be lower than the base allowance for housing (BAH) for Washington, DC in-residence programs; however, by using clock hours students have the opportunity to receive a higher MHA during the clinical portion than sometimes allotted for distance learning programs. Regardless of clinical location, the clock hours will be based on the institution location in Washington, DC, unless the law requires differently.

Clock hours are determined by practicum length (in hours) divided by semester length, determined by the schedule of classes (i.e., Banner dates) for the semester in which courses are attempted. No other calculation will be considered. If a student stops attending the practicum, the program will immediately notify the VA certifying official and the clock hours will be adjusted accordingly.

The alternate MHA process is a manual coding and calculation, since the overall programs are distance learning. For this reason, it is the responsibility of the student to notify their academic advisor and the clinical coordinator prior to the start of the semester if they will be using VA benefits during the practicum course(s). All students submit a Clinical Rotation Request (CRR) to the clinical coordinator 6 months prior to clinical rotations; the form includes a field for students to indicate if they are using VA benefits. You must indicate that you are using VA benefits for the clock hours to be calculated. The program will provide a list of students and their practicum hours to the VA certifying official during the first week of classes each semester.

Note: Students who take an incomplete in the practicum course(s) are not eligible for clock hour benefits in a subsequent term for the same course. Students who withdraw or are administratively dropped from course(s) may be required to pay part or all the allowance back based on VA policies. Please inquire with the VA certifying official if you have questions.

*Note: **Please be advised** that the above information about VA benefits is not meant to replace any applicable VA guidance, rules, and regulation (“VA Rules”). If and to the extent applicable law or VA Rules supplant or modify any information above, applicable law and VA Rules control.*

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.

APPENDIX

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