

Vanderbilt University Medical Center

Medical Laboratory Science

2026-2027 Program Catalog

June 1, 2026 – June 30, 2027

Vanderbilt University Medical Center
445 Great Circle Road
Nashville, Tennessee 37228
(615) 875-3666
<https://www.vumc.org/med-tech/welcome>

Originally published: June 1, 2026

Vanderbilt University Medical Center is authorized by the Tennessee Higher Education Commission (THEC). This authorization must be renewed each year and is based on an evaluation of minimum standards concerning quality of education, ethical business practices, and fiscal responsibility.

Vanderbilt University Medical Center is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES), a national accrediting agency recognized by the United States Department of Education.

Table of Contents

ABOUT VANDERBILT UNIVERSITY MEDICAL CENTER	4
VUMC BOARD OF DIRECTORS	7
VUMC ALLIED HEALTH EXECUTIVE ADVISORY BOARD	8
ADMINISTRATIVE LEADERSHIP	9
VUMC EDUCATIONAL FACILITIES	10
ADMINISTRATIVE CALENDAR	11
STUDENT SERVICES	12
Academic Advising / Tutoring	12
Career Assistance and Planning	12
Community Resources	12
Counseling Services/Employee Assistance Program (EAP)	12
Dining Facilities	13
Email Accounts	13
Enrollment Agreement	13
Identification Badges	13
Libraries	13
Orientation	14
Parking	14
Post Office	14
Security and Crime Prevention	14
PROGRAM DELIVERY	15
Residential Format	15
Learning Management System (Canvas)	15
Off-Site Learning Activities	16
ADMISSIONS	17
Accessibility for Disabled Students	17
Application Procedures	17
Minimum Requirements for Admission	17
Verification of High School Completion	18
Health Insurance	18
Background Check	18
Professional Liability Insurance	18
Late Enrollment	18
International Applicants	18
Technology Requirements (All Students)	19
Employment Requirements in Allied Health Fields	20
Transfer of Clock Hours or Credit to VUMC	20

Advanced Placement and Experiential Learning	20
Transfer of Credits or Clock Hours to Other Institutions	20
Transferability of Credit Disclosure	20
TRANSFERABILITY OF CREDITS DISCLOSURE.....	21
GRADUATION REQUIREMENTS	22
Satisfactory Academic Progress (Qualitative and Quantitative Elements).....	22
Credit Hour Definitions for All Credit Hour Programs.....	24
Non-Credit / Remedial Courses / Proficiency Credit.....	24
Student Grievance Concerning Grades	24
Progress Evaluations.....	25
SAP Warning.....	25
Academic Probation	26
Academic Probation Appeal.....	26
Student Dismissal Policy	26
Student Dismissal Appeal.....	27
Temporary Student Suspension	27
STUDENT POLICIES	29
Attendance.....	29
Leaves of Absence.....	29
Copyright Infringement Policy	30
Surveys of Enrolled Students and Graduates	30
Employment While Enrolled at VUMC.....	30
Transcripts/Verification Statements	30
Official Program Communications.....	30
Change of Contact Information.....	31
Course Syllabus Policy	31
Dress Code and Personal Appearance	31
News/Media Inquiries.....	31
Personal Possessions.....	32
Smoking/Tobacco Policy	32
Alcohol/Drug Use and Under-the-Influence Policy	32
Weapons Policy	34
Computer Use Policy.....	34
Social Media Policy.....	35
VUMC Emergency Preparedness	36
VUMC Exposure and Infection Control Policy.....	37
Maintenance of Program-Issued Equipment.....	38
Limits of Confidentiality	38
Program-Specific Policies, Rules and Regulations	38
Catalog Changes.....	38
STUDENT RIGHTS AND RESPONSIBILITIES.....	39
Student Rights	39

Student Responsibilities.....	39
Standards of Professional Conduct.....	40
Honor Code / Academic Integrity.....	40
Anti-Harassment, Nondiscrimination, and Anti-Retaliation.....	40
FERPA Rights (Family Educational Rights and Privacy Act).....	42
STUDENT GRIEVANCE POLICY.....	45
FINANCIAL RESPONSIBILITIES.....	46
Student Withdrawal from the Program / Withdrawal Refund Policy.....	46
Private Loans.....	48
Veterans Benefits and Transition Act of 2018.....	48
MEDICAL LABORATORY SCIENCE PROGRAM.....	50
Program Description.....	50
Program Academic Calendar.....	53
Program Faculty/Staff.....	53
Admissions.....	55
Academic Program and Assessment.....	59
Evaluation of the Student.....	63
Performance in the Classroom/Student Laboratory.....	64
Performance in the Clinical Rotation.....	64
Comprehensive Final Exam.....	64
Graduation/Completion Requirements.....	65
Code of Conduct.....	66

ABOUT VANDERBILT UNIVERSITY MEDICAL CENTER

The Vanderbilt Medical Laboratories operate on campus within Vanderbilt University Medical Center and at 445 Great Circle Road. The Laboratories operate 24 hours/day and 7 days/week to provide quality and timely results to promote patient care through accurate diagnostic, prognostic, and treatment information. The Vanderbilt Medical Laboratories are accredited by the College of American Pathologists (CAP) and licensed by the State of Tennessee. The laboratories meet all State and federal CLIA guidelines and are included in Vanderbilt University Medical Center's The Joint Commission accreditation. The Transfusion Medicine department is also accredited by the Food and Drug Administration (FDA).

The primary goal of the Vanderbilt Medical Laboratories is to provide excellence in patient care services. To accomplish this goal, laboratory testing is provided through the Vanderbilt Medical Laboratories located in The Vanderbilt Clinic and MetroCenter; Anatomic pathology located in Medical Center North, Vanderbilt University Hospital (VUH), and MetroCenter; and point of care testing (POCT) located throughout VUMC. The Department offers a full range of Anatomic and Clinical Pathology services to meet the needs of VUH and the surrounding community.

Anatomic Pathology Services

- Neuropathology
- Electron Microscopy
- Histopathology
- Renal Pathology
- Surgical Pathology
- Autopsy Service
- Cytopathology

Clinical Pathology Services

- Blood Bank/Transfusion Medicine Point-of-Care Testing
- Special Chemistry (Esoteric Chemistry and Toxicology)
- Rapid Response Laboratory
- Cytogenetics
- Hematopathology and Flow Cytometry
- Microbiology, including Mycology, Mycobacteriology, and Molecular Infectious Disease
- Immunoserology
- Core Laboratory (including Chemistry, Urinalysis, Body Fluids, Hematology, and Hemostasis/Coagulation)
- Molecular Diagnostics
- Clinical Genomics
- Histocompatibility Testing

Mission Statement

We support excellence in patient care and safety by providing accurate and timely laboratory information and services to improve the health of the individuals and communities we serve. As a leading academic medical center laboratory, we advance knowledge and the development of medical professionals through the Vanderbilt University Medical Center pillar goals of people, service, quality, growth and finance, and innovation.

Our program's mission is to cultivate a generation of highly skilled and compassionate medical laboratory scientists through comprehensive education and practical training within a hospital-based setting. We are committed to fostering a learning environment that promotes excellence, integrity, and innovation in laboratory medicine. Our program aims to equip students with the knowledge, critical thinking abilities, and technical proficiency necessary to excel in the dynamic field of medical laboratory science. By instilling a dedication to patient care, ethical practice, and continuous professional development, we aspire to empower graduates to positively impact healthcare outcomes and contribute to the advancement of medical science. The Medical Laboratory Science Program strives to maintain a quality education program to accomplish the following outcomes.

To provide proficient employees with advanced knowledge and skills for diagnostic laboratories at VUMC and other healthcare organizations.

Students perform high throughput and high complexity testing on a diverse patient population after training in VUMC's medical laboratories. Students become familiar with VUMC policies and procedures, preparing them to begin training as employees immediately after graduation. This integration of students in the VUMC laboratory environment decreases the expenses VUMC pays in recruitment and employee selection. Students who choose to work at other health care organizations after graduation apply the knowledge and experiences from the program to work in a fast-paced environment of varying complexities.

To provide a stimulating learning environment for students and laboratory staff.

Being involved in laboratory education provides an atmosphere in which laboratory professionals are pushed to maintain knowledge of current theory and testing procedures. Employees are challenged to investigate new and emerging trends in the field, positively affecting patient care. Interacting with students also allows employees to improve their skills in communication and instruction.

To maintain a source of professionals who constantly and consistently bring new knowledge into the laboratory field to drive change in health care.

Stagnation, job dissatisfaction, and burnout are reduced in the laboratory by providing a constant source of new professionals to alleviate staffing issues. These new professionals are motivated to learn and support patient care and laboratory testing. Laboratory professionals engage and share knowledge with students, ensuring that the students will have current, practical knowledge upon entering the workforce. Students also participate in seminar activities that prepare them to be leaders in their selected focus after graduation. Graduates of the program are encouraged to participate in professional organizations and other activities to influence the direction and remain on the forefront of their chosen career.

VUMC HISTORY AND OWNERSHIP

Vanderbilt University Medical Center has been operating non-degree allied health programs since 1929 under Vanderbilt University who is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools; accreditation has been maintained since 1895. Vanderbilt University Medical Center is a Tennessee nonprofit corporation 501(c)(3) operating three certificate programs, each accredited by a programmatic accreditor.

Until April 2016, Vanderbilt University owned and operated several hospitals and clinics collectively known as Vanderbilt University Medical Center, including Vanderbilt University Hospital, Vanderbilt Psychiatric Hospital, and Monroe Carell Jr. Children's Hospital at Vanderbilt, and their associated clinics. Effective April 30, 2016, Vanderbilt University conveyed the

clinical assets used in the operation of Vanderbilt University Medical Center to a newly formed, not-for-profit, tax-exempt corporation, which is similarly named Vanderbilt University Medical Center. Vanderbilt University Medical Center now operates independently of Vanderbilt University. It is clinically and academically affiliated with Vanderbilt University.

VUMC Credo

- We provide excellence in healthcare, research, and education.
- We treat others as we wish to be treated.
- We continuously evaluate and improve our performance.

Credo Behaviors

- | | |
|---|------------------------------------|
| • I make those I serve my highest priority. | • I conduct myself professionally. |
| • I respect privacy and confidentiality. | • I have a sense of ownership. |
| • I communicate effectively. | • I am committed to my colleague |

VUMC BOARD OF DIRECTORS

The Board of Directors provides oversight and counsel to help the medical center achieve its business and organizational goals.

Edith Carell Johnson, JD, Chair
John F. Stein, Vice Chair
Jeffrey R. Balser, M.D., Ph.D.
Lucinda M. ("Cindy") Baier
Daniel Diermeier, PhD
Sara J. Finley

John R. Ingram
Colin V. Reed
Alexander C. Taylor
Gail Carr Williams
Makeba Williams, MD, FACOG, NCMP

VUMC ALLIED HEALTH EXECUTIVE ADVISORY BOARD

Marilyn Dubree, MSN, RN (Board Chair)
Executive Chief Nursing Officer, Vanderbilt University
Medical Center
Senior Associate Dean for Clinical Practice, Vanderbilt
University School of Nursing

Sarah Allen, MBA, CNMT, RT(CT)
Associate Operating Officer, Radiology,
Vanderbilt University Medical Center

Derek Anderson, MMHC
Vice President, Business Improvement,
Vanderbilt University Medical Center

Donald Brady, MD
Executive Vice President for Educational Affairs,
Vanderbilt University Medical Center
Executive Vice Dean of Academic Affairs, Vanderbilt
University School of Medicine

Beverly Connor, MBA, JD
Chief Business Officer, Office of Health Science
Education, Vanderbilt University Medical Center

Chad Fitzgerald, JD
Executive Vice President, Shared Clinical Services
Operations, Vanderbilt University Medical Center

Joseph Johnson, PhD
Executive Director of Center for Workforce
Development and Continuing Education,
Nashville State Community College

Lee Ann Liska, MBA, FACHE
President and Chief Operating Officer,
Vanderbilt University Medical Center

Cristina Majors, MBA
Interim Director, Center for Programs in Allied
Health, Vanderbilt University Medical Center

Wendy Monaci, MBA
Executive Vice President, Adult Ambulatory
Operations, Vanderbilt University Medical Center

David Posch, MS
Senior Vice President for Business Consulting,
Vanderbilt University Medical Center

Donna Rosenstiel, LCSW
Assistant Dean, Health Sciences Education
Course Director for Social Work, Vanderbilt Program in
Interprofessional Learning

Amy Schoeny, PhD
Chief Human Resources Officer,
Vanderbilt University Medical Center

Adam Seegmiller, MD, PhD
Executive Medical Director, Clinical Laboratories,
Vanderbilt University Medical Center

Camille Steward, Esq.
Division Counsel, Office of Legal Affairs,
Vanderbilt University Medical Center

ADMINISTRATIVE LEADERSHIP

Jeffrey R. Balser, MD, PhD
President and Chief Executive Officer, Vanderbilt
University Medical Center

Donald Brady, MD
Executive Vice President for Educational Affairs,
Vanderbilt University Medical Center VUMC
Executive Vice Dean for Academic Affairs, Vanderbilt
University School of Medicine

Beverly Connor, MBA, JD
Chief Business Officer, Office of Health Science
Education, Vanderbilt University Medical Center

Kaylee Skidmore, MA
Vice President, Allied Health, Vanderbilt University
Medical Center

Holly Covas, Ed.D, MPH, MLS (ASCP)CM, HTL
(ASCP)CM, Program Director, Medical Laboratory
Science and Histotechnology, Center for Programs in
Allied Health, Vanderbilt University Medical Center

Cristina Majors, MBA
Interim Director, Center for Programs in Allied
Health, Vanderbilt University Medical Center

Sabrina Sherman, BA
Financial Aid and Enrollment Coordinator, Center for
Programs in Allied Health, Vanderbilt University
Medical Center

Jennifer Alexander, PhD
Faculty and Instructional Design Manager, Center for
Programs in Allied Health, Vanderbilt University
Medical Center

Kayla Head
Sr. Business Office Manager, Center for Programs in
Allied Health, Vanderbilt University Medical Center

Linda Birdsong, AAS
Sr. Program Manager, Center for Programs in Allied
Health, Vanderbilt University Medical Center

VUMC EDUCATIONAL FACILITIES

Facilities for the Separate Educational Center include office space in Vanderbilt Medical Laboratories at MetroCenter, a student classroom and laboratory in Light Hall (LH) and the Vanderbilt Medical Laboratories at MetroCenter and assigned spaces in The Vanderbilt Clinic lab and Vanderbilt Medical Laboratories at MetroCenter. Student learning takes place in all mentioned sites with didactic and student laboratory exercises being performed in Light Hall and MetroCenter, and practical learning, or clinical rotations, being performed in The Vanderbilt Clinic and MetroCenter. The program also uses various departmental conference rooms as needed. Books and other reference materials are available in the program director's office and classroom. The MetroCenter location provides students with coffee and water stations throughout the medical laboratories, 18 microwaves, 3 refrigerators, and 2 freezers, indoor and outdoor seating, and a "grab and go" deli for hot and cold food options. Each student desk in the classroom provides students with personal storage space. When on campus at Vanderbilt University Medical Center, students have access to the hospital cafeteria, vending machines, a student lounge, and the classroom and student laboratory spaces.

ADMINISTRATIVE CALENDAR

ACADEMIC YEAR 2026-2027	
Independence Day 2026	Friday, July 3, 2026
Labor Day 2026	Monday, September 7, 2026
Thanksgiving 2026	Thursday, November 26, 2026 – Friday, November 27, 2026
Christmas Eve 2026	Thursday, December 24, 2026
Christmas Day 2026	Friday, December 25, 2026
New Year's Day 2027	Friday, January 1, 2027
Martin Luther King Jr. Holiday 2027	Monday, January 18, 2027
Memorial Day 2027	Monday, May 31, 2027

These dates are when the administrative offices will be closed. Please refer to the Medical Laboratory Science program's section in this Catalog for specific program academic calendars, including starting and ending dates for educational activities.

STUDENT SERVICES

Academic Advising / Tutoring

Advising for the purpose of guiding students is considered an essential part of student support services provided by VUMC and is routinely provided to students by programs. VUMC also provides students tutoring support that may be required. Academic advising for students at academic risk may be initiated by VUMC personnel or by the student when the need is identified. Students receive advice from the institution about attendance and financial aid. VUMC functions in compliance with the Americans with Disabilities Act of 1990 (ADA).

Career Assistance and Planning

VUMC makes every effort to assist graduates in developing job-obtaining skills such as resume and cover letter development, interviewing skills, and appropriate post-interview follow-up activities. Upon program completion, VUMC cannot guarantee employment in the field of designated completion; however, each Program Director and program faculty offer career planning within each program area. Program Directors have established rapport and work with institutions across the country and, from time to time, are able to inform students of openings in the field. VUMC cannot and does not guarantee employment or salary, but it makes every effort to assist each graduate in their job search. Each student is responsible for securing their own employment once completing the program.

Community Resources

Information about national community resources is listed below:

Organization	Website	Phone Number
Alcohol Abuse and Crisis Intervention	www.aa.org	1 (615) 831-1050
Al-Anon	www.al-anon.org	1 (888) 425-2666
Substance Abuse and Mental Health Services Administration	https://www.findtreatment.gov/	1 (800) 662-4357
Family and Children's Services	www.acf.hhs.gov	1 (800) 422-4453
National Domestic Violence Hotline	www.thehotline.org	1 (800) 799-7233
Rape Crisis Center	www.therapeccrisiscenter.org	1 (888) 366-1640
Suicide Hotline	www.suicidepreventionlifeline.org	1 (800) 273-8255
United Way	www.unitedway.org	Phone: 211

Counseling Services/Employee Assistance Program (EAP)

VUMC offers an Employee Assistance Program known as Work/Life Connections-Employee Assistance Program (EAP): Located at 1211 21st Avenue South in the Medical Arts Building (MAB), Room B018. They are available Monday through Friday from 8:00AM to 5:00PM. Call Work/Life Connections-EAP at 615-936-1327 for a confidential appointment.

The Employee Assistance Program (EAP) provides confidential, professional consultation, assessment, counseling, and referral for students who have psychological, behavioral and/or social problems adversely affecting performance and/or emotional health and well-being. EAP focuses on improving the health and well-being of its clients by offering prevention services, early identification, intervention, and remediation of behavioral health problems and facilitates access to necessary referral services. EAP offers assistance for alcohol/substance abuse problems; emotional/behavioral problems; family/marital problems; financial and legal concerns; and stress-related problems.

Dining Facilities

There is a cafe in VUMC where food may be purchased.

Email Accounts

All enrolled students are assigned an official VUMC e-mail address. All school-wide and program-specific communications are provided via e-mail through their VUMC account. Students are expected to check their VUMC e-mail on a daily basis to be aware of important updates.

Enrollment Agreement

Students are required to sign an Enrollment Agreement with VUMC at orientation. The enrollment agreement is the “contract” between the student and the school. A read-only copy of the Enrollment Agreement is provided to all enrolled students for review prior to their arrival on campus for review. An official enrollment agreement will be reviewed and executed at student orientation.

Identification Badges

During orientation, VUMC photo ID badges are issued to students. This badge must be worn during all program activities as a means of identification. Hospital and library access are also provided through the identification badge; entry to clinical areas for educational activities is not allowed without an official VUMC-issued ID badge.

Libraries

VUMC students have access and privileges to the Vanderbilt University Jean and Alexander Heard Library System, including the Eskin Biomedical Library. Library hours may vary, and updates can be found at:

<https://www.library.vanderbilt.edu/hours/>

Each student has access to numerous professional texts and journals through electronic Eskin Biomedical Library resources, a full Digital Library accessible with a VUNet ID and password, at:

<http://www.library.vanderbilt.edu/biomedical/>

During orientation students are provided training about how to access the library’s physical and online resources. In addition, some programs have a library of reference materials resources specific to each respective profession. These libraries are generally housed in the Program Director’s office, and students in the program have borrowing privileges. Information about program-specific libraries is provided during each program’s orientation.

Occupational Health Center and Off-Campus Health Resources

Students may access services at the VUMC Occupational Health Clinic (OHC). OHC helps protect VUMC members through a variety of programs used to monitor exposure to workplace hazards and treat work-related illness and injury. OHC is located at 1211 21st Avenue South in the Medical Arts Building (MAB), Suite 640, Nashville, TN 37212.

Off campus, many Vanderbilt Health Clinics (walk-in) serve the greater Nashville community and may be utilized for illness. Services at both walk-in clinics are not free of charge, however, insurance may be accepted, depending on network participation. <https://www.myhealthwalkin.com/>

Orientation

Orientation is held prior to the first day of class to welcome and acclimate new students to Vanderbilt University Medical Center. Administrative staff and Program Directors are present to provide information to help new students transition into the academic environment.

Occupational health immunization screenings also take place during orientation. Students must provide specific health-related documentation during orientation to be a student at VUMC. See specific requirements under the admissions section of this catalog.

Parking

The VUMC Parking and Transportation office is located on the ground level of the East Garage. The hours are 7:30AM to 4:30 PM Monday through Friday. Parking arrangements will be made during orientation. A VUMC ID badge and state vehicle registration slip must be presented to register. Maps and shuttle schedules can be found here: <https://www.vumc.org/med-center-parking/maps-and-shuttle-schedules>.

Post Office

There is a post office located inside the facility.

Security and Crime Prevention

VUMC partners with Gardaworld Security for campus security.

VUMC urges students to be aware of conditions that could potentially jeopardize their safety, to avoid hazardous situations by taking common sense measures (e.g., park in lighted areas, keep car locked, maintain possession of items such as purses or bags), and to report any suspicious activities to program or school leadership or to law enforcement. Walking escorts are available for students who wish to be escorted when walking from point to point on campus during periods of darkness.

PROGRAM DELIVERY

Programs are offered in the traditional in-resident format. Programs and courses presented in this catalog may indicate either residential or blended delivery format. Courses may use a combination of lectures, clinical activities, simulation, lab activities, and out-of-class assignments. Courses may be graded by in-class assignments, out-of-class assignments, quizzes, projects, written examinations, and practical evaluation of techniques.

Residential Format

Students physically attend class for the scheduled hours and complete outside preparation as required. Please see program requirements in the program section of this catalog or in the Program Handbook for additional information about participation and attendance requirements.

Learning Management System (Canvas)

Canvas is a full-fledged Learning Management System (LMS). Canvas provides user-friendly ways to create advanced tools for dynamic online activities that support each course's objectives. All students will receive basic Canvas training during program orientation. Be sure to refer to the technology requirements under the admission policies that apply to all VUMC CPiAH programs.

Canvas:

- Easily scales up or down in size, depending on the needs of each program/course.
- Allows different course styles, from conducting fully online courses, to face-to-face courses.
- Provides activity modules (such as forums, databases, and wikis) to build richly collaborative communities of learning, to deliver content to students and to assess learning using assignments or quizzes.
- Canvas has many features, including:
 - Assignment submission
 - Discussion forum
 - File download
 - Grading
 - Instant messages
 - Online calendar
 - Online news and announcement
 - Online quiz
 - Multimedia integration
 - Question bank
 - Data analysis & reports
 - Device compatibility; fully functioning iPhone and Android App
 - Push notifications to devices on the app

Canvas Learn Technical Support & Requirements

Students needing technical assistance at any time may contact technical support for each application as found below:

- Canvas Student Access Help Site: <https://community.canvaslms.com/t5/Student-Guide/tkb-p/student>
- VUMC Canvas Support: E-mail Jennifer Alexander at Jennifer.Alexander@vumc.org
- Canvas Browser/Computer Requirements: <https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66>

Off-Site Learning Activities

Students are expected to provide their own transportation to and from offsite learning activity locations and assume responsibility for all risks associated with the travel, unless otherwise notified by school officials. Because offsite learning activities are scheduled during classroom training hours, students who do not participate will be considered absent for the class session and are subject to the terms of the current attendance policy. Students who are unable to participate in a scheduled offsite learning activity must contact his/her instructor and/or Program Director prior to the date of the offsite learning activity to inquire as to the possibility of completing an alternative assignment in lieu of offsite learning activity participation.

ADMISSIONS

Accessibility for Disabled Students

VUMC is committed to the provisions of the Rehabilitation Act of 1973 and Americans with Disabilities Act as it strives to be an inclusive community for students with disabilities. VUMC uses the definition of disability set forth in Section 504, which states that a disabled person is anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities;
- Has a record of such impairment;
- Is regarded as having such impairment.

Admissions decisions are made using criteria independent of an applicant's disability. Students with disabilities desiring to enroll in a program must be able to meet the admissions standards of VUMC. Specific concerns pertaining to services for people with disabilities or any disability issue should be directed to the Director of the Center for Programs in Allied Health.

VUMC will make efforts to provide reasonable accommodation to qualified individuals with disabilities to the extent that such accommodation is readily achievable. Though VUMC takes the needs of students with disabilities seriously, it is not able to guarantee that all services can or will be provided. Specifically, accommodation that is unduly burdensome or fundamentally alters the nature of the service, program or activity may not be provided.

In order to receive accommodation, a student must meet the following criteria:

- Have a documented disability (documentation must be supplied) that presents a significant barrier to the educational process, and
- Request services by contacting the Student Support Services Manager.

Students are required to provide medical documentation as part of their request for accommodation. All medical information remains confidential and is released to other VUMC personnel only with the student's written permission.

Application Procedures

All program applications and supplemental documents are submitted electronically through the Student Information System (SIS)– Orbund.

Each program establishes its own admission and application procedures. Please refer to the program-specific admission and application procedures in this Catalog.

Minimum Requirements for Admission

All applicants must possess a high school diploma, a high school diploma equivalency, a current Tennessee license in the field for which the training is intended, or postsecondary credit in a degree program. If the applicant has a post-secondary degree (i.e., Associate's, Bachelor's or Master's), an official copy of the original college or university diploma, transcript, or its equivalent must be provided and verified no later than 30 days after classes commence. The evidence of graduation must include the name of the institution, city, state, and graduation year, and designation of approval by the applicable governing or state authority. VUMC periodically verifies that the institution or program was approved by the applicable governing or state authority. Applicants should speak with the program director to which they are applying for more information.

Some programs may have additional education requirements for admission. Please check the relevant program section in this catalog for additional information.

Verification of High School Completion

If VUMC has reason to suspect an applicant's high school diploma, transcript or other information is fraudulent or not valid, the Assistant Director will investigate the matter. VUMC reserves the right to deny or rescind admission in cases where fraudulence is found. If the Administration doubts validity of high school completion, the student will be required to submit an official high school diploma or transcript with completion date. If the student does not produce proof, the Assistant Director will contact the state Department of Education in which the student completed high school for confirmation. If the state Department of Education cannot produce proof, the Assistant Director will deny or rescind admission to VUMC.

Health Insurance

All students enrolled must be covered by health insurance for their entire duration of training. VUMC does **not** offer a student health insurance policy. The student must maintain health insurance coverage through his/her tenure in the program and must provide proof of insurance (copy of insurance card or letter from insurer) during new student orientation and annually while enrolled.

Background Check

All accepted students are required to undergo a criminal background check prior to matriculation. Students are made aware of this requirement on the application signature page that their VUMC enrollment is conditional upon passing a criminal background check. Students who wish to obtain a copy of their background check report must directly contact the vendor with such request.

A criminal record will jeopardize eligibility for employment; therefore, students are advised to review any criminal record concerns with the director of the program in which they are applying to prior to deciding to apply. In the event an adverse criminal history report is returned, it is reviewed by the Program Director and the Director of the Center for Programs in Allied Health. The Executive Vice President for Educational Affairs may also be consulted. Decisions regarding non-admission of students deemed unfit due to the information in criminal background reports are final.

Individual programs may require additional screening, such as fingerprinting or more extensive background check. Information for any additional required screenings is provided by programs to students at the time of admission.

Immunization and Health Records

Upon acceptance, students must provide documentation of the immunization requirements listed on the Occupational Health website: <https://www.vumc.org/health-wellness/all-aboard/vumc-immunization-requirements>

Professional Liability Insurance

Students enrolled in VUMC programs are covered by the Vanderbilt University Medical Center liability insurance policy. The cost is paid by students as a fee included in their cost of attendance. This coverage is limited only to the care participated in by students of the direction of the Program Director or designee, whether at VUMC or an official clinical education affiliate.

Late Enrollment

Vanderbilt University Medical Center does not allow late enrollment.

International Applicants

VUMC is not able to admit international students at this time. Green Card holders are not considered International Applicants and are therefore eligible for admission consideration.

Instructional Language

At VUMC all instruction occurs in English. VUMC does not offer English as a Second Language (ESL) instruction. Applicants whose native language is not English may be required to submit scores on the Test of English as a Foreign Language (TOEFL) or International English Language Testing Service (IELTS) as part of the admission process. Program-specific requirements are provided in program sections of this catalog.

Foreign Transcript Evaluation

Applicants whose prior education was obtained at a non-U.S. Institution are required to submit with the application for admission a full translation of the transcript into U.S. equivalency (i.e., equivalence of credits per course and of degree conferred; translation into English language only is NOT accepted). This translation must be conducted and provided by an independent evaluation provider. The following are examples of foreign transcript and degree evaluators. VUMC does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdeval.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

Technology Requirements (All Students)

Students must have a computer (desktop or laptop) with the minimum system requirements listed below.

Operating Systems

- Windows 7 and newer (users on Windows 10 need to download the Windows 10 Anniversary Update)
- Mac OSX 10.6 and newer
- Linux – chromeOS

Mobile Operating System Native App Support

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

Computer Speed and Processor

- Use a computer 5 years old or newer when possible
- 1GB of RAM
- 2GHz processor

Internet Speed

- Minimum of 512kbps

Please see program-specific information in this catalog for additional program requirements.

Readmission Policy

Students dismissed from a VUMC program may be considered for readmission at VUMC on a case-by-case basis. Students must apply for admission consideration, and the entire application and selection process must be carried out. Students applying for readmission may be asked to interview with the Assistant Director. A student may be readmitted to VUMC no more than one time.

Reapplying students may be required to repeat coursework taken during a previous period of study at VUMC. The eligibility of coursework previously completed at VUMC to be applied toward graduation requirements following readmission will be determined on an individual basis, and the decision will be based on the following:

- Length of absence
- Reason for withdrawal (personal, illness, academic, etc.)
- Performance in program-recommended/required remediation, if any, during original period of enrollment
- Whether or not the student was in good academic standing when the withdrawal took place

Didactic courses previously completed at VUMC will be considered for credit toward certificate graduation requirements per the VUMC Transfer of Clock Hours or Credit to VUMC Policy. Students may be tested to determine continued proficiency in knowledge previously covered in courses. No credit for prior clinical courses, internships, labs or practical is given. Those requirements must be taken regardless of the circumstances of the student withdrawal.

Employment Requirements in Allied Health Fields

In Allied Health fields, states and employers may require licensure, certification, registration, etc., before an individual may be employed in a given field. Licensure eligibility and other requirements vary from state to state. Students are advised to check licensure and certification guidelines specific to their program of study for the states in which they plan to seek employment.

Transfer of Clock Hours or Credit to VUMC

VUMC evaluates for transfer credit all clock hours and/or credit earned at institutions accredited by organizations recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA). Credits earned at other educational institutions are reviewed by VUMC and may or may not be accepted by VUMC as credit toward VUMC programs' graduation requirements. Prospective students must clearly understand which credits earned at other institutions will and will not be accepted by VUMC before executing an enrollment agreement with VUMC.

Clock hour or credit transfer requests must be made by the student in writing during the admissions process. Official evaluation of a collegiate transcript is conducted upon receipt of an official transcript directly from the institution at which the courses under consideration were earned. The student is responsible for ensuring that VUMC receives all official transcripts. An official transcript must be provided from each institution for which credit and/or clock hours are to be transferred. Transcripts provided become the property of VUMC.

Up to 25% of program clock hours and/or credit may be accepted for transfer, depending on the determination of equivalency. Only hours or credits for which a grade of C or better was awarded and that were earned within the past five years are eligible for transfer consideration. VUMC may ask the student to provide additional documentation to establish coursework completed, and VUMC may require testing and/or demonstration of skills to verify student competency related to requested transfer credit/clock hours.

Advanced Placement and Experiential Learning

VUMC does not accept hours toward advanced placement through challenge examinations, achievement tests, or experiential learning.

Transfer of Credits or Clock Hours to Other Institutions

Transferability of credits varies considerably from institution to institution. Vanderbilt University Medical Center makes no representation whatsoever regarding transfer or acceptance of VUMC credits by any other institution. Vanderbilt University Medical Center does not guarantee the transferability of its credits to any other institution unless there is a written agreement with another institution explicitly denoting transferability.

Transferability of Credit Disclosure

You should also contact any educational institutions that you may want to transfer credits earned at VUMC to determine if such institutions will accept credits earned at VUMC prior to executing an enrollment contract or agreement. It is highly recommended, and you are advised, to consult with all educational institutions in which you consider transferring credit earned at VUMC before you execute an enrollment contract or agreement. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

TRANSFERABILITY OF CREDITS DISCLOSURE

Credits earned at Vanderbilt University Medical Center (VUMC) may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by VUMC. You should obtain confirmation that VUMC will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at VUMC to determine if such institutions will accept credits earned at VUMC prior to executing an enrollment contract or agreement. The ability to transfer credits from VUMC to another educational institution may be limited. Your credits may not transfer, and you may have to repeat courses previously taken at VUMC if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended, and you are advised to make certain that you know the transfer of credit policy of VUMC and of any other educational institutions you may in the future want to transfer the credits earned at VUMC before you execute an enrollment contract or agreement.

Signature of Student

Date

GRADUATION REQUIREMENTS

Certificates are awarded based on the successful completion of all graduation requirements for each program. Details regarding graduation requirements are provided in the program-specific section of this catalog. Students must maintain Satisfactory Academic Progress, as outlined in the standards of this Catalog.

All students are required by VUMC to complete an exit interview prior to graduation. Also, in order to graduate, students must have no outstanding financial balance with VUMC (this does not include educational loans to third-party lenders).

Satisfactory Academic Progress (Qualitative and Quantitative Elements)

All VUMC Students are required to maintain Satisfactory Academic Progress (SAP). SAP is a measure that consists of both qualitative (e.g., grades) and quantitative (e.g., number of hours completed in the clinical setting) measurements. Both measurements are evaluated regularly for each program. Details about the timing and frequency of SAP review for each program are contained in the program-specific sections of this catalog. Each program's SAP requirements are also stated within each program section of this catalog. To maintain Satisfactory Academic Progress, a student must meet the minimum standards established by each program for both qualitative and quantitative measures.

This VUMC Satisfactory Academic Progress policy applies to all VUMC students. These standards are consistently applied by each program to its students, regardless of financial aid status. To graduate, a student must successfully complete all courses in the program with the designated minimum score for passing (which varies from program to program).

SAP Policy for Credit Hour Programs

Qualitative Elements of SAP for Credit Hour Programs

General Information for Credit Hour Programs

Qualitative measurement consists of a student's grades, whether expressed numerically or with letter grades (see Grading Scale chart below). Credit hour programs may calculate these grades into a cumulative Grade Point Average (GPA). Some courses may be graded according to the pass/fail system. In these cases, student performance of competency tasks is assessed to determine whether or not a student has obtained competency (pass) or not (fail). All credit hour programs adhere to the following grading scale.

Qualitative Elements of SAP -- Grading Scale for Credit Hour Programs

Scale	Grade	GPA
95-100%	A	4
90-94%	A-	3.5
85-89%	B	3
80-84%	B-	2.5
75-79%	C	2
<75%	F - FAILURE	0
P	Pass - Any course with a "P" grade is not calculated into the grade point average.	
F	Fail - Any course with an "F" grade is not calculated into the grade point average. However, the course must be repeated and passed to graduate.	
I	Incomplete - May be used at the discretion of the instructor in those cases in which the student is not able to complete work in the normal time. In those instances, the student and instructor develop a written plan for an extension to provide work by a specific date that falls within the period of time specified by the relevant program's requirements (but in no circumstances greater than one month). An "I" that is not replaced by a letter grade within the period of time specified by the relevant program's requirements, due to unsatisfactory completion of the student's plan, will be changed to an F after the period specified by the program (a period not to exceed one month). Any course with an "I" grade is not calculated into the grade point average. Once a grade is assigned to the course (when conditions are met that allow for the removal of the "I" and assignment of a final grade), that grade will factor into the student's GPA.	
W±	Withdrawal – Utilized when a student leaves the course due to an approved leave-of-absence or withdraws from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.	

± Non-punitive grades for courses awarded by the school include "W". Non-punitive grades are not included in the computation of a student's overall Cumulative Grade or Point Average. The clock hours or credit hours associated with any courses for which non-punitive grades are assigned are included as credits attempted when calculating the student's Maximum Time Frame and credit completion percentage.

Minimum Average Required for Satisfactory Academic Progress for Credit Hour Programs

All students enrolled in Credit Hour Programs must maintain a minimum qualitative average (expressed as percentage points, grades, GPA and/or competencies passed) of 75% or a cumulative GPA of 2.0 to maintain Satisfactory Academic Progress*. Students must achieve the minimum qualitative average at each review of SAP to maintain Satisfactory Academic Progress. Students not maintaining SAP will face remedial action, up to and including dismissal from the program.

The table below presents the minimum qualitative average required for each program. More detailed information is available in the program-specific section of this catalog for each program.

Program Name	Term 1	Term 2	Term 3	Term 4	Term 5	Term 6
Medical Laboratory Science	75% average	75% average				
Histotechnology	75% average	75% average				

Quantitative Elements of SAP for Credit Hour Programs

Students enrolled in credit hour program must successfully earn annually a cumulative minimum of 2/3 or 66.67% of all hours attempted. Successfully completed hours are earning a letter grade of a C or higher. Some courses may have a specific passing grade requirement. In such cases, the student must earn the specified grade to be considered to have successfully completed the hours. The maximum allowable time frame is 150% of the hours required for the completion of the academic program. Example: A degree takes 120 hours to complete, so a student may attempt up to 180 credits ($120 \times 150\% = 180$) before being ineligible for federal aid.

Credit Hour Definitions for All Credit Hour Programs

VUMC adheres to the following definitions and uses the formula in calculating credit hours awarded on a course-by-course basis:

Semester Credit Hours (Medical Laboratory Science)

Semester - minimum of 15 weeks in length. One semester credit is equal to:

- one hour of lecture per week for a semester or the equivalent number of hours.
- two hours of lab per week for a semester or the equivalent number of hours.
- three hours of externship/clinical per week for a semester or the equivalent number of hours.

An example of the calculation is as follows:

Quarter System

6 hours lecture = 0.60
 25 hours lab = 1.25
 70 hours externship = 2.30
 Total = 4.15

Semester System

6 hours lecture = 0.40
 25 hours lab = 0.83
 70 hours externship = 1.55
 Total = 2.78

Partial credits for a course are rounded to the next lowest half or whole number. A course may be comprised of any combination of lecture, laboratory, and/or externship. Care is taken in scheduling breaks.

If a program offers both a distance education and a traditional campus-based component, the quality of the education and credit awarded is equivalent in all three aspects of the curriculum: didactic, laboratory, and clinical.

Non-Credit / Remedial Courses / Proficiency Credit

VUMC does not offer non-credit or remedial courses or grant proficiency credit.

Student Grievance Concerning Grades

Students should seek redress of a problem with a grade as soon as possible after receiving it and not later than one (1) week after it is released. Students should confer directly with the course director about grade concerns. Every effort should be made to resolve the problem fairly and promptly at this level. If the student cannot resolve the problem through discussion with the course director, the student should formally request an appeal from the Program Director within one (1) week of talking with the course director. If the Program Director is the course

director in question, the appeal should be made to the Director of the Center for Programs in Allied Health. The decision of any appeal is final.

Transfer and Readmitted Students/Students Changing Majors

If a student transfers to VUMC from another postsecondary institution, the transfer credits accepted by VUMC will count as credits attempted and completed for calculating the student's quantitative progress. The corresponding grades will not count toward the student's qualitative progress.

If a student is re-admitted into VUMC, changes program of study, or seeks to earn an additional credential, the credits that are applicable to the student's current program of study will be included in determining the student's satisfactory academic progress standing and the appropriate evaluation level for the student in terms of establishing the total number of credits attempted and completed at each of the student's evaluation periods. Students may repeat a course in accordance with the VUMC academic policy. Credits from both course attempts will be counted in total credits attempted and in minimum cumulative credits completed at VUMC, but only the highest grade earned will be included in the calculation of minimum cumulative GPA. Credits from both course attempts will also count towards the Maximum Time frame for Completion.

Progress Evaluations

Students are notified in writing should they fail to meet the minimum standards of Satisfactory Academic Progress during an evaluation period/term. Students who fail to maintain SAP in an evaluation period are placed on SAP Warning, unless there are two or fewer terms left in the program following the term for which the evaluation is provided, in which case the student will be placed on Academic Probation. More information on Academic Probation is contained in the Academic Probation section of this catalog.

SAP Warning

Each program establishes a timeframe for its SAP warning period, but in no case does a SAP warning period last more than one term. Student loan funds may be disbursed during SAP warning periods. When placed on SAP warning, students are provided notification in writing that outlines the reasons why the student has been placed on SAP warning and the requirements the student must meet in order to be removed from SAP warning (an "Academic Plan"). The Academic Plan is designed to bring the student into compliance with Satisfactory Academic Progress standards within a single term. The student's Academic Plan and progress toward its completion will be reviewed with the student during the period of SAP Warning according to the details of the Plan.

At the end of the warning period, if the minimum standards of Satisfactory Academic Progress are not met, a student will be placed on Academic Probation. Students who satisfy the conditions of SAP at the end of the Warning period will be returned to Satisfactory Academic Progress status. School personnel, including the appropriate instructor, the Program Director, the Assistant Director, and/or the Director are available to discuss any concerns students may have.

Academic Probation

Students failing to maintain Satisfactory Academic Progress as defined by their program may be placed on academic probation. When placed on academic probation, students are provided written notification that outlines the reasons why the student has been placed on probation and the requirements the student must meet in order to be removed from probation (an “Academic Plan”). The Academic Plan is designed to bring the student into compliance with Satisfactory Academic Progress standards within a designated period of time as defined by the Program Director. The student’s Academic Plan and progress toward completion will be reviewed with the student during the period of Probation according to the details of the Plan.

Students are not allowed more than one probation period while enrolled in their program. Students on probation who do not successfully complete the terms of their Academic Plan will be provided with the opportunity to withdraw. If the student refuses to withdraw, he or she will be dismissed from the program. Students on probation who successfully complete the terms of their Academic Plan will return to Satisfactory Academic Progress standing, and academic probation status will be removed.

Academic Probation Appeal

Students who have been placed on academic probation may appeal the probation decision. To do so, the student must submit an appeal request to the Director of the Center for Programs in Allied Health in writing (email is acceptable) within five (5) working days of being placed on probation.

The appeal request must include:

- Information about the circumstances or events that prevented the student from maintaining Satisfactory Academic Progress, and
- What changed in the student’s situation to allow the student to be successful in the future?

The student may submit documentation along with the appeal request. The Director of the Center for Programs in Allied Health will review and discuss with involved faculty and staff. The student will be notified of the appeal's outcome in writing within five business days of the submission. The decision of the Director of the Center for Programs in Allied Health is final.

If the appeal is not successful, probation status will continue until 1) the student meets the requirements of the Academic Plan and returns to Satisfactory Academic Progress status, or 2) the student fails to meet the requirements of the Academic Plan and subsequently withdraws or is dismissed from the program. If the appeal is successful, the student will not be placed on probation, but the program may impose requirements the student must complete to return to Satisfactory Academic Progress.

Student Dismissal Policy

Students who have been placed on probation and do not return to Satisfactory Academic Progress (SAP) status within the time required by their Academic Plan will be given the opportunity to withdraw or be dismissed from the program. Students may also be dismissed from the program after a period of temporary suspension. Student dismissal requires immediate return of student ID, books, equipment, or other materials issued by VUMC.

VUMC programs pursue dismissal only after a student has been given a reasonable period of warning and/or probation to address deficiencies. Dismissal may also be recommended at any time for a student who demonstrates either a singular egregious behavior or is involved in one or more serious incidents inconsistent with the expectations for students of VUMC, or in violation of VUMC policy.

A decision to pursue dismissal requires participation of the program director, relevant program faculty and administrators. The Program Director will meet with the student to hear the student’s explanation, including any mitigating circumstances in the situation. The Program Director will then meet with relevant program faculty and administrators to consider factors in the situation and render a determination. The dismissal decision is described

in a notice to the student written by the Program Director. This communication is presented to the student, in person whenever possible, by the Program Director, although an in-person meeting may not be possible in all cases.

Student Dismissal Appeal

A student who is dismissed from a VUMC program has the right to appeal. Each appeal is decided on an individual basis. The process for appealing a dismissal decision is as follows:

- The student must submit a written appeal to the Director of the Center for Programs in Allied Health. The appeal must be submitted at least 30 days prior to the start of the term in which the student wishes to be granted entrance into the program.
- Appeals must include a detailed explanation of the circumstances related to the dismissal. As relevant, such appeals should include official/professional documentation (i.e., medical records, court documents, or any other documentation which would support an appeal).
- The appeal will be reviewed by the Director of the Center for Programs in Allied Health and approved or denied based on the student's individual circumstances, past academic record, and potential to successfully complete the program.
- The Program Director will provide a written decision to the student within fourteen (14) business days. The decision on the dismissal appeal is final.
- If the student can re-enroll, the Program Director may place conditions that the student must meet to be reinstated. The Program Director may also reinstate the student on a probationary basis. Reinstatement is based on class and space availability.
- If reinstated students are required to repeat coursework, it must be satisfactorily completed to continue in the program.
- Reinstated students must maintain VUMC student financial accounts in good standing and may not default on any loan.

VUMC reserves the right to terminate a student's enrollment if, during the student's program of study, VUMC determines that the student has failed to maintain the minimum standards of satisfactory academic progress or has reached the maximum timeframe (150% of the program credits/hours) without successfully completing the program; failed to comply with the VUMC rules and regulations as published in VUMC's Catalog; or has failed to meet their financial obligations. Any refund due to the student or other agencies will be calculated and refunded according to the Tuition Refund Policy. A student who has been dismissed for failure to maintain SAP may reapply for admission. A student making an application for re-admission must first satisfy all current requirements for admission. In addition, if a student's enrollment was terminated for failure to maintain SAP, the applicant's academic records will be evaluated to determine if it is possible for a satisfactory cumulative grade point average to be achieved and if the program can be completed within the maximum time frame.

Temporary Student Suspension

VUMC reserves the right to temporarily suspend a student for conduct disrupting or otherwise negatively affecting the learning environment, pending consideration of the student's situation by the Program Director and other relevant program faculty and administrators. The Program Director will notify the student in writing of the temporary suspension conditions. If the student is reinstated, the student will work with the Program Director to address any course work missed during the suspension.

Maximum Time to Complete Program

All students are expected to complete their program of study within an acceptable period of time, as defined by each program, but in no case to exceed 150% of normal program length. Students failing to complete their program of study within the maximum time will be dismissed from the program. These students are not eligible for reinstatement.

Time spent in any of the following situations/activities counts toward the maximum time to complete VUMC programs:

- Courses for which a grade of incomplete or failure was recorded
- Courses from which the student withdrew
- Repeated coursework (e.g., following prior failure of the course)
- Time in a VUMC-approved leave-of-absence.

STUDENT POLICIES

Attendance

Attendance is an essential component of success in VUMC programs. Students enrolled at the institution make a commitment to participate fully in their education by attending classes, clinical rotations, and other educational activities as required by their program of study, and accounting for any absences according to program policy. Each program establishes its detailed tardiness, absence and make-up time policies and procedures. Please refer to the program-specific Program Handbook for more information.

Programs have processes to allow for absence in cases of emergency, of illness, of the death of a close relative, or when observing a religious holiday. See program-specific information in this catalog for further details. Each program has policies regarding unexcused consecutive absences and consequences for such, up to and including dismissal from the program.

Leaves of Absence

VUMC offers students the option to take a leave of absence from study at VUMC for medical, family, or other reasons. Students must request the leave of absence in advance, except in emergency cases. The student must submit a written request to the Assistant Director, indicating the beginning and ending dates of the leave. Additional documentation to support the request may be required (e.g., medical records, legal records). Each student's request is evaluated on an individual, case-by-case basis.

A student may be granted a leave of absence not exceeding 180 calendar days in a 12-month period. Students may take no more than one leave of absence while enrolled in a VUMC program. Time spent in a VUMC-approved leave-of-absence counts toward the maximum allowable time to complete any VUMC program. Exceptions cannot be made to each program's maximum time for completion (150% of normal program length) for student leave-of-absence or for any other reason.

Academic plans are developed to accommodate students' needs upon returning from leave of absence. At the discretion of the Program Director, students returning from a leave of absence may be required to complete coursework in a different academic year than the one in which they matriculated. Students may be required to present medical documentation to return from medical leave-of-absence.

If a student does not return on the documented return date, they may be dismissed from the program. Students who are eligible to register in the term following the leave but do not do so may be unenrolled and may be required to re-apply to the program. Programs may require students to complete some or all coursework, clinical rotations and other educational activities.

Time spent in leave-of-absence counts toward the maximum time allowed to complete VUMC programs. It is the student's responsibility to be aware of these limits for the program in which the student is enrolled.

Copyright Infringement Policy

VUMC expects all VUMC faculty and staff members, as well as all students, to comply with Federal law for the use of copyrighted material when using VUMC's computers, networks, and copiers. Unauthorized use of copyrighted material is illegal, regardless of whether that use is by a faculty, staff member or a student. All faculty, staff, and students are expected to be aware of and follow laws around the use of copyrighted materials. Any member practicing unauthorized use or distribution of copyrighted material is subject to sanctions by VUMC, up to dismissal or termination. Violators are also subject to Federal criminal penalties for copyright law violations. The following web link provides further information on copyright law: <https://www.copyright.gov/help/faq/index.html>

Surveys of Enrolled Students and Graduates

Vanderbilt University Medical Center conducts surveys of enrolled students, graduates, and others to continuously learn about its effectiveness and guide improvements on both the institutional and program levels. Feedback from current students and graduates is critical to understanding the performance of the institution and the programs. Students and graduates are encouraged to participate in these surveys, given the importance of this feedback.

Surveys of students and graduates include at least:

- Course evaluations (administered by the Center for Programs in Allied Health following conclusion of courses)
- Student satisfaction survey (administered by the Center for Programs in Allied Health at least once a year)
- Graduate satisfaction survey (administered by the Center for Programs in Allied Health at least once a year)
- Program-specific surveys of students (details are available in each program's Program Handbook)

Employment While Enrolled at VUMC

Many students work while enrolled at VUMC. Each program may establish its own policies regarding types of employment that pose a conflict with the student role, scheduling requirements, and other issues related to student work. In addition, each program may establish its own procedures related to student compliance with program policies (e.g., disclosure requirements). For additional information on working while enrolled at VUMC, prospective and current students should refer to the Program Handbook for the appropriate program(s).

Student Records

Student records are maintained for a minimum of five years from the end of the VUMC fiscal year July 1 – June 30) during which a student was last enrolled, with transcripts being maintained permanently.

Central student files are retained in the administrative office of the Center for Programs in Allied Health, secured under lock. Program Directors also maintain some student records, also secured under lock. The student has the right to inspect academic and financial records by appointment with the administrative office of the Center for Programs in Allied Health. Student files may not be removed.

Transcripts/Verification Statements

Permanent transcripts are maintained by VUMC. Additional copies may be requested by completing a transcript request form found on the VUMC website at <https://www.vumc.org/allied-health/transcript-request>

Students who completed a VU Allied Health program prior to 2016-2017 may submit a [Transcript Request Form](#) found on the VUSM website at <https://medschool.vanderbilt.edu/explore-vusm/enrollment-services/> by mail, fax, or email to: Vanderbilt University Office of Enrollment Services, 224 Eskind Biomedical Library, Fax: 615-343-2313, medverify@vanderbilt.edu

Official Program Communications

Vanderbilt University Medical Center delivers required communications with students via each student's official VUMC email account. Official electronic notifications including those required by VUMC policy, will be sent to

students' VUMC email addresses. Students are required to be familiar with the contents of official VUMC notifications, and to respond to instructions and other official correspondence requiring a response. VUMC makes every effort to avoid inundating students with nonessential email (often called "spam") and maintains separate lists from which students may unsubscribe for announcements of general interest.

Change of Contact Information

Students are responsible for updating their student profile in Orbund Student Information System (SIS) immediately of any change of mailing address, email address, telephone number or emergency contact.

Course Syllabus Policy

Each didactic and clinical course director must provide a written syllabus to each student at the outset of the course or clinical experience. In this syllabus, the student will find all pertinent information for course objectives and requirements, and grading information. The instructor will review and explain the syllabus contents at the outset of the course or rotation. The student is responsible for understanding and following the guidelines in the syllabus. If a student feels the instructor has violated content provided in the syllabus, they may file a complaint under the Grievance Policy outlined in this catalog.

Dress Code and Personal Appearance

Students must dress professionally, in keeping with VUMC institutional dress code. Uniforms or scrubs may be required for some programs. Please refer to information from programs regarding specific dress requirements based on learning setting.

- Identification badges are worn in clear sight above the waist with name, title, and picture clearly visible.
- Clothing is well-fitting, clean, and free of holes, tears or other signs of wear
- Clothing is not tight, sheer, or revealing (leggings allowed if worn with attire that is mid-thigh in length)
- Tops are not backless, midriff, strapless, off the-shoulder, or spaghetti strap
- Clothing does not restrict proper handwashing technique (e.g., thumb shirts/sweaters)
- Closed toe shoes, clean and in good condition
- Hats, caps, bandanas, hair bags/shower caps are not worn when in buildings unless for medical condition, safety purposes, or established religious customs
- No heavy perfume, cologne, or scents
- No visible body piercing/jewelry except for ears/nose with simple (i.e., stud or tiny) earrings
- No visible tattoos on face; no other visible tattoos that are obscene, commonly associated with gangs, extremists, and/or supremacist organizations, or that advocate sexual, racial, ethnic, or religious discrimination
- Jeans of any kind are not permitted, denim or colored
- No sports attire (e.g., athletic sportswear, including hoodies), unless part of unit approved VUMC uniform
- Hair is clean and contained in such a manner that it does not come in contact with a patient or visitor.
- Fingernails are kept clean and no longer than 1/16 inch from fingertip. Fingernails of the appropriate length are barely visible when viewed from the palm surface of the hand. Artificial nails are prohibited for individuals with direct patient care responsibilities. Artificial fingernails include, but are not limited to, acrylic nails, all overlays, tips, bondings, extensions, tapes, inlays, and wraps. Nail jewelry is not permitted. Nail polish, if worn, is well maintained. Chipped nail polish is not allowed.
- Reasonable accommodations can be made for medical and or religious/spiritual/deeply held personal beliefs unless such accommodations pose a risk to the safety or health of the individual or others

News/Media Inquiries

Contact with the news media regarding Vanderbilt University Medical Center must be cleared through the VUMC Office of Public Affairs. If you should receive a request from newspaper, television, social media, or radio

reporters, contact the Office of the Center for Programs in Allied Health, who will clear this through the Office of Public Affairs. This ensures a more accurate flow of information. No contact with the news media related to VUMC or affiliated facilities should take place without the express written consent of the Director of the Center for Programs in Allied Health.

Personal Possessions

Vanderbilt University Medical Center and affiliated institutions are not responsible for loss of, or for damage to, any personal possessions brought to the Medical Center, University campus or affiliated facility. It is advisable to bring only the amount of money you will need for the day you are on duty. Keep money with you or in a secure (preferably locked) location. Valuable coats, watches, jewelry, or other valuable items should be left at home for safekeeping. Check with designated affiliate staff members regarding personal belongings storage space at external affiliation locations.

Smoking/Tobacco Policy

As a premier research enterprise and health care provider, VUMC recognizes the effects and costs of smoking, tobacco, and nicotine use on our society. VUMC is committed to promoting a healthy environment for its staff and visitors without the hazards associated with these products. This policy establishes VUMC as a smoke-free institution and includes cigarettes, tobacco, and devices such as e-cigarettes, pipes, vaporizers. The use of these items is prohibited in all property owned by VUMC including vehicles and property leased by VUMC, campus grounds, parking lots, garages, plazas, courtyards, except in locations that have been designated for smoking and related devices.

Smoking restriction is within two hundred (200) feet of all entrances to the Vanderbilt University Medical Center Facilities. A violation is a misdemeanor, carrying a \$50 fine and Vanderbilt University Police Department (VUPD) enforces the ordinance as appropriate. (See Ordinance No. BL 2012- 115.)

The sale of smoking/tobacco material is prohibited in all VUMC facilities.

Alcohol/Drug Use and Under-the-Influence Policy

In compliance with the 1990 Federal Drug-Free Schools and Campuses regulations, Vanderbilt University Medical Center enforces the following policy; VUMC prohibits the unlawful possession, use or distribution of alcohol and illicit drugs by students and employees on its property or as part of any VUMC-sponsored activity. The prohibition extends to off-campus activities that are officially sponsored by VUMC, its departments or organizations. In addition, the prohibition extends to off-campus professional or organizational activities, including attendance at conferences, when participation is sponsored by VUMC, or when the participant is representing VUMC. Finally, the prohibition extends to “private” events off campus where VUMC may have an interest.

Students in VUMC programs may be asked to participate in a drug screen. The drug policy is intended to comply with all state laws governing drug and alcohol screening and is designed to protect the students’ right to privacy. The following behaviors are unprofessional and will subject the student to severe disciplinary action, up to and including dismissal from the program.

- Possession or use of alcohol or illegal drugs while on campus or clinical affiliate premises.
- Being under the influence of alcohol or illegal drugs while on campus or clinical affiliate premises, specifically while performing duties in patient care areas, surgical operating rooms or attending program related functions.
- Conviction of a crime related to possession, use or distribution of illegal drugs while enrolled in the program.

Services for persons needing assistance around substance use, dependence or abuse are encouraged to reach out for assistance. VUMC Center for Programs in Allied Health offers its students access the VUMC an Employee

Assistance Program, known as Work/Life Connections-Employee Assistance Program (EAP), more information can be found under the student services section of this catalog.

The following is a summary of Tennessee and federal sanctions for the unlawful use of illicit drugs and alcohol. While the summary is a good faith effort to provide information, VUMC does not guarantee that it is an error-free or exhaustive accounting. Under federal law, a civil penalty of up to \$100,000 and imprisonment of up to one year may be imposed for simple possession of certain specified controlled substances. Possession of crack cocaine may lead to civil penalties of up to \$250,000 and imprisonment of up to twenty years. Also, possession of a controlled substance can result in the denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, and the forfeiture of personal property and real estate used to transport, conceal, or facilitate such possession. In addition, possession of a controlled substance can lead to ineligibility to receive or purchase a firearm.

Under federal law, it is unlawful to manufacture, distribute, dispense, deliver, sell, or possess with intent to manufacture, distribute, dispense, deliver, or sell controlled substances. The penalty imposed depends upon many factors that include the type and amount of controlled substance involved; the number or prior offenses, if any; whether death or serious bodily harm resulted from the use of such substance; and whether any other crimes were committed in connection with the use of the controlled substance. Even a first-time violation can result in life imprisonment; a fine of up to \$4,000,000 per individual; supervised release; or any combination of these penalties. These sanctions are doubled when the offense involves either: (1) distribution or possession at or near a school or university campus, or (2) distribution to persons under 21 years of age. Repeat offenders may face greater penalties.

Under Tennessee law, it is unlawful for any person under the age of 21 to buy, possess, transport (unless in the course of their employment) or consume alcoholic beverages, including wine or beer. It is unlawful for any adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age. These offenses are classified as Class A Misdemeanors punishable by imprisonment for not more than eleven months and twenty-nine days or a fine of not more than \$2,500 or both. The offense of public intoxication is a Class A Misdemeanor punishable by imprisonment of not more than thirty days or a fine of not more than \$50 or both.

Under Tennessee law, the offense of possession or casual exchange of a controlled substance (such as marijuana) is punishable as a Class A Misdemeanor (eleven months, twenty-nine days and/or a fine of \$2,500). For the third and subsequent offense of possession of $\frac{1}{2}$ oz. or less of marijuana, punishment is one to six years of imprisonment and a \$3,000 fine. If there is an exchange from a person over 21 years of age to a person under 21 and the older person is at least two years older than the younger and the older person knows that the younger person is under 21, then the offense is classified as a felony. Possession of more than $\frac{1}{2}$ oz. of marijuana under circumstances where intent to resell may be implicit is punishable by one to six years of imprisonment and a \$5,000 fine for the first offense. Maximum Tennessee penalties for possession, manufacture, or distribution of substantial quantities of a controlled substance range from fifteen to sixty years of imprisonment and up to a \$500,000 fine. The State of Tennessee may, under certain circumstances, impound a vehicle used to transport or conceal controlled substances.

Weapons Policy

Vanderbilt University Medical Center prohibits student possession of firearms or other dangerous weapons while on the VUMC Campus or at clinical affiliations. Any student found in violation of this policy will be subject to disciplinary action. If a student receives information or observes another individual, staff member or patient/family, possessing a firearm or dangerous weapon on one of the previously mentioned campuses he/she should report this immediately to a Clinical Instructor or another staff member in authority.

Firearms and other weapons are prohibited at Vanderbilt University Medical Center (VUMC), except by Law Enforcement Officers as defined by T.C.A. § 39-17-1350(d). Primary exterior entry doors have signage posted with “No Firearms Allowed” in accordance with the Tennessee Code Annotated § 39-17-1359, it is an offense to possess a firearm in a building or on property that is properly posted in accordance with this section.

Other prohibited weapons per T.C.A. § 39-17-1302, are as follows:

- An explosive or an explosive weapon;
- A device principally designed, made, or adapted for delivering or shooting an explosive weapon;
- A machine gun;
- A short-barrel rifle or shotgun;
- A firearm silencer;
- Hoax device;
- Knuckles; or
- Any other implement for infliction of serious bodily injury or death that has no common lawful purpose.

Computer Use Policy

Students must adhere to all VUMC policies relating to computer systems use, both on campus and remotely. Students are required to adhere to the following Medical Center policies:

Responsibilities

Security of Information

1. Individuals using VUMC’s electronic resources are responsible for maintaining the security of information stored on each system.
2. Individuals conducting Vanderbilt business may not use a personal email address. All electronic business communications must be conducted through an approved VUMC email address.
3. Students may only use electronic resources for which access is approved. A student has the responsibility to notify his/her supervisor if he or she has access to resources that are not necessary to perform his or her job, for which the student’s authorization has expired, is given by mistake, or is otherwise unauthorized or excessive.
4. Confidentiality of systems’ accounts, passwords, personal identification numbers (PINS) and other types of authentications assigned to individual users must be maintained, protected, and not shared. Students may not use authentications that are not their own. Students may not use electronic systems or equipment while signed in under another student’s account or password unless given express authorization under extraordinary circumstances by their supervisor/manager. Responsibility for activity which occurs under a user-assigned authentication rests with the user to whom the authentication is assigned.
5. Individuals need to be aware of computer malware, such as viruses, spyware, trojans, root kits, and other destructive programs. Individuals should contact their technical support person for minimum security recommendations to prevent damage to VUMC’s data, equipment, and systems.
6. VUMC resources must not be used by anyone to gain or attempt to gain unauthorized access to confidential information.
7. Deliberate or inappropriate propagation of any destructive or information gathering tools or disregard for minimum security recommendations that impact confidentiality, availability, or integrity of VUMC systems and/or data, including but not limited to, viruses, keyboard loggers, packet sniffers, etc., is prohibited

Inappropriate Activity on Systems Outside VUMC

When using outside electronic communication systems that are accessible to others, including web logs (blogs), internet chat rooms or bulletin boards, or social networking sites, staff may not engage in the following activities, to the extent they are not considered protected concerted activity:

1. Simultaneously identify oneself as a VUMC student and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, sex, religion, color, national or ethnic origin, age, disability, leave status, veteran status, military service, sexual orientation, gender identity, gender expression or genetic information.
2. Unprofessional communication that is intentionally false, recklessly disloyal that negatively impact VUMC's reputation or interfere with VUMC's core mission, or unprofessional/inappropriate communication that is harassing, discriminatory or can be viewed as a threat of violence.
3. Acting on behalf of VUMC or acting in a way that would cause others to believe that you are acting as a representative of VUMC when not authorized to do so (e.g., contacting the media or responding to investigations or complaints or questions about VUMC business on internet discussion groups on behalf of VUMC etc.).
4. Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets or other confidential non-public information of VUMC in violation of VUMC policy, proprietary agreements, or other contractual terms. Using VUMC-owned data or work product for personal gain. Using VUMC trademarks (name, logos), or branding for commercial purposes without authorization from the Office of Trademark Licensing. For more information about the scope of VUMC's ownership of data and work product, see the Vanderbilt Policy on Technology and Literary and Artistic Works located on the Center for Technology Transfer and Commercialization's website.
5. Inappropriately sharing or posting confidential information related to VUMC business, including but not limited to, research material, proprietary processes, business plans and/or patient information. This includes sharing or posting photos of a patient or partial information even when names of patients or faces are not used.
6. Any activity in violation of local, state, or federal law as it relates to the student's enrollment at VUMC, including but not limited to maliciously false statements; destruction of VUMC data or equipment; or accessing or sharing information in violation of HIPAA (Health Insurance Portability and Accountability) or FERPA. This includes any activity that would cause VUMC to not be in compliance with state or federal law

Social Media Policy

This policy is intended for internet activities that associate or identify VUMC personnel with VUMC, use VUMC email addresses, or discuss VUMC. In keeping with the Electronic Communications and Information Technology Resources policy (HR-025), VUMC email addresses should not be used with unofficial or personal social media accounts and profiles. This policy is not intended to guide online communications when students do not associate or identify themselves with VUMC.

Online social media allows VUMC personnel to engage in professional and personal conversations. These guidelines apply to VUMC employees (including faculty, staff, students, and house staff) who identify themselves with VUMC in social media venues such as professional society blogs, LinkedIn, and/or Facebook, for deliberate professional engagement or casual conversation.

Because of the evolving nature of social media platforms, these guidelines do not attempt to name every current and emerging platform. Rather, they apply to those cited and any other online platform available and emerging, including social networking sites and sites with user-generated content. Examples include, but are not limited to the following: a. YouTube; b. Facebook; c. Instagram; d. TikTok; e. LinkedIn; f. Twitter; g. Blogs; and h. social media content that is hosted internally and protected by VUMC ID/Password.

1. Follow the same VUMC Credo behavior, HIPAA*, Conflict of Interest policy, Privacy and general civil behavior guidelines cited above including respecting copyrights and disclosures, and not revealing proprietary financial, intellectual property, patient care, or similar sensitive or private content. *Note: Examples of specific HIPAA violations include: posting a photo/video recording of a patient; referring to a patient by name; posting a diagnostic image or chart; describing a patient encounter with enough detail that someone who knows the patient would be able to identify them; responding online to a post or patient about their health care.
2. If student identify themselves as a member of VUMC in any online forum, they make it clear that they are not speaking for VUMC, and what they say represents their individual personal views and opinions and not necessarily the views and opinions of VUMC. This can be accomplished by including the phrase “views my own” in the social account bio information. Personal social media handles and avatars/profile images should not include any of Vanderbilt University’s registered marks, including logos or the words Vanderbilt, VUMC, Vandy, a V that clearly implies Vanderbilt or other iterations.
3. VUMC students are thoughtful about how they present themselves in online networks. By virtue of identifying oneself as a part of VUMC in such a network, students connect themselves to, and reflect upon, VUMC colleagues, managers, VUMC patients and donors, and the health care and biomedical research professions.
4. Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared. This content immediately leaves the contributing individual’s control forever.
5. If someone or some group offers to pay a student for participating in an online forum in their VUMC role, and/or offers advertising for pay and/or for endorsement, this could constitute conflict of interest, and VUMC policies and guidelines apply. If a member of VUMC’s workforce is compensated financially or in product as an “influencer,” this should be discussed with their supervisor or department chair (in case of faculty) to avoid a conflict of interest.
6. If someone from the media or press contacts about posts made in online forums that relate to Vanderbilt University or VUMC in any way, students alert their program staff and contact VUMC News & Communications before responding.
7. If a patient or family member posts complaints about service or other issues, contact M&E’s social media team via direct message: on Twitter @VUMCHealth or on Facebook/Instagram @VanderbiltHealth. Alternatively, between 8 a.m. and 5 p.m. on weekdays, an email to socialmedia@vumc.org may also be used, with “social media complaint” in the subject line.
8. Job postings follow VUMC’s Human Resources (HR) established processes. Social Media may be used to share postings with individuals’ professional networks but may not be used in place of HR processes but may be used to share official job postings with personal networks.

VUMC Emergency Preparedness

Students are introduced to VUMC emergency response policies and plans at orientation, and they are required to be familiar with and follow policies at all times. The VUMC Emergency Preparedness Guide can be found in the Program Director’s office and throughout the hospital. While assigned at the Medical Center, students are expected to respond appropriately to any emergency in a timely and appropriate manner. The Medical Center Safety Guidelines may be accessed at <https://www.vumc.org/emergency/welcome>. Emergency preparedness policies and procedures are discussed during student orientation.

The following is a brief description of emergency codes that student may hear announced at the medical center:

STAT - medical emergency defined by location.

RED alert- Fire condition

- If the fire is in the immediate area – respond with R.A.C.E/P.A.S.S.
- If the fire is not in the immediate area – close doors and hallways and keep patients and visitors within the area.

Code Black – bomb threat

Code Silver – active shooter

Code Pink – Missing infant (<1 years old) identified by location and description

Code Purple – Missing child (1-12 years old) identified by location and description.

Code Walker – Missing teen/adult identified by location and description.

Yellow Alert – Potential emergency condition; prepare to activate emergency response.

Orange Alert – Emergency condition present; activate emergency response.

Yellow and Orange Alerts may be announced for the following emergency conditions:

- Mass Casualty
- Electricity outage
- Vacuum system outage
- Phone system outage
- Medical Air
- Water outage
- Steam outage
- Tornado
- Beeper system outage

Once the emergency has passed, announcements will be made to cancel the emergency response.

VUMC Exposure and Infection Control Policy

Students enrolled at VUMC will be at risk for exposure to potentially hazardous material, chemicals and blood-borne pathogens or other work-related injury. Occupational exposure occurs when there is a puncture, scratch, laceration, splash, prolonged skin contact or contact with broken skin involving blood, body fluids, or other potentially infectious materials. Among the hazards that a student may be exposed to are:

- Housekeeping and/or cleaning agents
- Fumes
- Flammable and/or explosive chemicals and gases
- Radiation
- Electrical or mechanical equipment
- Blood-borne pathogens

Students will be instructed in infection control, standard precautions, and workplace safety. If exposure or injury does occur during scheduled clinical education time, the student should follow the documented procedure for treatment.

1. Report the exposure/injury to the supervising staff IMMEDIATELY.
2. Take appropriate first aid measures (clean wound with soap/water; flush mucous membranes with water/saline for 15 minutes). If life-threatening, see Emergency Department (ED) physician immediately. If non-life threatening, seek treatment at the Occupational Health Clinic in the Medical Arts Building. If after-hours, seek treatment in the ED.
3. Get the name, medical record number and location of the exposure source, if the source is a patient.
4. Notify the Program Director.
5. Complete the Tennessee First Report of Injury and forward it to Risk Management within 48 hours.
6. It is the student's responsibility to report any exposure/injury to their instructor and Program Director. Any identified incident found not to be reported may result in disciplinary action, up to or including dismissal from the program.

Infection Control for Patients

During their normal program activities students will encounter patients who are in an immunosuppressed condition, putting these patients at a particularly substantial risk of contracting infectious diseases, including a cold, influenza, and other communicable diseases. To some patients such an infection could be life-threatening. Because of this, if a student suspect(s) he or she has acquired (or if he or she has been diagnosed with) an infectious condition, the student is prohibited from the clinical setting. This is essential to protect patients from infection by ill students. Any infectious condition should be reported by the student to the Program Director as soon as possible. Any student found to be withholding this type of information will face disciplinary action for unethical behavior. A clinical instructor who suspects that a student may be infectious may ask the student to leave the clinical setting and will notify the Program Director. After absence due to infectious disease, the student must be evaluated by a physician, and written permission from his/her physician must be obtained before returning to the clinical setting.

Mandatory Student Training Requirements/Compliance

Students participate in VUMC training modules related to patient safety, hygiene practices, professional conduct, etc., at the beginning of their enrollment and at certain intervals during enrollment. The specific modules required by each program vary. Program sections of this catalog and/or program/student handbooks outline specific requirements for each program. All students are required to take at least the following modules:

- A. Safety Training – Infection control, fire safety, and OSHA requirements
- B. Standards of Conduct (AIDET)
- C. HIPAA Regulations (Health Insurance Portability and Accountability Act)

Maintenance of Program-Issued Equipment

All equipment – e.g., parking permits, ID badges, keys, etc. – remains the property of VUMC, and the student to whom such items are issued is responsible for their care and use. Failure to return school- or program-issued items as required will result in the student being liable for the cost of such items. Such fees will be assessed and paid prior to the student enrolling for the next term or, for students in their final term, before graduation.

Limits of Confidentiality

Imminent Harm to Self or Others. Consistent with Federal Law and Vanderbilt University Medical Center policy, VUMC may release student information normally considered confidential to appropriate individuals (e.g., health care personnel, police, etc.) if such information is necessary to protect the health or safety of the student or other individuals.

Program-Specific Policies, Rules and Regulations

In addition to the student policies listed in this catalog, each VUMC program has student policies and regulations that are detailed in program-specific documentation, including the program sections of this catalog, each program's student/program handbook, course syllabi, etc. All students are also required to abide by all rules and regulations of VUMC and of the program in which they are enrolled. Students will receive access to their program's student/program handbook at orientation and may request a copy at any time.

Catalog Changes

Information about Vanderbilt University Medical Center is published in this catalog, which contains a description of policies, procedures, and other information about the Center. Vanderbilt University Medical Center reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in this catalog; in any revisions, supplements, and addenda to the catalog; and with all institutional and program policies. By enrolling in Vanderbilt University Medical Center, the student agrees to abide by the terms stated in the catalog and all VUMC and program policies.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Rights

- Students have the right to an impartial, objective evaluation of their academic performance.
- Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress toward, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students are treated in a manner conducive to maintaining their worth and dignity. Students are not subject to any acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students are free from the imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students undergoing the disciplinary process.
- When confronted with injustices, students may seek redress through established grievance procedures. Details about these procedures are available in this VUMC Center for Programs in Allied Health (CPiAH) Catalog.
- Students may take reasonable exception to the data or views offered in any course of study and may form their own judgments, but they are responsible for learning the academic content of any course in which they are enrolled.
- Students will be given full disclosure and explanation of all fees and financial obligation to VUMC.
- Students have the right and responsibility to participate in course and preceptor evaluations and give constructive criticism of the services provided by VUMC.
- Students have the right to a quality education. This right encompasses quality programs; appropriate instructional methodologies and content; preceptors who have sufficient educational qualifications and practical expertise in the areas of instruction; the availability of adequate materials, resources, and facilities to promote the application of theory; and an environment that stimulates creativity in learning as well as personal and professional growth.

Student Responsibilities

- Students have the responsibility to conduct themselves in a professional manner at all times and to abide by VUMC and CPiAH policies.
- Students are punctual, attentive, and courteous in all classes, clinical rotations, and all other program activities.
- Students do not give or receive help during exams or on assignments (unless students are given permission to collaborate, such as with group assignments). Any student found to engage in these behaviors will be subject to disciplinary action, up to and including dismissal from the program.
- Unless explicitly permitted by an individual program or activity, cell phones and other electronic devices must be turned off during all learning activities.
- Children, family, or friends of students are not permitted in VUMC teaching areas unless expressly authorized in advance by VUMC CPiAH personnel.
- Animals are not allowed on VUMC premises, unless as a part of a plan for special needs accommodation developed in conjunction with VUMC CPiAH administration. Students must follow all VUMC health and safety standards and guidelines.
- Each program outlines additional rules of conduct, and students are required to abide by these rules, in addition to those above.
- Students conduct all relationships with the staff and faculty, their peers, and patients with honesty and respect.
- Students comply with instructions from faculty and staff members acting within the scope of their employment.

- Students have the right and responsibility to develop personally through opportunities, such as formal education, work and volunteer experiences, extracurricular activities, and involvement with others.
- Students are encouraged to apply creativity to their own learning processes while striving for academic and clinical excellence and to share their knowledge and learning.

Standards of Professional Conduct

To fulfill its health care mission of education, research and service to patients, VUMC adopts specific standards of ethics and conduct, which shall be followed by each member of the VUMC community. VUMC has created a standardized Code of Conduct, which provides a uniform set of guidelines that all VUMC faculty, staff and students must follow. Students are required to sign an acknowledgement of these standards during orientation. The full VUMC Code of Conduct is available at <https://www.vumc.org/compliance/codeofconduct>

In the VUMC Code of Conduct, the term “staff/faculty” includes VUMC faculty or staff members, as well as other persons who provide services at VUMC, including health care professionals with privileges at VUMC. The same level of conduct is expected of students.

Honor Code / Academic Integrity

Students are admitted into VUMC programs based on their level of maturity and desire to become health care professionals. They are expected to demonstrate the highest level of honesty and ethical behavior. Plagiarism and cheating will not be tolerated. Such acts (and acts such as those listed below) will warrant an investigation, and findings will be presented to the Director for review. Appropriate disciplinary action will be determined by the Director, in consultation with the Program Director and any course-related faculty. Students may appeal the decision of the Director to the VUMC Executive Vice President for Educational Affairs. The decision of the VUMC Executive Vice President for Educational Affairs is final.

Student probation or dismissal from the program may result from concerns such as the following (this list is not exhaustive, but is provided as an example of violations of academic integrity expectations):

- Violation of standards of professionalism and academic integrity
- Cheating on an examination, test, or written project
- Plagiarizing (incorporating into one's own work the work of another without identifying the source) in an assigned paper, report, or project
- Submitting work prepared by another person as one's own (including use of texts, papers, computer programs, or other class work prepared by commercial or noncommercial agents)
- Submitting work prepared for another course without the specific prior authorization of the instructor of the course for which work is to be completed.
- Falsely reporting personal illness or work hours
- Falsification of results of study and research
- Alcohol and /or other substance abuse
- Patient Confidentiality (HIPAA) Violations – Based on institutional policy, students violating HIPAA regulations relating to patient confidentiality may be placed on probation or dismissed from the program depending on the severity of the violation.
- Other actions that may warrant discipline ranging from probation to immediate dismissal from the program.
- Actions, including but not limited to dishonesty, violation of the law, material risks to Vanderbilt University Medical Center operations or to the safety or well-being of oneself or others.

Anti-Harassment, Nondiscrimination, and Anti-Retaliation

Vanderbilt University Medical Center (VUMC) is an Equal Employment Opportunity and Affirmative Action Employer. VUMC's Equal Opportunity and Affirmative Action Policy is reflected in the following statements (full policy is available online, at <https://hr.vumc.org/policies/anti-harassment>)

It is important that Vanderbilt University Medical Center ("VUMC") faculty, staff and students enjoy an environment free from implicit and explicit behavior used to control, influence, or affect the well-being of any member of the VUMC community. Harassment of or discrimination against individuals based on their race, sex, religion, color, national or ethnic origin, age, disability, veteran status, or genetic information or any other characteristic protected under applicable federal, or state law is unacceptable and grounds for disciplinary action, and also constitutes a violation of federal and/or state law. Equally unacceptable within VUMC is the harassment of or discrimination against individuals based on their sexual orientation, gender identity, or expression.

For this policy's purposes, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, student, co-worker, or anyone working for or on behalf of VUMC. Verbal taunting (including racial and ethnic slurs) that, in the student's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

Sexual Harassment

Sexual harassment is a form of sex discrimination. It is illegal under state and federal law and is a violation of VUMC policy. Sexual harassment is prohibited under Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, and other applicable federal and state laws. Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment may include, without limitation, innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks, and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment may include, without limitation, the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment may include, without limitation, unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, and fondling and forced sexual intercourse or assault.

The Office for Civil Rights of the Department of Education sets forth sexual harassment under Title IX as conduct can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Racial and Other Harassment in the Work Environment

Harassment against individuals based on their race, color, religion, or national origin is a form of unlawful discrimination and is prohibited under Title VII of the Civil Rights Act of 1964 and other applicable federal and state laws. When harassment based on an individual's race, color, religion, or national origin has the "purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment," it rises to the level of unlawful discrimination. In addition, these principles apply to harassment based on age, disability, leave status and genetic information under the Age Discrimination in Employment Act, the Americans with Disabilities Act, the Family and Medical Leave Act and the Genetic Information Nondiscrimination Act, respectively. Finally, VUMC, through its nondiscrimination statement, applies these principles to harassment based on an individual's sexual orientation, gender identity, and expression.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability, or appearance, including epithets, slurs, and negative stereotyping.
- Nonverbal harassment includes distribution, display, or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion, or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

Discrimination

Discrimination against individuals based on their race, sex, religion, color, national or ethnic origin, age, disability, veteran status, genetic information sexual orientation, gender identity, or gender expression, or any other characteristic protected under applicable federal, or state law is unacceptable and grounds for disciplinary action, and also constitutes a violation of federal and state laws.

Retaliation

In compliance with the law, VUMC does not retaliate against individuals for 1) filing or encouraging one to file a complaint of unlawful discrimination or report of illegal activity, 2) participating in an investigation of unlawful discrimination, or 3) opposing unlawful discrimination. In addition, the VUMC does not retaliate against individuals for filing or encouraging one to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination based on grounds not necessarily protected by federal or state law, but protected by the VUMC's nondiscrimination policy such as sexual orientation. "Retaliation" includes any adverse employment action or act of revenge against an individual for filing or encouraging one to file a complaint of discrimination, participating in an investigation of discrimination, or opposing discrimination.

Complaint Procedure

Any member of the VUMC community who experiences harassment or discrimination based on his or her race, sex, religion, color, national or ethnic origin, age, disability, veteran status, military status, genetic information, sexual orientation, gender identity, or gender expression should report immediately by creating a case through Workday Help by logging in with their VUNet ID and Password or by contacting VUMC Employee & Labor Relations at 615-343-4759 or employeerelations.vumc@vumc.org.

FERPA Rights (Family Educational Rights and Privacy Act)

VUMC respects the rights and privacy of its students and acknowledges the responsibility to maintain confidentiality of personally identifiable information. The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students certain rights with respect to their educational records. FERPA defines the rights of students to review their records, request a change to their records, and provide written consent to disclose personally identifiable information to a third party. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The following link provides further information about FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA), also referred to as "The Buckley Amendment", afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Vanderbilt University Medical Center receives a request for access. A student should submit to the VUMC office a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the VUMC discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The Family Educational Rights and Privacy Act provides the VUMC the ability to designate certain student information as "directory information." Directory information may be made available to any person without the student's consent unless the student gives notice as provided below. VUMC has designated the following as directory information: the student's name, addresses, telephone number, e-mail address, date and place of birth, field of study, school, classification, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Any new entering or currently enrolled student who does not wish disclosure of directory information should notify their Program Director in writing. No element of directory information as defined above is released for students who request nondisclosure except in situations required by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled, or until the student files written request with their Program Director to discontinue the withholding. To continue nondisclosure of directory information after a student cease to be enrolled, a written request for continuance must be filed with their Program Director during the student's last term of attendance.

If a student believes VUMC has failed to comply with The Family Educational Rights and Privacy Act, he or she may file a formal written complaint with Vanderbilt University Medical Center, 445 Great Circle Road, Nashville, TN 37228. The complaint will be investigated by the Director, and the requesting student will be notified of the outcome of the investigation. Students may also file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20212-5920.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within the VUMC, whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the VUMC's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education

programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceedings with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

STUDENT GRIEVANCE POLICY

The purpose of the grievance policy is to provide a prompt and equitable means of resolving student grievances. This procedure is available to any student or applicant for admission, who believes a decision or actions, has adversely affected their status, rights, and/or privileges. VUMC strongly urges students who have a grievance to pursue the grievance until a satisfactory resolution is reached. Most grievances can be resolved at their origin, and it is suggested that students utilize the following procedure:

- Discuss the problem with the person directly involved. If in fear of safety or need to speak in confidentially, please inform the Program Director or other trusted program faculty member. If the program has program-level grievance procedures, those procedures should be followed before moving to an institutional level grievance (next step).
- If the concern is not resolved to the student's satisfaction by the Program Director (or otherwise at the program level), the student should submit the grievance in writing, and by appointment, meet with the Director regarding the unresolved concern, by mail to Vanderbilt University Medical Center, 445 Great Circle Road, Nashville, TN 37228 or by telephone at (615) 875-3666.
- If at this time the grievance is not resolved, the grievance will be heard by the VUMC Executive Vice President of Educational Affairs (EVP-EA). The final decision of the EVP-EA will be provided to the Program Director and to the student within five business days. The decision of the EVP-EA is final.
- [A]ny person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution. THEC's address is Tennessee Higher Education Commission, 312 Rosa L. Parks Ave., 9th Floor, Nashville, TN 37243 and its telephone number is 615.741.1346.

FINANCIAL RESPONSIBILITIES

VUMC Program's cost of attendance for the academic year beginning July 1 – June 30 of the following year is as follows (tuition and fees other than Books/Laptop are not estimates; students will be responsible for the amounts for those items as they appear below):

Tuition and fees are made payable to VUMC, unless otherwise indicated.

2026-2027 COST OF ATTENDANCE	DIRECT/REQUIRED COSTS
TUITION	7,500
FEES	875
BOOKS, MATERIALS, SUPPLIES & EQUIPMENT	2,435
LICENSURE/CERTIFICATION	370
PARKING	355
GRAND TOTAL	\$11,535

2026-2027 COST OF ATTENDANCE	ESTIMATED INDIRECT COSTS
LIVING EXPENSES (FOOD & HOUSING)	30,077
TRANSPORTATION	6,429
MISC/PERSONAL	1,300
GRAND TOTAL	\$37,806

Students are required to pay the tuition and fees for each term 2 weeks prior to the beginning of classes for that term. Students with an unpaid tuition balance may be ineligible to attend class unless other arrangements have been made.

Students are required to pay various fees to VUMC upon application, enrollment, and during the course of study. Other expenses not directly related to education, such as health insurance fees, housing, transportation, meals, etc., are considered when calculating the anticipated cost of attendance, but in some cases, they may not be payable to VUMC. See "third party expenses" for an estimate of these costs.

All other expenses related to attending the program are the responsibility of the student. Specific additional expenses vary by program and are outlined in the program section of this catalog. Examples of such expenses include, but are not limited to:

- Health insurance
- CPR certification
- Immunizations
- Uniforms
- Travel to and from clinical assignments
- Housing Expenses
- Meals
- Parking
- Books
- Professional Credentialing

Please check the relevant program section of this catalog for more information on fees specific to each program. There are no additional administrative fees related to distance/blended educational activities.

Student Withdrawal from the Program / Withdrawal Refund Policy

A student has the right to cancel their program of instruction, without any penalty or obligations, through the third (3rd) business day after signing the enrollment agreement ("Cancellation Period"). Subsequent to this three-day

cancellation period, but prior to the start of orientation/classes, the student may request cancellation and will receive a refund of all monies paid, less a non-refundable processing fee of \$100. All property of VUMC including the student issued ID badge must be returned in new condition, within five (5) business days after the notice of

cancellation takes effect. After the end of the cancellation period, the student also has the right to withdraw from school at any time (please see “Withdrawal Policy”, below).

- The written notice of cancellation if sent by e-mail communication is effective upon sent timestamp. If the written notice of cancellation is hand-delivered, it is effective when it is received by a school official.
 - E-mail: CPiAAdministration@vumc.org
 - Hand-delivered: 445 Great Circle Road, Nashville, TN 37228 (Room 1226)

Students who cancel according to the terms described above will be refunded within thirty (30) business days after notification of cancellation occurs.

STUDENT WITHDRAWAL FROM THE PROGRAM / WITHDRAWAL REFUND POLICY

A student who at any time withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend class is entitled to a full refund of any fee, regardless of whether the fee is included in tuition, paid to the institution for tangible goods or services not delivered to or fully provided to the student.

In addition to subparagraph (3)(a) of this rule, if a student fails to begin class on the program start date as written in the enrollment agreement or as amended by the institution, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).

In addition to subparagraph (3)(a) of this rule, if after the program has commenced and before expiration of twenty percent (20%) or less of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the refund shall be a pro rata portion of refundable fees, less an administrative fee of one hundred dollars (\$100.00). If applicable, the refund shall include forgiveness of institutional loans. For example, if a student’s last day of attendance equals ten percent (10%) of the period of enrollment for which the student was charged, the institution is entitled to retain only ten percent (10%) of the refundable fees charged for the period of enrollment as well as one hundred dollars (\$100.00). However, in no instance will the institution be responsible for any refund in excess of the amount paid by or on behalf of the student for the period of enrollment for which the student was charged.

Except as provided for in subparagraph (3)(a) of this rule, if after expiration of twenty percent (20%) of the period of enrollment for which the student was charged, a student withdraws, is withdrawn (including expulsion) by the institution, or otherwise fails to attend classes, the student may be deemed obligated for one hundred percent (100%) of the refundable fees charged by the institution up to the last period of enrollment charged.

For a student who cannot complete one (1) or more classes because the institution discontinued such a class during a period of enrollment for which the student was charged, the institution shall refund the sum of all refundable fees paid and, if the student has institutional loans, forgive the amounts owed by the student.

The Cancellation and Refund Policy for Training Programs states “The school must refund all tuition money paid if the applicant cancels within three business days after the day the contract is signed.” Per the required refund policy listed above, “if a student fails to begin class on the program start date as written in the enrollment agreement or as amended by the institution, the refund shall equal the sum of all refundable fees paid and, if the student has institutional loans, forgiveness of the amounts owed by the student, less an administrative fee of one hundred dollars (\$100.00).” Regardless of if the student cancels within three business days after the contract is signed, the rule requires that the school refund the student all refundable fees paid and to forgive any loans owned by student, less an administrative fee of one hundred dollars (\$100.00) if the student fails to begin class on the program start date listed in the enrollment agreement.

For the purpose of determining a refund under this section, a student may be deemed to have withdrawn from a program of instruction when any of the following occurs:

- Withdrawal is considered to have occurred when the student provides written notice of his or her desire to withdraw via e-mail communication or by hand delivery.
 - The written notice of withdrawal if sent by e-mail communication is effective upon sent timestamp. If the written notice of cancellation is hand-delivered, it is effective when it is received by a school official.
 - E-mail: CPiAAdministration@vumc.org
 - Hand Delivery: 445 Great Circle Road, Nashville, TN 37228 (Room 1226)
- The student fails to participate as required in educational activities for at least three (3) consecutive business days.
- The student fails to return from a leave of absence.
- The institution terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the program; and/or failure to meet financial obligations to VUMC.

If the student is owed a refund, all monies due will be refunded within thirty (30) business days after the date of VUMC's determination that the student has withdrawn.

Private Loans

If a student receives a private loan to pay for the educational programs, VUMC is in no way involved with the agreement between the lender and the student. All inquiries related to such loans should be directed to the lender. VUMC will confirm appropriate student enrollment information with a private lender at the lender's request, in order to process private loans.

Veterans Benefits and Transition Act of 2018

Section 103 of Public Law 115-407, the Veterans Benefits and Transition Act of 2018, prohibits denial of access and/or other penalties against student veterans using Post 9/11 (Chapter 33) or Vocational Rehabilitation (Chapter 31) benefits effective August 1, 2019. As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended. The State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below:

NOTE: A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. GI Bill® is a registered trademark of the Department of Veterans Affairs (VA)

VUMC permits any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

VUMC ensures that it will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

VA Benefits Enrollment Verification

Enrollment verification is a requirement for Post-9/11 *GI Bill*® students to verify that they have remained enrolled in the same courses or training each month. Students who receive MHA/kicker payments **will have their payments withheld** if they fail to verify or report that they are no longer enrolled in their courses or training. To streamline the process, VA is providing the options to **verify enrollment easily and securely via text message, email, and online at VA.gov**.

This requirement is only for Post-9/11 *GI Bill*® and does not impact other benefit programs, such as the Montgomery GI Bill (MGIB), Veteran Employment Through Technology Education Courses (VET TEC), Survivors' and Dependents' Educational Assistance (DEA), Veterans Rapid Retraining Assistance Program (VRRAP), or the Edith Nourse Rogers STEM Scholarship.

EDUCATIONAL PROGRAMS

Institutional Accreditation

Accrediting Bureau of Health Education Schools (ABHES)

6116 Executive Blvd., Suite 730

North Bethesda, MD 20852

P. (301) 291-7550

info@abhes.org

<https://www.abhes.org/>

MEDICAL LABORATORY SCIENCE PROGRAM

Program Description

The Vanderbilt University Medical Center (VUMC) sponsors the Medical Laboratory Science (MLS) program within the Department of Pathology, Microbiology, and Immunology and the VUMC Medical Laboratories. The Veterans Administration (VA) Hospital originally sponsored the VUMC Medical Laboratory Science Program and graduated its first class in 1954. Sponsorship transferred to Vanderbilt University Hospital in 1968, and the program has been in continuous operation since then.

Medical laboratory scientists are trained in all major clinical pathology areas, including Clinical Chemistry, Hematology, Hemostasis and Thrombosis (Coagulation), Immunoserology, Immunohematology (Blood Bank), Infectious Disease (including Microbiology and Molecular Infectious Diseases), Urinalysis & Body Fluids, Molecular Diagnostics, Hematopathology, Histocompatibility, and Management/Supervisory skills.

Training includes didactic, student laboratory, and practical experiences. Student laboratory and classroom spaces are located within the Vanderbilt Medical Laboratories at MetroCenter and in Light Hall on the VUMC campus. Additional space is provided throughout the Diagnostic Labs in The Vanderbilt Clinic (TVC) for student use. The Medical Laboratory Science program administration office and library are also found in Vanderbilt Medical Laboratories. The program officials include a Medical Director, Program Director, two Educational Coordinators, and faculty from each area of the laboratory who are experts in their respective departments.

Licensure/Certification/Credentialing

Upon successful completion of the program, students are awarded a Certificate in Medical Laboratory Science and are eligible to sit for exams to receive national certification. Upon receipt of national certification by a recognized national agency, students become eligible for licensure from the State of Tennessee as a Medical Laboratory Technologist and are eligible for licensure by other state licensing boards.

Program Costs

Tuition \$7,500 + Fees \$875 Books, Materials, Supplies and Equipment \$2,435 + Licensure/Certification \$370 + \$355 Parking = Total Cost \$11,535

Program Length

Students complete 75 semester credit hours during 56 weeks of full-time study. Classes begin the first week of June and continue until the end of June the following year.

Program Delivery Method

Residential

Program Mission, Credo and Goals

Program Philosophy and Mission Statement

We support excellence in patient care and safety by providing accurate and timely laboratory information and services to improve the health of the individuals and communities we serve. As a leading academic medical center laboratory, we advance knowledge and the development of medical professionals through the Vanderbilt University Medical Center pillar goals of people, service, quality, growth and finance, and innovation.

Our program's mission is to cultivate a generation of highly skilled and compassionate medical laboratory scientists through comprehensive education and practical training within a hospital-based setting. We are committed to fostering a learning environment that promotes excellence, integrity, and innovation in laboratory medicine. Our program aims to equip students with the knowledge, critical thinking abilities, and technical proficiency necessary to

excel in the dynamic field of medical laboratory science. By instilling a dedication to patient care, ethical practice, and continuous professional development, we aspire to empower graduates to positively impact healthcare outcomes and contribute to the advancement of medical science. The Medical Laboratory Science Program strives to maintain a quality education program to accomplish the following outcomes.

To provide proficient employees with advanced knowledge and skills for diagnostic laboratories at VUMC and other healthcare organizations.

Students perform high throughput and high complexity testing on a diverse patient population after training in VUMC's diagnostic laboratories. Students become familiar with VUMC policies and procedures, preparing them to begin training as employees immediately after graduation. This integration of students in the VUMC laboratory environment decreases the expenses VUMC pays in recruitment and employee selection. Students who choose to work at other health care organizations after graduation apply the knowledge and experiences from the program to work in a fast-paced environment of varying complexities.

To provide a stimulating learning environment for students and laboratory staff.

Being involved in laboratory education provides an atmosphere in which laboratory professionals are pushed to maintain knowledge of current theory and testing procedures. Employees are challenged to investigate new and emerging trends in the field, positively affecting patient care. Interacting with students also allows employees to improve their skills in communication and instruction.

To maintain a source of professionals who constantly and consistently bring new knowledge into the laboratory field to drive change in health care.

Stagnation, job dissatisfaction, and burnout are reduced in the laboratory by providing a constant source of new professionals to alleviate staffing issues. These new professionals are motivated to learn and support patient care and laboratory testing. Laboratory professionals engage and share knowledge with students, ensuring that the students will have current, practical knowledge upon entering the workforce. Students also participate in seminar activities that prepare them to be leaders in their selected focus after graduation. Graduates of the program are encouraged to participate in professional organizations and other activities to influence the direction and remain on the forefront of their chosen career.

Program Goals/Objectives

The Medical Laboratory Science Program at Vanderbilt University Medical Center bases its educational program on principles essential to the preparation of students to achieve the ideals of the profession.

The VUMC Medical Laboratory Science program strives to instill the following goals in each student through teaching and experiential learning:

1. Goal 1: Proficiency in Laboratory Techniques and Procedures

- Perform laboratory tests of moderate and high complexity accurately and efficiently.
- Demonstrate proficiency in specimen collection, processing, analysis, and interpretation of results.
- Utilize laboratory instrumentation and technology effectively to conduct tests and troubleshoot equipment issues.

2. Goal 2: Critical Thinking and Problem-Solving Skills

- Apply critical thinking skills to analyze laboratory data, identify patterns, and draw appropriate conclusions.
- Troubleshoot technical issues encountered during laboratory procedures and propose solutions.
- Evaluate the reliability and validity of laboratory results, recognizing potential sources of error and taking corrective actions.

3. **Goal 3: Knowledge of Laboratory Sciences**

- Demonstrate a comprehensive understanding of the principles, theories, and concepts underlying laboratory sciences, including biochemistry, microbiology, hematology, immunology, and clinical chemistry.
- Apply knowledge of human anatomy, physiology, and pathophysiology to laboratory practice and interpretation of laboratory results.
- Stay updated with advancements in laboratory medicine, research methodologies, and emerging technologies relevant to the field.

4. **Goal 4: Communication and Interpersonal Skills**

- Communicate effectively with healthcare professionals, patients, and laboratory staff, demonstrating professionalism, empathy, and cultural sensitivity.
- Document laboratory procedures, findings, and results accurately and clearly in written reports and electronic medical records.
- Collaborate with interdisciplinary healthcare teams to ensure accurate diagnosis, treatment, and monitoring of patient conditions.

5. **Goal 5: Professionalism and Ethical Conduct**

- Adhere to professional standards, codes of ethics, and regulatory requirements governing laboratory practice.
- Maintain confidentiality of patient information and protect the privacy and rights of individuals in accordance with HIPAA regulations and institutional policies.
- Demonstrate integrity, honesty, and ethical behavior in all aspects of laboratory practice, including patient care and interactions with colleagues and patients.

6. **Goal 6: Quality Assurance and Laboratory Management**

- Implement quality control measures and quality assurance protocols to ensure accuracy, precision, and reliability of laboratory results.
- Participate in the development, implementation, and evaluation of laboratory policies, procedures, and protocols.
- Manage laboratory resources efficiently, including inventory control, equipment maintenance, and compliance with safety regulations.

7. **Goal 7: Lifelong Learning and Professional Development**

- Engage in continuous professional development activities, such as attending conferences, workshops, and seminars, and pursuing advanced certifications or degrees to navigate changing trends in the profession.
- Seek opportunities to contribute to the advancement of laboratory medicine and scientific knowledge and to advance within the career.
- Demonstrate a commitment to lifelong learning, self-reflection, and personal growth as a healthcare professional.

Programmatic Accreditation/Approvals

The Medical Laboratory Science Program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). NAACLS is recognized by the Council for Higher Education Accreditation and is committed to quality in education and educational review. The program is also licensed by the State of Tennessee as required by the Tennessee Laboratory Act and is approved to operate by the Tennessee Department of Health. Students completing the year of training are eligible for the national certification as a Medical Laboratory Scientist by examination through agencies such as the American Society of Clinical Pathologist Board of Certification (BOC).

Upon receipt of national certification, the graduate becomes eligible for state licensure by the Tennessee Department of Health.

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Road, Suite 720, Rosemont, IL 60018-5119
Phone: 773.714.8880 Fax: 773.714.8886 E-mail: info@naacls.org

American Society of Clinical Pathologist Board of Certification (ASCP BOC)
33 W. Monroe Street, Suite 1600, Chicago, IL 60603 www.ascp.org

Tennessee Department of Health: Medical Laboratory Board
665 Mainstream Drive, 2nd Floor, Nashville, TN 37243
Phone: 615.532.5128 local or 1.800.778.4123 nationwide

Program Academic Calendar

Medical Laboratory Science Program	
2026-27 ACADEMIC CALENDAR	
Program Start Date	Monday, June 1, 2026
Independence Day 2026	Friday, July 3, 2026
Fall Break 2026	Monday, September 7, 2026 - Friday, September 11, 2026
Labor Day 2026	Monday, September 7, 2026
Thanksgiving 2026	Thursday, November 26, 2026 - Friday, November 27, 2026
Winter Break 2026	Monday, December 21, 2026 - Friday, January 1, 2027
New Year's Day 2027	Friday, January 1, 2027
Martin Luther King Jr. Day 2027	Monday, January 18, 2027
Spring Break 2027	Variable 5-day period*
Memorial Day 2027	Monday, May 31, 2027
Program Completion Date	Friday, June 25, 2027

*Due to clinical rotation schedules, each student has a different spring break week. Students may request specific spring break weeks and are notified of their spring break dates in November of the prior year.

Program Faculty/Staff

Holly Covas, EdD, MPH, MLS (ASCP)^{CM}, MLS Program Director (Full-time)
EdD, Learning and Organizational Change, Baylor University, Baylor, TX; MPH, Public Health, University of California, Berkeley, 2014; BS, Clinical Laboratory Science, 2010, University of Mississippi Medical Center, Jackson, MS; AAS, Medical Laboratory Technology, 2007, Meridian Community College, Meridian, MS

Sylvia Verhoven, MLS (ASCP)^{CM}, MLS Program Education Coordinator (Full-time)
Certificate, Medical Laboratory Science, Vanderbilt University, Nashville, TN, 2014, BS, Biology, University of Alabama, Tuscaloosa, AL, 2010

Jessie Smith, MLS (ASCP)^{CM}, MLS Program Clinical Coordinator (Full-time)
Certificate, Medical Laboratory Science, Vanderbilt University, Nashville, TN, 2016, BS, Biochemistry, Middle Tennessee State University, Murfreesboro, TN 2014

Garrett Booth, MD, MS, Medical Director
Professor of Pathology, Microbiology & Immunology (Part-time) Associate Medical Director, Transfusion Medicine MD, 2007, University of Arizona College of Medicine, Tucson, AZ; MS, Epidemiology, 2002, Johns Hopkins Bloomberg

School of Public Health, Baltimore, MD; BS, Neuroscience and Psychobiology, 2000, UCLA Honor's College, Los Angeles, CA

Emily Milford, MLS (ASCP) Instructor (Part-time)

Certificate, MLS, 2006, Vanderbilt University, Nashville, TN; BA, Biology, Carson Newman College, Jefferson City, TN

Erika Hall, MLS (ASCP) Instructor (Part-time)

Certificate, MLS, 2008, Vanderbilt University Medical Center; BS, Biology, 2006, Middle Tennessee State University, Murfreesboro, TN; AAS, Science, 2000, Patrick Henry Community College, Martinsville, VA

Alli Leaver, MLS (ASCP)^{CM} Instructor (Part-time)

Certificate, MLS, 2019, Vanderbilt University Medical Center; BS, Biology, 2016, Lipscomb University, Nashville, TN

Carly Marcum, MLS (ASCP)^{CM}, Instructor (Part-time)

BS, MLS, 2010, Purdue University, West Lafayette, IN

Samanwi Munagala, MLS (ASCP)^{CM}, Instructor (Part-time)

Certificate, MLS, 2017, Vanderbilt University Medical Center, Nashville, TN; BS, Biology, Chemistry minor, Middle Tennessee State University, Murfreesboro, TN

Program Advisory Board

The Program Advisory Committee is composed of representatives from multiple laboratory sections within the VUMC Diagnostic Laboratories, the VUMC Department of Pathology, and the community. Representation includes pathologists, administrators, managers, supervisors, program graduates, and clinical instructors/medical laboratory scientists and representatives from the community. The Program Advisory Committee (PAC):

- Provides input into any aspect of the program/curriculum with regard to its current learning outcomes, relevancy, and effectiveness.
- Serves as the admission committee to review and make decisions on student selection or dismissal.
- Reviews any grievances that require resolution. This function activates the ad hoc members.
- Members serve a four-year term, on a rotating basis.

The Program Advisory Committee is composed of the following individuals:

Member Name	Credentials	Title
Dr. Holly Covas	Ed.D. MPH, MLS (ASCP) ^{CM} , HTL ^{CM}	Program Director
Sylvia Verhoven	MLS (ASCP) ^{CM} , PBT ^{CM}	Educational Coordinator
Jessie Smith	MLS (ASCP) ^{CM}	Clinical Coordinator
Dr. Garrett Booth	MD, MS	Program Medical Director
Dr. David Gaston	MD, PhD	Laboratory Medical Director
Bruce Greig	MT, ASCP	Team Leader
Erika Hall	MLS (ASCP) ^{CM}	Quality Coordinator
Pat Purcell	CLS, MBA, FACHE	Associate Vice President
Jill White-Abell	MT (ASCP)	Team Leader
Martha Dagen	MT (ASCP)	MLS 2
Adam Blacker	MS, CHS (ACHI), MLS (ASCP) CM	Manager
Angie Mueller	MLS (ASCP) CM	Manager
Ashely Davis	MLS (ASCP) ^{CM}	MT
Diamondie Smith	MLS (ASCP)CM	MLS 2
Victoria Davis	MLS (ASCP)CM	MLS 2
Ebony McHaskell	MS	Director, CPiAH
Jennifer Alexander	PhD	Faculty/Instructional Design Manager, CPiAH

Admissions

Admission Requirements

VUMC requires that all applicants must possess a high school diploma, a high school diploma equivalency, a current Tennessee license in the field for which the training is intended, or postsecondary credit in a degree program. VUMC allows an applicant to submit a copy of a post-secondary degree (i.e., Associate's, Bachelor's or Master's) in lieu of a copy of the high school diploma.

Applicants to the Medical Laboratory Science program must:

- Possess a bachelor's degree from an accredited college or university
OR
- Be eligible to receive a bachelor's degree from one of the program's academic affiliated schools upon successful completion of the VUMC Medical Laboratory Science program.

Eligible applicants are required to have a minimum of three years (90 semester or 136 quarter hours) of college credits at a regionally-accredited college or university.

Out of the 90 total semester hours (136 quarter hours) required for acceptance into the program, qualified applicants must complete the following with a total and science (biology and chemistry) GPA of 2.5 or greater before starting the program:

- At least 16 semester hours or 24 quarter hours of Chemistry
 1. Required:
 - General/College Chemistry I
 - General/College Chemistry II
 - Organic Chemistry *or* Biochemistry

2. Recommended: Quantitative Analytical Chemistry, Clinical Instrumentation

- At least 16 semester or 24 quarter hours of Biological Sciences
 1. Required:
 - Microbiology
 - Immunology
 2. Recommended: Genetics, Anatomy & Physiology
- At least 3 semester hours or 4.5 quarter hour of College Mathematics (at College Algebra level or higher)

*Individuals who completed coursework in Immunology, Microbiology, Genetics, and Organic Chemistry or Biochemistry at least 7 years prior to application are requested to complete updated courses in each.

The content of courses must be applicable towards a major in that area or in medical laboratory science. Survey, CLEP, or AP courses are not accepted toward the requirements.

Essential Functions

As a student enrolled in the Medical Laboratory Science program, it is essential to understand and fulfill certain functions to ensure successful participation and completion of the program. These essential functions are necessary for academic and professional success in the field of laboratory medicine. Students must possess, and maintain throughout their time in the program, the ability to perform the following required actions:

Physical and Motor Skills:

1. Demonstrate the physical and motor skills necessary to safely and effectively perform laboratory procedures, including specimen collection, handling, and analysis.
2. Possess the dexterity and coordination required to manipulate laboratory equipment, instruments, and tools with precision and accuracy.
3. Perform laboratory procedures with manual dexterity, including repetitive hand motions, such as pipetting and typing.
4. Ability to stand, sit, and move around in a laboratory setting for extended periods.
5. Ability to properly lift and carry equipment and supplies up to 25 pounds as needed.

Sensory and Perceptual Abilities:

1. Possess adequate sensory and perceptual abilities, including vision, hearing, and tactile sensation, to accurately interpret laboratory results, distinguish colors, and detect changes in specimen appearance and cellular morphology.
2. Ability to observe and assess laboratory specimens, equipment, and surroundings with attention to detail and accuracy.

Cognitive and Intellectual Abilities:

1. Demonstrate critical thinking skills and intellectual capacity necessary to comprehend complex scientific concepts, theories, and laboratory procedures.
2. Ability to analyze and interpret laboratory data, identify patterns, and draw appropriate conclusions based on data without guidance or advice and within given time constraints throughout the classroom, student laboratory, and medical laboratory settings.
3. Possess problem-solving skills to troubleshoot technical issues, identify sources of error, and implement corrective actions in laboratory settings.

Communication Skills:

- i. Ability to communicate effectively and professionally with peers, instructors, physicians, healthcare professionals, and patients, both verbally and in writing.
- ii. Demonstrate active listening skills, empathy, and cultural competence in interactions with individuals from diverse backgrounds and perspectives.
- iii. Document laboratory procedures, findings, and results accurately and clearly in written reports and electronic medical records.

Interpersonal and Professional Behaviors:

- 1. Exhibit professionalism, integrity, and ethical conduct in all aspects of laboratory practice, including adherence to professional standards, codes of ethics, and regulatory requirements.
- 2. Collaborate effectively with interdisciplinary healthcare teams, demonstrating respect, teamwork, and leadership skills.
- 3. Maintain confidentiality of patient information and protect the privacy and rights of individuals in accordance with HIPAA regulations and institutional policies.

Safety:

- 1. Wear appropriate personal protective equipment (PPE) based on laboratory activities being performed.
- 2. Promote a safe working environment through engineering controls and practices and following all safety protocols established by the program, Vanderbilt Medical Laboratories, and accrediting organizations.
- 3. Demonstrate safe working practices.
- 4. Seek ways to support and improve patient safety.

Time Management and Organizational Skills:

- 1. Manage time effectively to prioritize tasks, meet deadlines, and balance academic coursework, laboratory responsibilities, and clinical rotations.
- 2. Demonstrate organizational skills to maintain accurate records, manage laboratory resources efficiently, and keep laboratory workspaces clean and organized.

Emotional Resilience and Stress Management:

- 1. Develop emotional resilience and coping strategies to manage the demands of the Medical Laboratory Science program, including academic rigor, clinical responsibilities, and exposure to challenging or emotionally taxing situations.
- 2. Seek support from peers, faculty, and support services as needed to maintain mental and emotional well-being throughout the program.

Commitment to Lifelong Learning and Professional Development:

- 1. Embrace a commitment to lifelong learning, self-reflection, and continuous professional development to stay updated with advancements in laboratory medicine, research methodologies, and emerging technologies.
- 2. Engage in opportunities to contribute to the advancement of laboratory science and healthcare delivery.

Application Procedure

Individuals from a regionally-accredited college or university who meet the minimum academic requirements are eligible for admission into the program. Applications are accepted beginning July 1 each year. The link for submission

and all accompanying documents required can be found on the MLS website. A final deadline for all materials by the Friday of the second week in January must be met for consideration.

Priority Selection

Applicants may be provided priority selection into the program if and once ALL following requirements are met:

1. The applicant meets all minimum requirements, including the completion of all prerequisite courses before the program will begin in June.
2. The applicant completes his/her interview.
3. The applicant has a total ranked score of 3.60 or greater. Refer to the calculation in the MLS program handbook for information concerning the ranked score.

Applicants who meet all above criteria for priority selection will be notified in writing of acceptance into the program following the processing of the results of the interview score and the subsequent calculation of the overall rank. This process will bypass the typical selection of applicants by the Program Advisory Committee in February, thus providing a “fast track” option in which qualified applicants will be selected for the cohort sooner than February.

Applicants must submit the following:

- Completed program application (link available on MLS program website July 1 – mid January).
- Official transcripts from all universities and colleges attended regardless of graduation status.
- A list of courses in progress or to be completed prior to the June admission date.
- Three references, with at least two from current or previous faculty, and one from an employer or individual familiar with the applicant's character. Reference name and emails will be submitted with the electronic application. Upon submission, references will receive an application to submit their review and an optional letter of recommendation.

Prospective students and applicants may contact the program director, Holly Covas, by email at holly.covas@vumc.org or by phone at 615-322-8681.

Admission Interviews

All applicants who meet the minimum qualifications for acceptance are invited to interview with the program. Interview dates are based on the availability of both the student and program director. Interviews include:

- Interview and program overview with the program director and education coordinator.
- Interviews with one or two additional faculty members or laboratory personnel.
- Tour of the diagnostic laboratories and classroom.

During the interview, the details of the program and the selection process are discussed in detail. Applicants are encouraged to ask questions.

Applicant Selection and Acceptance

The Program Advisory Committee makes offers of admission to the program in February of each year. All participants are evaluated on an individual basis, with selection based on the following criteria:

- Cumulative grade point average (GPA)
- Grade point average in science coursework
- Letters of recommendation or pre-professional evaluation
- Interviews

The selection process includes a review of each applicant based on academic achievement, work experience, interest and knowledge of the medical laboratory science profession, career goals, and personal attributes that would

contribute to the success of the applicant in the program and as a medical laboratory scientist. These attributes include the ability to make decisions based on sound knowledge, strong ethical and moral attitudes, and a commitment to quality patient care.

Academic Program and Assessment

Curriculum Sequence/Program Delivery

Classes begin the first week of June and continue until the end of June the following year. Orientation is held during the first week of class and provides an opportunity for students to become acquainted with fellow students, faculty members, and the organization. Course work during this orientation week consists of an introduction and review of basic laboratory operations and skills.

The academic year is divided into two semesters/terms, each approximately six months long.

1. First semester/term: This semester is comprised of the lecture/student laboratory portion of the program. It begins in June and is completed in mid-December. Coursework completed during this portion of the program takes place in a classroom setting, during which students attend lectures and complete student laboratory assignments. Students complete out-of-class assignments such as study questions, case studies, and reading, as well as in-class assessments of quizzes, exams, and laboratory practicals. Classes are taught Monday through Friday from 8:30 am to 4:30 pm with 12-1 pm reserved for lunch. Students attend one morning course from 8:30 am to 12 pm and one afternoon course from 1 pm to 4:30 pm. Course lengths vary from 1 week to 10 weeks.
2. Second semester/term: The second semester runs from January through the end of June and includes the clinical practical (i.e., clinical rotations) in each department of the clinical and diagnostic laboratories. During this time, students work alongside medical laboratory scientists to learn how to operate the instrumentation and interpret results. Students complete case studies, checklists, study questions, unknown patient samples, research papers, and written assessments. Students attend clinical rotations for 8 ½ hours each day with 30 minutes reserved for lunch. Clinical rotation times typically occur from 7 am to 3:30 pm or 8 am to 4:20 pm, depending on the department. One four-day portion of the Blood Bank rotation occurs from 1 to 9 pm. Students complete rotations for all clinical laboratory departments at Vanderbilt University Medical Center and for phlebotomy and specimen receiving. Clinical rotation lengths are 1 day to 4 weeks, and each student will complete the rotations in a separate order.

Students are required to be present on a full-time basis throughout the year of training.

Medical Laboratory Science

Program Director - Dr. Holly Covas

TERM: FALL			
Course Code	Course	Clock Hours	Total Academic Credits
SPT101	Introduction to the Laboratory	35.00	1.50
IMH101	Immunoserology	35.00	2.00
BCH101	Clinical Chemistry	175.00	10.50
BCH102	Urinalysis	35.00	1.50
BCH104	Special Chemistry	87.50	5.50
HEM102	Hemostasis/Thrombosis (Coagulation)	35.00	2.00
HEM103	Hematopathology	17.50	1.00
MIC103	Parasitology	35.00	2.00
HEM101	Hematology	157.50	7.50
SPT104	Molecular	35.00	2.00
MIC101	Microbiology (Bacteriology/Mycology)	157.50	8.50
IMH102	Immunohematology (Blood Bank)	105.00	5.50
BCH103	Body Fluids	17.50	1.00
SPT102	Seminar	75.00	4.50
IMH103	Histocompatibility	17.50	1.00
Total weeks of instruction for this term: 29		1020.00	56.00
TERM: SPRING			
Course Code	Course	Clock Hours	Total Academic Credits
BCH203	Body Fluids Rotation	40.00	0.50
BCH201	Clinical Chemistry Rotation	120.00	2.50
HEM201	Hematology Rotation	120.00	2.50
HEM202	Hemostasis/Thrombosis (Coagulation) Rotation	40.00	0.50
HEM203	Hematopathology Rotation	40.00	0.50
IMH202	Immunohematology (Blood Bank) Rotation	160.00	3.50
IMH201	Immunoserology Rotation	40.00	0.50
MIC201	Microbiology (Bacteriology/Mycology) Rotation	160.00	3.50
SPT204	Molecular Rotation	40.00	0.50
SPT205	Phlebotomy Rotation	40.00	0.50
BCH204	Special Chemistry Rotation	80.00	1.50
BCH202	Urinalysis Rotation	40.00	0.50
Total weeks of instruction for this term: 26		920.00	17.00
Total Clock Hours:		1940	
Total SEMESTER Credit Hours:		73	
Program Length:		56 weeks	

Course Descriptions

TERM: FALL			
Course Code	Course	Course Length (Weeks)	Course Description
SPT101	Introduction to the Laboratory	1	Students are oriented to the program, profession, and VUMC. Students receive presentations to review important information they will need to utilize during the program, such as anatomy and physiology, medical terminology, and immunology. The focus of this course is to give them the basic skills and knowledge they will need to progress in the program.
IMH101	Immunology	2	This course covers immunology and virology principles. Immunology discusses the immunological response in infections and autoimmune diseases, the characterization of lymphocyte populations in neoplasms, and abnormal immunologic responses. Virology studies human viruses. Students learn about the laboratory and clinical manifestations of viruses. They also learn about rapid, screening, and confirmatory tests for these viruses.
BCH101	Clinical Chemistry	10	Clinical Chemistry explores biochemical constituents of body fluids, including physiology and pathophysiology. Emphasis is placed on the analytical methods of the laboratory. This includes the study of the principles, operation and maintenance of laboratory instrumentation, and quality control and quality assurance tools.
BCH102	Urinalysis	2	Urinalysis assesses the physical, chemical, and microscopic properties of urine. Emphasis is placed on laboratory procedures, morphological findings, and the correlation of test results to disease states. The course also introduces students to renal anatomy and physiology.
BCH104	Special Chemistry	5	Special Chemistry includes endocrinology and toxicology. Students explore physiology, pathophysiology, detection, and signs and symptoms related to hormones and their disease states. Toxicology covers therapeutic drugs, illicit drugs, volatiles, pharmacology, and pharmacokinetics and pharmacodynamics.
HEM102	Hemostasis/Thrombosis (Coagulation)	2	Coagulation studies the interaction of blood vessels, platelets, coagulation factors, and fibrinolytic system. Emphasis is placed on the laboratory procedures used in the diagnosis and management of various bleeding and thrombotic disorders.
HEM103	Hematopathology	1	Hematopathology studies diseases and disorders that are found in and affect blood cells and hematopoiesis. The course will focus on flow cytometry and other techniques used to diagnose leukemia and lymphomas, such as immunofixation, isoelectric focusing, and protein electrophoresis.
MIC103	Parasitology	2	Students learn about the life cycles and diagnostic stages of clinically significant parasites, focusing on the etiology and infective stages. Laboratory procedures for detecting and differentiating parasites are emphasized, including microscopic characteristics and molecular methods of detection and identification.
HEM101	Hematology	9	Hematology involves the study of maturation, morphology, and function of blood cells and their role in disease processes. Emphasis is placed on both manual and automated laboratory procedures, blood cell identification, and the relationship of cells with specific diseases such as anemia, leukemia, lymphomas, and reactive processes.
SPT104	Molecular	2	This course is the study of human and infectious agents' DNA, RNA, and chromosomes as they relate to normal and pathophysiology. Emphasis is placed on basic molecular theory, basic and advanced laboratory procedures, and the correlation of test results to disease states.
MIC101	Microbiology (Bacteriology/Mycology)	10	Microbiology focuses on bacteria and fungi that infect humans. The course includes the laboratory identification of bacteria and fungi using conventional biochemical methods as well as rapid systems, antimicrobial susceptibility testing, and evaluation of clinical specimens for evidence of infection.
IMH102	Immunoematology (Blood Bank)	6	Immunoematology studies blood group antigens and antibodies and their significance in transfusion therapy. This course includes donor selection, laboratory procedures for processing and selecting blood products, identification of blood group antigens and antibodies, blood storage procedures, quality control, transfusion practices and related complications, and component therapy.
BCH103	Body Fluids	1	Body fluids studies the normal and abnormal cells found in body fluids aside from urine and blood, including serous, spinal, and synovial fluids. Students learn about normal and pathophysiology, how to identify poor collection procedures, and how to correlate results with disease processes.
SPT102	Seminar	2	A variety of topics are covered in Seminar, including management and supervisory skills, laboratory operations, educational methodologies, research skills, regulatory issues, quality assurance tools, career planning, and reviews of technical material.
IMH103	Histocompatibility	1	Histocompatibility will introduce students to human leukocyte antigens and other topics related to identifying compatible biomarkers between donors and recipients and ensuring safety in the transplantation process.

TERM: SPRING			
Course Code	Course	Course Length (Weeks)	Course Description
BCH203	Body Fluids Rotation	1	The body fluids rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will perform cell differentials and use hemacytometers and automated instruments.
BCH201	Clinical Chemistry Rotation	3	The clinical chemistry rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will operate chemistry instruments, including the track system and standalone instruments.
HEM201	Hematology Rotation	3	The hematology rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will perform cell differentials manually and will learn how to operate the Cellavision software.
HEM202	Hemostasis/Thrombosis (Coagulation) Rotation	1	The hemostasis and thrombosis rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will operate coagulation instruments, including instruments used for esoteric testing.
HEM203	Hematopathology Rotation	1	The hematopathology rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will assess bone marrow samples and operate flow cytometry instruments.
IMH202	Immunohematology (Blood Bank) Rotation	4	The immunohematology rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will perform manual and automated testing for blood types and compatibility.
IMG201	Immunology Rotation	2	The immunology rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will perform kit testing and automated testing for virology and immununology.
MIC201	Microbiology (Bacteriology/Myology) Rotation	4	The microbiology rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will perform gram stains, manual biochemical testing, and automated biochemical testing to determine the identity and antibiotic sensitivity of organisms.
SPT204	Molecular Rotation	1	The molecular rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will perform ELISA, PCR, NGS, and other testing to identify genes and sequences in humans and pathogens.
SPT205	Phlebotomy Rotation	1	The phlebotomy rotation allows students to perform phlebotomy in an outpatient setting and focus on preanalytical factors related to clinical testing.
BCH204	Special Chemistry Rotation	2	The special chemistry rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will prepare samples and operate instruments for toxicology and endocrinology samples.
BCH202	Urinalysis Rotation	1	The urinalysis rotation allows students to apply conceptual knowledge to principles for manual and automated testing interpretation and troubleshooting. Students will identify formed elements in urine through microscopic and automated methods.

Student Assessment

Grading Policies

Definitions:

- *Course*: Any portion of the program that includes instruction, has its own syllabus with grading criteria, and is identified as a discrete unit of instruction on the program calendar.
- *Transcript grade*: Several related courses may be combined for one transcript grade. Individual courses are co-requisites for the final transcript grade. When evaluating acceptable academic progress in the first semester, course grades are considered independently of the final transcript grade.
- *Practicum*: Also called rotations. This portion of the program involves time spent in the patient care laboratory and typically takes place during the second semester.

The grading scale is as follows:

Scale	Grade	GPA
95-100%	A	4.0
90-94%	A-	3.5
85-89%	B	3.0
80-84%	B-	2.5
75-79%	C	2.0
<75%	F - FAILURE	0
P	Pass - Any course with a "P" grade is not calculated into the grade point average.	
F	Fail - Any course with an "F" grade is not calculated into the grade point average. However, the course must be repeated and passed to graduate.	
I	Incomplete - May be used at the discretion of the instructor in those cases in which the student is not able to complete work in the normal time. In those instances, the student and instructor develop a written plan for an extension to provide work by a specific date that falls within the period of time specified by the relevant program's requirements (but in no circumstances greater than one month). An "I" that is not replaced by a letter grade within the period of time specified by the relevant program's requirements, due to unsatisfactory completion of the student's plan, will be changed to an F after the period specified by the program (a period not to exceed one month). Any course with an "I" grade is not calculated into the grade point average. Once a grade is assigned to the course (when conditions are met that allow for the removal of the "I" and assignment of a final grade), that grade will factor into the student's GPA.	
W±	Withdrawal – Utilized when a student leaves the course due to an approved leave-of-absence or withdraws from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.	

Evaluation of the Student

The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) and the Accrediting Bureau of Health Education Schools (ABHES) require that approved schools maintain detailed records of the students' progress throughout the year. These standards ensure that our program maintains excellence in educating and preparing students to meet the demands of a career in the laboratory.

Student assessment is based on program and course educational objectives, which are based on multiple resources, including ABHES and NAACLS standards, current laboratory practices, textbooks, and the ASCP BOC and ASCLS BOK guidelines. A variety of assessment models are used to determine cognitive, psychomotor, and behavioral learning outcomes. Cognitive learning is assessed throughout the program with study questions, quizzes, examinations, checklists, and other assignments. Psychomotor learning is

assessed through laboratory exercises and practicals. Behavioral assessments are conducted through behavioral evaluations.

Formative assessments monitor initial student learning and provide opportunities for feedback and improvement whereas summative assessments determine student achievement and competency. Courses are designed such that information is scaffolded and revisited throughout the program to encourage students to learn information on multiple levels of understanding.

These areas are assessed by the following methods:

Performance in the Classroom/Student Laboratory

1. **Lecture**

The lecture portion of the class focuses on physiology, pathophysiology, biomarkers, and related theory. The student is responsible for completing and understanding all lecture objectives, information presented in lecture and/or through handouts, and all assigned reading. Assessment will be made by exams, quizzes, study questions, case studies, and homework. Unless stated otherwise, all assignments, including open-book assignments, are individual assignments and not to be discussed among students. **Refer to the Honor Code for more information.**

2. **Student Laboratory**

The laboratory portion of the classroom experience focuses on learning proper laboratory techniques, identification of formed elements and reactions that are useful in clinical diagnosis, and the correlation of theoretical knowledge with application. The student is expected to answer all student laboratory objectives as well as perform and demonstrate an understanding of all procedures and results. Assessment will be performed through the testing of unknown samples, practical examinations, written examinations, and performance.

Performance in the Clinical Rotation

This portion of the program is designed for the application of the theory and practical, or technical, aspects of each course. The student is responsible for all objectives and procedures covered in the lecture/student lab and the clinical rotation. The student is evaluated at the end of each rotation. The student is expected to answer all objectives, perform and demonstrate an understanding of all procedures presented, and complete all reading assignments. The student is expected to assimilate into the work environment, though supervision by a licensed medical laboratory scientist is required when performing and reporting patient testing. The student will be assessed in:

Comprehensive Final Exam

Each student must pass a comprehensive final exam as a requirement for graduation. This exam is a multiple-choice, computer-based exam with content and question weights similar to the Board of Certification (BOC) exam. The purpose of this comprehensive final exam is to ensure that students have the knowledge needed for certification and to prepare students for national certification exams. Students must earn at least a 75% to pass the exam and will have three attempts in which to do so. The first attempt for the comprehensive final exam will be scheduled by the program director and administered to the entire class at the end of April or beginning of May. Any students who do not pass on the first attempt will individually schedule their second and, if needed, third, attempt(s) with the program director or education coordinators. Once the student has received a score of 75% or greater, s/he will not need to complete any additional attempts.

Should the student not pass the comprehensive final after the third attempt, the Program Advisory Committee will meet to review the student's academic performance throughout the year. This review will result in either the student being dismissed from the program or in an extension of training in the area(s) of concern. The decision made by the Advisory Committee may be appealed according to the Center for Programs in Allied Health's Appeals Policy. Please refer to the CPIAH Catalog for more information regarding the Appeals Policy.

Transcript Grades

Upon completion of the program, an official transcript is sent to the State of Tennessee Medical Laboratory Board or other state licensing board, the American Society of Clinical Pathology Board of Certification or other certification organization, and, for 3+1 students, the affiliated university or college granting the baccalaureate degree. Affiliated universities or colleges incorporate VUMC transcript grades into the transcript of the affiliated school based on that school's curriculum.

Satisfactory Academic Progress (SAP)

Students are required to maintain established program standards of competence and knowledge. An overall grade of 75% in each course, including the lecture/student laboratory and clinical practicum, is required for the successful completion of the course. Students who do not meet this requirement are removed from Satisfactory Academic Progress status and subject to a range of academic remedial actions, including dismissal from the program, as outlined in this catalog under the policies of the VUMC Center for Programs in Allied Health.

Advanced placement credits are not allowed. The program and all related courses must be completed in their entirety for a transcript to be created and given. Students must successfully complete all components of the program within the 13 months of the program and in the order presented. The Program Advisory Committee reserves the right to extend a student's training to make up for a deficit in a single course, but this remediation is not to extend training more than five (5) months from the end of the program year.

As part of the Academic Probation, the student must independently review presentations and other materials from the deficient coursework for a period of no more than two (2) weeks. During this time, the student will meet with the program director, education coordinator, and the student support services manager to identify issues and discuss ways to improve their grades. The student will not be given time away from the typical program coursework or classes to complete this remedial work. The student is not allowed to be tardy or absent during this two-week period unless an emergency justifies this tardy or absence. At the end of the two-week review period, the student will take a comprehensive exam based on the material from the deficient course. The grade from this comprehensive exam will replace the previous course grade. If the grade is less than 75%, the student will be dismissed from the program.

If a student does not achieve a minimum grade of 75% in a second course, a clinical rotation, or a behavioral evaluation, s/he is dismissed from the program.

Graduation/Completion Requirements

- Students must achieve an overall minimal grade of 75% in all courses.
- Students must achieve a minimum of 75% on all Behavioral Evaluations.
- Students must pass their final comprehensive exam at the end of the year with a 75% or higher.

Students must pay tuition and fees in full.

Upon successful completion of the program, students are eligible to sit for exams to receive national certification. Upon receipt of national certification by a recognized national agency, students become eligible for licensure from the State of Tennessee as a Medical Laboratory Technologist. Successful completion of the Program is not contingent upon passing of any national certification exam.

Code of Conduct

In addition to the VUMC Code of Conduct, students in the Medical Laboratory Science Program are bound by standards of conduct specific to their profession. Adherence to the VUMC Code of Conduct and the ASCLS Code of Ethics is required of students at all times.

ASCLS Code of Ethics

This code of ethics by the American Society for Clinical Laboratory Science (ASCLS) has been adopted as an official part of the program as well as the profession. Students enrolled in the program are expected to abide by this code and the following regulations.

“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.”

■ ASCLS Code of Ethics -- <http://www.ascls.org/about-us/code-of-ethics>

A student will be placed on Behavioral Probation if s/he earns less than 75% on a behavioral evaluation. If s/he earns less than 75% on a second behavioral evaluation or is already on academic probation, s/he is dismissed from the program.

Equipment List

Agglutination viewers	Micro-Pipetors
Agilent Technologies mass spectrophotometer	Microscopes
Clinitek 50	Miscellaneous lab supplies such as timers, hand counters, water baths, centrifuges, vortexes and tube mixers
DAI Scientific freezer	Phlebotomy Arms
Differential counters	Refractometers
Fisherbrand refrigerator	Sedimentation racks
Fisher Scientific centrifuges	Serofuges
Fisher Scientific oven	Siemens PFA-100
Forma Scientific incubator	Slide drying racks
Helena Laboratories spife 3000	Staining racks
Hemocytometers	Volumetric and serological pipets
Isotemp 102S	Vortexers
Hologic Infinite F200	VWR Scientific Bacteriology incubator
Marsters Tube Incubator	VWR centrifuge
Mass spectrophotometer	
Microhematocrit centrifuge	

This catalog contains only a summary of program policies and procedures. Students should refer to the program handbook for additional information.