



SUNY-ERIE
State University of New York

**CLINICAL LABORATORY
TECHNICIAN**

**STUDENT HANDBOOK
ACADEMIC YEAR 2018-2019**

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SUNY Erie Mission Statement

SUNY Erie meets the needs of a diverse student body and contributes to regional economic vitality by providing excellent, flexible, affordable and accessible educational programs in a multi-campus environment committed to continuous improvement.

About SUNY Erie

SUNY Erie is a member of the 64-campus State University of New York (SUNY) system, and is fully accredited by the Commission on Higher Education by the Middle States Association of Colleges and Schools and the New York State Board of Regents.

SUNY Erie grants two-year Associate in Arts, Associate in Science and Associate in Applied Science degrees in the areas of Business and Public Service, Health Sciences, Liberal Arts, and Engineering and Technologies. Several of these programs incorporate affiliate associations to ensure the use of “state of the art” equipment and exposure to individual professions. Many of SUNY Erie’s professional curricula are accredited by specialized agencies.

Admissions

Complete your application on-line at www.ecc.edu.

SUNY Erie admits applicants based upon two categories of Admissions: matriculated or non-matriculated.

Students interested in earning an associate degree or certificate must be matriculated in an academic degree program. A matriculated student is one who has been formally admitted into a degree or certificate program at SUNY Erie. Applicants will be admitted into a degree program once they have completed and submitted an application and official high school and/or college transcripts.

A matriculated student must score at an appropriate level on the college’s mandatory placement test or have been granted a waiver. Matriculation, once granted, remains in effect as long as the student has continuous sequential enrollment at the college and is in good academic standing. Applicants wishing to seek matriculation will need to:

- A. complete the matriculated application online by visiting www.ecc.edu;
- B. submit your official high school and college transcripts OR your General Education Diploma (HSE) to the Admissions Office of the campus you wish to matriculate; and
- C. take the mandatory Placement Test unless you have been granted a waiver. (See Placement Testing)

All admission decisions are conditional based upon official proof of graduation from an accredited high school or proof of HSE, including the certificate and scores. Final placement in a degree or certificate program is dependent upon the results of the mandated English and Math Placement Test. A student may enroll as non-matriculated, taking courses for personal fulfillment not leading to completion of a degree or certificate program. Non-matriculated students are not required to take the college's mandatory Placement Test nor submit official high school or college transcripts.

Placement Testing

Placement testing is required of all entering matriculated students and those entering a certificate program, both full-time and part-time, unless they have been waived from the placement test. The purpose of the test is to provide you with useful information about your academic skills in English and math. The results of the assessment, in conjunction with your academic background, goals and interests, are used by an academic advisor and/or counselor to determine your course selection. You cannot "pass" or "fail" the placement tests, but it is very important that you do your very best on these tests so that you will have an accurate measure of your academic skills. Completion of the placement test must occur after applying to the college and before the first semester of registration

SUNY Erie Graduate Learning Outcomes

SUNY Erie's mission includes providing a general education to all students, in addition to a specific education aimed at an individual field of study or career. SUNY Erie's Learning Outcomes (LOs) are the college's commitment to the goals of general education.

A key aspect of the LOs are that they are each an institutional commitment. They are not merely the responsibility of the faculty, nor of the academic departments and their leadership. Responsibility for achieving the LOs is shared with student services and all college support departments.

Upon graduation from SUNY Erie, a student will be able to:

- communicate effectively;
- read and think critically;
- apply appropriate mathematical procedures and quantitative methods;
- demonstrate knowledge of the processes of science and technological change and the impact of that change on the individual, the culture and the environment;
- demonstrate a historic perspective and knowledge of artistic and literary traditions;
- demonstrate civic responsibility including an understanding of ethics, diversity, citizenship and community involvement;
- demonstrate personal and interpersonal integrity and maturity through leadership, perseverance, motivation, adapt-ability, responsibility and respect for self and others;
- exhibit the research skills for lifelong learning;
- demonstrate adequate preparation for a career or continuing education; and
- demonstrate competence with computers and technology.

Tuition and Fees

*Tuition and fees are subject to change upon approval of the SUNY Erie Board of Trustees and the SUNY Board of Trustees

Students should carefully examine the following chart on tuition and fees. While analyzing the costs involved, students should:

- keep in mind that many funding sources are available to help finance his/her education (see the section that follows); and
- remember that excessive part-time employment may jeopardize his/her ability to do well in coursework.

New York State residents who are residents of the sponsorship area, or non-residents of the sponsorship area who present a Certificate(s) of Residence:

Full-Time (per academic year)	\$ 4,900.00
Part-Time (per credit hours)	\$ 205.00
New York State residents who are not residents of the sponsorship area and do not present a Certificate(s) of Residence:	
Full-Time (per academic year)	\$ 9,800.00
Part-Time (per credit year)	\$ 410.00
Non-New York State Residents:	
Full-Time (per academic year)	\$ 9,800.00
Part-Time (per credit hour)	\$ 410.00
Off Semester, Off Hour, Off Campus	
Part-Time (per credit hour)	\$ 69.00
Tuition Deposits:	
Full-Time	\$ 0.00
Part-Time	\$ 0.00

Student Service Fees: Specify each fee and the rate per academic year for full-time students and the rate per semester or quarter, credit hour for part-time students.

Collection Fee (% of amount owed)	30%
Clinical Rotation Fee (Per Clinical Class)	\$ 25.00
EVOC Defensive Driving Fee	\$ 400.00
Industrial Refrigeration Fee	\$ 130.00
International Student Admin. Fee (per semester)	\$ 150.00
I.D. Card Replacement Fee (per card)	\$ 10.00
International Students Health Insurance* (per year)	\$ 600.00
Lab Fee (per lab)	\$ 80.00
Late Payment Fee (not to exceed/semester)	\$ 50/\$100

Life Experience Assessment Program up to 6 hours	\$ 70.00
Life Experience Assessment Program over 6 hours	per credit \$ 25.00
Malpractice Insurance* (not to exceed/year)	\$ 75.00
Tuition Installment Plan Fee (per semester)	\$ 75.00
Transportation Fee (per semester)	\$ 75.00
Transportation Fee (for any summer session)	\$ 35.00
Transportation CRAM Pass Replacement Fee	\$ 20.00
Returned Check Fee	\$ 20.00
Student Accident Insurance*	\$ 12.00
Telecourse Fee - Distance Learning Fee (per credit hour)	\$ 25.00
Transcript Fee	\$ 5.00
Technology Fee (per credit hour)	\$ 14.00
Pole-Climbing Safety Gear Fee	\$ 300.00
Printing Overage Black/White Fee per page	\$ 0.05
Printing Overage Color Fee per page	\$ 0.25
Re-registration Fee (if cancelled due to late payment)	\$ 50.00
Registration Fee (per semester)	\$ 30.00
Refrigeration Handling Certification Fee	\$ 25.00
Dental Hygiene Professional Membership	\$75.00
*Nursing Test/Evaluation Fee (per semester)	\$ 175.00
Application Processing Fee	\$ 25.00
Copying Fee per page	\$ 0.15
START New Student Orientation Fee	\$ 50.00
Independent Study Fee	\$ 30.00

*Dependent upon premium charged to SUNY Erie:

- Residents of New York State outside of Erie County must submit a Certificate of Residence to the SUNY Erie Student Account Services' office each year prior to registration. The Certificate of Residence is obtained from the treasurer of the student's home county. When received, tuition will be lowered to the resident rate, if received prior to the start of the semester.
- Lab fees and distance learning fees are assessed on a course-by-course basis.
- Due to the fluctuating nature of insurance premiums, specific programs may require additional payment.
- A \$50 re-registration fee is added if your bill is not paid by the due date and you re-register after cancellation. Students who do not have tuition and fees paid or deferred by the due date may have their registration cancelled.
- A \$30 registration fee is added to anyone who registers after advance registration.

All international students must have International Student Health Insurance or equivalent. Cost may fluctuate depending on age and current insurance rates.

Canceling Students for Non-Payment of Tuition and Fees

During the registration process, the College sets a payment due date for students who have pre-registered for classes which is before the start of the semester. The following procedures will be followed in canceling students for non-payment of tuition and fees and applying payments.

1. All students will be notified prior to the due date that their registration will be cancelled unless the full amount is covered by one or more of the following:
 - A. Approved financial aid
 - B. Enrollment in the Tuition Installment Plan (TIP)
 - C. Financial Aid deferment
 - D. Full Payment
2. Any student who registers after the cancellation date and whose liability is not covered by approved financial aid, a financial aid deferment, third party sponsorship, or paid in full, will automatically be placed in the Tuition Installment Plan (TIP) and automatically be charged the TIP fee unless they officially drop their courses by the published liability date (Fall and Spring Terms).
3. Any student enrolled in the Tuition Installment Plan (TIP) who fails to make timely payments will have their courses canceled and will be financially liable for tuition and fees in the amount stated in the College's refund policy.
4. Students who register after the payment due date will be assessed a late registration fee.
5. All financial aid, including loan payments, will be applied first to the outstanding amount due for tuition and fees before any funds are disbursed directly to the student. A waiver from this "First Monies in Policy" will be made available to students to meet certain guidelines and procedures as proposed by the College administration.

<i>Withdrawal Date</i>	<i>Refund</i>
Before the 1st day of instruction <i>(Fall or Spring semester)</i>	100%
During the 1st week of instruction <i>(Fall or Spring semester)</i>	100%
During the 2nd week of instruction <i>(Fall or Spring semester)</i>	50%
During the 3rd week of instruction <i>(Fall or Spring semester)</i>	25%
After the 3rd week of instruction <i>(Fall or Spring semester)</i>	0%

NOTE: Summer and Winter semester courses must be dropped prior to the first day of instruction to avoid 100 percent financial liability. Students should also note the bulleted points below.

- The first day of classes is the day the semester begins.
- All student fees are non-refundable.

- Summer school refunds will be granted only if a drop is processed prior to the first day of instruction.
- Refunds will reach students approximately eight weeks after the start of classes.
- Legal permanent residents; applicants who are U.S. Visa status of Legal Permanent Residents in the United States must meet state and local residency requirements in order to have their tuition reduced to the in-county rate. All students with a legal non-immigrant U.S. Visa status pay double tuition. Exceptions are for refugee or asylum U.S. Visa holders in legal status. These individuals are considered residents of Erie County as long as they have not resided for a time in a state other than New York and will be charged the in-county tuition rate. Status questions should be directed to the campus Registrar. An individual college registrant will be considered an Erie County resident and be charged in-county tuition rates when that individual is determined to be a U.S. citizen or legal permanent resident and to have had a New York State domicile (i.e., a permanent and principal home in New York) for a 12-month (six months of which must be in Erie County) durational period prior to registration. Persons who do not meet this twelve-month and six-month durational requirement will be presumed to be out-of-county residents and will be charged out-of-county tuition rates unless satisfactory proof is presented to show that domicile in Erie County has, in fact, been established. Proof of domicile is based upon official Erie County and New York records provided by the individual and other New York State records. Factors relevant to a determination of domicile include New York State Income Tax Forms; New York State vehicle registration or driver's license; Federal Income Tax Form; deed to real New York State property; marriage license issued in the State of New York; and proof of receiving Social Services Benefits from Erie County.
- Legal Permanent Resident students: In-county tuition (single tuition) is only afforded to a U.S. citizen or a Permanent Resident card holder that meet state and county guidelines (an established permanent and principal residence in New York State for on-year, the last six months in Erie County). The one year qualification must be one full year previous to the beginning of the semester for which single tuition is being considered. Documentation for proof of residency is limited to "official" items such as license and taxes and must be dated in order to establish the beginning of the student's claim for permanence in the state and county. For a U.S. Visa status Legal Permanent Resident card holder, residency date begins "Resident since mm/dd/yy" on the date indicated on the Legal Permanent Resident card.

All students with a legal non-immigrant U.S. Visa status pay double tuition. Exceptions are for refugee or asylum U.S. Visa holder in legal status.

The fee for coverage will be billed to the student in the beginning of each semester.

Portion of unearned aid credited to student account must be refunded if a student who receives the title IV aid withdraws prior to the end of the ninth week of classes. Unearned aid (paid as a refund) to cover cost must be repaid by the student and then returned to the sources of financial aid. VISA, MASTERCARD AND DISCOVER ACCEPTED AT ALL STUDENT ACCOUNT SERVICES LOCATIONS IN PERSON, BY PHONE OR ONLINE AT www.ecc.edu.

Academic Credits

The grading system which is utilized by faculty and computed in a student's quality grade point average (GPA) is described as follows:

Grade Definition	Quality Pts. Per Cr. Hrs.
A Outstanding Achievement	4.00
A-	3.67
B+	3.33
B Above Average Achievement	3.00
B-	2.67
C+	2.33
C Average Achievement	2.00
C-	1.67
D Below Average Achievement	1.33
D-	1.00
F Unsatisfactory Achievement/or Unsatisfactory Attendance, Cheating or Plagiarism *	.67
P Pass	0
W Official Withdrawal	—

Academic Probation and Dismissal

If a student falls below a minimum grade point average (GPA) for a specific number of credit hours, he/she will receive a letter of their probationary status or dismissal from a program. The standards for these categories are illustrated in the following chart.

Total Degree Credits Attempted	Dismissal Cumulative GPA Below	Probation Cumulative GPA Below
9-20	1.00	1.50
21-38	1.25	1.75
39-54	1.55	1.90
55 & above	1.85	2.00

Probationary status must be removed by the end of the next regular semester or the student will be subject to the Dismissal Policy. Any student with more than one-half of the courses attempted showing a "W" in two sequential semesters will be subject to the Dismissal Policy. Students academically dismissed from a program of study may register in the college as a part-time non-matriculated student. The maximum number of credit hours will be less than 12.

During this period of reduced work, the student should seek advisement regarding the courses to be scheduled and counseling regarding study skills and financial aid. (Financial aid grants and

loans will not be awarded to individuals enrolled as non-matriculated students. Therefore, it is important to contact the Financial Aid Office for advice.)

When the GPA has been brought up to acceptable standards, the student may re-apply for admission to matriculated status.

The student may appeal the dismissal by a designated date. An Academic Review Committee will review appeals for readmission. The committee will consist of an assistant academic dean, counselor and a student services representative. The committee will determine the status of the student to be one of the following:

- readmission without reservation;
- readmission and required registration in GS 111;
- readmission part-time matriculated;
- readmission upon successful completion of stipulated academic requirement;
- remain part-time, non-matriculated; or
- no readmission.

Students who were dismissed and are eventually reinstated must meet any new curricula requirements in effect at the date of their reinstatement. Once students have been reinstated, they will receive a letter of this change of status.

Grade Changes

Once a grade has been reported to the Registrar's Office, it can be changed only if an error has been made in computation or in recording. In such cases, the instructor must submit a Change of Grade form, signed by the department coordinator and forwarded to the Registrar's Office within two years after the original grade had been submitted.

Grade Reports

Final grades are available to students five days after the end of the semester on WebAdvisor. Final grades are not mailed to students.

Satisfactory Progress

To maintain satisfactory progress, full-time students must complete a minimum of 12 credit hours per semester and part-time students must complete all courses for which they have registered. Further, students must have a 2.0 grade point average (GPA), must fulfill department requirements and must not accumulate excessive course withdrawals or incompletes. Questions about satisfactory progress toward a degree may be directed to the student's academic advisor or financial aid officer.

If a problem occurs, the burden of proof rests with the student, not the college. The student must be able to produce a written document to verify his/her version of the situation.

Here are some of the items that a student should save in a folder for future reference:

- letter of acceptance to the college;
- placement test results or waivers;
- student copy of drop/add forms or withdrawal forms;
- bills and schedules of classes;
- course syllabi; and
- grade reports and unofficial transcripts.

When a student has been awarded credit by virtue of advanced placement courses, transfer courses, departmental examinations, life experiences or non-collegiate education, the credits will carry a CR notation on the official transcript and will not be computed in a student's GPA. Life experience credits are not guaranteed in the Clinical Laboratory Technology program.

Academic Grievance Procedure

It is the intent of SUNY ERIE to encourage a prompt and informal resolution to problems. The purpose of an informal resolution is to resolve an issue at the lowest complaint level. Informal complaints provide an opportunity for the parties involved, to come to an understanding and reach an agreement for a resolution in which both have ownership.

Student Complaints

- 1.) Student has an issue
- 2.) Student attempts to resolve issue with faculty or staff
- 3.) Issue is then heard by the Department Head
- 4.) Issue is advanced to the Dean of Students
- 5.) Student must file a formal written complaint to the Dean of Students detailing the incident within 30 days of informal process
- 6.) Reviewed by the Dean of Students
- 7.) Decision given to student, faculty or staff.
- 8.) Associate VP reviews the case

Student Support Service Centers

Student Support Service Centers (SSSC) were created at SUNY Erie to provide a one-stop location of service delivery at each campus. The SSSC presently consists of Admissions Counseling, Advisement, Counseling, Transfer, Mentoring and Disabilities Services.

Counseling: Counseling is located in the Student Support Service Centers (SSSC). The goal of counseling is to promote the academic, personal and social growth of both current and prospective students. Counseling services include academic, personal, career, transfer and services for students with disabilities. All students are encouraged to utilize the services to assist with academic success.

Transfer Counseling: Students planning to further their education beyond their associate degree can benefit from transfer counseling. Students who are interested in transferring should set up an appointment with a transfer counselor in the Student Support Service Center to learn about various articulation and dual admissions agreements. The transfer counselor will discuss various options and the colleges or universities that offer particular majors. Counselors provide information in order to assist students in making an informed decision.

Mentoring: Mentoring is a support service provided to give the student personal contact with the campus. The mentor provides a link to the institution's services and assists the student in solving problems which may be interfering with learning. Mentors are available to students in the Student Support Service Centers.

Tutoring: Students have the opportunity to enhance their classroom learning by taking advantage of the tutoring services available in a variety of locations such as: the computer labs, English skills centers, math labs, libraries, Campus Access Centers, ESL lab as well as numerous academic departments.

SUNY Erie Student Code of Conduct and Discipline

Purpose

The purpose of this policy and procedure is to inform students of expected behavior, the right to due process for suspected violations of the student code of conduct, and the consequences for violations.

Applicability of the Policy and Procedure

The policy and procedure applies to all visitors and students enrolled in credit and non-credit course work. SUNY Erie, sponsored by the County of Erie and under the supervision of the State University of New York, realizes that the rights and privileges exercised by any person are always a function of his/her relationship with others. Taken in the context of the college, this makes students responsible for their actions while members of the college community. The college has a responsibility in establishing a Student Code of Conduct to protect, as a whole, the unique properties of this college organization and to provide an atmosphere for sound academic and co-curricular learning.

Therefore, SUNY Erie expects its students to assume a professional attitude in their conduct. This simply implies that the student has a seriousness of purpose and is here to grow both personally and academically. By enrolling at SUNY Erie, the student agrees to abide by all college regulations, and it is understood that he/she is aware of the Student Code of Conduct and its procedures.

Any type of dishonest, abusive, or destructive behavior is subject to inquiry and may result in disciplinary action, and or a hearing. Loss of privileges, specified discipline action, or more severe sanctions, for example, separation from the college may be imposed on any student whose conduct on or off campus adversely affects his/her stature as a member of the academic community. The Dean of Students reserves the right to deny students the privilege of participating in student activities for disciplinary reasons, based upon the Code of Conduct.

Violation of the Student Code of Conduct

The following is a list of infractions of the Code of Conduct, which might lead to probation, suspension or dismissal:

- Physical or verbal abuse, including disorderly, loud, indecent, obscene conduct or expression toward fellow students or any and all members of the college staff. Sexual harassment, bullying, intimidation, or assault of any other person (person is defined by State or Federal law). This includes rape, regardless of the nature of the relationship between the persons involved, or engaging in hazing, stalking, harassment, bias or hate crimes or threats of violence based on, but not limited to, a person's ethnicity, national original religion, creed, sexual orientation, disability, age, or gender. Examples of hazing include, but are not limited to, paddling or other physical abuse or brutality, activities involving illegal acts of excessive fatigue and/or stress, and verbal and/or psychological abuse that compromise the dignity of individuals.
- Tampering with safety alarms or equipment, violation of specific safety regulations, possession or use on campus of firearms, knives, other weapons, explosives, or fireworks; Making a false report of a bomb, fire, or other emergency in any building, structure or facility on college property; Alter or make unwarranted use of fire-fighting equipment, safety devices, or other emergency safety equipment.
- Forcible disruption or obstruction of regular college activities, including administration, classes, campus services, and organized events interfering with free speech and movement of academic community members; or refusal to provide an identification card when requested or to obey any other legitimate instruction from a college public safety officer, faculty member, teacher, college administrator, or any other identified representative of the college.
- Dishonesty, such as cheating or plagiarism is handled by academics and will be referred to the appropriate department chair or head.

- Falsifying information to the college, such as forgery, alteration, or reporting felony convictions, intentional misuse of college documents, records or identification.
- Any conduct that constitutes a violation of the laws of the United States, the State of New York, County of Erie, City of Buffalo, or any other civil jurisdiction.
- Picketing, assembly, and demonstrations and all activities in the nature of peaceful picketing, assembly (other than scheduled and approved) and demonstrations on the part of students, faculty, staff, and visitors shall be confined to the exterior of the building, unless permission is granted by the appropriate vice president.
- Misuse of the name, seal, or logo of SUNY Erie or claiming to speak or act in the name of the college without due authorization of the president or an approved representative.
- Unauthorized gambling in any form on the campus or in any of the College buildings.
- Open or public possession, sale, use or exchange of illegal substances or intoxicants on campus.
- Theft, abuse, or unauthorized use of public or private property, including unauthorized entrance into college facilities, and/or possessions of stolen property. Vandalizing, damaging, destroying, or removing personal property from another individual.
- Smoking tobacco products or use of is prohibited on all campuses. For further information, contact your campus Dean of Students Office.
- Activation of cellular telephones, pages or other communication devices in classrooms, libraries, or inappropriate use of such devices in violation of others. Cell phones may not be used in the libraries.
- According to the Acceptable Use Policy, students may not improperly use college computers for the purpose of accessing pornographic or obscene materials or web sites, harassing or stalking.

Students charged with a violation of the Code of Conduct and a violation of any law, disciplinary action may be applied against a student without regard to any pending civil or criminal proceedings criminal arrest or prosecution at the discretion of the Campus Safety and Security.

Clinical Laboratory Technology (CLT) Department Personnel

Professor/Department Head:

Marcia T. Bermel, D.M., M.S., MLS (ASCP), CMA
Office: B 613

CLT/BT Department Chair:

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Medical Advisor:

Dr. Mark Costanza M.D.

Full-Time CLT Faculty:

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About the Clinical Laboratory Technology Program

The Clinical Laboratory Technology curriculum encompasses a concentration of clinical laboratory technology courses along with courses in the liberal arts, social science, sciences, and mathematics. Lectures in the clinical laboratory area include studies in hematology, clinical chemistry, coagulation, analyses of urine and other body fluids, immunology, serology, blood banking, and microbiology. Troubleshooting and quality control procedures are integrated into the program. College laboratories provide a simulated medical setting that gives students the opportunity to analyze clinical specimens using manual and automated methodologies. In the lab courses, students will use computers for data retrieval, record updating and printing reports.

During the senior year, students complete laboratory rotations at affiliated clinical sites: American Red Cross, Eastern Niagara Health Center, Buffalo General Hospital/Kaleida-Flint Road, Sister's Hospital, South Buffalo Mercy, Kenmore Mercy, St. Joseph's Hospitals, Roswell Park Cancer Institute, Buffalo Medical Group, Upstate New York Transplant Services, and the Erie County Public Health Laboratories. Students may not perform service work during scheduled clinical rotation sessions. Students must be available for their entire assigned rotation day as clinical rotation may be scheduled during evening hours.

Upon successful program completion, graduates are encouraged to take the American Society of Clinical Pathologists (ASCP) Board of Certification (BOC) Licensure examination. Graduates passing the ASCP-BOC examination will fulfill the requirements for New York State licensure. The granting of the CLT degree is not contingent upon the student passing any type of external certification or licensure examination.

The Clinical Laboratory Technology Program at SUNY Erie is accredited by the:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N River Road Suite 720
Rosemont, Illinois 60018
(773) 714-8880 <http://www.naacls.org>

Clinical Laboratory Technology Essential Functions

In order for the student to perform the essential functions of the clinical laboratory technology profession, the following technical standards are required of students entering the CLT Associate in Applied Science Degree Program.

Vision

The Clinical Laboratory Technician student must be able to read charts and graphs, discriminate colors, read instrument scales, observe microscopic materials and record results.

Speech and Hearing

The Clinical Laboratory Technician student must be able to communicate effectively and sensitively and be able to share information with other members of the health care team.

Fine Motor Functions

The Clinical Laboratory Technician student must manifest all the skills that would enable sample collection, performance of diagnostic procedures on clinical samples and manipulation of instruments and equipment.

Psychological Stability

The Clinical Laboratory Technician student must demonstrate the emotional health required for full utilization of the applicant's intellectual abilities. The student must be able to handle stress and take appropriate actions when emergency situations arise.

Clinical Laboratory Technology Program Mission and Goals

The increased use and application of clinical laboratory procedures for diagnosis, combined with the advanced technology of the clinical laboratory technology equipment, has prompted the use of specialized personnel to insure the production of quality laboratory procedures. Thus, the role of the clinical laboratory technician and technologist as an important member of the medical team has also been enhanced.

The Profession of Clinical Laboratory Technology is dedicated to the conservation of life and health and to the prevention of disease. This two-fold mission regards Clinical Laboratory Technology as an extremely important profession to society. The rapidity with which a Clinical Laboratory student advances in the progression of course work depends upon his or her personality, character, responsibility, initiative and preparation. It is the mission of our education program to develop each of the aforementioned qualities to the fullest extent possible in each individual student.

Continuing education is encouraged by the program in an effort to motivate the technician or prospective technologist, to keep up to date on the latest technical and procedural advances in the field of medical laboratory technology. Continuing education is mandatory for license renewal in the State of New York.

Upon graduation and initial employment, the Clinical Laboratory Technician should be able to demonstrate entry-level knowledge and skills in the above areas of professional practice. The ability to interact with people, a capacity for calm and reasoned judgment and a demonstration of commitment to the patient are qualities essential for a Clinical Laboratory Technician. They must demonstrate ethical and moral attitudes and principles, which are essential for gaining and maintaining the trust of professional associates, the support of the community, and the confidence of the patient and family. An attitude of respect for the patient and confidentiality of the patient's record and/or diagnoses must be maintained.

Clinical Laboratory Technology Program Competencies

Upon graduation, with an Associate in Applied Science degree in Clinical Laboratory Technology, the graduate will be able to:

1. Collect and prepare human samples for analysis. Store and transport samples using appropriate preservation methods. Specimens may include blood, urine and other body fluids.
2. Prepare reagents and media according to prescribed procedures.
3. Perform routine analytical tests in chemistry, hematology/hemostasis, immunohematology/immunology and microbiology in a modern clinical laboratory (for each section).
4. Perform, record and evaluate routine instruments checks, quality control and maintenance procedures required for tests assayed.
5. Recognize abnormal or unusual test results and follow institutional procedures for reporting critical values.
6. Identify direct causes of technical or instrumental problems and make appropriate corrections using preset strategies.
7. Calculate the results performed if necessary.
8. Report results in writing, orally or by computer.
9. Observe established safety measures.
10. Demonstrate an understanding licensure, certification, and continuing education requirements applicable to the clinical laboratory profession.
11. Demonstrate professional behavior consistent with acceptable conduct standards such as appearance, quality of work, quantity of work, maintaining the work area in a clean and orderly fashion, human relations skills, leadership skills, written and verbal communication skills.

The competency will be reinforced by all the lab competencies contained in the competency portfolio.

Clinical Chemistry

Perform analyses of chemical constituents on physiological specimens.

Microbiology

Culture, isolate and identify microorganisms from clinical specimens. Perform antibiotic susceptibility tests for microorganisms found in clinical specimens.

Hematology

Perform analyses of chemical, cellular and formed elements in blood specimens.
Microscopically detect cellular abnormalities from blood specimens.

Immunohematology

Perform analyses resulting in the typing, antibody identification and compatibility assurance of donor and recipient blood specimens.

Immunology and Serology

Perform, read and interpret serological tests for the presence of antibodies, antigens and specific proteins.

Urinalysis

Perform analyses of the microscopic and chemical composition of urine and other body fluids.

Coagulation

Perform tests that evaluate the hemostatic mechanism.

Clinical Laboratory Technology Admission Requirements

Admission Criteria includes:

- a high school degree or HSE (High School Equivalency);
- overall high school average of 85% within the last five years;
- an 85% final grade in high school general biology and chemistry;
- a minimum placement test result at the Math 143 and English 110 level;
- a minimum college GPA of 2.7 within the last 5 years;
- completion of all required developmental English courses;
- completion of developmental math courses; and
- completion of high school biology or Biology 107 and completion of high school chemistry or Chemistry with a lab (CH 140/141) achieving a minimum grade of "C" in both within the last five (5) years.

Criteria for Passing, Progression and Graduation in the CLT Program

Passing: The student must maintain a minimum grade of “C” in all medical lab (ML) courses. The student must receive a minimum grade of “C-” in all other coursework (BI, CH, EN, MA, MT).

Progression: All courses may only be repeated once if the minimal grades are not attained or if the student has withdrawn (W) from the course. ML courses are integrated and sequenced in a specific manner to enable students to attain program competencies. All required courses must be passed each semester in order to advance to the following semester.

Failure: A second failure in a repeated course; a (grade below a “C” in ML courses), (grade below a “C-” in all other courses) **or** a second withdrawal (W), from that course will result in dismissal from the Clinical Laboratory Technology Program. Because of the critical nature of the profession, deviations from professional conduct may adversely affect the patient’s well being. Therefore, the department reserves the right to immediately remove the student from didactic, laboratory and clinical course work and/or dismiss that student from the program if the department determines that the student has acted in an unprofessional manner or if the student is unable to provide safe laboratory practices.

Graduation Requirements:

- Students must complete all ML courses within a four-year limit.
- Students must have achieved an overall QPA of 2.0.
- The issuing of the Clinical Laboratory Technology Associate in Applied Science (A.A.S.) Degree is **NOT** contingent upon the student’s passing any type of external certification or licensure examination.

NOTE: The granting of the degree or certificate IS NOT contingent upon the student passing any type of external certification or licensure examination. Graduates of the CLT Program are eligible to sit for the Board of Certification /Licensing Examination. As needed, consultation with the New York State Education Department is suggested for details regarding the legal limitations to licensure in New York State.

Service Work Policy

During the senior year, students complete laboratory rotations at affiliated clinical sites: Buffalo General Hospital, Kaleida Flint Road Laboratory, Sisters of Charity Hospital, Buffalo Mercy, Kenmore Mercy, St. Joseph's Hospital, Roswell Park Cancer Institute, Eastern Niagara Hospital, Erie County Public Health Laboratories, Buffalo Medical Group, American Red Cross, and Upstate New York Transplant Services. **The students may perform clinical laboratory procedures at the affiliated hospitals under the direct supervision of laboratory technologists. Students may not perform service work during scheduled clinical sessions. Service work is noncompulsory outside of class hours.**

**SUNY ERIE – NORTH CAMPUS
CLINICAL LABORATORY TECHNOLOGY A.A.S. DEGREE
PRE-REQUISITES CLT (250) ADVISEMENT**

CH140/CH141 or HS Chemistry	BI 107 or HS Biology	MT “0”	EN “0”
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FIRST YEAR - Fall Semester CLT 2188 ADVISEMENT

		Cl.	Lab	Cr.
ML 111	CLT Seminar	1.0		1.0
ML 112	Clinical Analysis I	2.0	1.0	3.0
BT 222	Laboratory Calculations	1.0		1.0
CH 180	University Chemistry I	3.0		3.0
CH 181	Lab for CH 180 University Chem I		3.0	1.0
EN 110	College Composition	3.0		3.0
MT 143	Introductory Statistics	4.0		4.0
	Term 1 Total:	13.0	3.0	16.0

FIRST YEAR - Spring Semester

ML 122	Clinical Analysis II	3.0		3.0
ML 123	Clinical Analysis II Lab		3.0	1.0
ML 124	Serology Lab		3.0	1.0
ML 126	Bio-Organic Chemistry	3.0		3.0
BI 147	Survey of Anatomy & Physiology	3.0		3.0
BI 148	Lab for BI 147 Survey A & P		3.0	1.0
MA 112	Medical Law & Ethics	3.0		3.0
	Term 2 Total:	15.0	6.0	15.0

SECOND YEAR - Fall Semester

ML 210	Clinical Lab Procedures		3.0	1.0
ML 211	Clinical Rotation I*	1.0	2.0	2.0
ML 212	Clinical Analysis III	3.0		3.0
ML 213	Clinical Analysis III Lab		3.0	1.0
ML 214	Hematology I	2.0		2.0
ML 215	Hematology I Lab		3.0	1.0
ML 216	Immunohematology I	2.0		2.0
ML 217	Immunohematology Lab I		3.0	1.0
ML 218	Clinical Microbiology I Lecture	2.0		2.0
ML 219	Clinical Microbiology I Lab		3.0	1.0
	Term 3 Total:	10.0	17.0	16.0

SECOND YEAR - Spring Semester

ML 220	Topics in Clinical Microbiology	1.0		1.0
ML 221	Clinical Rotation II*	1.0	2.0	2.0
ML 222	Clinical Analysis IV	3.0		3.0
ML 224	Advanced Hematology	3.0		3.0
ML 225	Advanced Hematology Lab		3.0	1.0
ML 227	Immunohematology II Lab		3.0	1.0
ML 228	Clinical Microbiology II Lecture	2.0		2.0
ML 229	Clinical Microbiology II Lab		3.0	1.0
	Term 4 Total:	10.0	12.0	14.0
	CLT PROGRAM: TOTAL CREDITS			61.0

* ML 211; ML 221 students will complete rotations at designated clinical sites.

Clinical Laboratory Technology Course Descriptions

BT 222 – Laboratory Calculations

Credit Hours: 1.0

Laboratory calculations is intended for members of the health, biotechnology and quality and laboratory professions, with potential responsibility for solution preparation, laboratory testing, and instrument calibration and quality control calculations. This course will cover the calculations necessary for determination of laboratory concentrations, solutions, and variation, calibration, quality control and reference intervals. The basic units of analytical instrumentation, pH calculations, buffer solutions, spectroscopy, basic statistics and graphing for quality control reference ranges will be discussed.

Co-requisites: CH 180/181. F/S (N)

ML 111 - CLT Seminar

Credit Hours: 1.0

This course presents an overview of the profession of the clinical laboratory technician. The student will be introduced to the basic medical terminology which will be encountered in each of the disciplines within the field of CLT.

Prerequisites: None. F (N)

ML 112 - Clinical Analysis I

Credit Hours: 3.0

This course introduces the student to clinical chemistry. Lecture topics include the discussion of laboratory chemicals, laboratory safety, methods of water purification, weight measurements, specific gravity, point-of-care testing, collection and handling of blood specimens, variation in laboratory results, colorimetric analysis, laboratory automation and quality control principles. Students will have an opportunity to observe laboratory demonstrations and participate in laboratory activities that will reinforce lecture concepts.

Prerequisites: High school Chemistry and Algebra

Concurrent Registration: CH 180/181; MT 143. F (N)

ML 122 - Clinical Analysis II

Credit Hours: 3.0

Discussion of basic electrical concepts and safety, basic functional units of analytical instruments, pH calculations and buffer solutions, blood gas analysis, chloride analysis, spectroscopy and spectrophotometers, fluorometry, iron, calcium and phosphorus analysis.

Prerequisites: ML 112

Concurrent Registration: ML 123. S (N)

ML 123 - Lab for ML 122

Credit Hours: 1.0

The student will perform routine colorimetric determinations and use automated clinical chemistry instrumentation. Special chemistry procedures may be performed. Students must report results in writing and by computer, according to established procedures. Work with these procedures will be continued in ML 213.

Prerequisites: ML 112

Concurrent Registration: ML 122. S (N)

ML 124 - Serology Lab

Credit Hours: 1.0

A course which presents the basic immunologic concepts as they relate to laboratory diagnosis/ treatment/prevention of disease. Fundamental mechanisms of the immune system and immunologically-related diseases will be incorporated. The underlying principles of currently used serologic procedures of clinical significance will be discussed. A research paper and oral presentation is required.

Prerequisites: CH 180/181; ML 112. S (N)

ML 126 - Bio-Organic Chemistry

Credit Hours: 3.0

An introduction to organic chemistry including alkanes, alkenes, alkynes, aromatic structures, alcohols, aldehydes, ketones, amines, carboxylic acids, anhydrides, esters, and amides. In-depth study of the biochemistry of carbohydrates, lipids, proteins, enzymes, and nucleic acids. Emphasis is placed on the nomenclature, structures of molecules, mechanisms of reaction, and metabolic pathways.

Prerequisites: CH 180/181; ML 112. S (N)

ML 210 - Clinical Laboratory Procedures

Credit Hours: 1.0

Study of urinalysis and body fluids and an introduction to histological principles and procedures. Emphasis is placed on laboratory analysis, testing and observation of both hospital and contrived patient samples. Students use data from case studies to correlate test results with disease states.

Prerequisites: BI 147/148. Corequisites: ML 215; ML 218/219. S (N)

ML 211 - Clinical Rotation I

Credit Hours: 2.0

This course requires students to complete a series of specialty rotations at designated clinical sites and to participate in discussions of related issues which will provide exposure to a variety of physical settings, and current state-of-the-art instrumentation. Students have the opportunity to gain practical experience in collecting clinical samples and performing laboratory analysis of hematological, chemical, immunohematologic, immunologic or microbiologic tests/parameters on clinical specimens using current instrumentation available at the clinical site. Emphasis will be on actual performance of these procedures using skills which have been learned during the first two semesters of the program. Students are supervised and instructed at clinical sites by clinical site staff. Students must successfully complete the rotation and submit on time the required clinical reports in order to successfully complete course requirements.

Prerequisites: All ML courses in the first and second semesters of the curriculum or permission of the department head. Corequisites: ML 210; ML 212/213; ML 214/215, ML 216/217, ML 218/219. F (N)

ML 212 - Clinical Analysis III

Credit Hours: 3.0

Discussion of sodium and potassium analysis, ion selective electrodes, electrophoresis, plasma proteins, immunoassay, chromatography, drug analysis, endocrinology, osmometry and automation.

Prerequisites: ML 122/123; ML 124; ML 126; BI 147/148

Concurrent Registration: ML 213. F (N)

ML 213 - Lab for ML 212

Credit Hours: 1.0

A continuation of ML123. The student will perform routine colorimetric determinations and use automated clinical chemistry instrumentation. Study of body fluids and electrophoresis/DNA analysis will also be covered. Special chemistry procedures may be performed. Students must report results in writing and by computer, according to established procedures. Clinical laboratory rotation assignments must be completed.

Prerequisites: ML 122/123; ML124; ML 126; BI 147/148. Concurrent Registration: ML 212. F (N)

ML 214 - Hematology I

Credit Hours: 2.0

Origin, development and morphology of the cellular constituents of blood and introduction to bone marrow. Emphasis is on normal blood composition, variables affecting normal blood and the mechanics and significance of CBC parameters.

Prerequisites: ML 122/123; ML 124; BI 147/148. Corequisites: ML 215. S (N)

ML 215 - Lab for ML 214

Credit Hours: 1.0

Laboratory exercises include routine CBC's on hospital-obtained and micro-collection specimens. Special testing procedures may be performed. Automated counting devices, PC data entry and basic case studies are introduced. Students must report results properly, recognize reference intervals and relate fundamental clinical significance.

Prerequisites: ML 122/123; ML124; BI 147/148. Corequisites: ML 214. S (N)

ML 216 - Immunohematology

Credit Hours: 2.0

A course which presents current concepts in transfusion medicine, including the characteristics of major blood groups; compatibility testing; hemolytic disease of the newborn; the collection, processing and storage of blood and components; the testing and quality control procedures required prior to the release of blood and components for transfusion and the complications which may result from transfusion

Prerequisites: ML 124. Corequisites: ML 217. F (N)

ML 217 - Lab for ML 216

Credit Hours: 1.0

The student will practice procedures routinely performed in a transfusion service including ABO and Rh, antiglobulin and compatibility testing. The student must achieve a minimum grade of 80 percent on the final practical exam in order to pass the course. (Note: a critical mistake (ABO-Rho) during the final practical/competency will result in automatic failure in the course).

Prerequisites: ML124. Corequisites: ML 216. F (N)

ML 218 - Clinical Microbiology I Lecture

Credit Hours: 2.0

An introductory microbiology course, emphasizing the clinical laboratory, technical skills and theory behind basic clinical microbiology procedures. Topics include classification and diversity of microbes, cell structure and function, growth, metabolism and genetics, laboratory methods for cultivation and identification of microbes from patient specimens. The principles of infectious disease production, microbial pathogenicity and host defense mechanisms are also presented.

Prerequisites: BI 147/148. Corequisites: ML 219. F (N)

ML 219 - Clinical Microbiology I Lab

Credit Hours: 1.0

An introductory clinical microbiology laboratory course emphasizing the hospital laboratory, technical skills and the theory of basic clinical microbiology procedures. Laboratory methods include the Gram stain procedure, preparation of culture media, aseptic technique, collection and handling of microbiological specimens, and isolation and identification of pathogens from the upper respiratory tract, urinary tract, genital tract and intestinal tract. Basic procedures for culture and classification of medically significant fungi are also included.

Prerequisites: BI 147/148. Corequisites: ML 218. F (N)

ML 220 - Topics in Clinical Microbiology

Credit Hours: 1.0

The lectures will focus on procedures for identification of clinically significant pathogens in specialized areas of microbiology with emphasis on parasitology, virology and mycobacteriology. This course will be updated annually to reflect new disease trends related to the previously listed areas. Students will be required to research emerging pathogens in these areas of microbiology.

Prerequisites: BI 147/148, ML 218/219. S (N)

ML 221 - Clinical Rotation II

Credit Hours: 2.0

Continuation of ML211. This course requires students to complete a series of specialty rotations at designated clinical sites and to participate in discussions of related issues, which will provide exposure to a variety of physical settings and current state-of-the-art instrumentation, provide patient contact and contact with professionals. Students will have the opportunity to gain practical experience in collecting clinical samples and performing laboratory analysis of hematological, chemical, immunohematologic, immunologic or microbiologic test/parameters on clinical specimens using current instrumentation available at the clinical site. Emphasis will be on actual performance of these procedures using skills which have been learned during the first two (2) semesters of the program. Students are supervised and instructed at clinical sites by clinical faculty. Students must successfully complete the rotation and submit, on time, the required clinical reports in order to successfully complete course requirements.

Prerequisites: All ML courses in the first, second and third semesters of the curriculum or by permission of Department Head. S (N)

ML 222 - Clinical Analysis IV

Credit Hours: .03

Study of carbohydrates, lipids, enzymes, renal and liver function testing. Emphasis will be placed on methods of analysis and clinical significance. Clinical laboratory rotation assignments must be completed.

Prerequisites: ML 122/123, ML 124, ML 126 ML 212/213, BI 147/148. S (N)

ML 227 - Immunohematology II Laboratory

Credit Hours: 1.0

Continuation of ML 217. Discussions and laboratory procedures will include general transfusion practices, the resolution of ABO and Rh discrepancies, identification procedures of red cell antibodies, transfusion practices involving incompatibilities and the laboratory investigation of the positive DAT, HDN and hemolytic anemia. Prerequisites: ML 214, ML 215, ML 216, ML 217. Corequisites: ML 224. S (N)

ML 228 - Clinical Microbiology II Lecture

Credit Hours: 2.0

Continuation of ML 218 with the discussion of the pathogenesis and identification of specific microorganisms isolated from clinical specimens according to the ASCP Board of Registry Guidelines for CLT curriculum. A taxonomic approach will be used in presenting the groups of microorganisms. Prerequisites: ML 218, ML 219, BI 147, BI 148. Corequisites: ML 229. S (N)

ML 229 - Clinical Microbiology II Lab

Credit Hours: 1.0

Continuation of ML219 with advanced techniques in procedures for cultivation, isolation and identification of pathogenic microorganisms from a variety of hospital provided or simulated clinical specimens. Clinical specimens include urine samples, throat, rectal, genital and wound swabs. Prerequisites: ML218, ML219. Corequisites: ML228. S (N)

BI 147 - Survey Anatomy and Physiology

Credit Hours: 3.0

A science elective designed for non-science majors. This one-semester course presents basic introductory information on cells and chemistry. An overview of structures and functions of the systems of the human body will be discussed. This course is recommended as a preparation for BI 150 and BI 152 for students who have not had a recent biology course. This course does not satisfy the science requirement for Liberal Arts/Science majors.

Fulfills SUNY General Education – Natural Sciences. F/S (C, N, S)

BI 148 – Laboratory for BI 147

Credit Hours: 1.0

This one-semester course includes experiments and demonstrations to correlate with lecture topics presented in BI 147. Models and dissection of preserved specimens are used to illustrate structural concepts. This laboratory course is recommended for students in certain programs that require a basic understanding of human anatomy and physiology. Not applicable for Liberal Arts and Science / Science majors.

Fulfills SUNY General Education – Natural Sciences

CH 180 - University Chemistry I

Credit Hours: 3.0

The first course of a two-course sequence; detailed introduction to Chemistry for Science, Engineering, or health-related majors. Example topics include dimensional analysis, chemical nomenclature, states and classes of matter, atomic theory, quantum theory, gas laws, chemical equations and stoichiometry, periodicity, chemical bonding and thermochemistry.

Prerequisites: Math Placement MT 125 (or higher) and high school (Regent's) chemistry or CH 140.

Co-requisites: CH 181

CH 181 - Lab for CH 180

Credit Hours: 1.0

Topics include: laboratory techniques, physical properties, use and care of analytical balance, gravimetric determinations, gas laws, molecular weight determinations, solubility and fractional crystallization, chromatography, vapor pressure, heat of vaporization and thermochemistry. Prerequisites: Math Placement MT 125 (or higher) and high school (Regent's) chemistry or CH 141. Co-requisite: CH 180. F/S (C, N, S)

MT 143 - Introductory Statistics I

Credit Hours: 4.0

This four-credit course includes concepts and computer skills which are valuable in a variety of life and work applications, as well as in more advanced coursework. This course will include topics from descriptive and inferential statistics, such as graphing, measures of central tendency and dispersion, probability frequency distributions, Central Limit Theorem, the normal distribution, sampling concepts, estimation, hypothesis testing, linear regression, correlation, utilization of a statistical software package, interpretation of computer output, and explaining and interpreting statistical analysis.

Prerequisites: MT 007 or MT 013 or appropriate college equivalent and /or appropriate mathematics level code.* F/S (C, N, S)

*Level code is determined by Mathematics Department placement test and/or successful completion of math courses.

MA 112 - Medical Law and Ethics

Credit Hours: 3.0

The student will be introduced to human value development, the decision-making process, and the foundation of the U.S. legal system. Issues such as licensure and certification; managed care; medical records; as well as patients' and physicians' rights and responsibilities (HIPAA), and workplace legalities are presented. Medical contracts, professional liability and medical malpractice, as well as defense to liability suits will be integrated into the class discussions.

Bioethical issues, such as cloning, genetic engineering, stem cell research as well as transplantation and death and dying, as they affect the roles of various health care practitioners, will also be discussed. Case studies and video presentations will be used to enhance class discussions. A research paper will be required.

Prerequisites: Completion of all developmental English. F/S (N)

SUNY Erie Student Code of Conduct and Discipline

Purpose

The purpose of this policy and procedure is to inform students of expected behavior, the right to due process for suspected violations of the student code of conduct, and the consequences for violations.

Applicability of the Policy and Procedure:

The policy and procedure applies to all visitors and students enrolled in credit and non-credit course work.

SUNY Erie, sponsored by the County of Erie and under the supervision of the State University of New York, realizes that the rights and privileges exercised by any person are always a function of his/her relationship with others. Taken in the context of the college, this makes students responsible for their actions while members of the college community. The college has a responsibility in establishing a Student Code of Conduct to protect, as a whole, the unique properties of this college organization and to provide an atmosphere for sound academic and co-curricular learning.

Therefore, SUNY Erie expects its students to assume a professional attitude in their conduct. This simply implies that the student has a seriousness of purpose and is here to grow both personally and academically. By enrolling at SUNY Erie, the student agrees to abide by all college regulations, and it is understood that he/she is aware of the Student Code of Conduct and its procedures.

Any type of dishonest, abusive, or destructive behavior is subject to inquiry and may result in disciplinary action, and or a hearing. Loss of privileges, specified discipline action, or more severe sanctions, for example, separation from the college may be imposed on any student whose conduct on or off campus adversely affects his/her stature as a member of the academic community. The Deans of Students reserves the right to deny students the privilege of participating in student activities for disciplinary reasons, based upon the Code of Conduct.

Violation of Law and Discipline:

Students charged with a violation of the Code of Conduct and the charges are also violation of any law, disciplinary action may be applied against a student without regard to any pending civil or criminal proceedings criminal arrest or prosecution at the discretion of the Campus Safety and Security.

Violation of the Student Code of Conduct

The following is a list of infractions of the Code of Conduct, which might lead to probation, suspension or dismissal:

- Physical or verbal abuse, including disorderly, loud, indecent, obscene conduct or expression toward fellow students or any and all members of the college staff. Sexual harassment, bullying, intimidation, or assault of any other person (person is defined by State or Federal law). This includes rape, regardless of the nature of the relationship between the persons involved, or engaging in hazing, stalking, harassment, bias or hate crimes or threats of violence based on, but not limited to, a person's ethnicity, national original religion, creed, sexual orientation, disability, age, or gender. Examples of hazing include, but are not limited to, paddling or other physical abuse or brutality, activities involving illegal acts of excessive fatigue and/or stress, and verbal and/or psychological abuse that compromise the dignity of individuals.
- Tampering with safety alarms or equipment, violation of specific safety regulations, possession or use on campus of firearms, knives, other weapons, explosives, or fireworks. Making a false report of a bomb, fire, or other emergency in any building, structure or facility on college property. Alter or make unwarranted use of fire fighting equipment, safety devices, or other emergency safety equipment.
- Forcible disruption or obstruction of regular college activities, including administration, classes, campus services, and organized events interfering with free speech and movement of academic community members; or refusal to provide an identification card when requested or to obey any other legitimate instruction from a college public safety officer, faculty member, teacher, college administrator, or any other identified representative of the college.
- Dishonesty, such as cheating or plagiarism is handled by academics and will be referred to the appropriate department chair or head.
- Falsifying information to the college, such as forgery, alteration, or reporting felony convictions, intentional misuse of college documents, records or identification.
- Any conduct that constitutes a violation of the laws of the United States, the State of New York, County of Erie, City of Buffalo, or any other civil jurisdiction.
- Picketing, assembly, and demonstrations and all activities in the nature of peaceful picketing, assembly (other than scheduled and approved) and demonstrations on the part of students, faculty, staff, and visitors shall be confined to the exterior of the building, unless permission is granted by the appropriate vice president.
- Misuse of the name, seal, or logo of SUNY ERIE or claiming to speak or act in the name of the college without due authorization of the president or an approved representative.

- Unauthorized gambling in any form on the campus or in any of the College buildings.
- Open or public possession, sale, use or exchange of illegal substances or intoxicants on campus.
- Theft, abuse, or unauthorized use of public or private property, including unauthorized entrance into college facilities, and/or possessions of stolen property. Vandalizing, damaging, destroying, or removing personal property from another individual.

Smoking tobacco products or use of is prohibited on all campuses. For further information, contact your campus Dean of Students Office.

- Activation of cellular telephones, pages or other communication devices in classrooms, libraries, or inappropriately use of such devices in violation of others. Cell phones may not be used in the libraries.
- According to the Acceptable Use Policy, students may not improperly use college computers for the purpose of accessing pornographic or obscene materials or web sites, harassing or stalking.

Laboratory Safety Guidelines

The following safety regulations shall be followed by those faculty and students within areas designated by the college and department as “CLINICAL LABORATORIES” i.e., those areas which handle BIOHAZARDOUS materials such as blood, urine, fecal material and microbial cultures, as any other material considered “body fluids”:

General Laboratory Considerations:

1. Smoking, eating or drinking is NOT permitted within the laboratory.
2. Keep all fingers out of eyes, ears, nose, and mouth. Potentially hazardous reagents, samples and microbes unknowingly picked up on hands and fingers can cause damage if introduced into these body cavities.
3. Anyone with open sores or cuts on their hands will not be allowed to work in the laboratories unless these are covered (i.e., bandaged).
4. Long hair must be tied back. No hats are allowed in lab.
5. Open-toed shoes are not to be worn in any of the laboratories.
6. Personal belongings such as purses, coats, and backpacks MUST NOT be brought into the lab. They are to be stored in student lockers during laboratory period.
7. NO ONE OTHER THAN REGISTERED STUDENTS MAY ENTER THE LABORATORY AREAS.

Specific Laboratory Health & Safety Rules:

1. Students **MUST** wear laboratory coats in the laboratory at **ALL TIMES**. The laboratory coats **MUST NOT LEAVE** the laboratory area. Laboratory coats may **NOT** be worn in the halls. The following guidelines must be followed for laboratory coats:

- a. Place the laboratory coat neatly into a plastic bag which is considered to be **AIRTIGHT** when closed. The laboratory coats may then be removed from the laboratory to be transported to other laboratory areas through the halls or to be taken home for cleaning.
- b. To clean laboratory coats, the following protocol should be followed:
- c. Remove coat from plastic bag and place directly into washing machine. The coat(s) must be washed separately from your regular laundry.
- d. Use hot or warm water for the washing cycle (any water temperature may be used for the rinse cycle).
- e. Add detergent of choice in the amount for a normal wash.
- f. Add 1 cup of **CLOROX*** or other liquid **BLEACH** to the water.
- g. Use at least a 10-minute wash cycle for regular or permanent press wash.
- h. Dry using dryer or on clothesline.

2. Protective eyewear (goggles, face shield, eyeglasses with side shields) **MUST BE WORN** in the laboratory when working with biohazard materials. The safety shields must be used for removal of caps or stoppers from containers containing biohazard materials.

3. Latex gloves **MUST BE WORN** when working with biohazard materials.

4. Hands **MUST** be washed immediately following the removal of gloves or anytime before leaving the laboratory. Always wash hands well using the antibacterial soap found in the pump dispenser at the sinks in each laboratory.

Each department laboratory has a clean sink to be used for hand washing only.

5. Use extreme caution whenever handling laboratory glassware! Broken glassware is probably the greatest source of injury in the laboratory. Check with the laboratory instructor for discarding of broken, cracked or chipped glassware. **REPORT ANY AND ALL INJURIES OR MISHAPS (NO MATTER HOW SMALL) TO THE INSTRUCTOR.** (The phone extension for the Nurse and Security are posted in the laboratories. The Nurse is located in the Spring Student Center across from the Coffee Shop.)

6. Centrifugation of all biohazard samples from the hospital must be done using a stoppered or capped tube.

7. FOR SPILLS:

a. If a hospital sample should spill, cover the biohazard material with the laboratory disinfectant (10 to 20% CLOROX*). Cover the contaminated area with paper towels.

Wait five (5) minutes before cleaning up the spill. Dispose of the material in a labelled biohazard container. **NOTIFY THE LABORATORY INSTRUCTOR OF THE SPILL.**

b. If any chemical should spill on the hands or face, immediately flood the affected area with large quantities of water (each laboratory has an eye wash) followed by thoroughly washing with antibacterial soap and water. (Protective gloves must always be worn when working with biohazard materials.)
NOTIFY THE LABORATORY INSTRUCTOR IMMEDIATELY.

8. For the disposal of hospital samples, place in biohazard waste containers. Special instructions for hospital samples or other biohazard materials may be given by the laboratory instructor.

9. **ALWAYS** replace the cap or stopper on all containers immediately after use.

10. **NEVER** leave any amount of a volatile solvent to remain in an open beaker, dish or flask.

11. **DO NOT** put pipettes, tubing, etc., into stock containers. Always pour a small quantity of the stock reagent into a properly labeled and clean container (i.e., beaker) of appropriate size.

12. **NEVER** use any volatile organic solvent (i.e., Acetone, Ethyl alcohol) in a closed area without proper ventilation or near an open flame. Always be sure to use a hood and that the vent fan is in operation. If a hood is unavailable, a window nearby should be opened.

13. Clinical microbiology specimens must be plated out under properly ventilated biological safety hoods. Avoid creating aerosols when using a Bunsen burner flame when transferring cultures. Do not leave Bunsen burners unattended.

14. **MOUTH PIPETTING IS PROHIBITED.** Mechanical pipetting devices or bulbs must be utilized.

15. Always pour acid into water; never pour water into acid. Dilute acids by pouring the acid slowly into water with constant stirring.

16. Use extreme caution when handling and using containers of compressed gases. Follow directions carefully and take special care not to bump or drop the containers.

17. A fire extinguisher, fire blanket, eyewash and shower are located in each laboratory. Be familiar with their location and use.

18. Do NOT use Kleenex* or any other tissue to wipe off the microscope lens. Use only Lens Paper provided in the laboratory. Use of any other tissue will result in scratching the lens.

Considerations for Laboratory Cleanup:

1. Each work area must be cleaned with disinfectant before and after each laboratory session. Each student is responsible for cleaning their respective work areas and equipment used during the laboratory session. The laboratory will be considered clean and in proper order only when all the laboratory tables and sinks are completely cleaned and cleared of all debris, reagents, and equipment.

NOTHING IS TO BE LEFT ON THE TOPS OF THE LABORATORY TABLE OR IN THE SINKS (unless instructed). ALL EQUIPMENT AND REAGENTS ARE TO BE RETURNED TO THE PROPER STORAGE AREAS AS EXPLAINED UNTIL DISMISSED BY THE INSTRUCTOR AND THEY ARE IS CHECKED FOR CLEANLINESS.

2. Upon completion of the laboratory, rinse all used glassware as instructed and return to storage areas or place in appropriate container for soaking (10 to 20% CLOROX* solution). DO NOT MIX DIFFERENT GLASSWARE IN SAME CONTAINER (unless instructed).

3. Return all microscopes to assigned storage cabinets with oil cleaned from the oil immersion lens (100x). Leave the low power (10x) in the down position. Always wrap cord securely around the microscope arm as instructed before storage.

4. After use, pipettes should be placed in the appropriate rinsing receptacle – TIPS UP.

5. The last laboratory session for the day (4:00 PM) must close and lock all windows and turn off the lights.

Student Health Services

The Student Health Services Office at each campus has a registered nurse on staff. Students may seek first aid for on-campus sickness/injury, consultation and/or referrals. Information on accident and health insurance policies is also available. For evening hours, students should check with their campus Student Health Office:

City Campus:	Room 228 (716) 851-1199
North Campus:	Room S152 (716) 851-1499
South Campus:	Room 5109 (716) 851- 1699

Health Science students are required to complete a student health report form (available in the CLT department) which includes having a physical exam in order to identify any conditions which may be of a threat to themselves or others. Students are also required to have an annual TB screening.

Students and staff are instructed in universal precautions and the use of personal protective devices such as gloves, goggles, and masks.

Contagious disease is reported to the Erie County Dept. of Epidemiology.

NYS immunization mandates for the college and clinical sites must be fulfilled.

Flu and pneumonia shot clinics are provided for prevention.

In a medical emergency EMS (9-1-1) should be summoned. Campus Safety and the college Nurse are notified.

Clinical Laboratory Technology Program

Essential Functions

In order for the student to perform the essential functions of the clinical laboratory science profession, the following technical standards are required of students entering the CLT Associate in Applied Science Degree Program.

Vision

The Clinical Laboratory Technician student must be able to read charts and graphs, discriminate colors, read instrument scales, observe microscopic materials and record results.

Speech and Hearing

The Clinical Laboratory Technician student must be able to communicate effectively and sensitively and be able to share information with other members of the health care team.

Fine Motor Functions

The Clinical Laboratory Technician student must manifest all the skills which would enable sample collection, performance of diagnostic procedures on clinical samples and manipulation of instruments and equipment.

Psychological Stability

The Clinical Laboratory Technician student must demonstrate the emotional health required for full utilization of the applicant's intellectual abilities. The student must be able to handle stress and take appropriate actions when emergency situations arise.

I Have Read and Understood the Essential Functions for the CLT Program

Student Printed Name: _____

Student Signature: _____

Date: _____

Department Witness: _____

Date: _____

ACADEMIC HONESTY POLICY

"The integrity of any profession is contingent on the honesty of its practitioners."

Academic dishonesty is any type of cheating that occurs in conjunction with any type of academic assessment relating to a grade for a specific course within my program of study. The following will be considered a violation of the Academic Honesty Policy for the Department:

Plagiarism- the adoption or reproduction of another author's original work without due acknowledgement or citation.

Fabrication- the falsification of data, information, or citations in any formal academic exercise (lecture/laboratory).

Deception- the act of providing false information to an instructor concerning any formal academic exercise (lecture/laboratory).

Cheating- any attempt to give or obtain assistance or information during any formal academic exercise (lecture/laboratory).

Bribery- the act of providing assistance / information in exchange for money or other forms of payment during any formal academic exercise (lecture/laboratory).

Sabotage- the act of preventing others (faculty / students) from completing their work through the willful disruption of any formal academic exercise (lecture/laboratory).

Impersonation- the act of assuming a student's or instructor's identity with the intent of providing an advantage for the student in any formal academic exercise (lecture/laboratory).

My signature below constitutes my acknowledgement and pledge that all of the work I perform as a student, enrolled in the Clinical Laboratory Technician (CLT) Program or Medical Assisting Program (MA/MOP) at SUNY ERIE – North Campus, will be my work alone. My signature also symbolizes my understanding of this Academic Honesty Policy as it applies to all ML and MA classes required for the degree or certificate issued by SUNY ERIE for the Clinical Laboratory Technician Program or Medical Assisting Program.

A violation of the Academic Honesty Policy will result in my receiving a grade of F for the course in which the incident occurred, and further assessment of the incident by the Dean of Students of SUNY Erie, which may result in further disciplinary action and removal from the Program.

Therefore, I understand and accept the Academic Honesty Policy as stated and accept the consequences in the case of a violation of the Academic Honesty Policy.

Print Name: _____

Student Signature Student ID Number Date

Progression/ Completion in the Clinical Laboratory Technology

Associate in Applied Science (A.A.S.) Degree Program

Progression

The student must maintain a minimum grade of “C” in all medical lab (ML) courses. The student must receive a minimum grade of “C-” in all other coursework (BI, CH, EN, MA, MT). All courses may only be repeated once if the minimal grades are not attained or if the student has withdrawn (W) from the course. ML courses are integrated and sequenced in a specific manner to enable students to attain program competencies. All required courses must be passed each semester in order to advance to the following semester.

A second failure in a repeated course; a (grade below a “C” in ML courses), (grade below a “C-” in all other courses) or a second withdrawal (W), from that course will result in dismissal from the Clinical Laboratory Technology Program. Because of the critical nature of the profession, deviations from professional conduct may adversely affect the patient’s wellbeing. Therefore, the department reserves the right to immediately remove the student from didactic, laboratory and clinical course work and/or dismiss that student from the program if the department determines that the student has acted in an unprofessional manner or if the student is unable to provide safe laboratory practices.

Graduation Requirements

- Students must complete all ML courses within a four-year limit.
- Students must have achieved an overall QPA of 2.0.
- Graduates of the CLT Program are eligible to sit for the Board. of Certification /Licensing Examination. As needed, consultation with the New York State Education Department is suggested for details regarding the legal limitations to licensure in New York State.

I Have Read and Understood the Progression/Completion Requirements for the Clinical Laboratory Technology Program

Student Printed Name: _____

Student Signature: _____

Date: _____