Medical Laboratory Science Program

Bachelor of Science Degree and Post-Baccalaureate Program

Application Portfolio Instructions

Medical Laboratory Sciences Division
Department of Pathology
School of Medicine
University of Utah

Completed application portfolios must be submitted between January 1, 2021, and March 1, 2021, for fall semester 2021 admission. An application portfolio will not be reviewed until all documents have been received. Late applications may be considered depending on class size. Applicants will be notified of the Admission Committee’s decision by May 2021.

For questions regarding application materials or receipt status, contact the MLS Administrative Program Assistant at (801) 581-7913. For questions about MLS pre-requisite coursework and/or university degree requirements, please contact the Pre-MLS Advisor at MLSAdvising@path.utah.edu.
Admission Requirements and Required Documents for the Application Portfolio

The MLS Program offers the following options for students pursuing certification as a Medical Laboratory Scientist:

- **Traditional ‘2+2’ curriculum** - two years of general education and pre-professional courses (pre-requisites) followed by two years of professional coursework in the MLS Program culminating in a Bachelor of Science (BS) degree.

- **Post-baccalaureate curriculum** - graduates with a baccalaureate or higher degree in a biological, chemical, or physical science complete two years of professional coursework in the MLS Program culminating in a second Bachelor of Science degree or a certificate of program completion. The curriculum runs concurrently with professional coursework for students on the traditional ‘2+2’ track. Post-baccalaureate applicants with a degree in other majors will be reviewed on a case-by-case basis for completion of pre-requisite courses.

Enrollment is limited and the Admissions Committee will select those applicants who are best qualified. Students are advised to have strong backgrounds in chemistry, biology, and mathematics.

At the time of application to the MLS Program, students elect to complete the program on a full-time or part-time basis. Part-time is defined as registering for less than the total number of credit hours required of full-time students per semester. Part-time students must complete the didactic component of the program within two years. A part-time option is not available for the clinical rotation component of the program which must be completed within one year. MLS courses are offered once per year; therefore, course planning is set by the program. Any modifications to the course plan must be discussed and pre-approved by the MLS Program Director. Post-baccalaureate students who elect to complete the program on a part-time basis forfeit their opportunity to begin clinical rotations on a priority basis.

Students interested in switching from full-time to part-time status after submitting their application must meet with the MLS Program Director and submit a formal, written petition for review by program officials.

The MLS Program does not discriminate against individuals on the basis of race, ethnicity, color, religion, national origin, age, disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, or protected veteran’s status (“protected class”), in its recruitment or admission practices. Additionally, the MLS Program provides reasonable accommodations to ensure equal access to qualified persons with disabilities.

Inquiries regarding the University’s Non-discrimination Policy and requests for accommodations may be referred to the Director of the Office of Equal Opportunity and Affirmative Action (www.oeo.utah.edu).

The following minimum requirements must be met for an applicant to be considered for conditional admission into the MLS undergraduate program. The items listed below must be completed and submitted as part of the application portfolio by March 1, 2021. It is the responsibility of the applicant to ensure timely submission of the required documents. An application portfolio will not be reviewed until all documents have been received and actions completed.

1. **Admission to the University of Utah**
   Individuals applying to the MLS program must also be accepted to the University of Utah.
   - **Current or Returning University of Utah Students:**
     Students previously admitted to the University of Utah will include their university identification number (uNID) in their MLS application. Note that a lapse in course enrollment may require the student to reapply for admission to the University of Utah. Degree-seeking undergraduate students are eligible to register for classes for one year from the term of their last enrollment. After one year, the student must reapply for admission. Information on readmission to the university can be found at: [https://admissions.utah.edu/apply/returning-students/](https://admissions.utah.edu/apply/returning-students/)

   - **Transfer Students:**
     Applicants not previously admitted to the University of Utah must apply and be accepted for fall semester in addition to submitting an application to the MLS Program. It is highly recommended that the application to the University of Utah be submitted by January 15 to avoid delays in processing. Information on admission to the university can be found at: [https://admissions.utah.edu/](https://admissions.utah.edu/)

   **Note:** Post-baccalaureate students may opt to matriculate and pursue a second bachelor’s degree or register as non-degree seeking (non-matriculated). Non-degree seeking students are not eligible for scholarships or financial aid. Students pursuing a second bachelor’s degree must satisfy university degree requirements which means they may need to take additional courses outside of the MLS Program. Applicants are encouraged to meet with the
Pre-MLS Advisor to determine if additional coursework is needed. To schedule an advising appointment, please visit: [http://medicine.utah.edu/pathology/medical-laboratory-science/programs/bs/](http://medicine.utah.edu/pathology/medical-laboratory-science/programs/bs/).

2. **MLS Undergraduate Program Application Form**

   The applicant must complete the online application form as part of their application portfolio (linked with the REDCap® instructions below). Only applicants who will have completed the MLS pre-requisite courses before fall semester 2021 will be considered for conditional admission to the MLS Program. It is highly recommended that students complete the university’s general education (GE) and Bachelor of Science degree (BS) requirements before beginning the professional courses of the MLS Program. Applications that indicate three or more university general education and/or Bachelor of Science degree requirements (other than QI) will be unfulfilled by fall 2021 may be deferred subject to review by the MLS Program Director. Coursework for post-baccalaureate applicants will be reviewed for pre-requisite course equivalency as needed.

3. **Official Transcripts**

   The applicant must ensure current transcripts from every college or university they attended are on file with the University of Utah showing all courses completed by December 31, 2020. The MLS Program will review transcripts for completion of pre-requisite courses and to calculate a cumulative grade point average and math/science grade point average. As part of the online application, the applicant will enter the semesters in which they completed (or plan to complete) each of the MLS pre-requisites and GE/BS courses.

4. **Grade Point Average (GPA)**

   Applicants must have a minimum cumulative GPA and math/science GPA of 2.5 (4.0 scale) from all institutions attended. All college courses completed through December 2020 will be included in the GPA calculations. The applicant may request, in a formal written letter sent to the MLS Admissions Committee, to omit courses greater than ten years old from the GPA calculations. Courses used to fulfill pre-requisites may not be omitted from the GPA calculations. If a course has been repeated at the same institution, the most recent grade will be used for the GPA calculation; however, repeated math and science courses will be reviewed for demonstration of academic progress. Courses that were repeated at different institutions will have all grades included in the GPA calculation. Applicants are encouraged to address issues related to course repeats in their essay responses.

   If the applicant’s undergraduate coursework is greater than seven years old, they must provide documentation of appropriate continuing education or may be asked to retake human physiology, genetics, and biochemistry upon review by the MLS Program Director. Applicants are encouraged to contact the Pre-MLS advisor (MLSAdvising@path.utah.edu) with questions. Post-baccalaureate applicants with graduate degrees will be evaluated on a case-by-case basis. **Note:** The average GPA (cumulative and math & science) for candidates accepted into the MLS Program is 3.3.

5. **Essay Questions**

   As part of the online application, the applicant must submit typed responses to the enclosed essay questions. (Essay questions and instructions for formatting criteria are included later in this document.)

6. **Résumé**

   As part of the online application, the applicant must submit a current résumé. (Content guidelines and instructions for formatting criteria are included later in this document.)

7. **Reference Forms and Letters of Recommendation**

   As part of the online application, the applicant must provide the names of three individuals they will contact for letters of recommendation. References should be academically or professionally acquainted with the applicant and be able to comment on the applicant’s systematic inquiry skills, ability to generate original ideas, interpersonal effectiveness, and potential for leadership. Examples of acceptable references include an instructor, an employer, or a leader of a volunteer group/service project. (Additional instructions are included later in this document.)

8. **Essential Requirements for the MLS Program Form**

   As part of the online application, the applicant will review and sign the essential function form attesting to their ability to fulfill all of the essential requirements stated therein. The essential functions can also be found in the MLS Undergraduate Student Handbook published on the MLS webpage.

**Additional Notes:**
- Students offered conditional acceptance to the MLS Program must pay a non-refundable acceptance fee of $100.00 to hold their position for fall semester 2021.
• The MLS Program and associated clinical affiliates require proof of immunizations and health history to protect the student, patients, and preceptors. Upon conditional acceptance into the MLS Program, students must submit proof of immunization and a complete health history form prior to beginning MLS courses. The required immunizations are listed later in this document. Additional immunizations may be required by clinical affiliates prior to beginning clinical rotations. Students are responsible for the cost of any service provided by a healthcare professional including the cost of immunizations.

• The MLS Program requires a criminal background check of all students who have been conditionally admitted prior to starting MLS courses. The purpose of this policy is to protect property, help ensure a safe environment in clinical training sites, and select students who exercise good judgment and ethical behavior. All offers of acceptance are contingent upon satisfactory results of a criminal background check. Court records are searched for any felony or misdemeanor at the state and national level as well as for other registry listings. The results are reported to the MLS Program Director for review and follow up. Students are responsible for the cost of the background check.

• Clinical affiliates of the MLS Program require students to undergo drug testing prior to beginning their clinical rotations. The purpose of this policy is to help ensure a safe environment in clinical training sites. The results are reported to the MLS Clinical Coordinator. A positive drug test will be reported to the MLS Program Director for review and follow up. Students are responsible for the cost of the drug screen.

Application Deadline: March 1, 2021
Late applications may be accepted depending on class size. See the MLS webpage for updates and contact the MLS Administrative Program Assistant with questions.

Instructions for REDCap® Online Application
Applicants will complete and submit the application form online using REDCap®. The application form can be accessed using the link below. In the form, applicants will enter their information and upload their documents (résumé and essay responses). Please read this entire document before starting your application.

Link to the MLS Application: https://redcap.link/8xcco9g6

The following instructions detail how to save and return to an in-progress application:
1. Click Save & Return Later (located at the bottom of every page)
2. On the page that appears next, either bookmark the page and return later OR enter an email address to receive a link to the application (referred to as a survey).
3. If the page was bookmarked, simply return to the page and click Continue Survey Now to return to the application. If an email was entered, a link will be sent to the provided email address from redcap@chpc.utah.edu.
4. Open the email and click the link to return to the University of Utah MLS Undergraduate Application 2021.

After you have completed the application, click Submit. You will have the opportunity to download a copy of your application as a PDF or have an electronic copy sent to the email address you provide. You are encouraged to maintain a copy for your records.

Essay Questions
As part of the online application, applicants will upload a PDF document with responses to the following questions in an essay format. Responses must be typed, double-spaced, using a legible 12-point font. The applicant’s name should be included in the top left or right corner of the first page of the document. Each response should be no more than a half-page in length and the final document should be no more than three, single-sided pages.

Essay responses will be evaluated on the following criteria:
• Content and relevance to the question
• Organization, logic, and clarity
• Professional writing style (professional tone, technical skill, spelling, and grammar)
Essay questions:
1. Discuss what led you to pursue a career in Medical Laboratory Science.
2. Discuss your short and long-term professional goals after completing the Medical Laboratory Science Program.
3. Discuss personal qualities and experiences that would distinguish you among other highly qualified applicants to the Medical Laboratory Science Program.
4. Discuss your involvement in organized professional and community service activities and how this service has impacted your personal growth and future career in the Medical Laboratory Science field.
5. Discuss your view of how laboratory professionals demonstrate ethical behavior and fulfill responsibilities to patients, colleagues, the profession, and society.
6. Discuss how you have balanced your academic and professional commitments and how you have overcome any associated challenges.

Responses must be submitted as a PDF document. Files should be named as follows: applicant last name, first name, and “_Essay Responses.” (Example: Doe, Jane_Essay Responses).

Résumé

As part of the online application, you will be asked to submit an up-to-date résumé or curriculum vitae. The following content guidelines are recommended, but the applicant should take this opportunity to be thorough and introduce themselves to the MLS Admissions Committee. The résumé does not have to be limited to one page; however, it is advisable to limit it to a maximum of three, single-sided, typed pages.

Recommended Content:
• Full Name
• Current Address
• Telephone Number
• Email Address
• Degrees Awarded or to be Awarded (post-high school) - list each degree with major, date and institution from which the degree was/will be awarded. Please do not include grade point averages (GPAs) as this information is available from your transcripts.
• Academic Achievements, Honors, Awards (post-high school) - list any honors awarded (e.g., Dean’s List, honor rolls, scholarships, community awards)
• Laboratory and Other Work Experience - list each entry in chronological order beginning with the most recent or current position and include the following:
  o The position, employer, and dates of employment (beginning and ending)
  o A brief description of duties and primary achievements for this position
  o The number of hours worked per week
• Community Service or Leadership Positions (within the last two years) - list each entry in chronological order beginning with the most recent or current position and include the following:
  o The position, organization/club, and dates of activity/service (beginning and ending)
  o A brief description of your involvement and primary achievements
  o The number of volunteer hours performed per month
• Other Relevant Skills or Experiences - list such information as study abroad, conferences attended, competitions, internships, research opportunities, second language, etc.

Résumés must be submitted as a PDF document. Files should be named as follows: applicant last name, first name, and “_Resume.”(Example: Doe, John_Resume).
Reference Forms

The applicant is responsible for contacting three references to request a letter of recommendation on their behalf. The applicant will need to provide the below link to each of their references. The linked form includes instructions for completion of the form, content requested in the letter, and submission information. Completed reference forms and letters of recommendation will be submitted electronically to the MLS Undergraduate Admissions Committee by the reference through this link.

Link to the MLS Undergraduate Program Reference Form: https://redcap.link/gthjioco

Completed forms and letters of recommendation should be received by the MLS Program by March 1. All letters must be received by the MLS Program before the application will be considered. It is recommended that applicants contact their references in a timely fashion to allow their references ample time to complete and submit their forms and letters.

Each letter of reference should address the following:

- The length of time the reference has known the applicant and in what capacity they worked with them.
- The applicant’s character, academic ability, systematic inquiry skills, and capacity to generate original ideas.
- The applicant’s interpersonal effectiveness, leadership ability, and potential for a successful career in Medical Laboratory Science.
- Specific observations regarding the form ratings and an evaluation of the applicant’s strengths and weaknesses.

MLS Selection Criteria

All complete application portfolios received from qualified applicants by March 1st will be reviewed by the MLS Undergraduate Admissions Committee, which consists of members of the MLS faculty. An application will not be reviewed until all documents have been received. Late applications may be considered dependent on class size. The admission process for the Medical Laboratory Science Program is competitive and is based on a point ranking system as outlined below. The following criteria will be used to rank all qualified applicants:

1. Academic Achievement (4 – 16 points)
   - Cumulative GPA
   - Math and science GPA
   - Repeated math and science courses will be reviewed for demonstration of academic progress

2. Essay Questions (3 – 12 points)
   - Relevance
   - Organization, logic, and clarity
   - Writing style (e.g., professional tone, free from spelling and grammatical errors)

3. Experience (3 – 12 points)
   - Laboratory work experience
   - Non-laboratory work experience
   - Extra-curricular, community, or volunteer service

4. Letters of Recommendation (1 – 4 points)

A personal interview may be conducted by the MLS Undergraduate Admissions Committee, if needed, to further assess applicant qualifications.

Applicants will be notified of the admissions committee’s decision by May.