

Application Portfolio Instructions for Admission

Medical Laboratory Sciences (MLS) Division Bachelor of Science Professional Undergraduate Program

Medical Laboratory Science
Department of Pathology
School of Medicine
University of Utah

Completed application portfolios must be submitted between January 1, 2019, and March 1, 2019, for fall semester 2019 admission. Applicants will be notified of their status by mid-May 2019. An application portfolio will not be reviewed until all documents have been received. Late applications may be considered depending on class size.

Complete the application form and submit portfolio materials online using REDCap™. Request letters of reference to be submitted online using REDCap™. Links to the application and reference form can be found on the MLS Program webpage at: <https://medicine.utah.edu/pathology/medical-laboratory-science/programs/bs/> Detailed instructions for each section are included in this document.

Official transcripts may be submitted:

- Via e-mail at mlsadmissions@path.utah.edu (Preferred)
- Or via postal mail to:

MLS Undergraduate Admissions Committee
Medical Laboratory Science, Department of Pathology
University of Utah School of Medicine
30 North 1900 East, RM 5R472
Salt Lake City, UT 84132

For questions regarding application materials or receipt status, contact the MLS Administrative Assistant at (801) 581-7913. For questions about pre-requisite coursework, 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 study:

- 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 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 completion. 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 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 for full-time students is set by the program. Semester planning for progression in the program on a part-time basis should be discussed with the MLS Program Director. Post-baccalaureate students who elect to complete the program on a part-time basis forfeit any opportunity to begin clinical rotations on a priority basis.

Students interested in switching from full-time to part-time status after submitting their application or being accepted into the MLS program must meet with the MLS Program Director and a formal, written petition must be submitted, by the student, 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 and 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 admission into the Medical Laboratory Science (MLS) undergraduate program. The items listed below must be completed and submitted as part of the application portfolio by March 1, 2019. It is the responsibility of the applicant to ensure timely submission of the required documents. An application portfolio will not be considered until all documents have been received.

1. Admission to the University of Utah

- Current or Returning University of Utah Students
Current students must include their university identification number (UID) in their MLS application form as proof of admission. Note that a lapse in course enrollment may require the student to reapply for admission to the University of Utah. Matriculated 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: <http://admissions.utah.edu/apply/index.php>.
- Transfer Students
Applicants that have not previously been admitted to the University of Utah must apply and be accepted to the university 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: <http://admissions.utah.edu/apply/index.php>. Applicants must submit a copy of their university

acceptance letter to the MLS Program via email (mlsadmissions@path.utah.edu) or postal mail once they receive one from the university. The MLS Admissions Committee may review the portfolio preliminarily if all other documents have been received; however, applications will not be considered complete until this document has been received.

Note: Post-baccalaureate applicants may apply to the university as a matriculated (seeking a second bachelor's degree) or non-matriculated student (seeking a certificate of completion). Applicants seeking a second bachelor's degree may need to take additional university courses outside of the MLS Program curriculum to satisfy University requirements for general education. Applicants are encouraged to meet with an advisor in the Academic Advising Center to determine if additional coursework is needed. To schedule an advising appointment with the Academic Advising Center, please visit: <http://advising.utah.edu/> and select the "Academic Advising Center" option to discuss general education/baccalaureate requirements. Applicants should then speak with a Pre-MLS Advisor regarding a timeline for completion of these courses in addition to MLS coursework. To schedule an appointment with a Pre-MLS advisor, visit: <http://medicine.utah.edu/pathology/medical-laboratory-science/programs/bs/>.

2. **MLS Undergraduate Program Application Form**

The applicant will need to complete the online application form as part of their application portfolio. The application can be accessed from the MLS webpage at <https://medicine.utah.edu/pathology/medical-laboratory-science/programs/bs/>. Only applicants who will have completed the required pre-requisite courses for MLS before fall semester 2019 will be considered for 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 the start 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 the start of the MLS Program 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 request **official** transcripts from every college or university they attended except for the University of Utah. An unofficial University of Utah transcript will be generated by the MLS Program. Secure electronic transcripts are preferred and should be sent directly to the MLS Admissions Committee email. Hardcopy transcripts are also acceptable and should be sent directly to the MLS Admissions Committee in a sealed envelope stamped by the Registrar's Office. Contact information for the Admissions Committee can be found on the cover page of this document. Transcripts must show all courses completed at the academic institution through December 2018. Official transcripts must be received from each university and college attended by the applicant, excluding the University of Utah, for their application to be considered complete.

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

A minimum, combined cumulative GPA of 2.5 (4.0 scale) from all institutions attended is required for application to the MLS Program. In addition, a minimum, combined math and science GPA of 2.5 is required. All college courses completed through December 2018 will be included in the GPA calculations. If there are courses greater than ten years old, the applicant may request, in writing, to have them omitted from the GPA calculations. Courses used to fulfill pre-requisites may not be omitted from the GPA calculations. Please send requests by email to the MLS Admissions Committee. 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. Applicants are encouraged to address issues related to course repeats in their essay responses if they so choose.

If undergraduate coursework is greater than seven years old, the applicant 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 (MLSAadvising@path.utah.edu) with questions regarding the necessity of repeating coursework.

Post-baccalaureate applicants with graduate degrees will be evaluated on a case-by-case basis.

Note: The average cumulative and math & science GPA for candidates accepted into the MLS Program for the previous three years is 3.3.

5. Essay Questions

As part of the online application, the applicant will submit typed responses to the enclosed essay questions. See enclosed instructions for formatting criteria.

6. Résumé or Curriculum Vitae

As part of the online application, the applicant will also submit a current résumé or curriculum vitae highlighting their work experience, community service, etc. See enclosed guidelines for content.

7. Reference Forms

As part of the online application, the applicant must provide the names of three individuals they will contact for letters of reference. 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.

The applicant will need to provide a link to the MLS Undergraduate Program Reference Form to each of their references or direct them to access the form from the MLS webpage. The form includes instructions on completion of the form, content requested in the letter, and submission information. Reference forms and letters will be submitted electronically to the MLS Undergraduate Admissions Committee. All letters of reference must be received by the MLS Program before the application will be considered.

8. Essential Requirements for the MLS Program Form

As part of the online application, the applicant will review and sign the essential function form thereby 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.

9. Computer Literacy

All students admitted to the MLS Program are expected to possess internet, word processor, and spreadsheet computer skills. If students are lacking these skills, they should seek help from campus resources to achieve these minimum requirements.

10. International Applicants

Applicants whose first language, or language of instruction for at least the last three years is not English, are required to demonstrate English Proficiency before they will be considered for admission. Per MLS Program requirement, the applicant must document completion of a TOEFL test with a minimum score of 550 for the paper-based test, 213 for the computer-based test, or 80 for the internet-based test. The applicant will list their test score and date in the MLS undergraduate program application form. The test date must be within two years for scores to be valid. For information on these examinations, contact the University of Utah Testing Center located in room 498 of the Student Services Building (801) 581-8744.

11. Admission Requirements and Application Portfolio Checklist

The MLS Program and associated clinical affiliates require proof of immunizations and health history to protect the student, patients, and preceptors. Upon acceptance into the MLS Program, students must submit a Mandatory Student Immunization and Health History Form completed by a licensed healthcare provider. The form must be submitted prior to the first semester of professional courses. The required immunizations and respective documentation are listed in the Admission Requirements section of the online application. Please note that additional immunizations may be required by affiliate institutions prior to the start of clinical rotations. Students are responsible for the cost of any service provided by a healthcare professional including the cost of immunizations.

Application Deadline: March 1, 2019

Late applications may be accepted depending on class size.

Additional Notes:

- Students accepted to the MLS Program will be charged a \$75.00 non-refundable program acceptance fee to hold their position in the MLS Program for fall semester 2019.
- The MLS Program requires a criminal background check of all accepted students prior to the start of the first semester of the professional component of the program. 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. 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 internships. 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 may preclude the student from participating in clinical internships and may result in dismissal from the MLS Program. Students are responsible for the cost of the drug screen.

Essay Questions

As part of the online application, you will be asked to submit responses to the following questions in essay format. Responses must be typed, double-spaced, using a legible 12 point font. Include your name on 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. You do not need to include the question in your response as the admissions committee members will have a copy of the questions for reference.

Essays 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 may be submitted as a PDF (preferred) or Word document.

Please name your file as your last name, first name, and “_Essay Responses.” (Ex. Doe, John_Essay Questions).

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:

 - The position, employer, and dates of employment (beginning and ending)
 - A brief description of duties and primary achievements for this position
 - 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:

 - The position, organization/club, and dates of activity/service (beginning and ending)
 - A brief description of your involvement and primary achievements
 - 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 may be submitted as a PDF (preferred) or Word document.

Please name your file as your last name, first name, and “_Resume” or “_CV.” (Ex. Doe, John_Resume).

Reference Forms

The applicant is responsible for contacting each of their references to provide them with instructions on how to access the MLS Undergraduate Program Reference Form from the MLS webpage. The reference form contains instructions for the letter of reference and questions regarding the applicant. The reference will complete and submit the form along with a letter of reference directly to the MLS Admissions Committee.

Completed forms and letters of reference should be received by the MLS Program by March 1. 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.

Please notify your references that forms and letters should be submitted to the MLS Admissions Committee by March 1.

MLS Selection Criteria

All complete application portfolios received by the March 1 deadline from qualified applicants 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 Reference (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 postal and/or e-mail by mid-May.