


MASTER OF SCIENCE in MEDICAL LABORATORY SCIENCE

GRADUATE HANDBOOK

2024-2025



University of North Dakota
Department of Medical Laboratory Science
School of Medicine & Health Sciences
1301 North Columbia Road Stop 9037
Grand Forks, ND 58202-9037
Office: 701-777-2634 Fax: 701-777-2404

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PROGRAM INFORMATION

UND DEPARTMENT OF MLS WEBSITE:

<https://www.med.UND.edu/mls>

SCHOOL OF GRADUATE STUDIES WEBSITE:

<https://UND.edu/academics/graduate-school/>

MODIFICATIONS to MS in MLS GRADUATE HANDBOOK

- The Medical Laboratory Science graduate program director will review and modify the UND MLS Graduate Handbook on an annual basis. The updated handbook will be available on the UND MLS website in August of each year.
- If necessary, additional modifications may be made by the graduate program director at any time. Modifications will be made available to students electronically and will take effect on the date of approval.
- The most current policies, procedures, and processes will be applicable to all students. It is the student's responsibility to be aware of updates and/or modifications.

INTRODUCTION

The faculty and staff would like to welcome you to the Master of Science (MS) Program in Medical Laboratory Science (MLS) at the University of North Dakota(UND)!

The Department of MLS offers a graduate program leading to the MS Degree in MLS, non-thesis option. The course of study enhances the student's knowledge and skills in several major areas of MLS. The curriculum is designed to prepare students for positions as laboratory administrators, clinical laboratory consultants, technical supervisors, laboratory educators, and/or leaders in the profession. The MS in MLS degree at UND is designed with online coursework to accommodate working laboratory professionals.

The program focuses on developing future leaders, educators, and scholars for the laboratory science profession. The curriculum ensures a generalist focus with core courses that emphasize content expertise in the major laboratory testing areas. Foundations courses aim to build skills in communication, leadership, professional advocacy, research, and problem solving. Finally, students can customize their degree plan with elective courses in specialized areas including education and management.

The MS in MLS curriculum requires a minimum of 33 graduate-level semester credits with courses separated into four categories: Foundations Courses, Leadership Courses, Core Courses, and Elective Course. The 10 required credits of Foundations Courses focus on fundamentals of advanced-level practice in the field of MLS including communication skills and independent project development. Leadership courses (1 required credit) are aimed to equip students with skills in leadership principles and practice, practical applications, and conflict resolution. Core Courses address the scientific content/theory related to the major testing areas in the medical laboratory. At least three Core Courses (9 credits) are required for degree completion, ensuring a rigorous and diverse course schedule that upholds the program's commitment to a generalist emphasis. Lastly, elective courses related to specialty areas—education, management, etc.—are available for students to customize their degree to fit individual needs. Common to all courses will be an emphasis on scholarly investigation, communication, and developing content expertise.

The purpose of the MS MLS handbook is to provide you with *general* information concerning the MLS graduate program at UND. We encourage you to read through this information to better acquaint yourself with the curriculum and policies of the program. We will discuss the basic process of earning your graduate program degree in this handbook, along with specific program policies and procedures.

Please review the UND School of Graduate Studies Handbook <https://und.edu/academics/graduate-school/files/docs/sgs-guide-to-graduation-2023-24.pdf> for School of Graduate Studies policies and procedures and other important information. The School of Graduate Studies website is: <https://UND.edu/graduate-school/>. This website should be used to locate School of Graduate Studies forms and procedures related to your official progress throughout the degree.

MISSION & PURPOSE STATEMENTS

The primary purpose of the University of North Dakota School of Medicine & Health Sciences is to educate physicians and other health professionals for subsequent service in North Dakota and to enhance the quality of life in North Dakota. Other purposes include the discovery of knowledge that benefits the people of this state and enhances the quality of their lives.

The mission of the Department of Medical Laboratory Science is to provide high-quality education that prepares students to positively impact healthcare through medical laboratory practice in the state and affiliated regions.

MS IN MLS PROGRAM GOALS

Learning Goal 1: Communication

The MS in MLS program sharpens students' communication skills so they are able to professionally represent and advocate for the laboratory. Specifically, students will be able to:

- Objective 1.1: Create and deliver clear, cohesive, and supported information that conveys a purposeful message

Learning Goal 2: Leadership

The MS in MLS program fosters development of skills for students to be professional leaders in the field of medical laboratory science. Specifically, students will be able to:

- Objective 2.1: Identify approaches to effectively guide diverse, professional teams toward positive outcomes
- Objective 2.2: Apply problem solving strategies to address relevant and evolving issues
- Objective 2.3: Demonstrate skills and attributes characteristic of professional leadership

Learning Goal 3: Expertise

The MS in MLS program facilitates a deepened understanding of concepts within the field of medical laboratory science. Specifically, students will be able to:

- Objective 3.1: Integrate foundational, experiential, and emerging knowledge to explore and advance understanding of disciplinary concepts

Learning Goal 4: Advocacy

The MS in MLS program prepares students to be advocates for the laboratory profession and their own professional growth. Specifically, students will be able to:

- Objective 4.1: Identify meaningful advocacy opportunities and impacts
- Objective 4.2: Formulate advocacy action plans

Learning Goal 5: Research/Scholarly Activity

The MS in MLS program equips students with skills for scholarly research activities. Specifically, students will be able to:

- Objective 5.1: Collect and critically analyze information to investigate relevant topics
- Objective 5.2: Synthesize and disseminate ethical, purposeful, and original scholarly products relevant to the field of laboratory science

DEPARTMENT OF MEDICAL LABORATORY SCIENCE

FACULTY

Rebecca Bakke, PhD, MLS (ASCP)^{CM} rebecca.perry@UND.edu
Assistant Professor, Clinical Education Coordinator 701-777-5946, Rm E382 SMHS

Mary Coleman, MS, MLS(ASCP)^{CM}, SH (ASCP)^{CM}, CG(ASCP)^{CM} mary.coleman@UND.edu
Assistant Professor 701-777-2652, Rm E381 SMHS

Beth Ann DeMontigny, HTL(ASCP)^{CM} elizabeth.demontigny@UND.edu
Instructor & HT Education Coordinator 701-777-5976, Rm E368 SMHS

Hannah Hove, MPH MLS(ASCP)^{CM} hannah.hove@UND.edu
Assistant Professor, B+MLS Advisor 701-777-2651, Rm E383 SMHS

Shannon Jongeward, MS, MLS(ASCP)^{CM} shannon.jongeward@UND.edu
Assistant Professor 701-777-4050, Rm E379 SMHS

Heather Langerud MS, MLS(ASCP)^{CM} heather.langerud@UND.edu
Assistant Professor, WCAMLS advisor 701-777-5949 Rm E361 SMHS

Karen Peterson, MS, MLS(ASCP)^{CM} karen.peterson@UND.edu
Assistant Professor, Clinical Education Coordinator 701-777-2656, Rm E385 SMHS

Samantha Peterson, PhD, MLS(ASCP)^{CM} s.peterson@UND.edu
Associate Professor, Graduate Program Director 701-777-4468, Rm E365 SMHS

Robert Porter, MS, MLS(ASCP)^{CM} robert.porter@UND.edu
Assistant Professor, MLS Cohort Coordinator/Advisor 701-777-2647, Rm E378 SMHS

Linda Ray, MS, MLS(ASCP)^{CM} linda.ray@UND.edu
Assistant Professor, B+MLS Advisor 701-777-3687, Rm E384 SMHS

Brooke Solberg, PhD, MLS(ASCP)^{CM} brooke.solberg@UND.edu
Associate Professor, Chair and Program Director 701-777-2245, Rm E371 SMHS

Chris Triske, MS, MLS(ASCP)^{CM} chris.triske@UND.edu
Assistant Professor, Categorical Coordinator/Advisor 701-777-3575, Rm E380 SMHS

Allison Waswick, MS, MLS(ASCP)^{CM} allison.waswick@UND.edu
Assistant Professor, MLT to MLS Coordinator 701-777-6744, Rm E363 SMHS

STAFF

Heather Mayers, MS, MLS(ASCP)^{CM} heather.k.mayers@UND.edu
Educational Lab Manager 701-777-6022, Suite E361-B SMHS

Cherie Stoltman cherylyn.stoltman@UND.edu
Administrative Officer 701-777-2628, Rm E372 SMHS

Katie Kucera, MS, MLS(ASCP)^{CM} katelyn.kucera@UND.edu
Education Specialist 701-777-6302, Rm E366 SMHS

ADVISOR APPOINTMENT

Upon acceptance into the program the student will be assigned an advisor by the MS in MLS program director. The student will be able to view their advisor's information on the School of Graduate Studies online system and the UND campus connection system. This information will include the advisor's name, email address, and telephone number. You can expect to meet with your advisor at least once every semester.

The UND MLS Department has four MS in MLS advisors. Our advisors are well-versed in graduate policies and are committed to supporting you throughout the program. The student/advisor relationship is extremely important to success in a distance program, so be sure to utilize them for the valuable resources they are. MS in MLS advisors include:

Shannon Jongeward, MS, MLS(ASCP)^{CM}



Shannon graduated from UND with her BS in CLS in 2004. She worked at Altru Health System in Grand Forks, ND for 10 years where she spent 6+ years in microbiology and transfusion services and 3 years as the quality assurance officer. She has been with the UND MLS department since 2014. She obtained her MS in MLS from UND in 2017 and is currently working towards her Ph.D. Shannon teaches courses on laboratory quality and is the Comprehensive Exam coordinator in the MS in MLS program.

Heather Langerud, MS, MLS(ASCP)^{CM}



Heather graduated from UND in 2016 with her BS in MLS and in 2019 with her MS in MLS. Prior to assuming her current role as Assistant Professor, she worked as a Graduate Teaching Assistant and Educational Laboratory Manager for the UND MLS Department. Heather teaches Immunology and Project Development within the MS in MLS program.

Samantha Peterson, Ph.D., MLS(ASCP)^{CM}



Samantha (Sam) has been working in the UND MLS department since 2014. She graduated from the University of Mary with her BS in MLS + certificate in MLS from UND. She then completed both her MS in MLS (2016) and PhD in Teaching and Learning (2023) at UND. Sam teaches hematology, leadership, and writing courses within the MS in MLS program. She is also the graduate program director.

Allison Waswick, MS, MLS(ASCP)^{CM}



Allison graduated from UND with her BS in MLS in 2012 and her MS in MLS in 2019. She has worked for the UND Department of MLS since 2016. She is currently working on her Doctorate of Education at UND. Within the MLS program she teaches laboratory operations, body fluids, and writing courses.

PROGRAM REQUIREMENTS

PROGRAM OVERVIEW

The University of North Dakota (UND) Medical Laboratory Science (MLS) graduate program is a non-thesis, 33-credit program leading to a Master of Science (MS) degree. Students must complete the required MS in MLS Curriculum

MS in MLS degree components consist of required coursework including advanced scholarly work in the form of an independent study and a comprehensive exam.

ADMISSION REQUIREMENTS

Follow the General School of Graduate Studies Admissions Requirements:

<https://UND.edu/admissions/graduate/requirements.html>

The Graduate Records Exam is not required for entrance into the Medical Laboratory Science Program.

Admission to the MS in MLS program at UND is on a competitive basis. All applicants must meet the general requirements for admission to UND's School of Graduate Studies, as well as the following program admission requirements:

- BA or BS degree
- Successful completion of a certification exam at the MLS level through an approved agency (e.g., ASCP BOC, AMT, CSMLS)

APPLICATION REQUIREMENTS

Those interested in applying to the program must complete a full application for the MS in MLS program. Visit the UND School of Graduate Studies for completion of application materials. The application will require:

- Copies of college transcripts (note: foreign transcripts must be submitted to a foreign credentials evaluation service such as World Education Services)
- A 1-2 page personal statement addressing:
 - Your background including skills and experiences that have readied you for graduate-level coursework
 - Your purpose and goals for completing the MS in MLS program
 - Why you feel the UND MS in MLS program is right for you and your goals
- Three Letters of Recommendation
 - Letters should be from individuals who have interacted with you from a supervisory perspective in an academic (ex. previous instructor; no more than one letter from UND MLS faculty) or professional/clinical (ex. supervisor, lead tech, etc.) capacity; Letters should not be from family members or personal friends
- Proof of certification at the MLS level through an approved agency (e.g., ASCP BOC, AMT, CSMLS)
- A current resume or CV

Applications must be completed in full by the following deadlines to be eligible for review:

- To begin coursework in the Spring Semester: **October 1**
- To begin coursework in the Fall Semester: **June 1**

STUDENT AND FACULTY RESPONSIBILITY

Student Responsibility: it is the responsibility of the student to become informed and to observe all regulations, procedures and deadlines required by the University, the Graduate Catalog, and the program the student is pursuing. Faculty are available for advisement, but the student must initiate all steps of processing documents by published deadlines. Deadlines are published in the time schedule of classes and the UND academic catalog. Ignorance of a rule or policy does not constitute a basis for waiving that rule or policy. The student is responsible for ascertaining his or her academic standing and grade-point average. All graduate students must maintain a 3.00 GPA. While the School of Graduate Studies attempts to notify students regarding any problems in the student's progress toward a degree, the student alone is responsible for maintaining satisfactory academic standing and progress.

Faculty Responsibility: it is the responsibility of faculty to deliver current, high-quality curriculum aligned with learning goals. Faculty will also commit to continuous quality improvement of teaching through various methods including collection and utilization of student feedback; foster a safe and respectful learning environment; and uphold communication with students by responding to all student inquiries in a timely manner.

MS in MLS CURRICULUM REQUIREMENTS

MS in MLS students must complete a minimum of 33 credits of degree coursework specifically including:
10 cr. of Foundation Courses, 1 cr. of Leadership Courses, 9 cr. of Core Courses, and Elective Courses

Foundations Courses = All Listed Courses Required (10 Credits)

Course #	Course Title	Credits	Offering Frequency
MLS 515	Capstone in Medical Laboratory Science*	2	Every Summer
MLS 524	Current Trends & Issues for the Laboratory Professional*	2	Every Summer
MLS 525	Professional Communication in the Medical Laboratory**	3	Every Spring and Fall
MLS 590	Project Development***	1	Every Fall
MLS 997	Independent Study****	2	Every Spring

*Includes 2 synchronous online meetings; MLS 515-taken last summer semester; MLS 524-taken 1st or 2nd summer semester

**This course must be completed during your first semester of coursework

***This course cannot be taken during your first semester, and must be completed in a Fall semester prior to enrolling in MLS 997

****Must be taken Spring semester immediately following MLS 590; requires 1 synchronous online meeting

Core Courses = 3 Courses Required (9 Credits)

Course #	Course Title	Credits	Offering Frequency
MLS 502	Advanced Clinical Hematology: Erythrocytes	3	Every 2 years
MLS 503	Advanced Clinical Hematology: Leukocytes	3	Every 2 years
MLS 506	Advanced Clinical Chemistry	3	Every 2 years
MLS 507	Advanced Clinical Immunohematology	3	Every 2 years
MLS 513	Advanced Clinical Immunology	3	Every 2 years
MLS 518	Advanced Molecular Diagnostics	3	Every 2 years
MLS 522	Advanced Clinical Bacteriology	3	Every 2 years
MLS 523	Advanced Non-Bacterial Microbiology	3	Every 2 years
MLS 526	Advanced Clinical Hemostasis	3	Every 2 years

Leadership Courses = 1 Course Required (1 Credit)

Course #	Course Title	Credits	Offering Frequency
MLS 530	Medical Laboratory Leadership: Principles & Practice	1	Every Other Spring
MLS 531	Medical Laboratory Leadership: Practical Applications	1	Every Summer
MLS 532	Medical Laboratory Leadership: Conflict Resolution	1	Every Fall

Elective Courses = Required to Reach Degree Total of 33 Credits*

Course #	Course Title	Credits	Offering Frequency
MLS 501	Advanced Laboratory Practice: Technical Concepts	3	Every 2 years
MLS 505	Advanced Laboratory Practice: Financial Management	3	Every 2 years
MLS 509	Medical Laboratory Education: Teaching Principles	3	Every 2 years
MLS 517	Advanced Laboratory Practice: Administrative Concepts	3	Every 2 years
MLS 527	Medical Laboratory Education: Assessment & Accreditation	3	Every 2 years
MLS 589	Readings in Medical Laboratory Science	1	Every Fall and Spring
MLS 591	Directed Studies in Laboratory Medicine (topic TBD)**	1-4	On Demand

*Any **Leadership** or **Core Course** credits taken beyond the requirements will be counted as **Elective Course** credits

**Requires advisor approval

MS in MLS COURSE ROTATION

The Course Offering Schedule is made available to MS in MLS students each semester through the [MS in MLS Graduate Community](#) site in Blackboard. The rotation is a 2-year projected rotation with fall, spring, and summer course offerings and is updated annually. The schedule is subject to change, and students will be notified of any changes accordingly.

The following MS in MLS degree courses have scheduling/sequencing requirements as listed below:

Course #	Course Title	Requirement
MLS 525	Professional Communication in the Medical Lab	Taken the 1 st semester of coursework
MLS 524	Current Trends & Issues for the Lab Professional	Recommendation to take in 1 st summer semester
MLS 515	Capstone in MLS	Taken the Summer Semester closest to graduation
MLS 590	Project Development	Taken in a fall semester towards the end of program
MLS 997	Independent Study	Taken in the spring semester immediately following MLS 590

COURSE DESCRIPTIONS

MLS 501 - Advanced Laboratory Practice: Technical Concepts (3 credits)

An examination of technical concepts and skills utilized to ensure quality in the medical laboratory. The course will focus on enhancing quality control analysis and method validation skills and utilizing statistical tools to monitor and improve quality testing processes in the medical laboratory.

MLS 502 - Advanced Clinical Hematology: Erythrocytes (3 credits)

A comprehensive study of human erythrocytes. Included are discussions of normal erythrocyte structure, function, production, regulation, and the pathophysiology of related disorders. The role of current laboratory testing in the diagnosis of erythrocyte disorders will be emphasized.

MLS 503 - Advanced Clinical Hematology: Leukocytes (3 credits)

A comprehensive study of human leukocytes. Included are discussions of normal leukocyte structure, function, production, regulation, and the pathophysiology of related disorders. The role of current laboratory testing in the diagnosis of leukocyte disorders will be emphasized..

MLS 505 - Advanced Laboratory Practice: Financial Management (3 credits)

This course presents an overview of financial management in medical laboratories. Students examine several basic financial operation concepts, including how to evaluate productivity, manage salaries, and manage supply inventories for maximum cost containment. Students learn how to plan for capital expenditures, set laboratory fee rates, and create, implement, and evaluate a budget.

MLS 506 - Advanced Clinical Chemistry (3 credits)

An advanced study of the theories and principles of clinical chemistry. The correlation of laboratory results with associated disease pathophysiology will be emphasized.

MLS 507 - Advanced Clinical Immunohematology (3 credits)

A detailed study of human blood groups including laboratory aspects of blood banking with special reference to theoretical and clinical applications. Emphasis will be placed on antibody identification and advanced problem-solving techniques.

MLS 509 - Medical Laboratory Education: Teaching Principles (3 credits)

Approaches to teaching in Medical Laboratory Science will be examined, with an emphasis on the development of instructional and evaluative materials. Additional topics discussed will include learner diversity, classroom management techniques, and course assessment.

MLS 513 - Advanced Clinical Immunology (3 credits)

An in-depth investigation of immune system functions. Correlation of laboratory results with normal and disease states will be emphasized.

MLS 515 - Capstone in Medical Laboratory Science (2 credits)

This course is a summative experience that occurs at the end of the degree process. Graduate-level Medical Laboratory Science students reflect upon and consider applications of degree coursework. Additionally, the future of the medical laboratory science profession will be discussed and career opportunities will be explored.

MLS 516 - Special Topics in Medical Laboratory Science (1-4 credits)

Topical courses in laboratory medicine organized on a semester-by-semester basis.

MLS 517 - Advanced Laboratory Practice: Administrative Concepts (3 credits) An examination of administrative concepts and skills utilized to ensure quality in the medical laboratory. The course will focus on advanced concepts related to medical laboratory accreditation, inspection, and federal regulations. An emphasis will be placed on the utilization of best practices to monitor and improve laboratory diagnostics.

MLS 518 - Advanced Molecular Diagnostics (3 credits)

An overview of specific molecular biology applications in the medical laboratory including correlation of cell biology, DNA chemistry, genetics, and laboratory techniques in relation to diagnostic investigations.

MLS 522 - Advanced Clinical Bacteriology (3 credits)

An advanced study of the laboratory diagnosis of bacterial diseases and an in-depth exploration of antibacterial agents.

MLS 523 - Advanced Non-Bacterial Microbiology (3 credits)

An advanced study of the laboratory diagnosis of viral, fungal, and parasitic diseases and of associated antimicrobial agents.

MLS 524 - Current Trends and Issues in Medical Laboratory Science (2 credits)

This course is an introductory experience that occurs at the beginning of the degree process. Through group discussion and presentations, Medical Laboratory Science graduate students will explore current trends and issues related to all aspects of the profession

MLS 525 - Professional Communication in the Medical Laboratory (3 credits)

This course will focus on developing written and oral communication skills as a foundation for application within the medical laboratory profession. Students will learn how to identify, assess, and incorporate appropriate reference materials to prepare professional, scholarly papers and presentations.

MLS 526 - Advanced Clinical Hemostasis (3 credits)

A comprehensive study of the human hemostatic system. Normal function, disease pathophysiology, and the evolution of hemostasis in healthcare will be discussed. The laboratory's role in the diagnosis and/or monitoring of bleeding and clotting disorders will be emphasized.

MLS 527 - Medical Laboratory Education: Assessment and Accreditation (3 credits)

This course will focus on assessment and accreditation specific to medical laboratory education programs. Topics will include examination of assessment at the classroom, program, and institutional levels, including how to create and implement an assessment plan. Medical laboratory education accreditation processes will also be examined, with an emphasis on the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) standards.

MLS 530 – Medical Laboratory Leadership: Principles and Practice (1 credit)

This course will provide an overview of leadership principles and their relation to the medical laboratory profession.

MLS 531 – Medical Laboratory Leadership: Practical Applications (1 credit)

This course will focus on the application of leadership strategies within the medical laboratory profession.

MLS 532 – Medical Laboratory Leadership: Conflict Resolution (1 credit)

This course will focus on developing strategies and skills for conflict resolution within the medical laboratory profession.

MLS 589 – Readings in Medical Laboratory Science (1 credit)

Examination of applicable literature related to Medical Laboratory Science as part of an area of specialization or interest.

MLS 591 - Directed Study in Laboratory Medicine (1-4 credits)

Designed to meet the needs of individual student-focused studies in laboratory medicine.

MLS 590 Project Development (1 credit)

With faculty/advisor consult, the student will identify a topic and develop a proposal for the independent project completed in MLS 997. Initial scholarly investigation of the topic will occur, and general guidelines for project format and content will be established.

MLS 997 - Independent Study (2 credits)

The Independent Study is a culminating experience for Medical Laboratory Science graduate students. Utilizing skills and information acquired throughout the degree process, students will select, investigate, and present findings of a topic with significance to the major field of study.

COMPREHENSIVE EXAM INFORMATION

General Information

At the University of North Dakota, a non-thesis Master's degree requires successful completion of both the Independent Study and Comprehensive Exam(s). The MS in MLS degree program is non-thesis, and thus a comprehensive exam is a required component. The comprehensive exam completion is *in addition* to course requirements; students will not register or pay tuition for comprehensive exams, nor will comprehensive exam information be posted on degree transcripts.

The comprehensive exam will be in a take-home format where no proctor is needed. The comprehensive exam may not be taken during the student's first or last semester of study. The student must have completed or be enrolled in at least 1 core course to be eligible to take a comprehensive exam. Directions, specific exam requirements, and exam submissions will be available through Blackboard. The comprehensive exam will consist of:

A multidisciplinary scientific case study:

A 10-20 page (double-spaced) case study focused on lab-related pathophysiology and case-related laboratory applications; requires at least 20 references

Because the MS in MLS degree is non-thesis, the comprehensive exam is one of the major ways that student learning and growth are evaluated. The exam is not intended to be punitive, but rather a platform from which to showcase advanced professional thinking. The exam will be designed to require advanced, scholarly work that is unique to each student and their experiences in the program and field. It is expected that exam responses will be original works, not the work of others or previous work from the student.

Evaluation

Comprehensive exams will be evaluated on a Pass/Fail basis according to an established rubric developed to reflect the advanced-level degree curriculum. The student must pass the comprehensive exam to be eligible for MS in MLS degree completion.

If the initial comprehensive exam submission does not meet the rubric criteria for passing, students will be required to revise their submission. Specific guidelines and instructions will be given to the student on an individual basis, based on deficient rubric criteria. Revisions must be completed within the semester in which the exam was started.

If the revision does not meet the rubric criteria for passing, the student will fail the comprehensive exam. Any comprehensive exam failures will be reviewed by the Department of MLS Professional & Academic Standards Committee (PASC). PASC review may result in probation or dismissal from the MS in MLS program, as follows:

1. If the student is not already on probation, they will be placed on probation.
2. The student will be granted a single remediation attempt (one submission, no revisions). Specific instructions and deadlines for remediation will be given to the student. If the remediation attempt does not meet rubric criteria for passing and/or does not follow the provided instructions and guidelines, the student will be dismissed from the MS in MLS program.

Plagiarism

If evidence of plagiarism is present in any submission of student work, the case will be reviewed by the Department of MLS Professional & Academic Standards Committee (PASC), as follows:

1. If the student is not already on probation, they will be placed on probation.
2. If the student is already on probation, they may be dismissed from the MS in MLS program.
3. If the issue warrants immediate dismissal per the dismissal policies outlined in this handbook, they will be dismissed from the MS in MLS program, regardless of probation status.

Results of the PASC review will communicated to students via email and will include pertinent information regarding the decision and next steps, as applicable.

Comprehensive Exam Plagiarism Statement

Content within the comprehensive exam is expected to be original work of the student. All writing should be the student's own idea and in their own words as effective writing is a part of the assessment. Students should not discuss or seek editing from other students, their advisor, or other professors. Students can direct requests for clarification to the Comprehensive Exam Coordinator, Shannon Jongeward (Shannon.jongeward@UND.edu). Overall, the comprehensive exam should be solely the exam taker's scholarly work.

The Department of Medical Laboratory Science has adopted the University's policy on Scholastic Dishonesty. Plagiarism in a comprehensive exam is a serious offence. At a minimum it will result in a recommendation of failing the comprehensive exam, but it may also incur more serious consequences, including academic probation or program dismissal. See Comprehensive Exam policy in the UND MLS graduate handbook for further information.

UND's policy on Scholastic Dishonesty specifies that "plagiarism means the appropriation, buying receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work." (University of North Dakota Code of Student Life, IIIa-3) Clarification by the University of North Dakota's General Counsel: "Plagiarism does NOT require intent. In other words, ignorance is no excuse." "Examples of academic dishonesty include, without limitation, the following:

- (1) Verbatim, word-for-word lifting of words without quotation marks and without source citation
- (2) Verbatim, word-for-word lifting of words without quotation marks but with source citation
- (3) Paraphrasing words or using ideas without citing to the source
- (4) Verbatim, word-for-word lifting of words from the article or paraphrasing of those words from the article without citing to the article, but citing to the sources cited by author in the article
- (5) Lifting an article's structure and organization without attribution; and
- (6) Paraphrasing a sentence in such a way that with the replacement of several words, it should be quoted."

"Plagiarism includes not only the unattributed use of written language or ideas originated by another person, but also the unattributed use of unwritten ideas or oral expressions originated by another person. Students who discuss problems among themselves should be careful not to share or appropriate one another's idiosyncratic forms of expressing particular ideas or concepts and should be careful not to collaborate on the actual writing of assignments . . . In short, the written assignments which a student turns in must be his/her own creative work, written in his/her own words . . ." (Pace University)

Comprehensive Exam Library Resources

For students enrolled in course credit during the semester in which the comprehensive exam is completed, full access to UND Library Resources will be available. If the student completes the comprehensive exam during a semester in which they are not enrolled in course credits (ex: summer semester), they will not have full access to UND Library Resources. In this case, the student may use open-access resources or local library resources to complete their comprehensive exam.

Timeline

The comprehensive exam cannot be taken in the first or last semester of study; students must have completed or be enrolled in a Core Course to be eligible to take the comprehensive exam.

The semester-based timeline for the exam can be found in the table below.

SEMESTER of EXAM	DATE EXAM IS AVAILABLE	DATE EXAM IS DUE	INSTRUCTOR FEEDBACK GIVEN BY	RE-WRITE DUE (If necessary)
Spring Semester	December 15 th	February 1 st	March 1 st	April 1 st
Summer Semester	May 1 st	June 15 th	July 15 th	August 15 th
Fall Semester	August 1 st	September 15 th	October 15 th	November 15 th

Note: Comprehensive exam will be administered through Blackboard Community sites. All exam directions and submissions will be made directly through this site. A reminder announcement will be sent via email shortly before the exam is set to begin.

POLICIES & PROCEDURES

Related Links:

- **UND Code of Student Life:** <https://und.edu/student-life/code-of-student-life.html>
- **UND School of Graduate Studies Handbook:** <https://und.edu/academics/graduate-school/files/docs/sgs-guide-to-graduation-2023-24.pdf>
- **UND SMHS Student Policies:** <https://med.UND.edu/policies/students.html>

POLICIES

These policies are in addition to the policies of UND, the UND SMHS, and the UND School of Graduate Studies.

I. ACADEMIC & PROFESSIONAL INTEGRITY

Actions of a Medical Laboratory Scientist have a direct impact on patient lives, and therefore all Medical Laboratory Scientists must possess and consistently employ the highest level of academic and professional integrity. Additionally, as a graduate student, you are expected to behave ethically and morally to produce your own research and express your own ideas as well as attribute other scholars' research correctly and consistently.

As such, academic and professional integrity will be continuously evaluated throughout each MS in MLS course as part of the Department of Medical Laboratory Science Standards of Professional Conduct. Within the Department of MLS, lack of academic and professional integrity includes, but is not limited to:

- Utilizing previous coursework (completed by you or another student) to facilitate completion of current coursework
- Utilizing documents or sites that include previous course materials or exam questions
- Utilizing artificial-intelligence (AI) generated writing tools (such as ChatGPT) for completion of assignments, unless approved by the course instructor.
- Copying the work of another student and passing it off as your own; or knowingly allowing your work to be copied by another student
- Inappropriate dissemination/sharing of previous or current coursework (includes sharing pictures of course documents, posting of course information on websites, sharing of documents, etc.)
- Fabrication or falsification of documents, data, or records. For example, altering or omitting information to portray a message other than what is intended.
- Failure to take responsibility or admit fault for a mistake or error
- Plagiarism or other misappropriation of the work of another UND's policy on Scholastic Dishonesty specifies that "plagiarism means the appropriation, buying receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work." (University of North Dakota Code of Student Life, IIIa-3) Clarification by the University of North Dakota's General Counsel: "Plagiarism does NOT require intent. In other words, ignorance is no excuse." "Examples of academic dishonesty include, without limitation, the following:

- (1) Verbatim, word-for-word lifting of words without quotation marks and without source citation
- (2) Verbatim, word-for-word lifting of words without quotation marks but with source citation
- (3) Paraphrasing words or using ideas without citing to the source
- (4) Verbatim, word-for-word lifting of words from the article or paraphrasing of those words from the article without citing to the article, but citing to the sources cited by author in the article
- (5) Lifting an article's structure and organization without attribution; and
- (6) Paraphrasing a sentence in such a way that with the replacement of several words, it should be quoted."

"Plagiarism includes not only the unattributed use of written language or ideas originated by another person, but also the unattributed use of unwritten ideas or oral expressions originated by another person. Students who discuss problems among themselves should be careful not to share or appropriate one another's idiosyncratic forms of expressing particular ideas or concepts and should be careful not to collaborate on the actual writing of assignments . . . In short, the written assignments which a student turns in must be his/her own creative work, written in his/her own words . . ." (Pace University)

For further definitions and examples of various types of plagiarism and how to avoid them, please review the following source: Malnik, J. (n.d.). The 8 consequences of plagiarism. Writer's Room. Accessed at: <https://writer.com/guides/plagiarism/>

II. ASSIGNMENT DUPLICATION

Students cannot use significant amounts of similar material to satisfy more than one degree requirement. For example, a case study submitted for a course assignment cannot also be submitted for a Comprehensive Exam or a course assignment in a different course, even if some revisions were made from the original submission. Exceptions to this policy include:

- Utilizing the same source/reference in separate assignments

- A small portion (ex. one paragraph) of an assignment includes content similar to a previous assignment
- Work submitted for MLS 590 and MLS 997 (work in these courses is designed to overlap)

Students are encouraged to consult their course instructor if they are uncertain about whether work would be considered unacceptable due to duplication. Evidence of inappropriate assignment duplication will be reviewed by the UND MLS Professional & Academic Standards Committee and may result in grading penalties, requirement to submit new work, academic probation, and/or program dismissal.

III. COGNATE/MINOR OPTIONS

Cognate and/or minor options are not available within the MS in MLS degree curriculum.

IV. COMPREHENSIVE EXAM EVALUATION POLICY

Comprehensive exams will be evaluated on a Pass/Fail basis according to an established rubric developed to reflect the advanced-level degree curriculum. The student must pass the comprehensive exam to be eligible for MS in MLS degree completion.

If the initial comprehensive exam submission does not meet the rubric criteria for passing, students will be required to revise their submission. Specific guidelines and instructions will be given to the student on an individual basis, based on deficient rubric criteria. Revisions must be completed within the semester in which the exam was started.

If the revision does not meet the rubric criteria for passing, the student will fail the comprehensive exam. Any comprehensive exam failures will be reviewed by the Department of MLS Professional & Academic Standards Committee (PASC). PASC review may result in probation or dismissal from the MS in MLS program, as follows:

1. If the student is not already on probation, they will be placed on probation.
2. The student will be granted a single remediation attempt (one submission, no revisions). Specific instructions and deadlines for remediation will be given to the student. If the remediation attempt does not meet rubric criteria for passing and/or does not follow the provided instructions and guidelines, the student will be dismissed from the MS in MLS program.

Plagiarism

If evidence of plagiarism is present in any submission of student work, the case will be reviewed by the Department of MLS Professional & Academic Standards Committee (PASC), as follows:

4. If the student is not already on probation, they will be placed on probation.
5. If the student is already on probation, they may be dismissed from the MS in MLS program.
6. If the issue warrants immediate dismissal per the dismissal policies outlined in this handbook, they will be dismissed from the MS in MLS program, regardless of probation status.

Results of the PASC review will be communicated to students via email and will include pertinent information regarding the decision and next steps, as applicable.

V. COURSE POLICIES

- A. Students must comply with all course policies listed in MLS course syllabi. Student compliance or non-compliance with these course policies will be reflected in grading and the MLS Standards of Professional Conduct evaluations.

VI. DISABILITY ACCESS

- A. The University of North Dakota is committed to providing equal access to students with documented disabilities. To ensure access to this class and your program, please contact Student Disability Resources to engage in a confidential discussion about accommodations for the classroom and clinical settings. Accommodation is not provided retroactively. Students are encouraged to register with Student Disability Resources at the start of their program. More information can be obtained by email UND.sdr@UND.edu or by phone at 701.777.2100.

VII. DRUG AND ALCOHOL SCREENING

- A. Any student may be subject to drug and/or alcohol screening as outlined in the SMHS Drug and Alcohol Screening and Education Program Policy. A positive drug/alcohol drug screen will be subject to disciplinary action up to and including immediate dismissal from the program. The complete Drug and Alcohol Screening and Education Program Policy can be found on the SMHS student policy website.

VIII. EMAIL COMMUNICATIONS

- A. All students admitted to the MS in MLS program and/or taking MLS courses will be assigned a UND email account. It is the student's responsibility to monitor this account regularly as all communication initiated from UND MLS faculty/staff will be made using this e-mail account.
- B. MLS faculty/staff will make every effort to respond to emails within 1-2 business days of receipt, unless otherwise indicated (ex. an out-of-office reply).

IX. GRADING/EVALUATION

- A. Grades for MLS courses determined through analysis of coursework from one or more learning domains:

Domains	Examples
Cognitive	Papers, reflections, assignments
Psychomotor	Delivery of presentations
Affective	Standards of Professional Conduct

- B. A cumulative GPA of at least 3.00 for all work taken as a graduate student while registered in the UND School of Graduate Studies must be maintained in order to remain in satisfactory academic standing in the School of Graduate Studies. The academic standing of all graduate students whose cumulative GPA falls below 3.00 will be reviewed at the end of each academic term by the Dean of the School of Graduate Studies. Students having accumulated 9 or more credit hours will be placed on academic probation for one semester; students having accumulated fewer than 9 credit hours will be placed on academic probation until either 1.) the GPA is raised to at least 3.00 or 2.) 9 graduate credit hours are accumulated, whichever occurs first. If, at the end of the probationary period, the GPA is still less than 3.00, the student may be dismissed.
- C. A letter grade of "C" or higher must be earned for all MS in MLS coursework. Grades of less than "C" are not included in the number of credits accepted for a graduate degree, but they are counted in determining the cumulative GPA.
- D. **Repetition of Courses.** All courses taken by graduate students, for which a grade of D, F, or U was received, may be repeated once for credit, with only the highest grade to count in the grade point average. This option does not apply to a student who has been dismissed. Courses with grades of C or better may not be repeated without the written approval of the Dean of the School of Graduate Studies. It is up to the student to notify the School of Graduate Studies when a course has been retaken so that the grade point average can be recalculated. Courses taken as an undergraduate may not be taken again as a graduate student and used on a program of study.
- E. **Incomplete Grade Policy.** It is expected that students will complete all requirements for a course during the time frame of the course. For reasons beyond a student's control, and upon request by the student or on behalf of the student, an incomplete grade may be assigned by the instructor when there is reasonable certainty the student will successfully complete the course without retaking it. The mark "I," Incomplete, will be assigned only to the student who has been in attendance and has done satisfactory work up to a time within four weeks of the close of the semester, including the examination period, and whose work is incomplete for reasons satisfactory to his or her instructor. Incompletes are entered on the final grade sheet, and instructors must also sign and submit a "Report of Incomplete Grade" form to the Office of the Registrar. The instructor may choose any one of the following options for the deadline to complete the course:
 1. The default date as stated in the UND Schedule of Courses.
 2. Extend to 12 calendar months after the end of the course.
 3. A date of the instructor's choosing no later than 12 months after the end of the course.

Incomplete grades will convert to a grade of "F" if a grade is not submitted by the instructor to the Office of the Registrar on or before the deadline written on the "Report of Incomplete Grade" form.

The instructor of the course and the Dean of the School of Graduate Studies must approve and sign the Report of Incomplete Grade form for any extension of incomplete beyond the default date listed in the UND Schedule of Courses. It is the student's responsibility to contact their instructor about an incomplete grade posted on the final grade report.

An “I” may be converted as indicated above but cannot be expunged from the record. Students may not register for courses in which they currently hold grades of incomplete, except for courses that allow repeated enrollment. A student will not be allowed to graduate with an unconverted incomplete grade on the academic record.

X. HEALTH CONDITIONS IMPACTING STUDENT PARTICIPATION

- A. Students who are known to have a condition (injury, illness, infection, environmental disease) that may negatively impact themselves, fellow students, staff, faculty or patients have a professional obligation to inform and work with UND MLS faculty/staff to develop a plan to balance their own health, educational needs and confidentiality as well as the health of others with whom they may come in contact. See the UND SMHS Policy 3.7 – Participation in Education as it Relates to Student Health, found on the SMHS Student Policy website, for complete details (note: this policy was previously titled as “Health Conditions Impacting Student Participation”).

XI. LEARNER MISTREATMENT

- A. The Department of MLS recognizes its obligation to maintain a safe and healthy learning environment. Any learner who feels that they may have been subjected to non-protected class mistreatment of any kind by UND faculty or staff has options for addressing the mistreatment. See the UND SMHS Policy on Learner Mistreatment, found on the SMHS policy website, for complete details.

XII. MS IN MLS PROGRAM APPLICATION, ADVANCEMENT & PROGRAM STANDING

- A. **ADMISSION REQUIREMENTS:** See Program Requirements section of this handbook
- B. **APPLICATION REQUIREMENTS:** See Program Requirements section of this handbook
- C. **APPLICATION REVIEW PROCESS:**
 - 1. The application review process for the MS in MLS program will be conducted by the Department of MLS Graduate Admissions Committee (GAC). The GAC consists of the MS in MLS Program Director (non-voting member, unless there is a tie) and five or more MS in MLS program faculty. Each application that meets or could conditionally meet defined program and School of Graduate Studies (SGS) admission requirements will be evaluated by at least five members of the GAC to develop an admission offer recommendation. GAC recommendations will be forwarded to the Department of MLS Graduate Faculty for final admission decision. The average score per criterion will be utilized to determine an applicant’s overall ranking score. Criteria contributing to overall ranking score include:
 - a. **Grade Point Average (GPA)**
 - i. Note: Candidates with GPA less than School of Graduate Studies (SGS) requirement are still eligible to apply
 - b. **Academic Background**
 - c. **Personal Statement**
 - i. **Writing Style**
 - ii. **Depth/Effort**
 - iii. **Overall Statement Impact**
 - iv. **Strong Match of Applicant’s Identified Goals with Program Curriculum/Structure**
 - d. **Work Experience**
 - e. **Reference Rankings & Statements**
 - f. **Overall Potential for Program Success**
 - 2. Admission to the MS in MLS program is competitive, factoring in the applicants’ ability to meet admission requirements, overall ranking scores determined by the GAC, and program capacity at the time of application. Specifically, admission offers will be distributed as follows, with available spots offered to qualified candidates in order of overall ranking scores:
 - a. **Full Admission:** Admission offer with no conditions
 - i. All admission requirements have been met. Overall ranking score is above threshold ranking score and qualifies candidate for a currently available spot in the program.
 - b. **Provisional Admission:** Admission offer with conditions
 - i. One or more admission requirements have not been met, but conditions exist that, if met, would allow for admission. Overall ranking score is above threshold ranking score and qualifies candidate for a currently available spot in the program, pending completion or meeting of defined conditions.

- c. **Deferred Admission:** Admission offer for a future admission cycle; may include conditions
 - i. All admission requirements have been met; or one or more admission requirements have not been met, but conditions exist that, if met, would allow for admission. Overall ranking score is above threshold ranking score but does not qualify candidate for a currently available spot in the program.
 - d. **Denied Admission:** No admission offer
 - i. One or more admission requirements have not been met, and cannot be satisfied for the current cycle with conditions
 - ii. One or more admission ranking scores signals unlikely program success
 - iii. Overall ranking score is below the threshold ranking score
3. For any unmet application criteria, the application will be considered but the unmet criteria may impact the applicant's overall ranking and result in the applicant being placed on MLS PP probation if admitted.
 4. If information on the application is falsified, the applicant will not be considered for MS in MLS program admission. If application falsification is discovered after the applicant has already been offered admission, the offer will be immediately rescinded.
 5. There are two application cycles each academic year – one for a MS in MLS program start in August (Fall Semester) and in January (Spring Semester). Application deadlines for these cycles are published on the MS in MLS program website. Applications will be reviewed on a rolling basis, in the four to six months proceeding the correlating cycle's deadline. Applications submitted or completed/finalized after the application cycle deadline will be considered for deferred admission in a subsequent semester.
 6. Prospective students must review the MLS Graduate Handbook and acknowledge meeting applicable UND [School of Medicine & Health Sciences Technical Standards for Matriculation, Progression, and Graduation](#) as part of the admission process.

XIII. MS IN MLS PROGRAM DISMISSAL

A. An instance of any of the following will be reviewed by the Department of MLS Professional and Academic Standards Committee and is grounds for immediate dismissal from the MS in MLS program, and may or may not be grounds for dismissal from UND, per UND policies:

- a. Any proven evidence of academic dishonesty.
- b. Violation of the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
 - i. Disregard of the patient's right to confidentiality and/or privacy
 - ii. Accessing patient/healthcare information not needed to complete laboratory duties
- c. Failure to comply with any institutional (University or clinical affiliate), department, program, or course policies/standards.
- d. Any activity or behavior that is careless, disruptive, unsafe, or harmful to oneself or others.
- e. Dismissal as determined by UND MLS probation policies.
- f. Dismissal as determined by the UND Code of Student Life.

B. Students dismissed from the UND MS in MLS program will not meet the degree requirements to earn a master's degree in MLS.

XIV. PROBATION STATUS

MS in MLS students may be placed on probation by the School of Graduate Studies (SGS) and/or by the MS in MLS program.

- A. A student may be placed on probation by the SGS for not maintaining satisfactory performance and academic standing (maintaining a 3.0 GPA - see Grading/Evaluation policy in this handbook). Satisfactory performance includes, but is not limited to, satisfactory research performance, satisfactory performance in examinations, such as the comprehensive examination, or satisfactory performance in other specific program requirements.
- B. If a MS in MLS student is placed on probation by the SGS, the student will be simultaneously placed on probation within the MS in MLS program and will remain on probation at the program level for the duration of their studies.
- C. A student may be placed on probation for failure to comply with program-level academic (ex. Comprehensive Exam Policy) and/or standards of professional conduct policies.
 1. Any instance of a student being placed on probation will be reviewed by the MLS Professional & Academic Standards Committee and/or Admissions Committee prior to student notification.
 2. A student being placed on probation will be notified in writing. Written notification will explain the reason/policy infraction warranting probation, requirements for continuance in the MS in MLS program, and duration of the probation status.

- a. Failure to comply with requirements for program continuance outlined in the written notification will result in MS in MLS program dismissal (and may or may not be grounds for dismissal from UND, per UND policies).
 - b. Students who meet the requirements established in the written notification will be allowed to continue in the MS in MLS program but will be required to comply with academic and standards of professional conduct policies designated for students on probation.
3. Students placed on probation will remain on probation for the duration of the MS in MLS program, unless otherwise noted in the initial written notification.

XV. PROFESSIONAL & ACADEMIC STANDARDS COMMITTEE (PASC)

- A. The Department of MLS Professional & Academic Standards Committee (PASC) reviews instances where students have not met professional and/or academic standards, as outlined in the MLS Graduate Handbook.
 1. All full-time faculty and staff with instructional and/or advising roles within the Department of MLS are voting members of the PASC. If a member is a student in the same program route as student/issue under review, they will not be eligible to participate in the correlating PASC meeting(s).
 2. The Department of MLS Chair serves as a non-voting advisory member and communicates all PASC decisions to students.
- B. Students involved in PASC review will be notified and given the opportunity to provide feedback prior to the meeting.
- C. Decisions of the PASC may be eligible for petition, as described in the Student Petitions policy.

XVI. PROMOTIONAL IMAGES

- A. Photos and/or videos taken during MLS coursework and activities may be utilized for educational and/or promotional purposes. Students not wanting their image to be utilized for these purposes must communicate the request in writing to the UND MLS Graduate Program Coordinator, or to their designated advisor.

XVII. REFERENCING & FORMATTING REQUIREMENTS

For consistency across the curriculum, MS in MLS program assignments should be referenced using ICMJE guidelines and be formatted according to the standardized guidelines introduced in MLS 525: Professional Communication in the Medical Laboratory. After completion of MLS 525, students can access the guidelines through the MS in MLS Graduate Community in Blackboard, or in the Graduate Handbook (Appendix A - MS in MLS Formatting Guidelines)

XVIII. RESIDENCY & SYNCHRONOUS COURSE REQUIREMENTS

The MS in MLS program does not currently have an on-campus residency requirement. However, three (3) courses have online, synchronous class sessions, as follows:

- **MLS 515 - Capstone in Medical Laboratory Science**
 - 2 days total (exact dates are listed in the 2-year Course Rotation schedule)
- **MLS 524 - Current Trends & Issues for the Laboratory Professional**
 - 2 days total (exact dates are listed in the 2-year Course Rotation schedule)
- **MLS 997 – Independent Study**
 - 1 day; 2 hours total (exact date will be posted in MLS 590: Project Development)

Attendance during the synchronous sessions is mandatory. Non-emergency absences will result in a loss of credit for the synchronous session assignments. In the event of an emergency absence, instructors will work with the student to try to develop a plan for making-up the missed work.

To participate in the online synchronous class sessions, students will need access to reliable high-speed internet, a quiet location with minimal background noise, a webcam, and a microphone.

XIX. SHORT-TERM & EXTENDED LEAVE (LEAVE OF ABSENCE)

- A. Short-term leave: In the event that a short-term event (ex. wedding, funeral, work-related obligation, etc.) impacts a student's ability to complete coursework, the student should contact all current course instructors and their advisor to discuss available options for maintaining satisfactory course progress.

- B. Leave of absence: In the event that a student requires an extended break from coursework, the student may take a leave of absence at any point in a semester. Degree and certificate seeking graduate students who wish to take a leave of absence from their program for fall or spring semester must notify their graduate program and the School of Graduate Studies by submission of a form requesting Readmission or Leave of Absence from Graduate Study in advance of their leave. Students will be required to obtain the program Graduate Director's signature from their department prior to submitting the form to the School of Graduate Studies. Summer semester is not counted as a break in enrollment.

Students who withdraw or take a leave of absence without submission of a leave of absence form, or who take an approved leave of absence but exceed the maximum allowed time for a leave, will be required to submit a "Readmission Application" to the School of Graduate Studies should they desire reentry to the program. If the break in enrollment is longer than three (3) years, the student is not eligible for readmission and will need to submit a new admissions application. Applications for readmission will be reviewed and approved by the program and the Dean of the School of Graduate Studies. These forms can be found on the School of Graduate Studies website.

XX. STANDARDS OF PROFESSIONAL CONDUCT

- A. The student must meet Department of MLS Standards of Professional Conduct during all program coursework and activities. If a student does not meet one or more of the standards, they will receive a Professional Conduct Evaluation Form (see Appendix 1) that outlines the unmet standard(s) and provides correlating suggestions for improvement. All instances of unmet Standards of Professional Conduct are reviewed by the Department of MLS Professional and Academic Standards Committee (PASC).
1. If a MS in MLS student does not meet the Department of MLS Standards of Professional Conduct:
 - a. For the student not currently on probation: The student will be placed on MS in MLS program probation.
 - b. For the student currently on probation: The student may be dismissed from the MS in MLS program.
 2. If a student does not meet the Department of MLS Standards of Professional Conduct and the unmet standard warrants immediate dismissal per the dismissal policies outlined in this handbook:
 - a. The student is dismissed from the MS in MLS program, regardless of probation status.
- B. The Department of MLS Standards of Professional Conduct is as follows:
The student is expected to:
1. demonstrate time management skills by completing assigned tasks within time frames designated for professional competency
 2. follow oral and written directions
 3. demonstrate ability to perform required skills and maintain professionalism (by continuing to meet Standards of Professional Conduct) under distracting, demanding, and/or stressful circumstances
 4. adapt to an environment that may change rapidly, without warning, and in unpredictable ways
 5. correlate principles to practice
 6. demonstrate neatness by making the work area and submitted documents presentable
 7. attend, be punctual, and participate for the duration of all scheduled program coursework
 8. maintain consistent, positive work behaviors including initiative, preparedness, dependability, persistence, and follow-through
 9. complete work with precision and accuracy in accordance with established protocol
 10. with minimal redirection, independently perform work and recognize appropriate next steps/actions
 11. take ownership of and be accountable for your actions
 12. project an image of professionalism through appearance, dress, hygiene, positive attitude, value of coursework and body language
 13. read, comprehend, and respond to English communications (including person-to-person, telephone, electronic, and written forms) in an effective, respectful, and time-sensitive manner
 14. demonstrate appropriate interpersonal behaviors while interacting with others during program-related occurrences, including but not limited to: courtesy and cooperation; receiving and responding to constructive feedback; respect and empathy; and non-threatening conduct
 15. develop organizational, prioritization, and multi-tasking skills throughout all program coursework
 16. abstain from use of illegal, prescription, over-the-counter, experimental, recreational, or other drugs that have a significant effect upon an individual's judgement
 17. comply with all institutional (University and clinical affiliate), department, program, course, and laboratory policies and procedures, including safety standards/policies
 18. demonstrate academic and professional integrity as outlined in departmental policies/procedures/standards

19. demonstrate responsible and appropriate use of electronic resources and communication systems (including but not limited to: cell phones, computers, tablets, email, instant messaging, social media, blogs, and websites) that is not disruptive or harmful to oneself or others

XI. STUDENT ACADEMIC GRIEVANCES AND APPEALS

- A. Program and SMHS Level: Any MS in MLS student shall be provided the opportunity to seek redress where they believe SMHS and/or MLS program policy has not been followed with respect to academic matters. This includes but is not limited to issues related to course grades, outcomes, or other academic or professional behaviors. To initiate a grievance or appeal, students must follow the UND SMHS Student Academic Grievance and Appeal Policy 3.9, which can be found on the UND SMHS website. Note that aspects of this policy are time sensitive, typically within a 30-day window.
 1. Complaints related to decisions/outcomes not issued by a committee (ex. course grade given by a single instructor) will begin at Step I- Informal Process.
 2. Complaints related to decisions/outcomes issued by a committee (ex. being placed on probation by the Department of MLS Professional & Academic Standards Committee) are eligible for petition on the program level (see Student Petitions policy in this handbook) and then move to Step III- Student Appeal Process.
- B. School of Graduate Studies Level: The Graduate Committee hears grievances brought by graduate students seeking redress on academic decisions made by the Graduate Dean. Procedures for the consideration and hearing of student grievances are as follows: <https://und-public.courseleaf.com/graduateacademicinformation/academicpolicies/academicgrievance/>

XII. STUDENT CONCERNS & FEEDBACK

- A. If students have concerns related to the safety of themselves or others, and/or the learning environment, they should communicate that concern to the MLS Graduate Program Director or another UND MLS faculty/staff immediately.
- B. At any point, students wishing to share ideas and/or feedback about the program may do so by contacting the Department of MLS Chair, Brooke Solberg (brooke.solberg.1@UND.edu; 701-777-2245).

XIII. STUDENT PETITIONS

- A. Any programmatic decision made by the MLS Professional and Academic Standards Committee (PASC) is eligible for petition if: 1.) the student believes MLS program policy has not been followed, or 2.) if the student has additional information to share beyond what was originally reviewed by the PASC.
- B. To initiate a petition to the MLS PASC, students must complete the “MLS Petition Form” found on the MLS website and submit to the MLS Chair within 14 days of the PASC decision. Incomplete petitions, petitions received after the 14-day window, or petitions not meeting review criteria will not be eligible for review.
 1. As part of the MLS Petition Form, students may request to speak directly to the PASC. The student will be contacted by an MLS PASC representative to coordinate meeting time.
- C. The original PASC decision will remain in effect throughout the petition process until the PASC reviews and votes on the petition. At that time the petition decision will stand as final.
- D. The MLS Chair will notify the student of the PASC’s petition decision within 14 days of receipt of the petition.

XIV. STUDENT/GRADUATE RECORDS

- A. All files concerning students are subject to the Family Education Rights and Privacy Act of 1974. Specific information concerning student records is published in the UND Code of Student Life.
- B. The Office of Admissions and Records (Registrar) maintains official documents for students enrolled in courses at the University of North Dakota, such as the application to the University, official transcripts from other institutions, UND transcripts and other such official documents. These records are maintained permanently.
- C. The Department of MLS maintains an academic file for each student officially enrolled in an MLS program of study. These files are maintained for the duration of established records/retention timeframes.

XV. TECHNICAL STANDARDS FOR MATRICULATION, PROGRESSION, AND GRADUATION

- A. All graduates of the UND School of Medicine & Health Sciences use professional knowledge, skills, and attitudes in order to function in a wide variety of settings and render a wide spectrum of patient care. To accomplish this, students, must meet (with or without accommodations) specified technical standards, as defined in [SMHS policy 3.11](#), to matriculate, to progress through the curriculum, and to complete the graduation requirements.

XVI. TRANSFER OF GRADUATE CREDITS

Graduate work is considered for transfer on an individual basis and must be approved by the student's advisor and the Dean of the School of Graduate Studies (SGS). Up to nine transfer credits can be accepted toward the MS in MLS degree if it meets SGS criteria and the following programmatic criteria:

- a. All transfer credits/courses must be applicable within the field of MLS
- b. A maximum of three transfer credits may come from coursework with no equivalent MS in MLS program course. Non-equivalent coursework will be listed as MLS 591: Directed Studies on the student's Program of Study. All remaining transfer coursework must be deemed equivalent to existing MS in MLS coursework.
- c. Transfer credit for coursework deemed equivalent to MS in MLS coursework will be granted only if it was taken prior to the start of the MS in MLS program, or the student is unable to take the MS in MLS equivalent(s) due to extenuating circumstances.

The student should supply the program with a copy of the syllabus for the requested transfer course(s), to facilitate assessment of alignment with SGS and programmatic criteria.

XVII. UNEXPECTED UNIVERSITY OR PROGRAM INTERRUPTION/CLOSURE

- A. In the event of an emergent situation that could impact University functions, a phone alert system at UND will notify all students, staff, and faculty of the immediate situation. Further information will be disseminated as the situation evolves. In addition, each department at UND has an established Continuity of Operations Plan (COOP) that will go into effect if the situation warrants, which includes direct notification of multiple departmental personnel (including the Program Director). The UND Department of MLS will work in cooperation with the UND Office of Emergency Management as appropriate. Course instructors will alert students to any potential course/schedule changes via Blackboard and/or email.
- B. In the event of an emergent or unforeseen circumstance arising that forces temporary or long-term closure of the program or University, within 30 days a teach-out plan will be implemented. In the teach-out plan, every effort will be made to provide students with options for the continuation of their program of study with the shortest interruption possible. Any refunds of tuition and fees would be determined by the UND Office of the Registrar.

XVIII. UNIVERSITY REFUND POLICY

- A. A student who drops or withdraws from the university after the beginning of instruction will be granted a refund of tuition in accordance with Undergraduate Academic Calendar published by the UND registrar (UND.edu/academics/registrar/).
- B. Current students wishing to dispute a charge must follow UND One Stop Student Services processes (<https://und.edu/one-stop/tuition-fees/payment.html>). Note that students dismissed from a MLS program route for failure to comply with UND MLS policies likely will not be eligible for a refund.
- C. A student may request to drop a course, multiple courses, or withdraw after the date to do so through the special circumstance process. A student may also include a request to receive a refund for tuition and fees associated with the identified course(s). Requests may be made up to a year following the completion of the impacted semester. Special circumstance requests must be based on a verifiable significant unforeseen circumstance during the semester in question. Each request is reviewed individually. The specific set of circumstances of each request is considered prior to a decision being made. Example reasons a student may consider requesting a special circumstance may include:
 - a. The death of a spouse, child, parent, or other dependent.
 - b. A significant injury or medical condition to the student or a dependent, requiring ongoing care that prevents or significantly interferes with the individual's ability to be a student.
 - c. The student entering intensive or inpatient treatment for a current and/or chronic medical condition.Further information about the special circumstance process can be found online at (<https://und.edu/student-life/community-standards/special-circumstance.html>).

SCHOOL OF GRADUATE STUDIES PROCESSES

SGS Forms and Handbooks:

<https://und.edu/academics/graduate-school/academic-career-support/forms.html>

SGS Graduate Handbook:

<https://und.edu/academics/graduate-school/files/docs/sgs-guide-to-graduation.pdf>

PROGRAM OF STUDY

Your program of study is a listing of the courses and credits you need to take in order to meet the requirements of your degree. The School of Graduate Studies Handbook states that the program of study should be completed in the second semester of coursework. It is the student's responsibility to know what the course and credit requirements are for your program (see the curriculum requirements in this manual). Consult with your advisor when preparing your program of study. All forms are completed electronically through DocuSign. Instructions for using DocuSign, as well as forms described below, can be found on the School of Graduate Studies Forms and Handbooks webpage:

<https://und.edu/academics/graduate-school/academic-career-support/forms.html>

Change to Program of Study: If you wish to make a change to your program of study, consult with your advisor, and then complete a 'Change form' found at the same webpage.

TOPIC PROPOSAL / INDEPENDENT STUDY (MLS 997)

The Independent Study is a scholarly project designed to require the student to independently investigate a topic related to the major field of study. The study consists of a scholarly paper including the presentation, analysis, and discussion of information and ideas already in the literature of the field. The requirement is to ensure a student can investigate a topic by developing a research question, searching and finding peer-reviewed literature to construct an answer to the research question, and organizing a scholarly report on the investigation.

Before conducting the Independent Study, the student must first submit a "Topic Proposal" to the School of Graduate Studies. The topic proposal is a one-page overview consisting of the topic, methods, and anticipated outcomes of the Independent Study. The topic proposal form, along with instructions, can be found at the School of Graduate Studies website under Forms and Handbooks. Students will develop their topic proposal as an assignment within MLS 590: Project Development course. Students must obtain approval from the MLS 590 instructor prior to completing the Topic Proposal form and submitting it to the School of Graduate Studies. Once submitted, the form is forwarded to the Dean of the School of Graduate Studies (SGS) in order to secure the Dean's approval. Upon approval from the SGS Dean the student is eligible to register in MLS 997.

A student is not eligible to register for MLS 997 until their topic proposal is approved by the Dean of the SGS. Your topic proposal must be approved by the School of Graduate Studies before you can become a candidate for your degree. You cannot graduate in the same semester in which you become a candidate and therefore you must receive approval on your proposal prior to your final semester.

Grading: A standardized grading rubric will be provided to you in the MLS 997 syllabus. The grading rubric lays out specific expectations and requirements and will be utilized to determine the student's grade in the MLS 997 course.

CANDIDACY FOR THE DEGREE

Time Frame: No later than the semester before desired graduation date.

Admission of a student to the School of Graduate Studies as a Degree Student in Approved Status implies only that the student has met the minimal entrance requirements and will be permitted to take graduate courses which normally will lead to a degree. The student has not been admitted as a candidate for a degree. Advancement to candidacy is a formal procedure and can be granted only after the student has met certain academic requirements.

There are several steps that must be fulfilled before a student can be advanced to candidacy. There is no separate form to complete to be advanced to candidacy but rather there are specific requirements that, when met, automatically advance the student to candidacy. To become a candidate for Master of Science (non-thesis option), the following requirements must be met in approximately the following sequence:

1. The student must be in 'approved' status from the School of Graduate Studies
2. Appointment of Faculty Advisor:

The advisor, who must be a member of the Graduate Faculty, will be appointed by the dean upon a written recommendation from the MLS graduate program director (Samantha Peterson). The advisor is responsible to the program/department and to the School of Graduate Studies for the supervision of the student's work.

3. Program of Study:
Students must submit a Program of Study for School of Graduate Studies approval which will have been developed in consultation with the advisor and signed by the MLS graduate program director. If a minor is declared, the program must also be signed by the chairperson of the minor department. The Program of Study should be developed early in the second semester and submitted to the School of Graduate Studies through the MLS student's advisor and program director.
4. Topic Proposal of Independent Study:
Student must obtain approval of a topic for the independent study. The advisor approves the Topic Proposal of Independent Study, and the form is submitted to the School of Graduate Studies to become part of the record. The topic proposal must be filed prior to the semester or session in which the student expects to graduate
5. Final Examinations:
Those advanced to candidacy for non-thesis master's degrees must pass written final comprehensive examinations which must cover the major field but may at the advisor's discretion, draw upon or cover the supporting areas. Such examinations generally will be given and evaluated by the major department, but the results will be certified to the School of Graduate Studies by the advisor and the MLS graduate program director on the form Final Report on Candidate by the deadline specified in the Academic Calendar. The appropriate comprehensive examination(s) will be administered by the department no earlier than the semester proceeding the semester in which the candidate intends to graduate. The student cannot graduate without successful completion of comprehensive examinations.

APPLICATION FOR GRADUATION

A student MUST apply for graduation. After you have been advanced to candidacy the School of Graduate Studies will contact you concerning the application for graduation. There is a deadline that must be met to complete this application. The specific date of this deadline changes each semester. It occurs in approximately the third week after each semester begins.

For graduation deadlines and directions for how to apply for graduation can be found on the following webpage:
<https://und.edu/academics/commencement/apply-for-graduation.html>

FINAL REPORT ON CANDIDATE

The final report must be submitted to the School of Graduate Studies by the published deadline in which the student plans to graduate. THE MLS PROGRAM WILL PROCESS THIS FINAL FORM REPORT ON BEHALF OF THE STUDENT BY THE PUBLISHED DEADLINE. A delay in submitting comprehensive exams and/or the independent project to within four weeks of the date this form is due could delay the student's graduation until the following semester.

By completing the final report on candidate, the MLS graduate program director and your advisor are reporting to the School of Graduate Studies the results of your comprehensive examinations and confirming that your Independent Study Report has been completed by you, the student, and accepted by your advisor. After receiving the report, the School of Graduate Studies will authorize your degree (if all conditions have been met as required).

SCHOOL OF GRADUATE STUDIES PETITIONS

In the case of a missed deadline, registration error, incomplete grade, etc., a student has the right to petition the Dean of the School of Graduate Studies in order to correct the problem. Petitions School of Graduate Studies Petition forms are available at the graduate school website. The student must clearly state what is being petitioned and should always consult with his/her advisor and the program graduate director prior to submitting a petition to ensure both the necessity and the accuracy of the petition. Petitions may also require signatures from your advisor and/or the program graduate director. If the petition involves a specific course, the course number must be listed.

Following is a brief list of potential reasons to file a petition:

- Adding a course after the deadline
- Enrolling in more credits than allowed
- File for graduation after the deadline
- Enrolling in 996 Continuing Enrollment beyond the number of semesters allowed
- Repeating a course with a grade of C or better

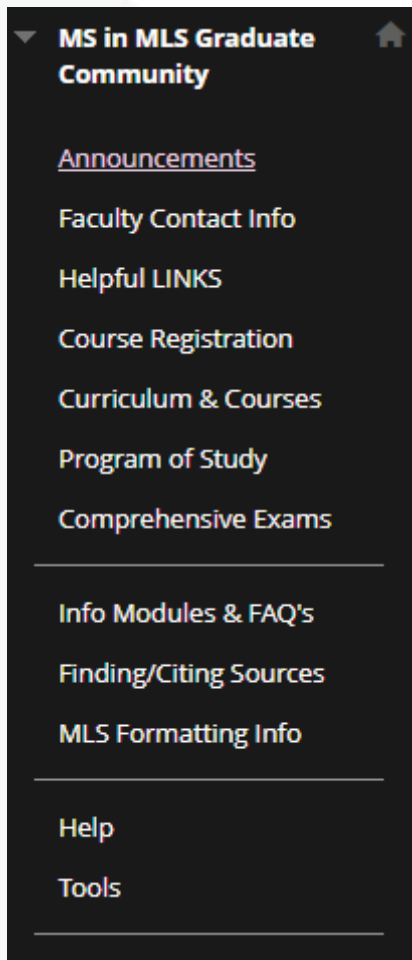
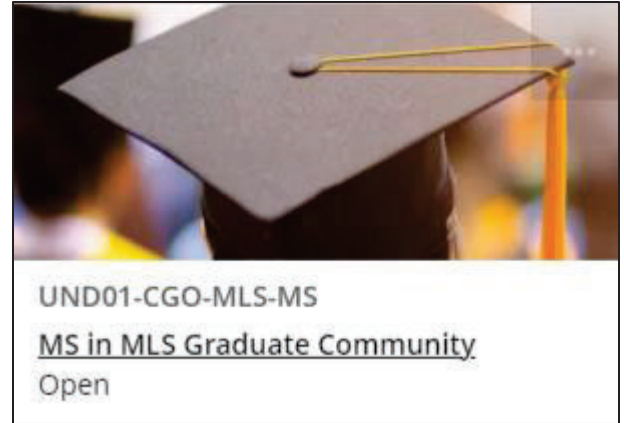


STUDENT TOOLS & RESOURCES

MS in MLS Graduate Community

The MS in MLS Graduate Community is a site in Blackboard that contains helpful resources, information, and announcements for students in the MS in MLS program at UND. All active UND MS in MLS students should have access to the site, which can be found by logging into blackboard and clicking on the “Organizations” tab of left-hand Blackboard menu. Once you click “Organizations”, you should see an organization named “MS in MLS Graduate Community” similar to the picture on the right. If you do not have access to this organization, please contact your advisor.

Important announcements related to the program will be posted and emailed through this site, so it is important that you check the email address you have listed for Blackboard regularly. There are also many resources available that you can find by navigating through the left-hand menu tab of the site (pictured below). Here is a listing of some of the resources available:



- Announcements
- Faculty Contact Information
- Graduate Handbook
- Helpful Links
- Course Registration Information
- Curriculum & Course Information
- Program of Study Information
- Comprehensive Exams Sign-up
- A list of the required curriculum
- Formatting and reference information for MS in MLS course assignments
- Job Announcements (sent to us by current or past students)
- Information modules on the following topics:
 - What to do after being accepted to the program
 - Degree Curriculum
 - Course Scheduling
 - Course Registration
 - Program of Study
 - Independent Study
 - Comprehensive Exam

MS in MLS Sequence of Events

	Activity	Date Completed
1	<p><u>APPLICATION/ADMISSION</u> Complete your application with the UND School of Graduate Studies. When you are admitted to UND, be sure to accept your admission so that you are officially in the program and are able to register for courses</p>	
	<p><u>ACCEPT YOUR OFFER FROM UND</u> Login into the system where you applied to the program to formally accept your admission – this will get important UND processes started! It may take a few days before you have access to do this, due to processing time. If you are declining the position, please submit that info as well, so we can offer your position to another qualified candidate</p>	
	<p><u>ACTIVATE UND ACCOUNTS</u> Make sure to activate UND email and Blackboard accounts once you are able to do so.</p>	
2	<p><u>WELCOME LETTER</u> Once admitted to UND, wait to receive your “Welcome Letter” from the UND Department of MLS. This letter will be sent to the e-mail address listed on your application and will contain all of the information you need to get started with program-related tasks</p>	
3	<p><u>ORIENTATION</u> Watch the MS in MLS Orientation (pre-recorded video) which will be sent with your Welcome Letter</p>	
4	<p><u>ADVISOR</u> Schedule a meeting with your assigned advisor <i>at least</i> 2 weeks before the semester you intend to begin courses</p>	
5	<p><u>COURSE PLAN</u> Complete your ‘Course Planner’ by using the course rotation schedule and talking with your advisor. This document is for personal use only and does not need to be submitted anywhere. You will receive this document in your Welcome Letter.</p>	
6	<p><u>REGISTER FOR COURSES</u> Using Campus Connection and the course registration codes obtained from your advisor, register for courses each semester</p>	
7	<p><u>PROGRAM OF STUDY</u> Complete and submit your “Program of Study” form with the School of Graduate Studies. If you need to make a change to your Program of Study a later date, a Change Form can easily be submitted.</p>	
8	<p><u>COMPREHENSIVE EXAM</u> After you have completed MLS 525 and enrolled in/taken at least one core course – you are eligible to take your comprehensive exam. You must sign-up at least 30 days prior to taking your exam. See “Comprehensive Exams” section of this handbook.</p>	
9	<p><u>TOPIC PROPOSAL</u> The topic proposal is a one-page overview of your Independent Study. It must be submitted and approved by the School of Graduate Studies at least one semester before you intend to graduate. You will write and submit your topic proposal in MLS 590: Project Development and submit it after you get approval from your MLS 590 instructor.</p>	

10	<u>INDEPENDENT STUDY</u> MLS 997: Independent Study will be taken in the semester immediately following MLS 590: Project Development. You will complete your written scholarly paper and conduct an oral presentation to graduate student peers. This course will culminate in publication of your work in the UND Scholarly Commons (<i>congratulations published author!</i>)	
11	<u>ADVANCE TO CANDIDACY</u> You must be advanced to candidacy the semester before you plan to graduate. When you have received approval of your program of study and topic proposal, and you have completed at least 12 credits with a 3.0 GPA, you will be advanced to candidacy.	
12	<u>APPLY TO GRADUATE</u> Be sure to meet the deadline to apply for graduation in the semester you intend to graduate. The application can be found in Campus Connection and directions to apply can be found here: https://und.edu/academics/commencement/files/docs/graduation_application_instructions.pdf	
13	<u>FINAL REPORT</u> The "Final Report on Candidate" form is submitted to the School of Graduate Studies by the published deadline for the term in which you plan to graduate. This will be done by your advisor.	
14	<u>GRADUATION!!!</u> Book your flights & hotel rooms in Grand Forks, order your gown, hood, tassels and other regalia from the UND bookstore, and attend the graduation ceremony! (This is optional, but strongly encouraged. We'd love to see you and help you celebrate your achievements!)	

FREQUENTLY ASKED QUESTIONS (FAQs)

How do I register for a course?

To register for a course, you need the class number. We do not publish our class numbers on the UND system, so you cannot search for them in Campus Connection. Instead, you will need to schedule a meeting with your advisor each semester to obtain the class numbers for the courses you intend to register for. A Course Registration document with course descriptions, textbook information, faculty information, etc will be posted each semester in the **MS in MLS Graduate Community** site in Blackboard. The announcement will be available by April 1 for fall semester, November 1 for spring semester, and February 1 for summer semester. Using this information and class numbers from your advisor, you will proceed to the UND campus connection system and register for your courses. You will go directly to enroll and insert the class number. Hint: Do not go to search to locate the class number to choose it because it cannot be viewed – always go directly to enroll and put the class number in. The course rotation schedule of courses (on our MLS website and in the **MS in MLS Graduate Community**) is a tool that will be helpful to you in planning your course registration.

Do I need to be continually enrolled? What if I want to take a semester off?

No, you don't need to be continually enrolled but you must complete a form if you intend to register for zero credits during a fall or spring semester (summer is not included). See policy IX. **SHORT-TERM & EXTENDED LEAVE (LEAVE OF ABSENCE)** in this handbook for more information

What do I enroll in if I have finished all my courses and the only thing left I have to do is officially graduate?

The School of Graduate Studies requires a student to be registered in a course the semester they have applied for graduation. If you have completed all of your course requirements in previous semesters you would register for MLS 996 Continuing Enrollment. There is a \$150 course fee MLS 996 Continuing Enrollment which would be the tuition charged for that semester. Plan your program of study so that you have a course left to register for your last semester.

How do I change my program of study?

First, consult with your advisor so they are aware of the changes. After consulting with your advisor, complete the form "Change Form" which can be found online at the School of Graduate Studies website forms. You will complete this form through DocuSign and will be sent electronically to gather all signatures needed.

What happens if I cannot complete a course on time?

If you can't complete a course on time because of something beyond your control, you may request to receive an incomplete grade. See incomplete section earlier in this handbook. Contact your instructor ASAP if you intend to request an Incomplete grade.

What happens if my GPA falls below a 3.0?

Your record will be reviewed at the School of Graduate Studies level. Students having completed 12 credits or more will be placed on academic probation for one semester; students having accumulated fewer than 12 credit hours will be placed on academic probation until either a) the GPA is raised to at least 3.0 or (b) 12 credit hours are accumulated, whichever occurs first. Any instance of being placed on probation at the SGS level, will result in being placed on probation at the UND MS in MLS program level. Students will remain on program-level probation for the duration of their studies. If, at the end of the SGS probationary period, the GPA is still less than 3.0, the student will be dismissed by the School of Graduate Studies. See policy XVIII. Probation Status in this handbook for more information

How do I change my name?

If you need to update or change your legal name: 1) Log in to Campus Connection, 2) Click UND eForms 3) Click Registrar's Office 4) Select Legal Name Change Request

How do I apply to graduate?

You need to be advanced to candidacy the semester **before** you graduate. See additional information in this handbook and/or view applying for graduation School of Graduate Studies Handbook. It is the student's responsibility to apply for graduation by the deadline set by the UND Office of the Registrar. The application to graduate is found at this link: <https://und.edu/academics/commencement/apply-for-graduation.html>

Is there a time limit on finishing my degree?

Yes, graduate courses more than seven years old are considered obsolete and may not be counted to fulfill course requirement for an advanced degree program. Program of study more than seven years old are obsolete. Obsolete UND graduate courses may be revalidated and may be counted toward an advanced degree on the recommendation of the student's faculty advisor and the dean of the School of Graduate Studies. There is a form to complete to begin the revalidation process and the form is located at the School of Graduate Studies website under Forms & Handbooks.

I do not remember who was assigned as my advisor. How do I find out who it is?

You would have received a "Student Status Sheet" from the School of Graduate Studies when you were admitted which included your advisor information. You can also view your advisor information on UND Campus Connection using your student ID#.

Where do I view my official semester grades?

Your final official semester grades should always be viewed on the UND campus connection system. You should check it after each semester. The grade entered on Campus Connection will be the official grade placed on your official UND transcript. Blackboard is the program we use to teach and administer our courses online but is not the official site to view your final semester grades.

*If you think of any other FAQ that would be beneficial to post in this section
please email them to the MLS graduate program director,
Samantha Peterson at s.peterson@UND.edu
We would be most happy to include them.*

APPENDICES

APPENDIX A: MS in MLS REFERENCING & FORMATTING GUIDELINES

MS in MLS Formatting Guidelines

Highlights major guidelines for formatting written assignments for MS in MLS Courses (unless otherwise indicated by course instructor); See MLS 525 lectures/readings for additional guidelines.

PAGE LAYOUT:

- 1-inch margins
- Same font throughout document (11 or 12 point only)
 - Exception for figures, tables, and/or images
- Double-spaced body text
 - Exceptions for figures, tables, and/or images
 - Bulleted lists and longer direct quotes should be single-spaced
 - No 'extra' spaces between paragraphs, headings, etc.
- Writing should begin on top of the first page of text

TITLE PAGE:

- Papers should have a title page
- No specific format, but must include the following:
 - Your name
 - The course or comprehensive exam name
 - The instructor/facilitator's name
 - Title of the work
 - Estimated date of submission

HEADINGS:

- Level 1 Headings
 - **BOLDED, ALL CAPITALIZED LETTERS; CENTERED**
- Level 2 Headings
 - **Bolded; All First Letters Capitalized, Aligned Left**
- Level 3 Headings
 - ***Bolded; italicized; first letter only capitalized; aligned left***
- Level 4 Headings
 - *Italicized; first letter only capitalized; indented once with a period following last word*
 - Note: your text begins immediately after the period of the heading, on the same line.

Example Headings

RESULTS
Participant Demographics
<i>Sex of participants</i>
<i>Female respondents. Your written text continues...</i>

PARAGRAPHS:

- Indent the first line of each paragraph
- 3-6 sentences per paragraph, ideally
- There should be at least two paragraphs in a section with a heading, ideally

REFERENCE PAGE:

- Required for any document that contains cited information
- Use ICMJE/Vancouver style for formatting reference citation
- The word "REFERENCES", capitalized and centered at the top of the page
- Each reference listed in numerical order as cited in-text
- Single-line-spaced within a single reference; aligned flush with left margin
- Double-spaced between each separate reference
- Same font size/type as the body of work
- Single space after all punctuation in list

REFERENCE FORMATTING GUIDELINES:

- List of commonly used sources: https://www.nlm.nih.gov/bsd/uniform_requirements.html
- Comprehensive list of various types of sources: <https://www.ncbi.nlm.nih.gov/books/NBK7256/>