

MEDICAL LABORATORY TECHNOLOGY
Associate of Applied Science Degree Program
Student Handbook
2025-2027



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Revision Statement/Disclaimer

Updated 5/2026

The Medical Laboratory Technology (MLT) program at Southern Regional Technical College (SRTC) reserves the right to revise, update, or remove any part of this Handbook at any time. These changes may be made when necessary to best support the interests of students and the college. Students will be informed of any updates or modifications.

INTRODUCTION AND WELCOME

Welcome to the Medical Laboratory Technician (MLT) Program at Southern Regional Technical College! It is a pleasure to work with you as you pursue your educational goals and wish you success on your journey to become part of the laboratory science community. The MLT program faculty would like to take this opportunity to thank you for making Southern Regional Technical College your choice for your college career.

SRTC's qualified and experienced faculty and staff are dedicated to providing you with the best education possible. To assist each student to attain his or her respective potential within the program, both the instructor and the student incur an obligation in the learning process. The instructor is a manager of instructional resources and organizes instruction in a manner THAT promotes learning. The student assumes responsibility for learning by actively participating in the learning process.

Medical Laboratory Technicians are essential members of the healthcare team who perform laboratory testing and analysis of body fluids, tissues, and other specimens to assist in diagnosis, treatment, and prevention of disease. The Medical Laboratory Technician (MLT) Program at SRTC is designed to prepare students for entry-level employment in the profession by providing the academic knowledge, technical skills, and clinical experiences required to meet industry workforce demands

MLT PROGRAM OFFICIALS

Medical Laboratory Technology Program Chair, Advisor, and Instructor:

Vickie Smith M.Ed., MBA, MLS (ASCP)^{cm}

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Medical Laboratory Technology Clinical Coordinator:

Kimberly Moye, M.Ed., BSMT (AAB)

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Dean of Health Science:

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INSTITUTION ACCREDITATION INFORMATION

Southern Regional Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Science Degrees, Associate of Applied Science Degrees, Diplomas, and Technical Certificates of Credit.

Southern Association of Colleges and Schools Commission on Colleges

(SACSCOC)

1866 Southern Lane

Decatur, GA 30033

404-679- 4500

<https://sacscoc.org/>

The Medical Laboratory Technology program at SRTC is accredited by:

National Accreditation Agency for Clinical Laboratory Sciences

(NAACLS)

5600 N. River Rd., Suite 720,

Rosemont, IL 60018;

Phone: 773-714-8880 Ext. 4181; Fax: 773-714- 8886 www.naacls.org

Program Goal

The purpose of the SRTC Medical Laboratory Technology associate degree program is to provide educational opportunities to individuals that will enable them to obtain the knowledge, skills, and attitudes necessary to succeed as medical laboratory technicians.

PROGRAM MISSION STATEMENT

Program Mission Statement: The purpose of the Medical Laboratory Technology, Associate of Applied Science Degree (CLT3) program, is to teach students how to perform clinical laboratory procedures under the supervision of a qualified pathologist and/or clinical laboratory scientist. Classroom training is integrated with clinical experiences under the medical direction of cooperating hospitals. Graduation from this program allows students to take a national certification examination, which is necessary for clinical employment.

PHILOSOPHY

The SRTC Medical Laboratory Technology associate degree program is a program of study that is compatible with the policies of the State Board of the Technical College System of Georgia and encourages each Medical Laboratory Technology associate degree program student to benefit and contribute as a partner in the economic development and stability of the state of Georgia. The philosophy of the Medical Laboratory Technology associate degree program is found on the value attributed to individual students, the Medical Laboratory Technology profession, and technical education.

The SRTC Medical Laboratory Technology associate degree program is a technical program that provides the knowledge and skills to qualify participants for the Medical Laboratory Technology profession. The program provides academic foundations in communications, mathematics, and human relations, as well as technical fundamentals. Upon completion of the Medical Laboratory Technology associate degree program, students are eligible to sit for a national certification examination thus enabling them to achieve professional employment in the field.

The program structure acknowledges individual differences and provides opportunities for students to seek fulfillment of their respective educational goals. The program does not discriminate on the basis of race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic disadvantage.

The faculty and staff of the SRTC MLT program are dedicated to preparing graduates to achieve the greatest academic, personal, and professional potential through quality courses and instruction. With the assistance of its clinical affiliate laboratories, the MLT Program is committed to providing quality didactic and clinical instruction, which comprises the cognitive, psychomotor, and affective domains of learning, to prepare its graduates to work upon career entry as competent medical laboratory technicians in healthcare facilities. The program is committed to meeting the employment needs of clinical laboratories in our service area and beyond.

Length of Program: Six (6) Semesters

STUDENT HANDBOOK OVERVIEW

The information and guidelines in this student handbook are written specifically for and to support students at Southern Regional Technical College (SRTC) in the Medical Laboratory Technology (MLT) program. Curriculum and policy for MLT programs are based on the Technical System of Georgia (TCSG). Policies within this student's handbook are in compliance with college policies, and all policies are subject to revision as necessary. These policies are in addition to all college policies as stated in the college Student Handbook, and in the case of a discrepancy, the college catalog and Student Handbook

shall prevail. SRTC policies can be found on the college website at <https://southernregional.edu/college-catalog/current>

MLT Program Student Handbook is intended to provide students with comprehensive information on the policies and procedures that govern the classroom, laboratory, and clinical internship experiences. The MLT Program reserves the right to modify, add, or remove any policy or statement without prior notice; however, all changes or additions to this handbook will be documented in writing and provided to students. Students are encouraged to read the MLT Student Handbook thoroughly and to seek clarification from the MLT Program regarding any information that is unclear.

This handbook is provided for informational purposes only and does not constitute a contract between SRTC and its students, applicants, or any other individual. The MLT Program faculty reserves the right to revise or modify the policies, procedures, and statements contained in this handbook at any time without prior notice. Students will be informed of significant changes in a reasonable and timely manner by the MLT Program Chair.

Every effort has been made to ensure the accuracy of the information contained in this handbook at the time of publication; however, the MLT Program faculty assumes no responsibility for editorial, clerical, or printing errors. The policies outlined herein are intended to accurately reflect current program requirements and procedures.

In the event of a discrepancy between the MLT Program Handbook and the SRTC Student Handbook or College Catalog regarding college-wide policies or procedures, the SRTC Student Handbook and College Catalog shall take precedence.

General Goals

The goals of the MLT program are to:

1. To provide education that acknowledges individual differences and respects the right of individuals to seek fulfillment of educational needs.
2. To provide an environment which encourages the individual to benefit and contribute as a partner in the economic progress, development, and stability of Georgia.
3. To provide education that will develop into the potential of each student to become a productive, responsible, and caring member of society.
4. To provide quality Medical Laboratory Technology education in an environment that fosters interest in and enthusiasm for learning.
5. To prepare graduates to function as safe and competent practitioners in the Medical Laboratory Technology.
6. To provide educational and related services without regard to race, color, national origin, religion, sex, age, handicapping condition, academic disadvantage, or economic

disadvantage.

7. To foster employer participation, understanding, and confidence in the instructional process and the competence of Medical Laboratory technology associate degree program graduates.
8. To provide guidance to Medical Laboratory Technology associate degree program students to assist them in pursuing educational opportunities that maximize their professional potential.
9. To encourage graduates to recognize and to act upon individual needs continuing education as a function of growth and maintenance of professional competence.

Important attributes for success of program graduates are analytical thinking, problem solving, and the ability to apply technology to the work requirement. Medical Laboratory Technology is a dynamic profession; therefore, careful attention to current curriculum and up-to-date instructional equipment is required. The program promotes the concept of change as technology evolves and nurtures the spirit of involvement in lifelong professional learning.

Southern Regional Technical College accepts the following concepts concerning education in Medical Laboratory Technology:

1. The technician is a skilled person who performs laboratory tests on body fluids under the direction of a qualified physician or pathologist.
2. The technician evaluates and correlates clinical laboratory test results performed on a patient but does not make a diagnosis from these results.
3. The student technician should be educated to assess the needs of the patient and provide nursing care within the scope of his/her training.
4. The educational standards and administrative policies of the program in Medical Laboratory Technology should conform to those approved by the National Accrediting Agency for Clinical Laboratory Sciences.
5. All instruction should be geared to the educational level and experience of the individual.
6. An advisory committee which is representative of the professionals concerned with training and employment of medical laboratory technicians should provide guidance in the planning, organization, and operation of the program.

MLT Programs Outcomes

The specific objective of the program is to provide skilled medical laboratory technicians who perform effectively by:

1. Collecting, processing, and analyzing biological specimens and other substances.

2. Performing analytical tests of body fluids, cells, and other substances.
3. Recognizing factors that affect procedures and results, and taking appropriate actions within predetermined limits when corrections are indicated.
4. Performing and monitoring quality control within predetermined limits.
5. Performing preventive and corrective maintenance of equipment and instruments or referring to appropriate sources for repair.
6. Applying principles of safety.
7. Demonstrating professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
8. Recognizing the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
9. Applying basic scientific principles in learning new techniques and procedures.
10. Relating laboratory findings to common disease processes.
11. Establishing and maintaining continuing education as a function of growth and maintenance of professional competence.

Entry-Level Competencies of the Medical Laboratory Technician

Upon entry into professional practice, the Medical Laboratory Technician (MLT) demonstrates the knowledge, skills, and abilities required to perform routine laboratory testing in areas including Clinical Chemistry, Hematology/Hemostasis, Immunology, Immunohematology/Transfusion Medicine, Microbiology, Urinalysis and Body Fluid Analysis, and Laboratory Operations.

The MLT is competent in performing testing that ranges from waived and point-of-care procedures to more complex analyses across major clinical laboratory disciplines. Responsibilities encompass all phases of laboratory testing, including pre-analytical, analytical, and post-analytical processes. Additionally, the MLT contributes to information management, personnel training, and quality assurance activities in laboratory settings.

At the entry level, the Medical Laboratory Technician is expected to demonstrate the following professional competencies:

A. Professionalism and Communication

- Exhibit professional, ethical, and responsible conduct in all laboratory activities.
- Communicate effectively with patients, colleagues, and other healthcare professionals.
- Develop collaborative interprofessional relationships that support patient care and safety.
- Recognize the value of teamwork within a diverse and inclusive workforce.

- Promote workplace practices that support diversity, equity, inclusion, and accessibility.

B. Safety and Regulatory Compliance

- Adhere to applicable regulatory requirements, accreditation standards, and institutional policies.
- Follow established laboratory safety protocols, including biohazard containment and proper waste disposal procedures.
- Apply quality assurance principles to ensure the accuracy, reliability, and validity of laboratory results.

C. Education and Professional Development

- Engage in continuing education and lifelong learning to maintain and enhance professional competence.
- Educate laboratory service users on appropriate specimen collection, test utilization, and result interpretation when appropriate.

D. Laboratory Operations and Management

- Apply systematic problem-solving skills to identify and resolve procedural or instrumentation-related issues.
- Maintain the security and confidentiality of laboratory and healthcare information systems.
- Support quality management practices that promote accurate and reliable laboratory data.

E. Pre-Analytical Competencies

- Assess specimen collection, handling, processing, and storage procedures according to established protocols.
- Ensure specimen integrity throughout the collection and transportation process.

F. Analytical Competencies

- Perform laboratory testing and instrument maintenance according to established policies and standard operating procedures.
- Troubleshoot analytical procedures and instrumentation when necessary.
- Conduct routine laboratory analyses accurately and efficiently.
- Apply quality control measures, including instrument calibration, statistical evaluation of control data, application of Westgard rules, and verification of reference intervals.
- Perform calculations, dilutions, and statistical analyses required for laboratory testing.
- Demonstrate an understanding of the theoretical principles underlying laboratory instrumentation and analytical methods.

G. Post-Analytical Competencies

- Complete post-analytical activities in compliance with quality assurance and regulatory

requirements.

- Evaluate test results for accuracy and consistency with quality control data, specimen integrity, patient history, and clinical information.
- Report laboratory findings, including abnormal, STAT, and critical results, according to laboratory policies and procedures.

Adapted from the NAACLS Standards for Accredited Programs (October 2024).

Program Graduation, Certification and Placement Rates:

(Updated Outcome Measures Rates are posted on the MLT webpage with date of posting for accuracy of current results).

ASCLS Code of Ethics

Preamble

The Code of Ethics of the American Society for Clinical Laboratory Science sets forth the principles and standards by which Medical Laboratory Professionals and students admitted to professional education programs practice their profession.

I. Duty to the Patient

Medical Laboratory Professionals' primary duty is to the patient, placing the welfare of the patient above their own needs and desires and ensuring that each patient receives the highest quality of care according to current standards of practice. High quality laboratory services are safe, effective, efficient, timely, equitable, and patient-centered. Medical Laboratory Professionals work with all patients and all patient samples without regard to disease state, ethnicity, race, religion, or sexual orientation. Medical Laboratory Professionals prevent and avoid conflicts of interest that undermine the best interests of patients.

Medical Laboratory Professionals are accountable for the quality and integrity of the laboratory services they provide. This obligation includes maintaining the highest level of individual competence as patient needs change, yet practicing within the limits of their level of practice. Medical Laboratory Professionals exercise sound judgment in all aspects of laboratory services they provide. Furthermore, Medical Laboratory Professionals safeguard patients from others' incompetent or illegal practice through identification and appropriate reporting of instances where the integrity and high quality of laboratory services have been breached.

Medical Laboratory Professionals maintain strict confidentiality of patient information and test results. They safeguard the dignity and privacy of patients and provide accurate information to patients and other health care professionals. Medical Laboratory Professionals respect patients' rights to make decisions regarding their own medical care.

II. Duty to Colleagues and the Profession

Medical Laboratory Professionals uphold the dignity and respect of the profession and maintain a reputation of honesty, integrity, competence, and reliability. Medical Laboratory Professionals contribute to the advancement of the profession by improving and disseminating the body of knowledge, adopting scientific advances that benefit the patient, maintaining high standards of practice and education, and seeking fair socioeconomic working conditions for members of the profession.

Medical Laboratory Professionals accept the responsibility to establish the qualifications for entry to the profession, to implement those qualifications through participation in licensing and

certification programs, to uphold those qualifications in hiring practices, and to recruit and educate students in accredited programs to achieve those qualifications.

Medical Laboratory Professionals establish cooperative, honest, and respectful working relationships within the clinical laboratory

and with all members of the healthcare team with the primary objective of ensuring a high standard of care for the patients they serve.

III. Duty to Society

As practitioners of an autonomous profession, Medical Laboratory Professionals have the responsibility to contribute from their sphere of professional competence to the general well being of society. Medical Laboratory Professionals serve as patient advocates. They apply their expertise to improve patient healthcare outcomes by eliminating barriers to access to laboratory services and promoting equitable distribution of healthcare resources.

Medical Laboratory Professionals comply with relevant laws and regulations pertaining to the practice of Clinical Laboratory Science and actively seek, to change those laws and regulations that do not meet the high standards of care and practice.

Pledge to the Profession

As a Medical Laboratory Professional, I pledge to uphold my duty to Patients, the Profession and Society by:

- Placing patients' welfare above my own needs and desires.
- Ensuring that each patient receives care that is safe, effective, efficient, timely, equitable and patient-centered.
- Maintaining the dignity and respect for my profession.
- Promoting the advancement of my profession.
- Ensuring collegial relationships within the clinical laboratory and with other patient care providers.
- Improving access to laboratory services.
- Promoting equitable distribution of healthcare resources.
- Complying with laws and regulations and protecting patients from others' incompetent or illegal practice
- Changing conditions where necessary to advance the best interests of patients.

Reference: <https://ascls.org/code-of-ethics/>

Medical Laboratory Technology Resources

Students enrolled in the Medical Laboratory Technology (MLT) program have access to the following resources:

- Program Handbook
- Clinical Sites List
- Essential Functions for Medical Laboratory Technology Students

- Service Work Policy and Clinical Assignments
- Consumer Information
- MLT Professional Licensure Disclosure and Resources
- Program Outcomes: Medical Laboratory Technology Program Outcomes

Service Work

The Medical Laboratory Technology Program does not require or utilize service work as part of the curriculum. All laboratory testing performed within the MLT program, including activities completed during clinical rotations, is educational in nature and designed to support student learning and competency development. Students will not receive wages, stipends, or any other form of compensation for laboratory testing or clinical experiences completed as part of the program. Additionally, students will not be used as substitutes for employed laboratory personnel at any clinical affiliate site. Clinical rotations are structured educational experiences that provide students with opportunities to apply classroom and laboratory knowledge in a supervised healthcare setting. These experiences are intended to enhance technical skills, professional development, and competency attainment in preparation for entry-level practice as a Medical Laboratory Technician. For additional information regarding student responsibilities and expectations during clinical experiences, please refer to the Service Work Policy and Procedure.

Competencies & Functional Abilities

Southern Regional Technical College's Health Science Department recognizes that the health care professions are intellectually, mentally, and physically demanding. Students seeking admission should be aware that graduates are expected to assimilate basic competencies and abilities throughout the educational process. Competencies and functional abilities required of medical laboratory technicians are summarized in the table below. The competencies and functional abilities outline on the MLT program page are not intended as a complete list of professional behaviors but rather a sampling of the types of abilities required by Medical Laboratory Technician students in order to meet program goals.

For complete program information, visit the Medical Laboratory Technology Program page at Southern Regional Technical College: <https://southernregional.edu/college-catalog/current/programs/medical-laboratory-technology--aas>

Accommodations

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to visit Disability Services <http://southernregional.edu/disability-services> on the SRTC webpage, for contact information and explanations regarding available services.

Essential Functions

MLTs perform various procedures that directly impact patient care. While SRTC is committed to providing education opportunities to all qualified students regardless of economic or social status and will not discriminate on the basis of religion, race, gender, marital status, age, national

origin, veteran status, or handicap, every applicant must be able to meet certain essential functions with reasonable accommodations prior to being admitted to the MLT program. The following are non-academic requirements for the MLT Program at SRTC comprising the physical, emotional, observational, verbal, behavioral, and intellectual characteristics necessary for the MLT professional. These functions are based on the criteria that employers define and expect of MLTs when hired. Satisfactory completion of the MLT Program and successful employment following graduation demands your ability to meet the following requirements. And student uncertain as to their ability to comply with any of these essential functions should consult the MLT Program Director and/or the Office of Special Populations Disability Services <http://southernregional.edu/disability-services>
Program Chair gsmith@southernregional.edu

WORK ETHICS (Professionalism): The Technical College System of Georgia and Southern Regional Technical College instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students participate in a three- tier professionalism learning structure. In MLBT 1010 students are introduced to Level I Professionalism and assess appropriate assessments for understanding and comprehension. In MLBT 2200 students complete Level II and are assessed

WARRANTY

The Technical College System of Georgia [TCSG] guarantees that graduates of its technical colleges have demonstrated proficiency in those competencies included in the approved state curriculum standards. Should any student within two years of graduation not be able to perform one or more of the competencies contained in the industry-validated Standards, including failure to pass a state or national required licensing examination, TCSG agrees to provide specific retraining at any TCSG technical college offering the program to the graduate at no cost to the employer or graduate for tuition or instructional fees.

EQUAL OPPORTUNITY STATEMENT

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment

because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Southern Regional Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person(s) have been designated to manage inquiries regarding the nondiscrimination policies: Darbie Raines and Mary Beth Watson. At Southern Regional Technical College (SRTC), the Title IX (student complaints) and Section 504 Coordinator is Darbie Raines, SRTC-Moultrie 800 Veterans Parkway North, Moultrie, GA 31788, Building A, (229) 217-4145, davera@southernregional.edu. The Title VI, VII, and Title IX (employee complaints) Coordinator is Mary Beth Watson, SRTC-Moultrie 800 Veterans Parkway North, Moultrie, GA 31788, Building A, (229) 217-4207, mwatson@southernregional.edu. Statement of Equal Opportunity Equal Opportunity Institution

A Unit of the Technical College System of Georgia

ADMISSION

Students are admitted to the college following the Technical College System of Georgia's policy. Once accepted to SRTC, the admission of new students to the Medical Laboratory Technology program is contingent upon their meeting all of the following requirements:

1. Entrance Date: Students are able to be admitted at the beginning of any semester. All MLBT courses begin fall semester based on admissions criteria.
2. Entrance Requirements: Refer to Admissions criteria. Contact the program advisor or admissions for details. <https://southernregional.edu/admissions>
<https://southernregional.edu/entrance-scores>
3. Age: Applicant must be 18 years of age or older.
4. Education: An applicant must be a high school graduate or the equivalent (GED). College transcripts will be evaluated on an individual basis.
5. Advisor: The Program Chair/Advisor should be consulted prior to enrolling in any course, and an advisor will be assigned by admissions upon acceptance to the college.

Additional Requirements: Physical Exam, Criminal Background Check, Drug Toxicology, up-to-date immunizations, and Eye Test for Color Blindness

MLT Program Admission Requirements

The MLT Program is a standards-based entry program whereby students must complete all prerequisite courses to begin MLT Occupational Program courses. Additional program acceptance includes:

- Be at least 18 years of age
- Meet general admission requirements for SRTC
- Be in good academic standing

Note:

The Medical Laboratory Technology (MLT) Program is a standards-based entry program in which students are generally expected to complete all prerequisite coursework before beginning MLT occupational courses.

However, students who are admitted to the program without having completed all prerequisite requirements may be permitted to enroll in the remaining prerequisite course(s) concurrently with MLBT 1010, provided they meet all other program admission requirements and receive approval from the Program Director or academic advisor.

Students must successfully complete all remaining prerequisite coursework by the end of the semester in which they are enrolled concurrently. Failure to meet this requirement will prevent the student from progressing to the next semester of the MLT program. In such cases, the student will be required to re-enter the program with the next available cohort, subject to program policies and seat availability.

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination or be allowed to attend a clinical site.

Status

Enrollment in the SRTC MLT Program is governed by the availability of clinical training placements. Because clinical sites can accommodate only a limited number of students, each cohort is restricted to 12 participants. Applicants are admitted on a first-completed, first-accepted basis according to when all admission requirements are fulfilled.

Policies and details concerning advance placement, transfer of credits, and credits for experiential learning can be found on the SRTC website here:

<https://southernregional.edu/college-catalog/downloads/current.pdf>

MLT Program Readmission Policy

Students who fail to progress in accordance with the prescribed MLT curriculum may request readmission to the MLT Program. Readmission is not guaranteed and will be granted only under the following conditions:

1. Institutional Admission Requirements:
The applicant must meet all current Southern Regional Technical College admission requirements.
2. Program-Specific Readmission Requirements:
The applicant must meet all MLT Program readmission criteria in effect at the time of the request.
3. Space and Prerequisite Eligibility:
Enrollment in MLT courses will be permitted only on a space-available basis and only when all prerequisite courses have been successfully completed.
4. Competency Evaluation for Extended Absence:
Students who have been absent from the program for more than one semester are required to demonstrate competency in prior coursework by completing the MLBT 1010 comprehensive examination.
5. Minimum Competency Standard:
A minimum score of 70% on the MLBT 1010 comprehensive exam is required to demonstrate competency.
6. Remediation Following Unsuccessful Competency Assessment:
Students who do not achieve the minimum score on the competency exam must repeat the MLBT 1010 course prior to reentering the program.
7. Eligibility to Resume Program Sequence:
Upon successful completion of the MLBT 1010 comprehensive exam or the MLBT 1010 course, the student will be permitted to resume the course in which progression was previously interrupted.
8. Extended Absence Requirement:
Students who have been absent from the program for more than three semesters must repeat all MLT Program coursework in order to be considered for readmission.

Withdrawal

The OFFICIAL Withdrawal Process is as follows:

The STUDENT will complete the online withdrawal form located in My SRTC – Okta, select the icon: “Student Initiated Withdrawal” OR email the Registrar’s Office at registrar@southernregional.edu from their student email account.

Students who are contemplating withdrawing from a course are encouraged to contact the Financial Aid Office, as withdrawals can have a negative impact on a student's ability to receive further aid, and in many cases, cause the student to owe money back to the College. SRTC adheres to the Federal Return to Title IV policy and recalculates federal aid awards for students who completely withdraw from the College.

A student should not assume that non-attendance constitutes an official withdrawal. Students must officially request withdrawal using the methods listed above. This procedure applies to all students.

Grades related to Attendance

A grade will be reported for all students currently enrolled on the class roster via the Blackboard ILP roster.

If a student stopped participating after No Show Reporting and did not officially withdraw, he/she will receive the grade earned.

Veteran Services

SRTC recognizes the service of veterans and welcomes the opportunity to help veterans achieve their career goals. SRTC understands that unique challenges may exist, and SRTC encourages veterans to take advantage of the veteran resources. Resource information for veterans is located on the SRTC Veterans webpage <http://southernregional.edu/veterans-services>

Academic Misconduct

It is the procedure of SRTC that students who engage in any form of Academic Misconduct receive a zero (0) on the presented material or activity. A second occurrence of academic misconduct will result in the dismissal of the student from the class with a corresponding failing grade. The College requires students to make every effort to refrain from Academic Misconduct. Academic Misconduct includes, but is not limited to: cheating, plagiarism, and/or presenting false information (lying) in relation to any academic matter. Definitions pertaining to Academic Misconduct:

- a. Cheating: The giving or receiving of unauthorized assistance on a test, quiz, project, or examination through the use of unauthorized electronic resources, notes, books, knowledge of specific test questions and/or their answers prior to the examination, ideas or facts from another's paper, and/or pertinent information during the examination.
- b. Plagiarism: The use of facts, ideas, phrases, charts, etc. from any source without giving credit for the information to the originating source. Downloaded material has become one of the most blatant and common forms of plagiarism, as well as one of the most commonly detected forms of plagiarism. Material submitted in a paper, report, or similar graded submission is certified by the author to be the original work of the author, except where acknowledged by the author through citations. Individual instructors are responsible for explaining their referencing

procedures in each class. Submissions may be certified against outside sources and plagiarism detection sources to verify authenticity.

Academic Misconduct is handled through Academic Affairs. The process for Grade and Other Academic Appeals can be found in the SRTC student handbook.

Use of Artificial Intelligence (AI):

The use of Artificial Intelligence (AI) offers numerous ways to support a student's education. However, the misuse of generative AI tools impedes the intellectual growth of our students. Presenting work generated or materially modified by AI without the course instructor's permission constitutes academic dishonesty. Using generative AI in a way that violates a course syllabus will be considered a violation of the Student Code of Conduct. Although permissible artificial intelligence use on student work may vary across courses and instructors, there are institutional principles for AI use in any coursework:

- a. Unless specifically approved by the instructor in writing or in the course syllabus, the use of generative AI results is prohibited in an examination, or any work submitted for evaluation and/or a grade.
- b. AI generated content should be used legally, ethically, and reasonably.
- c. Students are the authors of content generated by AI and are as responsible for that content as they are with other content that they author.
- d. Students must cite the AI system and document the relevant prompts used in their process and research for final assignment outcomes. Failure to acknowledge the use of AI models will be penalized as plagiarism.
- e. Unless specifically approved by the instructor, using the names of artists/designers, companies, or brands within the prompts is prohibited to maintain the artistic integrity of those involved.

Access Equity: Any AI platform used by students to meet course requirements must be freely accessible or offered via SRTC-provided subscription.

Accommodations

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to visit Disability Services <http://southernregional.edu/disability-services> on the SRTC webpage, for contact information and explanations regarding available services.

Access to Technology

For information regarding Blackboard, BannerWeb, or the SRTC student e-mail, please visit Technical Support <http://southernregional.edu/distance-education> on the SRTC webpage.

Online Communication

Instructors primarily communicate to students via SRTC student email. Therefore, students taking online courses should access their SRTC student email accounts daily. Instructors will normally respond to student emails within 24 hours Monday-Thursday and within 48 hours Friday-Sunday (excluding

holidays).

Safety

Students should be familiar with the program's emergency procedures in order to maintain a safe learning environment. Emergency procedures such as hazardous weather are addressed in the Southern Regional Technical College Student Handbook. Emergency procedures are discussed at the beginning of each semester. Evacuation charts are posted in each classroom and lab. Students are to review these charts as they enter each room. If a situation requiring evacuation were to occur, students are to follow the route marked on the chart. If a bad weather warning is sounded, students are to follow the proper evacuation procedures and take all valuables with them.

SRTC Alert – Emergency and Announcement Notification System

SRTC offers a free emergency and important school announcement service to all students. SRTC Alert is a mass notification system comprised of e-mail, voice, and text messaging that is designed to send emergency messages rapidly for the safety and benefit of the students. Messages will be sent by authorized SRTC employee(s) via an automated system.

Upon a student's admittance into SRTC, his/her contact information will be automatically entered into the system. However, students will have the opportunity to update their information each semester through the SRTC Office of Student Affairs. Students should be aware that possible charges may be incurred from their wireless device carriers for text messages received from the SRTC Alert System.

Program website-Outcomes

<https://southernregional.edu/college-catalog/current/programs/medical-laboratory-technology--aas>

Grade and other Academic Appeals

See college catalog pg 425 <https://southernregional.edu/college-catalog/downloads/current.pdf>

Note: Those who have been arrested/convicted of a moral and/or legal violation of the law may not be granted permission to take the licensing examination or be allowed to attend a clinical site.

Tuition and Fees

<https://southernregional.edu/college-catalog/current/programs/medical-laboratory-technology--aas>

Campus Based Route

A maximum of 12 students are accepted each fall semester. Once accepted, students will begin a structured curriculum that includes /hybrid/online courses and supervised clinical experience. Students graduating with an Associate of Science degree in Medical Laboratory Technology will be eligible to sit for the national certification examination at the Medical Laboratory Technician level

Academic Calendar

<https://southernregional.edu/college-catalog/current/college-calendar>

Class Schedule

Most classes are scheduled between 8:00 a.m. and 10:00 p.m. according to the contact hours prescribed by the program guide. Clinical hours reflect shifts at clinical sites. Classes do not necessarily have to meet in the classroom or laboratory area that is usually assigned to the program. Instructors may schedule field trips or live work projects that will be of educational benefit to the students' welfare. It is expected that all students will participate in such projects as assigned by the instructor.

PROGRAM CLOSURE TEACH OUT PLAN

In the event that the MLT program unexpectedly closes due to a natural or unnatural disaster, the following steps will be taken. Intentional closure of the program will be communicated to all students immediately. In case of a disaster, the college will inform students of a plan for continuation of their education as soon as that information is available. For example, students to continue an online learning environment to complete their courses may be feasible. NAACLS will be notified and a teach out plan will be provided to them within 30 days of the official announcement of program closure.

Prospective students:

- In the case of permanent closure, students will be informed that the program will not take a new cohort due to program closure.
- In the case of a natural or unnatural disaster, the program will work with other laboratory science programs to continue education and training until training can resume at the college.
- Students will be counseled in applying to other local programs.
- Program closure information will be posted on the college website.

Current students:

- Students will be informed of program closure.
- In the event of a mandated permanent closure, currently enrolled students will be allowed to complete program.
- A college official will be designated to clear students applying for the certification Exam.

Medical Laboratory Technology Program Web Page <https://southernregional.edu/college-catalog/current/programs/medical-laboratory-technology--aas>

College Catalog

<https://southernregional.edu/college-catalog/current>

Notice and Responsibilities Regarding this Catalog

The information in this College Catalog and Student Handbook accurately reflects current policies and procedures at the time of publication. Students are admitted to the College under and are subject to the provisions of the SRTC Catalog and Student Handbooks for the term they initially enroll. Students in all programs are admitted under and are subject to the provisions of the College Catalog and Student Handbook and applicable addendums for the term they are admitted to the program at Southern Regional Technical College. If for any reason, a break in enrollment occurs, students must reapply and satisfy the College Catalog and Student Handbook requirements for the term of their re-entry to any program. The provisions of this catalog are not to be regarded as an irrevocable contract between Southern Regional Technical College and the student. The College reserves the right to change any provision or requirement at any time.

Southern Regional Technical College. (2025). 2025-2026 College Catalog and Student Handbook
15689 US Highway 19 North • Thomasville, Georgia

Contact Information

For questions or more information contact Program Chair

Georgia Smith 229-225-5203

gsmith@southernregional.edu

For questions or concerns related to the Medical Laboratory Technology Program, students should first contact the Program Chair. For issues or inquiries outside the scope of the Program Chair, students are encouraged to contact the appropriate office.

Contact

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