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Admission Procedure

Create and complete an online admission application at this website: https://usmgrad.admissionpros.com/default.asp

Once all documentation is received in the admissionpros online portal, the Medical Laboratory Science (MLS) graduate faculty evaluate the information and make a decision regarding acceptance.

The MLS graduate faculty base their decision on all documentation submitted to Graduate Admissions which includes transcripts, GRE scores, letters of recommendation and Michigan Level II or TOEFL of at least 550 if applicable.

Admission Requirements

Program One (On-line)

The 36-hour online program is geared toward individuals who possess certification as a medical technologist from a recognized national certifying agency. This certification is an entrance requirement.

For students who hold certification, the Plan of Study will consist of 36 hours of 600 level online courses.

Documentation of MLS certification.

Present evidence, by official transcript, a grade point average of 2.75 (figured on an A equals 4.0 scale) for the last two years of undergraduate coursework.

GRE score on the verbal and quantitative sections of the test.

Present MTEL P or “Proficiency II” or TOEFL of 550 (regardless of previous college experience. If English is not the native language this requirement must be met).

Satisfy the appropriate department chair, college dean, and graduate dean that shows potential for satisfying graduate degree requirements in Medical Laboratory Science.

Program Two (On-Campus)

Hold a baccalaureate degree from an institution approved by a recognized accrediting agency.

Eligible to re-enter in good standing the last college or university attended.
Present evidence, by official transcript, a grade point average of 2.75 (figured on an A equals 4.0 scale) for the last two years of undergraduate coursework.

GRE score on the verbal and quantitative sections of the test.

Present MTELP or “Proficiency II” or TOEFL of 550 (regardless of previous college experience. If English is not the native language this requirement must be met).

Satisfy the appropriate department chair, college dean, and graduate dean that shows potential for satisfying graduate degree requirements in Medical Laboratory Science.

**MLS Graduate Committee Assignment and Advisement**

Once the student has been accepted into either the online or on-campus program, the MLS Graduate Coordinator will assign a committee consisting of MLS graduate faculty.

The student will meet with the Graduate Coordinator for advisement before meeting with the committee. At this time, an initial meeting will be scheduled for the student to meet with the committee to decide the Plan of Study.

Program One students who hold certification will develop a Plan of Study consisting of 36 hours of 600 level online courses.

Program Two students who do not hold certification will develop a Plan of Study consisting of 36 hours of 600 level courses, plus 46 hours of 500 level practicum courses. The 46 hours of 500 level practicum courses will be on-campus and 20 weeks at one of the affiliate hospitals.

The Plan of Study form is completed and signed by the student and committee members. The student does have the option of changing courses, with committee approval.

**Thesis and Non-Thesis Options**

The thesis option requires 30 hours of approved coursework and 6 hours of Thesis. The student must declare the option at the first Committee meeting.

The non-thesis option requires 36 hours of 600 level approved coursework and 46 hours of 500 level practicum courses.

**Thesis Performance Procedure**

- Meet with Chair of MLS graduate committee and decide thesis topic.
- Perform literature research on topic to determine viability of topic.
• Develop proposal to include: literature review, statement of problem, purpose of the study, method, statistical analysis method, materials needed, equipment needed and approximate cost.
• The proposal should be given to the Chair of the MLS graduate committee.
• After the Committee Chair approves the Proposal, the MLS graduate committee will meet to approve the Proposal. Copies of the Proposal will be emailed approximately 2 weeks prior to meeting.
• Once the Committee approves the proposal, work on the topic begins and completion deadline dates are scheduled.

Documentation required by the Graduate School for Thesis:

(Forms available online at http://www.usm.edu/graduateschool/forms.php (Progress to Degree forms)

- Committee Approval Form
- Proposal Approval Form
- Contact with Graduate Reader by submitting a Title Page
- Oral Defense Results Form
- Submit draft to the Graduate Reader
- Binding Fee Payment
- Copies of the Final Thesis due to the Graduate School

Comprehensive Examination

- Comprehensive Examination includes both written and oral defense of the written. The examination will be composed of at least six questions prepared by the MLS Graduate Committee.
- The Chair of the committee will be responsible for notifying the members regarding the deadline for submission of questions, compiling the questions and emailing the questions to the student and establishing deadlines.
- Students are given 30 days to complete the examination.
- The written examination requires answers that are referenced to current literature, which is generally considered to be within the past five years.

Comprehensive Examination Question and Answer Format:

- Standard English
- One inch margins
- Double-spaced
- Times Roman 12 pt. font
- Each response should begin on a separate page and the question should be restated as the title for the response. The response must be referenced using APA format. References are essential, but the response should be in the student’s own words. Plagiarism will result in failure of the comprehensive examination.
After the examination has been delivered to the Committee Chair, the committee members have 10 days for reading.

**University Plagiarism Statement**

Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original and borrowed material constitutes plagiarism.

Because students, as scholars, must make frequent use of the concepts and the facts developed by other scholars, plagiarism is not the mere use of another’s facts and ideas. However, it is plagiarism when students present the work of other scholars as if it were their own work.

1. Referring to commonly known facts is not plagiarism.
2. Students may refer in their own words to generally known and widely accepted ideas or theories without fear of plagiarism as long as they do not copy the plan or organizational scheme used by another scholar.

Plagiarism is committed in a number of ways including the following:

1. Reproducing another author’s writing as if it were one’s own
2. Paraphrasing another author’s work without citing the original;
3. Borrowing from another author’s ideas, even though those ideas are reworded, without giving credit
4. Copying another author’s organization without giving credit.

Plagiarism is avoided when students give credit (footnotes or another documentation forms) to the source in the following instances:

1. When quoting directly from someone else’s writing (a direct quotation must always be enclosed in quotation marks)
2. When paraphrasing someone else’s writing (to paraphrase means to restate a passage from someone else’s writing in one’s own words)
3. When following the outline or structure of another author’s argument, explanation, or theory, even though the material is summarized in one’s own words.

When in doubt about how widely known ideas are, observe these steps:

1. Ask your instructor.
2. Document the source.

Plagiarism is a serious offense. An act of plagiarism may lead to a failing grade on the work involved and in the course, as well as sanctions that may be imposed by the department, the Graduate School, and the University.
**Responsible Conduct of Research Training**

- All graduate students must complete the RCR training modules required by the Graduate School and their departments the first semester they are enrolled in graduate school. The RCR policy and training information are found on the Graduate School web page – www.usm.edu/graduateschool.

**Note:** The MLS Graduate Committee has the right to reject any part of the examination that does not meet criteria stated.

**Program Requirements**

- A student in the graduate curriculum requiring the practicum is allowed a maximum of 9 hours of grades at the C level.
- The student in the graduate curriculum who does not require the practicum may only have 6 hours of grades at the C level.
- If a student exceeds these maximum levels, the student may not continue in the graduate program.
- A student who earns a D or F may not continue in the graduate program. Upon completion of coursework, **all students must pass oral and written comprehensive examinations.**
- A student selecting the thesis option must successfully present an oral defense of the master’s thesis. Students must have at least a 3.0 GPA to graduate.
Medical Laboratory Science Courses (18 hours)

MTC 602 Comparative Diagnosis of Microbial Pathogens (3 hrs.)
MTC 604 Clinical Oncology (3 hrs.)
MTC 609 Clinical Endocrinology (3 hrs.)
MTC 612 Clinical Laboratory Program Development (3 hrs.)
MTC 615 Clinical Laboratory Management (3 hrs.)
MTC 621 Prof. Development for Medical Laboratory Scientists (3 hrs.)
MTC 629 Toxicology (3 hrs.)
MTC 692 Special Problems (3 hrs.)

Elective Courses (18 hours)

CHS 622 Epidemiology (3 hrs.)
CHS 655 Environmental Health (3 hrs.)
CHS 722 Infectious Disease Epidemiology (3 hrs.)
IET 513 Lean Production Systems (3 hrs.)
IT 648 Telecommunications in Education (3 hrs.)
IT 650 Distance Learning Systems (3 hrs.)
NSG 600 Policy, Organization and Financing of Health Care (3 hrs.)
NSG 605 Research in Evidence - Based Nursing (3 hrs.)
NSG 646 Advanced Pharmacotherapeutics (3 hrs.)
NSG 647 Advanced Pathophysiology (3 hrs.)
REF 601 Educational Research: Interpretation and Application (3 hrs.)
REF 602 Introduction to Educational Statistics (3 hrs.)
REF 607 Developing a Student-Centered Curriculum (3 hrs.)

Note: Six (6) hours may be transferred from another university to fulfill degree requirements.
Graduation Requirements

http://www.usm.edu/graduateschool/app_degree.php

Application for Degree Instructions:

1. Download and complete the Degree Application Cover Sheet
2. Complete the document and take it to the department to get the required signatures.
3. Download the "Exit Survey of Graduate Degree Recipients"
4. Attach all documents. Plan of Study should be on file in the Graduate School.
5. Pay fees at Business Office, or click appropriate link below to pay by credit card*, then take the document to the graduate degree auditors in the Graduate School, located in McCain, room 205.

Graduate Fees

- When paying by credit card, you will receive a confirmation by email of your payment. You MUST attach a copy of the confirmation with your cover sheet application for graduation.

Application for Degree

- Students should submit to the graduate degree auditor a signed, completed application for degree by the specified deadline the semester before they wish to graduate. The graduate degree auditor will check the application and notify the student and his or her adviser of any problems. (See www.usm.edu/graduateschool for specific directions and deadlines). Students who do not graduate the semester for which they applied must contact the graduate degree auditor, submit a deferment form, and pay a deferment fee.

IMPORTANT: Medical Laboratory Science students must complete certification from a recognized national certifying agency as a graduation requirement.

Graduate School Continuous Enrollment Policy

Students are expected to enroll continuously after they have taken required course work until they complete their degree. They may enroll as stipulated below.

1. Students must enroll for one (1) hour if they are using university services, e.g., clinic, library and/or technology services, consulting their thesis/project advisor.
2. Students must register for three (3) hours of 698 or project hours during the semester/term they expect to defend and complete the thesis or project. All required course work must be completed before the semester in which the student defends the thesis. The thesis must be deposited in The Graduate School or the final project given to the major professor. Students must register for 3 hours the semester they take the comprehensive exam. See www.usm.edu/graduateschool for deadlines.

3. Students must register for one (1) hour of 697 or project hour the next semester/term if they have not deposited the thesis in The Graduate School or submitted final project to their department. Students must enroll for at least 1 hour the semester they graduate.

   Failure to enroll for the appropriate hours will result in the student’s being discontinued from Southern Miss and will require that the student reapply for admission to the program.