

The University of Toledo  
College of Medicine and Life Sciences



THE UNIVERSITY OF  
**TOLEDO**  
1872

Department of Pathology  
M.S.B.S. Assistant in Pathology Program  
Student Handbook

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For your reference, the complete University of Toledo, Main Campus College of Graduate Studies and Health Science Campus Graduate Studies Handbooks may be found by clicking the images below:



## INSTITUTION PURPOSE

### The University of Toledo Mission Statement

The mission of The University of Toledo is to improve the human condition; to advance knowledge through excellence in learning, discovery and engagement; and to serve as a diverse, student-centered public metropolitan research university.

The core values are:

- I. **Compassion, Professionalism and Respect:** Treat every individual with kindness, dignity and care; consider the thoughts and ideas of others inside and outside of the University with a strong commitment to exemplary personal and institutional altruism, accountability, integrity and honor;
- II. **Discovery, Learning and Communication:** Vigorously pursue and widely share new knowledge; expand the understanding of existing knowledge; develop the knowledge, skills and competencies of students, faculty, staff and the community while promoting a culture of lifelong learning;
- III. **Diversity, Integrity and Teamwork:** Create an environment that values and fosters diversity; earn the trust and commitment of colleagues and the communities served; provide a collaborative and supportive work environment, based upon stewardship and advocacy, that adheres to the highest ethical standard;
- IV. **Engagement, Outreach and Service:** Provide services that meet students' and regional needs and where possible exceed expectations; be a global resource and the partner of choice for education, individual development and health care, as well as a center of excellence for cultural, athletic and other events;
- V. **Excellence, Focus and Innovation:** Strive, individually and collectively, to achieve the highest level of focus, quality and pride in all endeavors; continuously improve operations; engage in reflective planning and innovative risk-taking in an environment of academic freedom and responsibility; and
- VI. **Wellness, Healing and Safety:** Promote the physical and mental well-being and safety of others, including students, faculty and staff; provide the highest levels of health promotion, disease prevention, treatment and healing possible for those in need within the community and around the world.



## **The University of Toledo College of Medicine Mission Statement**

The mission of The University of Toledo College of Medicine is to improve the human condition. We do this by providing a world-class education for the next generation of physicians and scientists, by creating new knowledge that is translated into cutting edge clinical practice, and by providing the highest level of professionalism and compassion as we deliver university quality health care.

## **MSBS in Assistant in Pathology Program Mission Statement**

Mission: Provide a comprehensive didactic and clinically educational program necessary to develop highly skilled, well-educated, pathologists' Assistants who are capable of providing high quality, cost-effective, patient centered health care services in a variety of settings.

## **Goals of the Program**

Graduates from the Pathologists' Assistant Program are assumed to demonstrate the following:

1. Entry-level competencies necessary for high quality pathologist's assistant in a dynamic health care delivery system.
2. An understanding of the principles of scientific inquiry and research design, as well as the ability to apply these principles, to read critically, and interpret the literature in order to and enhance the delivery of health care.
3. An ability to incorporate the basic principles of education and teaching-learning into techniques which benefit the patient and improve health care outcomes.
4. Attitudes and skills which exemplify a commitment to personal growth and development of the profession.
5. Attitudes and skills which demonstrate awareness to cultural and individual differences.
6. An ability to provide evidence-based knowledge in presenting and discussing clinical cases.
7. Utilize appropriate modern technology for benefit of the patient and health care.



## **ESSENTIAL FUNCTIONS (TECHNICAL STANDARDS)**

The program's objective is to increase opportunities for persons with disabilities, while maintaining the expectation that all students achieve the goals of our programs. The essential functions or technical standards for admission establish the expectations and abilities considered essential for students admitted to the MSBS Assistant in Pathology program in order to achieve the level of competency required for graduation. All students must have at the time of admission, and demonstrate throughout their course of study, a fundamental respect for truth and a commitment to honest reporting of experimental results. In addition, all students admitted to the MSBS program are expected to be able to demonstrate the abilities below:

- **Observation:** Candidates must be able to have sufficient attention and accuracy in observation skills in the lecture rooms, demonstrations, procedures and instruments. The applicant must be able to participate in didactic courses and clinical rotations. The applicant must be able to identify changes in color, discrimination of text, numbers, and patterns.
- **Communication:** Candidates must reveal effective verbal and non-verbal communication skills with other students, faculty, and other healthcare providers from different social and cultural personality backgrounds, A candidate should be able to speak, to hear, and to observe in order to provoke information and recognize nonverbal communications. A candidate must be able to communicate effectively and efficiently in oral and written form with healthcare team, and accurately follow verbal and written directions.
- **Motor and sensory functions:** Candidates should have sufficient sensory and motor function to execute movements reasonably required to conduct all phases of autopsy performance and dissection of surgical specimens. Candidates must be able to stand for long periods, lift and carry up to 40 pound objects, pull, push, reach and bend while performing autopsy and dissection of surgical specimens. Candidates must be compliant with standards, policies and procedures in the clinical rotations, and institution roles.
- **Intellectual reasoning:** Candidates should have problem solving skills, this include measurement, calculation, reasoning, analysis, and synthesis. Candidates should be able to realize the 3-D relationships and to understand and imagine the spatial relationships of structures.
- **Behavioral and Social Attributes:** Candidates must possess personal qualities that facilitate effective interaction, utilization of mental activities, establish and develop effective professional relationships with faculty, classmates, and other members of healthcare team, demonstrate fair motives, attitudes, and values, have emotional discipline, emotional stability, and appropriate flexibility and adaptability.

Candidates are urged to ask questions about the program's technical standards for clarification and to determine whether they can meet the requirements. Questions may be directed to the program director.

Revealing a disability is voluntary; however, such disclosure is necessary before any accommodations may be considered in the learning environment or in the program's procedures. Information about disabilities is handled in a confidential manner.

Reasonable accommodations will be made to qualified applicants with a disability in such circumstances and on such terms as required by the Americans with Disabilities Act.

Reasonable accommodations require program and institutional approval. Requests for accommodations must be submitted in writing, allowing sufficient time prior to matriculation for action on these requests, pursuant to Policy 01-061 Nondiscrimination on the Basis of Disability, Americans with Disabilities Act Compliance.

## **DEFINITION/ROLE OF PATHOLOGISTS' ASSISTANT**

“A pathologists’ assistant (PathA) is a highly trained allied health professional who provides various services under the direction and supervision of a pathologist. Pathologists' assistants interact with pathologists in a manner similar to physician’s assistants in surgical and medical practice, carrying out their duties under the direction of their physicians. PathAs are academically and practically trained to provide accurate and timely processing of a variety of laboratory specimens, including the majority of pathological specimens. PathAs are key components to helping make a pathologic diagnosis, but it is the sole province of the pathologist to render a diagnosis.

Pathologists’ assistants perform in a wide scope of clinical practices. Although the majority of pathologists’ assistants work in academic and community hospitals, PathAs can also be employed in other areas such as private pathology laboratories, forensic pathology laboratories and morgues, reference laboratories, government healthcare systems, and medical teaching facilities. Some PAs are even self-employed business owners providing their pathology expertise via long and short term contract.

Pathologists' assistants contribute to the overall efficiency of the laboratory or pathology practice in a cost effective manner. With increased pressure on healthcare systems to control costs, the demand for qualified pathologists' assistant is growing every year.”

The primary role of the Pathologists’ Assistant is to assist in the performance of autopsy and surgical pathology services. This may include:

Triaging specimens received from surgery; dictating gross findings on selected types of specimens using appropriate terminology; referring tissue sections for microscopic review by Pathologist

Maintaining records of surgical pathology specimen dissections and dictation; assisting in the compilation of reports for surgical pathology; labeling and storing gross tissue specimens

Maintaining and coordinating specimens and records for specialized procedures using appropriate protocols; submitting requests for special histologic procedures and special stains when appropriate

Photographing specimens as appropriate for use in instruction and documentation. Performing photo microscopy on cases considered for interdepartmental conferences or for teaching purposes; archiving all gross and microscopic photographs and maintaining complete and accurate records of these

Preparing bodies for human postmortem examinations including ascertaining proper legal authorization for autopsy; retrieving patients’ medical charts and other pertinent data for review with the resident and attending pathologist; conferring with pathologist to identify any special techniques and procedures to be utilized in the autopsy; notifying all personnel directly involved



with the patient and the autopsy; coordinating special requests for tissue sampling (e.g. organ transplantation, research, etc.); performing postmortem examinations that may include external examination, in situ organ inspection, evisceration, dissection, dictation and/or recording of data; selecting, preparing and submitting appropriate gross sections for section analysis, as well as for light, electron, and immunofluorescent microscopy; obtaining biological specimens such as blood and tissue for studies such as flow cytometry, image analysis, and immunohistochemistry

Performing duties related to administrative maintenance of anatomic pathology protocols; assisting in the organization and coordination of anatomic pathology conferences; assuring the proper maintenance of equipment, overseeing the provision of adequate supplies and cleaning of the autopsy suite

(American Association of Pathologists' Assistants Web Site, 2011)

## **GENERAL PROGRAM INFORMATION**

### **History of the Program**

In academic year 2003-2004 we had an approved graduate certification program for assistant in pathology and we graduated one student.

### **Accreditation**

The Assistant in Pathology program at the University of Toledo has received full accreditation by the National Accrediting Agency of Clinical Laboratory Sciences (NAACLS).

### **Certification**

Students who graduate from accredited NAACLS programs will be eligible to sit for the Board of Certification examination given by the American Society for Clinical Pathology (ASCP).

The ASCP certificate is valid for three years, renewal is through the ASCP Certification Maintenance Program (CMP) and is predicated on continual medical education (CME). For more information about certification and maintenance programs, please visit: <https://www.ascp.org/>

ASCP is the certifying body for Pathologists' Assistants.

### **External Certifying Examination Policy Statement**

Granting of the M.S.B.S. Assistant in Pathology degree is not contingent upon passing an external certification or licensure exam.

### **Program Administration**

Program Director: Nicole Dominiak MD, Assistant Professor

The Program Director is responsible for the organization, development, planning and general effectiveness of the program. This includes participating in the budget preparation process; obtaining/maintain the NAACLS accreditation of the program; ensuring regular and consistent contact with students, faculty, and program personnel; and maintaining knowledge by completing a minimum of 36 hour of continuing medical education over every three years.

Program Medical Director: Amira Gohara, M.D., Professor

The role of the Medical Director is to provide continuous medical direction for clinical instruction by actively eliciting the understanding and support of practicing pathologists and participating in the clinical instruction of pathology within the program, and is board certified in anatomic and clinical pathology and maintain knowledge by completing a minimum of 36 hours of CME every three years.

Instructor/Education Coordinator: Lauren Orban PA (ASCP)

The instructor responsibilities include teaching courses, conducting and managing learning experiences, evaluation of student achievement, and evaluating instructional effectiveness. The Education Coordinator is maintaining knowledge by completing 45 hours of continuing medical education related to pathology and hold ASCP-BOC certification as Pathologists' Assistant.

The Education Coordinator: Theresa Imre

The education coordinator provides coordination of the instructional materials/instructors in the academic and clinical phases of the program.

### **Program Description**

The assistant in pathology master program is a 55 credit curriculum leading to a Master of Science in Biomedical Science (MSBS) in assistant in pathology. The program will use existing courses in the MSBS program as well as College of Graduate Studies. The practical experiences are conducted under the direct supervision of board certified pathologists and ASCP- pathologist assistant and they include the following areas of pathology:

1. Gross surgical pathology techniques including description, photography as needed, dissection and section preparation for ancillary studies and light microscopy.
2. Gross postmortem techniques for both hospital and forensic autopsies through rotations at the Lucas County Coroner's office.
3. Other topics covered in the program will include pertinent clinical pathology courses as well as gross and microscopic photography techniques, human anatomy, embryology, medical ethics, physiology, histology and cell physiology and pathology. The program does not require a thesis but the student will participate in scholarly projects. The demand for qualified pathologist assistant is strong and throughout the country.

Currently in Toledo there are pathologist assistants at ProMedica as well as University of Toledo Medical Center. Our students will pay full tuition and we plan to recruit 4-6 students per academic year.



**COLLEGE OF MEDICINE  
AND LIFE SCIENCES**

THE UNIVERSITY OF TOLEDO

**M.S.B.S Assistant in Pathology Program  
University of Toledo College of Graduate Studies**

The program combines robust didactic studies with practical hands on experience in anatomic pathology, under the direct supervision of board certified pathologists and ASCP certified pathologist assistants. During the program the students receive didactic instructions with physician assistants in medical ethics and physiology as well in general and systemic pathology /clinical sciences courses with the medical students.

Our program also offers practical training in forensics as well as hospital autopsies in addition to surgical pathology. All our students work with their advisors on a scholarly project that culminates in a presentation at our annual scientific day. The program prepares the students for their ASCP certification exam.

After certification, assistants in pathology provide anatomic pathology services under the direction and supervision of a pathologist.

**Admission Requirements**

1. 3.0 GPA (Exceptions can be made if the applicant has a terminal degree Ph.D., M.D., M.B.B.C.H.)
2. No GRE scores is required
3. \$45 application fee
4. 3 letters of recommendation
5. Passing TOEFL (only international students)
6. One shadowing experience in autopsy and surgical pathology

For more information please call:

Dr. Robert Mrak  
419-383-3469  
[robert.mrak@utoledo.edu](mailto:robert.mrak@utoledo.edu)

Or

Imre Theresa  
[Theresa.Imre@utoledo.edu](mailto:Theresa.Imre@utoledo.edu)

Course #	Course Title	Credits
<u>Fall</u>		
ANAT-5000	Anatomy for Physician Assist	5
PHSL-5050	Human Physiology for Physician Assist	3
IND -8790	Basic and Advanced Light Microscopy	4
PATH-6060	Intro to Surgical Pathology and Cytology - didactic	2
PATH-6080	Intro Postmortem Pathology (Hospital + Forensics) - didactic	2
<u>Spring</u>		
INDI-6980*	Embryology and Teratology	1
PATH-7130	Pathology Case Studies Part-1	6
PATH-6060	Intro to Surgical Pathology and Cytology - Clinical	2
PATH-6080	Into Postmortem Pathology (Hospital + Forensic) - Clinical	2
<u>Summer</u>		
PATH-6890	Independent Study in Pathology (LIS, Lab management)	4
PATH-6060	Intro to Surgical Pathology - Clinical	2
PATH-6080	Intro Postmortem Pathology (Hospital + Forensic) – Clinical	2
<u>Fall</u>		
PATH-6070	Intro Clinical Lab Medicine	2
PATH-6790*	Microanatomy	2
PATH-7130	Pathology Case Studies Part-2 (General and Systemic)	3
INDI-6980	Scholarly Project	3
<u>Spring</u>		
PHYA-6050	Ethics for PA Profession	2
PATH-6790*	Microanatomy	2
PATH-7130	Pathology Case Studies Prt-2 (General and Systemic)	3
INDI-6980	Scholarly Project	3

Pre-requisite	Minimum Semester Credit Hour
Biology with lab	3
Microbiology with lab	3
General Chemistry with lab	3
Organic Chemistry or Biochemistry with lab	3
College level Mathematics	3
College level English Composition	3

## **Course Description:**

### *Didactic Courses:*

#### **ANAT 5000- Anatomy for Physician Assistant**

An introductory and foundational course designed to cover selected topics in human anatomy, embryology, physiology and pathophysiology.

#### **PHSL 5050- Human Physiology**

This course addresses cellular, regulatory and organ system physiology including blood and immune system, cardiovascular, respiratory, gastrointestinal, renal reproductive and endocrine physiology

#### **PHYA 6050- Ethics for PA Profession**

This course provides the foundation for ethics in the primary care clinical setting. Analyze common bioethical issues confronting physician assistants, and give the student the opportunity to share their experiences with peers.

#### **PATH 6780- (Histology and Cell Physiology I & II)**

The course is designed to help you establish a fundamental knowledge of the structure and function of cells in the adult human body. This fundamental knowledge is essential for every aspect of medicine. Learning to correlate microscopic anatomical structure with tissue specific physiology is central to explaining the root of many clinical scenarios, conditions and diseases.

The course objectives for Histology and Physiology are well aligned with the core competencies and the Educational Program Objectives (EPOs) set forth by the College of Medicine. The competencies supported by the course are listed below.

#### **IND 8790-Basic and Advanced Light Microscopy**

This course is intended to introduce histologic techniques related to tissue preparation for microscopic imaging including tissue fixation, processing, staining, microtomy, and the special techniques of histochemistry and immunocytochemistry for light microscopy. The course will emphasize the use of light microscopes including brightfield, dark field, phase contrast, fluorescence, and differential contrast microscopy. In addition, advanced microscopy techniques will be addressed including super resolution fluorescence, confocal, and multi-photon microscopies. Analysis of tissue images and photography techniques will also be emphasized. The course is intended to integrate basic histologic techniques to be utilized for a variety of microscopy applications such as tissue preparation for immunohistochemical labeling of cellular antigenic sites for brightfield microscopy and/or direct labeling of tissues with fluorescent probes for use with fluorescence microscopy. The student will learn basic fixation of tissues, sectioning, and staining/labeling techniques for routine or special microscopic techniques. It is expected that the course will teach students how to prepare tissues for microscopic investigation and how to analyze and to use photographic techniques to record observations. The course is laboratory intensive, providing the student “hands on” experience to enhance didactic sessions.

**PATH 6890- Independent Study in Pathology**

This course provides the student an opportunity to do intensive study in field of interest, including theoretical and experimental aspects. Pre-rotation assignment will be agreed upon between instructor and student to include review of recent literature related to student's chosen field of training and submission of a weekly manuscript related to the topic(s) agreed upon.

**PATH 6980\*- Embryology and Teratology**

This course is designed to lay foundational knowledge of early human embryonic and fetal development, and occurrence of birth defects resulting from genetic and environmental causes. A basic understanding of early molecular and cellular basis of normal and abnormal embryonic and fetal development is fundamental to understanding the dilemma of birth defects and fetal antecedents of disease susceptibility. Furthermore, Understanding human pre-implantation development has important implications for human infertility and assisted reproductive technology (ART), and for human embryonic stem cell (hESC)-based therapies.

**PATH 7130: Pathology Case Studies Part-1**

Present, discuss and provide clinical pathologic correlation on various disease processes. Interpret lab tests related to various diseases. Utilize laboratory testing to diagnose and manage various diseases. Interact professionally with peers in the discussion of the cases.

Detailed Description:

Students meet daily; three clinical cases are presented by students; all students participate in discussion of cases as well as related learning issues. Each student must present at least 8 cases per 4-week rotation.

**PATH 7130: Pathology Case Studies Part-2**

Present, discuss and provide clinical pathologic correlation on various disease processes. Interpret lab tests related to various diseases. Utilize laboratory testing to diagnose and manage various diseases. Interact professionally with peers in the discussion of the cases.

Detailed Description:

A course designed to acquaint the students with the basic concepts of general and system-based pathology using in class learning sessions as well as weekly labs to discuss cases related to the didactic in class sessions.

Students also will learn about the concepts of molecular biology and the application of molecular diagnostic in the pathology field. Exposure will focus on Sample Specific requirements when using various molecular methods, such as the polymerase chain reaction (PCR) and associated downstream molecular applications, including direct sequence analysis with both Sanger and Next Generation Sequencing (NGS) techniques. Directed reading, formal discussion, informal teaching opportunities will help the students become familiar with current and developing approaches and concepts employed in clinical genomics.

In addition to pathology and molecular biology, students will learn the basic language and concepts in informatics and their use in the healthcare setting.

### **INDI 6980- Scholarly Project**

This course provides an opportunity for the student to develop an in-depth scholarly project to fulfill the research requirements of the Master of Science in Biomedical Science (MSBS) degree program. This course may be repeated for credit.

### ***Didactic and Clinical Courses:***

#### **PATH 6070- Clinical Lab Medicine**

An introductory course designed to acquaint students with the laboratory tests that are available in the clinical laboratory, prioritization of test ordering, how the tests are performed and their usefulness in clinical diagnosis and clinical investigation.

Detailed description: An introductory course designed to acquaint students with the laboratory tests that are available in the clinical laboratory, prioritization of test ordering, how the tests are performed and their usefulness in clinical diagnosis and clinical investigation. Students will rotate through hematology, chemistry, transfusion services, immunology, and microbiology in the Department of Pathology, and attend departmental conferences and lectures provided during the rotation. Attend various interdisciplinary conferences as assigned. Additionally, the course incorporates instructions in laboratory information system, laboratory safety, and ASCP on-line course in laboratory management.

During the clinical Rotation, supervised students rotate through gross surgical pathology laboratory and frozen section where they directly involved in patient care. Students also rotate in the Coroner's Office where they directly involved in both medical and forensic autopsies. Students will also be attending autopsy simulation sessions in the simulation center, attending tumor board meeting, and sign-out meeting for both surgical and autopsy cases. The students can form the basis of the professional adaptation to the role and functions of a Pathologists' Assistant. The clinical site located within walking distance to the University of Toledo Medical Center.

#### **PATH 6060- Introduction Surgical Pathology**

Introduces students to surgical pathology and cytology including gross evaluation of tissues, tissue processing and microscopic evaluation of diseased human tissues to render a diagnosis, recommend treatment and evaluate prognosis. In addition, students will attend and/or present case materials at conferences.

Detailed description: This course introduces students to surgical pathology including gross evaluation of tissues, tissue dissection, description, and microscopic evaluation to render a diagnosis. This course covers wide variety of topics including but not limited to laboratory safety, medical terminology, concepts in histology processing, and concepts in immunohistochemistry. The course provides supervised training on performing frozen sections, using manual and surgical saw, taking photos for gross and microscopic slides, submission of tissue for ancillary studies such as electron microscopy, flow cytometry, cytogenetics, microbiology, and molecular biology. The students will learn to be professional and efficient in dictating findings and submission of tissue. Moreover, students will be involved in learning how to keep enough supplies in the gross room and keeping the maintenance chart updated. In addition, students will attend tumor board

meeting and will help residents in preparing the necessary material including photos for gross and microscopic slides. The student will present cases and a project using educational methodology.

### **PATH 6080 – Introduction Postmortem Pathology**

An introductory course designed to acquaint students with the autopsy. It consists of a series of lectures, demonstrations and readings pertaining to the human autopsy. Students will be involved in the actual performance of autopsies, the selection of appropriate tissues for microscopic examination, microscopic examination of tissues, rendering a diagnosis and completing autopsy reports. The autopsies are performed at MCO and the Lucas County Coroner's Office.

Detailed description: An introductory course designed to acquaint students with the autopsy. It consists of a series of lectures, demonstrations and readings pertaining to the human autopsy. The students will be involved in the actual performance of autopsies. Both forensic and hospital cases will be trained on how to perform a complete evisceration including the head and neck and they are evaluated by the attending pathologist as well as the autopsy assistants. The evaluation includes assessment of their anatomy knowledge as well as their technical skills

\* Course Number is under approval process

### **Student Learning Objectives-**

At the end of the program, the students will be able to:

#### Autopsy Service

- Exam and access the autopsy permit for validity and restrictions.
- Inspect the deceased body and recognize and record for any external anatomic abnormalities (e.g. external marks, scars, wounds, tumors, tattoos).
- Correctly eviscerate the body and remove all organs for proper examination.
- Correctly perform dissection following established protocols and procedures.
- Provide accurate gross descriptions and selective sections in of surgical specimens following established protocols and procedures.
- Identify and select tissues for appropriate sections and use appropriate techniques for processing and proper staining and microscopic examination procedure.
- Properly perform a postmortem examination and relate the clinical history to the results of the dissection.
- Evaluate and manage work area to ensure a safe environment.
- Integrate their knowledge of Universal Precautions into the work environment.

#### Surgical Pathology

1. Characterize pathology as a discipline and distinguish pathological from normal processes. (Level III)
2. Define basic terms and concepts for identifying and describing various body structures. (Level I)
3. Locate, and find patient information and related history. (Level I)
4. Integrate patient history across pathological findings. (Level II)



5. Retrieve patient's related medical history and gather information.
6. Examine the specimen, looking for pathological changes.
7. Serially section the specimen and describe each lesion including color, size, consistency, etc.
8. Submit sectioned tissues for light microscopy and other ancillary studies.

### Clinical Pathology

- Characterize the role of the clinical laboratory in the delivery of healthcare.
- Demonstrate and explain routine procedures performed in a clinical laboratory in terms of principles, methodologies, instrumentation, and quality controls.
- Interpret clinical laboratory results in hematology, microbiology, chemistry, immunology, and transfusion services.
- Integrate the role of the laboratory in the diagnosis and treatment of patients with specific diseases.
- Provide clinical pathologic correlations as well as differential diagnosis of clinical cases and various disease processes.
- Adhere to all safety guidelines.
- Actively participate in case discussions.
- Perform laboratory procedures as outlined in the manuals.

### Electives and Scholarly Activities

- Generate an important scientific or clinical question for investigation.
- Assess, evaluate, and apply scientific literature relevant to the question.
- Formulate a project hypothesis based on current evidence and concepts in the field.
- Learn appropriate approaches to addressing the questions that are based on methodological standards in the relevant fields of study.
- Design, conduct, and interpret results of project based on the question and hypothesis.
- Correlate project relevance to medicine and healthcare.
- Communicate effectively in oral and written form.
- Apply ethics and professionalism throughout the project.

## PROGRAM ADMISSION

### Admission Requirements

1. 3.0 GPA (Exceptions can be made if the applicant has a terminal degree Ph.D., M.D., M.B.B.C.H.)
2. No GRE requirement
3. \$45 application fee
4. 3 letters of recommendation
5. Passing TOEFL (only international students)

Students applying for MSBS in Assistant in Pathology must have:

- A bachelor degree from a regionally accredited college or university with a minimum cumulative and science GPA of 3.0 on a 4.0 scale.
- Complete pre-requisites with minimum GPA of 3.0 on a 4.0 scale.
- Applicants must have at least one shadowing experience in medical or forensic autopsy, and one shadowing experience in surgical pathology, or have work experience in surgical and autopsy pathology. This shadowing requirement should be included in applicant's professional statement

Pre-requisite	Minimum Semester Credit Hour
Biology with lab	3
Microbiology with lab	3
General Chemistry with lab	3
Organic Chemistry or Biochemistry with lab	3
College level Mathematics	3
College level English Composition	3

- All pre-requisites must be completed within the last five years.
- Complete on-line application form:  
[https://apply.utoledo.edu/prod/bwskalog.p\\_disploginnew](https://apply.utoledo.edu/prod/bwskalog.p_disploginnew)
- Official transcript for any prerequisites taken from all colleges or universities attended.
- Three letter of recommendation:
  - One from individual who can strongly attest to your potential as a Pathologists' Assistant, preferably a healthcare professional, and
  - One from academic instructor who can strongly attest to your academic ability.

Recommendation letters cannot be from family member or friend.

- Professional statement explaining why you want to be a Pathologists' Assistant and why the program at University of Toledo is the right choice for you.
- Personal resume
- GRE score is NOT required for admission.
- All material should be received by the deadline. Incomplete applications will not be reviewed.
- For general and technical assistance in application process, please contact the Graduate Admission office at: 419-530-4723 or [onlineadmissions@utoledo.edu](mailto:onlineadmissions@utoledo.edu)

For international applicants, all transcripts must be evaluated by accredited foreign credentialing agency, and submit official test scores for Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) to College of Graduate Studies Address:

College of Graduate Studies  
The University of Toledo  
Mail Stop 933  
2801 W. Bancroft St.  
Toledo, OH 43606

The University of Toledo institution code is: 1845

For more information about admission for international students, please visit:  
<http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>

Selected applicants will be invited for interview. The personal interview will be with Assistant in Pathology program Admission Committee. The interview process is designed to evaluate each candidate's communication skills, maturity level, and the understanding of the role of the Pathologists' Assistant in evolving healthcare environment. All applicants will be notified of their admission status no later than June 15.

The University of Toledo MSBS-Assistant in Pathology Program is committed to a policy of equal opportunity in education, employment, membership and contracts, and no differentiation will be made based on race, color, religion, sex, age, national origin, sexual orientation, veteran status or the presence of a disability.

Students admitted into the program are required to maintain a semester and course Grade Point Average of 3.0. Online option is not a choice at the program.

Advanced Placement (AP) Credit:

[http://www.utoledo.edu/offices/registrar/student\\_records/advan\\_credits.html](http://www.utoledo.edu/offices/registrar/student_records/advan_credits.html)

**Transfer Credit Information:**

Please visit: <http://www.utoledo.edu/graduate/currentstudents/references/transfercredit.html>

**Tuition:**

For all tuition, fees, withdrawals, and refund policies, visit the website at:

<http://www.utoledo.edu/offices/treasurer/financebrochure/FINANCEBROCHURE1718.pdf>

**Application deadline is last Sunday in May for Fall enrollment.**

**Application Process**

Applications are submitted electronically at

[https://apply.utoledo.edu/prod/bwskalog.p\\_disploginnew](https://apply.utoledo.edu/prod/bwskalog.p_disploginnew)

The application along with transcripts and other required documents (statement of purpose, letters of recommendation) must be most be completed in order to be considered. A non-refundable application fee of \$45 for domestic applicants, \$75 for international applicants is required in order for the application to be reviewed

**Transcript requirement**

The College of Graduate Studies requires official transcripts from all universities/colleges you are currently attending or have attended.

**Domestic Students:** Official transcripts are those sent directly from the institution to the College of Graduate Studies.

**International Students:**

Official transcripts/marksheets are those sent directly from the institution to the College of Graduate Studies. You must submit clear and legible photocopies of precise word-for-word English translations of all foreign language documents. English translations must be provided by the issuing institution or you may contact a translation service. Please refer to <http://naces.org/members.htm> for a list of acceptable evaluators.

all transcripts must be evaluated by accredited foreign credentialing agency, and submit official test scores for Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) to College of Graduate Studies Address:

College of Graduate Studies  
The University of Toledo  
Mail Stop 933  
2801 W. Bancroft St.  
Toledo, OH 43606

The University of Toledo institution code is: 1845

For more information about admission for international students, please visit:  
<http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>

## **Letter of Admission**

A letter of admission will be mailed to the student upon the recommendation of the admission committee and final approval of the College of Graduate Studies. Only the College of Graduate Studies is authorized to provide admission into graduate programs.

## **PROGRAM ENROLLMENT REQUIREMENTS**

### **Health Insurance**

#### **Policy 3360-30-15 - Health Insurance Mandate**

Purpose: To require health insurance for University of Toledo students.

(A) All domestic students registered for six or more on-campus credit hours per term and all international students registered for one or more credit hours per term will have and maintain health insurance.

(B) Students as registered above who do not have proof of insurance will be assessed a premium for single student coverage per term under the University's student health insurance plan.

(C) Completed insurance waivers must be submitted by a date specified by the vice president for student affairs to eliminate insurance charges.

#### **What This Policy Means to You**

When you register for classes, health insurance will be added to your account if you meet the registration requirements as above. If you have health insurance that is equivalent to, or exceeds, the health insurance offered by the University, you may complete the online waiver process requesting to waive UT's insurance.

If you do not complete the online waiver process within the specified deadline, typically by the last day of add/drop for the semester, the health insurance fee will remain on your account. After the deadline, you must contact the Main Campus Medical Center Insurance Office for waiver appeal information.

Details may be found at [http://www.utoledo.edu/healthservices/student/health\\_insurance/](http://www.utoledo.edu/healthservices/student/health_insurance/)

### **Health/Immunization Requirements**

All students who will have patient contact must demonstrate immunity against mumps, measles, rubella (MMR), Hepatitis B, and must be tested annually for TB. Unless a student provides evidence of such immunization or immunity, s/he must be immunized by The University Health Services before the semester in which the student has patient contact. Cost of the immunization will be added to the student fee statement at matriculation.

University Medical Center Lab Tests: University Health Services will require payment for hepatitis B vaccine for the three doses required, hepatitis A vaccine, the MMR, and varicella. Fees for these vaccines are available from University Health Services.

The Assistant in Pathology students do not need to have a physical exam or a background check because they do not have direct patient contact.

### **Treatment of Medical Problems While Rotating at Affiliated Sites**

Students participating in clinical rotation at University of Toledo Assistant in Pathology's affiliated sites should seek non-emergency medical care through the university. Expenses incurred for treatment at other sites become the responsibility of students and/or their insurance carriers unless the care is related to an occupational exposure.

## **ACADEMIC REGULATIONS**

### **Responsibilities of Graduate Students**

The graduate student is advised and expected to become familiar with academic regulations of the University <https://www.utoledo.edu/graduate/currentstudents/references/> and the particular requirements of the specific graduate program. The student is solely responsible for complying with all regulations of the University, the College of Graduate Studies and the department of instruction, and for meeting all requirements for the degree. The student should consult with the advisor on a regular basis to ensure that they remain on track within the degree program, or in the event that there are any questions concerning the requirements for the degree.

### **Academic Standards**

In order for a student to remain in good academic standing and to make adequate progress toward the degree, he/she must maintain a minimum overall GPA of 3.0 on the four point grading system. Students whose grade point average falls below 3.0 are subject to dismissal from the College of Graduate Studies.

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F are used in determining grade point averages. Any grade below “C” (2.0) in a graduate course is unsatisfactory and will not satisfy the academic requirements in a graduate program of study. Therefore, any graduate course in which a grade below “C” was achieved will not be permitted on the Plan of Study. Grades of below “C” will continue to be counted in calculating the cumulative grade point average.

For individual study, master and doctoral thesis, and or/dissertations and other projects at the graduate level, the grade of “PR” may be given to denote work in progress. It will not be considered in computing the grade point average. The grade of “IN” is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester in which the grade is received (excluding summers); otherwise the grade will be converted to a grade of “F” by the Office of the Registrar. The grade of “IN” will not be considered in computing the student’s grade point average. A limited number of special graduate courses earn grades of “S” or “U” upon completion. A grade of “S” will allow for graduate credit to be earned, while a grade of “U” will be processed as an “F”.

## **CLINICAL ROTATION STANDARDS OF CONDUCT**

### **Professional Behavior**

Expectations regarding behaviors while in the professional course of study and clinical rotation are essential for the “new graduate”. Therefore, the policies and guidelines herein have been



formulated to assist with professional growth and socialization into the profession of pathologists' assistant. Frequently faculty members are requested to provide professional references for students and graduates, which require evaluation of one's attendance, punctuality, adherence with policy, etc. To that end, the faculty will be observing (on an ongoing basis) the degree to which student conduct and attendance policies are being met. Behaviors consistent with all situations are required at all times. Use of alcohol or other chemical substances prior to or during clinical rotation is considered unacceptable and unprofessional behavior and will result in immediate referral to the disciplinary process. Clinical Dress Code/Personal Appearance as a health care professional in training, students should demonstrate professional appearance and behavior during all clinical and didactic experiences. Students need to observe the following guidelines:

- Professional attire is expected.
- Solid color slacks.
- Solid, print, striped or plaid, conservative cut shirt or blouse.
- All attire should be clean, pressed and in good repair.
- Comfortable, clean, dress shoes in good shape; athletic shoes in good shape may be permitted.
- Student identification badge should be worn at all times.

Additional requirements for acceptable appearance may be identified by the clinical facility

## **Academic Dishonesty**

Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success as an educator or in another profession. Activities inconsistent with these aims will not be permitted. Students are responsible for knowing what constitutes academic dishonesty; if students are uncertain, for example about what constitutes plagiarism or cheating, they should seek the instructor's advice.

Examples of academic dishonesty include, but are not limited to:

1. Plagiarism, which is representing the words, ideas, or information of another person as one's own and not offering proper documentation.
2. Giving or receiving, prior to an examination, any unauthorized information concerning the content of that examination.
3. Referring to or displaying any unauthorized materials inside or outside of the examination room during the course of an examination.
4. Communicating during an examination in any manner with any unauthorized materials inside or outside of the examination room during the course of an examination.
5. Giving or receiving substantive aid during the course of an examination.
6. Commencing an examination before the stipulated time or continuing to work on an examination after the announced conclusion of the examination period.

7. Taking, converting, concealing, defacing, damaging or destroying any property related to the preparation or completion of assignments, research or examination.
8. Submitting the same written work to fulfill the requirements for more than one course.

While academic integrity is particularly the responsibility of the student, the faculty members also have a responsibility. Assignments and tests should be constructed and proctored so as to discourage academic dishonesty. Faculty members are expected to inform their students explicitly as to what materials and procedures are authorized for use in the preparation of assignments or in examinations (e.g., the use of a calculator, computer, text materials, etc.) Should cases of academic dishonesty be found among students, the instructor may choose to counsel the student, or the following sanctions may be imposed:

1. The student may be assigned an F for the work in question.
2. The student may be assigned an F for the course. In this case the instructor should inform the dean and the student of this action. The dean will make certain that the student receives the F grade and is not permitted to withdraw from the course.
3. The student may be placed on probation or suspended for some definite period of time, dismissed or expelled by the dean if either the seriousness of the offense or a record of repeated offenses warrants it. A notation that such a sanction has been imposed will be made part of the student's permanent record. It is expected that the dean will consult with the instructor and the student in making such a judgment, and that the dean will notify the student of the sanction imposed and of the appeals procedure.

A student found to be academically dishonest by a faculty member may appeal according to the Academic Dishonesty Appeal Procedure.

### **Academic Dishonesty Appeal Procedure**

In cases that involve academic dishonesty, including, but not limited to, cheating and plagiarism, the student may appeal the violation and/or sanction imposed by the professor by filing a written statement of the specific grounds for appeal with the Dean of the College of Graduate Studies, with copies to the Dean of the College, the Chair of the Department in which the alleged violation occurred and the professor who found the violation. The Dean of the College of Graduate Studies shall call the Committee on Academic Standing into session to hear the appeal no later than thirty (30) days after receipt of the written appeal. A quorum of one-half of the members of the Committee must be present to hear the appeal. Any member of the committee must be present to hear the appeal. Any member of the Committee who has first-hand knowledge of the alleged violation will be excused from the hearing panel.

The student shall be given a minimum of seven (7) days written notice of the date, time and place of the hearing. He or she is entitled to have counsel present for advisory purposes only; the appeal

will be presented by the student, who shall have the burden of establishing that the charge of dishonesty is without factual basis. He or she may call witnesses on their behalf and may question witnesses of the University. Likewise, the faculty member who is presenting the Charge may question witnesses testifying on the student's behalf. The Committee may question any witness and request relevant documentation which is not otherwise provided.

At the conclusion of the hearing or within fourteen (14) days thereafter, the Committee shall issue its decision and state the grounds therefore. Both the student and the faculty member shall receive a copy of the decision, and a copy should be lodged with the Dean of the College of Graduate Studies.

If either the student or faculty member believes the decision was a result of procedural error, he or she may appeal, in writing to the Dean of the College of Graduate Studies within ten (10) days of receiving the Committee's decision. If no appeal is taken, the Committee's decision is final and will be implemented by the Dean of the College of Graduate Studies.

If an appeal is timely presented to the Dean of the College of Graduate Studies, he or she shall review all documentation and proceedings from the prior hearing solely for procedural error and either affirm or reverse the Committee's decision or remand the decision to the Committee for the purpose of obtaining further relevant evidence. The Dean's decision, which shall be issued within fourteen (14) days of receipt of the decision from the Committee on Academic Standing and his/her decision shall be final. In cases where the charge is misconduct in research the University policy and procedure for scientific misconduct shall apply.

## **Academic and Personal Advising**

Academic advising is a process intended to help students derive as many benefits as possible from their educations. This occurs when Advisers help students develop and reach academic and career goals. While the ultimate responsibility for making personal and educational decisions rests with the student, Advisers assist by helping to identify and assess alternatives and the consequences of decisions.

Advising can be much more than selecting courses. The more frequently students arrange to meet with their Advisers the better their needs can be served. New students, transfer students, students changing colleges, and continuing general studies students are advised in the Department of Pathology by Dr. Amira Gohara, Medical Director of the Pathologists' Assistant Program. The Program Director, Education Coordinator, and program faculty also are available to help students put their efforts into proper perspective by analyzing study, social and work habits to enable them to utilize their time in the most efficient way. The advising is maintained confidential between the advisor and the student

Division of Student Affairs at the University has a counseling center for personal counseling psychotherapy, and psychological outreach and consultation services.

The Writing Center which is located in the Carlson Library provides assistance to students and other members of the university community. Writers meet with Writing Center tutors to generate ideas, organize notes and thoughts, and receive feedback on drafts or completed research papers or capstone projects. They also assist in composing letters of application and job resumes, scholarships, papers for conferences and publication.

## **Probation and Dismissal**

1. A student must maintain a minimum overall GPA of 3.0 on the four point grading system. Students whose grade point average falls below 3.0 are subject to dismissal from the College of Graduate Studies.
2. Students will be required to meet the program's GPA, and professional behavior requirements during the clinical years. Should a student fail to meet the program requirements he or she will be subject to dismissal from the program.
3. In addition, students will be put on probation and/or dismissed from the program for the following reasons:

- Violation of student code of ethics
- Violation of academic honesty policy
- Violation of patient confidentiality and patient's bill of rights
- Plagiarism or cheating
- Falsifying lab data
- Conduct considered unethical, unprofessional, or indecent
- Conduct considered harmful to patients, fellow students, faculty and staff of the university and affiliate
- Verbal threats, intimidation and/or physical violence made towards fellow students, faculty, staff, patients, and visitors
- Larceny, misappropriation or unauthorized possession of university or affiliate's property, or property belonging to faculty, staff, patients, and visitors
- Damaging, defacing, or destroying property of university, affiliate or its patients
- Conviction of a crime while a student in the Pathologists' Assistant Program

## **Student Progression**

In order to successfully progress through the Assistant in Pathology program, the student must maintain a cumulative grade of "B" or 3.0 for completion of the degree. Withdrawal from any course after the university official withdrawal date will result in a grade of "F" or unsatisfactory.

At the end of each semester, each student will meet with the Student Progression/Promotion Committee consisting of the Program Director, Medical Director, and Education Coordinator, to review his/her progress in the program. If a student is failing a course, he/she will be asked to meet with the Committee members and discuss the remedial plan to be taken in an effort to improve his/her performance.

Failure in more than 2 courses or failure of the same course twice will result in recommending to the Dean of College of Graduate Studies for dismissal.

## **Remediation Plan**

When student performance does not meet the requirement for individual course passing grades and for maintaining the cumulative GPA of 3.0 for completion of the degree, the Student Progression/Promotion Committee will meet with the student and discuss the following:

- Possible causes for underperforming:
  - Health
  - Learning disabilities
  - Personal
- Assistance in addressing any or all of the above.
- Identifying tutors that could assist the student including medical student tutors, teaching assistants and senior students in the program or faculty.
- Recommending the student to visit the Academic Enrichment Center to receive counseling related to time management and study skills to improve performance, or to the Student Disabilities Services to work out some accommodations such as extended time for written timed exams or distraction reduced environment for exams.
- Administering additional quizzes or exams in the subject matter to assess improvement in knowledge and test taking skills.

Remediation time could vary depending on the causes for underperforming.

## **Clinical Assignment and Experiences**

1. The Program provides autopsy, clinical and surgical rotations. Currently the Program is affiliated with the Lucas County Coroner's Office for the autopsy rotation. The clinical rotations are done in the hospital's Department of Pathology at the University's Health Science Campus, as well as Promedica, our affiliate location.
2. Students shall be assigned to a clinical site for the autopsy rotation only during semesters in which they are enrolled in the Post-Mortem Pathology course. Should the clinical site close due to reasons beyond our control, the autopsy rotations will be moved to the hospital morgue located in the Health Science Campus.

3. Students are expected to follow the weekly schedule at the clinical site. Students have the responsibility to notify their clinical faculty/preceptor one hour prior to the scheduled starting time if they will be absent.
4. Students are also provided with supervised clinical rotations in Biochemistry, Hematology, Microbiology, Blood Transfusion, and Molecular Biology. It is a four week clinical laboratory rotation in the Introduction to Clinical Lab Medicine course. During the clinical rotations, the student will have the opportunity to interact on a one-on-one basis with the department's preceptor to experience and learn the operation of a clinical laboratory. The experience from the clinical rotations will help students formulate and design a scholarly project.
5. In addition to the autopsy and clinical rotations, students shall rotate through Histology department during semesters in which they are enrolled in the Introduction to Surgical Pathology Cytology course.

### **Alternate Placement**

In the unlikely event that a clinical site is unavailable to accommodate a student when he/she is eligible to enter clinical rotations, students will be selected for rotations in order of registration for the respective clinical course.

### **Graduation**

Upon expected completion of requirements, submit the completed application to The University of Toledo, College of Graduate Studies MS 1042, Mulford Library Room 117, 3000 Arlington Avenue, Toledo, OH 43614.

### **Non-Discriminatory Practices Statement**

The University of Toledo reaffirms its commitment to equal opportunity for all persons. There shall be no discrimination against any student or applicant for admission, or any employee or applicant for employment because of race, color, ethnic identity, national origin, political or religious affiliation, age, sex, marital status, disability, or other protected class as defined by federal or state law.

In addition, UT is committed to undertake affirmative action consistent with the principles of equal opportunity to recruit, employ, promote, and educate members of the groups that are, or have been, under-utilized or excluded from the workforce.

As an institution of higher education, UT has as its specific policy to ensure that all educational and auxiliary programs, benefits, facilities, and services are accessible to students on a non-discriminatory basis, and are staffed, developed, and promoted in compliance with Title IX of the Education Amendments of 1972.

The University of Toledo is obligated legally, ethically, and from its own integrity as an institution of higher education to condemn harassment by faculty, supervisors, co-workers, or fellow students on the basis of gender, race, national origin, age, disability, or other protected status and to enforce penalties against it. Therefore, it shall be the goal of UT to prevent and eliminate all forms of harassment throughout the institution.

Primary responsibility for enforcement of this policy rests with the Office of Institutional Diversity. Violations of this equal opportunity/affirmative action policy will result in appropriate corrective action.

## **Student Employment**

Students are never to be considered employees and therefore are not allowed to work independently at a bench, operate instruments or finalize lab results without the proper supervision from an assigned instructor or preceptor. They may not be substituted for regular staff during their student experiences.

Students could be hired as employees to work only on benches where they have met the required training competencies and such competencies have been documented in the student's file.

Any scheduled work time cannot interfere with the already established class time. It is highly recommended that students not work more than 20 hours per week. Attempts should be made to avoid working the night before a major exam.

Students who are hired by a clinical affiliate will also have to abide by the employment policies of the said affiliate in addition to the policies and procedures of the University.

Student employment in clinical settings outside of academic hours is optional to the student and not required for the successful completion of the program.

## **Service Work**

Student may participate in noncompulsory service work outside of the classroom should they choose to do so. The faculty and staff are committed to providing opportunities for students to gain the experience necessary for success in their future career. Voluntarily participating in service work related to both autopsy and surgical training is one of the most effective ways for students to understand the expectations of their future role. Early involvement in autopsies and surgical pathology under the supervision of their attending, allows students to practice problem solving and making independent decisions.

During their first month of rotation through a service, students primarily observe and listen to discussion related to the topic and procedure. In the following months, the student is given the opportunity to be actively involved under the supervision of the attending.

Students are expected to adhere to the established scope of practice, ethical behaviors and federal laws regarding HIPAA. Any issues or concerns are addressed immediately by the attending.

Due to the fact that our program is a small one, opportunities for service work are identified, scheduled and communicated on a case by case basis with the rotating student and the appropriate attending/staff.

### **Plan for Reduction and/or Closure of the Program**

If the decision to reduce the size or to close the Pathologists' Assistant Program is made, the Dean of the College of Medicine and Life Sciences will notify the Associate Dean of College of Medicine and Life Sciences Graduate Program the decision and the projected closure date at the earliest possibility. Subsequently, the Associate Dean will immediately notify the Program Director, Medical Director, Education Director, students and the affiliate of the decision to close the Program. This notification will be in writing and with the approval and direction of the Dean.

Every effort will be made to permit a program phase-out period when program closure is decided upon. The phase-out period will be of a duration long enough to permit all students in the program to complete their education. When circumstances prevent continuing the education program, The University of Toledo will make every effort to assist students to enroll in a NAACLS accredited program in which the student can continue his or her education.

Should a student choose to leave the program after notification of impending closure, the student may do so with the full support of The University of Toledo, and no malice will be held by the University.

As long as students remain in the program, The University of Toledo is committed to provide an educational experience in full compliance with NAACLS standards. Notification of reduction or closure to NAACLS will be done by the Program Director.

### **FEES**

**(The complete Finance Brochure may be found at:**

**<http://www.utoledo.edu/offices/treasurer/financebrochure/FINANCEBROCHURE1718.pdf>)**

Tuition rates are assessed at the student level and residence classification. For example, graduate students taking an undergraduate course are assessed at the graduate level. The University reserves the right to make changes without advance notice. All fees are approved by the Board of Trustees. Once a student registers for courses, he/she is responsible for all fees. Payment is due by the specified published due date. Due dates are available on the Treasurer's website and student's e-statement, as well as posted in Rocket Hall. Registration activity (adding or dropping courses), after the published due date, should be paid the same day the activity occurs. Accounts must be kept current in order for the student to maintain enrollment eligibility and receive official University documents and services, i.e. transcripts.



## **POLICIES & PROCEDURES FOR GRADUATE STUDENTS**

(Complete policies may be found at <http://www.utoledo.edu/policies>)

### **Sexual Harassment and Other Forms of Harassment Policy Statement**

**Policy Number: 3364-50-01**

The University is committed to maintaining an environment of equity and respect that is free from sexual harassment and other harassment prohibited by this policy to enable all employees and students to perform to their highest level of potential. Harassment prohibited by this policy impedes the realization of the University's mission of distinction in education, scholarship and service. Members of the University community have the collective responsibility to eliminate harassment prohibited by this policy through education and by encouraging all members of the University community to report concerns or complaints.

### **Confidentiality of Student Records (FERPA) Policy Statement**

**Policy Number: 3364-71-15**

The university supports a student's right to confidentiality of their records. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (the Act) is a federal law, which requires that a written institutional policy complying with the Act be established and that a statement of adopted procedures covering the privacy rights of students, be published. Reinforcing longstanding institutional policy, the Act and other laws require The University of Toledo to maintain the confidentiality of student educational records except as noted below. The University Registrar is primarily responsible for the administration of this policy at The University of Toledo. Notification of this policy, associated procedures, and students' rights under the Act is distributed annually to all enrolled students. This policy also conforms to the requirements of the Ohio Privacy Act, as amended.

### **Records Retention**

(Complete records retention manual may be found at [http://www.utoledo.edu/policies/records\\_retention\\_manual/](http://www.utoledo.edu/policies/records_retention_manual/))

The official student transcripts are maintained permanently by Registrar's offices. Academic transcripts include student's legal name, grades and the name of the courses, and dates of admission and completions. Student and faculty records are maintained in accordance with the Inter-University Council of Ohio's "Records Retention for Public Colleges and Universities in the State of Ohio: A Manual Standards and Guidelines" and the Family Educational Rights and Privacy Act (FERPA) of 1974.

### **Graduate Student Academic Dishonesty Policy Statement**

**Policy Number: 3364-77-01**

This policy supersedes and replaces all previous policies on graduate student academic dishonesty. Academic dishonesty will not be tolerated. Among the aims of education are the acquisition of knowledge and development of the skills necessary for success as an educator or in another profession. Activities inconsistent with these aims will not be permitted. Graduate students are responsible for knowing what constitutes academic dishonesty; if students are uncertain, for example about what constitutes plagiarism or cheating, they should seek the instructor's advice.

## **Graduate Student Academic Grievance Policy Statement**

### **Policy Number: 3364-81-10**

College of Medicine and Life Sciences Graduate Students may dispute a final grade only when they feel that there has not been an equitable application of the department or course's policies and procedures for student evaluation and grading. The graduate student grievance policy covers appeals in which a graduate student disputes (grieves) a particular grade. Appeals dealing with academic dishonesty, including, but not limited to, cheating and plagiarism, are explicitly exempt from this process and shall be dealt with under the procedures outlined in the Graduate Academic Dishonesty Appeal Policy (3364-77-01).

## **Student Code of Conduct**

### **Policy Number: 3364-30-04**

It is the responsibility of a university to be concerned with the overall development of its students. The emphasis in the administration of student conduct is placed upon treating behavioral problems in a manner that relates to the educational purposes of a university. The University of Toledo ("University") in promulgating the "Student Code of Conduct," as required by Revised Code 3345.21 and as set forth below, takes into consideration the rights and responsibilities of the individual student(s) or student organizations concurrently with university and community rights and responsibilities.

## **Policy on Alcoholic Beverages**

### **Policy Number: 3364-30-02**

The University of Toledo prohibits the use of alcohol which is inconsistent with state, local or University regulations. It is the goal of The University of Toledo to establish and sustain an environment on campus that is conducive to the intellectual, emotional, and social growth of all the members of its community. The University is committed to the preservation of individual freedoms and the promotion of the health, safety, and welfare of the community. The following policy applies to the entire University of Toledo organization ("University"), including all campuses, student body, and The University of Toledo Medical Center ("UTMC") Hospital. This policy applies to both on campus and to University sponsored activities, including field trips, athletic contests played off campus and conferences attended by students, faculty and staff where

the University reimburses travel expenses or registration fees. An official, "Sponsored University Function" means one in which:

- 1) Institutional funds are being used for any part of the event; or
- 2) The University name and/or logo are being associated with the event; or
- 3) It is being advertised on campus by any means.

This policy does not apply to alcohol distribution with alcohol dispensed through the UTMC Hospital Pharmacy upon order of a physician. The Hospital Pharmacy is responsible for the policies and procedures related to physician prescribed alcohol.

### **Medical Amnesty Policy Statement**

#### **Policy Number: 3364-77-03**

The University of Toledo (UT) encourages a living and learning environment that promotes the health and safety of all members of the UT community. As such, students are encouraged to make responsible decisions and to seek medical attention in life-threatening situations that result from alcohol and/or other drug abuse. If medical attention is required, students should immediately contact professional medical personnel (9-1-1), followed by the UT Police Department (419-530-2600) and University officials. A (1) student who seeks emergency assistance on behalf of themselves, another student or a friend experiencing an alcohol and/or other drug related emergency as well as (2) the individual in distress will not be subject to disciplinary action nor required alcohol and other drug sanctions under the UT Student Codes of Conduct, Residence Life or Greek Life but may be subject to referral for assessment, counseling, and possible treatment.

### **Alcohol and Substance Abuse Policy Statement**

#### **Policy Number: 3364-30-09**

The University of Toledo is committed to promoting and maintaining a work and academic environment that is free from illegal use of alcohol and drug use/abuse, in accordance with all federal, state, and local laws as well as the federal drug free schools and campus regulations. The abuse of alcohol and use of illicit drugs also poses a health risk to members of the University community.

### **Policy on Hazing Policy Statement**

#### **Policy Number: 3364-30-20**

The University of Toledo supports the autonomy of its student organizations with in the established rules and regulations as outlined in the student handbook and other official University publications. Initiation into University organizations is permissible excluding any activities that may be construed as hazing.

## **Responsible Use Policy Statement**

### **Policy Number: 3364-65-05**

The principles of academic freedom and freedom of expression apply to the use of university computing resources. So, too, however, do the responsibilities and limitations associated with those principles. Like the use of any other university-provided resource and like any other university related activity, the use of computing resources is subject to the requirements of legal and ethical behavior within the university community. The legitimate use of a computer, computer system or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users of university computing resources shall comply with the "Responsible Use Standards" identified in this policy.



## **MSBS in Assistant in Pathology Program Student Handbook Attestation**

Please complete this form and return it to the office of the Theresa Imre, 2<sup>nd</sup> Floor of Dowling Hall room 2285. We will place this form in your student file to acknowledge that you received and understand the contents of the handbook.

I have accessed the MSBS in Assistant in Pathology Program Student Handbook, and I have read, understood the contents in this handbook, and agreed to comply with program rules and regulations.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rocket #: \_\_\_\_\_