Introduction: Please give a brief description of your program and how it is organized

The Cytogenetics Program is sponsored by the University of Texas Health Science Center at San Antonio (UTHSCSA) which is accredited by the Southern Association of Colleges and Schools (SACS). The UTHSCSA has 5 schools: School of Health Professions (SHP), Nursing, Dental, Medical, and Graduate School of Biomedical Sciences (GSB).

The SHP has as its primary responsibility the development and conduction of high quality educational programs offering the opportunity for students to become competent health care providers in various health care careers. The Cytogenetics Program is within the Department of Clinical Laboratory Sciences (CLS), one of six departments in the School of Health Professions. The CLS Department also houses the Clinical Laboratory Science and Masters of Science in Toxicology programs. Other Departments within the SHP include: Respiratory Care, Physical Therapy, Occupational Therapy, Physician Assistant Studies and Emergency Medical Technology.

The Department of CLS was given approval to offer a post-baccalaureate certificate program in Cytogenetics in 1996. In 1996 the Cytogenetics Program transferred from the UTHSC-Houston campus to the UTHSC-San Antonio campus. In 2000, the SHP was authorized to grant the Bachelor of Science in Cytogenetics. Each Program within the CLS Department has a Program Director that reports to the Department Chair, and is responsible for administration of the Program.

The Cytogenetics Program admits students once each year with students beginning in the fall semester. The fall semester consist of 14.5 credit hours of didactic coursework. The didactic curriculum includes lecture, laboratory and seminar courses. The spring semester and first half of the summer semester are devoted to full time clinical practice coursework. After completion of clinical practice, students return to the campus to complete their final didactic course, during which a review of the entire curriculum and integration of information from the clinical experiences occur.

The Cytogenetics Program has one full time employee, who functions as the Program Director, Education Coordinator and major content specific teaching faculty.
### Core Standards and Documentation Required for Accredited Programs

#### Self Study Report

**Standard 1: Institutional Affiliation**

The sponsoring institution (or at least one participating entity in the case of a consortium or joint venture) and affiliates, clinical and/or academic, if any, must be accredited by recognized regional and/or national agencies.

In programs in which the education is provided by two or more institutions, responsibilities of the sponsor and of each affiliate for program administration, instruction, and supervision must be described in writing and signed by both parties. All provisions of the agreement must be active with written documentation of the following items:

**A. General**

1. Reason for the agreement
2. Responsibilities of the academic facility
3. Responsibilities of the clinical facility
4. Joint responsibilities

**B. Specific**

1. Supervisory responsibilities for the students
2. Student professional liability coverage
3. Student health and safety policies
4. Provision for renewal
5. Termination clause providing for program completion of enrolled students

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**Standard 1 - Narrative:** Describe the relationship between the sponsoring institution and affiliates.

The Clinical Laboratory Science (CLS) Program is sponsored by the University of Texas Health Science Center at San Antonio (UTHSCSA). The institution is accredited by the Southern Association of Colleges and Schools (SACS). The last reaffirmation of credit was in 2008.

The Cytogenetics Program has 13 clinical affiliates, 4 of which are located in San Antonio, 6 in other cities throughout Texas, and 3 in other states (NM and GA). Each affiliate is accredited by the Joint Commission on Accreditation of Health Care Organizations (JCAHO), College of American Pathologists (CAP) or other accrediting agency as listed on the clinical affiliate fact sheets.

The University is responsible for overall organization, development and administration of programs, including maintaining accreditation. The University provides didactic coursework to familiarize students with background, theory, clinical correlations and also provides initial experience of applicable techniques in student laboratories. The University records all grades and maintains permanent records as required by state law, University policy and accreditation. The affiliate laboratories provide practical experiences in all aspects of cytogenetic laboratory diagnostics including supervising day-to-day activities, administering exams and providing grades and other feedback on student progression in the practicum experiences to the Program. The affiliates each use the syllabus prepared by the University program.

The University of Texas requires an affiliation agreement be completed before students may be placed in any non-University laboratory site for clinical practicum experiences.

The affiliation agreement covers the following items:

1. Reason for the agreement.
2. Individual and joint responsibilities of the didactic and clinical components.
3. Responsibility for supervision of students.
4. Documentation of professional liability coverage for students.
5. Health and safety provisions for students.
6. Provisions for termination of agreements that ensure student completion of practicum experience.
Core Standards and Documentation Required for Accredited Programs
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Standard 2: Sponsorship

Educational programs must be sponsored by:

A. colleges and universities;
B. hospitals and medical centers;
C. medical laboratories,
D. consortia or joint ventures, consisting of two or more participating entities and formed by agreement to undertake a common enterprise as a sponsoring entity, whereby at least one member of the consortium or joint venture must meet the requirements of Standard 1, or;
E. other institutions which meet comparable standards for education in clinical laboratory science.

Indicate the type of sponsoring institution:

Medical Center
University of Texas Health Science Center San Antonio
7703 Floyd Curl Dr.
San Antonio, TX 78229

Standard 2 - Narrative: No narrative required.

Standard 2 - Documentation: No documentation required.
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Standard 3: Responsibilities of the Sponsor

Accreditation is granted to the sponsor (and participating entities, in cases of consortia) that assumes primary responsibility for curriculum planning and selection of course content; coordinates classroom teaching and applied education, appoints faculty to the program, receives and processes applications for admission, and assures that graduates of the program have obtained the appropriate degrees/certificates upon completion of the program, as detailed in Standard 14G.

A. The sponsor (and participating entities, in cases of consortia) must be responsible for providing assurance that the activities assigned to students in the clinical setting are educational.

B. There must be documented ongoing communication between the sponsor (and participating entities, in cases of consortia) and its affiliates for exchange of information and coordination of the program.

Standard 3 - Narrative:

Describe the responsibilities assumed by the sponsor.

The Cytogenetics Program is sponsored by the University of Texas Health Science Center at San Antonio (UTHSCSA) which is accredited by the Southern Association of Colleges and Schools (SACS). The UTHSCSA has 5 schools: School of Health Professions (SHP), Nursing, Dental, Medical, and Graduate School of Biomedical Sciences (GSB).

The SHP has as its primary responsibility the development and conduction of high quality educational programs offering the opportunity for students to become competent health care providers in various health care careers. The Cytogenetics Program is within the Department of Clinical Laboratory Sciences (CLS), one of six departments in the School of Health Professions. The CLS Department also houses the Clinical Laboratory Science and Masters of Science in Toxicology programs. Other Departments within the SHP include: Respiratory Care, Physical Therapy, Occupational Therapy, Physician Assistant Studies and Emergency Medical Technology.

The Department of CLS was given approval to offer a post-baccalaureate certificate program in Cytogenetics in 1996. In 1996 the Cytogenetics Program transferred from the UTHSC-Houston campus, where it had originated in 1981, to the UTHSC-San Antonio campus. In 2006, the SHP was authorized to grant the Bachelor of Science in Cytogenetics. Each Program within the CLS Department has a Program Director that reports to the Department Chair, and is responsible for administration of their respective Program.

The University receives applications and supporting documentation, evaluates transcripts, records and maintains grades of completed coursework, and grants degrees and/or certificates, as appropriate. The University requires each school and program follow written and non-discriminatory admission policies and procedures, follows specific fair practice policies in handling complaints, assistance with aspects of financial aid, issues requiring counseling for educational, professional or personal issues, and ensure that students have adequate health and safety instruction, protections and appropriate available health care and health insurance. Further description of University requirements can be found in the Catalog, which describes are programs, at http://studentservices.uthscsa.edu/ GI catalog.aspx#top.

Standard 3 - Documentation:

Submit a copy of the certificate issued upon graduation or completion of the program, or the appropriate page from the college catalog indicating that the institution grants a degree.

http://studentservices.uthscsa.edu/prospects_degreescertificates.asp
http://www.raptorresource.org/falcon_cams/decorah_eagle_xcel.html

Attach appropriate documentation in box above
Standard 3A - Narrative: Describe how the sponsor assures that assigned activities in the clinical setting are educational.

The Program ensures that each affiliate assigns a person to serve as Education Coordinator (internally different labs may use different terminology to describe this individual) to organize student activities so that students gain experience in all aspects of laboratory function. This individual also oversees evaluations of students as they progress through the various rotations. Each affiliate laboratory uses the checklist of activities, prepared by the Cytogenetics Program, to document activities in the various expected laboratory aspects. Although laboratories are different in that different ratios of specimen and test types are performed the checklist enables monitoring student exposure to ensure a breadth of technique and proficiency is obtained by each student. Both the students and the immediate supervising technologist must initial each activity on the checklist. Copies of these in progress checklist are provided to the Program Director periodically, as needed, so that by inspection exposures to various laboratory activities can be verified. It has been many years since the Program Director had to intervene to ensure the breadth of exposures has been achieved. Extra care is taken to communicate often with new Education Coordinators.

Each laboratory uses an instrument devised by the Cytogenetics Program to assist in evaluating student Affective Behaviors in addition to quizzes and/or practical exam devised by the affiliate covering experiences within the clinical laboratory. Also, the Program administers common quizzes during the clinical practicum experiences regardless to which affiliate each student is assigned.

In addition, the Program Director is in constant communication by email and/or by phone with students in the various laboratories. Each student is asked about their activities and exposures on an ongoing basis. If necessary, the Program

Standard 3A - Documentation: No documentation required.

Standard 3B - Narrative: Describe how the program communicates with affiliates for exchange of information and coordination.

As clinical affiliates are dispersed throughout Texas and across the United States, it is impractical, both economically and physically, to meet as an entire group of clinical instructors. The Program Director travels yearly to each lab that has a student during that year. (NOTE: All affiliated do not have a student each year.) At these meetings between the Program Director and affiliated laboratory personnel, feedback and exchange of ideas occurs. Discussion centers around what is working best, how to improve practices that might work better, how other labs have solved an issue, student performance including deficiencies and excellence, interactions between students and laboratory personnel, test development, and any other issues that occur.

As a result of these interactions policies and procedures have been tweaked over the years so that seldom do issues arise unexpectedly. For instance, as a result of a particular student abuse of excused absences as they rotated from one lab to another during practicum a policy is now in place that allows no more than a total of three days absence during the entire 20 practicum weeks without having to make-up missed time. This applies even when the student switches between two laboratories in order to obtain sufficient exposures. Each student and each laboratory supervisor is required to report to the Program Director each student absence as they occur. Also, the Education Coordinator records each absence on the Grade Report form. In this manner the Program Director is able to monitor and require remediation of absences, if necessary.

The affiliates are contacted electronically approximately 2-3 months before clinical practicum is scheduled to begin. The labs are informed of the number of students eligible for rotation, and each lab is asked if and how many students they can manage during the next rotation cycle. Student assignments are made following each affiliates response.

Group communication is minimal and tends to be conducted electronically, but does occur throughout the entire year for announcements, reminders and other issues. Before the beginning of each major rotation cycle the Program Director distributes

Standard 3B - Documentation: Submit documentation of ongoing communication between representatives of the sponsor and an affiliate.

Hi Betty,
Great....I now understand.
I will continue to give them our Quiz and remind them that their Exams are done online according to your

Attach appropriate documentation in box above
Core Standards and Documentation Required for Accredited Programs
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Standard 4: General Resources

Resources must support the number of students admitted into the program. The instructor to student ratio must be adequate to achieve the stated program goals.

Standard 4 - Narrative: Describe how personnel resources (e.g., instructors, staff) support the number of students admitted.

Since this Program was transferred to the San Antonio campus and the first class of 6 students was accepted in 1997, I have been the only faculty in addition to being Program Director. I teach 12.5 credits of didactic coursework in the Fall Semester, coordinate 15 credit hours of clinical experience for all Cytogenetics students in the Spring Semester, and during the Summer Semester I coordinate 5 credit hours of clinical experience for each cytogenetics students and teach 1.5 credit hours of lecture for my students. My students are enrolled in two courses provided by the CLS faculty, which are CLSC 4092 Management I (1 credit hour) and an abbreviated Hematology course, CLSC 4042 Hematology for the Geneticist (1 credit hour). The number of students has varied with only 4 in one year during which I was too ill to recruit, 5 in one years, 6 in one year, and 8 or more in all other years. For the last three years there have been 11-12 students graduated each year. It is anticipated that 10-11 will graduate during 2011-2012.

For the last several years when enrollment has been between 8-13 students, I was able to have a Cytogenetics Teaching Assistant who helped me grade written quizzes and homework, chromosome identification on metaphase images, and microscope analysis work on unknowns. The Teaching Assistant was also able to be physically present during many student labs and often during the time students were in the lab outside of regular student lab time working at the microscope on unknowns. Having a Cytogenetics certified Teaching Assistant was a tremendous benefit to the Program.

During this year (2011-2012), I have no Teaching Assistant due to budget cuts, and I have 10 full-time and 2 part-time students. This has been stressful, and I think a detriment to students as they did not receive timely feedback on assignments that had to be hand graded. The Department Chair has assured me that she will manage to support a Teaching Assistant for me next fall semester, which is when I have students on campus in didactic courses, and when I need more help. If a teaching assistant is in place the teaching load is heavy, at the high end of student contact hours for all faculty in the school, and it is barely manageable. If a teaching assistant is not available next year or in future years, I will reduce the number of students admitted to no more than 6-8.

In addition, during the Fall Semester one of the courses I teach for my students, CLSC 4035 Introduction to Molecular Diagnostics, has been adopted as part of the CLS Program content and is also attended by all CLS students. I do have assistance with the set-up of the laboratory portion of this course and grading of short answer homework from the CLS Laboratory Manager. However, due to the CLS schedule the course is compressed into the first 7 weeks of the Fall Semester further creating stress.

During the Spring Semester, I Co-coordinate INTD 4006 Professional Issues (ethics) course for the CLS program. None of my Cytogenetics students attend the Professional Issues course. However, I do have the majority of my students in clinical practicum in spring and the first part of summer semester, so I have to coordinate those activities, monitor my students, handle issues that

Standard 4 - Documentation: Indicate: 1. The number of students admitted per year; 2. Admission date(s); and 3. Instructor to student ratios for lecture, student laboratory (if applicable) and clinical laboratory (if applicable).

Attach appropriate documentation in box above
# Core Standards and Documentation Required for Accredited Programs

## Self Study Report

<table>
<thead>
<tr>
<th>Standard 5: Financial Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial resources for continued operation of the educational program must be ensured by an adequate, institutionally approved budget or by a statement of continued financial support from an executive officer of the sponsor (or one from each participating entity, in cases of consortia).</td>
</tr>
</tbody>
</table>

### Standard 5 - Narrative:

Describe how the financial resources are adequate to assure the continued operation of the program.

The Cytogenetics Program is housed within the Department of Clinical Laboratory Sciences and has never had a separate cost center or a separate budget to administer. However, the School and Department do receive funds generated in part by Cytogenetic student's tuition and fees. The CLS Department is the budgetary unit though which the Cytogenetics Program is managed.

The former Dean and her assistant cut the Cytogenetics Teaching Assistant for 2011-2012 as a cost saving measure. My current Department Chair informed me during the fall semester that she could support a part time Teaching Assistant for the remainder of the semester, but by then it was too late to find anyone qualified. A search continues to identify a qualified cytogenetic technologists for the position. The current Department Chair has been very supportive and makes adequate funds available to the Cytogenetics Program on an equal basis with other departmental programs.

The only funds over which I have control are funds generated directly by the Cytogenetics Program by providing cytogenetics services to researchers from both within and outside this University. I can use these funds at my discretion for things like travel, registration fees or needed Program equipment and supplies. My most recent purchases have been a replacement microscope, computer hardware for the imaging system, and travel and registration fees to a couple of meetings.

Over the years the Program has managed to accumulate sufficient equipment, including the permanent loan of a full suite of Applied Spectral Imaging software (capture, karyotyping for human or other species, FISH, HER2, LIS, CGH) to deliver a state of the art Cytogenetics Program. The thing lacking currently is an adequate numbers of certified staff to continue to provide meaningful background and student experiences on which the practicum coursework experience can build excellent technologists. It is anticipated this will be remedied by the time of the fall semester 2012 and the Site Visit.

### Standard 5 - Documentation:
Submit an institutionally approved budget **OR** a written statement of continued financial support for the educational program from an executive officer of the sponsor (or one from each participating entity, in cases of consortia).

Attach appropriate documentation in box above
Core Standards and Documentation Required for Accredited Programs
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Standard 6A: Physical Resources - Facilities

Classrooms, laboratories, administrative offices and other facilities must be adequate, equipped for safety, and must be in compliance with pertinent governmental laws.

Standard 6A - Narrative: Describe the program's academic and clinical facilities (e.g., classrooms, laboratories, administrative offices) and safety features.

Program physical resources (classroom and laboratory space, office space, audio-visual aids, computers, equipment, etc.) are provided by the UTHSCSA under a cost center assigned within the Department of Clinical Laboratory Sciences.

The Cytogenetics Program is housed within the Department of Clinical Laboratory Sciences located in the Dental School Building, Rm. 4.394S. The Department has an office suite and individual faculty have offices in close proximity. The Department employs a full time Administrator and Administrative Assistant Associate to assist all faculty in numerous tasks such as updating affiliation agreements, reserving rooms for special meeting, assistance with Blackboard issues, maintaining student files, tracking applications, and other necessary general office duties.

The Cytogenetics Program Director is assigned to an office space, Rm. 4.374S.2, adequate to conduct Program business such as interview applicants, counsel students, prepare teaching materials, store non-confidential program files, and meet with other individuals as indicated. The office is physically on the same level as the student laboratory (Rm. 4.344S), close to lecture rooms and the Department of CLS offices. The Program Director is equipped with a desk, storage space, computer, printer and telephone. Lecture and laboratory rooms are equipped with electronic equipment sufficient to project images or a sound for student teaching. In addition, all classrooms and laboratories are equipped with chalk or erasable hard boards. Lecture rooms and laboratory space are adequate to accommodate more than the number of admitted students.

Lecture and laboratories are located on the same level in the Dental Building as the departmental office and faculty offices. Lecture rooms are equipped to seat from 18 (smallest) to 40 (larger) students. About half of Cytogenetics lectures are in the small and half in the larger lecture rooms. These rooms are equipped to project PowerPoint presentation and are equipped with erasable writing boards. Student seats have a desk top for convenient note taking. There is a podium to hold either a laptop computer or notes for faculty.

The Cytogenetics laboratory has been refurbished with cytogenetics in mind. A separate tissue culture room inside the main lab is equipped with two Biological Control Cabinets, Type IIA with outside venting, two CO2 incubators, two inverted microscopes, and sufficient bench space for completing paperwork are available. Overhead and under benchtop storage is adequate for student supplies.

The main lab has well structured laboratory benches to position microscopes and provide "wet lab" space for more than the number of students admitted. There is storage for microscopes, chemicals, labware and other supplies. A separate adjacent room houses a dishwasher, sinks and other equipment. Freezer and refrigerators are along the walls in the main laboratory. Additionally, a computer imaging systems with one capture and three additional work stations are positioned permanently along one wall in the large cytogenetics lab.

The teaching laboratory in Room 4.394S has an emergency shower and eye wash station. The teaching laboratory has a fire extinguisher located at the exit and a telephone is located in the labs for emergency purposes. The interior cell culture laboratory has two class IIA biological safety cabinets along with two CO2 incubators and inverted scopes. The teaching laboratory has one fume hood. The laboratory has a fire-proof refrigerator and several fire-proof cabinets for chemical storage. Fire blankets, spill kits and safety manuals are located in the laboratory. The Department of Clinical Laboratory Sciences follows the safety guidelines developed by the UTUCSA Environmental Health and Safety Program, the Infection Control and Education Committee, and the

Standard 6A - Documentation: No documentation required.
Standard 7 - Documentation: Submit current publications (e.g., program brochures, student handbooks, policy manuals, catalogs, websites, and/or syllabi) that address the items listed in Standard 7 A-M.

A matrix is provided to assist you in identifying the publication(s) that address the items listed in Standard 7 A-M. *Use of the matrix is optional.

For any documents not attached in the matrix please attach in the box below.

<table>
<thead>
<tr>
<th>catalog</th>
<th>policies</th>
<th>handbook</th>
</tr>
</thead>
</table>

### Standard 7 Matrix (All Programs)

<table>
<thead>
<tr>
<th>Publications</th>
<th>Catalog</th>
<th>Student Handbook</th>
<th>Application Form</th>
<th>Website</th>
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</thead>
<tbody>
<tr>
<td>Program mission statement</td>
<td></td>
<td>Policies II</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Program goals and competencies</td>
<td></td>
<td>Policies III</td>
<td>Policies IV</td>
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<tr>
<td>Course objectives</td>
<td></td>
<td>Course example</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Applied education assignments (if applicable)</td>
<td>Catalog2011-2012 page 267</td>
<td>Policies IX.B</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Admission criteria, both academic and non-academic</td>
<td>catalog pg 271-2</td>
<td>Policies V</td>
<td>n/a</td>
<td><a href="http://shpwelcome.uthscsa.edu/cyto/cyto_factors.asp">http://shpwelcome.uthscsa.edu/cyto/cyto_factors.asp</a></td>
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<tr>
<td>A list of course descriptions</td>
<td>catalog pg 277-8</td>
<td></td>
<td>n/a</td>
<td><a href="http://shpwelcome.uthscsa.edu/cyto/">http://shpwelcome.uthscsa.edu/cyto/</a></td>
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<tr>
<td>Names and academic rank or title of the program director and faculty</td>
<td></td>
<td></td>
<td>n/a</td>
<td><a href="http://www.uthscsa.edu/shp/cyto/">http://www.uthscsa.edu/shp/cyto/</a></td>
</tr>
<tr>
<td>Tuition and fees with refund policies</td>
<td>catalog pg 66 but more on pg 71</td>
<td></td>
<td>n/a</td>
<td><a href="http://profiles.uthscsa.edu/">http://profiles.uthscsa.edu/</a></td>
</tr>
<tr>
<td>Causes for dismissal</td>
<td>catalog pgs 40-44, 5</td>
<td></td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Rules and regulations</td>
<td></td>
<td>policies VIII</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Listing of clinical facilities (if applicable)</td>
<td></td>
<td>Syllabus</td>
<td>n/a</td>
<td></td>
</tr>
<tr>
<td>Essentials functions</td>
<td></td>
<td>Sent to applicant upon request</td>
<td>n/a</td>
<td><a href="http://shpwelcome.uthscsa.edu/">http://shpwelcome.uthscsa.edu/</a></td>
</tr>
<tr>
<td>Policies and procedures when applied experience cannot be guaranteed</td>
<td>Catalog pg 272-73</td>
<td>Policies IX.B</td>
<td>n/a</td>
<td></td>
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<tr>
<td>Outcomes Measures</td>
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<td>n/a</td>
<td><a href="http://shpwelcome.uthscsa.edu/">http://shpwelcome.uthscsa.edu/</a></td>
</tr>
</tbody>
</table>
Core Standards and Documentation Required for Accredited Programs
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Standard 8: Admissions

Admission of students, including advanced placement if available, must be made in accordance with the clearly defined and published practices of the institution. Specific academic standards and essential functions required for admission to the program must be clearly defined, published and provided to prospective students and made available to the public.

Standard 8 - Narrative:

Describe how academic standards and essential functions required for admission to the program are provided to prospective students and made available to the public.

Describe how admission to the program is made in accordance with clearly defined and published practices of the institution.

Admission to the Cytogenetics Program is competitive. Admission policies, procedures and criteria are described in UTHSCSA publication materials such as UTHSCSA Catalog (on line), Cytogenetics web page and Fact Sheet.

The admission procedure is initiated by the applicant with the submission of a completed application to the UTHSCSA Registrar's Office through an online application utilized by all TX state schools. A complete application consists of the completed application form, application fee, official copies of all transcripts, 2 letters of recommendation and, where appropriate, official reports of the Test of English as a Foreign Language (TOEFL) and a course-by-course evaluation of foreign transcripts. The Registrar maintains a permanent file of all applications, scans and uploads documents into a secure file, which can be accessed by authorized personnel in the Dept of CLS. The Registrar is responsible for calculating an overall GPA, a math/science GPA and performing an evaluation of courses taken to assign a Texas Common Course Numbering System designation. Also, the Registrar scans this document so the Program has access to the evaluation.

Upon receipt of the completed application and evaluations from the Registrar, the Program Director closely examines the entire applicant file content and confirms the prerequisite and GPA requirements. If any component is missing or does not meet the minimum standard established by the Program, the applicant is contacted and the deficiency is discussed with the applicant.

For applicants who meet or exceed the minimum published criteria for consideration for admission, an interview is arranged. During the interview, applicants are given a tour of the teaching facilities/student laboratories, informed of clinical site location, and are questioned about their career goals, aspirations, work experience, exposure to careers in laboratory medicine, development of interest in the field of cytogenetics as a career, knowledge of the field, work and study habits, financial support plans, outside interest and are asked to describe themselves with respect to characteristics of attention to detail, accuracy and precision. Also, through the applicant's responses, efforts are made to evaluate interpersonal skills. The two interviewing faculty fill out an Application Review Summary for consideration by the Admissions Committee.

All applicants who have completed applications, met minimum established criteria and have been interviewed are considered for acceptance at the next regularly scheduled Departmental Admissions Committee Meeting. Therefore, early applicants have an advantage, as admissions are limited to availability of clinical practicum sites. If there are more qualified applicants than available slots, priority is given according to date of completed application. Should there be remaining applicants, they are placed on an alternate waiting list.

Standard 8 - Documentation:

Submit published admissions policies and procedures for both the institution and the program.

See V. Admissions starting on page #3.

(Attach appropriate documentation in boxes)

Submit a sample student signature page indicating awareness of the essential functions and policies for progression in and completion of the program.
Core Standards and Documentation Required for Accredited Programs
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Standard 14: Fair Practices

H. A written record of formal student complaints and resolution must be maintained.

Standard 14H - Narrative:
Describe the process in which student complaints are handled.

The procedure for handling students' complaints is in the University catalog and states that the student should meet with the faculty member involved first. The faculty will try to resolve the issue. If the concern is not satisfied at this level, the student goes to the Program Director/Department Chair. Not all students follow this procedure. Some go directly to the Department Chair or Dean. Whenever possible, the Dean or Chair urges the student to go back and discuss the problem with the faculty member. The Dean or Chair keeps written documentation of meetings with the students regarding complaints, and faculty are encouraged to do the same.

If the complaint is not resolved after going through the routine chain of command, the student is directed to follow the official procedure. Student appeals and grievances are handled according to the procedure of the School of Allied Health Sciences. A Committee to hear appeals is appointed by the Associate Dean and includes only faculty members from other Departments in the School. (The Cytogenetics Program Director has been a member of this committee during three previous years.) No complaint/concern from the Cytogenetics students has proceeded to this level. This procedure is also outlined for students during initial Orientation. An appeal of the Appeals Committee may be made by the student to the School of Health Profession's Dean.

If the issue is not resolved to the student's satisfaction within the School of Health Profession, the student may appeal to the University President. The President's decision is final.

Standard 14H - Documentation:
Submit a policy statement related to student complaints and resolution.

http://studentservices.uthscsa.edu/pdf/Catalog2011-2012.pdf  page 34 begins the description of the University Student Grievance Procedures.

Attach appropriate documentation in box above