 **PETITION FORM**

**for the Professional Phase of the   
 Medical Laboratory Technology Program**

**Applications will be accepted from February 1, 2019 until February 28,2019**

Admission into the MLT Professional Phase is **not guaranteed** for any individual.

**INSTRUCTIONS**

1. Complete this petition application by answering demographic questions, choosing a designated track (on-campus or web-blended) and fill in the “Preprofessional Coursework Grid”.

***Note: All applicants MUST be a matriculated MCCC student with the major of Health Science-MLT.***

*To be considered matriculated, students MUST have completed at least 1 MCCC prerequisite course as a MLT major (this does not apply to Atlantic Cape CC students-these students do NOT have to take a MCCC course).*

***Note: All prerequisite courses MUST be completed by the end of this Spring semester to petition.***

1. Submit this completed form in one of three ways:
   1. Deliver the form to the Division Administrative Assistant in MS 128 or place in the lockbox outside of MS128.
   2. Mail to: MCCC MLT Program Coordinator, MS156, 1200 Old Trenton Rd., West Windsor, NJ 08550
   3. Fax it to: 609 570 3831 with the ATTN: Medical Lab Technology.

Note: All who send in a petition form for the professional phase of the MLT Program will receive an email notification indicating receipt of the application and preliminary status. Please give us 3 days to send this email. If no email has been received after this timeframe, please email [shavel@mccc.edu](mailto:shavel@mccc.edu).

**DEMOGRAPHICS**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_MCCC Student ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mercer Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Please circle YES or NO to answer the following questions:**

* + Are you a veteran? Yes or No
  + Have you attended a Health Professions or MLT Information Session? Yes or No Date:\_\_\_\_\_\_\_\_  
    Do you hold a previous Bachelor of Science Degree in Biology or a related science? Yes or No
    - Yes=Degree name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
       School name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + Are you transferring from an institution where we have an established 1+1 cooperative agreement program (Atlantic Cape CC)? Yes or No

**Please indicate which track of learning you are petitioning to enter**:   
 Letter choice: \_\_\_\_\_\_\_

**A**. On-campus (face-to-face) program

**B.** Web-blended (Hybrid) program (Guaranteed for students transferring from Middlesex/Atlantic Cape)

* + - Once the track is chosen, you will be on that track for the entire 14-month program.
    - (If seats are filled by other applicants for the specific track you have chosen, you may be asked if you would like to join the other track of the MLT program if seats are still available).
    - **There are ~10-16 on-campus and ~6-10 web-blended seats (may change yearly based on available clinical sites)**

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**REQUIRED PREPROFESSIONAL COURSEWORK GRID  
Please Read Carefully and Follow the Directions to complete this form.**

1. **Under Pre-requisite courses**: Please indicate the name of the CMN, Math, Social Science and General Ed course taken (Example: Social Science= PSY 101).
2. **Course expiration/Year Taken**: Courses will be accepted unless they fall outside of the timeframe listed below with respect to the time of application. If courses have been taken longer than the course expiration listed, approval is needed from the MLT Program Director (PD). Please write in the year the course was taken/finished.
3. **Minimum Grade Requirement/Grade Earned**: Course grades must be a C (C+ for Math/Science courses (unless you have PD approval) or above within 2 attempts and the student must have an overall GPA of 2.5 or better (based off of these prerequisite courses ONLY).
4. **Under College/University**: Specify whether that course was taken at MCCC by writing the letter **M,** or if it was transferred from another institution with the letter **T**, or if the course is currently in progress with the letters **IP**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Pre-requisite Courses (MCCC Course Names/#)** | **Course exp\*** | **Year Taken** | **Min. Grade Requirement** | **Grade Earned** | **College/University** |
| **1st SEMESTER** |  |  |  |  |  |
| **ENGLISH COMPOSITION I (ENG101)** | **10 yrs** |  | **C** |  |  |
| **ANATOMY & PHYSIOLOGY I (BIO 103)1** | **5 yrs** |  | **C+** |  |  |
| **INTRODUCTION TO PSYCHOLOGY2**  Other Social Science Elective: \_\_\_\_\_\_\_\_ | **10 yrs** |  | **C** |  |  |
| **MATHEMATICS ELECTIVE3**  MCCC Course taken/equivalency: \_\_\_\_\_\_\_\_ | **10 yrs** |  | **C+** |  |  |
| **Students must complete one of the following**: †  (Please circle one and list the course you took on the space provided)   1. **Health and Fitness (HPE 111/112)**   Course taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. **College Success (CSW100)** 2. **Other (MCCC/ACCC/Middlesex CC)**   Course taken: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **10 yrs** |  | **C** |  |  |
| **2nd SEMESTER** |  |  |  |  |  |
| **ENGLISH COMPOSITION II (ENG 102/ENG112)** | **10 yrs** |  | **C** |  |  |
| **ANATOMY & PHYSIOLOGY II (BIO 104)1** | **5 yrs** |  | **C+** |  |  |
| **MICROBIOLOGY (BIO 201)** | **5 yrs** |  | **C+** |  |  |
| **GEN. CHEMISTRY (CHEM 101/CHE107)** | **10 yrs** |  | **C** |  |  |
| **COMMUNICATIONS COURSE (CMN111/112)**  **(PREFERRED GENERAL EDUCATION ELECTIVE)**  MCCC Course taken/equivalency: \_\_\_\_\_\_\_\_ | **10 yrs** |  | **C** |  |  |

1. BIO 101-102 may be substituted for BIO 103-104 at the discretion of the MLT Program Director.
2. PSY 101 is the preferred Social Science elective. Other courses may be approved with PD approval.
3. Select from: MAT 135, 140, 146, or 200. MAT 125 may be substituted with PD approval.
4. CMN111 or CMN112 is the preferred General Education Elective. Consult with academic advisor for details.

† CSW is preferred; HPE 110 or HPE 111 are also acceptable alternatives..

*Note: Official transcripts for courses taken at other colleges or universities must be submitted to the Enrollment Services Office for review of potential transfer credit.* ***It is the sole responsibility of the applicant to follow up on the receipt of transcripts by checking his or her MyMercer online portal via Mercer’s website*** *a*[*t www.mccc.edu .*](http://www.mccc.edu/) *The applicant will NOT be considered if official transcripts have not been sent and credit posted.*

**Essential Functions**

Also, to be considered for acceptance, all MLT students must be able to perform the required MLT Essential Functions for the profession which can be found on the MLT website ’s FAQ page: <http://www.mccc.edu/mltp/faq.shtml>. They are established technical standards that must be met by the students in the program. Overall the student must be in good physical health and free from contagious diseases and addictions. Please take a moment to review these before proceeding.

1. **Motor Skills – Students must be able to:**
   1. Work for extended periods of time in small spaces, when needed
   2. Manipulate and handle laboratory equipment
   3. Utilize keyboard for inputting data
   4. Perform venipunctures at the patient’s bedside or in an outpatient area
2. **Visual Ability – Students must be able to:**
   1. Differentiate color changes
   2. Read computer screens, lab instruments and procedure manuals
   3. Use a clinical grade binocular microscope to discriminate and recognize fine differences in structure and color of microscopic specimens
   4. Detect and recognize alarms from instruments and equipment
3. **Communication Skills – Students must be able to:**
   1. Communicate with individuals and groups(i.e. faculty members, staff, patients, and other health care professionals) verbally and in recorded format (unaided oral speech, writing, typing, and graphics)
   2. Understand and interpret written and verbal instructions.
4. **Mental Ability – Students must be able to:**
   1. Use good judgment in performing laboratory procedures and validating test results
   2. Recognize safety hazards
   3. Manage use of time in order to complete tasks within specific time constraints
5. **Human Relations – Students must be able to:**
   1. Work compatibly with other technicians/ technologists as a team member
   2. Interact with patients in a concerned and compassionate manner
   3. Respond positively to supervision and accept suggestions
   4. Interact with hospital personnel and physicians professionally
6. **Behavioral Skills – A student must possess adequate behavioral skills to be able to**
   1. Be honest, compassionate, ethical and responsible. The student must be forthright about errors and uncertainty. Student must be able to critically evaluate his/her own performance, accept constructive criticism and look for ways to improve.
   2. Show respect for individuals of different age, race, religion, and/or sexual orientation
   3. Be flexible and able to adapt to change
   4. Provide professional and technical services while experiencing the stresses of a distracting environment (i.e. high noise level, crowding, complex visual stimuli) and emergent demands (i.e. STAT tests, ringing phones)
   5. Exhibit professional behavior by conforming to appropriate standards of dress, appearance, language and public behavior. For example, body piercing and visible tattoos are NOT considered professional appearance.

Further discussion of these functions will take place at student orientation. After review, please continue below.

**ACKNOWLEDGMENT**

I verify that I have successfully completed or am currently enrolled in the courses listed above to the best of my knowledge and understand that any falsification of information on this form may be cause for rejection as an applicant. I understand that this information is subject to verification. I have reviewed the Essential Functions. I request consideration for acceptance into the professional phase of the MLT Program for the Summer A 2019 semester.

**Please also initial each of the following and then sign and date below**.

1. \_\_\_\_\_ I understand that the application process is unique for each year and does not “carryover” to another year.
2. \_\_\_\_\_\_ I understand that if I am not accepted into the MLT Program this summer and I wish to apply in the future, I will need to submit a new application.
3. \_\_\_\_\_\_ I understand that I must have a **combined GPA of at least 2.5 (based off of these prerequisite courses) and a grade of C (C+ for Math/Science courses) or better (within 2 attempts) in select prerequisite courses** to be eligible for the MLT program.
4. \_\_\_\_\_\_ I understand the Admissions process as described on this form and that admission to the program **is not guaranteed for any individual.**
5. \_\_\_\_\_\_\_I understand that upon successful completion of the course of study, I will be eligible to take a nationally recognized certifying examination (ASCP Board of Certification for MLTs ([www.ascp.org](http://www.ascp.org))).
6. \_\_\_\_\_\_\_I acknowledge that the information I have supplied in this application form is correct.

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Signature** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*Please do not write in this section (FOR COLLEGE USE ONLY)\*\***

Point Score Worksheet

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **SECTION ONE**  **Criteria: Completion of Prerequisite Courses/Establish GPA** | | | | |
|  |
| **Pre-requisite Courses** | | **Letter Grade** | **Credit   Hours** | **Grade   Points** | **Course(s) Completed**  Awarded for a successful first attempt |
| ENGLISH COMPOSITION I (ENG 101) | |  |  |  | **2** |
| ENGLISH COMPOSITION II (ENG 102)  or ENGLISH COMPOSITION (ENG112) | |  |  |  | **2** |
| ANATOMY & PHYSIOLOGY I (BIO 103)\*\* | |  |  |  | **2** |
| ANATOMY & PHYSIOLOGY II (BIO 104)\*\* | |  |  |  | **2** |
| MICROBIOLOGY (BIO 201) | |  |  |  | **2** |
| GEN. CHEMISTRY (CHEM 101/CHE107) | |  |  |  | **2** |
| MATHEMATICS ELECTIVE | |  |  |  | **2** |
| SOCIAL SCIENCE ELECTIVE | |  |  |  | **2** |
| Preferred GEN ED  COMMUNICATION (CMN111/112)\* | |  |  |  | **2** |
| Health and Fitness (HPE 111/112) College Success (CSW100)  Other (ACCC/Middlesex CC) | |  |  |  | **2** |
|  | |  |  |  | **SUBTOTAL \_\_\_/20** |
| OVERALL GRADE POINT AVERAGE \_\_\_\_\_\_\_\_ ***(Calculated off of these Prerequisite Courses ONLY by taking the Total Grade Points/Total Credit hours .  Visit the following site for a detailed explanation*** http://www.mccc.edu/academic\_policies\_grading.shtml***)*** | |  |  |  | **SUBTOTAL  \_\_\_/5** | **Scoring for GPA** 4.0-3.7= 5pts 2.9-2.7 = 2 pts 3.6-3.3 = 4pts 2.6-2.5 = 1 pt 3.2-3.0 = 3 pts <2.5=candidate ineligible |
|  | |  |  | **SECTION 1 TOTAL \_\_\_\_\_\_\_\_\_\_\_  (MAX 25pts)** | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **SECTION TWO**  **Criteria: Matriculation Date** The semester of first matriculation at as a Health Science AAS: MLT major. | | | | | | | | |  |
| **POINTS** |
| SP’17 < **5.0** | SU’17 **= 4.5** | F’17 **= 4.0** | W’18 **= 3.5** | SP’18 **= 3.0** | SU’18 **= 2.5** | F’18 **= 2.0** | W’19 **= 1.5** | SP’19 **= 1.0** | **\_\_\_/5.0** |

|  |  |
| --- | --- |
| **TOTAL POINTS FROM BOTH SECTIONS (MAX 30 pts)** |  |
|  |
| Admitted (A) or Waitlisted (W) |  |
| On-campus (OC) or Web-blended (WB) |  |
| RANK |  |

Signature of the Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date Evaluated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_