

NORTHWOOD TECHNICAL COLLEGE  
MEDICAL LABORATORY TECHNICIAN  
STUDENT POLICIES

## **REENTRY PROCESS**

1. If an MLT student fails or withdraws from a required course, the instructor notifies the MLT program director. The student receives instructions from the MLT program director for the reentry process, which is located on the Northwood Tech MLT web page. Courses are only offered one semester each academic year. Therefore, if a student fails or withdraws from an MLT core course (513) the earliest possible time to retake the course is one year later.
2. MLT students are subject to all academic standards of Northwood Tech regarding suspension and probation. (See Northwood Tech Student Handbook.)
3. If a student is dismissed for a Code of Conduct violation, the student will not be allowed to reenter the MLT Program.
4. Failure of MLT core courses 10513151 (MLT Clinical Experience 1) or 10513152 (MLT Clinical Experience 2) will result in automatic dismissal from the MLT program. Reentry into the MLT Program is not allowed.
5. It is the student's responsibility to follow reentry instructions and deadlines located on the MLT web page. This includes completing the Intent to Reenter Form. This form is completed by the student and returned to the MLT program director. The program director maintains a list of reentry students. The date the program director receives the completed Intent to Reenter Form is recorded as the student's date. This date will determine the order of student reentry. (Each cohort is limited to 12 students.) See Instructions for Reentry into MLT Core Courses on the MLT Web Page. If students have the same reentry date, a random lottery will be used to determine priority reentry.
6. If you return your Intent to Reenter Form you will receive an email through your Northwood Tech email account from the MLT Program Director, giving you further details regarding course registration for the semester of your reentry. If you do not return your Intent to Reenter Form by the deadline it will be assumed that you are no longer interested in enrolling in the Northwood Tech MLT program courses and your name will be removed from the reentry priority list.
7. Please note that while you may not be eligible to continue with core MLT courses at this time due to pre/corequisite requirements, you are still eligible to take general studies or elective courses required for graduation from the MLT program.
8. Students who withdraw will be asked by the program director to complete a short, Withdraw from the Medical Laboratory Technician (MLT) survey. These results are compiled by the program director to assist with MLT program planning.
9. Each semester students must be enrolled in each 513-XXX course as outlined in the curriculum plan. MLT courses in each semester may be co-requisites of each other. If a student withdraws from a core (513-XXX) course where this applies, the student must withdraw from the applicable MLT core (513-XXX) courses in that semester.

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**Prioritization of Reentry Students**

Reentry students will be eligible to reenter to the Medical Laboratory Technician program as space is available.

**Reentry of Dismissed Students**

Students who have been dismissed from the Medical Laboratory Technician program may reenter if the following criteria have been met:

- Provide documentation of working with Northwood Tech Student Services or other service provider to enhance learning abilities and study skills.

Dismissed students will be informed of the reentry process for dismissed students through the letter sent at the time of their dismissal from the Medical Laboratory Technician program.

Students dismissed for a Code of Conduct violation will not be allowed to reenter the MLT Program.

Failure of MLT core courses 10513151 (MLT Clinical Experience 1), 10513152 (MLT Clinical Experience 2) will result in automatic dismissal from the MLT program. Reentry in the MLT Program is not allowed.

Students who have been dismissed from the program may only reenter the Northwood Tech Medical Laboratory Technician program one time.

**Transfer student applicants dismissed from prior schools of Medical Laboratory Technician or Medical Laboratory Technician courses as part of a medical laboratory program**

Transfer student applicants who have been dismissed from another school of Medical Laboratory Technician will not be eligible for entry into the Northwood Tech Medical Laboratory Technician program.