College of Health Solutions
Arizona State University

Clinical Molecular Diagnostics, Certificate

Student Handbook

2026-2027 Catalog

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ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Inclusive Excellence at the College of Health Solutions

The College of Health Solutions has a mission to improve the mental and physical health of our larger and immediate communities by better understanding the challenges that individuals and populations face, while striving to be part of the solution. The college is committed to the idea that every member of our society should have the opportunity for good health and wellness throughout their lifespans. In an effort to actualize this ideal, we embrace and support inclusive excellence in everything we do, including teaching, research, service, and clinical practice.

See our commitments to inclusive excellence.

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Introduction

Welcome

Welcome to the graduate certificate in Clinical Molecular Diagnostics program at Arizona State University!

We are excited you have selected the Clinical Molecular Diagnostics certificate and the graduate faculty and support staff are committed to your success in this program. As graduate students, you will have the opportunity to interact with faculty from a variety of backgrounds in the diagnostics field who are committed to evidence-based practice to support better health outcomes in patients, clients, and the community. The intellectual diversity and practical experience of our faculty ensures graduate students will be given a variety of opportunities to expand their knowledge of molecular concepts and have a positive impact on the health of those they serve.

This handbook supports your success in the program in several ways. It provides shared expectations for both faculty and students. It also outlines the standards and policies set by the College of Health Solutions and the Graduate College. As a graduate student, it is your responsibility to read this handbook and use it as a reference as you navigate through the certificate program. Please contact us with questions if any of the policies or procedures seem unclear.

As program director of the graduate certificate in Clinical Molecular Diagnostics program, it is a privilege to support you on your educational journey. I speak for the entire graduate faculty in reiterating our commitment to your success and we look forward to working with you to complete your certificate in Clinical Molecular Diagnostics.

Jeffrey Wolz, MT, MLS(ASCP), MBcm

Clinical Professor and Program Director

Vision and mission

The Clinical Molecular Diagnostics graduate certificate program was designed to provide students with foundational knowledge in the rapidly advancing molecular diagnostics field. Our mission is to create an environment that values the individual strengths and diversity of our students, and enables graduates to fulfill vital roles in clinical laboratories while making a positive impact on the health and health outcomes of their local communities.

Program overview

The Graduate Certificate in Clinical Molecular Diagnostics is a specialized program designed for individuals who have completed a bachelor's degree and are seeking to expand their expertise in molecular diagnostics without pursuing a second degree. This program is particularly suited for professionals working in clinical or research laboratories, as well as those transitioning into healthcare, biotechnology, or public health.

Students in this program develop the ability to perform complex analyses using molecular techniques, interpret sophisticated test data, and communicate findings effectively within healthcare settings. The curriculum emphasizes key areas such as molecular testing methods (e.g., PCR, sequencing, electrophoresis), genetic analysis, and the application of quality control and regulatory standards in clinical laboratory environments.

Students will explore ethical issues related to patient confidentiality, genetic testing, and informed consent, while gaining exposure to current research trends that are shaping molecular diagnostic practices. Strong communication skills and inter-professional collaboration are also prioritized to prepare students for real-world healthcare environments.

A hands-on practicum experience allows students to apply their knowledge in clinical settings, bridging theory and practice. The program also prepares graduates to sit for the Certified Technologist in Molecular Biology exam through the American Society for Clinical Pathology (ASCP), a credential that supports career advancement in diagnostic and laboratory science.

Graduates are well-positioned for careers in:

- Molecular diagnostics
- Clinical and public health laboratories
- Biotechnology and research institutions
- Laboratory management and industry development

Additionally, students may request to apply credits earned from the certificate toward the MS in Biomedical Diagnostics, pending approval from the academic unit and the Graduate College.

This program offers both technical and transferable skills, preparing students to make a meaningful impact in the rapidly evolving field of clinical molecular diagnostics.

Program contacts

Program director: Jeffrey Wolz, jeffrey.wolz@asu.edu

Graduate support coordinator: Jill Atwood, chsgrad@asu.edu

Practicum placements: Experiential Learning, chscommunityplacements@asu.edu

Program faculty: see Appendix A

Admission

Admission to the Clinical Molecular Diagnostics certificate is available for Fall and Spring terms. See deadlines to apply. Applications will be reviewed by the admissions committee only once all materials have been received. Application status can be monitored in MyASU. Official admission decisions will be emailed to the student.

Quick Facts:

- Location: Online
- Start terms: Fall, Spring
- Time to completion: 1 year

Graduate admission requirements

ASU maintains minimum standards for consideration for admission to graduate programs. The program may establish requirements in excess of those established by the university.

- An earned bachelor's degree or higher from a regionally accredited institution in the U.S., or the equivalent of a U.S. bachelor's degree from an international institution officially recognized by that country.
- A minimum grade point average of 3.00 (scale is 4.00 = "A") in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program.
- International applicants must provide proof of English proficiency.

Academic program requirements

In addition to the graduate admission requirements, the program requires the following as part of the application:

Undergraduate or graduate degrees – bachelor's or master's degree from a regionally accredited college or university; preferred disciplines include: biomedical informatics, biology, life sciences, chemistry, biochemistry, engineering, biomedical engineering, health sciences, medical studies, or medical/clinical laboratory science.

Prerequisite coursework – Prior to starting the program, all students must have coursework in the following areas as evidenced in their transcript:

- genetics
- organic chemistry or biochemistry
- microbiology
- cell biology

Personal statement – one to two pages that explains what the applicant's career aspirations are, how the program will help the applicant achieve their goals, and what interested the applicant in this program.

References – Contact information of one reference is required. The reference will be contacted via email to submit a letter of recommendation. The reference must be an academic or professional source; friends and relatives are not accepted.

Resume or curriculum vitae – optional; applicants may provide a resume or curriculum vitae to support their application, though this is not required for admission consideration.

Note: Applicants are strongly encouraged to have current employment in a laboratory setting where they may complete the required in-person practicum, though it is not required for admission consideration. Students are responsible for finding their practicum site and are encouraged to connect with the unit early to discuss the process for securing a practicum site, if needed.

Note: International students who are admitted to this program are required to complete an in-person practicum located in the United States. International applicants should consult with the International Students and Scholars Center to check their eligibility requirements.

Provisional acceptance guidelines

In some instances, a student may be admitted provisionally and/or with a deficiency. Students should refer to the official admission letter sent by the Graduate College via MyASU to determine if they have been admitted with a provision and/or deficiency.

A provisional admission requires a student to maintain a 3.0 or higher GPA within a specified timeframe. If the 3.0 is not achieved by the end of the timeframe specified on the official admission letter, the student will be automatically dismissed from the degree program.

A deficiency requires a student to fulfill a competency area within a given timeframe. The academic program will monitor students with deficiencies. If a deficiency is not completed within the timeframe indicated on the official admission letter, the student may be recommended for dismissal from the academic program.

Pre-admission credit policy

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College, students may include a maximum of 15 graduate-level credit hours with grades of “B” or better that were not used toward a previous degree. Preadmission credits must have been taken within seven years of admission to the ASU degree or certificate program to be accepted. Certain types of graduate credits cannot be transferred to ASU (see the Graduate College Policy Manual). Official transcripts must be sent to Graduate Admission Services from the records office of the institution where the credits were earned.

The Clinical Molecular Diagnostics certificate program does not accept or award academic credit for prior experiential learning or work experience.

With approval, all ASU credits used to earn a graduate microcertificate or graduate certificate may also be used towards a graduate degree. The graduate microcertificate or graduate certificate must have been completed within three years of admission to the degree program and applicable courses must have been completed with grades of “B” or better.

All credit hours earned in a degree program can be applied toward one graduate certificate or graduate microcertificate with these restrictions:

- standard pre-admission policies are followed
- there is no sharing of a culminating experience

- admission to the certificate or microcertificate must occur prior to completion of all courses for the certificate.

No more than 20% of the minimum required credit hours for a graduate certificate may be transferred from another university. Students completing two graduate certificates may share up to 20% of the total minimum required credit hours for the certificates, with approval from the program units. Credits cannot be shared between multiple graduate microcertificates.

Tuition and assistance

Tuition and fees

Tuition is set by ASU and the Arizona Board of Regents each year. View the general Tuition and Fees Schedule, or calculate a more specific estimate of charges using the ASU Tuition Estimator. Information on residency requirements can be found at Residency for Tuition Purposes.

The Clinical Molecular Diagnostics certificate has a program fee of $125 per credit.

Financial assistance

Financial assistance is available through a variety of sources, including:

- College of Health Solutions scholarships
- Graduate College fellowships
- Traditional financial aid (loans and grants).

For more information and assistance, visit the Financial Aid website.

Note: To be eligible for federal aid (loans and grants) and scholarships that require a FAFSA, students must be admitted to a *degree* program. Students pursuing only a certificate are not eligible for federally-funded aid.

Travel assistance

Financial assistance for travel related to conferences, workshops, or training related to a student's graduate program is available through several resources.

- Graduate College travel awards
- Graduate and Professional Student Association travel grants
- College of Health Solutions student conference support

Curriculum and graduation requirements

Program requirements

The Clinical Molecular Diagnostics certificate is comprised of 15 credits, including a practicum.

Required core (13 credits)

- BMD 510 Current Perspectives in Biomedical Diagnostics (3)
- BMD 513 Principles of Diagnostic Technology: Immunoassays (4)
- BMD 514 Principles of Diagnostic Technology: Molecular Diagnostics (3)
- MDL 570 Applications of Molecular Diagnostics in the Clinical Laboratory (3)

Other requirements (2 credits)

- MDL 580 Practicum (2)

Note: No 400-level coursework may be used toward the requirements of this program.

Practicum

The practicum is an experience wherein students conduct hands-on learning within a clinical laboratory setting under the supervision of an approved professional. Students will enroll in 2 credits of MDL 580 during the term of the practicum. Students will receive either a Y (satisfactory) or an E (fail) grade for MDL 580. A Y grade is required for the course to be applied toward the student's iPOS.

Students are responsible for finding their practicum site and are encouraged to connect with the unit early to discuss the process for securing a practicum site, if needed. Students must identify a site supervisor to serve as the primary day-to-day contact for the student and provide support for the student's hands-on work with tissue samples, slides, and lab equipment. **Students are required to notify the program director and graduate support coordinator of any change in employment, change in residence (e.g. moving to another state), or change in planned practicum site as soon as possible.**

The clinical laboratory site and site supervisor must be approved by the program. Guidelines regarding qualifications for both the site and supervisor are included below.

Students who plan to complete the practicum experience at their place of employment must do so outside of their working hours. Clinical hours for the practicum experience may not be compensated. The program does not award academic credit for prior experiential learning or work experience.

Practicum site supervisor qualifications:

- Relevant degree and ASCP, MB or ASCP; MLS preferred
- At least 2 years with molecular laboratory experience or related diagnostic/genomic laboratory technologist experience

Clinical laboratory qualifications:

- Located in the United States
- CLIA, COLA, TJC, or CAP certified laboratories preferred

- State-specific laboratory accreditation or current participation GLP (Good Laboratory Practice) and Biosafety compliance, with proper instrumentation platforms

Students are expected to demonstrate professional, ethical, and responsible conduct throughout all clinical/applied learning experiences. Students must comply with the policies and procedures of both the program and the clinical affiliate, including requirements related to patient confidentiality, safety, infection prevention, attendance, dress code, communication, and professional behavior.

Clinical experiences are educational in nature. Students are not substituted for clinical/applied learning site employees/personnel during the clinical/applied learning. Students are not considered employees during scheduled educational activities and shall not be substituted for qualified laboratory personnel, nor receive compensation. Any employment responsibilities or time must be done outside of the clinical placement training. Students may perform laboratory procedures only under appropriate supervision and within the scope of their educational objectives. Students are not responsible for direct patient care or for the independent performance, verification, or release of reportable patient results during scheduled clinical education.

Failure to meet professional, ethical, academic, or clinical conduct expectations may result in corrective action, including removal from the clinical site, disciplinary action, or dismissal from the program in accordance with institutional and program policies.

Pre-practicum deadlines

Hands-on educational experiences conducted with outside partners require the completion of an affiliation agreement. The affiliation agreement is a legal document that must be on file for a student to earn credit for a practicum or internship opportunity with an external organization. The agreement process can take **8 weeks to 6 months or more** to complete. Students **do not participate** in the affiliation and contract negotiation process. ASU will contact the site to complete the affiliation agreement. ASU cannot guarantee that terms will be reached with your intended site.

To ensure ample time for the affiliation agreement and other potential paperwork to be complete in time for a student to start their practicum in the desired term, students should **confirm their planned practicum site** with the graduate support coordinator by the following deadlines:

- Fall start: February 1st
- Spring start: June 1st
- Summer start: October 1st

After the affiliation agreement between ASU and the site has been approved, students must submit an electronic form to request permission to enroll in MDL 580. See the graduate support coordinator for more information. Permission to enroll in MDL 580 will not be provided unless the site has been approved with an affiliation agreement in place.

During the practicum experience

Students who are pursuing a practicum with an approved site, with a secured affiliation agreement, will be administratively enrolled in MDL 580. The practicum experience contains two main components:

- A minimum of 90 hours of hands-on work at the clinical laboratory
- Academic work assigned, including reflective self-evaluations and site supervisor evaluations

The site supervisor will oversee the student's work in the clinical laboratory. An assigned faculty member will serve as the instructor for the MDL 580 course and be the student's ASU contact for the practicum experience.

Health and training requirements

Students must provide documentation of various health and training requirements prior to the practicum. Some clinical sites require additional documentation prior to accepting students on site. Students who are unable to provide the necessary documentation will be unable to participate in required activities and run the risk of delaying their clinical training until the subsequent semester. Due dates for documentation can be as early as 30 days before the start of the practicum, therefore advance planning is essential. Students need to update relevant health training, and TB testing annually and show proof of the flu virus at most clinical locations. Also, students must make sure to supply practicum sites with necessary verifications prior to practicum placement. Students may need to order additional Background checks or drug testing depending on the requirements of the clinical laboratory site. The site supervisor has the right, and likely the obligation, to terminate a student's placement if these requirements are not met.

Vaccination policies

Students who participate in an internship, rotation, observation, applied project, or other experiential learning opportunity with a clinical partner are required to comply with the site's policies related to vaccinations for common communicable diseases. The majority of ASU's clinical community partners require proof of COVID-19 vaccination.

Students who are unable to be vaccinated for medical or religious reasons may be able to make arrangements for a reasonable accommodation, depending on the policies of the clinical laboratory site. Accommodations may be limited in number and may require additional safeguards such as testing, personal protective equipment, or alternative/limited duties.

Students who are concerned about their ability to complete a course or program requirement with a clinical partner due to their vaccination status should contact the program director to discuss the possibility of placement at another site or the process to apply for a reasonable accommodation. Alternative placements and reasonable accommodations are dependent on the availability and policies of clinical partners. Students who anticipate needs relating to vaccination requirements should contact the program director as soon as possible.

Confidentiality and HIPAA policy

It is our professional duty to preserve confidentiality of our clients at all times. Moreover, the Health Insurance Portability & Accountability Act of 1996 (HIPAA) requires all health care records and other individually identifiable health information (protected health information) used or disclosed to us in any form, whether electronically, on paper, or orally, be kept confidential. This federal law gives the patient significant new rights to understand and control how health information is used. HIPAA provides penalties for covered entities that misuse personal health information. The ASU Clinical Molecular Diagnostics certificate program complies with HIPAA. All students receive HIPAA training annually and are required to sign a workforce confidentiality agreement prior to starting the clinical laboratory practicum. Note that violations of HIPAA require us to file a report and present an action plan to remediate the violation. Students who violate HIPAA guidelines will be subject to disciplinary action, up to and including a failing grade for the practicum and/or dismissal from the Clinical Molecular Diagnostics certificate program. Please take this seriously. You must NEVER have patient information on your personal data devices. Do not take-home protocols or other records that contain client data.

Application to graduate

Students should apply for graduation during the semester of planned graduation and must apply no later than the deadline specified for that term. Students must have an approved iPOS on file before applying for graduation.

Please note: Granting of the degree or certificate is not contingent upon passing an external certification or licensure exam.

Plan of study

To graduate in a timely manner, students should follow a recommended plan of study. Deviation from a plan of study should be discussed with the graduate support coordinator and program director. Failure to follow a plan of study may result in delayed graduation.

Plan of Study, Fall Start

Term/ Session	Course	Credits
Year 1 - Fall	BMD 513 Principles of Diagnostic Technology: Immunoassays	4
	BMD 514 Principles of Diagnostic Technology: Molecular Diagnostics	3
Year 1 - Spring	MDL 570 Applications of Molecular Diagnostics in the Clinical Laboratory	3
Year 1 - Summer	BMD 510 Current Perspectives in Biomedical Diagnostics	3
	MDL 580 Practicum	2

Plan of Study, Spring Start

Term/ Session	Course	Credits
Year 1 - Spring	BMD 513 Principles of Diagnostic Technology: Immunoassays	4
	BMD 514 Principles of Diagnostic Technology: Molecular Diagnostics	3
Year 1 - Summer	BMD 510 Current Perspectives in Biomedical Diagnostics	3
Year 1 - Fall	MDL 570 Applications of Molecular Diagnostics in the Clinical Laboratory	3
	MDL 580 Practicum	2

Interactive plan of study (iPOS)

The Interactive Plan of Study, or iPOS, is an agreement between the student, the academic unit, and the Graduate College. The student must submit their iPOS in the first semester of the program. Students are encouraged to review the iPOS at the end of each semester to ensure the courses listed on the iPOS match the student's transcript and that the courses meet the plan of study course requirements. See more information on iPOS.

Faculty advisor/chair: program director

Change of coursework: If a change of coursework is needed, the student must update the courses listed in the iPOS and submit a course change for review. This process is required if you projected a course you did not complete, or if you need to change courses listed. The iPOS will be routed

electronically to the graduate support coordinator for review and approval, and then for auditing by the Graduate College.

Specializations and certifications

The College of Health Solutions prepares graduates for excellence upon entering the workplace. Since certification and licensure requirements vary by profession and from state to state, we recommend that you visit the ASU licensure website to determine if your program meets the requirements of individual state licensures or national certifications, as applicable. If you have specific questions, please contact your program director or degree coordinator.

Satisfactory academic progress

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate College. If a student fails to satisfy the requirements of their program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to the Graduate College at which time the dean of the Graduate College makes the final determination.

Satisfactory academic progress includes:

1. Maintain a minimum 3.00 for all GPAs.
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters and certificates, ten years for doctoral)
4. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience.
6. Graduate students must remain continuously enrolled in their graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program.

GPA and grades

Graduate students must maintain a minimum 3.00 (scale is 4.00 = "A") grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPAs (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA):

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS
2. Cumulative GPA represents all courses completed at ASU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Transfer credits and some courses taken in the Sandra Day O'Connor College of Law are not calculated in the iPOS GPA or the Graduate GPA. Courses lower than a "C" cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade (incomplete) or "X" grade (audit) cannot appear on the iPOS.

See university grade definitions and policies.

Incomplete grade requests

An incomplete grade request may be considered by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student's control. Unfinished work must be completed with the same instructor except under extenuating circumstances. The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded. Once the work is completed, faculty must request a change on the grade roster to post the grade. If a student does not complete the missing coursework by the date that is agreed upon on the incomplete request form, the instructor may change the grade to what was earned based on the work completed in the class. If the coursework is not completed after a calendar year, the incomplete becomes permanent. Repeating a class in which an incomplete is awarded will not replace the "I" on the student's transcript. Students must complete the incomplete request form and submit it to their instructor for review and processing. Students should be mindful that incomplete grades may impact financial aid.

Academic probation and dismissal

Failure to maintain a minimum 3.0 GPA or failure to satisfactorily progress in the program as referenced in this handbook will result in the student being placed on academic probation. Students will be notified of probationary status and expectations for improvement by the program director or graduate support coordinator. Time limits for probationary status may vary. Typically, students have 9 credit hours or one year, whichever comes first, to raise their GPA.

Students who fail to meet requirements or timeline needed to demonstrate satisfactory improvement will be recommended for dismissal from the program. Notice will be provided by the program and will include procedures for appeal.

Time to completion limit

All coursework used to complete the graduate certificate must be completed within a two-year time limit. Graduate courses taken prior to admission that are included on the Interactive Plan of Study must have been completed within seven years of the semester and year of admission to the program. The two-year period begins with the term of admission to the program OR the earliest term of applied pre-admission credit.

Exceptions to the time limit policy must be approved by the program director and the College of Health Solutions. Extensions of more than two years must also be approved by the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

Appeal and grievance processes

Grade appeal

For assignment grade disputes during a class, students must contact the instructor of the course.

The process to appeal a final course grade may only be initiated by a student once the course has concluded and a final grade has been posted to the student’s transcript. Per university policy, course grade appeals must be processed in the regular semester immediately following the issuance of the final grade in dispute (by commencement for fall or spring) regardless of whether the student is enrolled at the university.

The course grade appeal process begins with a discussion about the matter between the student and the course instructor. If the matter is unresolved, the student should submit a Grade Appeal Form for further review by the program director. If this review does not adequately settle the matter, the student should begin the formal procedure of appealing to the College of Health Solutions Academic Standards and Grievance Committee.

Student grievance

Students who wish to file a grievance about a non-grade-related matter may use the established student grievance procedure. Non-grade-related grievances may include dissatisfaction with an instructor, problems with a classmate or other unresolved situations.

Appealing recommendation for dismissal

1. Students may appeal a decision for dismissal from the program by submitting a letter to the program director.
    a. The appeal letter must be received within 10 business days of the date of the letter of dismissal. The letter should state the reasons justifying a reversal of the original decision and provide substantive evidence in support of the request.
    b. Letters received after the 10 business-day interval will not be reviewed, and the dismissal will be final.
    c. The program committee will review all letters of appeal that are received within the 10 business-day time frame. The committee will submit their decision to the program director within 10 business days of receipt of the student's letter.
2. The program director will then notify the Student Success Hub of the decision. The Student Success Hub will inform the student of the decision.
3. If the appeal is denied, the student may appeal to the CHS Academic Standards and Grievances Committee within 10 business days of receiving the denial of the appeal. The CHS Academic Standards and Grievances Committee will review the dismissal and appeal materials and make a recommendation to the dean of the College of Health Solutions. The dean will have 20 calendar days to make a final decision.
4. If at any stage, a timely appeal is not submitted by the student, the program director will recommend dismissal to the Graduate College via the Student Success Hub. The Graduate College will then inform the student of the dismissal by letter.

Student code of conduct and academic integrity

ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the ASU Student Code of Conduct, the ABOR Code of Conduct, the Computer, Internet, and Electronic Communications Policy, the ASU Student Academic Integrity Policy, and outlined by the Office of Student Rights & Responsibilities. Violations of a Graduate College, College of Health Solutions, or Arizona State University policy will result in academic review and may consequently result in student disciplinary procedures.

Academic integrity

The ASU Student Academic Integrity Policy lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

See information on the academic integrity procedure within the College of Health Solutions.

Newly admitted graduate students will receive a "priority task" on their MyASU directing them to complete a canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

Student code of conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The Office of Student Rights and Responsibilities reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

Professional conduct

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Graduate students are representatives of their program, the College of Health Solutions, and ASU. Students must demonstrate the requisite qualifications for successful professional performance, including interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in field experiences.

Graduate students who demonstrate behaviors or characteristics which make success in their related fields questionable will be reviewed by the program committee. The committee's review may result in a recommendation for dismissal from the program or implementation of probational conditions for continued participation. Students may appeal a recommendation for dismissal by following established procedures.

College and university procedures and policies

All policies and procedures outlined in this handbook are in accordance with policy set by the Graduate College and Office of the University Provost. In some cases, program policies may be more restrictive than those set by Graduate College and Provost.

Continuous enrollment policy

Students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way using university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program. See more information on the continuous enrollment policy.

Requesting a leave of absence

Graduate students planning to discontinue registration for a semester or more must submit a leave of absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved **before** the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Students with a Graduate College-approved leave of absence are not required to pay tuition or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time. See more information on the leave of absence policy.

Registration policies

Students are strongly encouraged to enroll in courses well in advance of the start of the term. Enrollment must be complete by the Add/Drop deadline for the session in which the class is offered. Courses that are dropped by the Add/Drop deadline will not appear on a student's transcript. If a course is removed from a student's schedule after this deadline, it will be considered a withdrawal and a grade of "W" will be recorded. Term dates and deadlines, including the Add/Drop, Tuition Refund, Course Withdrawal, and Session Withdrawal deadlines, can be found on the Academic Calendar.

Discrimination, harassment, and retaliation

Title IX of the Education Amendments of 1972 is a federal law which provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy ACD 401 make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. For information on resources, visit the sexual violence awareness, prevention, and response website.

Student support resources

Academic program support

Admitted students will gain access to the program Canvas site before starting the program. Canvas houses program resources and allows for timely announcements and opportunities to be communicated to students.

Prior to orientation, students will be notified via email of the classes to be taken during the first term. Refer to the Registration policies section for information on enrollment, withdrawal, and deadlines. During orientation week, students will attend an information session regarding an overview of the program, the sequence of classes, and applied project options. Students will meet with the program director and graduate support coordinator as well as program faculty during orientation week. Attendance at orientation is required.

Graduate students in the College of Health Solutions may access the CHS website for information on college policies and resources and advising information.

University resources

- Graduate College
- Office of the University Provost

Academic and career support

- ASU Libraries
- Graduate Writing Center
- Career and Professional Development Services
- Graduate Student Government
- Student Clubs and Organizations

Business and finance services

- Financial Aid and Scholarship Services (financial aid)
- Billing and Student Finances (tuition, fees, and payments)
- Parking and Transit Services (permits, shuttles, public transit)
- Sun Devil Card Services (ID cards)
- Enterprise Technology (technology assistance)
- Sun Devil Dining (meal plans, M&G, hours)

Counseling services

ASU Counseling Services provides confidential, time-limited counseling and crisis services for students experiencing emotional concerns or other factors that affect their ability to achieve their goals. Support is available 24/7.

In-person counseling: Monday-Friday 8 a.m. – 5 p.m.

ASU Counseling Services, Student Services Building 234 Tempe, AZ 85287

480-965-6146

After-hours/weekends

Call EMPACT's 24-hour ASU-dedicated crisis hotline:

480-921-1006

For life threatening emergencies

Call 911

Disability accommodations

Reasonable accommodations are determined on a case-by-case, course-by-course basis to mitigate barriers experienced due to a disability (SSM 701-02). Students with disabilities who require accommodations must register with the Student Accessibility and Inclusive Learning Services and submit appropriate documentation. It is recommended students complete this process at the beginning of the term and communicate as appropriate with their instructor.

- Email: Student.Accessibility@asu.edu
- Phone: (480) 965-1234
- FAX: (480) 965-0441

Pregnancy: Students requesting services due to pregnancy (SSM 701-10) should be prepared to submit documentation regarding the pregnancy, any complications and clearance to return to school related activities. Student Accessibility can work with students to foster continued participation in a program, whether that be with academic accommodations such as absences or assistance requesting a leave, or through other requested accommodations.

Health and fitness

All ASU students enrolled in in-person programs have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, see the Sun Devil Fitness and Wellness website.

For information about health insurance and appointments with care providers, see the ASU Health Services website.

International students

ASU's International Student and Scholars Center (ISSC) can provide support and answers to questions about visas, employment, scholarships and travel. International students are strongly encouraged to consult the ISSC regarding minimum total enrollment and minimum in-person enrollment requirements to support their visa status. See the ISSC website for more information or to schedule an appointment with an ISSC adviser.

The ASU Coalition of International Students is comprised of international student organizations and promotes engagement activities and resources, including an international student guidebook, to support international students.

Veterans and military

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents. For more information, please call the office at 602 496-0152 or visit the Veterans Center website.

Appendix

A: Program faculty

Mara Aspinall, MBA (profile) – dynamics of COVID-19 testing, personalized medicine, genomic medicine, policy, advocacy, corporate leadership

Michael Donovan, PhD, JD (profile) – intellectual property, biotech/diagnostics, infectious diseases, regulation of diagnostics

Magen Martinez (profile) – molecular applications, clinical chemistry, laboratory operations management

Travis Schlappi, PhD (profile) – engineering; microfluidics; developing point-of-care medical diagnostics LMIC settings; urinary tract infections; and antibiotic susceptibility testing

Jeffrey Wolz (profile) – immunology/immunohematology, urinalysis, laboratory leadership and management, clinical coordination, MLS advocacy

B: Essential program competencies

Upon successful completion of the Clinical Molecular Diagnostics Program, graduates will be able to:

1. **Apply Scientific Knowledge**
   Integrate principles of molecular biology, genetics, genomics, biochemistry, and laboratory science into the performance and interpretation of molecular diagnostic testing.
2. **Perform Molecular Diagnostic Testing**
   Competently perform pre-analytical, analytical, and postanalytical procedures using established molecular diagnostic methodologies in accordance with laboratory policies and quality standards.
3. **Ensure Quality and Regulatory Compliance**
   Apply quality assurance, quality control, laboratory safety, and regulatory requirements (e.g., CLIA, CAP, OSHA, and applicable accreditation standards) to ensure accurate and reliable laboratory testing.
4. **Operate and Troubleshoot Laboratory Instrumentation**
   Safely operate, maintain, verify, and perform basic troubleshooting of molecular diagnostic instrumentation and laboratory equipment according to established procedures.
5. **Analyze and Interpret Laboratory Data**
   Evaluate molecular test results, recognize abnormal or unexpected findings, assess quality indicators, and apply critical thinking to support accurate result interpretation within the scope of professional practice.
6. **Communicate Effectively**
   Communicate laboratory information accurately and professionally through written documentation, oral communication, and appropriate use of laboratory information systems while maintaining patient confidentiality.
7. **Demonstrate Professionalism and Ethical Practice**
   Exhibit professional behavior, ethical decision-making, cultural sensitivity, accountability, and respect for patients, colleagues, and members of the healthcare team.
8. **Practice Safe Laboratory Techniques**
   Maintain a safe laboratory environment by adhering to biosafety principles, infection prevention practices, and institutional safety policies.
9. **Engage in Continuous Learning and Professional Development**
   Evaluate emerging technologies, scientific literature, and evidence-based practices to support lifelong learning and continued professional competence.
10. **Function as a Member of the Healthcare Team**
    Collaborate effectively with laboratory professionals and other healthcare providers to support high-quality patient care through accurate, timely, and clinically relevant molecular diagnostic services.

C: Essential functions of clinical molecular students

To successfully complete the clinical education component of the Clinical Molecular Diagnostics program, students must be able to perform the following essential functions, with or without reasonable accommodation. These functions are necessary to meet the cognitive, psychomotor, behavioral, and professional requirements of the curriculum and to provide safe, accurate, and ethical laboratory services.

Observation

- Accurately observe specimens, reagents, quality control materials, and laboratory procedures.
- Read and interpret instrument displays, computer screens, labels, graphs, electrophoretic patterns, fluorescence signals, and other laboratory data.
- Recognize normal and abnormal laboratory findings and identify deviations from expected results.

Communication

- Communicate effectively in English, both orally and in writing, with instructors, laboratory personnel, healthcare professionals, and peers.
- Read, understand, and follow written procedures, laboratory protocols, safety guidelines, and technical manuals.
- Accurately document laboratory activities and communicate test results, observations, and concerns in a timely and professional manner.

Cognitive and Critical Thinking Skills

- Apply knowledge of molecular biology, genetics, and laboratory science to clinical testing.
- Analyze, interpret, and evaluate laboratory data using sound scientific judgment.
- Integrate information from multiple sources to solve problems and troubleshoot laboratory procedures.
- Recognize unexpected or inconsistent results and determine appropriate follow-up actions within the student's scope of practice.
- Prioritize tasks and manage multiple responsibilities while maintaining accuracy and attention to detail.

Motor and Technical Skills

- Perform laboratory procedures requiring fine motor coordination, manual dexterity, and hand-eye coordination. Safely collect, handle, process, and analyze clinical specimens using standard laboratory practices.
- Operate laboratory instrumentation and computer systems following established procedures.
- Perform repetitive laboratory tasks, including pipetting, aliquoting, reagent preparation, and data entry, with accuracy and precision.
- Maintain laboratory records and documentation according to established policies.

Behavioral and Professional Attributes

- Demonstrate professionalism, integrity, and ethical behavior consistent with the standards of the profession.
- Accept responsibility for personal actions and laboratory performance.
- Respond appropriately to supervision and incorporate constructive feedback into practice.

- Adapt to changing clinical environments, technologies, and laboratory workflows.
- Work effectively as a member of the healthcare team while demonstrating respect for patients, faculty, staff, and fellow students.
- Maintain confidentiality of patient information in accordance with HIPAA and institutional policies.

Safety

- Follow all laboratory safety policies and procedures. Consistently use appropriate personal protective equipment (PPE).
- Handle biological specimens, chemicals, and laboratory materials safely.
- Recognize unsafe conditions and respond appropriately to laboratory emergencies.
- Perform all laboratory activities in a manner that minimizes risk to patients, coworkers, and themselves.

Physical Requirements

- Safely perform laboratory procedures while standing or sitting for extended periods.
- Lift, carry, push, or pull laboratory supplies and equipment weighing up to approximately 20 pounds.
- Perform repetitive movements associated with laboratory testing, including pipetting and computer use.
- Meet the visual, auditory, and tactile requirements necessary to safely perform laboratory procedures and operate laboratory equipment.

Clinical Performance

- Demonstrate competency in laboratory procedures as required by the curriculum and established standards.
- Perform assigned laboratory tasks accurately, efficiently, and within established quality standards under appropriate supervision.
- Maintain specimen integrity and adhere to quality assurance and quality control practices.
- Complete assigned clinical competencies and program requirements within established timelines.
- Recognize personal limitations and seek assistance whenever necessary to ensure patient safety and accurate laboratory results.