

## UCLA SCHOOL OF CYTOTECHNOLOGY

### GENERAL POLICIES & INFORMATION

The School of Cytotechnology is sponsored by the UCLA Department of Pathology and Laboratory Medicine and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the Cytotechnology Programs Review Committee of the American Society of Cytopathology. Graduates of the program will be eligible to sit for a national certification examination given by the American Society for Clinical Pathology Board of Certification. Successful completion of this examination indicates attainment of entry-level proficiency in the field, and individuals are recognized as **CT (ASCP) - certified cytotechnologists**.

**Admissions:** The School of Cytotechnology accepts students through the California State University, Dominguez Hills, College of Professional Studies, College of Health, Human Services and Nursing, Clinical Sciences, Post Baccalaureate Certificate Program in Clinical Science, Cytotechnology option. CSUDH will grant academic credit for the year of clinical training in the School of Cytotechnology. The Program will award a **Certificate of Completion** upon successful completion of the program. Application process is described below.

#### **CSUDH Certificate Program course credit and grades:**

**Department of Pathology Certificate Program option:** Non-CSUDH students may apply for acceptance into the Department of Pathology and Laboratory Medicine-sponsored Post Baccalaureate Certificate program option. Certificate applicants must possess at least a Bachelor Degree from an accredited college or university. Prospective candidates must have completed a minimum of 20 semester (30 quarter) hours of biological sciences and 8 semester hours of chemistry, with the additional prerequisite courses listed in the following section. Application process is described below.

Pre-Clinical/Science Courses **required** for Non-CSUDH Certificate students:

Cell Biology	Organic Chemistry
General Biology	Statistics
General Chemistry	Hematology (Preferred)
Histology	Pathophysiology (Preferred)
Human Anatomy	Quantitative Analysis (Preferred)
Human Genetics	Virology (Preferred)
Immunology	
Microbiology	

#### **Application for CSUDH options:**

Submit a University Admission Application with a \$55.00 (non-refundable) application fee. The application can be submitted at <https://www.csudh.edu/future-students/apply/>

1. Fall application deadline April 1
2. Spring application deadline November 1

**A \$15 late fee will be assessed if the completed Admissions application and ALL transcripts are not received PRIOR to the deadline date.** Applications will not be reviewed until ALL transcripts have been submitted.

### **ADMISSION to CLINICAL INTERNSHIP PROGRAM**

Admission to the Clinical Science internship is **restricted to students admitted to the University and enrolled in the pre-clinical component of the major**. Applications to the clinical internship component for Cytotechnology are handled through the department and are accepted from **March 1-31 for the following August class**.

#### **College of Professional Studies**

Location: Welch Hall

Phone: 1- 800-344-5484

Fax: 310-516-3542

For more information related to the College, please contact Dean's Office: 310-2432046

#### **Application for UCLA Department of Pathology Certificate Program option**

Download Certificate application from School website. **Application deadline is March 31.**

#### **Nondiscrimination Policy**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disabilities Act of 1990, the University of California does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in any of its policies, procedures, or practices; nor does the University discriminate on the basis of sexual orientation.

This nondiscrimination policy covers admission and access to and treatment and employment in University programs and activities, including but not limited to academic admissions, financial aid, education services, and student employment.

Students may complain of any action that they believe discriminates against them on the grounds of race, color, national origin, religion, sex, sexual orientation, disability, or age.

**Program Fees: The current program fees are posted on the School's website**

**<http://pathology.ucla.edu/school-of-cytotechnology/#Fees>**

**Refund Policy:** Policies governing refund of fees paid to CSUDH may be found at <http://csudh.smartcatalogiq.com/en/2017-2018/Catalog/General-Information/Fees> in the Fees section of the **University Catalog 2017-18**. **Refund of fees paid to the Regents of the University of California** for the UCLA Department of Pathology and Laboratory Medicine, Certificate option will be prorated dependent upon the portion of the term for which the student has been enrolled. A student who withdraws prior to the start of the school year will receive a full refund of all fees minus a \$50 processing fee. A student who withdraws during the course will

receive a refund of school fees minus a \$50 processing fee based on the portion of the term during which the student was enrolled. Students withdrawing after the 60 percent point in the term will not be entitled to a refund of any fees.

**Withdrawal from the program:** CSUDH students enrolled in the Clinical Sciences, Cytotechnology option should refer to the University Regulations section of the University Catalog 2017-18 for details on the official course withdrawal policy and procedures. Requests for withdrawal from both degree and certificate program options should be submitted in writing to the Program Officials following discussion with the Program Director.

**Course Credits:** Academic credit for the School of Cytotechnology coursework is available to students enrolled through the program's academic affiliate, CSUDH, for successful completion of the program components. Please see the CSUDH 2017-18 Catalog for details. No academic credit will be granted to students enrolled in the UCLA Department of Pathology, Certificate option. **Approved transfer course equivalents and credits will be accepted by CSUDH for pre-Clinical coursework requirements only.**

**Advanced Placement:** This program does not offer Advanced Placement.

**Distance learning:** This program does not offer a distance learning (web-based) option.

**Program completion:** A Certificate of Completion is awarded upon satisfactory completion of the School of Cytotechnology training year. Awardees are eligible to sit for the national Cytotechnologist certification examination administered by the ASCP - Board of Certification and to apply for California State licensure.

**Pre-Clinical Coursework:** The pre-clinical courses must have been taken within the last five years in the United States. Exceptions may be granted by the Division Chair at CSUDH ( see CSUDH Catalog 2017-18 Clinical Sciences section for details) or by the Medical Director of the School of Cytotechnology (UCLA) for the Department of Pathology and Laboratory Medicine, Certificate option program applicants. Usually an exception requires validation and documentation of currency of the subject through credit by examination, independent intensive study, or directed study or by documented clinical experience. **Experiential learning will not be accepted to meet the requirements of the Clinical training year in the School of Cytotechnology.**