



# Student Petition Scorecard

## Medical Laboratory Technician (MLT)

Petitioning deadlines may be found on the [Medical Laboratory Technician](#) page at Blackhawk.edu.

Only students who have completed the application process and meet the minimum requirements are eligible to petition. Forms may be submitted in-person at the Monroe Campus, mailed (and received by deadline) via U.S. mail, or faxed to (608) 329-8215.

<b>Student Name</b>	<b>BTC Student ID Number</b>
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### I. Points for Overall BTC Grade Point Average (GPA):

- 3.50-4.00 = 25 points
- 3.25-3.49 = 21 points
- 3.00-3.24 = 17 points
- 2.70-2.99 = 13 points
- < 2.70 = 0 points

**BTC GPA:** \_\_\_\_\_

**Points for Overall BTC GPA:** \_\_\_\_\_

### II. Points for MLT Program Grade Point Average (GPA)

MLT Program Courses	Letter Grade	Credit Hours	X	Numeric Grade	=	Grade Points
Phlebotomy						
Basic Immunology Concepts						
Basic or Beginning Lab Skills						
Blood Bank						
Intermediate Lab Skills						
Coagulation						
Basic Hematology						
Advanced Hematology						
Clinical Chemistry						
Molecular Diagnostics						
Clinical Microbiology						
Urinalysis						
<b>The 12 courses listed above MUST be completed OR in-progress in order to petition.</b>						
Advanced Microbiology						
Quality Concepts						
<b>The two courses above may be completed prior to petitioning.</b>						

**Totals:** \_\_\_\_\_

**Total Grade Points / Total Credit Hours:** \_\_\_\_\_ **MLT GPA:** \_\_\_\_\_

See the MLT Student Handbook, located in MyBTC under Academics and Grading Procedures, if you experience difficulty calculating your GPA.



**Points for Overall MLT Grade Point Average**

- 3.50-4.00 = 25 points
- 3.25-3.49 = 21 points
- 3.00-3.24 = 17 points
- 2.70-2.99 = 13 points
- < 2.70 = 0 points

**Overall MLT GPA:** \_\_\_\_\_

**Points for Overall MLT GPA:** \_\_\_\_\_

**III. Points for Qualifying Experience**

Students will need to submit verification documentation:

- Educational experience in another science area (transcript) – 5 points
- LTA, LFST, or PBT Certificate achieved (certificate) – 5 points
- Laboratory experience (verification of occupational experience) – 5 points

Qualifying Experience	Type of Documentation Provided	Year Completed	Points

**Total Points for Qualifying Experience:** \_\_\_\_\_/15

**IV. Petition Letter**

Students will need to submit a letter indicating:

- Why you feel you should be placed at a clinical site.
- What type of clinical site you would find most beneficial.
- Any special circumstances we should be aware of.

Petition Letter Rubric				
Correct Letter Format		2	1	0
Correct Grammar and Spelling	3	2	1	0
Correct Sentence Structure	3	2	1	0
Successful Communication of Desired Placement	3	2	1	0
Total Points:				_____/11



## V. Points for Interview Rating Form

Students will be scheduled for an interview with a selection committee following the submission of their petition. Please review the scoring rubric below.

MLT Interview for Petition into Clinical Experience			
	Above Average	Average	Below Average
<b>Presentation</b> — Ability to make a favorable impression; Friendliness, courteousness, dress	3	2	1
<b>Professionalism</b> — Emotional conduct, adult behavior	3	2	1
<b>Statement of Goals</b> — Realistic, attainable goals	3	2	1
<b>Perseverance</b> — Desire to accomplish objectives, goals; Persistence	3	2	1
<b>Dependability</b> — Reliability, promptness, completed application	3	2	1
<b>Oral Expression</b> — Ability to communicate clearly and concisely; Quality of grammar and vocabulary; Poise; Quality of voice-tone, modulation, enunciation	3	2	1
<b>Personal commitment to medical technology</b>	3	2	1
<b>Interpersonal Competency</b> — Ability to interact with the committee	3	2	1
Total Points:			/24

## VI. Unofficial BTC Transcript

Students **must attach an unofficial BTC transcript with this petition form.** Students can print unofficial BTC transcripts from MyBTC, under Registration and Courses.

Any relevant transfer coursework **must** be documented on your BTC transcript to be considered valid. If your transfer credit does not appear on the BTC transcript, please contact Registration and Records at (608) 757-7660 or [registration@blackhawk.edu](mailto:registration@blackhawk.edu). This process may require an official transcript, with the evaluation process taking up to a month to complete.

**Failure to provide an unofficial BTC transcript, along with other required documentation, will result in an invalid petition.**

## VII. Please read and initial the following statements:

- \_\_\_\_\_ If I am selected and choose not to begin the clinical experience courses, I must submit a petition form indicating my interest to begin clinical experience courses the following year.
- \_\_\_\_\_ If I am selected as an “alternate” and do not begin clinical experience courses, I must submit a petition form indicating my interest to begin clinical experience courses the following year.
- \_\_\_\_\_ I understand that I may be expected to travel outside of Wisconsin (Illinois or Iowa) in order to complete the clinical experience.
- \_\_\_\_\_ I understand a background check will be conducted and the results may prevent my placement at a clinical site and interfere with my ability to complete the program.
- \_\_\_\_\_ I understand my petition will be considered invalid if it is not completed fully and if an unofficial BTC transcript is not attached.
- \_\_\_\_\_ I understand my petition will be contingent upon completion of physical, vaccination schedule adherence and proof of health insurance (contact the advising area if you need to enquire about college insurance options).

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**For Office Use Only**

<b>FINAL RANKING PROCESS</b>		
I.	Points for Overall BTC GPA	/25 points
II.	Points for Overall MLT GPA	/25 points
III.	Points for Qualifying Experience	/15 points
IV.	Petition Letter	/11 points
V.	Points for Interview Rating Form	/24 points
<b>Grand Total Points:</b>		<b>/100 points</b>
Selection Status: <input type="checkbox"/> Selected <input type="checkbox"/> Alternate <input type="checkbox"/> Not Selected		