



Surgical Technology Program Handbook Sample

Statement for Educators on Handbook Customization

This handbook serves as a foundational guide for surgical technology programs; however, we recognize that each institution operates within its own unique framework. Program requirements, accreditation standards, clinical partnerships, and institutional policies may vary, necessitating revisions to align with the specific needs of your program.

Educators are encouraged to carefully review and adapt this handbook to reflect their institution's policies, procedures, and expectations. Areas such as admission criteria, clinical site agreements, grading policies, and professional conduct standards should be tailored to meet program-specific and regulatory requirements. Regular updates are also essential to ensure compliance with accreditation standards and industry best practices. By customizing this handbook, you can create a comprehensive resource that supports both faculty and students in achieving program success.

INTRODUCTION

Welcome Letter from Program Director

Dear Student,

Welcome to the **Surgical Technology Program** at _____! We are excited to have you join us on this rewarding journey into the surgical field. Our program is designed to provide you with the knowledge, hands-on experience, and professional skills necessary to become a competent and confident surgical technologist. Through a combination of rigorous coursework, skills labs, and clinical rotations, you will develop the expertise needed to assist in surgical procedures, maintain a sterile field, and contribute to positive patient outcomes. Our dedicated faculty and staff are here to support you every step of the way, ensuring you have the tools and resources to succeed.

As you progress through the program, professionalism, teamwork, and a commitment to learning will be essential. This handbook outlines important policies, expectations, and clinical guidelines to help you navigate your educational experience. Please review it carefully and reach out if you

have any questions. We are honored to be part of your journey and look forward to seeing you grow into a skilled surgical technologist. Best wishes for a successful and fulfilling experience!

Sincerely,

[Your Name]

Program Director, Surgical Technology

PROGRAM MISSION

The Surgical Technology Program, in concert with the mission and philosophy of _____, is committed to providing a quality and comprehensive education in surgical technology for preparation for the profession. Through didactic information, educational resources, and a variety of clinical experiences, the program is designed to develop competent, responsible, and independent surgical technologists. The program's mission is also supported by a dedicated team of experienced faculty, nurses, certified surgical technologists, and physicians who encourage and model life-long learning in surgical technology.

PROGRAM ACCREDITATION

_____ is accredited by the _____. The surgical technology program has been developed according to the standards and guidelines of the Association of Surgical Technology (AST) and Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Contact information for these agencies is as follows:

AST

6 West Dry Creek Circle

Littleton, Colorado 80120

Telephone number: 303-694-9130

ARC-ST/SA

19751 Mainstreet #339

Parker, Colorado 80138

Telephone number: 303-694-9262

NON-DISCRIMINATION POLICY

(This will need to reflect the program institutional policy; it can be a link to the college catalog)

PROGRAM OVERVIEW

- **Description of the Program**

- The Surgical Technologist functions in association with nurses and surgeons as part of the operating room team to provide care to the patient during the crucial periods of surgery. The Surgical Technologist must create and maintain a safe operating room environment through aseptic surgical techniques. The Surgical Technologist must know the fundamental steps and routine procedures needed to

assist the surgeon in the use of surgical instrumentation. Maintaining the equipment and sterile supplies needed to successfully complete each operation is essential to perform efficiently as a member of the surgical team.

- The training program is divided into _____ quarters/terms. Typically, general education courses are taught _____ quarters, along with _____ introductory surgical technology courses.
- Clinical experience in hospital settings is required for successful completion of the program, and these clinical rotations begin in quarter _____ and comprise of _____ hours.
- Each _____ is comprised of prescribed subjects or studies that build upon each other. Upon completion of curricula content and prior to graduation, students will take a certification exam administered by a nationally recognized and accredited credentialing agency. Graduates will qualify for employment as entry-level Surgical Technologists with hospitals and surgery centers.
- Completion of the program is acknowledged by the awarding of an (insert name of degree).

- **Goals and Outcomes**

- The goal of the _____ Degree in Surgical Technology program is the preparation of competent entry-level Surgical Technologists in the cognitive, psychomotor, and affective learning domains needed to assist with surgical patient care.
- The program achieves the primary educational objectives through lectures combined with text, visual aids, and personal experiences of the faculty. The syllabi are such that they allow both depth and scope and adequate time to fully cover each subject.
- Objectives are reviewed regularly and consistently to make certain that they are met.
- “Cognitive Domain,” the student will: 1) understand the fundamentals of Human Anatomy and Physiology, Microbiology, and Infectious Process and relate these to safe patient care practices; 2) understand the principles of safe patient care in preoperative, intraoperative, and postoperative settings; and 3) recognize the Surgical Technologist’s independent role with the other team members and ancillary service providers.
- “Psychomotor Domain,” the student will: 1) develop and apply fundamental surgical-assisting skills through practice and evaluation in clinical settings; 2)

effectively and accurately apply the principles of asepsis across the range of common surgical experiences; and 3) apply standard precautions and other recognized safe practice guidelines in all surgical settings.

- “Affective Domain,” the student will: 1) appreciate the variety of patients’ needs and the impact of their personal, physical, emotional, and cultural experiences in providing patient care; 2) demonstrate professional responsibility in performance, attitude, and personal conduct; and 3) provide optimal patient care within the confines of the healthcare community.

- **Credentialing and Certification Opportunities**

- The National Board of Surgical Technology and Surgical Assisting (NBSTSA) employs web-based testing. Although, at the present time, national certification is not a mandatory requirement for employment as a Surgical Technologist in some states, the program requires students to sit for a national certification exam as a graduation requirement.
- Some hospitals will hire either properly trained non-certified Surgical Technicians or hire them with the requirement that they take and pass the certification examination within a specified time period.
- Because _____ is nationally accredited, graduates are eligible to sit for a National Certification Examination. Upon completion of curricula content and prior to graduation, students will take a certification exam administered by a nationally recognized and accredited credentialing agency.
- Students will sit for a certification exam on the last day of the term. However, certification status and credentials will only be awarded upon documentation of graduation.

- **Career Pathways and Employment Opportunities**

- A career in surgical technology offers diverse opportunities within the healthcare field. Graduates can find employment in hospitals, surgery centers, outpatient care facilities, and specialty surgical clinics. Career advancement options include roles as a Certified Surgical First Assistant (CSFA), Surgical Technology Instructor, or management positions in sterile processing and operating room administration.
- With additional certifications and experience, surgical technologists may specialize in areas such as cardiovascular surgery, neurosurgery, or robotic-assisted procedures. Some may transition into medical sales, research, or healthcare consulting.
- The demand for surgical technologists continues to grow, driven by advancements in medical technology and an increasing number of surgical procedures.

Graduates of the program will be well-prepared for dynamic and rewarding careers in this vital healthcare profession.

ADMISSION & ENROLLMENT

- **Admission Requirements**

- *Attend Mandatory Virtual Healthcare Information Session*
 - Sessions are held every _____ and _____, unless closed for a holiday
- *Review Program Information Packets & Curriculum*
 - Access and review the information/application packet for your program of interest by selecting your intended program website from
 - Expand the “Program Links” section on the left hand side of the program website and select the **Information Packet** link
 - *Review program requirements regularly, as requirements can change*
- *Apply to school*
 - Attend a Virtual “How to Apply” Session
 - Application:
 - Authenticate identification:
 - Check Student Center for Tasks:
- *Send Transcripts*
 - If institutions will be emailing transcripts, must send directly from institution to _____
 - For more information or for the mailing address:
- *Complete Placements*
 - If new to college or do not have transfer credit for English, reading, or math courses, complete placements tests at _____
 - View placement measures and placement chart at _____
- *Apply for Financial Assistance (if needed)*
 - Financial Aid Website
- *Schedule an Academic Advising Appointment*
 - It is recommended to meet with/check in with your advisor at least once per semester
 - Students with an active Student ID will be added to the _____ Health Science Student Hub to schedule their appointment directly with an advisor after they have attended a virtual Healthcare Information Session
 - If you are not a current student, schedule your appointment with a Health Science advisor at: _____
- *Enroll for Any Remaining Application Required Courses or General Education Courses and Pay Tuition and Fees*
 - Explore Payment Options
 - Monitor your Student Center for current balance and pay on or before due date

APPLICATION AND SELECTION PROCESS

- Many of _____ Health Science programs have a special admissions procedure. The Surgical Technology Program admits students on a first come first serve basis. Students must complete the general education application requirements of the program with an overall GPA of 3.0 or higher before they may submit their application and be placed on the waitlist. This program does currently have a waitlist. For the most up to date waitlist numbers, please email _____.
- Submit application found at the back of this packet once you have met a 3.0 GPA in the following courses: BIO160, BIO201, BIO202, BIO205, (ENG101 or ENG107), (ENG102 or ENG108), (MAT150 or MAT151 or MAT152 or MAT155 or MAT156), and PHY101.
- You may submit your completed application via in-person, mail, or email to _____. Once you submit your program application, you will receive confirmation via email. This will arrive through the school email account set up when you received your student ID. All correspondence regarding the waitlist, program updates, and admissions into the program will be sent to this email address, so you will want to check this account regularly or have it forwarded to an account which you do check often. Keep your contact information current with _____ Admissions and Records department.

ESSENTIAL FUNCTIONS & TECHNICAL STANDARDS

- Perform a full-range of body motion including handling and lifting clients, manual and finger dexterity, eye-hand coordination, and distinguish left from right. Bend, reach, pull, push, stand, stoop, walk during shift, and agility to handle body mass. Lift and carry up to sixty (60) pounds. Demonstrate visual acuity (with correction if needed) within normal range including peripheral vision and reading of fine print. Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with extraneous background noise. With stand unusual smells. Wear full surgical attire including personal protective equipment. Adapt effectively, displaying flexibility in environments with high tension to ensure client safety. Concentrate and pay attention to detail. Ability to learn quickly without repetition of instructions. Perform fine motor skills with both right and left hands. Dexterity and application in working with microscopic pieces of equipment and sutures (finer than a human hair), hold retractors, etc. Adapt to irregular working hours as well as ability to stay over shift as necessary and stand unassisted for eight continuous hours maintaining alertness. Respond quickly and in an emotionally controlled manner in emergency situations. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels. Recognize that work environment will include exposure to diseases and toxic substances (sterilants, x-

ray, fumes, development of latex allergy, and so forth). Show evidence of skin integrity, without open weeping lesions of the skin. Be able to problem solve using conceptual, integrative, and quantitative reasoning skills. The ability to develop and improve skills in organization of work and in learning to use economy of time and motion. The ability to use the English language to communicate with individuals of all professions and social levels.

BACKGROUND CHECK & DRUG SCREENING POLICIES

- All students assigned to clinicals must have drug screening and background check conducted prior to their entering the clinical assignment. Policies for Drug Screenings: results of the drug screening must be on file at the school and available to clinical sites upon request. The drug screen will include: Marijuana, Cocaine, Opiates, Phencyclidine, Amphetamines, Barbiturates, Benzodiazepines, Methadone, and Propoxyphene. Policies for Background Checks: investigation must go back at least seven years. Specific concerns are evidence of drug trafficking, violent or aggressive behavior and theft. The (name of state investigating agency) to conduct the background checks.
- Drug Screening Procedures:
 1. Students shall call (name of office) to set up an appointment for urine sample to be taken. The office is located at (address of office).
 2. Students shall pay (\$__) by check or exact cash amount to (name of office) at the time of specimen collection.
 3. Results shall be sent Confidential by (name of office) to (name of individual at school) within 7 days and shall be sent in a secure and confidential manner. (Name of individual at school) shall ensure and maintain confidentiality of the results and provide them to the program director. The program director shall provide a list of students to (name of individual at school).
 4. The program director is responsible for reviewing the results and notifying students of questionable results. If the program director determines that a student is ineligible to participate in the clinical assignment because of the results of the drug screening, the program director shall notify the student in writing. Clinical sites will not accept students who have a positive drug screen.
 5. (Name of individual at school) shall be responsible for filing the drug screening results. The results will be kept in a separate, confidential location away from student files with restricted access.

- Background Check Procedures:

1. Students shall obtain a fingerprint card and applicant oath from (name of individual at school).

2. Students shall complete the oath in the presence of (name of individual at school) prior to receiving the fingerprint card.

3. Students shall complete the personal information on the card and take it to the Sheriff's Department located at (____). The Sheriff's Department shall take the fingerprints. Fingerprinting is done on (____). Cost is (\$____) and shall be paid by the student at the time of fingerprinting.

4. Students shall be billed by (name of school) for the cost of the background check, which shall be conducted by the (name of state investigative agency). Approximate cost for a (state name) background check is (\$____) and the approximate cost for a nationwide check is (\$____). If a student has lived in other states within the last seven years, a nationwide background check must be conducted.

5. The fingerprint card shall be returned to (name of individual at school) by the student. (Name of individual at school) shall send the fingerprint card to the (state name bureau of investigations) office.

6. Results of the background check shall be sent Confidential by the (state investigative office name) to (name of individual at school). (Name of individual at school) shall ensure the confidentiality of the results and provide them to the program director.

7. The program director is responsible for reviewing the results and notifying students of questionable results. If the program director determines that a student is ineligible to participate in the clinical assignment because of the results of the background check, the program director shall notify the student in writing. Clinical sites do not accept students who have a criminal background that shows convictions in the last seven years related to violent/aggressive behavior, drug trafficking or theft.

8. (Name of individual at school) shall be responsible for filing the background check results. The results will be kept in a separate, confidential location away from student files with restricted access.

IMMUNIZATION AND HEALTH REQUIREMENTS

- Surgical Technology Students spend a great deal of time in the clinical education facility's critical care areas. As a result of clinical education assignments, students

may be involved in patient care that would expose them to potentially hazardous situations. The program's health policies address these work-related hazards, offer specific methods to protect the student, and outline the student's health related responsibilities.

- Once accepted into the program, the student is required to undergo a physical exam by a licensed physician or a nurse practitioner. The program director will provide these forms with the students' acceptance letters.
- The student must provide documentation of immunization and testing for the following:
 - TB skin test (within the last year, and annually thereafter)
 - TDAP vaccine (within the last ten years)
 - MMR vaccine (this is not required if born before January 1, 1957; after 01/01/1957, proof of vaccination, lab titer or proof of disease by date of disease and physician's signature; if lab titer vaccine was before 1980, the vaccination must be repeated due to a major change in the vaccine that year.)
 - Hepatitis B vaccine (proof of doses #1 and #2 of a three dose series is required prior to attending clinical assignments.)
 - Current year's flu vaccination
 - Varicella vaccine, or notarized letter from parent stating that the student has had the chicken pox.
- In the event that a student does not provide proof of the required vaccinations at program orientation, the student will be given until _____ submit the required documents.
- In the event that a student does not provide proof of the required vaccinations at program orientation, the student will be given until _____ to submit the required documents.

STUDENT HEALTH INSURANCE REQUIREMENTS

- All Surgical Technology students are required to carry health insurance during entire length of program. Students must return the insurance coverage to the school by _____. The student who is not covered by a policy may apply for student accident and sickness insurance plan. Application forms are available in Room (number). If a student becomes ill or is injured during a clinical day, the instructor and Program Director must be notified, and the proper incident report completed immediately. The student is responsible for expenses resulting from injury in the clinical area.

ACADEMIC POLICIES

- Make any and all arrangements to ensure your attendance at each didactic and clinical practicum session. Participation is required and graded. To participate, you must attend. Please note that absences and excessive tardiness or early departures will affect your grade.
- Each student is expected to attend all scheduled didactic and clinical practicum learning experiences. Continued enrollment in the Surgical Technology Program depends, in part, on consistent attendance. In the courses, grades are earned on the basis of the student's achievement of the course objectives; but regular and punctual attendance is expected. In lab and clinical based courses, attendance is one of the factors that will be evaluated weekly.
- Guidelines for missed clinical days are established and failure to comply may result in withdrawal. Students who miss clinical classes are expected to notify _____ faculty instructors either the night before, or the morning of clinical, by cell phone. In addition to notifying the instructor, the student must call the clinical site thirty minutes prior to report time. Absences will be documented. Because of the importance of attendance in the surgical technology curriculum, students will be expected to adhere to attendance policies:
 1. The student is expected to complete 500+ hours of clinical practicum per _____ Surgical Technology Program attendance requirements.
 2. Absences of three days in any course during terms 1-4 will be brought to the attention of the Surgical Technology Program Chair. The student will be placed on probation and sign a probation form. One more absence will result in withdrawal from the program. One absence is allowed in the 5th term per course.
 3. Three tardy days will equal one absence in both academic and clinical settings. These will be counted as absences in the course.

4. Students are required to complete 30 first scrub surgical cases in General Surgery.
 5. Students are required to complete 90 first scrub cases. The cases must be completed in 5 various surgical specialties. 10 cases minimum in 4 surgical specialties each (total of 40 cases), 20 surgical cases must be completed in a 5th surgical specialty. 40 surgical cases must be completed in specialties of the student's choice.
- Leaving clinical practicum without permission from the program faculty is considered an unexcused absence. A student caught leaving clinical practicum will be put on probation immediately. If a student is caught a second time leaving the clinical site without prior approval, the result is withdrawal from the program.
 - Student Conferences
 - Because of the varied demands of the practice of Surgical Technology, the program requires substantial communication between the instructors and students. Feedback comes in the form of grades, practical exams, clinical instruction, and student conferences. These student conferences exist in two types. The first type is a weekly clinical conference in which the student and instructor will discuss the previous week of clinical performance. Students who are having difficulties in the clinical setting may be required to meet with the clinical instructor more often. The second type of student conference is for a student experiencing academic, attendance, or attitudinal difficulties. Student conferences are scheduled with the Surgical Technology program faculty instructors.
 - All clinical competency forms and evaluations will be provided during student conferences. Both the student, faculty instructor will sign the form.

GRADING SYSTEM & ACADEMIC STANDING

Grading System

- The grading system is:
 - A 93 and above
 - 4.00 Grade Point Average
 - A- 90 - 92.99
 - 3.67 Grade Point Average
 - B+ 88 - 89.99
 - 3.33 Grade Point Average
 - B 85 - 87.99

- 3.00 Grade Point Average
- B- 83 - 84.99
 - 2.67 Grade Point Average
- C+ 80 - 82.99
 - 2.33 Grade Point Average
- C 78 - 79.99
 - 2.00 Grade Point Average
- C- 75 - 77.99
 - 1.67 Grade Point Average
- D+ 73 - 74.99
 - 1.33 Grade Point Average
- D 70 - 72.99
 - 1.00 Grade Point Average
- D- 69 - 69.99
 - 0.67 Grade Point Average
- F 68.99 and below
 - 0.00 Grade Point Average
- Specific information concerning grades is found in each course syllabus.
- Students must pass all sections of the Surgical Technology program curriculum with a “C” or better to receive an Associate Degree (AAS in Surgical Technology).

ATTENDANCE

- _____ has a strict attendance policy. Regular and punctual attendance is expected, more than 3 missed days per term per class will result in probation and could lead to activation of the ES4630 student conduct policy regarding discipline and appeals:
https://catalog.dmac.edu/preview_course_nopop.php?catoid=27&coid=30873
 _____ and/or ES4670 regarding academic misconduct:
https://catalog.dmac.edu/preview_course_nopop.php?catoid=27&coid=30880

PREREQUISITES AND PROGRAM ENTRY REQUIREMENTS

- The student must pass all courses that are prerequisites and within the program, with a “C” or better. 78% is our programmatic proficiency level for any course that is graded. If a student does not pass any course with at least 78%, they will be withdrawn from the program.

Step 1: Complete an application for admission to _____

Step 2: Attend an Information Session for the _____

Step 3: Submit **all** transcripts to Admissions

- High school graduation, GED, or HiSET
- All other higher education transcripts

Step 4: Satisfy _____ basic assessment requirements

- ACCUPLACER® – Reading (248 min) and Writing (254 min)
- ALEKS – Mathematics (30% min)

Step 5: Submit evidence of obtaining the grade of “C” or better in one year of high school BIOLOGY

- The student must submit their high school transcript to Admissions
-or-
- DMACC Academic Achievement Center Biology I and II
-or-
- BIO 157 – Human Biology w/lab

- Step 6: ATI TEAS EXAM – atitesting.com
- o The student must achieve a minimum composite score of 60%.
 - o Three attempts allowed

The student is required to set up an account with ATI at www.atitesting.com and, when ready, schedule the exam in the DMACC Testing Center of your choice. Please contact the appropriate Testing Center for TEAS administration hours. Some centers will have restrictions on when you can take this exam. They will block you four hours of time to complete.

- o Once all prerequisites are complete, the Program Chair will review the student's records with Student Services and Admissions. If complete, the student is accepted. It is critically important to stay in contact with the Program Chair and Academic Advisor when the student is approaching completion of the prerequisites. Students can be accepted when they are complete at any time of the year. You may schedule an Information Session by appointment at any time.

PROGRAM DETAILS

- o The program begins in the fall term, all courses run concurrently, and require a passing grade of "C" or better to advance in the program.

<u>Term 1 – Fall</u> 13 credits	BIO 168 Anatomy & Physiology I	4 cr.
	ENG 105 Composition 1	3 cr.
	SDV 108 College Experience	1 cr.
	SUR 105 Central Supply/Sterile Processing	3 cr.
	SUR 150 Medical Terminology for the Surgical Technologist	2 cr.
<u>Term 2 – Spring</u>	BIO 173 Anatomy & Physiology II	4 cr.

13 credits	BIO 186 Microbiology	4 cr.
	PSY 111 Introduction to Psychology	3 cr.
	SUR 130 Introduction to Surgical Technology	2 cr.
<u>Term 3 – Fall</u>	MAT 156 Statistics	3 cr.
12 credits	SUR 109 Lab Practicum	1 cr.
	SPC 101 Fundamentals of Oral Communications	3 cr.
	SUR 140 Fundamentals of Surgical Technology	5 cr.
<u>Term 4 – Spring</u>	SUR 200 Surgical Procedures and Techniques I (associated 2-hour lab)	5 cr.
14 credits	SUR 420 Pharmacology for the Surgical Technologist	2 cr.
	SUR 805 Clinical Practicum I	5 cr.
	SUR 910 Certification Review I	2 cr.
<u>Term 5 – Summer</u>	SUR 205 Surgical Procedures and Techniques II (associated 1 hour lab)	5 cr.
12 credits	SUR 811 Clinical Practicum II	7 cr.

64 Credits total = AAS Degree in Associate of Applied Science – Surgical Technology Degree Program (39 Programmatic Credits, 25 General Elective Credits)

STUDENT CLINICAL BEHAVIOR POLICY

- The _____ Surgical Technology Program relies on intricate relationships with multiple clinical affiliates. The expectation of students is to maintain professional behavior and demeanor. This clinical behavior policy is inclusive of all clinical site staff and personnel, patients, _____ employees and students, and any person that a student might encounter during a clinical experience.
- Students will not be permitted to undermine, compromise, or negatively affect the relationship of the _____ Surgical Technology Program and any clinical affiliate. Any language, action, or behavior that either compromises safe patient care, or the relationship between the _____ Surgical Technology Program and its clinical affiliate can result in the enactment of (but not limited to) the following _____ policies:
- I attest that I am exclusively responsible for my own behavior/conduct during clinical experiences and will be compliant with this policy.

Print Name... Signature...

Date:

Program Chair Signature...

Date:

EXAM AND ASSESSMENT POLICIES (WRITTEN, PRACTICAL, COMPETENCY-BASED)

Should be included in your course-specific syllabi.

○ Missed Exams

- Missed exams/quizzes/tests will be proctored at the discretion of the instructors. Any missed exams/quizzes/tests must be made up before any future exams/quizzes/tests can be taken. Consult your instructor if you anticipate missing any exams/quizzes/tests.

○ Late Assignments

- Late assignments will have a 10% reduction for each day they are late. Assignments that are not received before the next assignment is due will receive a "0" score.

○ Extra Credit

- Extra credit will be available and instructions will be given in class. Extra credit is minimal and not always available.

- Class Cancellation Procedure

- Students will be notified of any class cancellations by the instructor. A text message will be sent before any cancellation.

- Artificial Intelligence Course Use

- Developments in generative Artificial Intelligence (AI) technologies have dramatically affected the goals of higher education. Generative AI is an umbrella term for a range of tools that can create text, images, video, and sound and produce insights from immense datasets. These tools have diverse applications depending on the practices of each academic and professional field. Generative AI brings many possibilities to learning environments and may pose ethical concerns related to academic integrity. Each DMACC instructor has developed guidelines for how generative AI may or may not be used in their courses. Please see course-specific guidelines below.
- AI Use Prohibited
- The usage of generative AI is prohibited in this course because it impedes the achievement of the learning competencies. This includes both writing tools like ChatGPT and proofreading tools like Grammarly. Any usage will be considered an academic misconduct violation similar to cheating or plagiarism.

CODE OF ACADEMIC INTEGRITY

- Academic Misconduct and Plagiarism

- _____ Academic Misconduct Policy prohibits plagiarism; falsification; unauthorized collaboration during an exam, project, or assignment; or the misrepresentation of identity by a student or individual to complete an exam, course, or project. Plagiarism is defined as presenting someone else's work or ideas as your own by including it into your work without citing the original author's work. Academic Misconduct may be intentional or unintentional. Academic Misconduct may result in sanctions for the student. Sanctions are issued based on the severity and nature of the misconduct. It is the student's responsibility to become familiar with and follow _____ Academic Misconduct procedure at ES4670 found under the Student Affairs Procedures.

STUDENT RIGHTS & RESPONSIBILITIES

- (Name of Institution) offers each student the freedom to learn and the freedom to enjoy community college life in an orderly and lawful manner. In return, the college expects every student to assume the obligations and responsibilities that

accompany those freedoms. By voluntary enrollment at _____, students assume the obligation and responsibility of conducting themselves in accordance with the reasonable and lawful requirements of _____ in its educational functions and processes. Violations of these responsibilities may result in sanctions that can include expulsion from the institution.

- Students have the right to due process including the right to notice of any alleged violations of student conduct, the right to a hearing if the student does not admit responsibility for the alleged violations or if the conduct may warrant suspension, and the right to appeal any action brought or taken by the College against the student as set forth in these procedures.
- Students may not be harassed or discriminated against by virtue of their race, color, national origin, creed, religion, sex (including pregnancy and marital status), sexual orientation, gender identity, age, disability, and genetic information, or to the extent covered by law, veteran status.

PROFESSIONAL CONDUCT & CODE OF ETHICS

Standards of Professionalism

- As representatives of the Surgical Technology program, students are expected to conduct themselves in a professional manner that reflects positively on themselves, their program, and the profession.
- Faculty may take disciplinary action if a student exhibits behavior that is unsafe, unprofessional, or disregards program, school, or clinical site policies.
- Students are required to follow all instructions given by instructors, preceptors, medical staff, and clinical site management. Failure to do so may result in disciplinary action, including dismissal from the program.
- Any behavior deemed unprofessional or detrimental to the program's reputation may result in immediate dismissal.
 - Example: Attending bars, clubs, or other inappropriate venues while in uniform.
- Concerns about the program or faculty should be addressed through the proper chain of command (faculty, program leadership, administration).
- Discussing concerns with clinical site staff is not permitted.

CONFIDENTIALITY & HIPAA COMPLIANCE

- Any patient or clinical site information must remain confidential and used only for educational purposes.
- Students must uphold professional confidentiality standards and ensure discussions about surgical assignments occur only in appropriate settings with faculty or approved personnel.

- Patient information must never be shared outside of the clinical site or program.
- Students cannot take O.R. schedules outside the hospital and must not be assigned to family members' or friends' procedures.
- Failure to maintain confidentiality and adhere to HIPAA regulations will result in immediate dismissal from the program with no option for re-entry.

DRESS CODE & PERSONAL HYGIENE POLICIES

- Personal hygiene must be maintained at all times.
- Hair:
 - Must be clean, well-groomed, and tied back.
 - Conservative colors and professional styling are required.
 - Hair must be completely covered in the O.R.
- Nails:
 - Must be short, clean, and neatly trimmed.
 - No nail polish or artificial nails are allowed.
- Fragrance:
 - Cologne, perfume, and scented lotions are prohibited due to patient sensitivities.
- Tattoos:
 - Must be covered when entering and leaving the clinical facility.
- Beards:
 - **Must be neatly trimmed (≤ 1 inch) and fully covered in the O.R.**
- Jewelry & Accessories:
 - No earrings, necklaces, bracelets, or body piercings (eyebrow, nose, tongue, etc.).
 - Rings are not permitted for the scrub team.

CLINICAL ATTIRE

- Students must wear program-approved scrubs to clinical sites.
- Only hospital-laundered scrubs may be worn in the O.R. and must be returned at the end of each shift.
 - Removing hospital scrubs from the facility is considered theft and will result in dismissal.
- Students must properly return scrubs using facility guidelines.
 - Lost scrub fees are the student's responsibility.
- ID Badge Policy:
 - College-issued ID badges must be worn at all times.
 - Failure to wear an ID will result in being sent home (tardy will be recorded).

SOCIAL MEDIA & CONFIDENTIALITY POLICY

As future healthcare professionals, students in the Surgical Technology program must uphold the highest ethical and legal standards regarding confidentiality and professional conduct in all settings, including social media.

CONFIDENTIALITY & HIPAA COMPLIANCE ON SOCIAL MEDIA

- Patient confidentiality is a top priority in all healthcare settings.
- Students are strictly prohibited from posting, discussing, or sharing any information related to:
 - Patients (names, conditions, procedures, medical history, or identifying details).
 - Clinical sites (hospital names, facility policies, staff interactions, or operations).
 - Surgical cases or procedures (including general discussions without identifying details).
 - Faculty, program staff, or preceptors (including personal opinions or experiences).
- Photographs or videos taken in clinical settings are strictly forbidden, including images of facilities, operating rooms, or hospital staff.
- Even "private" or "anonymous" posts can be traced back to the individual responsible.

UNACCEPTABLE SOCIAL MEDIA BEHAVIOR

- Any comments, images, or posts that could be considered disrespectful, discriminatory, or unprofessional related to patients, faculty, preceptors, or classmates.
- Negative remarks about the program, faculty, clinical sites, or fellow students that could damage professional relationships or the program's reputation.
- Tagging or identifying clinical instructors, faculty, or preceptors without permission.
- Engaging in online discussions, blogs, or forums about specific clinical experiences could violate confidentiality, even if patient names are not used.

PROFESSIONALISM & DIGITAL FOOTPRINT

- Students must remember that employers, licensing boards, and program administrators routinely review social media activity.
- Unprofessional content, even if unrelated to clinical experiences, may impact future employment opportunities.
- Students should consider maintaining a professional online presence and adjusting privacy settings appropriately.
- Social media activity reflects on the student, the program, and the profession.

CLINICAL EDUCATION POLICIES & PROCEDURES

Clinical Requirements

- Clinical Site Assignments & Rotations

- Students will be assigned to clinical sites based on educational needs and site availability. Rotations are scheduled to provide exposure to various surgical specialties throughout the program. All students must complete the required hours and case requirements as specified by program accreditation standards. Site assignments are final and non-negotiable to ensure fair and appropriate distribution of learning opportunities.
- Health & Immunization Requirements
 - All students must maintain current immunization records throughout their clinical rotations. Required immunizations include a two-step TB test or QFT, MMR (2 doses or titer), Varicella (2 doses or titer), Hepatitis B series, current flu vaccine, and COVID-19 vaccination as required by clinical sites. An annual physical examination is required. All documentation must be submitted by established deadlines to ensure clinical placement.

PREGNANCY POLICY

A student who becomes pregnant at any time during the program has the option to voluntarily disclose their pregnancy to the Program Director but is not required to do so. If the student chooses to declare their pregnancy, they will meet with the Program Director for counseling regarding program expectations, safety precautions, and available options. The student will then decide whether to continue in the program.

If the student decides to withdraw from the program and later seeks to return, they must reapply for the following academic year. Readmission is not guaranteed, and if accepted, the student will be required to restart the program from the first semester.

If the student chooses to continue in the program, they will not face discrimination based on pregnancy status. However, they will be expected to meet the same academic, technical, and physical standards as their classmates, including adherence to course objectives, attendance policies, and clinical rotation requirements.

Radiation Safety Precautions for Pregnant Students

To ensure the safety of both the student and the developing fetus, the following guidelines must be followed:

- The student will be required to read NRC Appendix 8.13: "Instructions Concerning Prenatal Radiation Exposure" and acknowledge their understanding of radiation safety.
- The student must wear an additional radiation monitoring badge at the waist level at all times during clinical rotations.

- A wrap-around lead apron must be worn during radiation exposure.
- A 0.5 mm lead-equivalent apron provides 88% attenuation at 75 kVp.
- For exposures above 75 kVp, a 1.0 mm lead-equivalent apron is recommended.
- The student must provide monthly statements from their physician verifying that it is medically safe to continue participation in the program.

These measures are in place to prioritize the student's health and safety while ensuring they can meet program requirements.

WORK POLICY

- A student is free to work during times that do not interfere with classroom or clinical hours/requirements. However, it is strongly recommended that work hours not exceed 20 hours per week, and that hours are not on the night shift before a school/clinical day.
- Experience has shown that it is difficult for students to maintain a "C" average while employed full-time, or working overnight shifts. **At no time will work be an acceptable excuse for missed assignments, lack of alertness, absences, or tardiness.** There are no excused absences.

Students are **NOT** allowed to be used as **substitutes for surgery staff** during clinicals.

It is the policy of _____ and the Commission on Accreditation of _____ that students cannot be substituted for paid personnel during the Clinical Portion of the program.

CPR & First Aid Certification

Students must maintain current BLS certification through the American Heart Association throughout their clinical rotations. The certification must remain valid for the duration of the clinical experience. Students are responsible for all renewal costs and maintaining current certification status.

Professional Liability Insurance

Professional liability insurance coverage is required for all students participating in clinical rotations. Coverage must meet the minimum requirements set by clinical sites. Students must submit proof of insurance annually and maintain active coverage throughout their clinical.

Patient Safety & Infection Control

Strict adherence to universal precautions is mandatory at all times. Students must maintain proper sterile technique throughout all procedures. Any safety concerns must be reported

immediately to the clinical instructor. Students are required to follow all facility infection control protocols without exception.

Documentation Requirements

Students are responsible for completing daily clinical logs accurately and maintaining precise case counts. Weekly evaluations must be submitted on time. All clinical experiences must be properly documented according to program guidelines..

SUPERVISION & EVALUATION

Clinical Supervision

Direct supervision is required for all procedures performed by students. A qualified preceptor must be present for all surgical cases. Students are not permitted to perform any tasks without proper supervision. All facility policies regarding student roles must be strictly followed.

Performance Evaluation

Clinical preceptors will complete weekly evaluations of student performance. Program faculty will conduct monthly evaluations to assess progress. Students are required to complete self-evaluations as part of their professional development. Any unsatisfactory performance will result in implementation of a remediation plan.

Disciplinary Procedures

Disciplinary actions follow a progressive system beginning with a written warning for first offenses. Continued issues will result in probation. Students may be removed from a clinical site if necessary. Serious violations may result in immediate program dismissal.

INCIDENT & SAFETY POLICIES

Accident & Injury Reporting

All accidents and injuries must be reported immediately to the clinical instructor. Students must follow facility incident reporting procedures and complete all required program incident documentation. Appropriate medical attention should be sought when needed.

Exposure Protocol

Any exposure incidents must be reported immediately. Students must follow facility exposure protocols and complete all required documentation. Follow-up testing will be conducted as required by facility and program policies.

Emergency Procedures

Students must follow all facility emergency protocols and be familiar with the location of emergency equipment. Participation in emergency drills is mandatory. All emergencies must be reported according to facility guidelines.

STUDENT SUPPORT & RESOURCES

Academic Advising, Tutoring Services, Counseling

The Academic Learning Center is dedicated to enhancing the academic success of students enrolled in the Surgical Technology program. To achieve this, the center offers a wide range of free academic support services tailored to meet the unique needs of those in this demanding field.

1. **Individual Consultation:** Students can schedule one-on-one meetings with academic advisors or subject matter experts who specialize in surgical technology topics. These consultations focus on helping students understand course material, develop effective study strategies, and plan their academic trajectory.
2. **Writing Assistance:** Understanding the importance of clear and concise communication in healthcare, the center provides specialized writing support. This service can help students improve their medical documentation skills, create effective research papers, or fine-tune resumes and cover letters for internship applications.
3. **Peer Tutoring:** The center facilitates a peer tutoring program where experienced students assist their classmates in grasping complex surgical technology concepts. This collaborative environment fosters a sense of community and allows for practical discussions that can enhance learning and retention.
4. **Workshops:** Regularly scheduled workshops cover a variety of topics specific to the Surgical Technology curriculum, such as anatomy, surgical procedures, or operating room protocols. These interactive sessions are designed to reinforce classroom learning, engage students in hands-on activities, and prepare them for real-world applications.
5. **Online Resources:** The Academic Learning Center also offers a wealth of online resources, including access to e-books, educational videos, instructional materials, and practice exams. These digital tools allow students to study at their own pace and access information outside of traditional hours.

For more detailed information about the services available, or to schedule an appointment, students are encouraged to visit the Academic Learning Center in person or call the center at - - ****. The dedicated staff is eager to assist students in achieving their academic goals and ensuring their success in the Surgical Technology program.

Disability Support Services

Counseling and Accessibility Services (CAS) at the college supports its mission to provide talent for a global marketplace by ensuring equal access to campus programs and activities for all students. Students with learning, physical, psychological, or other disabilities that affect their academic performance may receive accessibility services and auxiliary aids. CAS offers free personal, career, educational, and crisis intervention counseling to those in need. They conduct intake assessments, facilitate accommodations for students with disabilities, and provide training for faculty and staff to enhance understanding of the needs of these students. Additionally, CAS advocates for diversity and multiculturalism, recognizing various aspects of identity, including age, ethnicity, gender, ability, race, sexual orientation, socioeconomic status, and spirituality.

Financial Aid & Scholarship Information

Academic progress for federal and state financial aid programs is assessed based on three key measures: Cumulative Grade Point Average (GPA), Pace of Progression (the percentage of completed credit hours compared to attempted credit hours), and Maximum Time Frame for degree completion. While maintaining Satisfactory Academic Progress (SAP) is necessary for financial aid eligibility, students are encouraged to collaborate with academic advisers to reach their educational objectives. Effective financial planning involves selecting relevant courses, achieving satisfactory grades in all registered classes, and progressing toward degree completion on time.

Community College evaluates SAP for all students receiving Title IV funds at the end of each payment period, communicating the results via written notice and email. The evaluation is based on the student's cumulative academic record and includes the following criteria:

- Grade Point Average: Students must achieve and maintain at least a 2.00 GPA.
- Pace of Progression: Students are required to pass at least 67% of all attempted credit hours.
- Maximum Time Frame: Students must complete their degree within 150% of the published length of their program.
- See financial aid page

Scholarships:

1. Health Profession Program Scholarships : Many community colleges and universities offer scholarships specifically for students in health-related fields, including surgical technology. These scholarships often consider factors like academic performance, financial need, and community involvement.
2. The National Health Service Corps (NHSC) Scholarship Program : This program offers scholarships to students pursuing healthcare professions, including surgical technology. In return, recipients must commit to serving in underserved communities after graduation.
3. The Association of Surgical Technologists (AST) Scholarships: AST provides scholarships to members who are enrolled in accredited surgical technology programs. They often offer both general scholarships and those aimed at specific demographic groups.
4. State-Specific Scholarships or Grants: Many states offer scholarships or grants for students pursuing careers in health care, which can include surgical technology. These may be administered through state health departments or education boards.
5. Local Healthcare Organization Scholarships: Some hospitals or healthcare organizations offer scholarships to local students in training for surgical technology or other healthcare fields. These are often aimed at encouraging students to remain in the local area after graduation.
6. Professional Organizations and Foundations: Various organizations related to surgical technology or broader health professions may have scholarship opportunities available. Examples include the Foundation for Surgical Technology and other similar organizations.

Students are encouraged to research and apply for multiple scholarships to maximize their funding opportunities. It's also beneficial to consult with the financial aid office at their educational institution for more specific guidance.

PROFESSIONAL ORGANIZATION & NETWORKING OPPORTUNITIES

- **Association of Surgical Technologists (AST) :**
 - **Overview:** The AST is a prominent national organization representing surgical technologists in the United States.
 - **Mission:** Its mission is to promote the profession of surgical technology through advocacy, education, and certification.
 - **Benefits:** Members receive access to professional development opportunities, networking events, educational resources, and the ability to participate in continuing education programs to maintain certification.
- **National Board of Surgical Technology and Surgical Assisting (NBSTSA) :**

- **Overview:** The NBSTSA is responsible for certifying surgical technologists and surgical assistants.
- **Mission:** It aims to ensure quality care in the operating room by certifying surgical technologists who meet the required competencies through the Certification Examination for Surgical Technologists (CST).
- **Benefits:** Certification by the NBSTSA enhances a professional's resume and demonstrates a commitment to the highest standards in surgical technology.
- **Foundation for Surgical Technology :**
 - **Overview:** This organization focuses on enhancing surgical technologists' educational and professional development.
 - **Mission:** Its goal is to promote and support surgical technology programs through scholarships, grants, and educational resources.
 - **Benefits:** The foundation helps improve the quality of surgical technology education and training through funding and resources.

These organizations provide valuable resources, networking opportunities, certifications, and advocacy efforts that contribute to the professional growth and recognition of surgical technologists in healthcare. Membership in these organizations can greatly enhance a surgical technologist's career and commitment to best practices in patient care.

GRIEVANCE POLICY

- **Grounds for Disciplinary Action**
 - **USE OF MIND-ALTERING SUBSTANCES**
 - Possession, use, or distribution of illicit drugs or alcohol in class or on campus is prohibited. Refer to the Student Handbook for the Rules of Campus Conduct
 - The Surgical Technology Program prepares individuals for healthcare practice. These individuals are held to standards of personal and professional conduct. A mind-altering substance is a medication or beverage that affects one's ability to think, make rational judgments, or solve problems. Our affiliating clinical agencies have strict policies regarding substance use and abuse. Students assigned to an agency for clinical experiences must comply with its requirements.
 - Therefore, these policies are enforced by the Allied Health Department: 11
 - Students with a medical condition that may mimic signs of confusion, disorientation, or other impaired mental functioning must notify the faculty. For example, hypoglycemia that occurs with diabetes will cause these signs.
 - Students taking mind-altering drug by prescription must report this information to the Faculty for consultation and guidance. Medications that may impair thinking and reasoning include antihistamines or narcotic analgesics, among others.
 - Students suspected of using mind-altering drugs (legal or illegal) or alcohol while on campus, are subject to the College policies.

- Students are subject to the policies of the respective clinical agency, as well as the college, if suspected to be under the influence of mind-altering (legal or illegal) or alcohol while in the clinical agency. Healthcare agencies may require urine and sometimes blood tests of employees/students when substance abuse is suspected. Students will be dismissed immediately and not allowed to return until test results are available.
- Testing positive for illegal drugs or alcohol will result in immediate disciplinary action. Options include mandatory counseling, course failure, or dismissal from the Program.
- Remember that the Faculty are caring, helping professionals who are available for advice and counseling to students using or abusing substances, or if unfairly accused of substance abuse.

ACADEMIC INTEGRITY POLICY

_____ strives to promote academic integrity among students to help prepare them for their future endeavors. The International Center for Academic Integrity defines academic integrity by 5 core values. These values are as follows:

1. Honesty: The quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service
2. Trust: Academic institutions must foster a climate of mutual trust in order to stimulate the free exchange of ideas.
3. Fairness: All interactions among students, faculty and administrators should be grounded in clear standards, practices and procedures.
4. Respect: Learning is acknowledged as a participatory process, and a wide range of opinions and ideas is respected.
5. Responsibility: A thriving community demands personal accountability on the part of all members and depends upon action in the face of wrongdoing.

To reach academic success, one needs to uphold the 5 core values of honesty, trust, fairness, respect and responsibility. Failure to do so may result in charges of academic dishonesty. Academic dishonesty is prohibited by CUNY and Kingsborough Community College and is punishable by penalties, including failing grades, suspension, and expulsion. Examples of academic dishonesty include, but are not limited to, cheating, plagiarism, internet plagiarism, obtaining unfair advantages, and falsification of records.

Definitions and Examples of Academic Dishonesty

1. *Cheating* is the unauthorized use or attempted use of material, information, notes, study aids, devices or communications during an academic exercise. Examples of cheating include but are not limited to:

2. Copying from another student during an examination or allowing another to copy your work.
3. Unauthorized collaboration on a take home assignment.
4. Using notes during a closed book examination.
5. Changing a graded exam and returning it for more credit.
6. Submitting substantial portions of the same paper to more than one course without consulting with each instructor.
7. Preparing answers or writing notes in a blue book (exam booklet) before an examination.
8. Allowing others to research and write assigned papers or do assigned projects, including using commercial term paper services.
9. Giving assistance to acts of academic misconduct/dishonesty.
10. Fabricating data (in whole or in part).
11. Falsifying data (in whole or in part).
12. Submitting someone else's work as your own.
13. Unauthorized use during an examination of any electronic devices such as cell phones, computers or other technologies to retrieve or send information.
14. *Plagiarism* is the act of presenting another person's ideas, research or writings as your own. Examples of plagiarism include but are not limited to:
15. Copying another person's actual words or images without the use of quotation marks and footnotes attributing the words to their source.
16. Presenting another person's ideas or theories in your own words without acknowledging the source.
17. Failing to acknowledge collaborators on homework and laboratory assignments.
18. Internet plagiarism, including submitted downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, or cutting and pasting from various sources without proper attribution.
19. *Obtaining Unfair Advantage* is any action taken by a student that gives that student an unfair advantage in his/her academic work over another student, or an action taken by a student through which a student attempts to gain an unfair advantage in his or her academic work over another student. Examples of obtaining unfair advantage include but are not limited to
20. Stealing, reproducing, circulating or otherwise gaining advance access to examination materials.
21. Depriving other students of access to library materials by stealing, destroying, defacing, or concealing them.
22. Retaining, using or circulating examination materials which clearly indicate that they should be returned at the end of the month.
23. Intentionally obstructing or interfering with another student's work.
24. *Falsification of Records and Official Documents*. Examples include but are not limited to:

- a. Forging signatures of authorization.
- b. Falsifying information on an official academic record.
- c. Falsifying information on an official document such as a grade report, letter of permission, drop/add form, ID card or other college document.

REPORTING SUSPECTED INCIDENTS OF ACADEMIC DISHONESTY

Once a faculty member suspects that a student has committed a violation of the Academic Policy, he or she shall review with the student the facts and circumstances of the suspected violation whenever feasible. If a faculty member concludes that there has been an incident of academic dishonesty sufficient to affect the student's final course grade shall report the incident on the Faculty Report Form for Suspected Incidents of Academic Dishonesty.

The Academic Integrity Officer shall update the Faculty Report Form for Suspected Incidents of Academic Dishonesty after a suspected incident has been resolved to reflect the resolution. Unless the resolution exonerates the student, the Academic Integrity Officer shall place the form in a confidential academic integrity file created for each student alleged to have violated the Academic Integrity Policy and shall retain each form for the purposes of identifying repeat offenders, gathering data, and assessing and reviewing policies. Unless the student is exonerated, written decisions on academic integrity matters after adjudication shall also be placed in the student's academic integrity file.

Student Appeal Process

- Before filing an appeal, you are strongly encouraged to first communicate with the professor of the course. If the conversation does not remedy the situation, or if you choose not to follow this route, if you think that a grade was issued in error, you may contact the Chair or appointed designee of the academic department the course falls under.
- If contacting the Chair or appointed designee of the academic department the course falls under does not remedy the situation, you may file a grade appeal to the Committee for Academic Review No later than 90 days following the term in which a grade was assigned
- You may appeal a final grade to the Committee for Academic Review No Later than 90 days following the term in which the grade was given. The term is defined as fall/winter or spring/summer.
- You may appeal a final grade to the Committee for Academic Review No Later than 90 days following the term in which the grade was given. The term is defined as fall/winter or spring/summer.
- For example, if you wish to appeal grades assigned during the fall/winter term you must file an appeal No Later than the end of the following spring/summer

term. Likewise, if you wish to appeal grades assigned during the spring/summer term, you must file an appeal No Later than the end of the following fall/winter term.

Tuition Adjustment Appeal

- If you have an extenuating circumstance that caused you to not complete a course, you may file a tuition adjustment appeal to the Committee for Academic Review No Later than 90 days following the term in which a grade was assigned
- You must submit relevant supporting documentation with your application for consideration.
- If you have not been in continuous attendance, appeals will be considered on a case-by-case basis.

Appeal for Grade and Tuition Adjustment Instructions

- For Appeals for Grade and Tuition Adjustment instructions, click here (include your institution link if applicable).
- To complete the form, you must download and save it to your computer, then attach any relevant supporting documentation in your email (your institution link)
- All decisions concerning the Grade and Tuition Adjustment Appeals are made by committee and are final.

Appeal for Reinstatement Process

- If you are dismissed from the college for academic reasons, you may appeal to the Committee on Admissions and Academic Standing for readmission after one term. You should complete the online readmission application along with a letter of appeal which documents the reason for poor academic progress. The letter should be addressed to the College Committee on Admissions and Academic Standing.

Appeal Letter Instructions:

Provide a detailed explanation of the extenuating circumstance(s) that caused you to file an appeal.

1. The first paragraph should clearly explain why you are submitting an appeal, including all pertinent information such as term(s), course(s) and relevant name(s)

a. Term(s) – List the term(s) in which the extenuating circumstance(s) occurred.

b. Course(s) – List the course(s) you intend to appeal.

c. Name(s) – You are required to include the first and last name of any individual(s) you include in your statement. For example, if you are writing a statement regarding your parent(s), please include the name(s).

2. The body of your statement should provide detailed information that explains what extenuating circumstance(s) caused you NOT to complete the term or perform well academically. You must clearly explain the extenuating circumstances that were beyond your control. Please be specific and include relevant supporting documentation!

- Consult the College's webpage for readmission deadlines. Applications should be filed early since readmission deadlines are well before the start of the upcoming term. If the Committee believes your record indicates you can make satisfactory progress toward earning a degree, you may be readmitted. If at the end of the spring term of readmission, your academic level has not been raised to CUNY's standards, nor has adequate progress in achieving the appropriate standards been shown, you will be dismissed. The College reserves the right to revise the academic dismissal policy as deemed necessary.

PROBATION, DISMISSAL, READMISSION AND FORGIVENESS POLICIES

Academic Probation:

- Academic probation is a term used to indicate you are not making minimum academic progress required to graduate and earn a degree.
- After you are notified by the Registrar Office about your probation, you are expected to raise your cumulative grade point average (GPA) to a passing level in order to continue your studies at Kingsborough.
- You are required to maintain minimum academic standards to remain in good academic standing detailed in the Academic Standards menu tab.
- If your cumulative grade point average (GPA) falls below minimum academic standards, you will be placed on academic probation for one term.
- It is important for you to hear: This is Not a punishment! This is a warning you may be in academic jeopardy.
- Passing all classes is NOT an indication of academic success and progress. You are required to maintain minimum academic standards to remain in good academic standing detailed in the Academic Standards menu tab.

Continued Probation:

- After one term on academic probation, if your cumulative grade point average (GPA) remains below the minimum academic standards at the end, you will be placed on continued probation.

- You may be limited in the number of units (credits) you can enroll in during your next term. (We want to ensure that you take an appropriate number of courses to be successful.)
- At the end of term, if your cumulative grade point average (GPA) still remains below minimum academic standards, you will be subject to academic dismissal and must wait 3 years before reapplying.

Dismissal:

- If you did not achieve minimum academic standards after your probation, you will be academically dismissed from Kingsborough and may not be allowed to re-enroll for 3 years.
- If you are academically dismissed for not achieving minimum academic standards, you may file an appeal for an immediate reinstatement asserting extenuating circumstances. In the application for reinstatement, you must provide legal and/or official documentation of the extenuating circumstances that made it impossible for you to meet minimum academic standards.
- Evidence must be provided that you are capable of performing at the academic level required to prevent further dismissal.

Readmission:

- A former student who wishes to return to _____ should complete an online Readmission form at <https://www.kbcc.cuny.edu/registrar/readmission.html> (see bottom of website). United States veterans are exempt from the readmission fee.
- Consult the College's webpage for readmission deadlines; applications should be filed early since readmission deadlines are well before the start of the upcoming term.
- Note - Students who have received their degree from _____ should click Second Degree Applicants for more information.
- Students are Not readmitted into Degree programs (Plans)/Concentrations (Sub-plans) that have been submitted for closure. It is recommended that you speak with an Academic Advisor to discuss alternative options if you were previously enrolled in a now closed Degree program (Plan)/Concentration (Sub-plan).

Readmission Statement Instructions:

Provide a detailed explanation of the extenuating circumstance(s) that caused you NOT to complete the term or return after your last enrollment.

1. The first paragraph should clearly explain why you are submitting a Readmission application, including all pertinent information such as term(s), course(s) and relevant name(s).

a. Term(s) – List the term(s) in which the extenuating circumstance(s) occurred.

b. Course(s) – List the course(s) you intend to appeal.

c. Name(s) – You are required to include the first and last name of any individual(s) you include in your statement. For example, if you are writing a statement regarding your parent(s), please include the name(s).

2. The body of your statement should provide detailed information that explains what extenuating circumstance(s) caused you NOT to complete the term or return after your last enrollment. You must clearly explain the extenuating circumstances that were beyond your control. Please be specific and include relevant supporting documentation!

Readmission After Academic Dismissal:

- Former students who were academically dismissed from _____ may apply for readmission according to the guidelines provided in their dismissal letter. A letter of appeal should be addressed to the College Committee on Admission and Academic Standing. The appeal letter with relevant supporting documentation should be submitted through the online readmission form.
- Consult the Registrar's home page at _____ for full details of the process and for deadline dates. Appeals should be submitted well before the start of any term.
- If you have been out of Kingsborough for a period of three (3) years or more and your grade point average was below 2.00, you may be readmitted in good academic standing by appealing to the Committee on Admissions and Academic Standing. Any prior failing grades, while still reflected in your record, would not be calculated in your grade point average (GPA) to determine academic standing. You would be readmitted on academic probation and the forgiveness policy will be applied only once to your academic record.
- Although prior failing grades, while still reflected in your record, would not be calculated in your grade point average (GPA) to determine academic standing, they may be calculated by other institutions for the purpose of transfer consideration.

GRADUATION & CERTIFICATION

GRADUATION REQUIREMENTS

PURPOSE This policy outlines the mandatory requirements that students must fulfill to graduate from the Surgical Technology Program and be eligible for certification as a Surgical Technologist.

SCOPE This policy applies to all students enrolled in the Surgical Technology Program seeking to graduate and obtain certification.

ACADEMIC REQUIREMENTS

1. **Course Completion** All required courses in the surgical technology curriculum must be completed with a minimum grade of "C" (75%) or better. Required courses include Anatomy and Physiology I and II, Medical Terminology, Introduction to Surgical Technology, Surgical Procedures I, II, and III, Surgical Pharmacology, Microbiology for Healthcare, Surgical Patient Care, and Professional Development in Surgical Technology.
2. **Clinical Requirements** Students must complete a minimum of 120 cases as specified by the Association of Surgical Technologists (AST). This includes 30 cases in General Surgery and 90 cases in various surgical specialties. At least 90 cases must be performed in the first scrub role, while a maximum of 30 cases can be performed in the second scrub role. All clinical cases must be documented in the approved case log system, and students must maintain a clinical evaluation average of 75% or higher.
3. **Laboratory Performance** Students are required to successfully complete all laboratory skills assessments and demonstrate competency in all required surgical skills. All practical examinations must be passed with a minimum score of 75%.
4. **Professional Requirements** Students must maintain current CPR certification throughout the program. All required immunizations and health screenings must be completed and kept current. Students must pass a criminal background check and drug screening. HIPAA training and certification must be completed, and professional liability insurance must be maintained throughout the program.
5. **Attendance Requirements** Students must maintain a minimum 90% attendance in all classroom courses and complete 100% of required clinical hours. All excused clinical absences must be made up according to program policy.
6. **Financial Obligations** All financial obligations to the institution must be satisfied, and financial aid exit counseling must be completed where applicable.

CERTIFICATION ELIGIBILITY

Upon completion of all graduation requirements, students will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) certification examination, apply for state licensure where applicable, and receive their program diploma or degree.

ACADEMIC STANDING

Students must maintain a cumulative GPA of 2.0 or higher, demonstrate satisfactory academic progress throughout the program, and exhibit professional behavior meeting program standards.

Students who do not meet graduation requirements may appeal through a written petition to the Program Director, including supporting documentation of extenuating circumstances and a proposed plan for completion of requirements. Appeals must be submitted within 10 business days of notification of failure to meet requirements.

DOCUMENTATION

For graduation processing, students must submit a completed graduation application, updated immunization records, current CPR certification, completed clinical case logs, final clinical evaluations, and exit interview documentation.

POLICY COMPLIANCE

Failure to meet any of the above requirements will result in delay of graduation, inability to sit for certification examination, and withholding of program completion documentation. The Program Director, in consultation with program faculty, has final authority in determining whether graduation requirements have been met.

Program Director Signature

Date of Policy Implementation

Policy Review Date

- Certification Exam Preparation
- Credentialing Process
- Job Placement Assistance

ACKNOWLEDGE AND AGREEMENT

- Student Acknowledgment Form

Student Handbook Acknowledgment Form

I, _____ (print full name), hereby acknowledge that I have received, read, and understood the Student Handbook for the academic year 2025-2026. I understand that this handbook contains important information regarding the following: academic policies and procedures, student rights and responsibilities, code of conduct and disciplinary procedures, attendance and grading policies, campus safety and emergency procedures, and resources and support services available to students.

By signing this form, I acknowledge and agree that I will abide by all policies, rules, and regulations outlined in the handbook. I will seek clarification from appropriate staff members if I have questions about any policies. I commit to keeping myself informed of any updates or changes to policies that may be communicated during the academic year. Furthermore, I accept responsibility for understanding and following the guidelines contained within the handbook.

I understand that failure to comply with the policies and procedures outlined in the handbook may result in disciplinary action as described therein.

Student Signature: _____

Student ID: _____

Date: _____

Please return this signed form to the Student Affairs Office by [DATE].

For Office Use Only: Received by: _____ Date Received:
_____ Form ID: _____