



THREE RIVERS COLLEGE

STUDENT HANDBOOK

Associate of Applied Science

Surgical Technology

2024-2025

Revised 6/2024

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Content subject to change. For the most current and accurate information, visit trcc.edu.

SECTION I: GENERAL INFORMATION

COLLEGE VISION

Three Rivers College will be the preeminent, cutting-edge community of learners with a student-first focus, and will operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success.

MISSION STATEMENT

Three Rivers College inspires, prepares, and empowers students to succeed through open access to high-quality learning opportunities that meet the needs of the communities we serve.

Commitments that inform the mission:

- Open access to educational programs to prepare students for transfer to a four-year baccalaureate institution, as well as programs of career and technical education to prepare students for entry or advancement in the global workforce.
- Comprehensive academic services, learning resources, basic skills development, and educational opportunities for students of diverse cultural, socioeconomic, and academic backgrounds.
- Support services and student activities to enhance individual growth and academic potential.
- Collaborative partnerships to develop specialized programs that meet the changing needs of business and industry, government, secondary schools, and other colleges and universities.
- Lifelong learning opportunities for individuals who wish to improve job performance, develop new skills, or pursue personal interests.
- Community services that support and encourage the economic, civic, and cultural vitality of the region.

ABOUT THREE RIVERS

Three Rivers College was founded April 5, 1966, when citizens of Butler, Carter, Ripley, and Wayne counties voted into existence the College District. The College opened in storefront facilities in downtown Poplar Bluff, Missouri, with 138 students in 1967. Today, Three Rivers enrolls thousands of students at locations throughout Southeast Missouri, including an 80-acre campus in Poplar Bluff; full-service locations in Dexter, Kennett, Sikeston, and Cape Girardeau; and other locations, including Doniphan, Piedmont, Portageville, and Van Buren. Programs include college transfer, career-technical, transitional, continuing education, and workforce training. For more information about the College, visit the [About Us](https://trcc.edu/about/) section (trcc.edu/about/) of our website.

Three Rivers is accredited by the [Higher Learning Commission \(hlcommission.org\)](https://hlcommission.org) and by the [Missouri Department of Higher Education and Workforce Development \(dhewd.mo.gov\)](https://dhewd.mo.gov). This recognition and accreditation assure students that work satisfactorily completed at Three Rivers will be recognized at full value by other colleges, universities, and professional schools.

BOARD OF TRUSTEES

- Gary Featherston – Ripley County
- Darren Garrison – Wayne County
- Dr. Tim Hager – Carter County

- Dr. Amber Richardson – Butler County
- Eric Schalk – Butler County
- Chris Williams – Butler County

COLLEGE CABINET

- Wesley A. Payne, Ph.D., President
- Charlotte Eubank, Chief Financial Officer
- Ann Matthews, Dean of Student Services
- Dr. Maribeth Payne, Dean of Institutional Effectiveness
- Steve Atwood, Chief Technology Officer
- Kristina McDaniel, Director of Human Resources

STUDENT RESOURCES

Welcome Center

The Welcome Center is the place to start when you have questions about Three Rivers College, including information on registration, student email issues, activities, transcripts, etc.

Phone: 573-840-9605 or 877-TRY-TRCC (877-879-8722)

Email: welcomecenter@trcc.edu

Location: 1st floor, Westover Administration Building

Career Services

The Career Services Office provides services and programs to help students with career development and employment needs and provides transfer and articulation information for students planning on transferring after graduation.

Phone: 573-840-9655

Web page: trcc.edu/student-services/careerservices

Location: 1st floor, Westover Administration Building

The College Store

In addition to selling and renting textbooks and course materials, The College Store offers Meal Plan Cards, computers, school supplies, and TRC branded merchandise. Many of these items can be paid for with financial aid funds.

Phone: 573-840-9610

Email: collegestore@trcc.edu

Web page: bookstore.trcc.edu

Location: Bess Activity Center on campus and at full-service locations

Disability Services

Three Rivers College is committed to providing equal opportunity for qualified students with disabilities while maintaining the academic integrity and quality of College programs in accordance with the American with Disabilities Act, the Rehabilitation Act of 1973, and Missouri State Law. For more information, refer to policy [SP2115 Disability Services for Students \(https://www.trcc.edu/forms/policiesregs/SP2115.pdf?v=110718\)](https://www.trcc.edu/forms/policiesregs/SP2115.pdf?v=110718).

Phone: 573-840-9608

Web page: trcc.edu/student-services/disability

Location: 1st floor, Westover Administration Building

Distance Learning Services

Distance Learning Services provides technical support to students and instructors for the Blackboard Learn platform used to host online eLearning courses, and for Interactive Television (ITV) courses through phone, email, remote desktop, and face-to-face communication.

Phone: 573-840-9544

Email: blackboard@trcc.edu

Blackboard Support Webpage: blackboardsupport.trcc.edu

Location: 2nd floor, E.K. Porter Distance Learning Center

Financial Aid

To learn about the many types of financial aid available to Three Rivers students, visit the Financial Aid section on the College website or go to the Financial Aid Office.

Phone: 573-840-9606

Email: financialaid@trcc.edu

Web page: trcc.edu/financialaid/

Location: 1st floor, Westover Administration Building

Myrtle Rutland Library

The Myrtle Rutland Library is the information center at Three Rivers College. The library offers a wide range of resources to help in your academic pursuits, including books, periodicals, databases, study guides, a computer lab, and friendly staff ready to help.

Phone: 573-840-9654

Email: library@trcc.edu

Web page: trcc.edu/arc/

Text: 573-298-6105

Location: 1st floor, Academic Resource Commons

Testing Services

TRC Testing Services administers a number of tests/assessments to meet the growing needs of our students, including placement assessment for new students, high school equivalency tests, college-equivalent credit tests, program entrance exams, and certification exams. Details on the testing services offered and test scheduling information can be found on the Testing Services webpage.

Phone: 573-840-9667

Email: testing@trcc.edu

Web page: trcc.edu/testing/

Location: 1st floor, Westover Administration Building

Title IX Co-Coordinators

Three Rivers College is subject to the provisions of a federal civil rights law known as Title IX. This law prohibits sex discrimination in education. The College has several policies that pertain to Title IX. Links to these policies, training and information, resources, and the Title IX Reporting Form can be found on the [Consumer Information](http://trcc.edu/consumerinformation/titleix) page (trcc.edu/consumerinformation/titleix) of the College website.

Title IX Co-Coordinators are:

Ann Matthews, Dean of Student Services

Phone: 573-840-9669

Email: amatthews@trcc.edu

Location: 1st floor, Westover Administration Building

Kristina McDaniel, Director of Human Resources

Phone: 573-840-9695

Email: kristinamcdaniel@trcc.edu

Location: 1st floor, Westover Administration Building

Tutoring & Learning Center

The Tutoring & Learning Center (TLC) has certified professional and student tutors who can help students in person, online through Blackboard, and by phone. They offer assistance in English, Writing, Math, Science, and Accounting. The TLC provides a convenient setting for students to work individually or in groups.

Phone: 573-840-9638

Email: tlc@trcc.edu

Web page: trcc.edu/arc/tlc

Location: 2nd floor, Academic Resource Commons

COLLEGE POLICIES AND REGULATIONS

For the most up-to-date information on Three Rivers College policies and regulations, visit the [Policies and Regulation](#) web page (trcc.edu/about/collegepolicy).

COLLEGE COMMUNICATIONS

Class Cancellations

Should an instructor cancel class, the class cancellation will be posted on the [Cancellation](#) page (trcc.edu/cancellations/) of the Three Rivers College website.

Closing of the College

Three Rivers College communicates College closings related to weather and other emergencies through a variety of methods, including email, text messages, the College website, social media, and the greeting on the College's main number (573-840-9600). The College also notifies area radio and television stations about closings. Details about these methods are outlined on the [College Closings](#) page (trcc.edu/about/closings) of the Three Rivers website.

Employee Email

TRC employee email can be accessed via Microsoft Outlook on College computers or go to the [Webmail](#) page (trcc.edu/webmail) on the College website and click on Faculty/Staff Office 365 Portal/Webmail.

Student Email

TRC Student *myMail* Webmail is Three Rivers College's student-only email service and uses Microsoft's Office 365. To access, go to the [Webmail](#) page (trcc.edu/webmail) on the College website and click on Students Office 365 Portal/Webmail.

Three Rivers corresponds with students via TRC Student *myMail* Webmail.

Personal email accounts will not be used to help ensure the confidentiality of your records.

All students are required to use their TRC Student *myMail* Webmail accounts to conduct business or correspond with College offices and employees.

New students will obtain access within 10 days after initial registration.

Text Messages

Three Rivers College students and employees can receive text messages from the College that include emergency and College closing information. All students and employees are part of the alert messaging system. If you do not want to be part of the alert messaging system, reply to the text message with STOP. For more information, call the Welcome Center, 573-840-9605.

SAFETY AND SECURITY REPORT

In accordance with the Jeanne Clery Act (Clery Act), Three Rivers College publishes an annual Safety and Security Report for all locations disclosing campus security procedures for reporting crimes and three years of selected crime statistics. The report also provides information about crimes that might pose a threat to the community; basic rights that must be given to victims of sexual assault, relationship violence, and stalking; and the College policy regarding alcoholic beverages and substance abuse. Included in the report is the annual Fire Safety Report for the

Rivers Ridge Housing facility at the Poplar Bluff campus for the prior three years. The entire report may be found on the [Campus Safety](http://trcc.edu/campussafety/) page (trcc.edu/campussafety/) of the College website. A printed copy of the report is also available, upon request and at no cost, from the Office of Public Safety.

SECTION II: PROGRAM INFORMATION



THREE RIVERS COLLEGE

Poplar Bluff Campus
2080 Three Rivers Blvd. | Poplar Bluff, MO 63901
Phone: 573-840-9600 | Toll Free: 877-879-8722
trcc.edu

Dear Surgical Technology Student,

On behalf of the entire faculty and staff of the Three Rivers College Nursing and Allied Health Department, welcome to the Surgical Technology Program. We are looking forward to a school year filled with learning and experiences you will find rewarding and challenging. This handbook has been created to explain the program's mission and philosophy, as well as to outline expectations and guidelines established by the faculty. Please be sure to read this handbook as it contains valuable information.

Although the Surgical Technology Program has been a part of Three Rivers College in the past, the program has not been offered for the last several years. Three Rivers College designed our new program as an associate degree with collaboration from our clinical partners and by request of our community.

The Surgical Technology Department is currently located in the Robert W. Plaster Free Enterprise Center at 2080 Three Rivers Blvd., Poplar Bluff, Mo. Clinical experiences are scheduled in the various health care agencies throughout the College district.

Once again, we welcome you to the Surgical Technology Program. Should you have questions or if we can help you in any way do not hesitate to ask.

Sincerely,

Laura McElroy, MSN, RN, CST
Director, Surgical Technology Program

PROGRAM CONTACTS

Laura McElroy, MSN, RN, CST, Director, Nursing Program and Surgical Technology Program, Instructor

Phone: 573-840-9672 x 8308

Email: lmcelroy@trcc.edu

Fax: 573-840-9055

Office Location: Robert W. Plaster Free Enterprise Center, Room 219E

Daniel Braymer, MS, CST, Coordinator, Surgical Technology Program, Instructor

Phone: 573-840-9672 x 8315

Email: dbraymer@trcc.edu

Fax: 573-840-9055

Three Rivers College is accredited by the Higher Learning Commission and is a member of the North Central Association (312-263-0456; 800-621-7440): www.ncahigherlearningcommission.org

PURPOSE STATEMENT

The purpose of this program is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

MISSION

The Associate Degree Surgical Technology Program at Three Rivers College prepares students to be professional surgical technologists to meet the needs of the communities we serve.

PHILOSOPHY

The Associate Degree Surgical Technology Program embraces the mission of the institution. The Associate Degree Surgical Technology faculty believe:

- The learning process is the acquisition of knowledge, skills, attitudes, and critical thinking.
- Surgical Technology education is an ongoing personal responsibility of the professional surgical technologist.
- Collaboration is an integral component for surgical technologists as members of the interdisciplinary healthcare team.
- Strong surgical conscience should guide decision making and practice.

PROGRAM DESCRIPTION

Both general education and surgical technology courses are included in the program of study; clinical laboratory experiences are planned in local healthcare facilities under the direct guidance of the Surgical Technology faculty. Students enrolled in the surgical technology program have the same privileges and responsibilities accorded all students of the College.

Surgical Technology courses are sequentially arranged to progress from the more familiar or simple to the less familiar or complex. The outcomes of each course reflect increasing levels of skill and knowledge necessary for successful course and program completion. Course descriptions are in the College catalog.

The program identifies two educational theories, Bloom's Taxonomy, Dreyfus Model of Skill Acquisition, and Knowles' Adult Learning Theory, as the foundation for the curriculum. The faculty relied on Bloom's Taxonomy by placing the concepts in order of simple to complex and pairing the curriculum with a variety of clinical experiences. Dreyfus's theory states that students can progress from the novice stage to advanced beginner (graduate). The Dreyfus Theory posits that increased experience and exposure to (clinical) situations is required to progress in stages in conjunction with knowledge and skill.

Knowles' Adult Learning Theory has four principles that the faculty considered when evaluating the curriculum, including:

1. Adult learners need to be involved in their education, including planning and evaluation
2. Past experiences (positive or negative) provide the basis for learning activities
3. Adult learners want to learn information with immediate relevance
4. Adult learners focus on problems not content

The faculty apply these principles in the curriculum by creating a student-centered learning environment, relying on past experiences for in-class learning activities (including recent clinical experiences), providing information that is immediately applied in the clinical setting, and increasing the students' level of critical thinking.

The courses for the program are scheduled between 7:00 a.m. and 3:00 p.m. Clinical rotations for surgical technology courses vary from 4 to 12 hour rotations. The laboratory/clinical portion of each course usually meets on Tuesday, Wednesday, Thursday, and/or Friday.

PROGRAM LEARNING OUTCOMES

1. The student will demonstrate knowledge of healthcare science and surgical technology concepts to care for patients perioperatively.
2. The student will demonstrate professional behaviors in a variety of settings as an integral part of the surgical team.
3. The student will demonstrate competence in the implementation of skills, tools, and technologies to facilitate the surgeon's performance.

PROGRAM OF STUDY

Following is the suggested program plan for earning an Associate of Applied Science Degree in Surgical Technology. For the most accurate information about degree plans, see Three Rivers' online catalog at trcc.edu/academics/collegecatalog.php.

SURGICAL TECHNOLOGY PROGRAM CURRICULUM

Course	Title	Credit hours
FIRST YEAR		
Fall Semester		
GNST 100	New Student Orientation	1 credit hour
ACAD 101	Academic Life Strategies	3 credit hours
ALHE 125	Medical Terminology	3 credit hours
BIOL 231	Anatomy and Physiology I	4 credit hours
ENGL 111	College Writing	3 credit hours
MATH 161	Mathematical Reasoning and Modeling	3 credit hours
	Total Hours	17 credit hours
Spring Semester		
BIOL 232	Anatomy and Physiology II	4 credit hours
BIOL 253	Microbiology	4 credit hours
SURG 106	Fundamentals of Surgical Technology	7 credit hours
	Total Hours	15 credit hours
SECOND YEAR		
Fall Semester		
PSYC 243	Human Development Across the Lifespan	3 credit hours
SURG 107	Patient Concepts and Pharmacology for the Surgical Technologist	2 credit hours
SURG 115	Surgical Technology I	4 credit hours
SURG 116	Surgical Technology Practicum I	7 credit hours
	Total Hours	16 credit hours
SECOND YEAR		
Spring Semester		
IST 100	Computer Applications	3 credit hours
GOVT 121	National and State Government	3 credit hours
SURG 207	Professional Practice	1 credit hour
SURG 215	Surgical Technology II	3 credit hours
SURG 216	Surgical Technology Practicum II	7 credit hours
	Total Hours	17 credit hours

General Education Credit: 34

Surgical Technology Education Credit: 31

Total Credit Hours: 65

Surgical Technology: Program Outcomes Mapping

Program Outcome 1:

1. The student will demonstrate knowledge of healthcare science and surgical technology concepts to care for patients perioperatively.

Course	Course Learning Outcome (CLO)
SURG 106 Fundamentals of Surgical Technology	1. Explain the physical environment of health care facilities, operating rooms, and roles of the health care team.
	2. Explain various surgical incisions and surgical approaches through correct medical terminology.
	3. Explain safety procedures for sharps, fire prevention, patient handling, and laser usage.
	4. Recognize the needs of minimally invasive and surgical procedures as it relates to surgical technology.
	5. Recognize the sources of contamination.
	6. Recognize the various types and uses of cleaning and sterile processing.
	7. Recognize the purpose, items, methods, frequency, and timing of surgical counts and when additional counts may be necessary.
	8. Recognize the surgical technologist's role in surgical documentation, time out procedures, and physical preparation of the patient for surgery.
	10. Demonstrate knowledge of asepsis and sterile technique and appropriately perform hand hygiene and surgical scrub.
	SURG 107 Patient Concepts and Pharmacology for Surgical Technologists
2. Relate the principles of anesthesia administration to patient comfort and safety.	
5. Examine the role of the surgical technologist as it relates to patient care concepts and comprehensive surgical care.	
SURG 115 Surgical Technology I	2. Analyze wound management approaches including closure, packing, and dressing to promote optimal wound healing.
	3. Demonstrate knowledge of specimen handling and validation processes.
	6. Understand post anesthesia care, complications that may arise, and criteria for discharge.
SURG 215 Surgical Technology II	1. Analyze surgical pathologies and special circumstances that require adjusting the normal routine to optimize outcomes in the surgical and procedural setting.
	2. Evaluate the role of the surgical technologist in the management of surgical procedures and wound management.
	3. Assess safe practices for implementing information technology.
	4. Assess the first and second scrub role and assistant circulator role in the management of the
	5. Analyze the concepts of death and dying.
	6. Evaluate various coping strategies and mechanisms.
SURG 216 Surgical Technology Practicum II	3. Evaluate the role of the first or second scrub for each assignment.
	4. Evaluate the comprehensive needs of the surgeon and the patient.

Program Outcome 2:

2.The student will demonstrate professional behaviors in a variety of settings as an integral part of the surgical team.

Course	Course Learning Outcome (CLO)
SURG 115 Surgical Technology I	4. Recognize the surgical technologist's responsibilities in surgical documentation, time out procedures, and physical preparation of the patient for specialty surgical procedures.
SURG 207 Professional Practice	1. Demonstrate effective communication skills, conflict resolution, and teamwork.
	2. Develop employability skills.
	3. Prepare to participate in legal, ethical, and moral issues related to surgical scenarios.
	4. Develop management and leadership skills.
	5. Explain the role of the surgical technologist in disasters and public health emergencies.
SURG 215 Surgical Technology II	6. Prepare to take the certification exam.
	5. Analyze the concepts of death and dying.
	6. Evaluate various coping strategies and mechanisms.

Program Outcome 3:

3.The student will demonstrate competence in the implementation of skills, tools, and technologies to facilitate the surgeon's performance.

Course	Course Learning Outcome
SURG 106 Fundamentals of Surgical Technology	9. Demonstrate the assembly, usage, cleaning, and disposal of various types of equipment, supplies, and instruments in the surgical setting.
	10. Demonstrate knowledge of asepsis and sterile technique and appropriately perform hand hygiene and surgical scrub.
	11. Demonstrate appropriate selection, use, donning/doffing of surgical attire for various procedures.
	12. Demonstrate the correct procedures for opening, preparing, organizing, and maintaining a sterile field.
	13. Demonstrate the correct measures for handling, preparation, and draping of a patient as it relates to various surgical procedures and patient safety.
	14. Demonstrate the proper technique for breaking down the sterile field and disinfection of the surgical environment.

SURG 115 Surgical Technology I	1. Relate previous knowledge to principles of homeostasis and sterile processing to various surgical procedures to provide more comprehensive assistance in the surgical setting.
	5. Apply previous knowledge to general and specialty surgical procedures to prepare, assist, and comprehend specific need for each procedure.
SURG 116 Surgical Technology Practicum I	1. Demonstrate surgical conscience, aseptic technique, and sterile technique to prevent contamination.
	2. Demonstrate the breaking down of a sterile field and various manners of cleaning, decontamination, and sterile processing.
	3. Demonstrate Accurate surgical counts at appropriate times during a surgical procedure.
	4. Demonstrate the responsibilities of a surgical technologist's role in time out procedures and patient preparation for surgical procedures.
	5. Demonstrate the intraoperative management and proper disposal and handling of supplies, sharps, sponges, medications, and specimens.
	6. Demonstrate hand hygiene, surgical scrub, gowning, gloving, opening, preparing organizing, and maintaining a sterile field.
	7. Demonstrate safe patient positioning, transport, transfer, skin preparation, and urinary catheterization.
	8. Demonstrate application of various types of dressings.
	9. Demonstrate correctly passing instruments.
SURG 216 Surgical Technology Practicum II	1. Integrate previous knowledge to provide comprehensive perioperative care.
	2. Manage surgical procedures from the role of the first or second scrub.
	3. Evaluate the role of the first or second scrub for each assignment.
	4. Evaluate the comprehensive needs of the surgeon and the patient.
	5. Demonstrate surgical conscience, aseptic technique, and sterile technique to prevent contamination.
	6. Demonstrate the breaking down of a sterile field and various manners of cleaning, decontamination, and sterile processing.
	7. Demonstrate Accurate surgical counts at appropriate times during a surgical procedure.
	8. Demonstrate the responsibilities of a surgical technologist's role in time out procedures and patient preparation for surgical procedures.
	9. Demonstrate the intraoperative management and proper disposal and handling of supplies, sharps, sponges, medications, and specimens.
	10. Demonstrate hand hygiene, surgical scrub, gowning, gloving, opening, preparing organizing, and maintaining a sterile field.
	11. Demonstrate safe patient positioning, transport, transfer, skin preparation, and urinary catheterization.
	12. Demonstrate application of various types of dressings.
	13. Demonstrate correctly passing instruments.

PROGRAM COMPLETION CRITERIA

The degree of Associate of Applied Science is conferred by the Board of Trustees of Three Rivers College to those candidates who have been regularly admitted to the College, have made application for candidacy for the Associate of Applied Science degree, have been recommended by the faculty of the Surgical Technology Program, and have completed the following requirements:

1. Earn a minimum of 65 credit hours in prescribed courses with a cumulative grade point average of 2.0 or above.
2. Passed all surgical technology courses with a minimum of "C".
3. Passed all related courses with a "B" or higher (Anatomy and Physiology I and II).
4. Satisfactorily settled all financial obligations.

PROGRESSION AND RETENTION CRITERIA

Students must maintain a cumulative grade point average of 2.0 throughout their enrollment in the program in accordance with College policies regarding academic standing as outlined in the current Three Rivers College Catalog under ACADEMIC STANDING.

In order to progress in sequence:

Students must achieve/complete satisfactory lab/clinical performance as well as a minimum grade of "C" for each surgical technology course. A satisfactory grade will be given for both laboratory and clinical performance when the student consistently demonstrates satisfactory performance of stated critical standards and objectives. Failure to demonstrate this will result in a failing grade for the entire course.

Failure to achieve/complete satisfactory lab/clinical performance will result in a course grade of "F" regardless of the grade in the theory portion of the course. Also failure to take general education courses as they appear in the curricular option the student is enrolled in will result in the student not being able to progress to the next level in surgical technology courses.

Students must achieve a minimum grade of "B": in surgical technology-related courses, defined as Anatomy and Physiology I and II.

DISMISSAL CRITERIA

Dismissal from the program will result if a student fails to achieve a grade "C" or better in a surgical technology course or a "B" or higher in a surgical technology-related course, Anatomy and Physiology I and II. A student **WILL** be dismissed from the program for failing to demonstrate satisfactory completion of the clinical portion of the course, failure to follow classroom/clinical/laboratory student expectations or expectations defined by the College Student Conduct Policy (SP2610) and Regulation (SR 2610).

As the Surgical Technology Program involves rotations at various clinical agencies off-campus, the Student Conduct Policy and Regulation is also in effect at those agency sites and includes (by the nature of healthcare) any clinical document, property, or activity. Likewise, all clinical agency conduct policies are also in effect while at those sites for Three Rivers College students. If you are wearing your Three Rivers College uniform (which represents you as a Three Rivers College Surgical Technology student) the Student Conduct Policy and Regulation is in effect.

The primary expectations of TRC students are integrity and civility. Refer to the Student Code of Conduct SP 2610 and Regulation SR 2610 for a complete list of student expectations. The Student Code of Conduct Policy and Regulation can be found in the appendix of this student handbook and also at www.trcc.edu.

Any student who receives any discipline from Three Rivers College after admission to the Associate Degree Surgical Technology Program will be dismissed from the Program and ineligible for readmission.

PROGRAM-SPECIFIC REQUIREMENTS AND GUIDELINES

Certification of the Surgical Technologist

In order to become Certified Surgical Technologist (CST) an individual must meet the following requirements:

Successful completion of the Surgical Technology Program courses and associated general education requirements for the Associate Degree in Surgical Technology.

If you have any question regarding certification application, please consult the Surgical Technology Program Director as soon as possible.

The student must demonstrate procedural proficiency by completing a minimum of 120 surgical cases. Specific breakdown by role and specialty is provided in the practicum syllabi.

Technical Standards for Admission & Retention in the Surgical Technology Program

A candidate for the Associate Degree Surgical Technology program must have ability and skills in four functional areas: observation, communication, motor, and behavioral. Reasonable accommodations may be made for some impairments; however, a candidate is expected to perform in a reasonably independent manner:

OBSERVATION A candidate must be able to observe a client/patient accurately. Examples of observation include: visualizing the appearance of a surgical wound, detecting the presence of a foul odor.

COMMUNICATION A candidate must be able to communicate effectively with client/patient and other members of the health care team. He/she must be able to interact with client/patients and other members of the health care team in order to obtain information, describe

client/patient situations, and perceive verbal and non-verbal communications.

MOTOR

A candidate must have adequate motor function to effectively work with problems and issues and to carry out related client/patient care. Examples of care include: transferring, supporting, lifting, and positioning client/patients; cardio-pulmonary resuscitation; the application of pressure to stop bleeding; the opening of an obstructed airway; and the provision of client/patient preparation and safety.

BEHAVIORAL

A candidate must possess the emotional health required for total utilization of his or her intellectual abilities. Candidates need to be able to tolerate physically taxing workloads and to function effectively during stressful situations. They must be capable of adapting to ever-changing environments, displaying flexibility, appropriately interacting with others, and learning to function in the case of uncertainty that is inherent in clinical situations involving client/patient care.

Student Retention and Progression Program

The Associate Degree Surgical Technology Program is dedicated to helping students achieve the stated program outcomes that result in successful completion of the program and successful, first-time examination results. Students that meet the criteria for at-risk designation will be placed into a Student Retention and Progression Plan. The At-Risk Student will then meet with a designated mentor to complete the Student Retention and Progression Plan. The Plan continues with the student throughout the program unless they meet certain criteria established in the Plan to exit the plan at any point in the program.

Procedure

Student will be identified at-risk if they meet one of the following criteria:

1. The student is a readmitted student to the program. Exceptions to this are at the discretion of the Surgical Technology Admissions Committee.
2. The student achieves a theory course grade of 70.5% to 74.9% in any course.
3. The student is placed in a remediation contract for clinical performance.

The student and mentor will work together to create an individualized Student Retention and Progression Plan. The following are required components.

1. Monthly meetings with designated mentor.
 - a. Focus on areas of weakness identified on examinations, remediation contracts, and identified by the student.
 - b. Refer to possible resources to help with the Plan.
2. Student develops a plan at the beginning of each semester that shows a plan to focus on areas of identified weakness.
3. The faculty member will communicate areas of concern related to the student's current course by using the Mentor Communication Tool. Mentors will focus on areas requiring remediation in each individual course.

4. Mentors may require the following activities as a part of the plan:
 - a. Mandatory weekly tutoring attendance.
 - b. Mandatory attendance at workshops offered through the Department, i.e. Dosage Calculations, Test-Taking Strategies, Pharmacology, etc.
5. Students may exit the plan if all of the following conditions are met:
 - a. Pass the next surgical technology course with a B or higher grade.
 - b. The student's mentor agrees that the student has made sufficient progress in the Plan.

Health

Surgical Technology students are required to have two physical examinations: you have already completed the first as part of the admission process. The second will be completed between the first and second year levels of the program. These physical examinations, as required by clinical agencies, assure the college that you are able to complete the required activities of the program and meet certain health criteria. A negative preadmission drug screen is a criterion of admission. **Any health insurance change, health change, or new limitations occurring during enrollment must be reported to the Surgical Technology Program Office.**

Health criteria for clinical practice in agencies will include both random and reasonable suspicion drug testing of students. Students refusing to voluntarily submit to samples of urine, hair follicles, and/or nails for drug screening will not be able to enter clinical agencies and therefore are not able to complete the program. If a for-cause drug screen returns positive results, the student is responsible for paying for the test. If a for-cause drug screen returns negative results, the program will cover the cost of the test.

Students in the nursing and allied health programs are highly encouraged to maintain health insurance to cover their health care costs throughout the program. Students who decide to not carry health insurance will be required to complete a declination of health insurance form upon entry to the program. A student returning from a medical absence must present written verification from a physician that he/she is able to return to class and clinical practice.

The Student Resource Officer should be notified if any student requires emergency health care. If a person is seriously injured or becomes ill on campus, the community assistance 911 number should be called immediately. Whether or not it is an emergency, an incident report should be filed in all cases of injury and emergency. If emergency transportation and treatment at a health care facility are necessary, all costs are the responsibility of the person who is transported. Those involving students in clinical practice should be reported to the faculty and appropriate person in the clinical agency (e.g., Director of Surgical Service, In-Service Coordinators) and to the Surgical Technology Program Director.

Student Pregnancy Program Rule

Extended absences are covered per the Attendance: Special Circumstance Program Rule. Students who are pregnant have additional criteria for notifying the Surgical Technology Program of changes in health. Students are required to notify the Surgical Technology Program Director by no later than their 13th week of pregnancy. For the student to be allowed to continue in the clinical and

laboratory portion of the course, a release form from the licensed obstetrical provider must be submitted to the Surgical Technology Program Director at designated times in the pregnancy.

Faculty will make reasonable efforts to allow make-up of missed clinical and laboratory experiences; however, extended absences may result in the student's inability to meet clinical outcomes and require the student to withdraw from the course. Each student's case will be reviewed individually by the Surgical Technology Admissions Committee. The student who withdraws from a surgical technology course due to pregnancy is permitted to apply for readmission as per the irregular readmission Program Rule.

It is the student's responsibility to be aware of the Recommended Center for Disease Control (CDC) guidelines related to avoidance of exposure to infectious diseases by pregnant women. It is also the student's responsibility to be aware of and avoid other hazards to her pregnancy. Neither Three Rivers College nor its affiliated clinical agencies assume responsibility for any harm that might occur to a pregnant student and/or fetus.

Because of the changes in health needs and potential restrictions on activities during pregnancy, the following will apply to pregnant students:

1. Inform the faculty member and Surgical Technology Program Director of the pregnancy as soon as possible.
2. Obtain a release form to continue in the classroom, clinical, and laboratory portions of the program from a licensed obstetrical provider.
 - a. The initial release form must occur no later than 13 weeks into the pregnancy.
 - b. A release form is required around the end of the second trimester (Week 24-28).
 - c. A release form is required at each visit past the second trimester.
 - d. A release form is required to return to the classroom, clinical, or laboratory portions of the program following delivery.
 - e. A release form may be required at any time the faculty or program become concerned about the health and well-being of the pregnant student and/or fetus.
3. Each student will be expected to sign a statement that she has read this Program Rule. The statement will reflect that the student understands failure to abide by this program rule will be grounds for withdrawal (W) from the surgical technology course by the Surgical Technology Program Director.
4. If any clinical agency has additional restrictions, the student will follow the guidelines of the agency.

CPR Requirements

The Associate Degree Surgical Technology program requires faculty and students to be currently certified at the Basic Life Support (BLS) level from the American Heart Association (AHA, 2021), or the BLS for Health Care Provider level from the American Red Cross (ARC, 2021). Proof of successful completion of the BLS course must be in the form of an official CPR card document issued by an authorized AHA or Red Cross Training Center. Cards issued by private companies that state the course was "taught in accordance with AHA (or Red Cross) guidelines" are not sufficient evidence of course completion and will not satisfy this requirement.

Liability Insurance

Surgical Technology students are required to purchase liability insurance through a blanket policy carried by the college. The annual premium is paid through the Business Office each year at the time of registration for fall classes. This insurance covers only school-related activities, and will not cover you in any work situation unrelated to the surgical technology program.

Dress Code

The surgical technology program faculty believes that the First Amendment protection of free speech and expression, as it relates to dress codes and program rules of students' appearances away from the clinical settings and during "free" time, should be a matter of individual preference.

However, there is no question that surgical technology faculty can establish standards of dress that are necessary for cleanliness, safety, professional appearance, or for health purposes.

Standards of dress for students during clinical practice or while in the clinical settings will be upheld.

Full uniform is to be worn for each clinical, skills lab, and SIMS lab experience, including both scheduled and practice time, unless otherwise specified.

Full uniform includes:

- Name badge with TRC badge holder, worn at shoulder or collar level with photo visible
- College scrubs when not in clinical facility issued scrubs
- White leather shoes with black, gray, or white soles (no open heels/toes). **Shoe markings should be minimal and neutral (silver or gray)**

Wearing the Three Rivers College student uniform outside the academic setting is discouraged. Use of the uniform to represent oneself as a health care professional or surgical technologist is grounds for dismissal from the program. School uniforms may not be worn to work.

1. Jewelry is limited to solid (metal or plastic in the colors of black, white, or gray) wedding ring band on ring finger (no raised stones/settings), two pair of small pierced earrings in lower earlobe (studs—no dangling earrings) and a watch. No other visible rings/studs (nose, tongue, eyebrow, etc.) are allowed. Gauges must be removed or replaced with solid, flesh-tone gauges. **NO JEWELRY IS TO BE WORN WHILE STERILE OR SCRUBBED IN TO ANY PROCEDURE OR WHILE SETTING UP CASES.**
2. Good personal hygiene, including laundered, pressed uniform. Pant hems must not touch the floor.
3. Hair must be away from the face and contained in such a manner as to not interfere with patient care. In sterile environments, the students will wear the facility-recommended surgical cap/bouffant. In lab, students may wear solid-colored surgical caps/bouffants.
4. Beards and mustaches must be well trimmed; rules and regulations of clinical agencies will be observed.
5. No gum chewing.
6. Nails are to be clean and trimmed or filed short not to extend past fingertips and no polish, gel, or acrylic nails.
7. No artificial eyelashes are permitted.

8. No excessive makeup, perfume or aftershave.
9. No tobacco, including smoking, vaping, or loose leaf; or alcohol is allowed while in your uniform.
10. A short-sleeved, round-necked, white undershirt may be worn under the uniform top if desired.
The sleeves MAY NOT extend below the uniform sleeves.
11. No cell phone is allowed in the clinical setting.

The above established clinical expectations will be adhered to at all times. The faculty retain the right to make decisions on any variation of the dress code expectations that they deem necessary.

Irregular Admission Program Rule

These guidelines are set forth by the Surgical Technology Program Admissions Committee regarding requests for admission into the program that fall outside the normal admission process. All irregular admissions will be considered on an individual basis by the Program's Admissions Committee, and its recommendations are binding. These types of admissions include requests for re-admission of formerly admitted Three Rivers College surgical technology students and request for transfer into the surgical technology program from another institution. Any student that is suspended from Three Rivers College after admission to the program or dismissed from the program is ineligible for readmission.

Previous surgical technology students of Three Rivers College seeking readmission into the will be required to submit a letter to the Surgical Technology Program Director's office that has the following components: date and time, course the student withdrew from or failed and the semester to which the student is seeking re-admission.

Upon receipt of the letter, the program director will provide the student with instructions to complete a Readmission Action Plan. This plan will detail the goals and activities the student has determined necessary to be successful within the program. The Action Plan will be due prior to the Readmission meeting.

Students that are requesting to transfer into the Three Rivers College surgical technology program from another institution's surgical technology program will be required to complete transfer packet- an application **and** a letter requesting transfer that includes transcripts with course descriptions, reason for transfer, and the semester of placement requested. Once the completed packet is received in the office, the student will be notified of receipt of the package and communication from the Admissions Committee.

Priority of requests will be established after the candidate is determined to be eligible for irregular admission:

- Regular surgical technology students will be admitted before considering irregular readmissions.
- Re-admission of formerly admitted Three Rivers College surgical technology students.
 - (Students who have withdrawn in good academic standing will be given priority for re-admission over those who were dismissed or withdrew for unsatisfactory academic performance).
- Transfer students from other accredited surgical technology programs.

A student can fail or withdraw (*related to poor academic standing) from a surgical technology course one time. A student can only be re-admitted to the surgical technology program one time. A student who fails or withdraws (*related to poor academic standing) from more than one surgical technology course (whether in the same semester or different semesters)(not practicum) is ineligible for readmission. Students who withdrawal of fail from SURG 115 or SURG 116 will be withdrawn from the corresponding practicum course. Irregular admissions will be denied if any surgical technology course will fall outside the three-year window at the time of graduation.

All candidates must meet the regular admission requirements as stated in the current catalog. The Admissions Committee will complete a Readmission Rubric for each student seeking readmission. Students are scored in the following categories: readmission examination grade (see explanation below), readmission action plan, attendance, and last successful core surgical technology course grade. Surgical technology core courses are defined as SURG 106, SURG 115, SURG 215. Students that score five or less on the Readmission Rubric are ineligible for readmission into the program.** In the event that two or more students score is the same, their performance on the final examination for readmission will be used to determine the order for readmission.

Any student that seeks re-admission to the program that has failed or withdrawn while failing from a surgical technology course must successfully pass (70%) the previous core surgical technology course’s final examination. If a student does not achieve a 70% or higher on the previous course’s final examination, the student will be required to take (re-take) that course before proceeding in the program. If a student successfully completes the previous course’s final examination, then they will be considered for readmission in the course they were unsuccessful. Students that are seeking readmission for any reason other than failing or withdrawing from a surgical technology course while failing will be considered on an individual basis for examination requirements.

Readmission Examination Schedule

Course Failed or Withdrawn	Course Final Exam Required
SURG 106	Required to reapply to the program
SURG 115, SURG 116, SURG 107	SURG 106: Fundamentals of Surgical Technology
SURG 215, SURG 216, SURG 207	SURG 115: Surgical Technology I

For re-entry requests of greater than one (1) year since last successful surgical technology course, transfer requests, or as deemed necessary by the admissions committee, skills check-off are required (failure of one or the other results in ineligibility for readmission/transfer).

Freshman not completing SURG 106 must reapply to the program. Re-application to the program constitutes a re-admission and therefore, should a student fail or withdraw from any additional surgical technology course that student is ineligible to continue in the program.

SURG 115 and SURG 215 are paired with SURG 116 and SURG 216 (practicum courses) in which a student who fails or withdraws from either course must also withdraw from the other practicum

course. This will not preclude the student from re-applying to the program. Students enrolled in SURG 107 and SURG 207 who fail one course may continue in the other course, but will be required to repeat the failed course to progress in the program.

Any student that decides to follow the appeal process to dispute a failing grade, will be allowed to continue in the other courses for the semester. However, any student that is deemed to be a safety hazard for clinical placement will be withheld from the clinical environment until the grade appeal process has been completed. If the grade appeal panel rules in the favor of the student, it would be the program's responsibility to make-up any missed clinical time.

*All requests for re-admission based on withdrawal not related to academic standing will be considered on an individual basis by the Surgical Technology Admissions Committee and their recommendations are binding.

Any student who receives any discipline from Three Rivers College after admission to the Associate Degree Surgical Technology Program will be dismissed from the Program and ineligible for readmission.

Children

Students are not permitted to bring children of any age to class, clinical, or any appointments (scheduled or otherwise), nor should children be left unattended in the halls, offices, or library. The college does NOT accept responsibility for the welfare of unattended children.

Attendance

The surgical technology program is an intensive and highly structured combination of academic and clinical experience for students. In each surgical technology course, all learning activities have been planned to provide each student with optimum exposure to theoretical content and practical experience. To ensure each student has opportunity to participate in each planned learning activity and demonstrate satisfactory competency, attendance at each course session is therefore essential. It is therefore required that students attend all theory classes, college laboratory sessions, and clinical experiences. Students are expected to be on time for class, lab, and clinical activities. Promptness and attendance are expected professional behaviors.

Procedure

1. Faculty will record absences from class as they occur.
 - a. After return from absence, the student is required to complete the absence form and return to faculty for signature.
2. Should an absence occur, students are to notify the instructor by email or voicemail on the instructor's office phone one hour prior to the scheduled time. Students notifying the instructor by phone should follow up with an email to the instructor for purposes of documentation.
3. The absence form and printed copy of the student's email should be stapled together and submitted to the surgical technology office.
4. Students missing more than 15 minutes of the scheduled time will be considered absent.

- a. A student arriving late and considered absent may stay for class as not to miss the content even though they will not receive credit for attendance.
5. Students missing more than 3 days of either theory, laboratory (including scheduled laboratory check-offs), or clinical time will have 5 percentage points deducted from the final grade for each absence (starting on day 4) in the course. Five percentage points will be deducted for each absence every day there-after.
 - a. If a student misses 7 days of the course, it will result in failure of that course.
 - b. Deduction of points from the final grade could result in a student failing the course (if final grade is below 70%).
6. Students will notify faculty of any absence, either theory, laboratory, or clinical.
 - a. Specific recommendations may be made for additional experience at the discretion of the faculty.
 - b. After a clinical schedule has been published, a student has three days to notify the faculty of conflicts. Changes are at the faculty's discretion. Any change after the three-day period will result in an absence for the originally scheduled day.
 - c. Makeup clinical days will be at the convenience and discretion of the faculty.
7. Student failure to notify the faculty may result in disciplinary action.
8. For extended absences refer to the Attendance-Special Circumstance Program Rule.

Special Circumstance Attendance

In regard to special medical and/or emergent critical events (i.e. pregnancy, emergent surgeries, MVAs, etc.) in a student's life, each event will be individually reviewed by the Surgical Technology Admissions Committee.

Program Rule

All requests for exceptions to the attendance program rule must be requested by the student in writing to the Surgical Technology Program Director within **2 days** of the absence (or as soon as condition permits after an emergency situation).

In the event of pregnancy, notification must be made to the Surgical Technology Program Director after initial physician's appointment confirming pregnancy (see additional pregnancy health requirements in the Pregnancy Program Rule).

In regard to legal proceedings (i.e. jury duty) or military service, the student must notify the Director of Nursing and Surgical Technology prior to the scheduled absence.

Recommendations from the Admissions Committee are based on a student's progress and ability to meet the course outcomes. Recommendations from the Admission Committee may include, but are not limited to, makeup course time, alternate clinical experiences, incomplete in the course, and withdrawal from the surgical technology courses. Students will receive a letter notifying them of the Surgical Technology Admissions Committee's decision. Students will be directed to schedule a meeting with the Surgical Technology Program Director, if required.

Contacting Faculty Program Rule

Faculty are discouraged from giving out their personal phone numbers. If a student needs to contact a faculty member after hours, the student may email the faculty member. Faculty members should respond to student communication within 24 hours Monday-Friday and within 48 hours on weekends (IR 6720).

Examination Program Rule

Students are expected to take all examinations as scheduled. The opportunity to make up an examination may be granted at the discretion of the faculty, and the examination must be completed prior to the next scheduled examination. The makeup examination may be an alternate test at the discretion of the faculty. Should an absence occur, students are to **NOTIFY (via email or voicemail on the instructor's office phone)** the instructor administering the examination one hour prior to the scheduled examination time. Failure to follow these instructions may result in the student not being allowed to take the examination. Students have one week from the original examination date to complete the examination. Cooperative tests may be administered at the discretion of faculty, but may **NOT** be made up.

Additional examination rules, include:

1. No partial credit given for alternate format items (i.e. hot spots, multiple response, ordered response, fill-in-the-blank, and exhibit).
2. Adequate time for testing will be allowed; 2 minutes per item.
3. Cooperative testing may be used as a learning tool for students at the discretion of faculty. No cooperative test will be administered if any student is absent. Cooperative testing will be implemented as follows:
 - a. Groups are predetermined and randomly chosen by the instructor.
 - b. Groups that receive an A on the examination will receive 1 point.
 - c. Groups that receive a B on the examination will receive ½ point.
 - d. No points are awarded for groups scoring lower than a B on the examination.
 - e. Students with an individual test score below 70% will not be awarded group points.
4. Review of the examination and scores for the examination may not be completed until every student has completed the examination.
5. Final examination grades may be posted prior to final conferences.
6. Testing Security Measures:
 - a. Coversheet for scantrons are required.
 - b. All materials (books, bags, papers, cell phones, etc.) must be placed at the front of the classroom.
 - c. No hats are allowed.
 - d. Calculators are provided by the faculty; no personal calculators are allowed.
 - e. Students may have drinks at table.
7. Students will use scantrons to answer the examination with the exception of any alternate item format questions. Once the student has completed the examination and turned in their scantron, their answers are official. If answers are mis-keyed or not answered on the scantron, the faculty will not review the test booklet for potential answers.

Social Media Policy

Three Rivers College encourages open communication and the responsible use of social media technologies to reach and support our broader college community. The use of social media allows sharing of information in a diverse way as an academic community of learners. Social media and content venues include, but are not limited to, Facebook, Twitter, YouTube, iTunes, iTunesU, Ustream, and Podcast.

The college recognizes social media's usefulness for both personal and professional purposes. Because of this duality, it is not always clear when one is speaking on behalf of the College or using the College name. Posting materials in which the College is associated must be handled in a professional and responsible manner. When interacting in social media with the public, students, parents, alumni, donors, and the media; person(s) representing the College in any manner must adhere to policies created by the applicable social media venue, as well as all guidelines that govern the college through federal and state laws, professional expectations, and the specific policies and regulations of the college.

Materials licensed to the college must only be used by its members and may not be used without written permission. All college related text, images, logos, watermarks, and materials are the sole property of or licensed to the college. Therefore, these materials must not be reproduced in any manner without written permission from the Director of College Communications.

Individuals, departments, or organizations of the college wishing to develop a social media presence or related publication associated with the college name must obtain approval through the College Communications Department prior to development. The College Communications Department is responsible for all college-related publications, printed material, broadcast, and web related material presented to the public. Upon discovery of a violation to this policy, all materials will be immediately removed. The violating party(s) may be subject to discipline up to and including dismissal and/or legal consequences.

Smoking

Three Rivers Campus has areas designated for smoking. Smoking outside of the designated areas is prohibited. No smoking is allowed while in your uniform at any time.

Refreshments

Students are allowed to take refreshments into non-posted areas. However, all food and beverages should be disposed of and cleaned up at the end of each class period. No food or drink may be left in the classrooms without prior approval from faculty.

No food or drink will be allowed in the computer labs, skills laboratory, or simulation laboratory areas. No food or drink will be allowed in the classroom during clinical laboratory sessions that have skills laboratory equipment in the classroom. Faculty do have the discretion to mandate no food or drink allowed in classroom if deemed necessary.

Skills Laboratory Check-Offs

1. Mandatory skills will be evaluated during specific courses. These courses are:
 - a. **SURG 106: Fundamentals of Surgical Technology**

- i. **Surgical Scrub**
 - ii. **Donning/Doffing**
 - iii. **Gowning and gloving self and other**
 - iv. **Establishing and breaking down a sterile field**
 - v. **Surgical Counts**
 - vi. **Procedural set up**
 - b. **SURG 116: Surgical Technology I**
 - i. **Foley catheter placement**
 - ii. **Procedural set up (including draping)**
 - iii. **Surgical Counts**
 - c. **SURG 216: Surgical Technology II**
 - i. **Procedural set up (including draping)**
 - ii. **Surgical Counts**
2. Skills formative evaluations will be conducted using skills evaluation sheets to assess the student's achievement of the objectives and competency areas/behaviors.
 3. Students must be able to demonstrate a satisfactory performance rating.
 4. If the student's demonstration of the skill is determined to be unsatisfactory, the student will be required to remediate (see Skills Lab Remediation) and retesting will be required.

Skills Laboratory Remediation

1. Required for all unsatisfactory skill lab check-offs. If the student's demonstration of the skill is determined to be unsatisfactory, the student is given two additional opportunities (3 total) to repeat the check-off after the following remediation requirements are met.
 - a. If the initial check-off is unsatisfactory, students will make an appointment to meet with the lab instructor within 2 days of the original testing date.
 - b. All remediation and subsequent check-offs must be completed within a 2 week time-frame following initial check-off date
 - c. A remediation plan will be implemented by the lab instructor, that includes:
 - Prior to 2nd attempt**
 - Mandatory 1 hour practice with lab instructor.
 - Student must complete a typed one paragraph reflection, including identifying the potential/actual implications the unsuccessful performance would have on the patient outcomes. A reference must be used and cited.
 - Reflection is due at the time of required practice.
 - Prior to 3rd attempt**
 - Appointment must be made with Surgical Technology Program Director to further develop the remediation plan.
 - The Director of Nursing and Surgical Technology will conference with the student about final decision.
 - If a student is unsuccessful on the 3rd attempt, there is no remediation and the student fails the course.

HIPAA Program Rule

All health care agencies take patient confidentiality and the standards established with HIPAA Privacy & Security Rules seriously. As affiliates, we must also establish guidelines to assist in the enforcement of the HIPAA policy and procedures of our clinical agencies. The HIPAA program rules are in place to safeguard the privacy and confidentiality of patient information. Corrective actions with violations shall be imposed as a means of obtaining full compliance. Corrective actions reflect the severity of the noncompliance and the student's past adherence to compliance standards.

GROUP I

Unwitting access/disclosure with no malicious intent of Protected Health Information (PHI).

Examples include, but are not limited to:

- Leaving data or confidential information unattended (including clinical paperwork).
- Involves only patient(s) assigned to student.
- Disclosing information by careless discussions in hallways, cafeteria, or any other public area about any patient.
- Failure to protect patient identification with written work.
- Failure to report known violations.

DISCIPLINARY ACTION:

First offense: Written warning and counseling.

Second offense: Zero grade for clinical that week, on probation for remainder of program.

Third offense: Dismissal from program.

GROUP II

Intentional or unauthorized use/misuse of PHI with purposeful disregard of privacy and school policies. Examples include, but are not limited to:

- Accessing personal patient data when not assigned to patient or if information not needed for your paperwork/clinical.
- Sharing/providing ID/passwords with other students.
- Accessing confidential medical information on a patient for whom you are not assigned.
- Reporting violations in bad faith or malicious reasons.

DISCIPLINARY ACTION:

First offense: Written warning, zero grade for that week, and on probation for the remainder of program.

Second offense: Dismissal from program.

GROUP III

Willful or intentional access or disclosure of PHI with major disregard to policies. Examples include, but are not limited to:

- Releasing information outside the surgical technology program
- Destroying or altering data intentionally
- Releasing data with the intent to harm the reputation of an individual

- Assessing or releasing information on multiple patients (regardless of intent)

DISCIPLINARY ACTION:

First offense: Dismissal from program

Grading

The grade attained in any surgical technology course shall be determined by the extent to which the student achieves the stated course outcomes and clinical performance criteria. In order to complete the clinical portion of any surgical technology course satisfactorily; the student must achieve a satisfactory skills laboratory performance, clinical performance, observational, and/or preceptor experiences to remain in the program. A satisfactory summative clinical performance indicates that a student has achieved the competency areas/behaviors. An unsatisfactory summative clinical performance indicates that a student has not achieved at least one of the competency areas/behaviors. If the summative clinical performance is unsatisfactory, the student will receive an “F” in the entire course regardless of the theory grade.

Completion of all learning activities as assigned is a course requirement. Learning activities are due **prior** to the beginning of class. Work received after this will be considered late. Any late assignment worth 5 points or less will receive a “0” for their grade. Any late assignment worth over 5 points will have 10% deducted for each day late (Monday through Friday). If work is not turned in, student will be given an “Incomplete” for the course until work is completed.

The student must achieve at least 70.0% on examinations/tests in the theory portion of each course. Learning activities points are not added until the student achieves 70.0% on exams. **Individual assignments are not rounded up.** The final course grades may be rounded up at the **0.5 percent increment** (i.e., 69.48% = 69%, but 69.5% = 70.0%). As described previously, a grade of “C” is required in each surgical technology course to progress to the next one and to graduate. Surgical Technology courses may only be repeated once.

The following scale is used in all surgical technology courses in assigning letter grades:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 60% and below

Counseling session notes are recorded as necessary and signed by both faculty and student. **YOU MUST HAVE A FORMAL CONFERENCE WITH YOUR FACULTY** after each examination/test score of less than 70.0%. **Students have the opportunity to review course exams up to one week following the posting of exam grades. Students must make an appointment with the appropriate faculty member. Students will not be allowed to review exams after the one week time frame has lapsed. The review of exams shall be proctored. No notes are allowed to be taken.** Students may complete an “Individual Student Test Analysis” form. Additional remediation will be at the discretion of each faculty member. It is the student’s responsibility to make an appointment. Conferences are to take

place within one week of the grade posting. Faculty will announce when the grades will be posted, DO NOT CALL THE OFFICE.

A student may be placed in a remediation contract for areas of concern as identified by the faculty. Remediation contracts can include, but are not limited to, student expectations in classroom, laboratory, or clinical areas.

Achievement Testing

Achievement testing will take place near the end of the program and points awarded for achievement exam will not exceed 10% of the theory exam points

Achievement testing is utilized to prepare students for the CST exam for certification. This will provide instructors with a diagnostic report for the program as well as student to identify areas of opportunity for improvement in surgical technology content.

PROGRAM SPECIFIC EXPECTATIONS

Skills Lab

The skills lab is open Monday through Friday for practice except when labs are scheduled. Students are encouraged to utilize the lab outside scheduled class times. Make sure you sign in and out.

Classroom/Laboratory Expectations

Out of respect for fellow classmates, students are expected to abide by the following guidelines for laboratory and classroom experiences:

1. Be on time for your scheduled lecture, check-off, or lab and stay the scheduled duration. Students are responsible for their own transportation.
2. Conduct self in a quiet, orderly manner, keeping in mind the Student Code of Conduct. Hats, caps, sunglasses, and other visor-headgear are prohibited in laboratory setting.
3. Do not interrupt faculty during scheduled practice or check-off in lab or in lecture.
4. Students are expected to use all equipment with care and to clean and replace all equipment used. All beds must be made, trash placed in trash receptacles, all equipment and supplies returned to appropriate area(s), and all mannequins are placed in beds covered and in respectable position before being released from class. PROMPTLY REPORT ANY MALFUNCTIONING, MISSING, OR BROKEN EQUIPMENT AND INSTRUMENTATION TO THE FACULTY MEMBER.
5. Equipment and supplies are not to be removed from the laboratory or college grounds.
6. Clean and replace media, books, or equipment used.

Violations of these expectations will result in the involved party being asked to leave with no makeup opportunity for grade or other assignments, although the faculty may require the student to demonstrate competencies or perform the skill.

Clinical Expectations

Students are expected to provide their own transportation to all clinical experiences, and they must be there at the designated times for that experience. In addition to the following, all students must

abide by the specific agency policies for procedures, behaviors, and the College Student Conduct Policy (SP2610) and Regulation (SR 2610).

1. The student will arrive for clinical experiences on time and prepared.
2. The student will be in compliance with the dress code.
3. The student may not leave the clinical area unless she/he has permission from the faculty. Students are expected to remain at the clinical site during breaks, unless specific permission is obtained from the faculty.
4. Cell phones and flash drives are PROHIBITED IN ALL CLINICAL AREAS!!!
5. Students assume responsibility for the proper use and care of hospital equipment. She/he must report any damage to the unit supervisor and the faculty. No hospital equipment or supplies are to be taken out of the hospital.
6. Students will conduct themselves in a professional manner in all clinical settings.
7. The student will perform safe care that falls within the realm of the professional surgical technologist.
8. The student will accurately record and report data regarding patient care and recognizes and reports own performance related to patient care immediately and accurately at the end of each clinical day.
9. The student will follow HIPAA guidelines (See HIPAA Policy).
10. Students are never permitted to witness any legal documents.
11. Students will do procedures only under direct supervision of faculty or at the discretion of the faculty/assigned preceptor.
12. While on observational experiences, the student may not render direct patient care to any patient. Students will never perform invasive procedures or document on the medical record. The student will be given specific objectives that are to be met by observing only.

The above established clinical expectations will be adhered to at all times. The faculty are responsible for the education and safety of students and patients under students care and therefore retain the right to make decisions on any variation from the clinical expectations that they deem necessary. Not adhering to clinical expectations can result in disciplinary actions ranging from receiving an unsatisfactory clinical grade, being dismissed from the clinical site, or dismissal from the program.

Advising and Counseling

The student will be assigned to one of the surgical technology faculty for academic advising when classes begin. Your advisor will help you during each early and/or regular registration period to register for those courses necessary to complete all requirements for graduation. Please note that the student is responsible for ensuring that all requirements for graduation are fulfilled.

Final evaluation conferences with your clinical faculty during each semester of the surgical technology program are mandatory. You will find the faculty to be very interested in and concerned with you and your learning. The faculty will be available to you during posted office hours and at other times by appointment throughout the semester.

Employment

Every effort is made to acquaint students, prior to enrollment in the program, with the anticipated expenses and study time normally required. Faculty are acutely aware of your grades as you progress through the program, and may encourage you to limit your working time if your grades decline. Although you may graduate from the program with a GPA of 2.0, there are some baccalaureate programs that will require higher GPA to enter and continue your education.

All student activities associated with the curriculum, especially while students are completing clinical rotations, will be educational in nature. Students will not be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

Certification Examination First Time Unsuccessful

The Associate Degree Surgical Technology program, in keeping with our mission to prepare students to be professional surgical technologists to meet the needs of the communities and believing in the philosophy that education in healthcare is an ongoing personal responsibility will continue to provide support to graduates of Three Rivers Surgical Technology Program, especially in the event of an unsuccessful first attempt of the certification examination.

Procedure

1. Upon notification of a failed certification attempt, the Surgical Technology Program Director or designee will make contact with the graduate. (initiate the Graduate Contact Form)
2. The graduate will be provided with the following resources:
 - a. Continued access to the achievement testing platform being used by the program (for practice questions)
 - b. A current list of library resources including review books, software, and videos.
 - c. The opportunity to schedule tutoring sessions with a faculty member.
 - d. A schedule of available student workshops
3. It is the graduate's responsibility to use the resources provided and follow-up with the program director.

Request for Accommodations

Students must be aware of the abilities required for safe practice. Any modifications (accommodations) granted by the program will be to promote the students' abilities to be successful and not serve as a disservice to the student when such accommodations may not be allowed during the national certification exam.

"Test anxiety, anxiety, or phobia" without precise diagnosis, may not constitute a disability within the meaning of the ADA for the threshold reason that such terms are not recognized physiological or psychological impairments which substantially limits a major life activity (MOSBN, Position Paper Request for Modification from Disabled Candidates, 2002)

Students requesting modifications (accommodations) must present the following information to the Office of Disability Services: (NBSTSA website): The purpose of accommodations is to provide equal access to NBSTSA examinations for all individuals. Accommodations "match up" with the identified functional limitation so that the area of impairment is relieved with an auxiliary aid or an

adjustment to the testing procedure. Functional limitation refers to the aspects of a disability that interfere with an individual's ability to function; that is, what someone cannot do on a regular and continuing basis as a result of their disability.

- A letter from the student requesting the modifications (accommodations) detailing specific modifications (accommodations).
- Appropriate documentation supporting the request for modification (accommodation) from a qualified professional with expertise in the areas of the diagnosed disability.

Documentation must include:

- A history of the disability and any past accommodations granted the student and a description of its impact on the student's functioning;
- Identification of the specific standardized and professional recognized test/assessments given (e.g. Woodcock-Johnson, Weschler Adult Intelligence Scale);
- Clinical diagnoses of disability (where applicable, list DSM Code Number and Title);
- The scores resulting from testing, interpretation of the scores and evaluations; and
- Recommendations for testing accommodations with a stated rationale as to why the requested accommodation is necessary and appropriate for the diagnosed disability.

After all documentation has been received by the Office of Disabilities Accommodations, the student's request will be reviewed. If approved, the request will be forwarded to the Division Chair. The student will be notified of approved modifications (accommodations) by the Office of Disability Services.

Guidelines for Learning Activities

All learning activities in surgical technology courses must be written according to the guidelines published by the American Psychological Association (APA) in its most current edition. APA is the scientific and medical communities' official publication format. Copies of the APA manual are on reserve in the Rutland Library, Library at Three Rivers-Sikeston, and Library at Three Rivers-Kennett. Copies can also be purchased at the College Store.

Occupational Risks and Hepatitis B Vaccination Guideline

In accordance with clinical facility policies and Occupational Safety and Health Administration (OSHA) regulations [Federal Register, Vol. 56 No. 235], the following policy is set forth for all nursing, medical laboratory, surgical technology, and emergency medical services students:

All students in TRC's above listed health occupation programs are considered to be included in "high risk" categories of occupational exposure to blood borne pathogens by OSHA as well as communicable diseases. OSHA defines "high risk" as having a minimum of one exposure to blood/blood borne pathogens per month and strongly recommends that all health care workers in high-risk categories be vaccinated against Hepatitis B. Although the OSHA regulations address health care employers and workers, they do not include students in any part of the directive.

The OSHA directive does not make receiving the vaccination mandatory, but it does make it mandatory to inform persons of the risk, the nature of the disease, the vaccination pharmacology, and protective measures to minimize infection through proper handling of hazardous materials,

personal protective measures, and policies/procedures to minimize exposure, as well as procedures to report and handle exposures. (You will receive the appropriate training in class.)

Any student wishing to obtain the vaccine may do so at his or her own expense. It is, however, not mandatory to receive the vaccine. If you opt to NOT receive the Hepatitis B vaccine, it is mandatory that the declination waiver and release of information waiver be signed. The faculty strongly encourages and recommends that each student receive the Hepatitis B vaccination.

Infectious Hazards Rule

All Nursing and Allied Health students will utilize the following policies regarding Engineering Controls to Minimize Exposure to blood borne/infectious pathogens in conjunction with the policies of the individual clinical agencies regarding blood borne pathogens and other infectious diseases:

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials (including the following body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva, and any body fluid that is visibly contaminated with blood, and in all situations where it is difficult or impossible to differentiate between body fluids; and any unfixed tissue or organ from a human (living or dead) by all students in both laboratory and clinical settings.
2. Recapping, bending, breaking and shearing of needles/sharps is strictly prohibited in clinical settings and college laboratory.
3. Wash hands and any other skin with soap and water, or flush mucous membranes with water immediately or as soon as feasible following contact of such body areas with blood or other potentially infectious materials. If hand-washing facilities are not immediately available, use of an antiseptic towelette or antiseptic hand cleanser in conjunction with a paper towel is mandated. It is still necessary to wash with soap and water as soon as possible.
4. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses are prohibited in work areas where there is a reasonable likelihood of exposure to infectious material.
5. All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing, spraying, spattering and generation of droplets of these substances.
6. Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.
7. Students must utilize all personal protective equipment, such as, but not limited to: gloves, gowns, laboratory coats, face shields or masks and eye protection, and mouthpieces, resuscitation bags, pocket masks, or other ventilation devices. All protective equipment shall be removed prior to leaving the work area, and placed in the appropriately designated area or container for storage, washing, decontamination, or disposal.
8. Broken glassware that may be contaminated, shall not be picked up by hand. It shall be cleaned up using mechanical means, i.e. dustpan and brush or tongs.
9. Any spill or accidental exposure shall be immediately reported to the faculty. In the laboratory, follow the faculty's direction for containment, disposal, and disinfection of area.
10. The student must report communicable infections to the program director within 24 hours or as soon as the situation allows.

11. If a penetrating injury occurs, the student must follow the “Procedure for Post-Exposure Medical Evaluation Follow Up”.

SECTION III: APPENDIX

**Three Rivers College
Surgical Technology Program**

CONFIDENTIALITY OF RECORDS AND INFORMATION

Students assigned to local health care agencies, in the performance of their duties, often have access to information and records, which are strictly confidential under federal law. HIPAA is the federal regulation that makes it mandatory for the student to maintain strict security of records and keep all health and personal patient information confidential. You are not authorized to release **any** information regarding clients to **any** individuals or agencies outside the clinical agency or the surgical technology program at Three Rivers College.

Students revealing confidential information to unauthorized agencies or individuals are subject to both disciplinary action at the college and agency, and when in violation of the law, are subject to fines and/or imprisonment. Any student who terminates his/her education at Three Rivers College and reveals confidential information obtained while in the role of student shall also be subject to legal action.

Each student is required to sign a statement certifying knowledge of and agreement to comply with this policy. The statement will be maintained in your program record and shared with clinical agencies.

Signature: _____ Printed Name: _____

Witness: _____ Date: _____

STUDENT CODE OF CONDUCT

Section: 2000 Students	
Sub Section: 2600 Student Discipline	
Title: SR 2610 Student Code of Conduct	Page 1 of 7
Primary Policy: SP 2610 Student Code of Conduct	
Associated Policies: SP 2620 Disciplinary Proceedings; ITP 8201 Data Security; ITP 8202 Electronic Communication	
Associated Regulations: SR 2620 Disciplinary Proceedings; SR 2120 Title IX for Students; ITR 8100 Acceptable Use	
References: MO. Statute Section 178.835	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-19-2020

Listed below are the responsibilities that students of Three Rivers College accept as part of the learning community. **The primary expectations of Three Rivers College students are integrity and civility.** Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and interpersonal civility. These responsibilities apply collectively to the members of Recognized Student Organizations.

1. *Individuals will fulfill their academic responsibilities in an honest and forthright manner.*

Examples of prohibited behavior include but are not limited to:

- plagiarizing another's work (such as using another's phrasing, concepts or line of reasoning as your own without giving proper credit to the author or creator); submitting course assignments that are not your own;
- submitting the same paper in different classes without prior approval from both instructors;
- cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports or examinations);
- acquiring or using test materials without faculty knowledge;
- accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor;
- failing to follow class policy;
- obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others;
- using material downloaded off Internet without proper citation; illicitly attempting to influence grading; and
- failing to abide by test-taking procedures

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References: MO. Statute Section 178.835	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-19-2020

2. Individuals will show respect and foster the academic endeavors of other members of the college community. Examples of prohibited behavior include but are not limited to:

- harassing a faculty member;
- disrupting teaching or other academic functions;
- creating excessive noise that disrupts classes, studying, or college activities;
- other activities that seriously disrupt learning

3. Individuals will protect and support the personal safety of all members of the college community. Examples of prohibited behavior include but are not limited to:

- sexual assault, sexual contact without expressed permission;
- violation of Title IX regulation;
- indecent exposure;
- stalking (persistent unwelcome contact or observation);
- threatening with a weapon; fighting;
- battery;
- physical violence;
- unsolicited physical contact with another person;
- endangering the health or safety of another person; and
- actions taken with disregard for the harm that may ensue

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References: MO. Statute Section 178.835	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-19-2020

Three Rivers College observes a strict policy with regard to acts of physical violence. Any person perpetrating an act of physical violence is automatically subject to the severest penalty provided in the “Disciplinary Sanctions” section of this code.

4. *Individuals will respect the integrity of the college’s academic and administrative records.* Examples of prohibited behavior include but are not limited to acting alone or with others to:

- misrepresent academic status, performance, awards, or graduation material;
- omit material from or manipulate records;
- falsify a signature;
- falsify, alter, steal, or destroy college documents;
- alter, forge, or misuse college academic records;
- obtain grades, course access, awards, or endorsements dishonestly; and
- commit computer fraud

5. *Individuals will treat other members of the college community with respect.*

Examples of prohibited behavior include but are not limited to:

- disruptive noise;
- terroristic threats;
- sexual harassment;
- verbal or written intimidation or harassment;
- harassment based on group membership;
- e-mail, telephone, or other electronic harassment;

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Supersedes: NA	
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- falsely accusing another;
- verbal abuse – beyond a reasonable statement of opinion -- that may cause humiliation or stress to another;
- hazing (defined as mandating undesirable activities, a pattern of banter/ridicule/criticism and/or the use of humiliation, as a form of initiation);
- calumny (making false statements with the intent to harm another);
- slander; and
- any unauthorized use of electronic or other devices to make or disseminate an audio or video record of any person while on college premises without his or her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom; actions that unduly interfere with another student’s right to learn and participate.

6. Individuals will show regard for the property of the college, its community members, and visitors to the campus. Examples of prohibited behavior include but are not limited to:

- vandalism, theft;
- destruction of property;
- acting fraudulently to obtain goods, services, or funds from college departments, student organizations, or individuals; using one’s leadership position for personal gain;
- misuse and/or wrongful use of college facilities, equipment; failure to comply with policies regarding timely return of materials or equipment checked out or on loan to the student; wrongful sale or use of another’s property;
- knowingly possessing or using stolen property; failure to report knowledge of an infraction; unauthorized possession or duplication of a college key(s);

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References: MO. Statute Section 178.835	
Supersedes: NA	
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- providing a key to another person without proper authorization; and
- not reporting a crime committed on campus.

7. Individuals will contribute to a safe environment within the college community.

Examples of prohibited behavior include but are not limited to:

- possession of weapons in violation of college policy, incendiary devices, or explosives;
- possession of articles or substances that are used as weapons or simulated weapons unless prior authorization is received from the Chief Academic Officer;
- misuse of college keys;
- willful failure to identify or false identification of oneself or one's guest(s); failure to assume responsibility for the actions of one's guest(s);
- misuse or damage of firefighting, safety, or other emergency equipment;
- interference in the provision of emergency services;
- failure to comply with appropriate requests from duly authorized law enforcement officials or college staff members;
- intoxication that disrupts other individuals or the college's activities/administrative responsibilities; and
- failure to comply with restriction from areas on campus

8. Individuals will adhere to federal, state, local, and college policy/regulations/procedures that govern individual actions and relationships among community members. Examples of prohibited behavior include but are not limited to:

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References: MO. Statute Section 178.835	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
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- sexual assault;
- physical assault;
- unauthorized possession of alcohol;
- possession, sale, or distribution of illegal substances;
- violation of college or department regulations, i.e. Drug-Free Campus policy; parking regulations;
- violation of college e-mail or computer usage policy; violation of any college policy; and
- violations of laws

9. Individuals will assist the college in fulfilling its administrative responsibilities.

Examples of prohibited behavior include but are not limited to:

- retaliation towards an individual for involvement in a college activity;
- disruption of programmatic, administrative, or public service activities of the college; harassment of college staff (including student staff); submission of a false or purposely incomplete statement/report;
- misuse, alteration, or transference to another person of the Student
- Identification Card; failure to appear, in response to a proper summons, when requested to do so by a college official;
- disruption of disciplinary procedures and activities;
- dishonesty as part of a college hearing;
- misuse of one's position within the college; and
- failure to comply with sanctions from a disciplinary hearing

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References: MO. Statute Section 178.835	
Supersedes: NA	
Responsible Administrator: Chief Student Services Officer	
Initial Approval: 07-21-2010	Last Revision: 08-19-2020

DOCUMENT HISTORY:

- 07-21-2010:** Initial approval of regulation 2610 Student Code of Conduct.
- 09-16-2015:** Revision of position title Vice President for Student Success to Chief Student Services Officer.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College. Additional revision to regulation, abbreviation of TRCC revised to Three Rivers College.
- 08-19-2020:** Updates relating to new Title IX Ruling, as well as the addition of references for ITR 8100 Acceptable Use, ITP 8201 Data Security, and ITP 8202 Electronic Communication.

STUDENT APPEALS

THREE RIVERS COLLEGE STUDENTS REGULATION

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2140 Student Appeals	Page 1 of 17
Primary Policy: SP 2140 Student Appeals	
Associated Policies: SP 2130 Student Grievance; GAP 1320 Consumer Protection	
Associated Regulations: SR 2130 Student Grievance	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; TRC Student Complaint Portal; National Council for State Authorization Reciprocity Agreements (NC-SARA) Complaint Process	
Addendums: A - Student Academic Appeals Procedure; B - Student Service and Financial Appeal Procedure; C - Student Appeals Intake Form	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision: 01-15-2020

Three Rivers College is committed to providing an educational climate conducive to the personal and professional development of each individual. The College is dedicated to providing fair and impartial resolution of student complaints. It is the practice of the College to resolve student complaints at the lowest possible level through informal action by either using the Student Complaint Portal or by contacting Student Services. When a complaint is not resolved at this level, the student will be given the option to file an appeal with the Chief Student Services Officer.

Right to Appeal

Students have the right to seek an appeal after the student has attempted to resolve the issue with the appropriate instructor or office. If the issue remains unresolved, the student may file a formal appeal with the Chief Student Services Officer.

Students must appeal in writing, using the Student Appeals Intake Form found in the Office of the Chief Student Services Officer. Each written appeal must be dated and include the student's name, ID number, signature, what is being requested and for what semester, any extenuating circumstances, and why the request should be considered. All documentation of evidence should be included with the written request. **The burden of proof falls on the student. Lack of knowledge is not grounds for a student to appeal.**

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Associated Regulations: SR 2130 Student Grievance	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; TRC Student Complaint Portal; National Council for State Authorization Reciprocity Agreements (NC-SARA) Complaint Process	
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Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision: 01-15-2020

Appeal Process

Students must have completed the initial process by discussing the issue with the related office prior to submitting an appeal. Students have 20 business days after notification of the initial decision to file an appeal. The appropriate appeals form and all written documentation must be submitted. The Chief Student Services Officer shall review the written requests and documentation, and route the student appeal to the appropriate office for processing. Students who fail to file an appeal within the time limit may request an exception “in writing” however, the exception shall be granted only under extraordinary circumstance.

Types of Appeals

1. Academic Appeal

An academic appeal may be filed in relation to a grade or programmatic discrepancy, or other academic related issues. The college shall make every effort to resolve a student academic appeal within its authority as it relates to college and programmatic policy.

2. Financial Appeal

A financial appeal may be filed in relation to miscellaneous billing discrepancies, tuition, college fines and fees, as well as disbursement of credit balances. The college shall make every effort to resolve a student financial appeal within its authority as it relates to college, state and federal policy.

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Associated Regulations: SR 2130 Student Grievance	
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Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision: 01-15-2020

3. Student Services Appeal

A student services appeal may be filed in relation to issues regarding student advising, admissions, student suspension, transcript evaluation, placement testing, and financial aid related issues that may or may not be institutional in nature or any matter that is student service related. The college shall make every effort to resolve a student services appeal within its authority as it relates to college policy.

Appeal Criteria

1. Medical Reasons

Documentation of an illness, accident, injury, or situation which could not be influenced, planned for, or prevented by the student and which subsequently caused a change in the class schedule. This applies to student or immediate family only. Immediate family includes spouse, children, step-children, foster children, parent, siblings, step-parent, grandparent, grandchild, step-grandparent, and any other members of the family who reside in the house of the student.

2. Institutional Error

Institutional error must be demonstrated by written documentation of substantiated circumstances involving deadlines where a student has, in good faith, relied on information provided by a named College official, or the official's interpretations of the text of a College document or publication, and was consequently misled or mistaken about its terms.

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Supersedes: NA	
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Initial Approval: 08-24-2016	Last Revision: 01-15-2020

3. Job Transfer

The transfer must be to a location in which Three Rivers continued attendance would present an undue hardship. Notification of transfer and actual move must occur prior to final exams. Documentation must be provided and show date of notification to student and date of actual transfer. Documentation must also be on company letterhead and have a supervisor's signature and phone number for verification.

4. Work Schedule Conflict

Work schedule must be in direct time conflict for class which the adjustment is being requested. Documentation from supervisor must be provided and must be on company letterhead indicating the date the change occurred and the new hours. Documentation must also include supervisor's signature and phone number for verification.

5. Military Orders

Military orders must indicate dates within the semester in question.

6. Grading Issues that impact the Final Course Grade

Grading issues at stake must impact the final course grade. A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned. The student believes the final course grade was assigned contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.

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Supersedes: NA	
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Initial Approval: 08-24-2016	Last Revision: 01-15-2020

7. Acts of Nature (Fire, Tornado, Earthquake, Flood, Etc.)

Acts of Nature adjustment requests must be accompanied by documentation that proves a student would have had an undue hardship, had the student continued his/her current class schedule.

8. Other Criteria

Extenuating circumstances and other criteria may be considered to allow a student to be given the option to file an appeal.

Process

Any student seeking to file an appeal must begin the process by completing the Student Appeals Form and submit to the Office of the Chief Student Services Officer as described within this regulation. Refer to the attached addendums for the appeals processes for each type of appeal and the form. Each appeal will be reviewed and considered on a case by case basis. Each appeal will be subject to the guidelines within this regulation, college rules and the respective committees' process and the timeliness of the committees' schedule. Retaliation against a person who files a complaint or persons who participate in the appeals process is prohibited.

When a complaint is not resolved at this level, the student will be given the option to file an appeal with the Chief Student Services Officer. Please refer to College regulation SR 2140 Student Appeals for details. In rare cases when all other forms of resolution have failed and the

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2140 Student Appeals	Page 6 of 17
Primary Policy: SP 2140 Student Appeals	
Associated Policies: SP 2130 Student Grievance; GAP 1320 Consumer Protection	
Associated Regulations: SR 2130 Student Grievance	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; TRC Student Complaint Portal; National Council for State Authorization Reciprocity Agreements (NC-SARA) Complaint Process	
Addendums: A - Student Academic Appeals Procedure; B - Student Service and Financial Appeal Procedure; C - Student Appeals Intake Form	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision: 01-15-2020

student believes their status at the College has been adversely affected by an incorrect or inappropriate decision or behavior, the student can file a grievance. Please refer to College regulation SR 2130 Student Grievance for details.

If a concern cannot be resolved to the student's satisfaction through the College's Student Appeals process or, if applicable, the College's Grievance process, the student may seek additional assistance by filing a complaint with the Missouri Department of Higher Education or the Higher Learning Commission.

Distance Education students who believe their concerns have not been sufficiently addressed through the College's appeal and/or grievance procedures and who are taking online courses through the College and reside in NC-SARA states may file with the National Council for State Authorization Reciprocity Agreements (NC-SARA) Complaint Process or the Missouri Department of Higher Education. Online students residing in California or Massachusetts should follow those states' complaint resolution guidelines.

Section: 2000 Students	
Sub Section: 2100 Nondiscrimination and Student Rights	
Title: SR 2140 Student Appeals	Page 7 of 17
Primary Policy: SP 2140 Student Appeals	
Associated Policies: SP 2130 Student Grievance; GAP 1320 Consumer Protection	
Associated Regulations: SR 2130 Student Grievance	
References: Title VII of the Civil Rights Act, Title IX of the Higher Education Act of 1972, section 504, of the Rehabilitation Act of 1973, as amended on the ADA Act of 1992; TRC Student Complaint Portal; National Council for State Authorization Reciprocity Agreements (NC-SARA) Complaint Process	
Addendums: A - Student Academic Appeals Procedure; B - Student Service and Financial Appeal Procedure; C - Student Appeals Intake Form	
Supersedes: NA	
Responsible Administrator: Chief Financial Officer; Chief Academic Officer; Chief Student Services Officer	
Initial Approval: 08-24-2016	Last Revision: 01-15-2020

DOCUMENT HISTORY:

- 08-24-2016:** Initial approval of regulation SR2140 Student Appeals.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 01-15-2020:** Clarification of Student Complaint Process, including information regarding the NC-SARA Complaint Process.

Addendum A

Academic Appeal Procedure

Three Rivers College students have the right to seek an academic appeal after the student has attempted to resolve the issue with the appropriate instructor or office. If the issue remains unresolved, the first step is for the student to file a formal appeal with the Chief Student Services Officer in writing, using the Student Appeals Intake Form. Once the Student Appeals Intake Form has been reviewed, the student may be required to submit additional paperwork and documents to support their claim. The appropriate department(s) will then be notified of the student's appeal and the initial paperwork will be forwarded to that office for processing.

Academic Appeal

An academic appeal may be filed in relation to a grade or programmatic discrepancy, or other academic related issues. The college shall make every effort to resolve a student academic appeal within its authority as it relates to college and programmatic policy.

The Three Rivers College Student Academic Appeal Procedure is based on the following principles:

- A student has a right to appeal a grade; programmatic discrepancy, or other academic related issues that the student believes was contrary to procedures as specified in the course syllabus, programmatic discrepancy or was based on bias, caprice, or computational or clerical error.
- A student's grade should reflect the student's mastery of the subject matter of the course.
- Students are entitled to a fair and impartial evaluation of their work or program.
- Students and faculty should communicate regularly and openly about course/program requirements, assignments, tests, grading procedures, and grades.
- The college faculty is responsible for creating the curriculum and establishing the standards by which students will be evaluated in each course/program.
- Faculty members are entitled to the presumption that the grades they assign are an accurate reflection of the performance of the students in their courses.
- A course grade may only be changed by the course instructor or by the recommendation of an Academic Appeals Committee. College administrators may not change grades.

Both students and faculty members have rights and responsibilities in the grading/programmatic process:

- Students who wish to appeal a final grade or programmatic discrepancy are responsible for demonstrating that the grade they received was contrary to procedures as specified in the course syllabus/program specifics or was based on bias, caprice, or computational or clerical error.
- Faculty members have a responsibility to provide their students with syllabi and program information that clearly delineate the bases on which student grades or major will be assigned.
- Faculty members are responsible for providing their students with timely feedback on their performance on tests, papers, projects, and other graded assignments.
- Faculty members are responsible for keeping course records, final exams, and other materials on which grades are based (that have not been returned to students) for a year.
- Faculty members have a right to have the grades they assign upheld unless it is clearly demonstrated that a grade was contrary to procedures as specified in the course syllabus/program or was based on bias, caprice, or computational or clerical error.
- Both faculty members and students have a right to have grade and programmatic appeals resolved in a timely fashion (as prescribed in the timelines given herein).
- Both faculty members and students have a responsibility to attempt to resolve grade and programmatic disputes informally.

Grading and Programmatic Disputes during a Semester

Faculty members and students should communicate regularly and openly about all grading and/or programmatic issues. A student who is dissatisfied with an instructor's grading decision during a semester should discuss the issue with the instructor and attempt to resolve the matter informally. A student who believes that a grading issue has not been satisfactorily resolved should speak with the instructor's department chair about the matter. The department chair should work with both the student and the instructor to address any academic issue.

Students may not file a formal academic appeal during the semester. Grading or programmatic issues that remain unresolved during the semester may become the basis for a formal academic appeal once the semester has ended and a final course grade has been assigned. The formal process may be used only for grading or programmatic issues that impact the final course grade or programmatic outcome. For example, if a student disagrees with a grade given on a particular assignment but changing the grade on that particular assignment will not affect the student's final course grade, then the issue is not appropriate for a formal appeal. In this situation, the student may lodge a verbal or written complaint about the instructor's grading practices with the department chair but may not file a formal academic appeal.

Disputes over Final Course Grades and Programmatic Discrepancies

Disputes over final course grades and programmatic discrepancies may reflect disagreements that have carried over from the semester or new issues that have arisen as the result of a late-semester project, test, final exam, or a discrepancy within the designated program. A student who is dissatisfied with a grading decision should attempt to resolve the matter by contacting the instructor. The student may wish to contact the department chair to facilitate communication between the student and the instructor and to mediate the dispute.

Grounds for a Formal Academic Appeal

A student may file a formal appeal regarding course grade or programmatic discrepancy if the following conditions are met:

- The student has attempted to resolve the dispute informally.
- The grading issues at stake impact the final course grade. (A course grade appeal may not be filed until the semester has ended and a final course grade has been assigned.)
- The student believes that his or her final course grade was assigned contrary to procedures as specified in the course syllabus or was based on bias, caprice, or computational or clerical error.
- Students unhappy with their instructor's grading system, grade assignment practices, or program may complain verbally or in writing to the department chair even if the issue does not qualify for a formal academic appeal.

Filing the Formal Academic Appeal

A student may file a formal academic appeal by completing the Student Appeals Intake Form and submitting it to the appropriate department chair. The form asks the student to provide a written statement that clearly and specifically states the grounds on which the grade appeal is based. The student must explain why he or she believes that the assigned grade or program decision was contrary to procedures as specified in the course syllabus, or college catalog or was based on bias, caprice, or computational or clerical error. The student should attach supporting documentation to the form (that may include the Student Appeals Intake Form, such as the following:

- A copy of the course syllabus or program specific information from the college catalogue
- A copy of the graded assignment or applicable program guide on which the formal academic appeal is centered if it is available.
- A portfolio of the student's program and other graded work from the course, including papers, projects, homework, tests, and other assignments, if these materials are available.

- Any other documents the student believes are relevant to the resolution of the academic appeal.
- Students must have completed the initial process by discussing the issue with the related office prior to submitting an appeal. Students have 20 business days after notification of the initial decision to file an appeal. Students who fail to file an appeal within the time limit may request an exception “in writing” however, the exception shall be granted only under extraordinary circumstance.

Informal Resolution

Upon receipt of a Student Appeals Intake Form, the department chair should contact both the student and the instructor involved to attempt to resolve the dispute informally. The faculty member shall act in good faith and keep in mind that the goal is to resolve the grading dispute fairly. The instructor may agree to resolve the dispute informally if he or she believes it is appropriate. For example, if the dispute involves a computational or clerical error and the faculty member or program manager agrees with the student, he or she may simply complete the appropriate change form to change the grade or programmatic circumstance rather than force a the Faculty Academic Appeal Panel to resolve the issue.

If the faculty member or program manager is no longer with the college or is unavailable, the department chair shall appoint another instructor to represent faculty interests in the appeal. In such cases, no informal resolution is allowed and the issue shall be presented to the Academic Appeal Panel.

Instructor Response

If the dispute is not resolved informally, the department chair shall give the faculty member a copy of the appropriate Student Appeals Intake Form submitted by the student and request a written response to the appeal. The instructor’s response should include the following:

- A copy of the course syllabus or programmatic reference.
- A copy of any relevant graded assignments that had not been returned to the student.
- A written statement responding to the issues raised by the student.
- A statement indicating whether the instructor or program manager wishes to appear in person before the Faculty Academic Appeal Panel.
- Any other documents the instructor or program manager believes are relevant to the resolution of the appeal.

The department chair should continue to pursue a formal resolution to the dispute if he or she believes that a resolution is possible. The department chair may share the instructor’s response with the student in hopes of finding common ground between the two. If appropriate, the chair may wish to give the student the opportunity to address issues raised in the instructor’s response that the student has not previously addressed.

The Academic Appeal Panel

If attempts at informal resolution of the grading dispute fail, the Chief Academic Officer shall appoint a Faculty Academic Appeal Panel to consider the appeal. The panel shall consist of at least three full-time faculty members. The instructor or program manager involved in the dispute is not eligible to serve on the panel. The Chief Academic Officer will appoint one of the members of the panel to serve as its chair.

The chair of the Faculty Academic Appeal Panel is responsible for ensuring that the appeal process is completed in a timely fashion. Unless there are exceptional circumstances (as determined by the Chief Academic Officer), the appeal process must be completed before the end of the semester in which it is filed. The chair is also responsible for ensuring that the instructor has at least a week to prepare a response to the academic appeal and that both the student and the instructor have at least a week's advance notice of the time and location for appearing before the Faculty Appeal Panel in person if they have requested an appearance.

Panel Review

The Faculty Academic Appeal Panel is responsible for determining the facts in the dispute and making a judgment on the merits of the appeal. The panel shall review the materials submitted both by the student and the instructor/program manager. The panel may request any other information it deems necessary, including additional instructor records and input from third parties.

Both the student the program manager and the faculty member have the right to appear in person before the Faculty Academic Appeal Panel if they request the opportunity. If both parties appear before the panel, they should be heard separately. If neither party requests to appear in person, the panel should complete its review based on the written materials supplied by the parties and whatever other information the panel may request.

The panel's deliberations, including hearing testimony from the parties involved and third parties, shall take place in private. Neither the student, program manager nor the faculty may be accompanied by an advisor.

The student has the burden of proof. The student must present clear evidence that a grade or program discrepancy was contrary to procedures as specified in the course syllabus, program or was based on bias, caprice, or computational or clerical error. The instructor's grade stands unless the Faculty Academic Appeal Panel determines by the preponderance of the evidence that the grade or program was contrary to procedures as specified in the course syllabus, program requirement, or was based on bias, caprice, or computational or clerical error.

Once the members of the Faculty Academic Appeal Panel have determined that they have sufficient information to make a decision, they will vote either to grant or reject the appeal. A simple majority is sufficient to decide the issue. If the panel grants the appeal, it determines the appropriate course grade or program change for the student. The panel chair shall prepare a

written report stating the panel's decision and the justification for that decision. Copies of the report must be conveyed to the student, the instructor, the department chair, and the Chief Academic Officer. If the panel determines that the student's grade shall be changed, the chair of the Faculty Academic Appeal Panel will prepare the appropriate change form and submit it to the Chief Academic Officer for processing with the panel report attached. The stated reason for the change of grade will be "the recommendation of a Faculty Academic Appeal Panel." The chair of the Faculty Academic Appeal Panel will sign the form instead of the course instructor or program manager.

Sometimes an Academic appeal raises issues that go beyond the resolution of grading or programmatic issues. These issues could include questions about compliance with ADA guidelines, concerns about an instructor's following departmental or programmatic requirements, or questions of a student's academic integrity. At its discretion, the Faculty Academic Appeal Panel may prepare a supplementary report addressing those issues and present it to the Chief Academic Officer.

Appealing the Panel's Decision

There is a limited right to appeal the decision of the Faculty Academic Appeal Panel. The appeal may be based only on procedural rather than substantive grounds. If a party believes that the appeals process was not properly followed and as a result he or she was treated unfairly, then he or she may file a written appeal with the Chief Academic Officer. The appeal may only be based on procedural errors that compromised the fundamental fairness of the process. Minor procedural errors that do not materially affect the outcome of the process are not grounds for appeal.

The Chief Academic Officer will review the appeal and conduct whatever investigation he or she deems appropriate. If the Chief Academic Officer determines that the academic appeal process was not properly followed and that the failure to follow proper procedures biased the result of the appeal, then the Chief Academic Officer will vacate the judgment of the faculty academic appeal panel and direct that the process be repeated with a different panel. If the Chief Academic Officer rejects the appeal, the decision of the Faculty Academic Appeal Panel is final.

Addendum B

Student Service and Financial Appeal Procedure

Students have the right to seek an appeal after the student has attempted to resolve the issue with the appropriate office. If the issue remains unresolved, the first step is for the student to file a formal appeal with the Chief Student Services Officer in writing, using the **Student Appeals Intake Form**. Once the **Student Appeals Intake Form** has been reviewed, the student may be required to submit additional paperwork and documents to support their claim.

Through the Student Service and Financial Appeal Procedure, a student may appeal an advising, admissions, student suspension, transcript evaluation, placement testing, financial aid, billing or other decisions is an option available to applicants. All appeal requests will be reviewed thoroughly.

Students must have completed the initial process by discussing the issue with the related office prior to submitting an appeal. Students have 20 business days after notification of the initial decision to file an appeal. Students who fail to file an appeal within the time limit may request an exception “in writing” however, the exception shall be granted only under extraordinary circumstance.

General Appeal Information

Appeals must be in written form, submitted according to the requirements and within the time frame delineated in this process.

- The physical presence on campus of the prospective student (or enrolled student) or advocates of the prospective student (or enrolled student) will not influence the outcome of the appeal.
- Knowingly providing false information will result in the denial of the appeal.
- The requirements of this appeals process will be rigorously applied.
- The applicant presenting an appeal has the full burden of satisfying the standards and criteria set forth in this document.

An appeal is submitted by completing the **Student Appeals Intake Form**.

Student:

1. The form can be obtained from the Office of Student Services, the Welcome Center, external location offices, and is available online at trcc.edu/academics/forms.
2. Include the reason(s) for the appeal and a short written statement supporting the request for reconsideration.
3. The form and any documentation can be submitted to the Office of Student Services via email studentservices@trcc.edu or in person.

4. The student will be notified of their appeal date and time a minimum of 48 hours prior to the appeal hearing.
5. Students are not required to attend the appeal but may attend if desired. Any questions may be directed to the Office of Student Services.
6. Notification of appeal decisions will be sent to the student in writing within 10 business days of the appeal review.
7. Appeal Committee decision is final.

Committee:

1. An Ad-hoc appeal committee shall be appointed by the Chief Student Services Officer which will consist of at least one faculty, one staff and one student.
2. The college shall make every effort to convene a committee within 10 business days from receipt of Student Appeal Intake Form.
3. Office(s) involved shall be interviewed by the committee during the appeal meeting.
4. The student has the option to be present and to be interviewed by the committee. The student advisor can attend meeting but will not be able to make comments during the interview.
5. Notification of appeal decisions will be sent to the student in writing within 10 business days of the appeal review.
6. Appeal Committee decision is final.



THREE RIVERS COLLEGE

Student Appeals Intake Form

Date: ____/____/____ Student ID#: _____

Print Name: _____ Phone Number: (____)____-_____

Address: _____

Year and Semester Appealing: _____ Year Semester: (circle one) Fall Winter Spring Summer

(if applicable) Course Title/Number _____

REQUEST: PLEASE PRINT YOUR EXACT REQUEST IN THIS BOX. WHAT ACTIONS YOU WISH TO TAKE PLACE WITH THIS COURSE?

APPEAL: PLEASE ATTACH A STATEMENT OR USE THE SPACE BELOW TO DESCRIBE THE REASON YOU ARE REQUESTING AN APPEAL OR WHY YOU FEEL AN APPEAL SHOULD BE GRANTED. INCLUDE ANY EXTENUATING CIRCUMSTANCES AND SUPPORTING DOCUMENTATION.

DESCRIBE THE ATTEMPTS YOU HAVE MADE TO RESOLVE THIS MATTER: (Attach documentation of attempt)

Signature: _____ Date: _____

Return to the Office of Student Services: E-mail: studentservices@trcc.edu Phone: 573.840.9669
Mail: 2080 Three Rivers Blvd., Poplar Bluff, MO 63901



THREE RIVERS COLLEGE

Student Appeals Intake Form (Office Use Only)

Type of Appeal: Academics Financial Student Services Other: _____

Appeal Sent to Committee Date: ____/____/____

APPEAL INVESTIGATION: INCLUDE INFORMATION RELATED TO ISSUE. (Attach additional documentation as necessary)

APPEAL CONCLUSION:

Student Notified Date: ____/____/____ Dean of Students Notified Date: ____/____/____

Signature: _____ Chief of Student Services	Signature: _____ Chief Academic Officer
Signature: _____ Chief Financial Officer (if required)	Signature: _____ President (if required)

Return to the Office of Student Services: E-mail: studentservices@trcc.edu Phone: 573.840.9669
Mail: 2080 Three Rivers Blvd., Poplar Bluff, MO 63901

Three Rivers College
Associate Degree Surgical Technology Program
RE-ADMISSION ACTION PLAN INSTRUCTIONS

For any student that meets the criteria for a re-admission into the program, a re-admission action plan will need to be completed prior to committee review by the individual student. Students will receive the action plan document and instructions when they submit their re-admission request. The following details the steps the student needs to take to properly complete the form.

1. Complete the data information at the top of the page including: date, name, and course seeking re-admission.
2. Choose the Area(s) of Improvement that you have identified based on your previous attempt in the surgical technology program.
3. Provide a detailed explanation of the reason you are seeking readmission. Answer the question: Why were you unsuccessful in your previous attempt?
4. Create goals for your re-admission that will help you to be successful.
 - a. Review the explanation you previously completed in Step 3.
 - b. Be sure to think broadly when creating the goal, for instance, I will...evaluate my study habits and techniques to improve retention of knowledge.
5. Detail the plan to help you achieve your goals. For instance, I will...take a learning style inventory assessment and detail my study habits.
 - a. For each goal list a minimum of two activities or tasks that will help you achieve the plan.
6. It is important to note that as stated in the Irregular Admissions Program Rule, students may be required to complete certain aspects prior to being eligible for re-admission.
7. Each student will need to submit the action plan to the Surgical Technology Program Director's office by the date determined for each semester's re-admission.
8. Approval of the plan does not guarantee re-admission into the program. Re-admission will be further determined based on the Irregular Admissions Program Rule.

Students will be notified of Readmission Status by the Program Director within two weeks of the last day of the semester.

**Three Rivers College
Associate Degree Surgical Technology Program**

RE-ADMISSION ACTION PLAN

Date	Student Name							
Course seeking re-admission:	Student Phone							
	Program							
Areas of Improvement Identified: <table style="width: 100%; margin-left: 20px;"> <tr> <td><input type="checkbox"/> Performance in Theory</td> <td><input type="checkbox"/> Performance in Clinical</td> </tr> <tr> <td><input type="checkbox"/> Performance in Laboratory</td> <td><input type="checkbox"/> Performance on Exams</td> </tr> <tr> <td><input type="checkbox"/> Behavior/Professionalism</td> <td><input type="checkbox"/> Other (specify)</td> </tr> </table>			<input type="checkbox"/> Performance in Theory	<input type="checkbox"/> Performance in Clinical	<input type="checkbox"/> Performance in Laboratory	<input type="checkbox"/> Performance on Exams	<input type="checkbox"/> Behavior/Professionalism	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Performance in Theory	<input type="checkbox"/> Performance in Clinical							
<input type="checkbox"/> Performance in Laboratory	<input type="checkbox"/> Performance on Exams							
<input type="checkbox"/> Behavior/Professionalism	<input type="checkbox"/> Other (specify)							
Explanation of reason for re-admission: (Why were you unsuccessful in your previous attempt?)								
Explanation/Description: 								
Goals	Activities/Tasks							
1. Student will								
2. Student will								
3. Student will								

Admission Committee Requirements: _____

Date Reviewed by Admissions Committee: _____

Signature: _____

Three Rivers College
Associate Degree Surgical Technology Program

RE-ADMISSION RUBRIC

STUDENT NAME: _____

DATE: _____

Category	0	1	2	3	Score
Final Exam Score *taken for Re-Admission	≤69.9%	70-79%	80-89%	>90%	
Readmission Action Plan	Explanation not present or lacking thought for reason seeking readmission No goals present. No activities/tasks to support each goal	Vague explanation present with some thought for reason seeking readmission Goals present with no detail or realism. Activities/tasks do not support each goal	Adequate explanation present with thought for reason seeking readmission. Goals present with some detail and realism. Activities/tasks to support each goal	Comprehensive explanation with in-depth thought(s) for reason seeking readmission. Detailed, realistic goals Activities/tasks to support each goal	
Attendance in Course Seeking Readmission	>2 absences	1-2 absences	0 absences		
Last Successful Core Surgical Technology (SURG 106, SURG 115, SURG 215)* Course Grade	≤69.9%	70-79%	>80%		
Total Possible Points = 10					

5 or < points: Student is not eligible for re-admission

6-10: Student is eligible for readmission according to irregular admissions program rule

**Three Rivers College
Surgical Technology Program**

RECORD OF HIPAA PRIVACY SECURITY VIOLATIONS

Student Name	Date of Counseling
Offense : First Second Third (Circle appropriate category)	Date of Occurrence
Violation Group: 1 2 3 (Circle appropriate category)	Disciplinary Action
Description of Violation:	<input type="checkbox"/> Written warning
	<input type="checkbox"/> Counseling
	<input type="checkbox"/> Zero grade for week
	<input type="checkbox"/> Probation-remainder of program
	<input type="checkbox"/> Dismissal from Program - No readmission

Student Signature Date

Faculty Signature Date

Program Director Date

Approved: 1/2024

Three Rivers College
Nursing and Allied Health Department
DECLINATION OF HEALTH INSURANCE

Per the student handbooks, students are required to have proof of health insurance to enroll in a program in the Nursing and Allied Health Department. This coverage is required due to possible health issues that could occur during the program, including exposure to a communicable disease or injury. If a student wishes to decline health care coverage during the program, this declination form must be signed and notarized prior to starting the program.

I, _____, certify that I have been advised of the need to have and maintain health care insurance during this program. I do not have health care insurance at this time. I waive the College from any and all responsibilities related to health care costs during the program, including exposures and injuries.

Full name (print): _____

Maiden/Alias Name: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

Applicant Signature

Date

STATE OF _____)

COUNTY OF _____)

On this _____ day of _____, 20_____, before me, _____,

A Notary Public in and for said state, personally appeared, _____,

known to me to be the person who executed the within instrument and acknowledged to me that

_____ executed the same for the purposes therein stated.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

Notary Public

Commission Expires

**Three Rivers College
Nursing and Allied Health Department**

EXPOSURE REPORT FORM

Instructions: This form is to be used to report needlestick/sharps injuries/body fluid exposures to Three Rivers College faculty, staff, and students. Complete this form and return to the Program Coordinator and/or the Director within 24 hours of the injury or exposure.

Name of the Person Exposed/Injured: _____

Student/Employee ID Number: _____ **Contact Number:** _____

Email Address: _____

Today's Date: _____

INFORMATION ABOUT EXPOSURE

Date of Exposure: _____ **Time of Exposure:** _____

Description of Exposure: _____

Facility Where Exposure Occurred: _____

Was the Incident Reported to the Facility: _____ **Yes** _____ **No**

If yes, who was it reported to: _____

Any facility request/response: _____

Type of Injury/Exposure:

_____ **Needle**

_____ **Lancet**

_____ **Blood/Body Fluid**

_____ **Other (specify)** _____

_____ Glass

Time of Exposure:

_____ Before Use of the Sharp

_____ After Use of the Sharp

_____ During Use of the Sharp

_____ N/A

Involved Body Part:

_____ Arm (not hand)

_____ Leg/Foot

_____ Face/head/neck

_____ Torso (front or back)

_____ Hand

Three Rivers Faculty Member Incident Reported to: _____

MEDICAL PROVIDER

Date/Time of Emergency Room Visit: _____

Provider Seen in Emergency Room: _____

Student/Faculty Medical Provider: _____

Follow-Up Date to See Provider: _____

SOURCE INFORMATION

Name: _____

Contact Information: _____

Source's Medical Provider: _____

HIV Status (if known): _____

Hepatitis B Status (if known): _____

Hepatitis C Status (if known): _____

Pertinent medical and social history of source: _____

PROCEDURE FOR POST-EXPOSURE MEDICAL EVALUATION FOLLOW-UP

1. Immediately cleanse the wound or mucous membranes with soap and water. If the contact is the eye(s), flush with water for several minutes.
2. Contact the appropriate Three Rivers College personnel.
 - a. Students: Clinical Instructor, Adjunct Instructor, Preceptor, and/or Unit supervisor
 - b. Faculty: Mentor, Coordinator, and/or Program Director
 - c. Clinical Site: Floor Unit supervisor, Employee Health (if needed)

Note: If the exposure involves a known HIV positive source, seek immediate medical attention since, if indicated, post-exposure prophylaxis should be given within 2 hours of exposure.

3. Seek medical attention
 - a. Report to the Emergency Room for immediate laboratory evaluation
4. When you arrive for post-exposure care, inform the provider of the exposure to potential blood borne pathogen(s). All care received (lab testing, prophylactic medication (if indicated), etc.) will be billed through your personal insurance and you may be responsible for any co-pays or other out-of-pocket expenses.
5. Source testing (testing of the patient) will be requested by a Three Rivers faculty member.

FACULTY QUALIFICATIONS

Braymer, Daniel
MS, Regis University; CST

Faculty, Poplar Bluff Campus

Laura McElroy
BSN, Central Methodist University; MSN, Central Methodist University; CST

Director, Faculty Poplar Bluff Campus