

School of Health Sciences Program Handbook



Beginning Your Journey

Welcome to the School of Health Sciences at West Georgia Technical College. We are honored that you have chosen to pursue your educational and professional goals with us. By entering one of our health sciences programs, you are preparing to join a profession founded on knowledge, compassion, integrity, accountability, and service to others.

A career in healthcare is both challenging and deeply rewarding. The programs within the School of Health Sciences are designed to prepare students to meet the academic, clinical, ethical, and professional standards required in today's healthcare environment. Throughout your journey, you will develop not only technical competence, but also critical thinking skills, professionalism, effective communication, teamwork, and a commitment to lifelong learning.

As a Health Sciences student, you are expected to conduct yourself in a manner that reflects the values and standards of your chosen profession. Professionalism, respect, integrity, punctuality, dependability, preparedness, accountability, and ethical behavior are essential to student success and progression. While faculty and staff are committed to supporting and guiding you throughout your educational experience, each student is ultimately responsible for maintaining academic excellence, demonstrating professional conduct, communicating effectively, and fulfilling all program requirements.

Success in health sciences education requires dedication, discipline, resilience, and personal responsibility. We encourage you to take advantage of the many resources available to support your success, communicate openly with faculty, seek assistance when needed, and remain fully engaged in your learning experiences. Every classroom, laboratory, simulation, and clinical experience provides an opportunity to strengthen the knowledge, skills, and professional behaviors necessary to deliver safe, competent, and compassionate care.

At West Georgia Technical College, we take great pride in preparing future healthcare professionals who will make a meaningful difference in the lives of patients, families, and communities. We believe that every student has the potential to succeed when they commit themselves to excellence, embrace lifelong learning, and uphold the standards and values of the profession they represent.

On behalf of the faculty and staff of the School of Health Sciences, welcome to West Georgia Technical College. We are excited to be part of your educational journey and wish you every success as you begin this important step toward a rewarding career in healthcare.

Best wishes for a successful and fulfilling experience,

Dr. Phyllis Ingham, EdD, MEd, MLS(ASCP)cm, AHI(AMT)

Dean, School of Health Sciences

West Georgia Technical College



Surgical Technology Program

Welcome to the Program

Dear Students,

Welcome to the Surgical Technology Program at West Georgia Technical College! I am excited that you have chosen to pursue your educational and career goals with us, and I look forward to accompanying you on this exciting journey!

The decision to enter a healthcare profession reflects a commitment to serving others and making a meaningful difference in the lives of individuals and communities. Throughout your time in the program, you will be challenged to grow academically, professionally, and personally as you develop the knowledge, skills, and behaviors essential for success in your chosen field. Our faculty and staff are dedicated to providing a supportive and engaging learning environment that promotes academic excellence, professionalism, ethical practice, and lifelong learning. We are committed to helping you achieve your goals and preparing you to become a competent and compassionate Surgical Technologist professional.

This handbook has been developed to serve as a guide throughout your program of study. It contains important information regarding program requirements, policies, expectations, and available resources. I encourage you to review this information carefully and refer to it often during your educational experience.

As you begin this journey, I encourage you to remain focused, embrace new opportunities, and strive for excellence in all that you do. There will be challenges along the way, but with dedication, perseverance, and the support of your faculty and classmates, you can achieve your goals.

On behalf of the faculty and staff, I extend a sincere welcome to the Surgical Technology Program. We are honored to be part of your educational journey and look forward to celebrating your accomplishments and future success.

Best wishes for a rewarding and successful experience at West Georgia Technical College!

Sincerely,

Austin Smith, B.S., CST

Program Director, Surgical Technology

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Program Overview

Surgical Technology Program Goal

The goal of the Surgical Technology 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.

Program Description

The Surgical Technology program is a 72-hour, two-year degree. Upon admission to the Surgical Technology program, students will complete three semesters of programmatic courses beginning in Spring semester and ending in Fall Semester. Students receive didactic, laboratory, and hands-on clinical experience in operating rooms that provide students with the academic knowledge, skills, and professional requirements required in the modern workforce. Graduates of the program receive a Surgical Technology Associate of Applied Science (AAS) degree and are qualified for employment as Surgical Technologists as well as eligible to sit for the Certified Surgical Technologist (CST®) examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

Career Opportunities

Surgical Technologists are Allied Health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings. The Surgical Technologist works under the supervision of a surgeon and registered nurse to ensure that the operating room environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

The Surgical Technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Surgical Technologists most commonly find employment in inpatient and ambulatory outpatient surgery centers. Surgical Technologists working in hospitals may work or be on call during nights, weekends, and holidays.

Accreditation

The West Georgia Technical College Surgical Technology Program is accredited by the Commission on the Accreditation of Allied Health Education Programs (CAAHEP) on the recommendation of the Accreditation Review Counsel on Surgical Technology and Surgical Assisting (ARC/STSA). Further information regarding the accreditation of the Surgical Technology program can be found through the Commission on Accreditation of Allied Health Education Programs (www.caahep.org).

To contact CAAHEP:
Commission on Accreditation
of Allied Health Education Programs
9355 – 113th St. N., #7709
Seminole, FL 33775
727-210-2350
(www.caahep.org)

To contact ARC/STSA:
Accreditation Review Council on Education in Surgical
Technology and Surgical Assisting
19751 E. Mainstreet, Ste 339
Parker, CO 80138
Main: (303) 694-9262
Fax: (303) 741-3655
<http://www.arcstsa.org/>

West Georgia Technical College and School of Health Sciences Mission, Vision, Values, and Goals

Our Mission at West Georgia Technical College

West Georgia Technical College, a unit of the Technical College System of Georgia, proudly serves the communities of Carroll, Coweta, Douglas, Haralson, Heard, Meriwether, and Troup counties. Through the delivery of relevant, high-quality education and training, the College supports student success, workforce development, economic growth, and community advancement.

West Georgia Technical College provides multiple pathways for lifelong learning and career preparation, including high school equivalency programs, associate degrees, diplomas, technical certificates of credit, and corporate and continuing education opportunities. Through these programs, the College is committed to developing a skilled workforce and empowering individuals to achieve their educational and professional goals.

Our Vision at West Georgia Technical College

West Georgia Technical College aspires to be a recognized leader in technical education, serving as a model of innovation and excellence. We are committed to being a valued economic and community partner while providing responsive, high-quality pathways that prepare students for rewarding careers and lifelong success.

Our Core Values at West Georgia Technical College

At West Georgia Technical College, our commitment to excellence is guided by four core values: **Integrity, Professionalism, Student Success, and Academic Excellence**. These values serve as the foundation for all interactions, decisions, and educational experiences within the college community. We are dedicated to fostering an environment characterized by honesty, ethical behavior, respect, accountability, and commitment to high standards. Through professionalism and academic excellence, we strive to empower students to achieve their educational and career goals while preparing them to become competent, compassionate, and responsible members of the workforce and the communities they serve.

School of Health Sciences Mission

The Health Sciences Division at West Georgia Technical College is committed to providing cutting-edge education and training that prepares students to excel in healthcare careers. Through partnership with local healthcare providers, we deliver hands-on experience, promote lifelong learning, and support student success, while contributing to the overall well-being and economic development of our communities.

School of Health Sciences Goals

To be a leader in health sciences education, fostering innovation, excellence, and collaboration to develop a highly skilled workforce that improves healthcare outcomes in our communities. We will empower students to pursue rewarding careers while serving as a vital partner in advancing economic growth and public health across the region.

School of Health Sciences Program Learning Outcomes

Each Health Sciences program has established Program Learning Outcomes (PLOs) that define the knowledge, skills, behaviors, and professional competencies students are expected to achieve upon completion of the program. These outcomes are aligned with TCSG and West Georgia Technical College for institutional goals, accreditation standards, and workforce expectations and serve as the foundation for curriculum development, assessment, and continuous quality improvement. Students are expected to demonstrate achievement of the Program Learning Outcomes as part of the requirements for successful program completion.

Surgical Technology Program Learning Outcomes:

- Demonstrate knowledge of human anatomy and physiology.
- Demonstrate expertise in the theory and application of sterile and aseptic techniques.
- Perform competently in pre-operative duties.
- Perform competently intra-operative duties.
- Perform competently in post-operative duties.
- Perform competently as a member of an operating room team.

West Georgia Technical College Admission Requirements

West Georgia Technical College maintains an open admissions policy and welcomes applicants who are seeking technical certificates, diplomas, and associate degrees. Applicants are generally required to complete an online application, submit official transcripts, and provide documentation verifying lawful presence and residency for tuition purposes. Placement requirements may be satisfied through prior college coursework, standardized test scores, or qualifying high school GPA.

For detailed information regarding admission requirements and application procedures, please visit: <https://www.westgatech.edu/admissions/>

Admission to many of the Health Sciences programs at West Georgia Technical College is competitive and based on established institutional and program-specific criteria. Applicants must meet all general college admission requirements and any additional requirements established by the individual program, which may include prerequisite coursework, minimum GPA standards, competitive selection processes, and submission of required documentation. Meeting minimum admission requirements does not guarantee acceptance into a program. Students are responsible for reviewing current admission criteria and deadlines and ensuring that all requirements are completed prior to the application deadline.

Program Admission Requirements

Applicant Must

1. Submit an application to West Georgia Technical College before submitting a Surgical Technology application.
2. Information regarding admission requirements may be found at: <https://westgatech.smartcatalogiq.com/en/2025-2026/student-catalog/admissions/health-sciences-andnursing-programs-general-procedures>
3. Students must complete all requirements for admission to be considered for selection.
4. Students must attend a mandatory information session with WGTC Advising Coach. (advising@westgatech.edu).
5. The following courses must be completed prior to application to the program and are used to calculate the competitive GPA:
 - **ENGL 1101, MATH 1103 or 1111, PSYC 1101, ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, and BIOL 2114L.**
 - BIOL courses must be completed within seven (7) years of the program cohort start date.
6. **BIOL 2117** and **BIOL 2117L** must be completed *before* starting the Surgical Technology program but are not calculated in the competitive GPA.
7. Must complete the eight (8) required courses and labs with a minimum grade of C or higher and have at least a 3.0 competitive GPA.
8. Students must submit an application for the Surgical Technology program by September 1 Competitive Selection submission deadline.

Selection and Notification

1. The Surgical Technology program admits 14 students annually.
2. Students must complete all requirements for admission to be considered for selection.
3. The selection process involves the applicant's overall GPA.
4. Students must respond to the email confirming their intent to enroll in the Surgical Technology program within the time frame in their acceptance letter via email.
5. A student who fails to respond to the email will result in forfeiting their place in the class.
6. Students accepted must attend a mandatory programmatic orientation session in the Fall semester. Failure to attend the orientation session will result in the student forfeiting their place in the class.

Students are encouraged to review the most current information regarding program criteria selection requirements before applying. Detailed information is available on the West Georgia Technical College website:

<https://www.westgatech.edu/admissions/getting-started/competitive-selection-process/>

Immunizations

As healthcare professional students, it is highly recommended that you are vaccinated against infectious diseases encountered at clinical/practicum sites. It is recommended that you discuss these vaccinations with your personal physician.

Students are required to follow the medical clearance policies designated by their assigned clinical/practicum sites. Please be aware that some clinical/practicum sites may mandate vaccinations against specific diseases such as COVID-19, influenza, and/or testing for specific

diseases such as tuberculosis. If you elect not to be vaccinated or tested, you may not be allowed to attend those clinical/practicum sites. If you do not have all required immunizations and tests, you may have limited access to clinical/practicum sites. This may delay or prevent program completion.

Although vaccines are not required for program admission, each clinic/practicum site reserves the right to deny a student entry based on their own policies and procedures. If a student is denied entry to a clinical/practicum site based on lack of vaccinations or testing, the student may not be able to complete the clinical/practicum course. As a result, successful completion of the program may not be possible.

CPR Certification

All Health Science students must be CPR certified at the Health Provider level. Prior to the first day of class, the student must take the Basic Life Support course to obtain CPR certification through the American Heart Association. Current CPR certification must be maintained throughout the entire duration of the program.

In the event of a mid-year lapse of BLS certification, the student must schedule a new CPR class to renew their certification and provide proof of their continued certification to faculty. Students will not be permitted to attend clinical or laboratory courses if CPR certification has expired. All absences due to noncompliance with this policy will result in an unexcused absence(s) until compliance is achieved and may impact the student's ability to successfully complete the course(s).

Background Check and Drug Screening

Students must select **Advantage Student's "Standard Basic Package"** that includes both a criminal background check and an 11-panel drug test. The Background Check and Drug Screening is valid for one year and must cover the entire duration of the student's clinical rotations for Summer and Fall semesters.

All West Georgia Technical College students must submit to initial and continued drug testing at specified intervals, for cause, or at random, at the request of faculty or clinical site. Should the student refuse to abide by West Georgia Technical College policy, the student will be administratively withdrawn from the course and may be denied readmission to the same or any other Health Science program pending results of a drug screening. A negative drug screening will result in dismissal from the Surgical Technology program.

Insurance

West Georgia Technical College Surgical Technology program requires students to carry accident and malpractice insurance during their clinical rotations and is available through the College.

Healthcare Responsibilities

Students are responsible for all expenses related to their own health care while they are students in the Surgical Technology Program.

Universal Precautions

Students will practice universal precautions during all patient care and handling of patient care equipment regardless of the situation.

West Georgia Technical College Tuition and Fees

Students enrolled in programs within the School of Health Sciences are responsible for paying all tuition, mandatory fees, and any program-specific expenses required for enrollment and participation. Tuition and fee rates are established by the Technical College System of Georgia (TCSG) and are subject to change without prior notice. In addition to standard tuition and institutional fees, Health Sciences students should anticipate additional costs associated with their specific program of study, which may include, but are not limited to, textbooks, uniforms, clinical supplies, liability insurance, background checks, drug screening, immunizations, certification examinations, and other required educational materials.

West Georgia Technical College offers competitive tuition rates and a variety of financial assistance opportunities for eligible students. Current tuition for Georgia residents is assessed on a per-credit-hour basis, with additional mandatory institutional fees. Students residing outside the state of Georgia may be subject to out-of-state tuition rates unless they qualify for an approved residency exception. Tuition and fee schedules, payment deadlines, and refund policies are determined by the College and are updated periodically.

Students are encouraged to review the most current tuition and fee information, payment options, and financial aid resources before registering each semester. Detailed information is available on the West Georgia Technical College website:

<https://www.westgatech.edu/admissions/tuition-and-fees/>

Information regarding estimated total educational expenses, including books, supplies, transportation, and other costs of attendance, may also be found at:

<https://www.westgatech.edu/financial-aid/cost-of-attendance/>

Students with questions regarding tuition, fees, payment plans, or financial aid should contact the West Georgia Technical College Financial Aid Office or Business Office for additional assistance.

Estimated Surgical Technology Program Cost

1. Student member of the Association of Surgical Technologists (AST). Students are required to become student members of AST. **\$45**
2. Books: Each semester there will be required textbooks for each course in addition to optional supplemental textbooks. Students will purchase Cengage Unlimited through the West Georgia Technical College Bookstore that will provide students access to all required programmatic textbooks in the program. **\$306.65 plus tax.**
3. Students must purchase traditional V-neck scrub uniforms in the Surgical Technology class color (wine) and a white, long sleeve West Georgia Technical College-embroidered lab coat.

The cost of one top/pants with West Georgia Technical College logo is **\$65**. The cost of the white lab coat is **\$39 - \$44**, depending on the size.

4. Surgical Technology School Pins are awarded to the graduates at the Surgical Technology Pinning Ceremony.
5. NBSTSA Fee: The NBSTSA CST® Exam is **\$230** for AST student members. Graduating Surgical Technology students are eligible to sit for the NBSTSA CST® Exam in December.

All prices listed are subject to change between the publishing of the Surgical Technology Program Handbook and the time of purchase. Students are responsible for the final price for all associated programmatic costs.

West Georgia Technical College

School of Health Sciences

Technical Standards and Essential Functions

Students enrolled in the West Georgia Technical College School of Health Sciences must possess the physical, cognitive, sensory, communication, behavioral, and technological abilities necessary to safely and effectively participate in classroom, laboratory, simulation, clinical, and other applied learning experiences.

These technical standards identify the essential functions considered necessary for successful completion of Health Sciences curricula and for providing safe, competent, and ethical patient care and professional services. Students must be able to perform these essential functions with or without reasonable accommodation.

Consistent with the expectations of applicable institutional policies, clinical affiliates, professional licensing boards, and programmatic accrediting agencies, including but not limited to JRCERT, CODA, NAACLS, CAAHEP, ARC/STSA, ABFSE, CAHIM, and other recognized accrediting organizations, students are expected to demonstrate the following abilities throughout their enrollment.

I. Physical Requirements

- Stand, sit, walk, bend, stoop, kneel, reach, twist, climb, and maintain required positions for extended periods.
- Perform repetitive physical activities throughout laboratory and clinical experiences.
- Maintain sufficient endurance to complete classroom, laboratory, simulation, and clinical assignments.
- Safely function in environments that may require rapid physical response.

II. Observation and Sensory Abilities

- Observe patients, specimens, images, equipment, instruments, and demonstrations.
- Read printed materials, digital displays, monitors, gauges, and instrumentation.
- Distinguish colors, contrast, depth, movement, texture, size, and shape when required.
- Detect visual changes that may indicate abnormal findings or unsafe conditions.

- Hear and interpret verbal communication, equipment alarms, patient responses, and environmental sounds with or without assistive devices.
- Utilize touch appropriately to assess patients, specimens, equipment, and procedural outcomes.

III. Communication Abilities

- Communicate clearly, accurately, respectfully, and professionally using verbal, written, and electronic methods.
- Read, understand, interpret, and follow written and verbal instructions.
- Accurately document patient, laboratory, imaging, procedural, or technical information.
- Effectively communicate with patients, families, faculty, peers, clinical instructors, healthcare providers, and members of the interdisciplinary healthcare team.
- Demonstrate communication that reflects professionalism, compassion, empathy, cultural humility, and respect for individuals from diverse backgrounds.

IV. Cognitive Abilities

- Learn, retain, recall, and apply knowledge from classroom, laboratory, simulation, and clinical instruction.
- Demonstrate critical thinking, sound clinical judgment, analytical reasoning, and effective problem-solving.
- Interpret laboratory findings, diagnostic images, patient information, technical data, and other discipline-specific information.
- Perform mathematical calculations accurately, including measurements, dosages, ratios, calculations, and data interpretation appropriate to the profession.
- Organize, prioritize, and manage multiple responsibilities simultaneously.
- Recognize changes in patient condition or technical findings requiring intervention.
- Respond appropriately to emergency situations within the student's level of education and responsibility.

V. Motor Skills

- Demonstrate fine motor coordination and gross motor function.
- Possess manual dexterity sufficient to manipulate instruments, equipment, controls, and supplies.
- Perform procedures requiring precision, coordination, steadiness, and control.
- Position patients safely and operate discipline-specific equipment.
- Demonstrate tactile abilities necessary to perform assessments and procedures.
- React promptly and appropriately in situations requiring immediate physical response.

VI. Infection Prevention and Safety

- Consistently utilize Standard Precautions.
- Apply infection prevention and control practices.
- Safely utilize appropriate personal protective equipment (PPE).

- Safely handle blood, body fluids, specimens, hazardous chemicals, sharps, biological materials, and biomedical waste.
- Follow laboratory, clinical, radiation, chemical, and environmental safety procedures.
- Comply with emergency preparedness and institutional safety protocols.

VII. Technological Competence

- Use computers and educational technologies required for coursework.
- Utilize electronic health records, laboratory information systems, imaging systems, or other electronic documentation platforms appropriate to the discipline.
- Safely operate program-specific equipment following instructions and established procedures.
- Demonstrate the ability to learn and adapt to evolving healthcare technologies.

VIII. Emotional and Behavioral Expectations

- Demonstrate professionalism, honesty, integrity, accountability, and ethical conduct.
- Maintain emotional stability while working in stressful, rapidly changing, or emotionally challenging environments.
- Exercise sound professional judgment.
- Recognize personal limitations and seek assistance when appropriate.
- Accept constructive feedback and demonstrate continuous improvement.
- Maintain patient confidentiality and comply with HIPAA, FERPA, and all applicable privacy regulations.
- Demonstrate respect, compassion, empathy, and cultural responsiveness.
- Maintain appropriate professional boundaries.
- Work cooperatively with faculty, staff, classmates, patients, and members of the healthcare team.
- Meet attendance, punctuality, and participation expectations.
- Comply with all College, program, laboratory, simulation, clinical, and clinical affiliate policies.

IX. Environmental Requirements

- Blood and body fluids
- Infectious diseases
- Hazardous chemicals
- Cleaning and disinfecting agents
- Latex or latex-free products
- Radiation (where applicable)
- Medical gases
- Strong odors
- Noise
- Temperature variations
- Deceased human remains (where applicable)
- Extended use of personal protective equipment

Reasonable Accommodations

The School of Health Sciences is committed to providing equal educational opportunities to qualified students with disabilities in accordance with applicable federal and state laws.

Students who believe they may require reasonable accommodations should contact the College's designated Accessibility Services Office as early as possible to initiate the accommodation process. <https://www.westgatech.edu/contact-us/accessibility-services/>

Requests for accommodation are reviewed on an individualized basis. Approved accommodations will be implemented provided they do not fundamentally alter the essential requirements of the curriculum, compromise patient safety, or prevent the student from meeting required educational outcomes.

The technical standards outlined above represent the essential functions necessary for successful participation in School of Health Sciences programs. They are not intended to identify every requirement associated with every discipline. Individual Health Sciences programs may establish additional technical standards or essential functions to meet unique professional competencies, accreditation standards, clinical affiliate requirements, or licensing expectations.

Curriculum Plan

School of Health Sciences [Surgical Technology] [72 Credit Hours] **Suggested Course Sequence**

General Core Courses

Information regarding general core courses can be found in the Student Catalog. <https://westgatech.smartcatalogiq.com/en/2025-2026/student-catalog/academic-programs/associate-degrees>

Area I Requirements (Minimum 3 Hours; MUST include **ENGL 1101**)

Area II Requirements (Minimum 3 Hours)

Area III Requirements (Minimum 3 Hours; MUST include MATH 1103 or MATH 1111)

Area IV Requirements (Minimum 3 Hours)

Additional 3 Hours from Area I, II, III, or IV

Occupational Courses (ALHS 1090, BIOL 2113, BIOL 2113L, BIOL 2114, BIOL 2114L, BIOL 2117, BIOL 2117L)

Surgical Technology Curriculum			
Semester 1	S	C R	Notes and Milestones
SURG 1010 Introduction to Surgical Technology	S P	8	Program Admission
SURG 1010 Principles of Surgical Technology	S P	9	Program Admission
		17	Program Semester Hours
Semester 2	S	C R	Notes and Milestones
SURG 1100 Surgical Pharmacology	S U	2	Program Admission
SURG 2030 Surgical Procedures I	S U	5	Program Admission
SURG 2110 Surgical Technology Clinical I	S U	3	Program Admission
		10	Program Semester Hours
Semester 3	S	C R	Notes and Milestones
SURG 2040 Surgical Procedures II	FA	5	Program Admission
SURG 2120 Surgical Technology Clinical II	FA	3	Program Admission
SURG 2130 Surgical Technology Clinical III	FA	3	Program Admission
SURG 2140 Surgical Technology Clinical IV	FA	3	Program Admission
SURG 2240 Seminar in Surgical Technology	FA	2	Program Admission
		13	Program Semester Hours

Students must pass all Surgical Technology courses with a minimum of a “70” C for continued programmatic progression. Failure to maintain a minimum final course average of 70 or higher will result in dismissal from the program.

Course Descriptions

SURG 1010 Introduction to Surgical Technology

Provides an overview of the Surgical Technology profession and develops the fundamental concepts and principles necessary to successfully participate on a surgical team. Topics include: introduction to preoperative, intraoperative and postoperative principles of Surgical Technology, professionalism, and health care facility information.

SURG 1020 Principles of Surgical Technology

Provides continued study of surgical team participation by wound management and co-related skills for the operating room. Topics include: patient care concepts; preoperative, intraoperative and postoperative skills; perioperative case management; and principles of minimally invasive surgical techniques.

SURG 1100 Surgical Pharmacology

Introduces the concepts of surgical pharmacology and anesthesia. Topics include: terminology; medication calculations and measurements; proper handling of medications and solutions used in surgery; guidelines and regulations for medication safety; and types of anesthesia.

SURG 2030 Surgical Procedures I

Introduces surgical specialties: General Surgery, Obstetric and Gynecologic Surgery, Genitourinary Surgery, Otorhinolaryngologic Surgery, and Orthopedic Surgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, specialty supplies, equipment, instrumentation, and the Surgical Procedure.

SURG 2040 Surgical Procedures II

Introduces surgical specialties: Oral and Maxillofacial Surgery, Plastic and Reconstructive Surgery, Ophthalmic (Eye) Surgery, Cardiothoracic Surgery, Peripheral Vascular Surgery, and Neurosurgery. Topics for each surgical specialty will include Anatomy and Physiology, Pathophysiology, Diagnostic Interventions, specialty supplies, equipment, instrumentation, and the Surgical Procedure.

SURG 2110 Surgical Technology Clinical I

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care and processing of instruments and supplies. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery.

SURG 2120 Surgical Technology Clinical II

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care and processing of instruments and supplies. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery.

SURG 2130 Surgical Technology Clinical III

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care and processing of instruments and supplies. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery.

SURG 2140 Surgical Technology Clinical IV

Orients students to the clinical environment and provides experience with basic skills necessary to the surgical technologist. Topics include, but are not limited to: scrubbing, gowning, gloving, and draping; assistance with patient care and processing of instruments and supplies. In addition, introduces the development of surgical team participation through clinical experience. Emphasis is placed on observation and/or participation in routine procedures for core and specialty surgery.

SURG 2240 Seminar in Surgical Technology

Prepares students for entry into careers as surgical technologists and enables them to effectively prepare and sit for the national certification examination. Topics include employability skills, management and leadership, and professional preparation.

Program Faculty

Austin Smith, B.S., CST

Program Director, Surgical Technology

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West Georgia Technical College Academic Policies

West Georgia Technical College establishes academic policies designed to promote student success, academic integrity, and satisfactory progress toward program completion. Students are expected to comply with policies related to attendance, grading, academic standing, course progression, withdrawals, and graduation requirements. To remain in good standing, students must maintain satisfactory academic progress and adhere to the standards outlined in the College Catalog and Student Handbook. Additional requirements may apply to specific programs, particularly those in the School of Health Sciences. Students are responsible for becoming familiar with all current academic policies and procedures and are encouraged to consult the College Catalog and Student Handbook for detailed information.

For complete academic policies, please visit:

- **West Georgia Technical College Student Catalog and Handbook:**
<https://www.westgatech.edu/program-explorer/academic-resources/catalog-student-handbook/>
- **West Georgia Technical College Academic Policies:**
<https://www.westgatech.edu/admissions/registrars-office/policies/>
- **Program Completion Checklists:**
[West Georgia Technical College Program Completion Checklists](#)

Surgical Technology Protocols and Progression Requirements

To remain in good standing with West Georgia Technical College and to be eligible for continued progression within a Health Sciences program, students must satisfy the following academic, clinical, and professional expectations:

Minimum Grade Requirements

- Students must earn a minimum final course grade of “C” (70%) or higher in all required program courses to progress.
- Any course grade below 70% will be considered unsuccessful and may impact progression in the program.

GPA Requirements

- Students must maintain a minimum cumulative GPA as required by the institution and program to remain eligible for progression.
- Failure to maintain the required GPA may result in academic probation, suspension, or dismissal in accordance with institutional policy.

Clinical Performance Expectations

- Students must demonstrate safe, competent, and professional performance in all clinical and laboratory settings.
- All required clinical competencies must be completed successfully and within the designated timeframe.
- Students are expected to:
 - Follow all clinical site policies and program requirements
 - Demonstrate professionalism, accountability, and ethical behavior
 - Provide safe patient care under appropriate supervision
- Unsatisfactory clinical performance, including unsafe practice or unprofessional behavior, may result in clinical failure and/or program dismissal, regardless of academic standing.
- Clinical experiences are provided through the cooperation and support of affiliated healthcare facilities. As guests of these clinical agencies, students are expected to adhere to all program, institutional, and clinical site policies and to demonstrate safe, ethical, and professional behavior. The Health Sciences Division is under no obligation to secure or provide an alternative clinical placement for a student who is removed or dismissed from a clinical site due to unsafe clinical practice, unprofessional or inappropriate behavior, failure to comply with clinical policies, or any other reason determined by the clinical agency.

Students who fail to meet established academic, clinical, or professional progression requirements may be subject to program review and will be managed in accordance with applicable institutional and departmental policies regarding remediation, withdrawal, suspension, or dismissal.

West Georgia Technical College Attendance Policy

West Georgia Technical College strongly encourages regular and punctual attendance. Research consistently demonstrates a strong relationship between class attendance and academic success. Absences may hinder a student's ability to fully benefit from instructional activities, disrupt the continuity of learning, diminish engagement with classmates and faculty, and negatively impact comprehension of course content. Students are most likely to achieve academic success when they attend and actively participate in all scheduled learning experiences throughout the semester.

Although West Georgia Technical College is a non-attendance-taking institution, students are responsible for all material, assignments, and learning experiences missed due to absences or tardiness. Students who anticipate being absent or arriving late are expected to notify their instructor as soon as possible. Because many Health Sciences courses include participation-based learning, instructors may incorporate attendance-dependent activities such as quizzes, classroom discussions, laboratory exercises, simulations, clinical experiences, and other in-class assignments into the course grade. Missed participation activities may not be eligible for make-up unless permitted by the instructor and consistent with program or course policies.

Absences or tardiness during these activities may adversely affect the student's grade. The opportunity to complete make-up work is at the discretion of the instructor and must be addressed in the course syllabus and applied consistently to all students.

Students enrolled in online courses are required to complete the Course Agreement Form during the first week of class. Failure to do so may result in being administratively withdrawn from the course as a no-show.

Students who are called to military service or jury duty should notify their instructors and, when applicable, the Financial Aid and Veterans Affairs offices prior to their absence and provide appropriate documentation.

In the event of class cancellations or campus closures resulting from severe weather or other emergencies, students are expected to continue participating in instructional activities through Blackboard, official College email, or other methods identified by the instructor. Information regarding continuity of instruction will be provided in the course syllabus.

Certain courses and programs may have attendance and participation requirements that are mandated by accrediting agencies, state or federal regulations, TCSG contact hour requirements, or eligibility requirements for licensure and certification. These requirements are essential for successful progression and completion and will be outlined in individual course syllabi and program handbooks. Students enrolled in such courses are expected to comply with all attendance and participation requirements. All School of Health Sciences programs usually require stricter attendance protocols.

West Georgia Technical College Grading Policy & the School of Health Sciences Protocols

West Georgia Technical College and the School of Health Sciences are committed to maintaining fair, consistent, and academically rigorous standards that promote student learning and professional competence. Grades are intended to reflect a student's mastery of course objectives and achievement of the knowledge, skills, and behaviors required for successful progression and completion of the program. Students are responsible for understanding grading criteria, evaluation methods, and course requirements as outlined in the course syllabus and program materials. Because the School of Health Sciences programs prepare students for professional practice, certain courses and programs may establish minimum grade requirements, competency expectations, and progression standards that exceed those required by the College. Students are expected to familiarize themselves with these requirements and maintain satisfactory academic performance throughout their educational experience.

Course Examinations

- a. Attendance/Tardiness: Each student is expected to attend all exams as scheduled. A student who will be tardy or absent must notify the course instructor via West Georgia Technical College email and/or office phone number.
- b. Procedure for Taking Exams: This procedure may be modified to meet the needs of each course. Examinations in some courses are administered via the computer. Refer to course syllabus for exam policies.

- Clinical Grading Seating: Students may be assigned to specific seats and classrooms for exams. It is the responsibility of the student to sit in the correct room and/or seat.
- Placement of Personal Items: Students are not allowed to have personal belongings, notebooks, cell phones, or other electronic devices, etc., at their desks during exams. All personal belongings must be placed at the front or back of the room during the test or test review. Turn cell phones off.
- Talking and Disruption: There will be no talking or disruptions while exams are handed out or during the exam period.
- Questions/Problems: Students are required to adhere to the course instructor's policy for examination criteria stated in the course syllabus and/or on the examination directions.

If a student has a problem during a test, the student should raise his/her hand for possible assistance by the course instructor. No readmittance to an exam if a student asks to be excused.

Time Allowed for Test: Students are expected to arrive on time for all examinations.

Illegal reproduction of Exam or Standard Test Items: Test questions from course exams or standardized tests may not be written down, or reproduced in any way. Such a reproduction of test items represents academic dishonesty and can result in failure of the course associated with the exam/test, and possible permanent dismissal from the Surgical Technology program.

Skill Checkoffs

Lab skill checkoffs are an important hands-on component of the Surgical Technology student's education that are a bridge between didactic learning and the clinical experience.

- Students will have two opportunities to satisfactorily complete a lab skills checkoff.
- If a student attempts a skills competency/evaluation and a passing score of 75% or higher is not achieved during the first attempt, the student must complete faculty remediation first and retake the competency evaluation within 2 weeks following the WGTC remediation policy. Both attempts are *averaged* for the final grade.
- Students must successfully demonstrate competency in and pass all required skill assessments associated with each programmatic, laboratory, simulation, and clinical course as a condition of successful course completion and continued progression within their Health Sciences program.
- Students must successfully demonstrate competency in and pass all required skill assessments associated with each programmatic, laboratory, simulation, and clinical course as a condition of successful course completion and continued progression within their Health Sciences program.
- A grade of Incomplete ("I") will not be awarded solely due to a missed final examination. Students who miss a final examination must contact the instructor and, when approved, arrange to complete the examination prior to the end of the semester. Failure to complete the final examination before the close of the grading period may result in a grade based on work completed and may adversely affect course progression.

Skill Checkoff	Additional Checkoff Notes	SURG Course
Surgical Attire	Unrestricted, Semi-restricted, and Restricted areas; Proper PPE	1010
Hand Hygiene and Surgical Scrub	Basic handwash; hand sanitizer; surgical scrub; surgical hand rub	1010
Asepsis and Sterile Technique		1010
Open Gloving	Application; removal	1010
Donning and Doffing Sterile Gown and Glove	Self; Assisted	1010
Perioperative Documentation	Participation in Surgical Safety Checklist process	1010
Equipment	Demonstrate use of various types of equipment; demonstrate care of various types of equipment	
Instrumentation	Perioperative instrument handling; proper transport	
Disinfection of the Surgical Environment		1010
Electricity	Electrical safety and operation of ESU	1020
LASER	Proper care and handling; patient and healthcare provider safety	1020
Patient Identification and Time Out		1020
Patient Transport in Perioperative Environment		1020
Safe Patient Transfer		1020
Urinary Catheterization		1020
Patient Positioning		1020
Surgical Skin Preparation		1020
Draping	Principles of asepsis draping furniture, equipment, and patient	1020
Wound Exposure	Techniques for tissue exposure	1020
Hemostasis	Surgical Technologist's role in hemostasis	1020
Wound Management	Suture selection; preparation; handling and cutting techniques	1020
Sharps Safety	Proper placement, handling, loading, and disposal of surgical needles	1020
Wound Healing	Surgical Technologist's role in wound care techniques	1020
Establishing the Sterile Field		1020
Surgical Counts		1020
Management of the Sterile Field		1020
Correct Specimen Handling in the OR		1020
Application of Dressings		1020
Breakdown of the Sterile Field		1020
Assistant Circulator Duties		1020
Medication Safety	Demonstrate the safe use of medications and solution handling in a surgical	1100

	environment; Use medications in the care of the surgical patient.	
Sellick's Maneuver		1100
Documenting	Tracking medication usage and communication with surgical team	1100
Handling medications and solutions	Labeling; Drug Rights; Delivery devices	1100

West Georgia Technical College Grading System

West Georgia Technical College utilizes a standardized grading system to evaluate student performance and achievement of course learning outcomes. Letter grades are assigned based on the quality of work completed and serve as an indication of a student's mastery of course objectives. Students are responsible for understanding the grading scale and any additional program-specific requirements that may apply. Because Health Sciences programs prepare students for professional practice, certain courses and programs may establish minimum grade and skill competency requirements that enhance institutional standards. Specific grading and progression requirements are outlined in individual course syllabi and program handbooks.

Grading System

Numerical Grade	Letter Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

*A minimum grade of 70 is required for all occupational courses and for any course that is a prerequisite for a subsequent course. Refer to the college catalog, website, and specific program manuals for additional information regarding program course progression requirements.

West Georgia Technical College Student Resources

West Georgia Technical College is committed to supporting student success by providing a variety of academic and personal support services. Available resources include academic advising, financial aid assistance, tutoring through Upswing, library services, computer labs, disability services, counseling and wellness resources, career services, student organizations, and access to online learning tools such as Blackboard Ultra and Banner Web. These services are designed to help students achieve their educational goals, promote personal growth, and enhance overall success both inside and outside the classroom. Students are encouraged to

take advantage of these resources throughout their academic journey at West Georgia Technical College.

For additional information regarding student resources, please visit:

- **Student Affairs and Support Services:**
[West Georgia Technical College Student Affairs and Support Services](#)
- **Student Portal (Blackboard, Email, Brainfuse Tutoring, Scholarships):**
[MyWGTC Student Portal](#)
- **Student Life and Campus Engagement:**
[West Georgia Technical College Student Life](#)
- **General College Website:**
[West Georgia Technical College](#)
- **Library Resources Website:**
[West Georgia Technical College Library Resources](#)
- **Student Counseling Connection:**
[Student Counseling Connection](#)
- **Financial Aid Website:**
<https://www.westgatech.edu/financial-aid/>
- **Financial Aid Application Process:**
<https://www.westgatech.edu/financial-aid/financial-aid-application-process/>
- **Financial Aid FAQs:**
<https://www.westgatech.edu/financial-aid/faq/>
- **Graduation Information Website:**
[West Georgia Technical College Graduation Information](#)

Programmatic Student Resources

In addition to the support services provided by West Georgia Technical College, individual School of Health Sciences programs may offer specialized resources designed to enhance student learning and promote academic success. These resources may include program-specific laboratories, simulation experiences, tutoring and remediation opportunities, review materials, professional organization information, certification examination preparation resources. Students are encouraged to consult with their program faculty regarding resources available within their respective programs.

West Georgia Technical College Academic Integrity Policy

West Georgia Technical College encourages an academic culture of honesty and personal integrity among its faculty, staff, and student body. Academic integrity is defined by the Center for Academic Integrity as “a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect and responsibility.” In this context, academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless authorized by the instructor). The work of another person represented as one’s own is dishonest and does not fairly measure the competence, knowledge, and achievement of the individual. Academic dishonesty is contrary to the standards, ethics, and goals of higher education and is unacceptable in the technical college community. West Georgia Technical College promotes and expects each member of the College to conduct himself or herself with professional behavior and intellectual integrity.

Prohibited behaviors **may** include, but are not limited to, the following:

- Plagiarizing any assignment. "Plagiarism" means using someone else's ideas or words without using quotation marks and/or giving credit by citation of source(s).
- Copying/submitting another person's work.
- Unauthorized taking of someone else's work.
- Using unauthorized notes or equipment (including programmable calculators or smart phones) during an examination.
- Stealing an examination or using a stolen examination.
- Allowing another student to have access to your work, thereby enabling that student to represent the work as his or her own.
- Having someone else take an assessment in your place.
- Fabricating information such as data for a lab report.
- Falsifying a patient's medical record or a student's clinical record.
- Using another person's personal electronic file or copying another student's computer program.

Depending on the severity of the situation, any student found to be in violation of any of the above prohibitions will be subject to a range of disciplinary actions, which **may** include the following:

- A zero for the assignment
- An F for the course
- Dismissal from the program
- Dismissal from the College

In addition, copyrighted material may not be knowingly copied or included in student submitted material or for personal benefit in violation of copyright laws or regulations without the written consent of the copyright owner(s) or a duly authorized agent(s). Academic Integrity policies including violations and permitted usage of copyrighted materials are outlined in the Student Code of Conduct available to students in the Student Handbook.

The Student Code of Conduct (see the West Georgia Technical College [Student Handbook](#)) is enforced for all courses, regardless of whether the course is taught on campus, virtually, or at an offsite location.

School of Health Sciences Clinical Education Protocols & Expectations

Clinical Education Overview

Clinical education experiences are an integral component of the School of Health Sciences programs and provide students with opportunities to apply classroom, laboratory, and simulation learning in supervised healthcare and professional settings. These experiences, which may include clinical rotations, practicums, internships, fieldwork, or externships, are designed to foster the development of professional competence, critical thinking, effective communication, ethical decision-making, and the skills necessary for safe and compassionate practice within the student's chosen profession.

Students participating in clinical education serve as representatives of both the School of Health Sciences and their respective programs. As such, they are expected to consistently demonstrate professionalism, accountability, integrity, respect, and adherence to all West Georgia Technical College, program, and clinical agency policies. Students are expected to maintain the highest standards of conduct and to contribute positively to the learning environment and patient care experience.

Specific requirements related to clinical education, including schedules, competencies, attendance expectations, performance standards, and additional policies, are established by individual programs and will be outlined in the applicable program handbook, clinical manual, and course syllabus.

Clinical Placement Process

Clinical placements are arranged through the School of Health Sciences Division and/or program faculty in cooperation with approved clinical affiliates. Students are not permitted to independently arrange clinical assignments unless specifically authorized by the program director.

Clinical placements are dependent upon:

- Availability and location of clinical sites
- Student eligibility and academic standing
- Successful completion of required prerequisite coursework and skill competency
- Compliance with clinical affiliate requirements
- Availability of qualified clinical instructors or preceptors

Clinical affiliates may require documentation prior to placement, including but not limited to:

- Immunization records
- Drug screening
- Criminal background checks
- CPR certification
- Health examinations
- Proof of health insurance
- Liability insurance
- Additional site-specific requirements as required

Drug screens and criminal background checks are valid for up to one year from the date of completion. Students who undergo a legal name change during that period may be required to complete a new background check and drug screen. Additional screenings may also be required and requested by clinical affiliates. All costs associated with repeat screenings are the responsibility of the student.

Failure to complete required documentation by designated deadlines may result in delayed placement, inability to attend clinical experiences, or dismissal from the program due to inability to complete program progression.

In compliance with Technical College System of Georgia (TCSG) policies, all clinical affiliate sites reserve the right to deny, refuse, or remove a student from clinical placement for reasons including, but not limited to, failure to meet site requirements, unsafe or unprofessional behavior, inability to demonstrate required clinical competencies, unsatisfactory skill performance, or violation of facility or program policies. Students who are denied or removed from a clinical placement will not be reassigned to another clinical affiliate by the program.

Because successful completion of required clinical education is a mandatory component of the curriculum, denial or revocation of a clinical placement prevents the student from meeting program completion requirements and may result in course failure and dismissal from the Health Sciences program in accordance with program policies.

Transportation Expectations

Students are responsible for arranging and maintaining reliable transportation to and from all assigned clinical, practicum, internship, or fieldwork sites. Clinical assignments may occur during daytime, evening, night, weekend, or holiday hours and may require travel outside the immediate service area.

West Georgia Technical College and clinical affiliates are not responsible for transportation, parking fees, towing expenses, traffic citations, or vehicle-related issues. Transportation difficulties are not considered an excused absence from clinical experiences.

Students must report to clinical assignments on time and be prepared for participation. Excessive tardiness or absenteeism may result in disciplinary action and/or clinical failure or may not progress further in the program of study.

Surgical Technology Clinical Affiliates

- Tanner Health System (Carrollton, Villa Rica, and Higgins General campuses)
- Wellstar Health System (Douglas, Paulding, and Vinings campuses)
- Piedmont Health System (Newnan and Fayette campuses)
- Atrium Health Floyd Medical Center
- AdventHealth Redmond
- Surgery Center of Rome
- Emory University Hospital System

School of Health Sciences Clinical Schedules and Clinical Assignments

Clinical education is an essential component of all School of Health Sciences programs. Clinical schedules and assignments are determined by the program in collaboration with its clinical affiliates to ensure students meet required educational outcomes, accreditation standards, and clinical competency requirements.

Clinical schedules vary by program, course, and clinical affiliate and are based on the specific educational and clinical requirements of each Health Sciences discipline. **Not all scheduling options listed below apply to every program or course.** Depending on the program, students may be assigned clinical experiences during one or more of the following times:

- Days
- Evenings
- Nights
- Weekends
- Holidays
- Extended or variable shifts, when applicable

Students enrolled in Surgical Technology clinical courses can expect weekday rotations from 6:30am – 3:30pm. Students are expected to report to all assigned clinical experiences as

scheduled and to comply with all attendance, punctuality, and professional conduct requirements established by the College, the Health Sciences program, and the clinical affiliate.

Clinical schedules and assignments are subject to change at any time based on program needs or circumstances beyond the College's control, including, but not limited to, clinical site availability, patient census, staffing levels, accreditation requirements, weather conditions, public health concerns, or other unforeseen circumstances. Students are responsible for regularly monitoring their official West Georgia Technical College email, Blackboard Ultra, and other approved communication methods for schedule changes and program announcements.

Clinical placements are based on programmatic and clinical affiliate needs and are assigned at the discretion of the program. While reasonable student requests may be considered when feasible, the College cannot guarantee specific clinical sites, geographic locations, schedules, instructors, shifts, or clinical partners. Personal obligations including employment schedules, childcare arrangements, transportation limitations, vacations, family responsibilities, or individual preferences generally will not be considered when assigning or modifying clinical placements.

Students are responsible for arranging reliable transportation to and from all assigned clinical sites and for any costs associated with travel, parking, meals, uniforms, or other clinical requirements unless otherwise specified by the program.

Students are expected to maintain the flexibility necessary to meet all clinical education requirements. Failure to report to assigned clinical experiences or an inability to meet assigned clinical schedules may adversely affect course completion and progression within the Health Sciences program in accordance with program policies.

School of Health Sciences Student Substitution for Employees and Reportable Work Protocol

Clinical and applied learning experiences are designed to provide educational opportunities that facilitate the development of knowledge, skills, professional behaviors, and competencies required for entry into the healthcare profession. Students participating in clinical, laboratory, simulation, externship, practicum, internship, or other applied learning experiences are present for educational purposes and shall not be used to substitute for, replace, or augment the staffing needs of a clinical affiliate or employer.

Students may perform procedures, tasks, and patient care activities appropriate to their level of education and demonstrate competency under the supervision required by program policies, accreditation standards, and clinical affiliate requirements. However, students shall not be assigned responsibilities that are intended to fulfill the duties of paid personnel or be used in lieu of qualified staff members.

Services provided by students during clinical and applied learning experiences are educational in nature and are not intended to generate billable or reportable work for the clinical affiliate or employer. Students may participate in patient care and other professional activities only when such experiences contribute to the achievement of program learning outcomes and competency requirements and are performed under appropriate supervision.

Clinical affiliates and participating agencies are expected to provide learning experiences that support student achievement of educational objectives while maintaining compliance with applicable accreditation standards, regulatory requirements, and patient safety expectations.

School of Health Sciences Programmatic Dress Code & Professional Appearance

Students are expected to maintain a professional appearance that reflects the standards of the healthcare profession and complies with the policies of their assigned clinical affiliate.

Professional attire and appropriate grooming contribute to patient safety, infection prevention, public confidence, and the professional image of both the student and the School of Health Sciences.

General expectations include, but are not limited to, the following:

- Clean, neat, and approved program attire worn in accordance with program requirements: scrubs (traditional V-neck, wine-colored scrubs with WGTC embroidered logo and white lab coat).
- Display of the appropriate West Georgia Technical College and/or hospital-provided identification badge at all times.
- Closed-toe, non-slip, white footwear.
- Maintenance of good personal hygiene.
- Jewelry and accessories that are limited and consistent with patient safety and infection control practices.
- Tattoos and body piercings that comply with program and clinical affiliate policies.
- Natural hair color only (such as brown, black, blonde, gray, white, auburn, chestnut, red hair [not unnatural red shades]).
- Nails must be natural and cannot extend past the fingertips. Acrylic, gel, tips, or other types of glue/press on nails are not permitted.
- False eyelashes or extended eyelashes of any type are not permitted.
- All fragrances should be limited and maintained in a manner that does not interfere with patient care, safety, or infection prevention standards.

Clinical affiliates may establish dress and appearance standards that are more restrictive than those of West Georgia Technical College or the individual School of Health Science program. Students are required to comply with the most stringent standards applicable to the clinical setting.

Failure to adhere to established program dress code and appearance requirements may result in dismissal from the clinical site or learning activity. Such occurrences may be considered an absence and may affect the student's ability to meet attendance, clinical, or program progression requirements.

Program-Specific Requirements:

- Due to infection control and prevention, students will change from their West Georgia Technical College class scrubs into hospital-laundered scrubs during their clinical rotation.

- Due to infection control and prevention and the possibility of jewelry that could fall into a surgical wound and become a retained foreign body, no jewelry, piercings, and accessories of any kind are allowed during the student's clinical rotation in the operating room.
- Due to infection control and prevention, students are not allowed to have new tattoos in the surgical scrub area (fingers, hands, and arms). Tattoos are considered an open wound and not compatible with the surgical scrub until healing. Any missed clinical time that results from a tattoo may impact the ability of the student to complete the requirements of the clinical course and may impact their ability to remain in the Surgical Technology program.
- Due to infection control and prevention, faculty will perform weekly nail checks to ensure students remain in compliance with programmatic policy of natural nails that do not extend past the fingertips.

School of Health Sciences Confidentiality, HIPAA Compliance, and Electronic Device Policy

Protection of patient privacy and confidentiality is a fundamental professional responsibility and an essential component of safe, ethical healthcare practice. Students enrolled in the School of Health Sciences are expected to uphold the highest standards of confidentiality, professionalism, and appropriate use of electronic devices throughout all classroom, laboratory, simulation, and clinical experiences.

Students are required to maintain strict confidentiality regarding all patient, resident, client, student, employee, and facility information encountered during classroom, laboratory, simulation, and clinical experiences.

Students must comply with all applicable privacy and confidentiality laws, including the Health Insurance Portability and Accountability Act (HIPAA), as well as West Georgia Technical College policies and the policies and procedures of affiliated clinical facilities.

Confidential or protected information may **not** be:

- Discussed in public areas;
- Shared with unauthorized individuals;
- Posted on social media or electronic platforms;
- Photographed, recorded, copied, or removed from clinical facilities without authorization;
- Stored on personal electronic devices or transmitted through unsecured methods.

Any breach of confidentiality may result in disciplinary action, including removal from the clinical site, dismissal from the program, and/or legal consequences.

Electronic Devices, Wearable Technology, and Cell Phone Usage

Students are expected to use electronic devices only for educational purposes and only if authorized by the Program Director, faculty instructor, clinical affiliate, and supervising clinical instructor. Personal cell phone use during classroom, laboratory, simulation, and clinical activities is prohibited unless specifically approved by faculty or required for instructional purposes.

Students shall **not**:

- Make personal phone calls, send text messages, or access social media during assigned learning activities;
- Use electronic devices in patient care areas unless expressly permitted by the clinical facility and supervising instructor;
- Photograph, video record, or audio record patients, residents, clients, decedents, employees, facilities, documents, or equipment;
- Access, store, or transmit protected health information using personal devices;
- Wear earbuds, headphones, or other listening devices while participating in patient care activities unless authorized for educational purposes and permission given by instructor or preceptor;
- Use smart glasses, AI-enabled glasses, wearable cameras, smart watches with recording capabilities, or other wearable technology to capture, record, store, transmit, or access confidential or protected information;
- Use artificial intelligence applications or devices in a manner that violates patient privacy, confidentiality requirements, clinical affiliate policies, or College policies.

Cell phones and other personal electronic devices must be silenced and stored out of sight during instructional and clinical experiences. Students may use personal devices only during scheduled breaks or in designated areas, provided such use is permitted by the clinical affiliate.

The use of AI-enabled devices, including smart glasses and wearable technology capable of recording, photographing, transmitting, or storing information, is prohibited in clinical patient care areas and during all educational activities unless specifically authorized by the program director, clinical affiliate and supervising instructor.

Failure to comply with this policy may result in disciplinary action, including removal from the clinical site, possible program dismissal, and/or additional sanctions imposed by the clinical affiliate or the West Georgia Technical College.

School of Health Sciences Professional Conduct and Behavioral Expectations Protocol

Professional conduct is an essential component of safe, ethical, and effective healthcare practice. Students enrolled in the School of Health Sciences are expected to demonstrate professionalism, integrity, accountability, and respect in all classrooms, laboratory, simulation, clinical, and community settings. Students serve as representatives of both their profession and West Georgia Technical College and are expected to conduct themselves in a manner that promotes patient safety, fosters positive relationships, and reflects the standards of the healthcare profession.

Students are expected to conduct themselves in a professional, ethical, respectful, and responsible manner in all educational and clinical settings. Professional conduct includes interactions with patients, families, faculty, staff, peers, and members of the healthcare team.

Examples of **expected professional behaviors** include:

- Accountability and dependability;
- Respectful communication;
- Ethical decision-making;
- Compliance with College, program, and clinical affiliate policies and procedures;
- Acceptance of constructive feedback;
- Maintenance of patient safety;
- Appropriate boundaries and professional relationships;

- Timely completion of assignments, documentation, and responsibilities;
- Demonstration of integrity, honesty, and ethical behavior;
- Cooperation and collaboration with faculty, staff, peers, and members of the healthcare team;
- Adherence to professional standards and codes of ethics applicable to the discipline.

Examples of **unacceptable professional behaviors** may include, but are not limited to:

- Unsafe clinical practice;
- Breach of confidentiality or violations of privacy regulations;
- Falsification of records, documentation, or clinical experiences;
- Academic dishonesty, including cheating, plagiarism, or misuse of artificial intelligence technologies;
- Insubordination or failure to follow directions from faculty, staff, preceptors, or clinical personnel;
- Harassment, discrimination, bullying, threatening behavior, or disruptive conduct of any kind;
- Possession, impairment, or use of drugs or alcohol during educational or clinical experiences;
- Theft, misuse, or destruction of college, clinical affiliate, or personal, others personal property;
- Unprofessional communication or behavior, including inappropriate use of social media or electronic devices;
- Excessive absenteeism, tardiness, or failure to meet attendance requirements;
- Violation of program, West Georgia Technical College, or clinical affiliate policies;
- Failure to maintain professional boundaries or behaviors that compromise patient safety or the learning environment.

Students are expected to comply with all West Georgia Technical College policies, School of Health Sciences program-specific protocols, and clinical affiliate regulations while participating in educational and clinical experiences.

Failure to adhere to professional conduct and behavioral expectations may result in disciplinary action, including warning, probation, clinical suspension, course failure, dismissal from the program, and/or other sanctions deemed appropriate by West Georgia Technical College or the clinical affiliate.

School of Health Sciences Clinical Removal and Program Dismissal Protocol

Patient safety, professional accountability, and ethical practice are fundamental responsibilities of all healthcare students. Clinical education requires students to consistently demonstrate competence, professionalism, and adherence to West Georgia Technical College, School of Health Sciences program, and clinical affiliate expectations. When a student's conduct or performance jeopardizes patient safety, violates established West Georgia Technical College policies, Health Science program protocols, or fails to meet professional standards, immediate action may be necessary to protect patients, students, faculty, staff, and clinical personnel.

A student may be removed from a clinical experience, course, or program when behavior or performance compromises patient or personal safety, violates West Georgia Technical College, Health Science program, or clinical affiliate policies, or fails to meet professional, ethical, or academic standards.

Reasons for immediate clinical removal or dismissal may include, but are not limited to:

- Unsafe, incompetent, or negligent patient care;
- Violation of confidentiality requirements or HIPAA regulations;
- Impairment or suspected impairment due to drugs, alcohol, or other substances;
- Falsification of records, documentation, attendance records, or clinical hours;
- Unprofessional, unethical, or dishonest conduct;
- Refusal to follow instructions, policies, or directions provided by faculty, preceptors, or clinical personnel;
- Physical or verbal abuse, threatening behavior, harassment, discrimination, intimidation, or disruptive conduct of any kind;
- Failure to achieve required clinical objectives, skill competencies, or skill requirements;
- Failure to maintain required health, safety, certification, or clinical documentation requirements;
- Possession of weapons or other prohibited items in clinical or educational settings;
- Dismissal, removal, or denial of access by a clinical affiliate; and
- Any action or behavior that places patients, peers, faculty, staff, or clinical personnel at risk.

Clinical removal or dismissal may result in one or more of the following:

- Clinical failure;
- Course failure;
- Probationary status; Expulsion
- Temporary suspension from clinical participation;
- Administrative withdrawal from a course;
- Dismissal from the program; or
- Ineligibility for readmission, when applicable.

Clinical education is provided through partnerships with affiliated agencies, and students are considered guests within those facilities. Decisions made by clinical affiliates regarding student access, participation, assignment, or placement must be respected. Because successful completion of required clinical experiences is necessary for progression and graduation, students who are removed or dismissed from a clinical site may be unable to successfully complete the program of study.

Students retain the right to utilize applicable West Georgia Technical College grievance and appeal procedures in accordance with the West Georgia Technical College Student Handbook and institutional policies. Nothing in this policy limits the authority of West Georgia Technical College or its clinical affiliates to take immediate action when necessary to protect the health, safety, and welfare of patients, students, faculty, staff, or clinical personnel.

School of Health Sciences Professional Conduct Standards and Purpose

Professional conduct is a fundamental expectation of all students enrolled in the School of Health Sciences programs. Because healthcare professionals are entrusted with the care and well-being of others, students are expected to demonstrate behaviors that reflect integrity, accountability, respect, ethical decision-making, and professionalism in all academic, laboratory, simulation, clinical, and electronic environments. Adherence to professional conduct standards is essential to maintaining a positive learning environment, ensuring patient and personal safety, and preparing students for successful entry into their chosen profession.

West Georgia Technical College's Student Professional Conduct Standards Policy establishes expectations for behavior that foster a safe, respectful, ethical, and professional learning

environment. These standards are intended to promote personal accountability, professional integrity, and behaviors consistent with the values and expectations of the healthcare professions. Adherence to these standards is essential for student success and applies to all academic, laboratory, clinical, simulation, online, and West Georgia Technical College-related activities.

School of Health Sciences Expectations

These expectations apply to all students enrolled in the School of Health Sciences programs and governs conduct occurring:

- On College property and at affiliated educational or clinical facilities;
- In classrooms, laboratories, simulation environments, clinical experiences, practicums, internships, and other experiential learning settings;
- In online courses, virtual learning environments, and other electronic communications;
- During College-sponsored events and activities; and
- Whenever students are representing West Georgia Technical College, the School of Health Sciences, their respective programs, or the healthcare profession, whether in person or through electronic or social media platforms.

1. Professional Behavior Expectations

Students are expected to demonstrate professional behavior consistent with academic, workplace, and healthcare standards. Professional behavior includes, but is not limited to:

- Complying with College, program, and clinical affiliate policies, procedures, and codes of conduct;
- Demonstrating accountability and responsibility for personal actions and academic performance;
- Being punctual, prepared, and actively engaged in learning activities;
- Following instructions and directions provided by faculty, staff, preceptors, and supervisors;
- Maintaining a safe and professional learning environment; and
- Refraining from disruptive, threatening, intimidating, or unsafe behaviors.

Examples of unprofessional conduct include, but are not limited to, dishonesty, insubordination, repeated tardiness, misuse of College or clinical resources, failure to comply with safety requirements, or any conduct that compromises the integrity of the learning environment or the healthcare profession.

2. Professional Communication Expectations

Professional communication is expected in all verbal, written, electronic, and digital interactions. Students are expected to:

- Communicate respectfully, clearly, and professionally;
- Respond to communications in a timely and appropriate manner;
- Follow College and program guidelines regarding email, learning management systems, and official communication channels;
- Listen actively and participate constructively in discussions; and
- Demonstrate professionalism when interacting with patients, families, faculty, staff, classmates, and members of the healthcare team.

Unacceptable communication includes abusive language, harassment, intimidation, discriminatory remarks, inappropriate tone, excessive informality in professional settings, or other communications that adversely affect the learning environment.

3. Social Media, Electronic Communication, and Technology Expectations

Professional standards applicable to classroom, laboratory, simulation, and clinical settings extend to online activities and digital platforms. Students are expected to exercise sound judgment and maintain professional, ethical, and respectful conduct when using social media, electronic communication, and emerging technologies.

Students are expected to:

- Uphold the integrity, reputation, and values of West Georgia Technical College, the School of Health Sciences, their program, and the healthcare profession;
- Maintain the confidentiality and privacy of patients, classmates, faculty, staff, and others in accordance with HIPAA and applicable privacy laws;
- Refrain from disclosing confidential, proprietary, or personally identifiable information;
- Obtain appropriate authorization before photographing, recording, or distributing any images, videos, audio recordings, or other media obtained in educational or clinical settings; and
- Ensure that the use of social media and electronic communication does not interfere with academic, laboratory, simulation, clinical, or professional responsibilities.

Personal cell phone use during classroom, laboratory, simulation, and clinical activities is prohibited unless specifically authorized by faculty or required for instructional purposes.

Students shall not use personal electronic devices to photograph, record, transmit, store, or access protected, confidential, or proprietary information.

The use of AI-enabled devices, including smart watches with recording capabilities, Meta® smart glasses, AI-enabled glasses, wearable cameras, earbuds, headphones, or other wearable technologies capable of recording, photographing, transmitting, storing, or accessing information, is prohibited in patient care areas and during educational activities unless specifically authorized by the clinical affiliate and supervising instructor.

Online conduct or misuse of technology that adversely affects the learning environment, violates West Georgia Technical College or clinical affiliate policies, compromises privacy or safety, or undermines the integrity of the institution or healthcare profession may result in disciplinary action.

4. Respect, Civility, and Professional Relationships

A professional learning environment depends upon mutual respect, courtesy, and civility.

Students are expected to:

- Treat others with dignity, courtesy, fairness, and respect;
- Demonstrate professional and cooperative behavior in academic, laboratory, clinical, and online settings;
- Communicate in a respectful and constructive manner;
- Resolve disagreements and conflicts appropriately and professionally; and
- Refrain from behaviors that are disruptive, intimidating, abusive, threatening, retaliatory, or otherwise detrimental to the learning environment.

Bullying, harassment, discrimination, threats, retaliation, or other inappropriate conduct are inconsistent with the standards of the School of Health Sciences and may result in disciplinary action.

5. Ethical Conduct and Academic Integrity

Students are expected to uphold the highest standards of ethical conduct consistent with the values of the healthcare professions, academic integrity, and responsible professional practice. Ethical behavior is essential to maintaining trust, ensuring patient safety, and promoting a culture of honesty and accountability.

Students are expected to:

- Demonstrate honesty and integrity in all coursework, examinations, assignments, and clinical activities;
- Maintain the confidentiality and privacy of patients, classmates, faculty, and others;
- Refrain from plagiarism, cheating, falsification, misrepresentation, or any form of academic or professional dishonesty;
- Use artificial intelligence technologies responsibly and in accordance with West Georgia Technical College and program requirements; and
- Adhere to ethical principles and discipline-specific codes of conduct when applicable.

Violations of ethical standards are considered serious breaches of professional conduct and may adversely affect a student's academic standing, clinical eligibility, progression, or continued enrollment.

Enforcement and Sanctions

Failure to comply with these Student Professional Conduct Standards and Program-Specific Expectations may result in disciplinary action in accordance with West Georgia Technical College policies and program protocols. Depending on the severity, frequency, and circumstances of the violation, sanctions may include warning, probation, clinical suspension, course failure, removal from a clinical site, suspension, dismissal from the program, or other actions deemed necessary to protect the health, safety, and welfare of patients, students, faculty, staff, and clinical personnel.

Student Responsibility and Acknowledgment Forms

Students are responsible for reviewing, understanding, and complying with all West Georgia Technical College policies, School of Health Sciences protocols, program-specific requirements, and clinical affiliate regulations throughout their enrollment. Failure to do so does not relieve students of their responsibility to adhere to established expectations and professional standards.

Student acknowledgment forms serve to document that students have received, reviewed, and understand important College and program information. Students are expected to become familiar with the policies, procedures, and expectations outlined in these materials and to comply with all applicable requirements throughout their enrollment. Additional acknowledgment forms or documentation requirements may be required by individual programs or clinical affiliates.

School of Health Science Health & Safety Requirements

Health and safety requirements are essential components of Health Sciences education and are intended to protect students, patients, faculty, staff, and the public. Students are expected to comply with all applicable college policies, program requirements, and clinical affiliate standards related to health, safety, infection prevention, and regulatory compliance. Depending on the program and assigned clinical site, requirements may include health screenings, immunization records, background checks, drug screening, certification requirements, personal protective equipment, and training related to bloodborne pathogens, infection control, and workplace safety. Students are responsible for maintaining current documentation and fulfilling all required health and safety obligations necessary for participation in classroom, laboratory, simulation, and clinical applied learning experiences.

Vaccination and Health Requirements Statement

Clinical education is an essential component of Health Sciences programs and is made possible through partnerships with affiliated healthcare facilities and agencies. While West Georgia Technical College does not require vaccinations as a condition of admission or enrollment in Health Sciences programs, students should be aware that individual clinical affiliates may establish their own health, immunization, screening, and medical clearance requirements for participation in clinical, practicum, internship, or other clinical applied learning experiences.

- Students are strongly encouraged to consult with their healthcare provider regarding recommended immunizations and preventive health measures appropriate for healthcare personnel. Depending upon the requirements of the assigned clinical affiliate, students may be required to provide documentation of specific immunizations, immunity status, tuberculosis screening, or other health-related requirements. Examples **may include, but are not limited to**, influenza, hepatitis B, COVID-19, measles, mumps, rubella, varicella, tetanus, and tuberculosis testing.
- West Georgia Technical College does not control or establish the policies of affiliated clinical agencies. Clinical affiliates reserve the right to determine the health and medical clearance requirements applicable to individuals participating in experiences at their facilities. Failure to satisfy the requirements established by an assigned clinical affiliate may result in denial of access to the clinical site.
- Because successful completion of required clinical experiences is necessary for program progression and graduation, students who are unable to obtain or maintain access to clinical placements may experience delays in progression or may be unable to complete program requirements. The college is under no obligation to provide an alternative clinical assignment when a student is denied access by a clinical affiliate due to student non-completion or compliance with clinical placement requirements.
- Specific health, immunization, and screening requirements may vary by program and clinical agency and are subject to change. Students are responsible for complying with all applicable program and clinical affiliate requirements and should refer to individual program materials for additional information.
- Nothing contained in this statement should be construed as creating a college vaccination mandate or guaranteeing access to any clinical facility. West Georgia Technical College, the School of Health Sciences, and the Technical College System of Georgia do not establish or control the vaccination, testing, or medical clearance policies of affiliated clinical agencies.

School of Health Sciences Exposure Procedures

Health Sciences students are expected to follow established safety and infection prevention practices at all times. In the event of an exposure to blood, body fluids, infectious materials, hazardous substances, or other potentially infectious agents, prompt reporting and appropriate follow-up are essential to protect the health and safety of students, patients, faculty, and staff.

Students who experience an exposure incident must:

- Immediately perform appropriate first aid measures in accordance with established safety protocols;
- Notify the supervising instructor, preceptor, or clinical representative as soon as possible and comply with all applicable clinical affiliate policies and procedures;
- Immediately notify their Program Director regarding the exposure incident;

- Report the incident to the West Georgia Technical College Exposure Control Coordinator;
- Complete all required incident reports and documentation; and
- Participate in any recommended medical evaluation, treatment, counseling, or follow-up procedures.
- Participate in any required remediation safety training provided by the Program Director, Clinical faculty, and faculty of the program.

All exposure incidents involving blood, body fluids, or other potentially infectious materials must be reported promptly/immediately to the clinical site preceptor, the Program Director, Program Clinical Coordinator, and the West Georgia Technical College Exposure Control Coordinator. Timely reporting is essential, as certain post-exposure interventions are most effective when initiated as soon as possible following the exposure.

Students are required to notify their Program Director first, followed by the Exposure Control Coordinator. Delays in reporting may compromise appropriate medical evaluation and treatment and may affect the college's ability to provide assistance and maintain required documentation.

Additional procedures related to bloodborne pathogens, post-exposure management, and incident reporting are outlined in program-specific materials and the college's Exposure Control Plan.

Exposure Control Plan:

[WGTC Exposure Control Plan \(Bloodborne Pathogens\)](#)

Pregnancy Policy

If a student becomes pregnant, the student should inform the Surgical Technology Program Director immediately. Exposure to radiation, anesthetic gases, and bloodborne pathogens can endanger embryonic and fetal development. It is important that students that are thinking about becoming pregnant or become pregnant discuss with their physician the benefits and risks of the intraoperative environment. The student must provide a note from their physician stating there are no contraindications to continue in the Surgical Technology program. If the pregnant student wishes to continue, the program director at that time will review compliance with occupational safety concerning intraoperative radiology mitigation risks and measurement. While there is a low risk in the modern operating room, exposure to volatile anesthetic gases cannot be ruled out, but not readily measured.

Should a student need time off due to pregnancy, the student can continue in the regular curriculum sequencing should no more than three weeks total be missed during pregnancy, including postpartum. The student should meet with all faculty to discuss the coursework, clinical requirements, and clinical time and develop a plan for completion. All coursework, clinical requirements, and clinical time must be made up before the end of that semester. If not, the student will receive a grade of "I" which must be resolved by the date relayed by faculty. If not completed by the defined date, the student will receive a grade of "F" in the course(s). Should the student be absent for more than three weeks, that student would discontinue the professional phase of Surgical Technology program to be readmitted, if a slot is available, into the program at the beginning of the same semester one year later.

School of Health Sciences Student Grievance and Appeal Procedures

West Georgia Technical College encourages students to address concerns promptly and professionally. Whenever possible, students are expected to seek resolution through informal communication and follow the established chain of command before initiating a formal grievance. Nothing within this policy supersedes or limits a student's rights under applicable College policies or procedures.

Informal Resolution and Chain of Command

Students are encouraged to attempt to resolve concerns on an informal basis whenever possible. Students have ten (10) business days from the date of the incident to seek informal resolution.

Students are expected to follow the established chain of command when addressing concerns, complaints, questions, or requests related to Health Sciences programs, courses, faculty, clinical experiences, or program policies. Professional communication and appropriate procedural steps are expected at all times.

Students should first attempt to resolve concerns directly with the appropriate course instructor, when applicable, or with the Program Director. Many issues can be resolved effectively through timely and respectful communication at the program level.

If a concern remains unresolved following consultation with the Program Director, the student may request additional review by submitting a Dean Consultation Form to the Dean of Health Sciences. Students who bypass the established chain of command without reasonable cause may be referred to the appropriate level for resolution.

Students are expected to present concerns in a respectful, factual, and professional manner. Hostile or disruptive behavior, inappropriate communications, social media complaints, or circumvention of the chain of command may constitute violations of professional conduct standards and may result in disciplinary action.

The recommended chain of command is as follows:

1. Course Instructor (if applicable)
2. Program Director
3. Dean Consultation Form Submission
4. Dean School of Health Sciences
5. Institutional Grievance Process (when applicable)

Nothing within this section prohibits students from utilizing institutional grievance, discrimination, or other complaint procedures available under official College policies.

Formal Grievance Process

Students who are unable to resolve concerns informally may file a formal grievance in accordance with West Georgia Technical College policy. Formal grievances must be submitted to the Vice President for Student Affairs (VPSA) or the College's designee within fifteen (15) business days of the incident.

The grievance must include:

- Student name;
- Date of submission;
- A brief description of the incident or concern;
- The requested remedy or resolution;
- Student signature; and

- A description of any informal resolution of efforts and the outcome of those efforts.

If the grievance involves the Vice President for Student Affairs, the grievance shall be submitted to the President of the College.

The VPSA or designee will investigate the grievance and provide a written response within ten (10) business days. If additional time is necessary to complete the investigation, the student will be notified and an extension of up to fifteen (15) additional business days may be granted.

Grievances involving allegations of unlawful harassment, discrimination, or retaliation will be processed in accordance with the College's applicable policies and procedures. If a grievance is related to an ongoing harassment, discrimination, or disciplinary proceeding, those procedures shall take precedence, and review of the grievance will occur upon completion of those proceedings.

Appeals Process

Only the student may appeal a grievance decision. Appeals must be submitted in writing to the President of the College within five (5) business days of receipt of the decision.

Appeals are based solely upon the information and documentation submitted by the student and the administration. It is the responsibility of the student to ensure that all relevant information is included at the time the appeal is submitted.

At the discretion of the President, the appeal may be reviewed either by:

- The President, who will render a final decision; or
- A cross-functional committee appointed by the President, which will review the appeal and issue a final decision.

A written decision will be issued within ten (10) business days following receipt of the appeal. Decisions rendered through the appeal process are final.

Students are encouraged to review the complete West Georgia Technical College grievance and appeal procedures contained in the College Catalog and Student Handbook. Additional information is available at:

Student Right to Grade Appeal:

[Student Right to Grade Appeal Policy](#)

Withdrawal / Readmission Policies

Students who are considering withdrawal from a Health Sciences program are encouraged to consult with their Program Director, academic advisor, and appropriate College personnel to fully understand the academic, financial aid, and progression implications associated with withdrawal. Withdrawal from a course or program may affect a student's ability to continue in the program and may require reapplication or readmission at a later date.

Readmission to a Health Sciences program is not guaranteed and is subject to program-specific policies, space availability, and satisfaction of all applicable College and program requirements. Students are responsible for familiarizing themselves with the withdrawal and readmission policies outlined in their respective program handbook and the West Georgia Technical College Catalog and Student Handbook.

Complaints & Grievance Procedures

Program Withdrawal

- Students may withdraw from a course and receive a grade of **"W"** through the withdrawal deadline published in the West Georgia Technical College Academic Calendar.
- A grade of **"W"** does not affect the student's grade point average (GPA). However, withdrawing from a course may affect progression within the program, financial aid eligibility, graduation timelines, and future enrollment.
- Before withdrawing, students are strongly encouraged to consult with their course instructor(s), Program Director, and a Financial Aid representative to fully understand the academic and financial implications of their decision.

Re-Entry Procedures

General Requirements:

- Readmission to any Health Science program is not automatic.
- Students may repeat a course only once.
 - A second failure in the course or an additional failure in the program will result in permanent dismissal and ineligibility for readmission.
- Students dismissed for disciplinary issues, Student Code of Conduct violations, or removal from a clinical site are not eligible for readmission.

Restriction on Admission Following Program Dismissal

- Students who fail a course or are dismissed from a School of Health Sciences program due to academic failure, clinical dismissal, or violations of behavioral, ethical, or professionalism standards are **not** eligible for admission to another School of Health Sciences program at West Georgia Technical College.

Approved Re-Application Process:

- A readmission request form must be submitted to the Program Director at least three months prior to the anticipated return date.
- Readmission requires approval from the Dean of Health Sciences.
- If readmission is not granted, the student must reapply through the competitive selection process.

Additional Considerations:

- Readmission is not guaranteed and depends on program capacity, cohort structure, and accrediting standards.
- Students may only return during the semester when the course is offered (many courses are offered once per year).
- Students must have successfully completed at least one full semester (or equivalent, as determined by the Program Director).
- Previously completed courses may not need to be repeated, unless required by program or accrediting standards.
- All current program policies in effect at the time of re-entry process will apply.

Time Limit for Readmission

- Students must request readmission within one (1) year of withdrawal.
- Students who exceed this time limit will be ineligible for readmission due to extended time away from clinical and academic practice.

Skill Competency Requirements for Return

- Students must complete clinical competency/assessments before returning to clinical sites.
- The Program Director will determine which competencies/assessments must be completed by the student.
- Students must demonstrate successful clinical skill competency and readiness:
 - If a student is determined to be clinically incompetent, they will not be allowed to continue the readmission process.

Graduation Requirements

Graduation from a Health Sciences program signifies that a student has successfully met the academic, clinical, and professional standards established by West Georgia Technical College and the respective program. Students are responsible for completing all institutional and program requirements, maintaining satisfactory academic standing, and fulfilling all obligations necessary for graduation. Specific graduation requirements, including grade point average requirements, curriculum completion, and application procedures, are outlined in the West Georgia Technical College Catalog and individual program information provided on the Colleges Programmatic webpage.

Credentialing Examination Statement

Successful completion of all West Georgia Technical College and School of Health Sciences program requirements qualifies students for graduation from their respective program of study. Graduation is based upon satisfactory completion of the curriculum and all applicable academic, laboratory, clinical, and program requirements.

Students are not required to pass a national certification, registry, credentialing, or licensure examination as a condition for graduation from a School of Health Sciences. Eligibility to sit for a credentialing examination and successful attainment of professional credentials are separate from graduation requirements.

Although many Health Sciences programs prepare graduates to pursue national certification, registration, or licensure, successful completion of such examinations is not required for the awarding of a degree, diploma, or technical certificate of credit by West Georgia Technical College. Students are encouraged to consult their individual program requirements and the appropriate credentialing or licensing agencies regarding examination eligibility and professional practice requirements.

- Prior to graduation, students pursuing a degree, diploma, or technical certificate of credit must satisfy all applicable institutional and program requirements. To be eligible for graduation, students must:
- Be admitted to their program of study in regular program admission status;
- Successfully complete all curriculum requirements for the degree, diploma, or certificate program;

- Earn a minimum graduation grade point average (GPA) of 2.0 in the program of study;
- Be in good academic standing with West Georgia Technical College and not be subject to academic probation or suspension;
- Complete a minimum of twenty-five percent (25%) of the required coursework for the program at West Georgia Technical College;
- Satisfy all financial obligations to the College, including the graduation fee, if applicable; and
- Submit an online Graduation Application by the published deadline.
- Students are encouraged to consult with their academic advisor and program faculty to ensure all graduation requirements have been met. Additional information regarding graduation procedures, deadlines, and application instructions is available on the West Georgia Technical College website.
- **West Georgia Technical College Graduation Information**
[WGTC Graduation Application Information](#)

Certification / Licensure Information

Many Health Sciences programs prepare students for national certification examinations and/or state licensure required for employment and professional practice. Eligibility requirements for certification or licensure are established by the respective credentialing or regulatory agencies and are subject to change. Successful completion of a Health Sciences program does not guarantee eligibility for certification or licensure, passage of a certification examination, or employment.

Students are responsible for understanding the requirements established by the applicable certifying or licensing body and for complying with all eligibility criteria. Specific information regarding certification and licensure requirements for each program is available through program faculty, individual program handbooks, and the appropriate credentialing or regulatory agencies.

NBSTSA CST® Exam

Graduates of the Surgical Technology Program are eligible to sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST®) examination. The current first-time examination fee for student members of the Association of Surgical Technologists (AST) is \$230.

Although successful completion of the CST® examination is not a graduation requirement, all Surgical Technology students are required to take the NBSTSA CST® examination as part of the program's outcomes and credentialing process.

Previous Surgical Technology outcomes for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST®) examination can be found on the Program's webpage. <https://www.westgatech.edu/wp-content/uploads/Surgical-Technology-Program-Outcomes.pdf>

School of Health Sciences Protocol for Teach Out Plan (Temporary and Permanent Closure)

School of Health Sciences Teach-Out Plan Protocol

Purpose

The School of Health Sciences is committed to providing currently enrolled students with a reasonable opportunity to complete their educational program while maintaining academic quality and compliance with institutional, Technical College System of Georgia (TCSG), accreditation, licensing, and regulatory requirements. This protocol provides the overarching framework for managing temporary interruptions in program delivery resulting from emergency events, as well as permanent program closures. Each Health Sciences program maintains a program-specific teach-out plan addressing discipline-specific curriculum, accreditation, clinical education, and licensure requirements.

Temporary Program Interruption Due to Unanticipated Circumstances

A temporary program interruption occurs when instruction is disrupted due to circumstances beyond the control of the College, such as severe weather, tornadoes, flooding, utility outages, public health emergencies, natural disasters, or other emergency events that temporarily prevent normal program operations. The intent of a temporary interruption is to resume instructional activities as soon as conditions permit while ensuring students can complete program requirements.

During a temporary program interruption, the School of Health Sciences may:

- Provide timely communication regarding program status and schedule changes.
- Adjust instructional, laboratory, simulation, and clinical schedules, as appropriate.
- Utilize alternative instructional methods or learning activities when feasible.
- Coordinate with clinical affiliates to reschedule required clinical experiences, when possible.
- Provide academic advising and ensure students can complete all required coursework and competencies for program completion.

Permanent Program Closure

If a Health Sciences program is permanently discontinued, the School of Health Sciences will implement a teach-out plan designed to provide currently enrolled students with a reasonable opportunity to complete program requirements following all Technical College System of Georgia and West Georgia Technical College policies. Students will receive timely notification, individualized academic advising, and information regarding available completion or transfer options, as appropriate.

General Teach-Out Principles

- Maintain compliance with TCSG, institutional, accreditation, and regulatory requirements.

- Provide timely communication to students and stakeholders.
- Maintain qualified faculty, instructional resources, and clinical education.
- Ensure students complete all required coursework, laboratory, simulation, clinical, and competency requirements for graduation.
- Maintain student records in accordance with institutional record-retention policies.

Program-Specific Teach-Out Plans

Each School of Health Sciences program maintains a program-specific teach-out plan that supplements this protocol and addresses discipline-specific curriculum sequencing, accreditation requirements, clinical education, licensure or certification eligibility, and estimated completion timelines.

Appendices

A School of Health Sciences Statement of Informed Consent

B School of Health Sciences Bloodborne Pathogens/Hazard Communication Policy

C School of Health Sciences Laboratory Expectations Acknowledgment

D School of Health Sciences Confidentiality and Privacy Agreement

E Surgical Technology Student Handbook Acknowledgement

F Acknowledgement of Receipt of Drug and Alcohol Testing Policy

G Surgical Technology Program Clinical Rotation Expectations and Acknowledgement

H Surgical Technology Program Student Counseling and Disciplinary Form

Appendix A



STATEMENT OF INFORMED CONSENT

FOR PREVENTION OF COMMUNICABLE DISEASES

Place initials by each statement you understand and agree to:

_____ I understand that Health Science programs at WGTC involve the study and care of individuals and that these individuals may be ill. I understand that by participating in laboratory/clinical/practicum activities, I may be exposed to infectious diseases, such as Hepatitis B (HBV), Hepatitis C (HCV), Hepatitis A (HAV), Human Immunodeficiency Virus (HIV), COVID-SARS Cov 2 and other infectious and/or communicable diseases.

_____ I agree to participate in HBV/HIV education experiences as required by WGTC Health Science programs and according to CDC and OSHA guidelines. I understand that testing, diagnosis and treatment of any infectious and/or communicable disease other than those contracted as a result of an accidental blood borne or air borne pathogen incident will be my financial responsibility.

_____ Hepatitis B vaccine and/or demonstrated proof of immunity is required prior to beginning clinical experience or activities with direct client/patient care. I will sign a refusal to consent form and release WGTC from liability should I refuse to be immunized.

_____ As required by the contractual agreement with the clinical facilities, I will provide documentation of up-to-date immunizations or proof of immunity prior to placement in the clinical internship/practicum. Immunization record will include MMR, TB skin, HBV, HAV, Varicella (Chickenpox), Tetanus or DPT. (and COVID vaccination if required by Clinical Affiliate) and yearly flu shot. Additionally, some clinical affiliates may require proof of health insurance to be admitted to the site for the clinical applied learning experience. Failure to provide appropriate documentation will prevent the student from participation in the clinical internship/practicum.

_____ In the event I am exposed to blood while giving patient/client care or participating in lab activities/clinical experience, I agree to follow the WGTC Exposure Control Plan established by the college (see WGTC Exposure Control Plan). I understand that this may involve diagnostic testing for one year and counseling for myself and/or significant others. I understand and acknowledge that there is no known cure for HIV/AIDS at this time.

_____ I am aware the federal regulations provide for confidentiality on any issue related to my health status. All information will be kept in strict confidence by the college and used only to provide counseling, health information and referral.

_____ It is recommended that I inform faculty of changes in my health status, such as pregnancy or contraction of a communicable and/or infectious disease, including active TB. I have been informed and understand that an altered state of my health, such as being infected with HIV, may increase my health risk in relation to contact with patients with bacterial and viral diseases. I have been informed that some vaccinations are contraindicated or have decreased effectiveness in immunosuppressed conditions and should seek medical advice for changes in my health status.

This document has been read and explained to me. I fully understand the potential risks and safeguard options associated with learning opportunities in my role as a health science student at West Georgia Technical College. I consent to follow policies and procedures as explained herein.

Printed Name of Student: _____

Student signature/date: _____

Witness signature/date: _____

Appendix B



Surgical Technology Program

BLOODBORNE PATHOGENS/HAZARD COMMUNICATION POLICY

The Surgical Technology Program at West Georgia Technical College is committed to addressing issues related to blood borne pathogens, such as Human Immunodeficiency (HIV), Hepatitis B Virus (HBV) and Hepatitis C Virus (HCV) in order to protect patients, students, faculty and staff, as well as protect the rights of individuals who may have a blood borne infectious disease. Students are required to treat all patients assigned and as a result, the potential exists for transmission of blood borne and other infectious diseases during patient care services. The purpose of the department's Bloodborne Pathogen Policy (BPP) and Exposure Control Plan (ECP) is to minimize the risk of transmission of blood borne pathogens, as well as minimize the risk to other environmental hazards. Policies will be reviewed annually, and changes recommended as appropriate.

Admission/Employment

West Georgia Technical College Surgical Technology program will not discriminate against employees, students, applicants for admission or patients based solely on health status. Applicants who test positive for infectious disease or who are carriers of an infectious disease should seek counsel from their physician and the program director prior to application.

Immunizations

The risk for exposure to Hepatitis B is higher for Surgical Technologists than the general population, therefore, it is recommended that students start the vaccination process for Hepatitis B as soon as they receive acceptance into the program. Additional vaccinations for influenza, hepatitis B, COVID-19, measles, mumps, rubella, varicella, tetanus, and tuberculosis testing (QuantiFERON recommended over Mantoux skin test (negative chest x-ray if positive or contraindicated) are additional requirements outlined in the ECP.

HIV testing

HIV testing for students is not required for Surgical Technology students. However, health care workers and students who perform exposure-prone procedures on patients are encouraged to be tested voluntarily to know their HIV status.

Obligation to Report

A student will be allowed to continue his/her education if his/her medical condition permits patient care and other individual's health are not jeopardized or at risk. If an individual poses a

risk to others, the Surgical Technology Program Director will assist the individual in obtaining counseling and advisement regarding his/her health and education.

Confidentiality

All information regarding the health status of an individual is confidential and protected by the Family Education Rights and Privacy Act of 1994 and the 1996 Health Insurance Portability and Accountability Act.

Bloodborne Pathogen & Infection Control Training

The Surgical Technology program complies with all local, state and federal infection control policies including the application of Standard Precautions as stipulated by current CDC Guidelines.

Written policies and instruction on infection control protocol to minimize the risk of disease transmission is provided in courses throughout the curriculum, at yearly required bloodborne pathogen training sessions and through documents such as the Surgical Technology Programmatic Manual and the School of Health Sciences Exposure Control Plan. Compliance of safety practices is evaluated throughout the students' clinical experience to ensure a safe educational and work environment.

Limitation of Activity

The Surgical Technology program will follow CDC suggested work restrictions for health- care personnel infected with or exposed to major infectious diseases. Any student that engages in unsafe and/or careless clinical practices, which create risks to the health of patients, employees, or students, will be subject to disciplinary action. When such actions are brought to the attention of the Program Director, the student may be suspended immediately from all patient care activities pending a full investigation of the matter.

Exposure to Bloodborne Pathogens

Surgical Technology students who are exposed to a bloodborne pathogen during their clinical rotation are expected to follow the procedures set forth in the ECP. If a student is exposed to a patient's body fluids in a manner that may transmit a bloodborne or infectious disease, the Exposure Control Policy will be implemented upon immediate report by the student.

Environmental Hazards

Environmental hazards of Surgical Technology practice include; disorders associated with repetitive activities, exposure to hazardous chemicals or substances, accidental injury, exposure to radiation and allergic reactions to latex or other chemical agents.

Please sign and return this form at orientation, indicating that you have read the West Georgia Technical College Surgical Technology Program Policies on Infectious Diseases information.

Printed Name of Student: _____

Student signature/date: _____

Witness signature/date: _____

Appendix C



School of Health Sciences Laboratory Expectations Acknowledgment

I acknowledge that I have received, read, and understand the laboratory policies, safety procedures, and professional expectations established by the School of Health Sciences at West Georgia Technical College.

I understand that these expectations are designed to promote the safety of students, faculty, staff, visitors, and the learning environment. I agree to comply with all laboratory safety requirements, infection prevention practices, equipment operating procedures, personal protective equipment (PPE) requirements, hazardous materials guidelines, emergency procedures, and faculty instructions while participating in laboratory, simulation, and related educational activities.

I understand that I am responsible for asking questions whenever I do not understand a procedure or instruction before performing any laboratory activity.

I further understand that failure to comply with program laboratory protocols and expectations or engaging in unsafe, disruptive, or unprofessional behavior may result in immediate removal from the laboratory, disciplinary action, a reduction in course grade, failure of the laboratory activity or course, dismissal from the program when warranted, and/or additional disciplinary action in accordance with the Technical College System of Georgia and West Georgia Technical College policies and School of Health Sciences Program expectations.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding these policies and understand that it is my responsibility to comply with all laboratory requirements throughout my enrollment in the School of Health Sciences program.

Student Acknowledgment

Student Printed Name: _____

Student Signature: _____

Date: _____

Student ID Number: _____

Instructor Signature: _____

Date: _____

Appendix D



School of Health Sciences CONFIDENTIALITY AND PRIVACY AGREEMENT

As a student enrolled in a Health Sciences program at West Georgia Technical College (WGTC), I understand that I may have access to confidential, sensitive, and protected information during classroom, laboratory, simulation, clinical, practicum, internship, and other educational experiences.

Confidential information includes, but is not limited to, patient/client/decedent/resident information, medical records, diagnostic results, images, financial information, personal identifiers, student records, employee information, and any other information protected by federal or state law, institutional policy, or clinical affiliate policy.

I understand that all patient/client information, whether written, verbal, electronic, photographic, or otherwise communicated, is confidential and protected under the Health Insurance Portability and Accountability Act (HIPAA) of 1996, applicable state and federal privacy laws, and the policies of West Georgia Technical College and its affiliated clinical agencies.

As a Health Sciences student, I agree to the following:

- Maintain the confidentiality of all protected information to which I am exposed during my educational experiences.
- Access confidential information only as necessary to fulfill assigned educational responsibilities.
- Not discuss patient, client, decedent, resident, student, employee, or clinical affiliate information with unauthorized individuals, including family members, friends, classmates without a legitimate educational need to know, or through public conversations.
- Not remove, copy, photograph, video, screenshot, download, transmit, or retain confidential information except as specifically authorized for educational purposes.
- Not post or share confidential information or photographs through social media, text messaging, email, artificial intelligence (AI) platforms, cloud storage, or any other electronic communication unless expressly authorized by the clinical affiliate and program faculty.
- Not use personal electronic devices, wearable recording devices, smart glasses (including Meta/Ray-Ban glasses), or other recording technology in clinical or laboratory settings unless specifically authorized.
- Immediately report any actual or suspected breach of confidentiality to my instructor or clinical supervisor.

I understand that maintaining confidentiality is both a legal obligation and a professional responsibility expected of all healthcare professionals.

I further understand that any violation of this agreement, HIPAA regulations, College policies, or clinical affiliate confidentiality requirements may result in disciplinary action, including removal

from the clinical or laboratory setting, course failure, dismissal from the Health Sciences program, civil penalties, criminal penalties, and any additional action deemed appropriate by West Georgia Technical College and/or the clinical affiliate.

Student Acknowledgment

By signing below, I acknowledge that I have read and understand this Confidentiality and Privacy Agreement. I understand my legal, ethical, and professional responsibilities regarding confidential information and agree to comply with all applicable federal and state laws, institutional policies, and clinical affiliate confidentiality requirements throughout my enrollment in a Health Sciences program.

Student Printed Name: _____

Student Signature: _____

Date: _____

Witness Signature: _____

Date: _____

Appendix E



Surgical Technology Student Handbook Acknowledgment

I acknowledge that I have received access to and/or a copy of the Surgical Technology Student Handbook and that the handbook has been reviewed with me by program faculty.

I understand that the handbook contains important information regarding program protocols, expectations, procedures, academic and clinical requirements, professional standards, safety expectations, student responsibilities, progression requirements, and graduation requirements. I understand that I am responsible for reading the handbook in its entirety and for complying with all West Georgia Technical College policies, and the School of Health Sciences, and Surgical Technology protocols and expectations throughout my enrollment in the program.

I understand that questions regarding the handbook or program policies should be directed to program faculty before participating in classroom, laboratory, simulation, or clinical activities.

I acknowledge that the policies, protocols, expectations, and procedures contained within the handbook may be revised during my enrollment to comply with changes in institutional policies, accreditation standards, state or federal regulations, or clinical affiliate requirements. I understand that I will be notified of substantive changes and that it is my responsibility to remain informed of current program requirements.

I further understand that failure to comply with the policies, protocols, expectations, procedures, professional standards, outlined in the handbook may result in disciplinary action, removal from laboratory or clinical experiences, course failure, dismissal from the program, and/or other actions as outlined in the handbook and West Georgia Technical College policies.

By signing below, I acknowledge that I have had the opportunity to ask questions regarding the handbook, that my questions have been answered to my satisfaction, and that I understand and agree to comply with the policies and expectations outlined therein.

I understand that my signature indicates acknowledgment of receipt and understanding of the handbook and does not constitute a contract between myself and West Georgia Technical College. The College reserves the right to modify policies and procedures as necessary to comply with institutional, accreditation, regulatory, or legal requirements.

Student Acknowledgment

Student Printed Name/ID Number: _____

Student Signature: _____

Date: _____

Instructor Signature: _____

Date: _____

Appendix F



ACKNOWLEDGMENT OF RECEIPT OF DRUG AND ALCOHOL TESTING POLICY

I certify that I have received a copy of West Georgia Technical College Drug Testing Policy and Guidelines. <https://www.westgatech.edu/wp-content/uploads/5.8-Drugs-Alcohol-1.pdf>

I have read and understand the requirements of the policy and guidelines. I understand that both new and existing students will be required to meet the standards of drug screening prior to attending their clinical rotations.

Student Acknowledgment

Student Signature/Student Number

Date

Parent/Legal Guardian Signature

Date

Appendix G



Surgical Technology Program

Clinical Rotation Expectations and Acknowledgement Form

By signing this acknowledge form, the student accepts responsibility of the following:

- Clinical placement will be made by Surgical Technology faculty and students will receive a notifying email from ACEMAPP regarding the onboarding process for electronically signing forms, uploading facility-required documentation, and watching videos, reading material, or completing learning modules.
- The student is responsible for meeting all requirements required by the clinical site promptly. Faculty may set a specific date for completion.
- The student is unable to attend a clinical rotation without completing all requirements in ACEMAPP. If a student misses clinical time due to failure of timely submission of documentation, the missed clinical days must be made up. Failure to make up missed clinical days may result in the inability to complete the requirements for the clinical course(s) and complete the Surgical Technology program.
- Students can expect the possibility of *more* than a one-hour commute one-way to a clinical site within the Surgical Technology's clinical affiliate territory.
- Once a student has been assigned a clinical site rotation by faculty, the decision is final.
- The student must ensure reliable transportation and transportation costs during their clinical rotation.
- In the event that access to clinical sites becomes limited and the number of students exceeds the number of available clinical sites, placement of students will be based on Overall GPA.
- Students will be rotated to clinical sites based on the highest Overall GPA to lowest GPA.

Student Signature/Student Number

Date

Appendix H



Surgical Technology Program Student Counseling & Disciplinary Action Form

Student Name: _____ Date: _____

☐ VERBAL

☐ WRITTEN

Reason for Counseling:

- | | | |
|---|---|--|
| ☐ Failure to follow rules/policies | ☐ Insubordination | ☐ Clinical Competencies |
| ☐ Academic | ☐ Professional Conduct | ☐ Clinical Evaluations |
| ☐ Dress Code Violation | ☐ Clinical Tardiness | ☐ Ethics |
| ☐ Attendance (Clinical or Lab) | ☐ Other _____ | |

Faculty Comments:

Action Taken:

- | | | |
|---|---|--|
| ☐ First Warning | ☐ Second Warning | ☐ Student Code of Conduct |
| ☐ Dismissal from the Program | | |

Program Director Signature: _____

Instructor Signature: _____

Student Signature: _____

Student Comments (please indicate plan for improvement and/or your response):

Next Steps:
