Surgical Technology
Student Handbook

Fall 2025 – Spring 2026

Springfield Technical Community College

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Surgical Technology Program
Student Handbook
Fall 2025

Table of Contents

Clinical Handbook Table of Contents

Forms

Surgical Technology Program Student
Handbook

Welcome to Surgical Technology

Welcome to the Surgical Technology Program at STCC. You are joining a rigorous, hands-on program designed to prepare you to become a skilled, compassionate, and competent surgical technologist. Our mission is rooted in professionalism, patient safety, and integrity. We're excited to support you on your journey into the operating room.

Faculty and Staff

Program Coordinator
Sarah Royston, AS, CST II
Office: Building 20, Room 302L
Email: saroyston@stcc.edu
Office Hours: Monday & Wednesday, 11:00 a.m. – 12:00 p.m.

Responsibilities include:
• Program oversight and administration
• Curriculum development and implementation
• Coordination of program evaluation and accreditation activities
• Chair of the Program Advisory Board
• Academic advising for students

Clinical Coordinator
Amy Chenot, AS, CST
Office: Building 20, Room 302A
Email: anchenot@stcc.edu
Office Hours: Monday & Thursday, 9:30 a.m. – 10:30 p.m.

Responsibilities include:
• Coordination and supervision of clinical education
• Communication with clinical affiliates and preceptors
• Monitoring student clinical progress and evaluations
• Academic advising for students
• Ensuring compliance with clinical site policies and program standards

Clinical Instructor

Laura Wells, CST, BS
Office: Building 20, Room 344 Email:
lwells0001@stcc.edu

Responsibilities include:
- Supervision of students in the clinical setting
- Evaluation of clinical performance and skill competency
- Providing direct feedback, coaching, and professional guidance
- Reinforcement of sterile technique and surgical best practices
- Collaboration with clinical site staff and preceptors
- Participation in student remediation and progression planning
- Communication with the Program Coordinator regarding student progress

Faculty Members

Lab Instructor

Emily Alibozek, CST III, BS
Office: Building 20, Room 334
Email: emalibozek0001@stcc.edu Office
Hours: Not available

Responsibilities include:
- Instruction and demonstration of surgical skills in the lab setting
- Supervision of hands-on student practice and skills development
- Enforcement of sterile technique and safety protocols
- Preparation and maintenance of lab equipment and surgical supplies
- Assessment of technical proficiency through lab competencies
- Supporting students through guided repetition and remediation
- Collaborating with faculty to align lab instruction with course objectives

Mission Statement

The mission of the Surgical Technology Program at Springfield Technical Community College is to support and empower students in becoming skilled, compassionate, and competent surgical technologists. Through rigorous education and hands-on clinical experience, we prepare graduates to provide safe, high-quality patient care as integral members of the surgical team. Rooted in the values of professionalism, vigilance, and integrity, our program transforms lives by developing surgical technologists who anticipate the needs of the surgeon, maintain the sterile field, and uphold the highest standards of surgical practice.

Program Philosophy

The Surgical Technology Program at Springfield Technical Community College is grounded in a commitment to educate and develop competent, ethical, and adaptable surgical technologists. We believe that comprehensive learning combines cognitive knowledge, psychomotor skills, and professional attitudes to prepare students for the dynamic and demanding environment of the operating room. Our philosophy emphasizes patient safety, surgical conscience, teamwork, and lifelong learning as cornerstones of professional practice. We strive to foster critical thinking, effective communication, and respect for all members of the healthcare team, ensuring our graduates are prepared to meet the evolving needs of healthcare systems and patients.

Accrediting Board Information

The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accrediting Review Council on Education in Surgical Technology and Surgical Assisting.
Graduates of the program are eligible to sit for the Certified Surgical Technologist (CST) examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Successful certification signifies mastery of the knowledge and skills essential for safe and effective surgical technology practice.

Health Care Education

In health care careers, each course builds upon the knowledge and skills gained in prior coursework and required co-requisites. In the Surgical Technology Program, students progressively develop competencies necessary for clinical practice and national certification. Certification as a Certified Surgical Technologist (CST) is awarded by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The national certification examination

evaluates knowledge in areas including anatomy, physiology, microbiology, patient care, pathology, medical terminology, and surgical technology practice.

The program follows the Core Curriculum for Surgical Technology, developed by the Association of Surgical Technologists (AST), to ensure comprehensive educational preparation. Each course integrates three essential domains of learning: • Cognitive (knowledge and theory)
• Psychomotor (technical and hands-on skills)
• Affective (professional behaviors and attitudes)

Mastery of all three learning domains is essential for successful certification and professional practice as a surgical technologist.

Surgical Technology Program Goals

The Surgical Technology Program at Springfield Technical Community College is committed to supporting students in becoming skilled, ethical, and confident professionals. Our program goals are aligned with national standards and designed to prepare graduates for both clinical practice and certification, while addressing the needs of the healthcare workforce and the diverse community we serve.

Minimum Expectation (per ARC/STSA Accreditation Standard):

"To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession."

STCC Program Goals:

The graduates of the STCC Department of Surgical Technology will demonstrate competence to:

- Perform the role of the entry-level Surgical Technologist in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Respond to the Perioperative needs of a diverse population ranging from infancy to senescence.
- Respond to cultural values, economic status, and disease patterns, which shape health care, needs, and values.
- Understand and value technological and scientific changes that will provide quality patient care.
- Practice sound judgment to protect their health and safety and that of the public they serve, consistent with evidence-based practice and critical thinking skills.

- Utilize knowledge from a broad academic curriculum to pass the AST certification exam.
- Apply principles of professional communication in a variety of demanding situations.
- Utilize decision-making and problem-solving skills in the application of Surgical Technology principles.
- Demonstrate professional behavior consistent with legal requirements and ethical expectations consistent with the AST Code of Ethics.
- Assume responsibility for professional accountability to assess the quality of their care using established standards of clinical practice.

Occupational Hazards

There are many occupational hazards that are inherent to working in surgery. Students in their clinical rotations, and even students in the simulation lab setting, will be subject to any or all of the following:

- Exposure to blood and bodily fluids, infectious waste, and bloodborne pathogens
- Exposure to infectious diseases, including, but not limited to, HIV, Hepatitis B and C, influenza, MRSA, COVID-19, tuberculosis, measles, mumps, rubella, tetanus, diphtheria, pertussis, and varicella
- Injury from contaminated sharps
- Injury from electrical shocks, burns, or eye damage related to electrosurgical devices and lasers
- Musculoskeletal injuries from required standing, lifting, and pulling
- Exposure to surgical smoke plume, including toxic chemicals and by-products such as hydrogen cyanide, toluene, perchloroethylene, benzene, formaldehyde, and ethylbenzene • Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents, and fixing agents
- Exposure to hormones such as prostaglandins and progesterone
- Exposure to ionizing radiation and other sources of radioactive materials

Students are trained in appropriate safety measures and are expected to adhere strictly to all protocols to minimize risk. Awareness of these potential hazards is essential for maintaining personal and patient safety in all learning environments.

The Surgical Technology Program at Springfield Technical Community College requires all students to meet essential technical standards necessary to successfully complete the program and safely perform the duties of a surgical technologist. These standards ensure students are capable of meeting the demands of clinical practice and maintaining patient safety.

Technical Standards

Essential Skills for the Surgical Technologist
Requirements of the Association of Surgical Technologists (AST)

All students must meet the following technical standards as outlined by the accrediting association. These are essential for safe and competent participation in the Surgical Technology Program and clinical practice.

Physical Standards

- Ability to bend and stoop; stand and/or sit for extended periods without breaks
- Ability to lift a minimum of 50 pounds to assist with patient movement
- Ability to refrain from food, drink, and restroom breaks for up to 6 hours or more
- Visual acuity sufficient to load a fine (10-0) suture onto needle holders, with or without corrective lenses, and while wearing safety glasses
- Peripheral vision sufficient to anticipate and function safely within the sterile environment
- Ability to hear and understand muffled communication without lip reading at a distance of up to 20 feet
- Ability to hear activation and warning signals on surgical equipment
- Ability to detect odors relevant to environmental safety and patient care
- Manual dexterity, speed, and eye–hand coordination to manipulate instruments, supplies, and equipment efficiently
- Ability to ambulate independently without assistive devices
- Ability to assist with lifting, moving, positioning, and manipulating unconscious patients, with or without assistive devices

Communication and Comprehension Standards

- Proficiency in fluent English, both verbal and written, to accurately understand and convey health-care information and ensure patient safety
- Ability to interact respectfully and effectively with surgeons, patients, families, and team members from diverse backgrounds, demonstrating professionalism, tact, teamwork, and discretion.

Mental and Attitudinal Standards

- Functional short- and long-term memory to manage surgical supplies and perform intraoperative anticipation
- Ability to make sound and appropriate clinical judgments

- Use of constructive coping mechanisms under stress
- Ability to remain calm and respond appropriately in emergency situations
- Professional behavior during all interactions with patients, staff, faculty, and peers, as required by the STCC Surgical Technology Program

Health Standards

• Free of reportable communicable diseases and **chemical impairment** (including **alcohol**, **marijuana**, or illicit substances) while participating in program and clinical activities.
• **Documented immunity** (natural or vaccine-induced) to **Rubella, Rubeola, and Hepatitis B**, and **current Tuberculosis screening/clearance** per program policy.
• **STCC requires documented immunity/compliance. Waivers may be considered on a case-by-case basis**, when permitted by STCC policy and clinical-site requirements. Any approved waiver must be documented in the student's file and may affect clinical placement.

Disability Services

In compliance with Springfield Technical Community College's policy and equal access laws, disability-related accommodations are discussed and determined through an interactive process with the student. Students who are interested in discussing disability-related accommodations can begin the process by registering with STCC's Office of Disability Services (ODS) at: https://www.stcc.edu/resources/academicsupport/ods/register/. Once registered, an ODS Counselor will review the disability documentation and reach out to schedule an intake appointment to discuss any accessibility concerns in the educational setting, along with accommodation requests. For additional information, please contact ODS at 413-755-4785 or via email at disability_services@stcc.edu.

Professional and Ethical Conduct Policy

Students in the Surgical Technology Program at Springfield Technical Community College (STCC) are expected to uphold the highest standards of professionalism, integrity, and ethical behavior in all academic, laboratory, and clinical environments.

These expectations reflect the responsibilities of surgical technologists and the trust placed in them by patients, healthcare teams, and the public.

Expected Professional Conduct

Students must consistently:

- Arrive prepared and on time for all classes, labs, and clinical sessions
- Adhere strictly to the Dress Code policy

- Follow all guidelines regarding attendance and punctuality
- Use technology responsibly, including cell phone and recording device policies
- Communicate respectfully with instructors, peers, and clinical staff
- Uphold academic integrity at all times

Students are also expected to uphold a strong surgical conscience, defined as a personal commitment to honesty, integrity, and strict adherence to aseptic technique and safety protocols, even when no one is watching.

Success in the Surgical Technology Program requires students to maintain professional behavior and respect in all learning environments. Students are expected to:

For detailed information, please refer to the following sections in this handbook:

- Attendance and Tardiness Policy
- Dress Code Policy
- Examination Policy
- Homework and Assignment Submission Policy
- Classroom and Lab Cell Phone Policy
- Recording Devices Policy
- Academic Integrity and Professional Conduct Policy

Maintaining these standards supports a positive, professional learning environment and prepares students for success in their surgical technology careers.

Attendance and Tardiness Policy

Purpose
The Surgical Technology Program at STCC is a rigorous, competency-based curriculum designed to prepare students for the clinical, academic, and ethical responsibilities of surgical practice. Attendance and punctuality are essential and treated as professional expectations throughout the program.

Attendance Expectations
Students are expected to attend all scheduled lectures, labs, and clinical assignments. An Attendance Occurrence is defined as:
• Tardy: Arrival 1 to 15 minutes late
• Absence: More than 15 minutes late, missing class, or leaving early
• Failure to Notify: No communication before the start of a scheduled session
Three instances of tardiness are equivalent to one Attendance Occurrence. Failure to sign in (lecture, lab, or clinical) will result in an absence.

Notification Requirements

If a student will be absent or late, they must:

• Email the instructor (preferred) or call no earlier than 5:00 a.m.

• Failure to notify appropriately will result in an Attendance Occurrence and possible loss of assignment credit.

Time-Off and Vacation Policy

• Personal travel or vacation is not an excused absence

• Submit a Time-Off Request Form at least two weeks in advance

• All time off is recorded as an unexcused absence

Attendance-Related Concerns

Patterns of tardiness or absence will initiate review under the Progressive Disciplinary Action Policy.

Employment Support and Policies

The Surgical Technology Program at Springfield Technical Community College is committed to supporting students' career development and successful transition into the workforce. Students will have access to resources including resume preparation assistance, interview coaching, and information about job fairs and employment opportunities within the healthcare community.

Students are expected to uphold professional conduct both during their training and in any employment or volunteer positions. This includes adhering to all policies related to workplace behavior, such as prohibitions on smoking and substance use while representing the program or affiliated clinical sites.

Maintaining a professional image and behavior is essential to career success and reflects positively on the program, the college, and future employers.

Program Evaluation

The Surgical Technology Program seeks formal qualitative input from the following sources:

1. The Program Advisory Board via scheduled meetings held twice annually.
2. Students in the program through clinical site evaluations, resource assessments, graduate surveys, and ongoing program evaluations.
3. Clinical affiliates through Advisory Board meetings and ongoing site visits each semester.
4. The Dean of the School of Health and Patient Simulation, through the formal faculty evaluation process.
5. Employers of program graduates via one-year post-graduation surveys of each graduating class.

Quantitative data is also collected on:

1. The number of graduates taking and passing the NBSTSA certification exam.
2. The number of graduates employed in the surgical technology field.

Gathered data and feedback are presented to the Advisory Board and School leadership, per accreditation requirements and in compliance with the Family Educational Rights and Privacy Act (FERPA), and submitted to the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) for review. Recommendations may lead to curriculum updates, policy adjustments, and procedural improvements. Stakeholders will be notified of significant changes.

Class Preparation

Active engagement in classroom sessions is essential for developing the knowledge and professional behaviors required of a surgical technologist. Students are expected to treat class time with the same level of professionalism as clinical and lab settings.

Expectations:
Students must:
• Complete all assigned readings and written work prior to class
• Bring all required course materials and supplies
• Arrive on time and prepared to participate
• Engage fully in discussions and learning activities

Failure to prepare or participate may result in documentation of concern in accordance with program policies.

Lab Participation

Active engagement in laboratory sessions is essential for developing the technical and behavioral competencies required of a surgical technologist. The lab simulates the operating room environment, and students are expected to treat it with the same level of professionalism.

Expectations

Students must:

• Arrive on time and in full compliance with the Dress Code,
• Bring all required supplies and instructional materials,
• Participate fully in all skill-building exercises and competency assessments,
• Assist with lab setup and cleanup to maintain a safe, efficient, and professional environment.

Failure to participate or arrive prepared may result in reduced participation credit and documentation of concern according to program policies.

Dress Code

Maintaining a professional appearance is essential in all academic, laboratory, and clinical settings. Students are expected to adhere strictly to the Surgical Technology Program dress code to promote safety, hygiene, and professionalism.

Uniform Requirements:
• Clean maroon STCC scrubs with visible ID badge
• Scrub jackets are required; hoodies or sweatshirts are not allowed
• Neutral-colored undershirts only
• Undergarments must be worn and not visible
• Clean, closed-toe, non-skid shoes; OR shoes must be designated or covered with approved covers

Hair and Grooming:
• Hair must be neatly secured and off the face and shoulders
• No eyelash extensions are allowed
• Hair must be covered in the operating room
• Daily personal hygiene is required – no scents allowed.

Nails and Jewelry:
• Nails must be short, clean, and free of polish or enhancements
• No jewelry or facial piercings permitted
• No new unhealed tattoos are allowed during clinical enrollment

Eye Protection:
• Required during lab and clinical activities

Students not in compliance with the dress code will be sent home without excuse, and any time missed will not be made up.

Examination Policy

Examinations are an essential part of the Surgical Technology Program and assess students' knowledge and readiness for clinical practice. Students are expected to adhere to all examination policies to maintain academic integrity and fairness.

Scheduled Examinations:
• All exams must be taken on the scheduled date and time.
• Punctuality is required; late arrivals may result in no additional time granted.

Missed Examinations:
• Students must notify the instructor immediately following an absence.
• It is the student's responsibility to initiate scheduling a make-up exam no later than the next class session.

Make-Up Examinations:
• Must be completed promptly and assess the same objectives as the original exam.
• Must be completed before the next scheduled exam unless prior approval is granted.
Midterm and Final Exams:
• Rescheduling is allowed only for documented emergencies and with instructor approval.
• Missing these exams without approval will result in a grade of zero.

Pop Quizzes:
• May be administered at any time and will count toward the final course grade.

Retakes:
• No retakes are allowed under any circumstances.

Accountability and Consequences

Violations of academic integrity or professional conduct will be:

• Documented by faculty
• Referred to the Program Coordinator and/or Dean of Students

Confirmed violations may result in:

• Failing grades
• Probation
• Dismissal from the program

Full policy is available in the STCC Student Code of Conduct.

Homework and Assignment Submission Policy

Homework is an essential component of the Surgical Technology Program, reinforcing classroom learning and fostering clinical readiness. Timely and professional submission of assignments is expected from all students.

Expectations:
• Complete all assigned readings and written work by the scheduled due date and time, at the start of class.
• Submit assignments in one of the approved formats: printed hard copy (preferred), email, Blackboard upload, or scanned/photo submission in extenuating circumstances (hard copy to follow).
• Submit all assignments on time, even if absent from class.
• Communicate proactively with instructors regarding any challenges meeting deadlines.

Late Work Policy:
• Late submissions will not be accepted under any circumstances.
• Late assignments will receive a grade of zero.
• It is the student's responsibility to ensure assignments are submitted appropriately and on time.

Skills Assessment

Developing both technical and professional skills is essential for success in the Surgical Technology Program. Skills assessments verify clinical readiness and alignment with program competencies and certification standards.

Purpose of Skills Assessments:
• Evaluate the student's ability to apply knowledge in hands-on surgical tasks.
• Identify strengths and areas needing improvement.
• Guide structured remediation and individualized support.
• Promote safe and confident performance in lab and clinical environments.

Examples of Assessed Skills:
• Gowning and gloving
• Maintaining the sterile field
• Instrument handling, setup, and breakdown
• Patient safety and communication with the surgical team

Competency Expectations:

• All required competencies must be passed to successfully complete the course.
• Students have up to three attempts to pass each competency.
• Remediation is provided after the first unsuccessful attempt.
• All assessments will be recorded for feedback and review.

If Competency Is Not Achieved:
• After three failed attempts, the student will meet with faculty to discuss next steps.
• Possible outcomes include additional remediation or course repetition.

Student Responsibilities:
• Review competencies in advance.
• Arrive prepared and dressed in compliance with the Dress Code.
• Engage actively during skills labs.
• Use instructor feedback and recordings to improve performance.

Excellence, not perfection, is the goal. Consistent preparation and participation build confidence and competence.

Matriculation Requirements

To ensure readiness for clinical placement and national certification, students must meet the following academic and performance standards:

Minimum Grade Requirements:
To progress through the Surgical Technology Program, students must achieve a minimum grade of C (73%) or higher in all required courses. Students who do not meet this requirement will be withdrawn from the program. Additionally:

- All courses in a given semester must be successfully completed before a student is permitted to advance to the next semester.
- Students are expected to adhere to a strict attendance policy for all lectures, on-campus labs, and clinical practicum assignments.

Failure to Meet Standards:
- Students not meeting these standards will be subject to non-progression.
- Non-progression may require course repetition or a formal program readmission application.

Readmission Policy

Readmission to a Health Program

If a student leaves a health program for any reason and intends to re-enter the following academic year into the semester in which they left, the student must follow the readmission process as outlined in the Readmission Policy below.

If a student intends to return to a health program after one full academic year has passed, the student must apply as a new applicant through the college admissions website https://www.stcc.edu/apply/. As a new applicant, students will be required to begin the program from the start, regardless of courses previously taken. Students are encouraged to speak with a STCC financial aid representative prior to reapplying.

For all students intending to re-enter a health program, return is dependent on an available seat in the program. Any student seeking readmission to a health program will meet with their advisor or Program Chair to discuss the contributing factors for the withdrawal, prior to submitting the Letter of Intent to Return as outlined below in the Readmission Policy.

The student seeking readmission to a health program must submit a Letter of Intent to Return to the Dean of Health & Patient Simulation Office (Building 20/Room 320) and to the Program Coordinator by November 16 for consideration for return in the spring semester, and by February 1 for consideration for return in the fall semester. These dates may change from year to year. Please check the School of Health & Patient Simulation website or contact the Dean's Office at 413.755.4510 or by email shps@stcc.edu for this information. Your Letter of Intent to Return must explain how the cause(s) that resulted in your leaving or removal from the program has been resolved. If the reason for leaving the program was medical, you must submit a letter from your physician stating that it is safe for you to return to the classroom, laboratory, or clinical site.

Decision for Readmission

Once the Dean of the School of Health & Patient Simulation has received the Letter of Intent to Return, the Readmissions Committee will meet to consider the student's circumstances. This committee will consist of the Dean of Health & Patient Simulation, Assistant Dean, and the Program Chair. Other members may be included as deemed appropriate by the Dean of the School of Health & Patient Simulation. The committee's decision to readmit a student is dependent upon how well the student has documented a resolution of the issue(s) that caused the departure from the program. The student's overall grade point average is not a major

consideration and may have little, if any, on the committee's decision. The committee encourages the student to explain, in writing, why the student left the program and how the student has addressed the issue or multiple issues. An explanation about how the student will now be successful in the program is critical.

Please note that most health programs only allow one readmission.

Steps Following the Decision

The Office of the Dean of Health & Patient Simulation informs the student in writing of the committee's decision, and forwards a copy of the decision to the Admissions department. If the Letter of Intent to Return is approved, the student is subject to the program requirements stipulated in the year of the original admission. Other conditions may be placed upon the student's re-entrance to the program.

Upon approval, the student is required to submit an application for readmission and a signed Academic Success Plan, created by the faculty member/or Department Chair and the student, to the office of the Dean of Health & Patient Simulation (Building 20/Room 320).

The committee's decision, the Readmission Application for completion by the student, and The Academic Success Plan is mailed to the student via first-class mail and to the student's STCC email.

Please address any questions to the Office of the Dean, School of Health & Patient Simulation Building 20, Room 320. Phone: 413.755.4510. Email: shps@stcc.edu.

Syllabus Change Policy

The Surgical Technology Program reserves the right to modify course syllabi, schedules, assignments, and policies as necessary to ensure effective instruction, student success, and compliance with program or accreditation requirements.

Student Notification:
Students will be informed promptly of any changes through one or more of the following methods:
• STCC student email account
• Blackboard course announcements

• Verbal communication during class or lab sessions

Student Responsibility:
Students are responsible for regularly checking their STCC email and Blackboard accounts. These are the official channels for program communication. Failure to review notifications does not excuse students from complying with updated requirements.

Classroom and Lab Cell Phone Policy

To maintain a focused, respectful, and professional learning environment, the following cell phone guidelines apply in all Surgical Technology classes, labs, and assessments:

General Expectations:
• Cell phones must be silenced or muted at all times.
• Devices must be kept off desks and out of sight during instruction.
• Use of cell phones is allowed only for urgent or emergency communication.

During Class or Lab:
• Texting, calling, or browsing is not permitted during instructional time.
• Leaving the classroom to respond to messages should be limited to true emergencies.
• Repeated or excessive use (more than 2 to 3 times per semester) may result in loss of device privileges or disciplinary action.

During Exams and Quizzes:
• Smartwatches may not be worn or used during any exam, quiz, or skills/practical assessment.
• Cell phones must be powered off and stored away during examinations.
• Use of any unauthorized device during an exam is a violation of academic integrity.

Violations of this policy will be documented and addressed according to the program's Progressive Disciplinary Action Policy.

Recording Devices Policy

To protect privacy and maintain a respectful learning environment, the use of audio or video recording devices is strictly regulated in the Surgical Technology Program.

General Policy:
•   Recording of any classroom, laboratory, or clinical activity is prohibited unless prior, explicit approval is granted in writing by the instructor.

Unauthorized Recording:

•   Any unapproved use of recording devices, including phones, smartwatches, or external devices, is considered a violation of program policy.

Consequences:

•   Violations will be documented by the instructor, reported to the Program Coordinator, and reviewed according to the Progressive Disciplinary Action Policy.

Respect for patient confidentiality, peer learning, and professional boundaries is essential at all times. Violations may result in withdrawal from the Surgical Technology Program.

Communication with Professors

Clear and professional communication is essential for maintaining a respectful and efficient clinical learning environment.

Use of Cell Phones:
• Professors' cell phones are reserved for reporting absences or emergencies only.
• Do not use personal devices for routine questions or academic matters.

Non-Urgent Communication:
• Questions regarding grades, homework, or course content must be sent via the official STCC student email.

Professional Boundaries:
• Routine matters should be addressed during class or lab time, scheduled office hours, or through email communication with course instructors.
• Only emergencies justify direct calls or texts to a clinical instructor's phone.

Remediation Policy

The Surgical Technology Program at Springfield Technical Community College is committed to supporting student learning and professional development while upholding high standards for academic and clinical performance. Remediation is a structured opportunity for students to address deficiencies in knowledge, technical skills, or professional behavior.

Remediation aims to:
• Support students in achieving competency in course and program objectives
• Promote patient safety, accountability, and professional growth
• Ensure readiness for clinical practice and certification

When Remediation is Required

Remediation may be required when a student:

• Scores below 73% on an exam or major assessment

• Fails a skill competency or lab evaluation

• Demonstrates unsafe, inappropriate, or unprofessional behavior in class, lab, or clinical

• Receives an unsatisfactory clinical evaluation

Remediation Process

1. Identification
    Instructor identifies the deficiency and completes a brief Remediation Plan Form outlining the concern and recommended next steps.
2. Faculty-Student Meeting
    The student meets with the course instructor (or lab faculty) to review the plan and expectations. Both sign the form to acknowledge the plan.
3. Completion
    The student completes assigned remediation activities (e.g., practice, tutoring, written work, observation, video review) and returns for reassessment.

4. Faculty Review
    The instructor evaluates whether the student has demonstrated improvement and met expectations.

• If the student meets expectations, no further action is required, and the remediation is considered complete.

• If the student does not meet expectations, the remediation is considered unsuccessful, and the student fails to proceed in the course. The instructor will notify the Program Coordinator, and a formal meeting will be scheduled to determine next steps, which may include course failure, academic probation, or dismissal from the program in accordance with program policy.

Skill/Competency Remediation

• Students are allowed three attempts to demonstrate a skill or pass a competency, as outlined in the core curriculum.

• After a third unsuccessful attempt, the student must meet with program faculty and the Program Coordinator for further review.

• The outcome of this meeting may include additional support, adjustment of course placement, or other actions to be determined on a case-by-case basis.

Progressive Disciplinary Action Policy

The Surgical Technology Program at Springfield Technical Community College (STCC) is committed to fostering a professional, supportive learning environment. When student behavior, performance, or attendance does not meet expectations, a Progressive Disciplinary Process is implemented to support improvement and accountability.

This policy applies to concerns, including, but not limited to:
• Attendance violations
• Unprofessional conduct
• Clinical performance issues
• Academic dishonesty
• Failure to adhere to program policies

Violations across different areas are cumulative and may lead to an escalated disciplinary response.

Disciplinary Steps

1. First Violation – Verbal Warning
• Concern discussed with the student
• Expectations clarified
• Documentation placed in the student's file
2. Second Violation – Written Warning
   • Student receives a formal written notice
   • Documentation added to the permanent record
3. Third Violation – Written Warning and Formal Meeting
   • Mandatory meeting with Program Coordinator and School of Health leadership
   • A corrective action plan is developed, including timelines and conditions for continued participation
4. Fourth Violation or Serious Misconduct – Program Review
   • Case reviewed by faculty and administration
   • Possible dismissal from the program
   • Student may follow the STCC grievance or appeal process if applicable

Immediate Review for Serious Offenses

The program reserves the right to bypass steps and proceed directly to disciplinary review or dismissal in cases involving:

- Patient confidentiality breaches
- Unsafe or unethical clinical behavior
- Academic dishonesty
- Conduct that jeopardizes safety or disrupts the learning environment

Remediation and Return to Standing

At any stage, students may be required to:
- Complete remediation or skill practice
- Meet regularly with faculty
- Demonstrate sustained compliance with expectations

This policy promotes fairness and growth while maintaining program integrity and safety.

Professional and Ethical Conduct Violations

Unacceptable Professional and Ethical Violations include, but are not limited to:
- Breaches of patient confidentiality
- Insubordination or disrespectful conduct
- Academic dishonesty, such as cheating or falsifying documentation
- Disruptive behavior in class, lab, or clinical settings
- Violation of hospital, college, or program policies
- Unsafe, unethical, or dishonest actions in the clinical setting

Consequences of Ethical Violations will be:
- Documented
- Addressed according to the Progressive Disciplinary Action Policy

Depending on severity, consequences may include:
- Remediation or probation
- Removal from the clinical site
- Dismissal from the program

Professional behavior is not optional; it is foundational to success as a surgical technologist and to the reputation of STCC and its clinical partners.

Grievance and Appeal Policy

The Surgical Technology Program at Springfield Technical Community College (STCC) is committed to fairness, transparency, and student success. When concerns arise, students are encouraged to resolve them promptly and professionally.

Informal Resolution – Level One
Students must first attempt to resolve concerns by speaking directly with the involved faculty member or staff.
• This step should occur within 30 calendar days of the incident
• The faculty or staff member will respond within 10 calendar days

Formal Grievance – Level Two
If unresolved, the student may file a formal written grievance with the Student Grievance Officer. The grievance must include:
• Names of individuals involved
• A clear statement of the facts and circumstances
• Any supporting documentation
• The specific resolution being requested

The Grievance Officer will facilitate the next steps, which may include an administrative review or a formal hearing.

Grade appeals must demonstrate evidence of one or more of the following:
• A grade assigned based on something other than academic performance
• Inconsistent or unfair grading standards
• A major departure from the stated grading criteria

Grade appeals do not progress beyond review by the Division Dean or Senior Academic Officer. All decisions at that level are final.

Exclusions
The grievance process does not apply to:
• Harassment or discrimination (handled via Affirmative Action/Title IX)
• Sexual or physical assault allegations
• Disciplinary matters involving the Student Code of Conduct

Retaliation Prohibited

STCC strictly prohibits retaliation against any student for filing a grievance or participating in the process.

Where to Get Help

Students may consult the Student Grievance Officer at any time for guidance. More information is available in the STCC Student Handbook.

STCC Student Handbook

All students are responsible for understanding and following the official policies and procedures outlined in the STCC Student Handbook. This resource provides important information regarding:
• Student rights and responsibilities
• Academic policies
• Campus services
• Code of Conduct
• Complaint and appeal procedures

The handbook is available online at: www.stcc.edu/services/handbook

Students will be held accountable for compliance with all college policies throughout their enrollment in the Surgical Technology Program.

STCC Parking Policy

All Surgical Technology students must comply with STCC's campus parking regulations.

Permit Requirements
• A valid STCC virtual parking permit is required to park on campus
• Permits are managed by the STCC Parking Office, located in Ira H. Rubenzahl Student Learning Commons (Building 19), Room 269

Parking Office Hours
• Monday: 9:00 a.m. – 3:00 p.m.
• Wednesday: 9:00 a.m. – 3:30 p.m.
• Friday: 9:00 a.m. – 3:00 p.m.

Contact Information
• Phone: (413) 755-4238
• Email: parking@stcc.edu

Additional Services

Transportation assistance is available through the PVTA Smart Card and Paratransit programs, also administered by the Parking Office.

Student Responsibilities
• Park only in designated student areas
• Follow all posted parking regulations
• Fines or disciplinary action may result from violations

Complete parking policies are available on the STCC website or by contacting the Parking Office directly.

Institutional Policies & Compliance

In addition to the specific policies of the Surgical Technology Program, all students are responsible for adhering to the institutional policies of Springfield Technical Community College (STCC). These policies are designed to support student rights, promote equity, and maintain a safe and respectful learning environment.

College-Wide Policies Include:
• Student Code of Conduct
• Academic Honesty Policy
• Affirmative Action, Equal Opportunity & Diversity Policy
• Title IX and Sexual Harassment Policy
• Student Grievance Procedure
• Drug and Alcohol Policy
• Hazing Policy
• FERPA (Family Educational Rights and Privacy Act)

Full descriptions of these policies can be found in the STCC Student Handbook and on the STCC website.

Students are expected to review and comply with all institutional policies throughout their enrollment in the Surgical Technology Program.

Student Health & CORI Policy

Health Compliance Requirements
All students must maintain current health compliance in accordance with STCC and clinical site policies. This includes:
• A current physical examination

- Documented immunizations (e.g., Hepatitis B, MMR, Varicella, COVID-19, Tdap)
- Tuberculosis (TB) screening
- Proof of active health insurance
- Annual flu vaccination or approved exemption

Students are responsible for submitting all required health documentation by the posted deadlines. Failure to maintain health compliance may result in a hold on clinical participation or dismissal from the program.

CORI (Criminal Offender Record Information)
- All students must complete a CORI background check before starting clinical rotations.
- The CORI process is managed by STCC in compliance with Massachusetts law.
- Students will be notified of deadlines for submission.
- A non-clearance may prevent clinical placement and lead to program dismissal.
- Students with concerns should speak with the Program Coordinator promptly.

Academic Contingency Plan

Purpose:
- This policy establishes guidelines for continued academic and laboratory instruction as a result of a catastrophic event, during the completion of the Surgical Technology Program.

Revision History:
- New Document 2/1/2025

Policy:
- It is the policy of the Surgical Technology Program to ensure, as much as we are able, that students in the Surgical Technology Program can complete program learning outcomes and degree requirements in a timely manner.
- To that end, the following policies have been established:

If conditions indicate that the academic semester may be interrupted by an order to pivot instruction to remote learning, faculty should be proactive in their course planning, implementing the following:
- Plan to provide instructional materials that can be accessed remotely throughout the semester to maintain a sense of continuity in the course should remote teaching become necessary.
- Using guidelines from the ARC/STSA, evaluate their courses to identify those learning objectives which require laboratory demonstration for assessment of competency, and which may be assessed with alternate methods.
- Plan the course calendar to prioritize the most essential lab activities early in the semester.

1. If a student becomes ill, they should:
• Refer to the Health and Wellness center on STCC campus for guidance on attending face to face classes and laboratory meetings.
• Notify the instructor of their absence prior to the scheduled start of the class.
• Use provided instructional materials and remote learning tools to keep up with course learning objectives.
• Make arrangements with the instructor to complete required laboratory assessments once they can return to class.
• Should the illness necessitate missing greater than 10 percent of the course content, the student will be given the opportunity to withdraw or be given an incomplete (I) in the course until all essential course and laboratory assessments are completed. This may involve scheduling lab activities over College recognized breaks once access to campus becomes available.

2. If a faculty member becomes ill during the course of the semester, they may:
  • Choose to pivot the instruction to remote methods (videoconferencing, asynchronous video lectures, etc.), utilizing the previously prepared instructional materials, and continue to teach their course.
  • Faculty may deliver instruction synchronously or asynchronously. If synchronous delivery of content is chosen by a faculty member, class times will remain the same as published in the course catalog.
  • Ask another faculty member to take over the teaching of their course. To facilitate continuity of the program's curriculum, all faculty members will share their course content and Blackboard course shells with fellow faculty members.
  • In the event that no faculty members are available to complete the teaching of a course, students will either be given an incomplete (I) or they will be allowed to drop the course without consequence.

3. If the academic semester is interrupted, faculty will:
  • Pivot classroom instruction to remote methods (videoconferencing, asynchronous video lectures, etc.), utilizing the previously prepared instructional materials.
  • Faculty may deliver instruction synchronously or asynchronously. If synchronous delivery of content is chosen by a faculty member, class times will remain the same as published in the course catalog.
  • Implement the alternate assessment methods for those learning objectives for which alternate assessment methods are deemed acceptable.
  • Request permission from the Dean of SHPS to complete the remaining scheduled laboratory assessments that are deemed essential to student competency.

- If permission is not granted to utilize the program teaching lab spaces, the faculty will contact clinical affiliates and request permission to perform lab activities at a local clinical site.
- If access is not granted to lab spaces or clinical facilities, the students will receive a grade of incomplete (I) in the course until all essential laboratory assessments are completed. This may involve scheduling lab activities over college recognized breaks once access to campus becomes available.

Training Required:
- Instructors will need to complete a Blackboard Training course if not already completed.
- Instructors may need to complete an online development program course.
- Blackboard shells will need to be created for any courses that do not have existing content.

Additional Resources Required:
- Zoom account/Google Drive

Surgical Technology Program - Clinical Handbook Section

Clinical Education Overview

Clinical education is a critical component of the Surgical Technology Program. It is where students apply knowledge and skills in real patient care settings. The clinical environment provides exposure to the operating room, professional expectations, and team collaboration. Students may be assigned to clinical sites located up to one hour from the STCC campus. Reliable transportation is the responsibility of the student and is essential for successful participation in the clinical component of the program. The following guidelines are in place to support safety, professionalism, and successful progression through the program.

Clinical Assignment Policy

The assignment of clinical sites is the sole responsibility of the Clinical Coordinator and is based on program requirements, clinical site availability, and student learning needs.

Home Base Assignment:
Each student will be assigned a designated Home Base clinical site for the semester. This assignment is determined by the Clinical Coordinator and may not be changed without written approval. The home base serves as the primary location for the student's clinical education and provides consistency in supervision and case exposure.

Rotation Assignments:

In addition to the home base, students may be scheduled for rotations at other affiliated clinical sites to ensure exposure to a wide range of surgical specialties. All rotations are assigned by the Clinical Coordinator and are designed to meet the clinical case requirements outlined by the program and accrediting bodies.

Clinical assignments are based on several factors, including but not limited to:
• Site capacity and availability
• Student learning needs and progression
• Case variety and specialty exposure
• Accreditation requirements
• Faculty evaluation and oversight

Students are expected to report to their assigned clinical site as scheduled. Requests for changes in site assignment will only be considered in extenuating circumstances and must be submitted in writing to the Clinical Coordinator

Clinical Objectives

• Perform procedures in First and Second Scrub roles across multiple specialties.
• Maintain accurate and timely documentation.
• Demonstrate professionalism, surgical conscience, and patient advocacy.
• Prepare for safe, competent entry-level practice.
• Complete all required cases prior to graduation.

Professional and Ethical Conduct

Students must uphold professional behavior consistent with the standards of the Surgical Technology Program, AST Core Curriculum, and affiliated clinical sites.
Core expectations include:
• Maintain patient confidentiality and HIPAA compliance.
• Demonstrate honesty, integrity, and accuracy in all clinical work.
• Accept responsibility for personal actions.
• Serve as a patient advocate and maintain surgical conscience.
• Report errors and safety concerns promptly.
• Demonstrate respect toward all healthcare team members.
• Practice teamwork and effective communication.
• Follow the Surgical Technology Dress Code, including appropriate uniform, shoes, and grooming.
• Be punctual, prepared, and ready to work.

Surgical Conscience

Surgical conscience is the ethical foundation of surgical technology. Students are expected to demonstrate a strong sense of surgical conscience by:
• Upholding sterile technique and safety protocols.
• Correcting or reporting any breaks in sterility immediately.
• Being honest and transparent at all times.

Confidentiality and Health Insurance Portability and Accountability Act (HIPAA) Compliance

Students are legally and ethically obligated to protect patient confidentiality. Students must:
• Maintain confidentiality regarding all patient information.
• Avoid discussing patient details outside the clinical setting.
• Comply with HIPAA regulations and all hospital privacy policies.
Breach of confidentiality will be addressed per the Progressive Disciplinary Action Policy.

Cell Phone Policy

• Cell phones are prohibited in the Operating Room (OR) suite.
• Phones may be used at the Surgical Case Tracking Board for educational purposes only.
• Cell phone use is permitted during breaks, in designated breakrooms or locker rooms.
• Violations will be managed per the Progressive Disciplinary Action Policy.

Parking at Clinical Sites

- Students must park in designated student parking areas as outlined by each clinical site.
- Parking instructions will be provided for each site prior to the start of the rotation.
- At Baystate Medical Center, students are required to use the shuttle system.
  - Shuttle etiquette includes:
    - Waiting your turn
    - Following the person in front of you
    - Not cutting the line
- Failure to comply with parking or shuttle regulations will be addressed under the Progressive Disciplinary Action Policy.
- Students are responsible for all parking fees, where applicable.

Clinical Attendance Policy

Attendance in clinical settings reflects professional accountability and mirrors the expectations of healthcare employers. Students are required to:
• Notify both the clinical site supervisor (call at least 30 minutes prior to shift) and the Clinical Instructor (email preferred; call no earlier than 5:00 a.m.) if absent or late.
• Adhere to the following definitions:

o   Tardiness: Arrival up to 15 minutes late without prior approval.   o
Absence: Missing 50 percent or more of a clinical day.

o   Attendance Occurrence: Any one or more days missed for the same issue
or illness. Three instances of tardiness are equal to one Attendance Occurrence.
All attendance concerns will be addressed per the Program's Progressive Disciplinary Action
Policy.

Return to Clinical Policy

Missed clinical time must be made up at the convenience of the clinical site. Students are
responsible for scheduling and completing makeup hours in accordance with program policy.
For absences of two or more consecutive days:

For minor illnesses resulting in absences of two or more consecutive days (e.g., cold, stomach
virus):

- Students must notify both the clinical site and Clinical Instructor following the standard
  Attendance Policy.
- A formal medical note is not required unless otherwise requested by faculty.
- Students must contact faculty upon return to arrange makeup hours.
- These types of absences do not require the formal Medical Re-entry Process.

Medical Re-Entry Process

Any student who takes a medical leave from the College or is hospitalized while enrolled must
follow the STCC Medical Re-Entry Process before returning to classes, labs, or clinical activities.
This policy is designed to ensure the student is medically cleared and capable of safely and
successfully resuming academic and/or clinical responsibilities.

The re-entry process includes the following steps:

1. The student completes and submits the Student Medical Re-Entry Form.
2. The student's licensed health care provider completes and submits the Licensed Health
   Care Provider Form.
3. Once both forms have been submitted, the student will meet with the Vice President of
   Student Affairs (or designee) for a re-entry interview to determine whether and when it
   is appropriate to resume studies.

These forms are available online:

- • [Student Medical Re-Entry Form](#)
- • [Licensed Health Care Provider Form](#)

The re-entry process is coordinated through the Office of the Vice President of Student Affairs. When the College is first notified of a medical leave or hospitalization, a registration "hold" will be placed on the student's account until the re-entry process is completed. All medical information submitted is handled with the highest level of confidentiality.

Students who are subject to the College's Suicide Prevention Protocol must also comply with this process. Copies of the full Re-Entry Policy and Suicide Prevention Protocol are available from the Office of the Vice President of Student Affairs or electronically through the Student Affairs portal (login required).

Important:
In addition to the College's medical re-entry clearance, students enrolled in the Surgical Technology Program must also meet program-specific technical standards and safety requirements prior to returning to lab or clinical settings. Additional documentation or review may be required to confirm readiness for hands-on activities.
For questions or assistance, please contact:
Office of the Vice President of Student Affairs
Phone: (413) 755-4424
Email: student_affairs@stcc.edu

Clinical Case Requirements

Following the Core Curriculum for Surgical Technology and CAAHEP accreditation standards, students must complete the following:
- • Total required surgical cases: 120
- • Minimum First Scrub cases: 80
- • Remaining 40 cases may be in First or Second Scrub roles

Required case distribution:
- • General Surgery: 30 total (minimum 20 First Scrub)
- • Surgical Specialties: 90 total (minimum 60 First Scrub)
- • Up to 10 Diagnostic Endoscopy cases may be applied (not required)
- • Up to 5 Labor and Delivery cases may be applied (not required)

Students must complete at least 10 First Scrub cases in a minimum of four distinct specialties within the Surgical Specialties category to ensure well-rounded clinical experience.

Scrub Role Definitions

- First Scrub (FS): Perform setup, sterile field preparation, surgical counts, instrument passing, and maintain sterile technique.
- Second Scrub (SS): Assist with camera operation, retraction, suctioning, and minor intraoperative tasks.
- Observation (O): Present for the procedure but not participating directly. Observation roles do not count toward case totals but must be recorded.

Documentation Requirements

- All cases must be entered into the Trajecsys Clinical Tracking System.
- A corresponding paper log must be maintained throughout all clinical semesters.
- Paper logs must be signed by the student before submission.
- Logs must be signed by the instructor to verify accuracy and completion.
- Logs must be submitted according to the timeline established by the program.

Case Counting Guidelines
- Each distinct procedure counts as one case.
- Procedures for the same pathology during the same surgery count as one case.

Examples:
- Splenectomy and Le Fort I repair (different specialties): 2 cases
- Breast biopsy and mastectomy (same pathology): 1 case
- Laparoscopic cholecystectomy converted to open: 1 case

Program Responsibilities

• Provide clinical experiences that promote progressive competency.
• Monitor student progress and case completion.
• Ensure students have opportunities to meet and exceed minimum case requirements. **Clinical**

   Work Policy

To preserve the integrity of clinical education and ensure compliance with accreditation standards, the following policy outlines the distinction between clinical education hours and employment:

1. No Compensation for Clinical Hours

Students may not receive compensation for any activities performed during scheduled clinical hours. Clinical education is an academic requirement and must remain unpaid in accordance with program and accreditation guidelines.

2. Internship or Employment is Not Clinical
Any time a student is working in a hospital or facility as an intern, per diem, part-time, or full-time employee, this time is not considered clinical time. This includes:
   o Orientation or shadowing during employment
   o Scrubbed cases or participation in procedures while "on the clock" as a paid employee

3. No Case Credit for Work Experience
Cases performed or observed during work time do not count toward the required case logs or minimum case requirements needed for program progression or graduation. Only cases completed during approved clinical education assignments under supervision count toward case totals.

Clinical Work and Educational Safeguards

- Students must maintain a clear distinction between clinical education and employment.
- Clinical hours and job hours may not be combined, overlapped, or substituted.
- Time spent working in a paid position may not be counted toward required clinical hours or surgical case experience.
- Students are expected to uphold honesty and professionalism when documenting clinical attendance and case logs.
- Any misrepresentation of time or role will be addressed under the program's Academic Integrity and Progressive Disciplinary Action policies.

ARC/STSA Standard V.C. Safeguards
"The health and safety of patients/clients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded. Surgical Technology students must be readily identifiable as students. All activities required in the program must be educational, and students must not be substituted for staff." To ensure compliance:

- Students may not perform staff duties during clinical education hours.
- Clinical time must be educational, supervised, and aligned with program learning objectives.
- Students must wear their program-issued name tag and STCC ID badge at all times while in the clinical setting to identify themselves as students.
- Additional methods for identifying students while scrubbed in are under review and may be implemented as needed. Students will be notified of any updates to this policy.

Violation of Policy

- Any violation of this policy will be addressed in accordance with the Progressive Disciplinary Policy outlined in the Surgical Technology Program Student Handbook.
- Consequences may include, but are not limited to:
    - Written warning ○ Clinical probation
    - Program dismissal
- If you are unsure whether a situation qualifies as clinical or employment, consult with the Clinical Coordinator or Program Coordinator immediately for clarification.

Handbook Acknowledgment Form

Each student is required to sign a formal acknowledgment stating that they:

- Have received and reviewed the Surgical Technology Program Student Handbook.
- Understand and agree to abide by all policies outlined in the handbook.
- Understand that non-compliance may result in disciplinary action, including dismissal from the program.

The signed acknowledgment form will be placed in the student's permanent academic file.

Student Name (Print): _____

Surgical Technology Program Remediation Plan Form

Student Signature: _____ Date_____
Springfield Technical Community College

Student Name: _____ Date: _____
Course: _____ Instructor: _____

Reason for Remediation (check all that apply):

☐ Exam/quiz grade below 73%   ☐ Failed skill competency (Attempt #: ___ of 3)

☐ Unsafe or inappropriate behavior ☐ Clinical evaluation concern

☐ Professionalism concern ☐ Other: _____ Area(s) of

Concern (brief description):

_____

_____

Remediation Activities (check or specify required actions):

☐ Review course materials: _____

☐ Attend office hours/tutoring

☐ Practice during open lab hours (Date/time: _____)

☐ Observe peer performance or video resource

☐ Complete reflection or worksheet

☐ Re-demonstrate skill or retake quiz

☐ Other: _____

Due Date for Completion: _____   Reassessment Date (if applicable):

_____

Faculty Notes (optional):

_____

Faculty Signature: _____ Date: _____ Student

Signature: _____ Date: _____ ☐ Student declined to sign.

Faculty will forward the form to the Program Coordinator.Distribution:

☐ Copy to student   ☐ Course file ☐ Program Coordinator (if 3rd attempt or ongoing concern)

Return After Illness Absence Form

Student Name: _____

Date of Absence: From _____ To _____

Reason for Absence: _____

Medical Clearance Attached: Yes ☐ No ☐

I certify that I am medically cleared to return to clinical and/or classroom activities without restrictions.

 Student Signature: _____ Date: _____

Instructor/Program Coordinator Signature: _____ Date: _____
Springfield Technical Community College

Surgical Technology Program – Time-Off Request Form

Student Name: _____

Date(s) Requested: From _____ To _____ Reason

for Request:

_____

Student Signature: _____ Date: _____

Instructor/Program Coordinator Approval: _____ Date: _____

Instructor/Program Coordinator Disapproval: _____ Date: _____

Comments (optional):

_____

_____

_____

Important Note:
Submission and/or signature of this form does not guarantee that the time off will be excused or permitted. Time off during the semester is only allowed in cases of extenuating circumstances and must not interfere with clinical or academic requirements. Missed time is subject to the program's attendance and makeup policies, and unexcused absences may result in disciplinary action or course failure.

Progressive Disciplinary Action Form

Student Name: _____

Date: _____

Issue: _____

Disciplinary Step Taken:

☐ Verbal Warning

☐ Written Warning

☐ Formal Meeting and Corrective Action Plan ☐
Program Review

Details / Comments:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Faculty Signature: _____ Date: _____

Student Signature: _____ Date: _____

☐ Student declined to sign. Faculty will forward the form to the Program Coordinator.