



Central Campus

Surgical Technology Department

Associate of Applied Science Degree

PROGRAM STANDARDS

Revised: January 2026

Addendum to the San Jacinto College Student Handbook:

<https://publications.sanjac.edu/student-handbook/>

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Surgical Technology Department Program Standards

RULES/GUIDELINES

All rules/guidelines listed below should be coordinated with the San Jacinto College Catalog <https://publications.sanjac.edu/> and Student Code of Conduct <https://publications.sanjac.edu/student-handbook/>. In case of conflicting rules between sources, the stricter rule will apply. The instructional staff reserves the right to amend the Surgical Technology Department rules as situations warrant. The following rules are not all encompassing. Additional rules will be made available in print form prior to enforcement except in extreme cases.

SAN JACINTO COLLEGE VISION STATEMENT

San Jacinto College will advance the social and economic mobility of all members of our community. We will be known for our excellence in teaching and learning, our intentional student-centered support, and our commitment to every student. We will be the preferred workforce and economic development partner in the region and a champion for lifelong learning. San Jacinto College will inspire students to explore opportunities, define their educational and career paths, and achieve their goals and dreams.

SAN JACINTO COLLEGE MISSION STATEMENT

San Jacinto College is focused on student success, academic progress, university transfer, and employment. We are committed to opportunities that enrich the quality of life in the communities we serve.

GOAL STATEMENT

“To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.” The goal of the Department of Surgical Technology is to provide students with the opportunity to develop the skills and knowledge necessary to gain employment as entry-level surgical technologists and become contributing members of the health care team. This will be accomplished by (1) preparing competent graduates in the cognitive, psychomotor, and affective learning domains, and (2) meeting or exceeding the criteria set forth in the current *CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology*.

PROGRAM OBJECTIVES

Upon program completion, the graduate will be able to:

- Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to their role as a Surgical Technologist.
- Demonstrate a safe level of practice and knowledge in their role as a Surgical Technologist.
- Acquire an understanding of the ethical, legal, moral, and medical values related to the patient and the

Operating Room team during the perioperative experience.

- Correlate the elements, action, and use of medications and anesthetic agents used during the perioperative experience.
- Demonstrate safe practice techniques regarding perioperative routines, patient transportation, positioning, and emergency procedures.
- Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
- Apply knowledge and skills as a professional Surgical Technologist to address the biopsychosocial needs of the surgical patient.
- Perform as a competent entry-level surgical technologist in the cognitive, psychomotor, and affective learning domains.
- Value the professional attributes of the Surgical Technologist.

STATEMENT OF PHILOSOPHY AND PURPOSE

The Department of Surgical Technology adheres to the philosophy of the San Jacinto College District (SJCD) as defined in the SJCD's Mission Statement and Statement of Ethics. Our instructors believe that all students, regardless of their background, should be guided by proficient, innovative educators who provide knowledge and skills that prepare them for the opportunities in the surgical technology industry. The Surgical Technology program was established to fulfill the SJCD's mission to meet the educational needs of the surrounding communities. The Department operates within the structure of the College's central campus benefiting from its strengths and resources, as well as contributing to them.

The faculty believes that the teaching-learning surgical technology experience is an individual, active and continuous process, which proceeds from simple to complex in theoretical and clinical environment. Faculty members function as mentors and facilitators, utilizing a variety of teaching strategies while demonstrating genuine interest in students as individuals. Both teacher and learner seek and share knowledge in an organized setting where planned and spontaneous experiences result in cognitive, psychomotor, and affective progression, which will be reflected in student performance.

As a member of a profession, the surgical technology graduate is a competent health care deliverer, able to utilize critical thinking skills and evidence-based practices, aseptic principles and technique, and effective communication in the application of surgical procedures.

ACCREDITATION

The San Jacinto College Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

NATIONAL CERTIFICATION

Certification is conferred by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

- Initial certification as a Certified Surgical Technologist (CST) is based upon satisfactory performance on the national certification examination following completion of the accredited San Jacinto College Surgical Technology program.
 - Clinical and classroom courses must be completed with the appropriate grade before the student will be reported to the NBSTSA as eligible to test for National Certification.
 - Students are required to scrub 120 approved cases to be eligible to sit for the National Certification exam and to receive a certificate/AAS degree from San Jacinto College.

The attainment of professional certification verifies that the surgical technologist demonstrates a broad general knowledge of the field and can perform the responsibilities demanded by almost any surgical suite across the country.

ESSENTIAL FUNCTIONS & TECHNICAL STANDARDS (Safeguards, Occupational Hazards, Critical thinking, Mobility/Motor/tactile/Auditory/Visual/Communication/Interpersonal/Behavioral Skills)

Surgical Technology Students must be able to meet specific technical standards, which are the essential skills and abilities needed to be successful in a program, with or without reasonable accommodation. It is important to review and understand these standards before applying to the program.

- Recognize 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.
- Recognize that the work environment will include exposure to a wide range of chemicals, biological agents, diseases, and toxic substances that could be potentially harmful.
- Show evidence of skin integrity, without open weeping lesions, abrasions, or cuts of the skin.
- Ability to solve problems using conceptual, integrative, and quantitative reasoning skills.
- Ability to develop and improve skills in an organized timely manner.
- Ability to use the English language to communicate with individuals of all professions and social levels.
- Demonstrate manual dexterity, eye-hand coordination, visual acuity, fine motor skills, and being able to distinguish left from right.
- Bend, reach, pull, push, stand, stoop, walk, agility to handle body mass, and lift up to 60 pounds continuously for 8 hours or more.
- Demonstrate auditory acuity (with correction if needed) that includes hearing muffled voices (through the mask) with background noises.
- Tolerate strong odors and the ability to wear full surgical attire including personal protective equipment (ex. Gown, gloves, mask, eyewear).
- Concentrate and pay attention to detail. Ability to learn quickly without repetition of instructions. Adapt effectively, displaying flexibility in fast paced environments with high tension.
- Respond quickly and in an emotionally controlled manner in emergency situations. Communicate in a rational and coherent manner both orally and in writing with individuals of all professions and social levels.

ACCEPTANCE

Acceptance into the Surgical Technology Program is based on the following:

- Attendance at a Mandatory Information Session
- Grades earned in the five prerequisite courses: Anatomy and Physiology, Medical Terminology, Introduction to Health Professions, English Composition I, and a Math class.

- Two points will be deducted for each grade of “D,” “F,” or “FX” earned in the last five years in Anatomy and Physiology, Medical Terminology, or Introduction to Health Professions.
- Student’s cumulative GPA
- Military service
- Medical Experience
- Two points will be deducted for previous enrollment in a Health Science Program, from which the student withdrew

Once accepted into the Program, students must:

- Meet all College admission criteria
 - Receive approval by the College for enrollment
- Attend a Mandatory Pre-enrollment Meeting
- Provide proof of the following to Verified Credentials (<https://www.verifiedcredentials.com/sign-in>) before the specified deadline, **or** student’s position in the Surgical Technology Program will be **forfeited**.
 - Complete Criminal Background Check through Verified Credentials.
 - No felony convictions
 - No convictions for drug charges or injury to a person
 - If, at any time, students are not consecutively enrolled in SRGT courses for two or more semesters, students must repeat their background check and drug screening.
 - Must pass drug screening through Verified Credentials at approved site. If the student fails the drug screening, student will not be accepted into the program.
 - Student may reapply but must wait until the next acceptance period.
 - If student is accepted after re-applying, student must, at any time, be able to pass a random drug screening
- Completed physical examination by a licensed physician, physician’s assistant, or nurse practitioner, and documented on a Surgical Technology Physical form.
- Proof of the following immunizations:
 - Tetanus-diphtheria-pertussis (Tdap) - within 10 years
 - Tuberculosis (TB) - within the past year, or a QuantiFERON Gold blood test or T-Spot blood test or a chest x-ray if you have reactive skin test
 - Varicella vaccination (proof of two vaccines) **OR** positive titer results
 - MMR (proof of two vaccines) **OR** positive titer results
 - Hepatitis B - positive titer result
 - Hepatitis C – negative titer result
 - Current flu shot
- Proof of CPR certification, American Heart Association, at the **Basic Life Support** level.
- Maintain a 2.0 GPA or higher
 - A GPA below 2.0 will constitute academic actions

RANDOM DRUG TESTING

The Surgical Technology department reserves the right to request an additional random drug screening on any student registered in the program if there are questionable behavior issues which would lead the classroom instructor, clinical site team members, clinical coordinator, program director, or any other College employee to be suspicious of drug use. The allegation must have merit for the department to take actions. Any

costs related to these tests are the responsibility of the student.

FINANCIAL INFORMATION

San Jacinto Community College makes all effort to keep its costs reasonable and affordable to the community and its students. In addition, there are many options in place to assist with your method of paying for college:

- ✓ Credit/Debit Cards
- ✓ Cash
- ✓ Scholarships
- ✓ Financial Aid
- ✓ Installment Payment Plans (IPP)

To contact the Financial Aid Office at the Central Campus call 281-998-6150 x 1326

To contact the Business Office at the Central Campus call 281-998-6150 x 1808

To contact the San Jacinto College Foundation regarding scholarships, call 281-998-6150 x 6104

TUITION/EXPENSES

The tuition schedule for the surgical technology student is the same as for regular college students. See the current college catalog to determine withdrawal dates and tuition refund policies. Students are charged tuition based on their residency classifications at the time of registration. <https://publications.sanjac.edu/general-information/paying-college/tuition-fees/>

Additional expenses for surgical technology students include:

- Uniform(s) for classroom, lab and clinical
- Liability insurance (Included in registration fees)
- Health insurance
- Fees associated with immunizations, physical, background check, drug screening, CPR certification
- Fees for mandatory textbooks
- Fees for classroom supplies
- Fees associated with clinical parking (when applicable)

ACADEMIC PERFORMANCE

Academically, each student accepted into the program, *must*:

- Maintain a cumulative GPA of at least a 2.0 in order to graduate from the program.
- Earn a “C” or better in all Surgical Technology courses
 - Any student earning a grade of D, W, F, or FX in any Surgical Technology course must:
 - Submit a written petition to the Surgical Technology Appeals Committee; and
 - Satisfy the re-admission criteria as specified by the Surgical Technology department, Surgical Technology Appeals Committee and meet with the program director.
 - A second grade earned of D, W, F, or FX will result in the student being dismissed from the surgical technology program.

ACCOMMODATIONS FOR CHANGES IN HEALTH STATUS, PREGNANCY, DISABILITIES, AND COMMUNICABLE DISEASES

Surgical Technology is a physically and mentally demanding profession. Core performance standards expected

for members of the Surgical Technology profession are reflected in the Technical Standards and Essential Function, Surgical Technology Program. Students must be capable of completing core educational requirements and achieving the necessary competencies in the basic and clinical sciences. The goal is to develop a medical knowledge base, outstanding clinical skills, and the ability to appropriately apply them effectively, interpret information, and contribute to decisions across a broad spectrum of Surgical Technology situations. Critical skills are needed for the successful navigation of core experiences and include the ability to observe, communicate, perform motor functions, as well as to understand, integrate core knowledge and skills, and to behave appropriately in varied educational and professional situations.

Reasonable accommodations for students with disabilities. On occasion, reasonable accommodations may be requested by otherwise-qualified candidates to meet the technical standards required of the program. Requests for accommodations will be granted if the requests are reasonable, do not cause a fundamental alteration of the Surgical Technology education program, do not cause an undue hardship on the College, are consistent with the standards of the Surgical Technology profession, and are recommended by the College's Accessibility Services Office. The College's Accessibility Services Office evaluates requests for accommodations from students who register with that office. Depending on the type of disability, the ASO will make every effort to recommend appropriate accommodation for academic success. The Surgical Technology Department will work with the College's Accessibility Services to evaluate student requests for accommodation considering Surgical Technology program requirements. Inquiries about accessibility services, eligibility requirements, and medical documentation requirements may be addressed to the Accessibility Services Department, <https://www.sanjac.edu/support/accessibility/>

Other health conditions. In some instances, a student may be pregnant or have an injury, communicable disease, or short-term impairment that temporarily prevents the student from attending class or participating in required program activities. Students with a temporary health condition or a change to a health condition that affects their ability to attend a class or clinical or to satisfy a program requirement shall report to their instructor as promptly as possible, but no later than the first day of returning to class or clinical. The student shall provide documentation from his or her health provider (such as a return-to-school/clinical form) identifying necessary restrictions and expected duration of the conditions or restrictions to the Program Director/Department Chair. Accommodations may include, for example, modifying the physical environment (such as a change in seating), extending deadlines and/or allowing the student to make up a test or assignment, and excusing medically necessary absences. The student shall submit updated medical documentation following subsequent medical appointments if new or different restrictions are imposed or if the anticipated duration of the impairment changes. Requests for academic accommodations will be granted if the requests are reasonable, do not cause a fundamental alteration of the Surgical Technology education program, do not cause an undue hardship on the College, and are consistent with the standards of the

Surgical Technology profession. All requests for academic accommodations will be reviewed by the Program Director, Department Chair, Dean in consultation with the Office of Accessibility Services and Compliance and Judicial Affairs.

Confidentiality. The Accessibility Services Office and the Surgical Technology program are committed to ensuring that all information regarding a student's disability or health is maintained confidentially as required by law.

SURGICAL TECHNOLOGY RE-ADMISSION APPEALS COMMITTEE

The Surgical Technology Appeals Committee is a faculty panel that makes decisions regarding a student's ability to continue in the surgical technology program after receiving an unsatisfactory grade (less than "C"), being suspended, or inactive for two consecutive semesters or more. The committee members are chosen by the Program Director, and their decision is binding and may not be appealed further within the Surgical Technology Department.

RE-ADMISSION CRITERIA

- In the event a Surgical Technology student withdraws or is dropped from the Surgical Technology program, the student will adhere to the following re-entry procedure. The student will make a written request for re-entry. The request must include: (1) the reason for your request; (2) a detailed description of why the student was not successful; and, if readmitted, (3) what the student will change to ensure success in the future.
- If, at any time, a student is not consecutively enrolled in SRTG courses for two or more semesters, student must start the program from the beginning. Students must apply for acceptance into the program.
- If readmitted, the student will be notified in writing of the requirements to be met prior to re-entry. Examples of re-entry requirements may include, but are not limited to, the following:
 - Demonstration and testing of scrub/gown/glove, back table set-up, transition, instruments, and written tests from previously completed Surgical Technology courses.
 - If readmitted, student must submit proof of all clinical requirements through the Verified Credentials website (<https://www.verifiedcredentials.com/sign-in>).
- Withdrawal for health reasons will require a letter of release without restrictions from the physician to return to the theory and clinical areas.
- If the withdrawal was for an academic grade less than **C** in a Surgical Technology course(s), a satisfactory grade must be achieved in the semester of re-entry.
- Students who have been suspended or asked to withdraw from the Surgical Technology Program may not return before two calendar years have passed. After that time, students must meet with the Surgical Technology Program Director for advisement.

GENERAL RULES AND GUIDELINES

- Sexual harassment will not be tolerated and will result in immediate dismissal.
- Discrimination of any kind will not be tolerated and will result in immediate dismissal.
- Cheating will be dealt with on an individual basis and can result in immediate dismissal.
- Assaulting others, demonstrating poor coping mechanisms or becoming confrontational during the instructional process will result in immediate dismissal.
- Any evidence of drug or alcohol use will result in automatic dismissal from the program.
- Any medications that impair student's ability to carry out the duties of a surgical technology student will result in student's removal from the classroom/lab/clinical site and all missed time will be documented.
- No profanity.
- No sleeping during class, lab or clinical. While sleeping, student will be considered absent. If sleeping occurs at clinical, students will fail their clinical evaluation under "Professional Behavior."
- Tobacco products are not permitted in class, lab, or clinical.
- Cell phone/laptop/electronic devices are prohibited during class/clinical/lab hours. All electronic devices must be removed from the tabletop during lecture.
- Damage to equipment caused by student negligence or inappropriate treatment will be repaired or replaced at the student's expense.
- Student complaints must follow the chain of command.
- Students represent the Surgical Technology program and will behave in a professional manner. As a Surgical Technology student, you are expected to exhibit honesty, integrity, and high standards in all academic work. The College's policies and procedures will be enforced regarding student honesty.
- Since students are wearing San Jacinto College scrubs to class, lab and clinical, students are expected to always act in a professional manner when the uniform is worn. This includes, but is not limited to, any activity performed *on or off campus* while in uniform.
- Dismissible offenses as defined by clinical affiliates may constitute withdrawal offenses from the SRGT clinical courses and the Surgical Technology Program. Students will be required to meet with the Program Director for further counseling.
- Solicitation at a clinical site for a child's fundraisers or other products/services will be documented on student's evaluation tool under "Professional Expectations" and counseling will occur. A second offense will be documented under "Critical Skills," and will result in a failed evaluation.
- All student activities associated with the curriculum, especially while students are completing clinical

rotations, will be educational in nature. Students will not receive any monetary remuneration during this educational experience, nor will the student be substituted for hired staff personnel within the clinical institution, in the capacity of a surgical technologist.

CAMPUS CARRY LAW

At San Jacinto College, safety is a priority for our students, our faculty and staff, and our visitors. On August 1, 2017, Senate Bill 11 from the 84th Texas legislature, also known as the Campus Carry law, went into effect for Texas community colleges, including San Jacinto College. This allows license-to-carry holders to generally carry concealed handguns at San Jacinto College and other public community colleges in Texas. The law and the San Jacinto College policy can be found online at <https://www.sanjac.edu/student-life/campus-safety/campus-carry>.

Here are a few key points about the law:

- The open carry of handguns on campus is prohibited.
- License to carry holders must carry their handguns on or about their person or always secure their handguns in a locked motor vehicle while on campus. There may be times that students and faculty may not be able to always keep a backpack or handbag near their person during a class. One example is during test times when you may be required to be separated from your backpack or handbag. Remember to make the necessary arrangements to legally store your handgun in a locked motor vehicle in advance. San Jacinto College does not provide storage for handguns, and it is a violation of the law if your handgun is not on or about your person.
- There are areas designated as exclusion zones on each San Jacinto College campus. The concealed carry of a handgun is prohibited in these designated exclusion zones. These areas are clearly marked by signage notifying licenses to carry holders that entry with a concealed handgun is prohibited.
- For more detailed information please refer to the District's Campus Carry [policy](#)

DEPARTMENTAL GUIDELINES FOR EXAMS

Students are expected to adhere to the following guidelines at the time an exam is administered to ensure quality of education and equality to all Surgical Technology students:

- Any information found on, or in the immediate vicinity of the individual during a testing situation will be grounds for termination of his/her testing. A grade of zero will be awarded and the student will be suspended from the Surgical Technology Program.
- Any verbal or nonverbal communication with classmates during the examination will be grounds for termination of the examination. A grade of zero will be awarded and averaged into the final grade.
- Cell phones are prohibited during testing. Talking, answering or text messaging on cell phones during testing will be grounds for termination of the examination. A grade of zero will be awarded and averaged into

the final grade.

- The instructor will determine: (a) seating arrangements, (b) movement in the room, (c) if students may leave the room, (d) termination of an exam for violation of the examination policy.
- All backpacks, book bags, coats, sweaters, hats, will be placed at the front of the classroom during testing.
- Should a student need to communicate with the instructor, he/she should remain seated and raise his/her hand.
- Infractions of the examination policy may be grounds for dismissal from the Surgical Technology Program.
- If a student is tardy on a test day, student may be prevented from taking the exam, especially if a fellow student has already completed the exam.
 - No additional time will be given to a tardy student. The tardy student must submit their exam when the last on-time student submits their exam.
- Additional exam rules are at the discretion of the instructor.

CLASSROOM ETHICS

1. Professional attire is required in the classroom, lab and clinical site.
 - Freshly laundered navy blue “San Jacinto College” scrubs
 - Low-heeled, closed-toe leather shoes (no holes; no clogs) for effective cleaning.
Fingernails should be of medium length and free of nail polish and artificial nails.
2. The student is encouraged to consult the instructor(s) of any course(s) for clarification of any content material not fully understood.

LAB: SRGT 1505, SRGT 1509

Lab assignments will be addressed during the pre-enrollment meeting. Lab time will consist of 7 hours of skills practice (SRGT 1505 has four hours of lab and SRGT 1509 has 3 hours of lab). The student may not change the assigned lab times without first discussing it with the lab instructor, clinical coordinator, or Program Director.

Two lab skills exams will be given during the first eight weeks of lab. Students must earn the grade of 70% or higher and/or have no more than two contaminations to pass each lab skills exam. A contamination, as defined in your textbook, is “soiled with gross debris or by the presence of microbes.”

- The first lab skills exam will occur in the **third** week of lab. Students will demonstrate the following skills: appropriate attire, opening the basin set/instrument pan and scrubbing, gowning, gloving, draping the Mayo stand and removal of gown and glove.
- The second lab skills exam will occur in the **seventh** week of lab. Students will demonstrate the following skills: appropriate attire, opening basins/instrument pan, scrub/gown/glove, Mayo stand preparation and setup; ring stand setup; back table setup, counts; loading of peanut, sponge stick, knife handle and needle holder; preparation to begin and end case, including transition.

If a student fails either exam on their first attempt, the instructor and student will immediately review the failed exam, and a retest will be scheduled. If a student passes the retest, the highest-grade student can earn is 79%, regardless of the actual score earned.

- The first lab skills exam, if the student fails the retest with a score **40-69%**, the student will meet with the lab coordinator to schedule a **mandatory remediation tutorial**. Additionally, the remediation requires additional lab time and/or day for the lab remediation tutorials. If the student fails the retest with a score of **39%** and below, the student will **not** proceed in the program.
- The second skills exam, if a student fails the retest below a 70%, regardless of the overall average in the course, the student will **not** progress in the Surgical Technology program.

The two lab skill exam grades are **final**; no exceptions or changes will be made to the grade.

During the second eight-week lab class, written tests will be based on supplies, instrumentation, and skills learned in the lab.

Students **must** earn a grade of 70% or higher on the written exams. If a student earns a grade lower than 70%, they will need to schedule a meeting with the lab coordinator for remediation, and a retest will be scheduled. If a student passes the retest, the highest-grade the student can earn is 79%, regardless of the actual score earned.

All tardies, early departures, and absences will result in a 3-point deduction from your attendance grade. The attendance will be recorded in the gradebook for SRTG 1509 (8A) and SRTG 1505 (8B)

INJURIES

- All injuries received during class/lab/clinical will be immediately reported to an instructor.
- Students with impairing injuries will notify an instructor of the situation at the start of lab/clinical.

ABSENCE

Absentee policy stated in the College Catalog applies to classroom, lab and clinical. Points will be deducted for all occurrences of absence/tardy/leave early during class/lab/clinical. Please refer to the syllabus for specific details.

A death in the immediate family will constitute an excused absence. Immediate family includes mother, stepmother, father, stepfather, brother, sister, spouse, child, stepchild, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, stepparent grandparent, great-grandparents, and legal guardian. *Documents supporting the family's loss, and the relationship between the deceased and the student, must be provided (newspaper article, program from service, note from funeral home).*

Students must attend all lectures and labs. An education is more than just acquiring information. Through regular class attendance, students gain clearer insight into complex issues through interaction with professors and other students.

Instructors keep an accurate record of each student's attendance and do not allow students who do not attend regularly to slow the pace of the class. ALL absences will count as time missed, except in the event of a death in the immediate family.

2019 Core Curriculum for Surgical Technology, 7th edition (CCST): 120-Case Clinical Requirement

1. The **total** minimum number of cases the student must complete during Clinical I, II, and III, and before a student may graduate, is 120.
2. Students are required to complete **30 cases** in **General Surgery**. **Twenty** of the cases must be in the **First Scrub role**.
3. Students are required to complete **90 cases** in various surgical specialties, excluding general surgery. **Sixty of the cases** must be performed in the **First Scrub Role** and evenly **distributed** between a **minimum of four (4) surgical specialties**.
 - a. A minimum of ten cases in the First Scrub Role must be completed in each of the required minimum of **four** surgical specialties (40 cases total required).
 - b. The additional twenty (20) cases in the First Scrub Role may be distributed amongst any one surgical specialty or multiple surgical specialties.
 - c. The remaining thirty (30) surgical specialty cases may be performed in any surgical specialty, either in the First or Second Scrub Role.
4. The surgical technology program is required to verify through the surgical rotation documentation the students' progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
5. Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. However, up to ten (10) diagnostic endoscopic cases and five (5) vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.
 - a. Diagnostic endoscopy cases must be documented in the category of "diagnostic endoscopy," rather than by specialty.
 - b. Vaginal delivery cases must be documented in the category of "Labor & Delivery," rather than in the OB/GYN specialty.
6. Observation cases must be documented, but do not count toward the 120 required cases.
7. Counting Cases: Cases will be counted according to surgical specialty. **Examples:**
 - i. Trauma patients require a splenectomy and repair of a LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
 - ii. Patient requires a breast biopsy followed by mastectomy. It is **one pathology**, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.
 - iii. Endoscopy cases that convert to an open case (e.g.: laparoscopic cholecystectomy converted to an Open Cholecystectomy) are counted and documented as one procedure – one case.

First and Second Scrub Role and Observation

First Scrub Role: The student surgical technologist shall perform the following duties during any given surgical procedure with proficiency. The following list is provided to identify the items that must be completed in order to document a case in the first scrub role. A student who does not meet the five criteria below cannot count the case in the first scrub role and the case must be documented in the second scrub or observation role.

- Verify supplies and equipment needed for the surgical procedure
- Set up the sterile field with instruments, supplies, equipment, medication(s) and solutions needed for the procedure.
- Perform counts with the circulator prior to the procedure and before the incision is closed.
- Pass instruments and supplies to the sterile surgical team members during the procedure.
- Maintain sterile technique as measured by recognized breaks in technique and demonstrate knowledge of how to correct with appropriate technique.

Second-Scrub Role: The second scrub role is defined as the student who is at the sterile field who has not met all criteria for the first scrub role but actively participates in the surgical procedure in its entirety by completing any of the following: ***Sponging, Suctioning, Cutting Suture, Holding retractors, Manipulating endo camera.***

Observation Role: The observation role is defined as the student who is in the operating room performing roles that do not meet the criteria for the first or second-scrub role. These observation cases are not to be included in the required case count but must be documented by the program.

- Effective January 2013, Students are required to complete 120 approved cases to meet the requirement set by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). If a student has not met the 120 approved case requirement, student will receive an “incomplete” in Clinical III and student will return to complete their clinical requirements the next time Clinical III is offered.
- Effective January 2013, students are required to complete 120 approved cases to be eligible to sit for the National Certification exam and to receive a certificate/AAS from San Jacinto College. Specific requirements are necessary to complete each level of clinical courses. Clinical courses as well as classroom courses must be completed with the appropriate grade before the student will be reported to the NBSTSA as eligible to test for National Certification.

HIPAA

Respect the patient’s right to privacy by protecting confidential information. Record only de-identified information.

- Do not discuss patient/case in locations such as hallways, cafeterias, elevators, on public transportation or on social media sites.
- Failure to comply with HIPAA regulations could result in a significant monetary fine, imprisonment

and, at minimum, a failed evaluation under Critical Skills - Professional Behavior, with possible dismissal from the program.

- Depending on the severity of the offense, an evaluative process will be conducted through the chain of command which considers hospital mandates. The ultimate decision regarding additional penalties will be made by the program director and San Jacinto College administration.

CLINICAL ROTATIONS

Please remember at all times that you are a guest at these facilities and respect this privilege.

- Clinical opportunities include the Houston/Pasadena/Baytown and Galveston areas.
- Rotation schedule and student assignments are set by the Clinical Coordinator with every effort made to provide a variety of rotations.
 - When necessary, a student's rotation may be changed by the Clinical Coordinator.
- All clinical rotations must be completed in facilities approved by San Jacinto College.
 - **All activities required in the program must be educational and students must not be substituted for staff.**
 - Student's hospital employment will not be accepted towards completion of program requirements.
- Should a clinical site deny a student the opportunity to practice in their facility, all aspects will be addressed, and an evaluative process will be conducted by the program director and San Jacinto College administration. A reasonable attempt will be made to place student at another clinical site. However, if another site cannot be found, student will not complete clinical during that semester.
- Student is responsible for his/her own transportation to the clinical site.
 - It is not an obligation of the Clinical Coordinator or clinical instructor to alter clinical rotations for convenience of a carpool.
 - Students are responsible for any fees incurred while parking at a clinical facility.

Please remember, the clinical sites, preceptors, and or physicians have the responsibility to critique and correct your actions, enhance your knowledge, and respond as they deem necessary. Remember to maintain the proper attitude during these encounters. Keep an open mind and DO NOT offer excuses in an effort to justify your actions. Please remember that there are many schools of thought/approaches to medicine.

Different texts, as you know, teach different materials and guidelines. Physicians and preceptors are as different as the schools in which they trained. Always be respectful.

CLINICAL GRADING SYSTEM

Evaluations: Weekly or bi-weekly evaluations are averaged and equal to 90% of the grade. The student is graded using a Rubric scoring method:

~Point values per category apply to expected skill level as per semester.

10 = Superior (student performs task independently on multiple cases, continuously shows supervision is not required)

9 = Excellent (student performs task independently, needs minimal supervision)

8 = Average (student performs task with some supervision)

5 = Below Average (student can perform task only with direct supervision/not performing at **expected** skill level)

0 = Unsatisfactory (student is unable to demonstrate task without risk to the patient)

- If a (5) below average is received in the same section more than 2 times (in the same semester), the 3rd time is marked as a fail (grade 0) in that section.
- If contaminations occur two times (in the same semester), then the third time is a fail (grade 0) under **Critical Skills - Patient Endangerment**
- Any mishandling of sharps (includes but not limited to resulting injury of the student or surgical team member) will result in a fail (grade 0) under **Critical Skills – Handle Sharps Appropriately**
- Any Professional behavior issues will result in a fail (grade 0) under **Critical Skills- Professional behavior**
- **Any Critical Skills (pg. 3 of eval.) failure is an automatic grade of zero for the evaluation.**

If a student fails one evaluation, a Warning form will be given to notify the student that the next failed evaluation will result in a failed Clinical Course, and the student will be removed from the Clinical Site and will not proceed in the program. If the “Final Drop Date” has not passed, the student will be advised to meet with the Admissions Academic Advisor to discuss withdrawing from all courses in the Surgical Technology program. Please see “Re-admission Criteria.” If re-admitted, the student will be required to start the program from the beginning.

Procedure Card or Procedure Assignment: grades are averaged and equal to 10% of the grade.

- Students may miss time equal to or less than 10% of the contact hours for the course. Each incident of absence/tardy/leave early will be documented by the instructor on a Counseling Form as an occurrence. Each occurrence will deduct 5 points from the total final grade in Blackboard. If more than 10% of clinical time is missed, the student will withdraw from clinical.
- Since each clinical has a co-requisite course, student must withdraw from both courses.

Noncompliance with Program Standards will be documented on Counseling Forms, discussed with the student, and the current date and signature of both the instructor and student will be affixed to this document. All disputes must follow the chain of command.

DRESS CODE

- ✓ Navy blue “San Jacinto College” scrubs/hat:
 - Surgical Technology students must be readily identifiable as students.
 - Freshly laundered and wrinkle-free.

- Hospital-issued scrubs may be required at the clinical site.
 - Failure to return hospital-issued scrubs to the hospital will result in student's failure to progress to the next clinical until all fines and penalties are paid.
 - Hospital-issued scrubs must never be worn home.
- Long-sleeved shirts cannot be worn under scrub shirts because students will scrub the arms up to two inches above their elbows.
- ✓ Shoes
 - Low-heeled, closed toe
 - No clogs or holes in shoes
 - Clean leather or leather-like material for effective cleaning.
- ✓ Photo identification badge
 - A San Jacinto College ID must be worn at all times. Lost ID's must be replaced at student's expense. Contact the Clinical Coordinator for further instructions.
 - Hospital-issued photo ID may be required.
 - Failure to wear an SJCD badge and/or hospital-issued badge may result in the removal of the student from the clinical site. Time required to correct the matter will be deducted from student's 10% allotment.
- ✓ Protective eyewear
 - Lack of protective eyewear will result in time not being scrubbed and will be deducted from student's 10% allotment.
 - Contact lenses are strongly opposed in cases where methyl methacrylate is used. Methyl methacrylate (bone cement) is used regularly during total joint replacements. Repeated exposure may damage eyes and contact lenses. Time required to obtain glasses will be deducted from student's 10% allotment.
- ✓ Hands, including fingernails, must always be clean and neat.
 - No nail polish
 - No artificial nails
 - Nails, medium length
- ✓ No unnatural hair colors
- ✓ All head and facial hair, including sideburns, must be covered when in restricted and semi-restricted areas. Facial hair that interferes with the seal of the respirator (TB mask) must be removed, or the Student cannot wear the respirator. If no other surgical procedures are available, student may be sent home and all missed time deducted from student's 10% allotment.
- ✓ All tattoos must be covered by clothing, makeup, or adhesive strips while attending clinical.
 - If a clinical site refuses a student because of tattoos, a reasonable attempt will be made to place

student at another clinical site. If another clinical site cannot be found, student will not complete clinical during that semester and may not be able to complete the Program.

- ✓ All visible body piercings must be removed while at a clinical site (this includes tongue piercings)
- ✓ No heavy makeup
- ✓ No perfumes or colognes
- ✓ No jewelry
 - Students are responsible for the loss of valuables.
- ✓ Pocket Guide to the Operating Room, most current edition.
- ✓ Small note pad and pen

CLINICAL GUIDELINES

Before attending clinical, students will be required to complete the following. Failure to do so will prevent student from attending clinical:

- a. Complete all hospital orientation requirements
- b. Read, sign, and submit a patient confidentiality statement
- c. Read and sign a syllabus statement.
 - All Learning Objectives from prior semesters as stated in each syllabus must continue to be met in the current semester. Failure to meet Learning Objectives from a previous semester will result in dismissal from the current semester clinical course.

Clinical Responsibilities and Expectations:

- Be prompt. Tardiness, leaving early, and absences will be documented. All missed time will be deducted from 10% allotment and five points will be ***deducted from the final grade in Blackboard for each occurrence.***
- At 6:30 am students must:
 - Be dressed in proper attire.
 - Have all necessary documentation in hand (not in locker or car).
 - Report to clinical instructor at designated place and time; and
 - Be prepared to fulfill their clinical assignment.
- If unprepared, student will be counseled, and time missed will be documented on the evaluation tool as an absence. All missed time will be deducted from 10% allotment and five points will be ***deducted from the final grade in Blackboard for each occurrence.***
- Protect Patient's right to privacy and comply with HIPAA regulations as stated previously.
- Assist staff.
 - If student is unsure if a task is within student's scope of practice, ask the clinical instructor.
 - NEVER administer medication to a patient or alter tissue.
 - Failure to comply will result in a failed evaluation, and possible removal from the surgical

technology program.

- Read about your assigned procedure before entering the OR suite.
 - Failure to understand the surgical procedure can result in dismissal from the OR suite by your preceptor, which will be documented on the evaluation as an absence.
- Listen attentively, be flexible and adapt to the constant changes while maintaining the proper attitude and conducting yourself in an appropriate and professional manner.
 - At **no time** are you to discuss **any** topics other than those necessary for your clinical experience.
 - You are not to openly discuss or render your opinion on any topic outside the realm of the clinical experience.
 - You are not to discuss personal problems at clinical sites with hospital staff or seek free medical advice for yourself, family members, or others.
 - Violations will be documented as a “fail” on the evaluation tool under “Professional Expectations.” Continued offenses will result in a failed **evaluation** under “Critical Skills – Professional Behavior.”
- NO Smoking during clinical rotations
 - a. Violations will be documented as a “fail” on the evaluation tool under “Professional Expectations.” A second offense will result in a failed **evaluation** under “Critical Skills – Professional Behavior.”
 - b. Many of our clinical sites are smoke-free environments. If student arrives at the clinical site in scrubs that smell of cigarette smoke, the staff may request that student not scrub. Student will be considered absent for the time required to correct this matter.
- NO Sleeping at the clinical site.
 - a. Offenses will result in a failed **evaluation** under “Critical Skills – Professional Behavior.”
- NO Chewing gum during clinical rotations.
 - a. Violations will be documented as a “fail” on the evaluation tool under “Professional Expectations.” Continued offenses will result in a failed **evaluation** under “Critical Skills – Professional Behavior.”
- Students shall adhere to all affiliate site regulations as posted.
- Cellular phones, I-pads, I-pods, electrical devices, etc. must be **left in the transitional area** (locker room/changing area).
 - a. Students possessing and/or using cell phones, text messaging, etc. are neglecting their duties during clinical assignments. This behavior will be reflected on the evaluation tool as a “fail” under “Professional Expectations.” Continued offenses will result in a failed **evaluation** under “Critical Skills – Professional Behavior.”
 - b. *In case of an emergency, you may give the instructor’s contact* information to your family members.
- Surgical technology students are not, under any and all circumstances, permitted to access hospital-

owned and operated computers. This is in violation of hospital policy, since surgical technologists do not have permission/training to access hospital computers. Offenses will result in a failed evaluation under “Critical Skills – Professional Behavior.”

- Once a student has failed two clinical evaluations during the same semester, the student will be removed from the clinical site, and will receive a final grade of “F” in the Clinical Course. Please see “Re-admission Criteria.” If re-admitted, the student will be required to start the program from the beginning.

CLINICAL ATTENDANCE

Tardiness, leaving early, and absenteeism prevent students from acquiring the hands-on training necessary to become proficient as a Surgical Technologist. It also places undue hardship on others in the clinical setting and must be kept to a minimum.

- Absent or tardy: notify instructor before 8:30 am.
 - A student will receive an occurrence for each event of being tardy, absent, leaving clinical early, returning late from lunch, being dismissed from clinical for illness, and/or being unprepared.
 - A counseling form will be completed, and five (5) points will be deducted from the weighted total in the Blackboard grade book (student’s final grade) for each occurrence.
- Failure to contact your clinical instructor before 8:30am on a clinical day regarding an absence or tardy will result in a “No Call/No show,” which deducts 11 points from student’s final grade (-5 points for absent/tardy + -6 points for NCNS = -11 points).
 - Speak directly to the instructor; if you have not spoken to the instructor, you have not fulfilled your obligation. If the instructor does not receive a message, absence will be considered a “No Call/No Show.”
 - Leaving a message with another student is NOT sufficient.
 - Do not report to the clinical site after 8:30, unless you have spoken to your instructor, and they have told you to do so.
 - If you arrive after 8:30 without first speaking to your instructor, you will be sent home. All missed time will be deducted from the allotted 10% total.
- Leave a message at your own risk, but leave only:
 - Phone number where student can be reached; if message is not received, absence/tardy will result in “No Call/No Show.”
 - If student will be absent or tardy; if tardy, expected time of arrival.
- A student in the Surgical Technology Program at San Jacinto College will not pass clinical if they miss more than 10% of their clinical hours. Once the 10% limit is passed, student will withdraw from the course.
 - SRGT 1260, Clinical I = 13 hours

- SRGT 1360, Clinical II = 19 hours
- SRGT 2460, Clinical III= 32 hours

➤ ALL absences will count as time missed from clinical, except:

- The ONLY exception to the attendance guidelines for which one excused day is granted would be a death in the immediate family. Immediate families include mother, stepmother, father, stepfather, brother, sister, spouse, child, stepchild, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandparent, stepparent grandparent, great-grandparents and legal guardian.
Documents supporting the family loss, and the relationship between the deceased and the student, must be provided (newspaper article, program from service, note from funeral home).
- Any time a student leaves a clinical assignment early they must directly inform the clinical instructor.
- If your surgical procedure ends, notify your clinical instructor immediately.
 - Students should not break scrub without the permission of their preceptor (hospital employee) or clinical instructor.
 - Without permission from the preceptor/instructor, this action will be considered “abandonment” of the patient and will be reflected on the evaluation under “Critical Skills – Patient Endangerment.”
- If you must leave the operating room area for any reason, (i.e.: in-service, assist staff in patient transport) notify your instructor as soon as possible.

PROFESSIONALISM/SAFETY

Any of the following will result in a failed evaluation. Depending on the severity of the offense, it could lead to dismissal from the clinical site, counseling and possible dismissal from the Surgical Technology program.

1. Unsafe practices toward a patient, employee, or any person. Examples include but are not limited to sexual harassment, discrimination, assaulting others, demonstrating poor coping mechanisms, becoming confrontational during the instruction process, etc.

2. Failure to comply with HIPAA regulations could result in a significant monetary fine, imprisonment and, at minimum, a failed evaluation under “Critical Skills – Patient Endangerment,” with possible dismissal from the program.

3. Offenses as defined by clinical affiliates for unsafe practices, unprofessional conduct, or for any other behavior that facility deems inappropriate for a healthcare worker.

4. Any evidence of drug or alcohol use.

5. Performing tasks outside a surgical technologist’s scope of practice as defined by AST or CAAHEP.

Examples include, but are not limited to, administering medications and altering tissue.

6. Behaviors specified previously in this document.

It is grounds for dismissal from the Surgical Technology Program if a student’s conduct is such that a clinical site

refuses to allow the student to return to the clinical site.

INFECTION CONTROL/BODY FLUID PRECAUTIONS

Students in the surgical technology program may be exposed to various diseases during their clinical rotations. The following guidelines for student and patient safety have been established in accordance with the Center for Disease Control (CDC) standard precaution guidelines and with all clinical affiliation policies. Students must pass a Universal Precautions exam before entering a hospital facility.

1. Blood and body fluid precautions should be used on EVERY patient, not just those known or suspected to be infectious.
2. Students are required to wear protective eyewear on all tasks that have the potential to splash blood and body fluids into the eyes. This includes scrubbing, circulating, clean-up after surgical procedure, work in the instrument room, and any other task a student may be asked to perform. In circumstances where the threat of significant exposure exists other than when the student is scrubbed, a gown may be added to the PPE (Personal Protective Equipment). Gloves should be changed and disposed of in an appropriate waste container after contact with each patient.
3. Students should refrain from scrubbing when exudative lesions or weeping dermatitis are present. If circulating, students should keep all open cuts, sores or lesions covered with adhesive bandages and gloves. It will be at the discretion of the clinical instructor/facility representative whether the student may remain at the clinical site. If student is asked to leave a facility, all missed time will be deducted from the allotted 10%, it will be documented on a Counseling Form, and five points will be deducted from the final grade in Blackboard for each occurrence.
4. Thorough handwashing should be accomplished both before and after each patient's contact and after using the restroom. Gloves should not be considered a substitute for thorough handwashing.
5. Student will fail an evaluation for not adhering to any or all of the following safety standards. Violations will be documented on the evaluation under "Critical Skills – Handle Sharps Appropriately."
 - NEVER recap hypodermic needles.
 - **When recapping is unavoidable for safety reasons, students must use a one-handed "scoop" technique.**
 - Never manipulate hypodermic needles using both hands or use any other technique that involves directing the point of a needle toward any part of the body.
 - Used hypodermic needles must be placed onto or removed from syringes using an instrument.
 - Do not bend, break or otherwise manipulate used hypodermic needles by hand.
 - Place all sharp items in appropriate puncture-resistant containers/needle count pad.
 - Use a needle holder to manipulate sharp objects into or from the needle count pad, NOT one's fingers.
 - Students observed using fingers to place or count dirty needles or otherwise manipulate any sharps in the needle count pad or large sharps receptacle will fail their evaluation.

6. Student will fail an evaluation for not adhering to any of the following safety standards. Violations will be documented on the evaluation under “Critical Skills – Handle Sharps Appropriately.”
 - Knife blades must be loaded and unloaded with a needle holder to avoid injury.
 - Used blades should be discarded in the needle count pad using the needle holder, NOT one’s fingers. Using fingers to place or manipulate dirty knife blades inside the count pad will constitute a failed evaluation.
 - Student must remove all sharps from instruments before sending instruments to decontamination. Failure to comply will result in a failed evaluation.
7. Students must label all specimens. Failure to do so will result in a “fail” under “Special Intraoperative Considerations.” A second offense will result in a failed evaluation under “Critical Skills – Patient Endangerment.”
8. Students should check with hospital personnel/policy before discarding linens, dressings, containers, or equipment soiled with body fluids.
9. Student should follow the instructions of the staff when cleaning and disinfecting equipment. Never clean a piece of equipment that you have never handled without proper instructions.
10. Students may not administer medications. If a student administers medication, student will fail the evaluation under “Critical Skills – Patient Endangerment,” and student will be counseled, and consequences could be implemented that may include dismissal from the clinical course.
11. Students may not cut or alter anatomical tissue in any way, shape or form (i.e., students may Bovie the end of a surgeon’s pickup but may not directly Bovie tissue). If a student alters tissue, student will fail the evaluation under “Critical Skills – Patient Endangerment,” and student will be counseled, and consequences could be implemented that may include dismissal from the clinical course. If a surgeon insists that students alter tissue, inform the surgeon that you will need to speak to your clinical instructor.
12. Students, under the direction of a surgeon, may assist cutting pathology specimens using either forceps or a clamp to hold the tissue. DO NOT use your fingers to hold the tissue while the surgeon cuts with a knife or scissors
13. Students must closely observe the surgical field at all times when handling needles and sharps. To prevent injury, pass these items to the surgeon on an exchange basis only. Collisions between the surgical technologist and the surgeon are one of the most common methods of injury. If sharps or needles are on the surgical field, make sure that you look at the surgical field before reaching toward the field. Blindly reaching toward the field after looking at the back table can result in injury.

BODY FLUID EXPOSURE PROCEDURE

If, in the course of a clinical assignment, a student/faculty member has a parenteral (e.g., needlestick or cut) or mucous membrane exposure (e.g., splash to the eyes or mouth) to blood or other body fluids, or has a contagious exposure involving significant amounts of blood or prolonged contact with blood especially when the exposed skin is chapped, abraded or affected with dermatitis, the employee exposure procedures of the hospital/facility at which the student/faculty member received the exposure should be followed. Any student who is exposed to blood or body fluids at a clinical site must inform their instructor as soon as possible. Hospitals are not required to provide free medical treatment for students. When a needle-stick/injury occurs, Student will decide whether to seek treatment immediately from the hospital or to refuse treatment. Students will be responsible for all expenses incurred pertaining to that treatment. College is not responsible for costs associated with treatment. The student will also incur missed time if treatment is sought during clinical rotation time.

In addition to the hospital/facility employee exposure procedure, the following steps should be followed.

1. The student must notify their clinical instructor immediately in order to receive appropriate counseling and guidance.
2. The clinical instructor will notify the appropriate hospital/facility charge person. The clinical instructor will also notify the Clinical Coordinator or Program Director.
3. The clinical instructor and student will initiate the SJC "New Injury/Illness Report." The Report should be submitted to the College as soon as possible after the incident and Include the following information: (a) Incident Location, (b) Date and Time of Incident, (c) Incident Description Including Injured Body Part, (d) Suspected Cause, (e) Immediate Action Taken, (f) Reporter Type, and (g) Person Reporting /Phone Number.
4. In compliance with hospital policy, student will either be instructed to report to the employee health/infection control officer of the hospital or to their private physician regarding the risk of possible infection as soon as possible.
5. The student may be referred to his or her private physician or the appropriate public health facility for follow-up. If treatment is accepted from the facility where the injury occurred, the student may be billed for the treatment.
6. If the patient is found to be positive for HIV, HBsAg, or RPR, the appropriate baseline test will be highly recommended.

**Surgical Technology Department
San Jacinto College Central Campus
Program Acceptance Form**

A copy of the Program Standards for the Surgical Technology Department is available online. They have been fully explained to me, and I have been given an opportunity to ask questions. I understand that failure to adhere to them will result in my withdrawal from the Surgical Technology Program.

I have been provided with the website for the San Jacinto College Catalog <https://publications.sanjac.edu/> and the Student Code of Conduct <https://publications.sanjac.edu/student-handbook/> and deem myself responsible for all content.

I understand that in any situation in which the Program Standards and the Student Handbook conflict, the stricter rule will apply.

Student Printed First and Last Name

Date

Student Signature