



Surgical Technology Student Handbook

Introduction and Program Overview	4
Purpose of this Handbook	4
Student Responsibilities	4
Program Approval and Accreditation	5
General Education Program Outcomes	5
Surgical Technology Degree Program Outcomes	5
Office Hours	6
Professional Standards and Conduct	6
Professional Expectations	6
Confidentiality and HIPAA	7
Social Media and Electronic Communication	7
Professional Boundaries	8
Classroom, Clinical, and Laboratory Requirements	8
Professional Appearance and Dress Code	8
Cell Phone Policy	9
Clinical Compliance Requirements	10
Fingerprint Clearance Card	10
CPR Certification	10
Health Insurance	10
Immunization Requirements	10
Medical Clearance Requirements	11
My Clinical Exchange (MCE)	12
Clinical Placements and Schedule Changes	12
Attendance and Participation Requirements	13
Attendance Expectations	13
Absence Notification	13
No Call/No Show	13
Tardiness	13
Clinical Attendance Requirements	14
Early Departure from Clinical	14
Clinical Makeup Opportunities	14
Clinical Removal	14
Drug Testing	15
Reasonable Suspicion Testing	15
Refusal to Test	16
Skills Laboratory Requirements	16
Skills Validation and Check-Offs	16
Skills Remediation	16
Clinical Rotation Expectations	17

Clinical Documentation and Evaluation	17
Case Requirements	17
Grounds for Dismissal	18
Academic Requirements and Progression	18
Academic Standards	18
Course Grading	18
Didactic Course Grading Scale	18
Laboratory Course Grade Scale	19
Assignments and Late Work	19
Course Completion Requirements	19
Program Progression Standards	20
Academic Progression Requirements	20
Testing and Examination Requirements	21
Testing Administration	21
Student Device and Network Expectations	21
ExamSoft Security Flags and Device Issues	21
Standard AAS-ST Program ExamSoft Settings	21
Testing Expectations	22
Testing Accommodations	22
Missed Examinations	22
Make-Up Examinations	22
Program Completion	23
AAS Surgical Technology Degree	23
Transferability of credit	23

Introduction and Program Overview

Purpose of this Handbook

The EVIT Surgical Technology Student Handbook establishes the academic, clinical, professional, and behavioral standards for students enrolled in the Associate of Applied Science in Surgical Technology (AAS-ST) Program.

This handbook is intended to supplement the EVIT Postsecondary Catalog. Students are responsible for understanding and complying with all policies, procedures, and requirements outlined in both documents. Unless specifically addressed within this handbook, all policies contained in the EVIT Postsecondary Catalog remain in effect.

The AAS-ST Program requires a high degree of accountability, integrity, professionalism, and commitment to patient safety. Students are expected to demonstrate behaviors consistent with professional standards across all classroom, laboratory, simulation, clinical, and community settings.

The AAS-ST Program reserves the right to establish requirements that exceed general institutional expectations when necessary to comply with accreditation standards, clinical agency requirements, and patient safety expectations.

Student Responsibilities

Students accepted into the EVIT AAS-ST Program assume responsibility for meeting all academic, clinical, and professional requirements necessary for program completion.

Students are responsible for:

- Reviewing and complying with the EVIT Postsecondary Catalog and Surgical Technology Student Handbook.
- Monitoring EVIT email, Canvas, and other approved communication platforms.
- Maintaining all required clinical compliance documentation throughout enrollment.
- Meeting established deadlines for coursework, clinical requirements, and program documentation.
- Maintaining reliable transportation to assigned clinical, laboratory, and educational activities.
- Demonstrating professional conduct in all educational and clinical settings.
- Complying with all EVIT, clinical agency, regulatory, and accreditation requirements.

- Reporting changes that may affect clinical eligibility, including criminal charges, fingerprint clearance card status, health conditions, or other factors that may impact participation in clinical education.

Failure to meet program requirements may result in disciplinary action, clinical exclusion, course failure, administrative withdrawal, or dismissal from the program.

Program Approval and Accreditation

The AAS-ST Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

EVIT is institutionally accredited by the Council on Occupational Education (COE).

Program approval, accreditation, or successful completion of program requirements does not guarantee eligibility for licensure, certification, employment, or clinical placement. Students must meet all requirements established by regulatory agencies, testing organizations, and clinical partners.

General Education Program Outcomes

Upon completion of the general education component of the AAS-ST Program, students will be able to:

- Demonstrate ethical, civic, environmental, and social responsibility.
- Demonstrate the ability to apply critical thinking and analysis.
- Demonstrate innovative thinking, adaptability, and creative problem-solving skills.
- Demonstrate understanding and respect for cultural and global diversity.
- Demonstrate information competency.

Surgical Technology Degree Program Outcomes

Upon completion of the AAS-ST Program, graduates will be able to:

- Safely prepare, organize, and manage surgical instruments, supplies, robotics, and operative equipment to ensure procedural readiness.
- Use anatomical and physiological knowledge to anticipate procedural needs and identify surgical structures during operative care.

- Demonstrate the ability to apply and maintain aseptic technique in all perioperative phases, including sterile field creation, contamination prevention, surgical hand antisepsis, gowning, gloving, and draping.
- Adhere to legal, ethical, and regulatory standards, including HIPAA, patient rights, surgical counts, and clinical conduct expectations.
- Manage surgical cases from setup through closure, including counts, specimen handling, and responding to procedural variations.

Office Hours

Instructors are available during their posted office hours or by appointment, Monday-Friday. They can be reached by phone, email, or in person. Emails will be returned within two business days of receipt.

Professional Standards and Conduct

Professional Expectations

Surgical Technology students are expected to demonstrate professionalism at all times and represent the AAS-ST Program positively in all educational and clinical settings. Professional conduct is required in the classroom, laboratory, simulation, clinical, online, and community environments.

As future members of a healthcare profession, students are expected to demonstrate:

- Accountability for their actions, decisions, and academic performance.
- Honesty, integrity, and ethical behavior.
- Respect for patients, families, classmates, faculty, staff, and healthcare personnel.
- Professional communication and collaboration.
- Preparedness and punctuality for all educational activities.
- Flexibility and adaptability in response to changes in schedules, assignments, clinical placements, and patient care needs.
- Compliance with program requirements, clinical agency policies, and applicable laws and regulations.

- A commitment to patient safety, infection prevention, and quality surgical technology practices.

Students are expected to arrive on time, prepared for all classroom, laboratory, and clinical experiences, and actively participate in assigned learning activities. Students are responsible for monitoring EVIT email, Canvas, and other approved communication platforms and complying with all deadlines, requirements, and program communications.

Professional behavior includes demonstrating sound judgment, maintaining confidentiality, accepting constructive feedback, and conducting oneself in a manner consistent with the standards of a healthcare profession.

Conduct that is unsafe, unprofessional, unethical, disruptive, or inconsistent with healthcare standards may result in disciplinary action, clinical exclusion, course failure, administrative withdrawal, or dismissal from the program.

Confidentiality and HIPAA

Students are responsible for maintaining the confidentiality and privacy of all patient, student, employee, and institutional information obtained through classroom, laboratory, and clinical experiences.

Confidential information may not be discussed, photographed, recorded, copied, transmitted, shared, or otherwise disclosed except as authorized for educational or patient care purposes.

Students must comply with all federal and state privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), as well as all confidentiality requirements established by EVIT and clinical partner agencies.

Patient information shall not be removed from clinical facilities, copied for personal use, stored on personal devices, or shared through electronic communication, social media platforms, text messages, email, artificial intelligence applications, or other public or private forums.

Violations of confidentiality or privacy requirements may result in disciplinary action, clinical removal, course failure, program dismissal, and/or legal consequences.

Social Media and Electronic Communication

Students are expected to maintain professional behavior in all electronic communications and online activities.

Students shall not post, share, transmit, or discuss confidential, sensitive, or identifiable information related to patients, clinical agencies, classmates, faculty, staff, or EVIT through

social media, text messaging, email, websites, blogs, discussion boards, artificial intelligence platforms, or any other electronic communication methods.

Students are expected to use professional judgment when communicating or posting on social media regarding their educational or clinical experiences. Students should not publicly announce or discuss clinical assignments, schedules, or placement locations unless such disclosure is consistent with the policies of the clinical agency and EVIT. Any electronic communication or social media activity that may negatively impact patient privacy, the clinical partnership, the learning environment, or the reputation of the program or EVIT may be subject to review and disciplinary action.

The use of photographs, screenshots, audio recordings, video recordings, or other electronic media in classroom, laboratory, simulation, or clinical settings is prohibited unless specifically authorized by faculty and, when applicable, the clinical agency.

Students remain accountable for maintaining professionalism in all electronic communications and online environments. Violations of this policy may result in disciplinary action, up to and including dismissal from the program, in accordance with EVIT policies and program standards.

Professional Boundaries

Students are expected to maintain appropriate professional boundaries with patients, families, faculty, staff, healthcare personnel, and classmates.

Students shall not engage in relationships or behaviors that may compromise patient care, create conflicts of interest, exploit professional relationships, interfere with professional judgment, or otherwise violate professional healthcare standards.

Professional boundaries must be maintained in all educational and clinical settings and through all forms of communication, including social media and electronic communication.

Classroom, Clinical, and Laboratory Requirements

Professional Appearance and Dress Code

The Health Sciences Department at EVIT believes in preparing students for the workforce. Professionally presenting oneself is an employability skill. Students are expected to demonstrate professionalism at all times and represent their EVIT program positively, both on campus and at any external site to which they are assigned. Failure to adhere to the dress code may result in disciplinary action, ranging from dismissal for the day to removal from the program. The EVIT Surgical Technology uniform consists of the dress code outlined in the Course Catalog with the following additions:

- Didactic
 - Students should be in full uniform every day. Full uniform is defined as EVIT scrubs in grape, medically appropriate shoes, a blue or black pen, an EVIT-issued ID, and a professional appearance.
 - Footwear must comply with program and clinical site requirements and must be closed-toe, closed-heel, fluid-resistant, and appropriate for the surgical environment. Footwear with openings or ventilation holes that expose the foot or allow fluid penetration is not permitted.
 - Scrubs should be clean, wrinkle-free, and well-kept.
 - Smartwatches, headphones, and earbuds are not permitted in the classroom, laboratory, or clinical setting unless specifically authorized by the instructor or clinical site for an educational or patient-care-related purpose.
 - Students are expected to maintain good personal hygiene. Offensive body odors, including odors associated with tobacco products, are not permitted.
 - Hair shall be worn neatly and professionally. Facial hair should be kept neat and trimmed.
- Clinical and Skills Labs (in addition to the above)
 - Hair and bangs that are longer than shoulder length must be pulled back and off the shoulders.
 - Nails should be kept clean and trimmed, extending no more than ¼ inch beyond the tip of the finger. No artificial nails or overlays, including gel, dip, polygel, acrylic, tips, wraps, or any other type of nail adornment, are permitted. Nail polish, including clear nail polish, is not permitted during laboratory or clinical experiences.
 - Jewelry is limited to small stud earrings only. All other jewelry must be contained within PPE.
 - No rings or artificial eyelashes are permitted.

Cell Phone Policy

See EVIT Postsecondary Course Catalog regarding the cell phone policy. Students may be dismissed from the class or program for repeated or continued unauthorized personal cell phone use, particularly when the student continues to use the device after being directed to discontinue use.

Personal cell phone use during class, lab, and clinical experiences is prohibited unless specifically authorized by the instructor or clinical site for an educational purpose. Cell phones may be used to obtain required preceptor signatures or complete approved clinical documentation only with prior approval from the clinical site and in accordance with HIPAA and facility policies.

Clinical site policies supersede EVIT program policies. Unauthorized cell phone use or violations of facility policies may result in disciplinary action, removal from the clinical site, dismissal from class for the day, or dismissal from the program.

Clinical Compliance Requirements

Participation in clinical activities is contingent upon maintaining all required clinical compliance documentation. Students are responsible for obtaining, submitting, and maintaining all required documentation throughout enrollment in the AAS-ST Program. Failure to maintain required clinical compliance may result in exclusion from clinical and may affect progression in the program.

Fingerprint Clearance Card

Students must maintain a valid Arizona Level One Fingerprint Clearance Card throughout enrollment in the AAS-ST Program.

CPR Certification

Students must maintain a current American Heart Association Basic Life Support (BLS) Provider CPR certification throughout enrollment in the AAS-ST Program.

Health Insurance

Health insurance may be required by clinical partners. Students are responsible for maintaining any health insurance required for participation in assigned clinical experiences.

Immunization Requirements

All students entering the AAS-ST Program must meet all immunization requirements to participate in clinical education experiences.

Students must upload documentation of the following:

- Measles, Mumps, Rubella
 - Proof of 2 vaccines or titers showing immunity to all 3 diseases
- Tetanus
 - Proof of Tdap or Td vaccine within 10 years
- Varicella

- Proof of 2 vaccines or a titer showing immunity
- TB test
 - 2-step PPD skin test or Quantiferon/T Spot Blood test or Chest X-ray performed specifically for TB clearance to be completed annually
- Hepatitis B
 - Proof of 3 vaccine series or a titer showing immunity
- Influenza vaccination
 - Proof of annual vaccination is due by October 1st of each year the student is enrolled.
- COVID vaccination/COVID booster
 - At least 2 doses of any brand, OR 1 dose of the Bivalent vaccine, OR a COVID declination form

Students unable or unwilling to provide documentation of compliance with the immunization requirements will be withdrawn from all surgical technology courses. Exemptions for any reason are not accepted.

Clinical requirements may vary by partner site. Students will be notified of additional requirements as they occur.

Medical Clearance Requirements

Students who experience an illness, injury, medical condition, or other circumstance that may affect their ability to safely participate in classroom, laboratory, simulation, or clinical activities may be required to obtain medical clearance from their healthcare provider before returning to or participating in program activities. Medical clearance must confirm that the student can safely perform the essential functions required for participation in the Surgical Technology program, with or without approved accommodations. The following are the essential functions:

- Ability to lift, move, position, and assist with patients and equipment as required in the surgical environment.
- Ability to stand, bend, sit, and maintain appropriate positioning for extended periods.
- Ability to safely function during periods when routine breaks may be limited by patient-care requirements.
- Sufficient visual acuity/peripheral vision to safely function in the sterile environment.
- Ability to hear and respond appropriately to verbal communication and patient-care/team cues.
- Ability to detect odors relevant to patient safety.
- Adequate hand-eye coordination, dexterity, and fine motor skills to safely manipulate surgical instruments and equipment.
- Ability to ambulate and move safely within the clinical environment.
- Ability to safely assist with lifting, moving, positioning, and manipulating patients.

- Ability to meet applicable health and safety requirements for participation in clinical experiences.

My Clinical Exchange (MCE)

My Clinical Exchange (MCE) is the compliance management system utilized by the AAS-ST Program and many clinical partner agencies. Students are responsible for maintaining current and accurate compliance records within MCE, including but not limited to immunizations, CPR certification, background screening documentation, drug screening, and other clinical requirements as determined by the clinical agency.

Students must ensure all required documentation is submitted by established deadlines and remains current throughout enrollment in the Surgical Technology Program. Failure to maintain compliance within MCE may result in exclusion from clinical until deficiencies have been corrected.

Clinical Placements and Schedule Changes

Clinical placements are coordinated through the AAS-ST Program in collaboration with clinical partner agencies.

Clinical rotations are assigned based on program and clinical site needs, student readiness, clinical performance, availability of clinical placements, and the requirements of the clinical affiliate. Factors considered when determining student readiness and placement may include classroom participation, attendance, laboratory participation and demonstrated skill competency, laboratory evaluations, professionalism, and overall clinical readiness.

Clinical assignments are a privilege and not a right. Clinical sites are not obligated to accept or retain a student for clinical placement.

Clinical schedules are generally distributed approximately one month prior to the start of the clinicals; however, schedule release dates may vary based on clinical agency availability, program needs, and scheduling requirements.

Clinical schedules are subject to change based on program needs, clinical agency requirements, facility availability, regulatory requirements, or other operational considerations.

Students will be notified of schedule changes as soon as practicable. It is the student's responsibility to monitor EVIT email, Canvas, and other approved communication platforms for schedule updates and program communications.

Clinical assignments and schedules are determined by the Surgical Technology Program. Requests for specific clinical placements, shifts, or locations cannot be guaranteed.

Students are responsible for arranging reliable transportation to all assigned educational and clinical activities.

Flexibility and adherence to revised schedules are essential components of professional healthcare practice and are expected of all health science students.

Attendance and Participation Requirements

Attendance Expectations

Students are expected to attend all scheduled didactic, laboratory, simulation, and clinical experiences. Attendance requirements outlined in the EVIT Postsecondary Catalog remain in effect.

Absence Notification

If a student misses educational time due to illness or an extreme personal emergency, the student should notify the instructor or program administration fifteen (15) minutes before the scheduled activity begins.

No Call/No Show

Failure to communicate prior to the start of a scheduled class, lab, or clinical experience will be considered a no-call/no-show and may result in disciplinary action, administrative withdrawal, or program dismissal.

Tardiness

Students are expected to arrive on time for all scheduled educational activities. Repeated or excessive tardiness disrupts the learning environment and will result in disciplinary action in accordance with the EVIT Postsecondary Course Catalog and applicable program policies.

Students are responsible for obtaining any information, assignments, or materials missed as a result of tardiness.

Punctuality is an essential component of professional behavior in the surgical technology profession. Repeated or excessive tardiness disrupts the learning environment and may result in disciplinary action in accordance with the EVIT Postsecondary Course Catalog. Excessive or chronic tardiness may also affect a student's professionalism evaluation and, when applicable, clinical eligibility or standing in the program.

Clinical Attendance Requirements

Attendance at all assigned clinical experiences is mandatory. Failure to complete required clinical hours may result in failure of the laboratory/clinical portion of the course and may prevent progression within the program.

There will be no admittance to the clinical day for students who arrive late. Students are expected to arrive on time and be prepared for all scheduled educational activities.

Early Departure from Clinical

Early departure from clinical experiences is prohibited unless approved by the clinical instructor and the clinical preceptor.

Students who leave a clinical experience without instructor and preceptor approval may be placed on clinical attendance probation and may be subject to disciplinary action, including administrative withdrawal from the program.

Students released early by the clinical facility because of low census or lack of available learning experiences must notify the clinical instructor or program administration before leaving.

Students are expected to arrive prepared for the duration of the clinical experience. Leaving the clinical site to obtain food or beverages or arranging food delivery during clinical hours is prohibited.

Clinical Makeup Opportunities

Clinical make-up opportunities are not guaranteed. Make-up experiences may be offered at the discretion of the AAS-ST Program, based on clinical site and faculty availability and program requirements.

Clinical Removal

Students who arrive at the clinical site in violation of the code of conduct or dress code, or who engage in unsafe or unprofessional behavior, may be removed from the clinical site at the discretion of EVIT faculty or the clinical agency. Removal from a clinical site will be recorded as an unexcused clinical absence and cannot be made up, which may result in failure of the clinical/laboratory component of the course. Depending on the nature and severity of the incident, clinical removal may also result in disciplinary action, up to and including dismissal from the program.

A clinical site or the AAS-ST Program may remove a student from a clinical placement when necessary, including but not limited to the following:

1. Failure to comply with program or clinical site policies and procedures.

2. Insubordination or inappropriate behavior toward faculty, preceptors, staff, patients, or other healthcare professionals.
3. Patient safety concerns.
4. Unsafe, unprofessional, or inappropriate conduct.
5. Failure to meet clinical performance or professional expectations.

If a student is removed from a clinical site, placement at another clinical site is not guaranteed.

Drug Testing

Drug testing requirements are outlined in the EVIT Postsecondary Catalog and apply to all students.

Students are required to complete a drug screening prior to participating in clinical education experiences. Drug screening results remain valid for one (1) year from the date of testing. Students whose drug screening expires before program completion will be required to complete an updated screening. The AAS-ST Program will provide the necessary screening authorization form. Students must complete the drug screening within forty-eight (48) hours of receiving the authorization form.

Reasonable Suspicion Testing

When a faculty member or clinical instructor observes behaviors that may indicate impairment, including but not limited to slurred speech, unsteady gait, confusion, impaired judgment, or the odor of alcohol, the student may be removed from the classroom, laboratory, simulation, or clinical setting and required to undergo reasonable suspicion drug testing.

When reasonable suspicion testing is required:

- The student will be removed from the educational or clinical setting.
- Appropriate supervising personnel will be notified.
- The supervisor or other qualified medical personnel will be requested to corroborate the student's behavior for validation and incident reporting.
- The student will not be permitted to drive.
- The student's emergency contact may be contacted to arrange transportation.
- Contact information for the designated drug testing facilities will be provided to all students. If requested to leave a campus or clinical site for cause testing, students have 2 hours to appear at the drug testing facility at their own expense. The student will use their EVIT picture ID to identify themselves at the drug testing facility.

- The Program Director will be informed of the student's actions and procedures taken by the faculty.

After Reasonable Suspicion drug testing, the student must meet with the Program Director before being given clearance to return to class or clinical.

- If the drug test results are positive, the student will be administratively withdrawn from the program. Recommendations for counseling intervention will be offered.
- If the results of the test are negative for drugs, alcohol, or other illegal substances or for non-prescribed legal substances, the student will meet and discuss the circumstances surrounding the impaired behavior.
- Based on the information provided in this meeting and any further medical evaluations, the Program Director and/or the clinical instructor will decide whether to return the student to the campus and/or clinical setting.

Refusal to Test

Refusal to submit to a required reasonable suspicion drug screen will be treated as a positive result and may result in dismissal from the AAS-ST Program.

Skills Laboratory Requirements

The skills laboratory provides students with the opportunity to develop and demonstrate competency in surgical technology skills in a controlled learning environment. Students are expected to participate safely and professionally, in accordance with instructor guidance.

Skills Validation and Check-Offs

Students must pass each skill. This is a pass or fail grade.

Skills Remediation

If a student demonstrates unsatisfactory or unsafe skill performance, the student will be referred for mandatory remediation. Mandatory remediation may include:

- Completing mandatory skills practice in the skills laboratory with an instructor
- Evaluation of skill performance by another qualified surgical technology faculty member
- A failing grade if remediation attempts fail

Skills remediation is required before any subsequent skill check-off attempts. Students will be allowed up to 2 attempts per skill before a failing grade is recorded, and they will need to repeat the course.

Remediation must be scheduled with the instructor during non-class hours.

Students who do not complete all skills assessments will not be allowed to attend clinicals.

Students who do not pass didactic and lab courses will not be allowed to attend clinicals.

Clinical Rotation Expectations

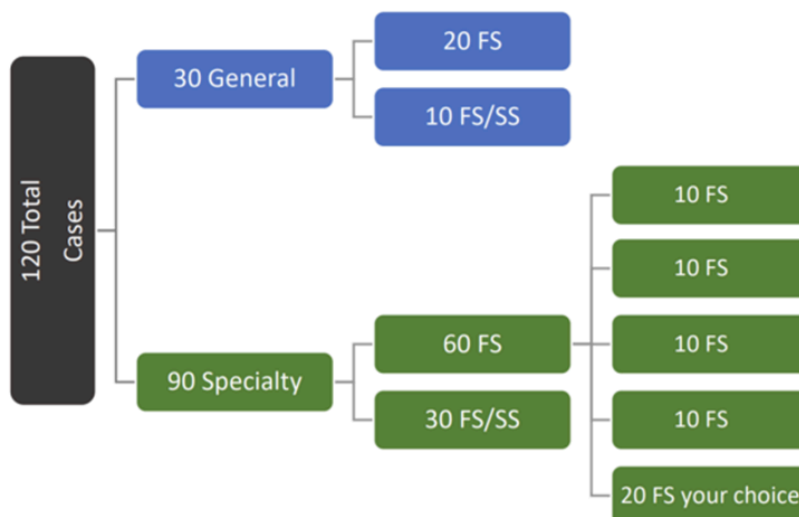
Students are expected to actively engage in tasks such as scrubbing cases, pulling cases to learn supplies and how to read a preference card, assisting with room turnovers, and learning supplies in the core. However, it is important to note that students should not be used as staff. Students should anticipate up to a 3-hour drive to their site.

Clinical Documentation and Evaluation

- Attendance at clinical sites will be documented by students clocking in and out through Platinum Planner using GPS verification at the clinical site.
- Students are required to submit procedure logs daily in Platinum Planner. Preceptor verification must be completed in accordance with clinical site policies to confirm participation and competency.
- Weekly preceptor evaluation forms must be submitted and signed by both preceptor and student.
- If Platinum Planner is unavailable, alternative documentation methods will be provided.

Case Requirements

- FS = first scrub
- SS=second scrub



Grounds for Dismissal

A student may be dismissed from the program at any time for violations of the EVIT Postsecondary Course Catalog, this handbook, or applicable course requirements for academic, disciplinary, safety, or professional conduct reasons. In addition to academic or disciplinary reasons, grounds for dismissal may include, but are not limited to:

- Unsatisfactory clinical performance.
- Serious or repeated violations resulting in removal from a clinical site.
- Excessive absenteeism or tardiness, including leaving early.
- Breaching patient confidentiality.
- Repetitive unprofessional behavior.

Academic Requirements and Progression

Academic Standards

Students must meet all grading and academic requirements outlined in the EVIT Postsecondary Catalog.

In addition to institutional grading requirements, students must satisfy all program-specific academic, laboratory, and clinical requirements to progress through the AAS-ST Program.

Course Grading

Course grades are calculated using the grading categories and weight distributions identified in the course syllabus.

Students must successfully meet all course, laboratory, clinical, and program progression requirements to advance through the Surgical Technology Program.

Category	Percentage of Overall Grade
Assignments	20%
Quizzes	20%
Exams	60%
TOTAL	100%

Didactic Course Grading Scale

Course grades are calculated using the grading categories and weight distributions identified in the course syllabus.

Category	Percentage of Overall Grade
Skill Check	100%
TOTAL	100%

Laboratory Course Grade Scale

Core AAS-ST Program laboratory courses are graded on a pass/fail basis. Students must achieve a cumulative lab assessment average of at least 75% to successfully pass the lab course. Students must also score at least 75% on each individual lab assessment for the assessment to be considered competent.

The clinical component of each laboratory course is graded on a pass/fail basis. Students must successfully meet all clinical objectives and complete all required clinical requirements to receive a passing clinical evaluation.

Failure of either the laboratory or clinical component will result in failure of the course and may affect progression within the AAS-ST Program.

Assignments and Late Work

Assignments are due on the assigned due date regardless of the reason for an absence.

Students may submit assignments up to two (2) days after the due date; however, grade deductions will apply regardless of whether the absence is excused or unexcused.

Late assignments will be assessed as follows:

- Day 1: 10% deduction from the earned score
- Day 2: 20% deduction from the earned score
- Day 3: The assignment will receive a grade of zero (0)

Discussion board assignments must be completed within the assigned timeframe and are not eligible for late submission.

Course Completion Requirements

To successfully complete a surgical technology course, students must:

- Achieve a minimum assessment average of 75%.
- Achieve a minimum cumulative course average of 70%.
- Achieve a minimum cumulative skills average of 75% in laboratory courses.

- Successfully meet all clinical, laboratory, and course requirements.

Failure to meet any of the above requirements will result in course failure.

Program Progression Standards

Students must successfully complete all required courses within a semester before progressing to the next semester of the AAS-ST Program. A student who fails a course, withdraws from a course, or otherwise does not meet course completion requirements is not eligible to enroll in courses in the subsequent semester until the course has been successfully repeated, pending space availability.

Didactic and laboratory courses are considered concurrent enrollment courses and must be successfully completed together. Failure of either the didactic or laboratory component constitutes failure of the course sequence. Students who fail either component must repeat both the didactic and laboratory courses, including any associated clinical requirements, before progressing in the program.

Progression within the AAS-ST Program is contingent upon successful completion of all academic, laboratory, and clinical requirements for the semester.

Academic Progression Requirements

To be considered passing and eligible to progress to the next semester of the AAS-ST Program, students must meet the following grading requirements:

General Education Courses

- Students must achieve a minimum cumulative average of 80% in MAT142, BIO201/BIO201L, and BIO202/BIO202L.
- Students must achieve a minimum cumulative average of 70% in all remaining General Education courses.

Core Courses

- Students must achieve a minimum exam average of 75%; and
- Students must achieve a minimum cumulative course average of 70%.

Students who do not meet the applicable grading requirements are not eligible to progress to the next semester of the program.

Testing and Examination Requirements

Testing Administration

- Students will need to download Examplify to their personal computer.
- Refer to the Postsecondary Course Catalog for minimum computer requirements.
- Exams will be held during scheduled exam blocks or during class time.
- The door to the testing room will be closed promptly at the scheduled exam time.

Student Device and Network Expectations

All ExamSoft examinations must be completed on a device connected to the EVIT network unless the instructor or AAS-ST Program administration approves it in advance. Completing an examination from an unknown IP address or a network not associated with EVIT is considered a violation of academic integrity.

Before beginning an examination, students must confirm that their device is connected to the appropriate EVIT network and not to a personal mobile hotspot, virtual private network (VPN), or other unintended network.

Students are responsible for ensuring that their personal devices meet EVIT and ExamSoft technology requirements and are properly prepared for secure testing.

ExamSoft Security Flags and Device Issues

ExamSoft uses multiple security measures and monitoring tools. If an examination is interrupted, prevented from launching, or flagged because of software or security concerns associated with a student's device, the student may be required to resolve those concerns before being permitted to resume or retake the examination.

Students are responsible for maintaining their personal devices and resolving software conflicts. Students may contact EVIT Information Technology for assistance; however, support may be limited depending on the student's device, software, or configuration.

Standard AAS-ST Program ExamSoft Settings

To maintain consistency and examination security across AAS-ST Program courses, all quizzes and examinations administered through ExamSoft will use the following standard settings unless an approved accommodation or assessment-specific exception applies:

- Student scores are not displayed upon exit.

- Backward navigation is disabled.
- A response is required for each question.
- All assessments are designated as Secure.
- Question sequence is randomized.
- Answer choices are randomized.

Testing Expectations

- Students must place all personal belongings at the front of the room, including, but not limited to, backpacks, purses, phones, smartwatches, smart glasses, water bottles, and hats.
- Once the exam has begun, students may not approach the proctor to ask questions.
- Students should remain seated and raise a hand to indicate to the proctor that they need assistance.
- If a student leaves the room for any reason once the exam has begun, the exam is ended for that student, and the proctor will close the exam.
- Students must be prepared for the exam with their laptops charged and ready to complete the test.

Testing Accommodations

Testing accommodations will be provided only for students with approved accommodation documentation on file with EVIT. All required documentation must be submitted, reviewed, and approved prior to the administration of an examination. Accommodations cannot be applied retroactively and will not be provided until the approval process is complete.

Missed Examinations

Students who fail to communicate with the instructor or program administrator regarding missing an exam will receive a score of zero (0). Makeup exams will be available only to students who notify the instructor or program administrator at least fifteen (15) minutes before the start of the initial scheduled exam.

Make-Up Examinations

If a student is ill or absent on the day of a scheduled exam, the student must schedule a make-up exam and complete it within five (5) business days of the missed exam.

Program Completion

The AAS-ST Program is designed to prepare students to obtain employment as Surgical Technologists. Neither employment nor passing of the certification exams is guaranteed by the AAS-ST Program.

AAS Surgical Technology Degree

In order to graduate and receive the Surgical Technology Completion Certificate and the Associate of Applied Science, the student must have completed the following criteria:

- Completion of 66 credits.
- Grade of 75% in exams AND 70% in coursework in core courses. Must pass all skill assessments within two attempts.
- Acceptable progress during clinical rotation. Negative feedback from the facility will be investigated and appropriate action taken. This includes the possibility of dismissal from the program.

Transferability of credit

EVIT has articulation agreements with DeVry University, University of Phoenix, and Walden University for the AAS-ST Program. A transcript of the coursework and sequence will be provided to the student upon determination of program completion. Syllabi for each individual course of instruction at the receiving institution are available upon request. The AAS Surgical Technology degree program does not guarantee the transferability of any coursework, as this is at the sole discretion of the receiving institution.

EVIT reserves the right to change, with appropriate notice, any materials, information, curriculum, requirements, and regulations in this publication.

Surgical Technology Program Handbook
ACKNOWLEDGMENT AND AGREEMENT FORM

I acknowledge receipt of the East Valley Institute of Technology Surgical Technology Program Handbook.

By signing this acknowledgment and agreement form, I acknowledge that I have received and read the Surgical Technology Program Handbook and the EVIT Postsecondary Course Catalog. I understand the policies and procedures outlined in these documents and agree to comply with all applicable requirements during my enrollment in the program.

Furthermore, I understand that this agreement shall remain in effect throughout my enrollment in the Surgical Technology Program.

Student Signature

Student Print Name

Date