

## **Readmission**

Students who do not successfully complete their first semester may apply for readmission for the following academic year. If the application deadline has passed, the student will be placed on the wait-list of incoming students.

All applicants must meet the entrance criteria set forth by the college and surgical technology program prior to consideration for readmission. All students must ultimately fulfill college *and* programmatic graduation requirements.

Applicants for readmission **MUST** present documentation of all required immunizations, a recent physical examination (using the required college form), a current BCLS (basic cardiac life support) card, HIPAA and OSHA (Occupational Safety and Health Administration) training, and a current background check and drug screen through Castle-Branch. All previous will be loaded into Castle-Branch site. Clinical site entry is contingent upon clinical site approval and acceptance. All clinical sites have mandatory education modules to complete.

Students who readmit must do the following to reenter and ultimately graduate from this program:

- Have passed any didactic co or pre-requisite surgical technology courses with a grade of B or better *within the past two years*.
- Pass a timed laboratory supply, instrument, and equipment final identification exam.
- Demonstrate clinical competence by passing a video-taped clinical practicum with a grade of 80% based on practicum evaluation criteria with zero unrecognized contaminations prior to clinical course entry spring I semester.
- Take all clinical courses in sequence for clinical case verification.
- Take or re-take SUR 137 the terminal semester to be eligible to sit for the NBSTSA (National Board of Surgical Technology and Surgical Assisting) exam.

## **Transfers**

The ability to transfer is dependent upon available space within the program which is directly related to whether or not the subsequent class has already been accepted. Incoming cohorts or classes are *accepted* each spring.

All applicants must meet the entrance criteria set forth by the college and surgical technology program prior to consideration for transfer. All students must ultimately fulfill college *and* programmatic graduation requirements.

Applicants for transfer will be allowed one attempt per year to apply, schedule, perform, and pass the laboratory identification exam and clinical practicum prior to spring one clinical entry, provided they are within two years of completing their last surgical technology course.

Applicants for transfer must have their transcripts sent to the Admissions Office and have all of their courses evaluated the semester prior to the semester they are attempting to transfer in. Students should schedule an appointment with the Surgical Technology Department Chair after the admissions office has evaluated their transcripts. The chair will meet with the student and explain the program transfer requirements with the prospective student.

## Asheville Buncombe Surgical Technology Program Readmission and Transfer Policy

*Applicants for transfer must ensure they have contacted the surgical technology program at least three months prior to the semester they are attempting to transfer into so that there is sufficient time to coordinate and schedule the required competency demonstrations around existing student courses and clinical schedules as well as complete clinical site clearance requirements. Current program students take priority.*

Applicants for transfer MUST present documentation of all required immunizations, a recent physical examination (using the required college form), a current BCLS (basic cardiac life support) card, HIPAA and OSHA (Occupational Safety and Health Administration) training, and a current background check and drug screen through Castle-Branch. All previous will be loaded into Castle-Branch site. Clinical site entry is contingent upon clinical site approval and acceptance. All clinical sites have mandatory education modules to complete.

Students who transfer must do the following to enter and ultimately graduate from this program:

- Have passed any didactic co or pre-requisite surgical technology courses with a grade of B or better *within the past two years.*
- Take or re-take SUR 137 the terminal semester to be eligible to sit for NBSTSA exam.
- Pass a timed laboratory supply, instrument, and equipment final identification exam.
- Demonstrate clinical competence by passing a video-taped clinical practicum with a grade of 80% based on practicum evaluation criteria with zero unrecognized contaminations prior to clinical course entry spring I semester.
- Take all clinical courses in sequence for clinical case verification.

\*Transfer credit will not be awarded for surgical technology courses completed in a non-CAAHEP (Commission on the Accreditation of Allied Health Education Programs) accredited program.

***Any Allied Health student deemed to have violated the College Student Code of Conduct may not be eligible for re-admission or application to Allied Health programs.***