College of DuPage
Surgical Technology
Associate of Applied Science Degree or Entry Certificate

Program Admissions Packet
Spring 2020 Class

Deadline: August 14, 2019 at 5 pm

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.
Dear Applicant,

Thank you for your interest in the College of DuPage Surgical Technology program. This admissions packet has been developed to provide you with a complete overview of our program including the process for admission.

As of 2019, the College of DuPage Surgical Technology program will require that all students within the program must complete an Associate in Applied Science Degree for the Surgical Technology program, if they do not already have an existing degree of an Associate in Applied Science and/or higher. As the program goes through this transition, please make sure that you regularly check the admissions packet for any revisions to the application process.

If you should have further questions, please contact me at franadae@cod.edu and/or (630)942-2516. For more information and resource links, please visit www.cod.edu/surgtech.

Sincerely,

Esperanza “Ranzie” Wilson, CST, BS, MS
Surgical Technology
Program Director
www.cod.edu/surgtech
College of DuPage  
Surgical Technology Program  

An Overview  
The Surgical Technology program is an intensive one-year, three-semester curriculum with classroom, lab, and clinical experiences scheduled Mondays to Fridays, 7 a.m. to 2 p.m. Some clinical assignments may be from 6:45 a.m. to 3:30 p.m., in which case, class time will then be shortened. Students are required to have their own transportation to clinical sites. Clinical sites are assigned to meet the needs of both the students and the program. The assignments are the decision of the program coordinator. The number of applicants admitted to the CST program is limited by the availability of clinical sites and may vary year to year.

In the surgical technology profession you may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases. Students who do not meet these standards may be considered ineligible for a program and can be withdrawn from all program classes. If you are unsure whether you can meet these requirements, you are advised to consult an adviser, counselor or member of the program faculty to discuss the situation, and/or schedule an appointment with your physician prior to applying to the program or enrolling for classes.


The Commission on Accreditation of Allied Health Education Programs (www.caahep.org/) (727) 210-2350, accredits the Surgical Technology program offered at College of DuPage. College of DuPage is accredited by the North Central Association of Colleges and Schools (NCA-HLC), The Higher Learning Commission.

Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. Non-compliance with rules, regulations and procedures is a basis for dismissal from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.

Program Mission Statement  
The primary purpose of the Surgical Technology program is to educate students with didactic, laboratory, and clinical experiences in preparation to take the national certification exam and work as a professional surgical technologist. Program policies and procedures have been designed to meet or exceed those established by The Commission on Accreditation of Allied Health Education Program (CAAHEP) (www.caahep.org/) and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARCST/SA) (www.arcstsa.org). The graduate will demonstrate competency to meet national certification requirements, provide skills that meet standard in patient care, and function as an essential member of the health care and operating room team with knowledge and skilled competence.

Program Goals and Outcomes  
Goal #1: Students will demonstrate clinical competence.
Outcomes:
- Students will position patients with accuracy
- Students will select appropriate technical factors
- Students will apply principles of radiation protection

Goal #2: Students will demonstrate critical thinking skills.
Outcomes:
- Students will demonstrate competency in image evaluation
- Students will apply knowledge and skills to practical situations
- Students will perform non-routine procedures

Goal #3: Students will demonstrate professional and ethical behavior.
Outcomes:
- Students will demonstrate professional behavior
- Students will demonstrate ethical behavior

Goal #4: Students will communicate effectively.
Outcomes:
Students will demonstrate written communication skills
Students will demonstrate oral presentation skills
Students will effectively communicate in the healthcare environment Program effectiveness.

**Standard Skills in Health Career Programs**
These are generally required for all College of DuPage Health Career Programs. Variations of this will be addressed in program or course specific information. If the ability to perform these essential functions with or without reasonable accommodations result in the inability to meet identified student learning outcomes, the student may be at risk of not successfully completing the course and/or program.

**MOTOR CAPABILITY:**
1. Move from room to room and maneuver in small spaces
2. Squat, crawl, bend/stoop, reach above shoulder level, use standing balance, and climb stairs
3. Lift and carry up to 50 lbs., and exert up to 100 lbs. force or push/pull
4. Use hands repetitively; use manual dexterity; sufficient fine motor function
5. Must be able to walk and stand for extended periods of time
6. Perform CPR
7. Travel to and from academic and clinical sites

**SENSORY CAPABILITY:**
1. Coordinate verbal and manual instruction
2. Auditory ability sufficient to hear verbal communication from clients and members of the health team; includes ability to respond to emergency signals.
3. Discern soft sounds, such as those associated with taking a blood pressure
4. Visual acuity to acquire information from documents such as charts
5. Comfortable working in close physical proximity to patient

**COMMUNICATION ABILITY:**
1. Communicate effectively in English with patients, families, and other health care providers, both verbally and in writing
2. Effectively adapt communication for intended audience
3. Interact; establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds
4. Assume the role of a health care team member
5. Function effectively under supervision
6. Sufficient command of the English language in order to read and retrieve information from lectures, textbooks, as well as understand medical terminology
7. Skills include computer literacy

**PROBLEM SOLVING ABILITY:**
1. Function effectively under stress
2. Respond appropriately to emergencies
3. Adhere to infection control procedures
4. Demonstrate problem-solving skills in patient care (measure, calculate, reason, prioritize, and synthesize data).
5. Use sound judgment and safety precautions
6. Address problems or questions to the appropriate persons at the appropriate time
7. Organize and prioritize job tasks

**BEHAVIORAL SKILLS AND PROFESSIONALISM:**
1. Follow policies and procedures required by academic and clinical settings
2. Adheres to College of DuPage Academic Honesty Policy (per College Catalog)
3) Adheres to College of DuPage Code of Conduct (per College Catalog)
4) Abides by the guidelines set forth in the Health Insurance Portability and Accountability Act (HIPAA, i.e., the national privacy act).

**Laboratory Skills, Competencies and Exams**
This Program has mandatory lab skills, competencies, and exams that must be passed prior to going to clinicals. Lab is within the Surgical Technology Concepts I course. The student will have 4-6 weeks to learn and demonstrate these skills. If the student does not pass the required skill, then the student will not be placed at a clinical site and will be asked to withdraw from the program.

**Program Information Disclaimer**
This Program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the Program. The Program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in this Program information packet in accordance with College of DuPage policies and procedures.

**Student Email Policy**
College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.
Check your COD email weekly for important information like:

- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order
- Important messages from instructors

For more information on the student email policy go to: [http://www.cod.edu/academics/email.aspx](http://www.cod.edu/academics/email.aspx)

**Non-Discrimination Policy:**
The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual’s right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College’s prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

**Criminal Background Check Information**
All students will have to complete a NEW Background Check, regardless of when you may have completed the Central Sterile Processing program.

8/22/2018
All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law (225ILCS46/25) and 77 Ill Adm. Code 955 Section 955.160 will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

**NOTE: You may have been convicted and not sent to jail.** People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk’s office, State’s Attorney’s office or your attorney.

**Statement of Health**

Please do not complete these requirements until you are instructed to do so. Once accepted, the health requirements must be completed prior to clinical start dates. Students will need to ensure that all of health requirements, Background Check, and Drug Test are up to date. You will need to complete an updated Chart Review through Edward Corporate Health. You will need to upload your updated health records to your CastleBranch.com Profile account. Please see the health requirement packet. Students with chronic medical problems or physical limitations, such as back or knee problems, must have these conditions specifically addressed on the forms, including any restrictions and current medications the student is required to take for health maintenance. For all students, the physician must indicate whether the student’s health status will allow them to safely pursue the educational objectives of the program to which they have applied and/or have registered. The health examination and vaccinations are completed at the student's expense.

If applicants do not submit the necessary paperwork, do not obtain the required examinations and vaccinations, and/or are unable to obtain clearance to participate in all the program’s clinical activities, without restrictions and/or precautions, they may be considered ineligible for the program and can be withdrawn from the program courses in which they are registered.

**Mandatory Drug Testing: Policy and Procedures**

Health Career students with direct patient contact must be drug-tested annually prior to clinical experience in every program at the student’s expense. All students will need to complete a drug test through CastleBranch.com regardless of when you completed Central Sterile Processing.

**Statement on Medical Care and Health Insurance**

Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the Center for Access and Accommodation website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

**Statement on Medical Malpractice Insurance**

Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for SURGT 1101. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

**Citizenship/Visa Status**
If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the **International Student Office**, SSC 2225, (630) 942-3328, e-mail: intlstdt@cod.edu.

Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:
- U.S. citizens
- Permanent residents

**Program Admission Preference**
Preference in admission is given to residents of District 502 who meet the stated minimum acceptance criteria for the program. Priority for admissions are a) In-district applicants; b) Out-of-district applicants working full-time in-district (proof of in-district employment will be required each semester); and c) Out-of-district applicants including those students with a joint or chargeback agreement and International students.

8/22/2018
Admissions Checklist

Students must complete the following Admissions Checklist and all Program Entrance Requirements to be considered for admission to the Surgical Technology program. **EACH OF THESE STEPS MUST BE COMPLETED BY THE DEADLINE DATE.** Submitting an application to this program does not guarantee program acceptance. Requests for admission are not automatically carried over to the following year. Applicants who were not accepted for the year in which they originally applied are asked to pay the $50 non-refundable application fee, submit a new application and attend the mandatory advising session for the year in which they are applying.

**NOTE:** Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.

It is the applicant’s responsibility to ensure that all material listed below have been completed and received by the Admissions & Outreach Office, SSC 2207 or hsadmissions@cod.edu by 5 pm on August 14, 2019. Students with incomplete information will not be considered for placement.

Selection is based upon a numerical system based on a rubric, found at the end of this packet.

_____ 1. Register to attend a mandatory Surgical Technology/Central Sterile Processing Distribution (CSPD)/Operating Room Patient Care Technician (ORPCT) COMBINED Advising Session. It is **required** that an applicant attend an advising session within a 12 month period prior to the application deadline. A photo ID is required for attendance at advising sessions.

_____ 2. If you have not been admitted to College of DuPage, please complete the non-refundable $20 College of DuPage General Admissions Application online. This application is for general admissions to College of DuPage only; it is not an application to the Health Sciences Limited Enrollment Surgical Technology program.

_____ 3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:

   a. Submit your official transcript(s) to College of DuPage, Office of Student Records. If College of DuPage is the only institution you have attended, you do not need to request official transcripts.

   b. Verify receipt of your transcript(s). Log into myACCESS account, click on ‘myACCESS for Students’, select ‘My Profile’. The receipt status of your transcript will be listed under ‘Transcript Institutions’.

   **NOTE:** If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website http://cod.edu/registration/records/trans_eval_listing.aspx for details.

_____ 4. Complete the non-refundable $50 Health Sciences Limited Enrollment Program Application online. **Once term is selected and application submitted, you may not change the term or program.**

- Select Spring 2020 in “I plan to start”

- Select Surgical Technology Degree or Certificate when asked “What Health Sciences Limited Enrollment program are you applying for?”

**If you do not have a credit card, you can purchase a prepaid credit card from your local retailer.**

8/22/2018
5. Complete the College of DuPage Residency Verification form and provide 2 proofs of residency to the Office of Student Registration Services, Student Services Center (SSC) Room 2221 by the program application deadline date.

Note:
- If this residency requirement has not been submitted to Registration by the program application deadline date, you will not be considered for admission.
- Separate Residency Verification Forms must be submitted for each program application.

6. Submit two (2) Recommendation Forms (see enclosed required forms at end of this packet), from individuals who can attest to the applicant’s work and/or academic ability. Forms CANNOT be completed by the applicant themselves, friends, or relatives. The enclosed form must be used according to the instructions listed on the form. Completed forms must be submitted from the Evaluator’s email address only and submitted to hsadmissions@cod.edu.

7. Three (3) pre-requisite courses must be completed by the application deadline with a grade of “C” or better.

- SURGT 1000: Ethics in Health Care
- ORPCT 1001: OR Patient Care Tech
- SURGT 1111 or CSPD 1111: Central Processing Distribution Technician
  - OR
  - Submission of Certification Board for Sterile Processing & Distribution (CBSPD) or International Association of Healthcare Central Service Material Management (IAHCSMM) Certification to College of DuPage Office of Admissions & Outreach by emailing hsadmissions@cod.edu.
  
  IMPORTANT NOTE: If accepted into the College of DuPage Surgical Technology Program and you have current Certification from CBSPD and/or IAHCSMM, one must obtain and complete a “Credit by Demonstrated Competency” by the Program Coordinator in order to graduate from the College of DuPage Surgical Technology program and receive a certificate in Surgical Technology.

To complete the “Credit by Demonstrated Competency”, one must obtain the form from the Academic Testing Center, Glen Ellyn – Main Campus, Berg Instructional Center (BIC), Room 2A06, (630) 942-2400. For further information please visit http://www.cod.edu/admission/testing/index.aspx.

*If courses were not completed at College of DuPage, official transcripts must document that the above pre-requisite courses were completed with a grade of “C” or better.

8. A minimum of 4 General Education Required Categories towards completion of the Associates in Applied Science Degree. See below list of required courses. Points will be given on the scoring rubric for each course requirement met. In order to achieve the category completion, the minimum credit hours are required within each category and must have a grade of “C” or better. For example, if you have completed 2 credits under “communication” you will NOT receive merit points. If you receive 6 credit hours for communication, you will receive the full merit point under that category.

The above General Education Required Categories requirement will be waived if you have earned one of the following degrees; Associate’s, Bachelor’s, Master’s, or PhD prior to the application deadline. NOTE: If you obtain official proof of any of the above degrees, you will then receive the maximum number of 6 points on the merit evaluation for this requirement. You must submit official transcripts to the Office of Student Records, 425 Fawell Blvd, SRC 2150, Glen Ellyn, IL 60137-6599 prior to the application deadline.

As of 2019, it will be required that all students complete an Associate in Applied Science Degree for the Surgical Technology program. This means that all pre-requisites and general education requirements will need to be completed prior to program acceptance beginning with the class of January 2019.
General Education Required Categories

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<tr>
<th>Category</th>
<th>Minimum credit hours required</th>
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<tr>
<td>Communications:</td>
<td>6 credits</td>
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<tr>
<td>Humanities:</td>
<td>3 credits</td>
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<tr>
<td>Mathematics:</td>
<td>3-5 credits</td>
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<tr>
<td>Social and Behavioral Sciences</td>
<td>3 credits</td>
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<tr>
<td>Global/Multicultural Studies or Contemp. Life Skills</td>
<td>3 credits</td>
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<tr>
<td>Physical and Life Sciences</td>
<td>4-8 credits</td>
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9. Completion of the college’s placement tests in Reading and Writing and score in Category One. The Reading & Writing placement test is required for ALL applicants.

Placement test taken prior to April 2016: (E-write test is NOT accepted)
You must complete the COMPASS Reading and Writing placement test and score Category One on both.

Placement test taken after April 2016:
You must complete the ACCUPLACER placement tests. You must complete the ACCUPLACER Reading Comprehension and ACCUPLACER Writing Sentence Skills and score Category One on both.

For ESL students:
Placement test taken prior to April 2016:
You must complete the ESL COMPASS Reading and Writing placement test and score Category One on both. Students will also need to complete the ESL ACCUPLACER Listening test and score 102 or higher.

Placement test taken after April 2016:
You must achieve a score of 102 or higher on each of the following in order to be eligible for admission:
- ESL ACCUPLACER Reading Skills
- ESL ACCUPLACER Sentence Meaning
- ESL ACCUPLACER Language Use
- ESL ACCUPLACER Listening

10. Possibly meet with the program Admission Committee for an interview. You will be contacted if needed.

NOTE: Students who are officially accepted into the Surgical Technology program will be directed to pay a $100 Health Deposit with the Cashier’s Office. Your acceptance letter will provide you with additional details.

“All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports.”

Candidates will be notified via COD email (dupage.edu) of admission prior to October or the mandatory meeting date. Candidates accepted will have to attend a mandatory meeting in October, date and time, TBA. If accepted, candidates who are offered admission into the program must accept in writing within 14 days of notification to RESERVE their place in the class. Please do not begin completing your health requirements until after the mandatory orientation meeting in the Fall; otherwise, you may need to complete them twice.

Requests for admission are not automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the $50 non-refundable Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).
Section A: Must Be Completed By Applicant

Applicant’s Name: 

Street Address: 

City: ____________________________ State: ____________ Zip Code: ____________ 

Applicant’s E-mail Address: ____________________________________________ 

The Family Educational Rights and Privacy Act (PL 93-380) allows a candidate to waive his/her rights of access to recommendations written on his/her behalf if the recommendation is used solely for the purpose of admission. You are not required to waive access. Under the legislation, you have the option of signing a waiver.

Check one and sign: 

_____ I waive my right of access to this recommendation 

_____ I do not waive my right of access to this recommendation 

Applicant’s Signature: ________________________________________________ 

*Note to Applicant: Please provide the evaluator with an envelope addressed to the College of DuPage Office of Admissions & Outreach. The evaluator will mail the form directly to the College of DuPage.

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<td>Outstanding</td>
<td>Excellent</td>
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Section B: Must be completed by the Evaluator. Please proceed only if Section A has been completed and signed by the applicant.

The above individual is applying for admission to the Surgical Technology Program. The Surgical Technology program requires the completion of two (2) recommendation forms from individuals who can attest to the applicant’s work and/or academic ability. Forms CANNOT be completed by the applicant themselves, friends, or relatives. Please rate the applicant on the following characteristics by checking the appropriate boxes. Send completed form via email from the Evaluator’s email address only and send hsdadmissions@cod.edu.

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How long have you known the applicant? _________________________________________________________

What is your relationship to the applicant? (i.e. instructor, clinical supervisor) __________________________

How well do you know the applicant? (Please check one)  
_____ very well  
_____ fairly well  
_____ not very well

What do you feel are the applicant’s strengths?

What do you feel are the applicant’s weaknesses?

Summary of Recommendation (please check one)  
_____ Recommend as outstanding  
_____ Recommend very highly  
_____ Recommend  
_____ Recommend with reservation  
_____ Do not recommend

Name of person completing this form: _______________________________ Date: ______________

Signature: _________________________________

Title: _________________________________

Institution or Facility: _______________________________________________

Address: ____________________________________________________________________________________

Phone: _________________________________

Instructions after completion:  
Please send completed form from Evaluator’s email address only and submit via email to  
hsadmissions@cod.edu

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8/22/2018
Section A: Must Be Completed By Applicant

Applicant’s Name: ____________________________________________________________________

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<td>Dependability</td>
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<td>Punctuality</td>
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<td>Critical Thinking</td>
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<tr>
<td>Kinesthetic Awareness</td>
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<tr>
<td>Leadership</td>
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</tr>
</tbody>
</table>

(Page 1 of 2)
How long have you known the applicant? ________________________________

What is your relationship to the applicant? (i.e. instructor, clinical supervisor) ___________________________

How well do you know the applicant? (Please check one)  
____ very well  
____ fairly well  
____ not very well

What do you feel are the applicant’s strengths?

What do you feel are the applicant’s weaknesses?

Summary of Recommendation (please check one)  
____ Recommend as outstanding  
____ Recommend very highly  
____ Recommend  
____ Recommend with reservation  
____ Do not recommend

Name of person completing this form: ________________________________ Date: __________

Signature: ________________________________

Title: ________________________________

Institution or Facility: ________________________________________________

Address: ________________________________________________

Phone: ________________________________

**Instructions after completion:**  
Please send completed form from Evaluator’s email address only and submit via email to hsadmissions@cod.edu.

(Page 2 of 2)

8/22/2018
Pre-requisite Courses
(Must be completed prior to application deadline)

**Surgical Technology Pre-Requisite Required Classes: Must be no more than 5 years old**

- **SURGT 1000** Ethics in Healthcare – 4 credit hours
- **CSPD 1111** Sterile Processing Distribution Technician – 4 credit hours
  (or **SURGT 1111**)
- **ORPCT 1001** Operating Patient Care Tech – 4 credit hours

**Total: 12 credit hours**

**Surgical Technology Program Classes** (after acceptance)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
<td><strong>SURGT 1101</strong></td>
<td>Surgical Technology Concepts I</td>
<td>13</td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td><strong>SURGT 1102</strong></td>
<td>Surgical Technology Concepts II</td>
<td>8</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>SURGT 1103</strong></td>
<td>Surgical Technology Concepts III</td>
<td>13</td>
</tr>
</tbody>
</table>

**Please see the following link to the Student Planning Worksheet for the Associate in Applied Science Degree for details.**

**General Education Required Categories**

- Communications: 6 credits
- Humanities: 3 credits
- Mathematics: 3-5 credits
- Social and Behavioral Sciences: 3 credits
- Global/Multicultural Studies or Contemp. Life Skills: 3 credits
- Physical and Life Sciences: 4-8 credits
# Surgical Technology Admission Rubric

*(Subject to Change)*

For your reference only; admissions committee completes this form. Do not fill out and submit

---

**Student Name:** ____________________________  **Student ID:** ____________________________

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirement</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising Session</td>
<td>Must attend combined Surgical Technology/CSPD/ORPCT advising session within 12 month period of the application deadline date</td>
<td>Yes or No</td>
</tr>
<tr>
<td>Residency Verification Form</td>
<td>Submit Residency Verification Form to the Registration Office</td>
<td>Yes or No</td>
</tr>
</tbody>
</table>
| Placement tests in Reading & Writing | Must score in **Category One** for both tests. The Reading & Writing placement tests are required for **ALL** applicants | Category One: Reading = Yes or No  
Category One: Writing = Yes or No  
For ESL Students: Scored 102 or higher on all sections listed on page 9 = Yes or No |

<table>
<thead>
<tr>
<th>Area</th>
<th>Rubric</th>
<th>Score Range</th>
<th>Points</th>
</tr>
</thead>
</table>
| **All 3 courses must be completed by the application deadline.** | Letter grade of below course (Scale A)  
1. SURGT/CSPD 1111 | Scale A  
A = 4 points  
B = 3 points  
C = 2 points |        |
| **Letter grade of below course (Scale A)** | Letter grade of below course (Scale A)  
1. SURGT 1000 | Scale A  
A = 4 points  
B = 3 points  
C = 2 points |        |
| **Letter grade of below course (Scale A)** | Letter grade of below course (Scale A)  
1. ORPCT 1001 | Scale A  
A = 4 points  
B = 3 points  
C = 2 points |        |
| CSPD/SURGT 1111 Disciplinary Action | • Two attendance infractions = (-) 1 point  
• Five points or less received for disciplinary action = (-) 2 points  
• Six points or more received for disciplinary action = (-) 4 points | (-) 1 point to (-) 4 points |        |
| ORPCT 1001 Disciplinary Action | • Two attendance infractions = (-) 1 point  
• Five points or less received for disciplinary action = (-) 2 points  
Six points or more received for disciplinary action = (-) 4 points | (-) 1 point to (-) 4 points |        |

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8/22/2018
### General Education Required Categories

(Minimum of 4 categories completed). Waived if you have earned one of the following degrees; Associate’s, Bachelor’s, Master’s, or PhD, prior to the application deadline. (You must submit official transcripts to the COD Records Office prior to the application deadline).

**NOTE:** If you obtain official proof of any of the above degrees, you will then receive the maximum number of 6 points on the merit evaluation for this requirement.

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Communications</td>
<td>6 credits (minimum required)</td>
</tr>
<tr>
<td>2</td>
<td>Humanities</td>
<td>3 credits (minimum required)</td>
</tr>
<tr>
<td>3</td>
<td>Mathematics</td>
<td>3-5 credits (minimum required)</td>
</tr>
<tr>
<td>4</td>
<td>Social &amp; Behavioral Sciences</td>
<td>3 credits (minimum required)</td>
</tr>
<tr>
<td>5</td>
<td>Global/Multicultural Studies or Contemp. Life Skills</td>
<td>3 credits (minimum required)</td>
</tr>
<tr>
<td>6</td>
<td>Physical and Life Sciences</td>
<td>4-8 credits (minimum required)</td>
</tr>
</tbody>
</table>

Every COMPLETED category would receive 1 point.

**NOTE:** In order to achieve the category completion, the minimum credit hours are required within each category. For example, if you have completed 2 credits under “communication” you will NOT receive merit points. If you have completed 6 credit hours for communication, you will receive 1 (one) full merit point under that category.

### Recommendation Forms

<table>
<thead>
<tr>
<th>Scale A</th>
<th>Outstanding = 5 points</th>
<th>Very Highly = 4 points</th>
<th>Recommend = 3 points</th>
<th>With Reservations = 0 points</th>
<th>Do not recommend = 0 points</th>
</tr>
</thead>
</table>

**Possible 0 – 10 points**

Recommendation Form 1 (Scale A) Score: ______

Recommendation Form 2 (Scale A) Score: ______

**Re-applicant**

Re-applicant 1 points

**Tie Breaker**

In the event of a tie breaker, the following considerations will be made in the selection process:

- Interviews will be conducted

### Total Score

Total maximum merit evaluation points are 29.

Must score a minimum of 18 points to be eligible for admission. All applicants will be ranked on the merit evaluation. Final acceptance decisions are made by the Admissions’ Committee.