

KINGSBOROUGH COMMUNITY COLLEGE  
The City University of New York

**CURRICULUM DATA TRANSMITTAL SHEET**

DEPARTMENT NURSING DATE 9-18-2014

Title of Course or Degree: A.A.S in Surgical Technology

Change(s) Initiated: (Please check)

- |   |   |
|---|---|
| <input type="checkbox"/> Closing of Degree              | <input type="checkbox"/> Change in Degree or Certificate Requirements         |
| <input type="checkbox"/> Closing of Certificate         | <input type="checkbox"/> Change in Degree Requirements (adding concentration) |
| <input type="checkbox"/> New Certificate Proposal       | <input type="checkbox"/> Change in Pre/Co-Requisite                           |
| <input type="checkbox"/> New Degree Proposal            | <input type="checkbox"/> Change in Course Designation                         |
| <input type="checkbox"/> New Course                     | <input type="checkbox"/> Change in Course Description                         |
| <input type="checkbox"/> New 82 Course                  | <input type="checkbox"/> Change in Course Titles, Numbers, Credits &/or Hours |
| <input type="checkbox"/> Deletion of Course             | <input checked="" type="checkbox"/> Change in Academic Policy                 |
| <input type="checkbox"/> other (please describe): _____ |   |

PLEASE ATTACH PERTINENT MATERIAL TO ILLUSTRATE AND EXPLAIN ALL CHANGES

**I. DEPARTMENTAL ACTION**

Action by Department and/or Departmental Committee, if required:

Date approved 9/19 Signature, Committee Chairperson: [Signature]

Signature, Department Chairperson: [Signature]

**II. PROVOST ACTION**

Provost to act within 30 days of receipt and forward to College-wide Curriculum Committee exercising one of the following options:

- A. Approved  B. Returned to department with comments

Recommendations (if any): \_\_\_\_\_

**CURRICULUM SUB-COMMITTEE RECOMMENDATIONS:**

- A. Approved  B. Tabled  (no action will be taken by Curriculum Committee)

Recommendations (if any): \_\_\_\_\_

Signature, Sub-Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**IV. COLLEGE-WIDE CURRICULUM COMMITTEE ACTION**

Committee to act within 30 days of receipt, exercising one of the following options:

- A. Approved  (forwarded to Steering Committee)  
B. Tabled  (Department notified)  
C. Not approved  (Department notified)

Signature, Chairperson of Curriculum Committee \_\_\_\_\_ Date: \_\_\_\_\_

## **Rationale:**

The objective of this Curriculum Data Transmittal Sheet is to clarify the language in the College Catalog that describes the admission requirements into the Surgical Technology Program and to be consistent with the student handbook and website. The minimum average GPA of 2.5 is not consistent with the minimum grade of "C" that is required, therefore the minimum GPA of 2.5 should be removed. The following is the catalog description with revisions:

## **FROM:**

### **Admission Requirements**

To be considered for the Surgical Technology Program, students must pass the CUNY Reading and Writing exams and the COMPASS Math Skills.

The student must achieve a minimum ~~average of 2.5~~ in all courses required for the program. Courses from other colleges to be applied toward program requirements must have grades submitted for them.

### **Retention Criteria**

Criteria for retention in the Surgical Technology Program mandates that students:

1. Receive no more than two grades below "C" in any of the pre or co-requisite courses.
2. Earn a minimum of "C" in all Surgical Technology Courses.
3. Students earning less than a "C" grade in a Surgical Technology Course may repeat the course one time (subject to space availability). The minimum grade for courses that are repeated is a "B".
4. A second earned grade of less than a "C" in any Surgical Technology course will result in dismissal from the Program.
5. Clinical Performance in the Practicum must be at a satisfactory level to remain in the program.

Any student who has not attended nursing courses for two or more consecutive semesters cannot be readmitted into the Surgical Technology Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, these examinations can be repeated only once. In addition, the student must demonstrate clinical competency by passing a Clinical Practicum examination prior to returning to any of the clinical courses.

## **TO:**

### **Minimum Entrance Requirements**

**To be considered for the Surgical Technology Program, students must pass the CUNY Reading and Writing exams and the COMPASS Math Skills Test or satisfy all requirements for existing developmental coursework.**

**The student must achieve a minimum grade of "C" in BIO 11 and ENG 12 for consideration for the program. Courses from other colleges to be applied toward program requirements must have grades submitted for them.**

**In order to apply for the Surgical Technology program, the student must obtain a Change of Curriculum form at the Office of the Registrar, meet with a counselor to discuss your academic performance and obtain the counselor's signature. After obtaining your counselor's signature, you must obtain the signature of the chairperson or designee of the department of your current**

curriculum. Finally, the completed form must be submitted to the Nursing Department Office, M-401, where you will be instructed to meet with the Program Director during office hours.

After final grades have been recorded for the semester in which you submit a change of curriculum form, your request is reviewed by the Nursing Department. Despite submission of the change of curriculum form to the Nursing Department, the Registrar will not be informed of any change in curriculum status until the end of the fall semester, after prospective applicants have completed all entrance requirements and have met with the Program Director. The Registrar will notify students of the effected change, and the Program Director will send a letter of acceptance or denial in January before the start of the spring semester. Due to limited clinical site availability, enrollment in the Program is limited. Therefore, completion of the pre-requisite courses with a minimum grade of "C" is not a guarantee of admission into the Surgical Technology program.

#### **Retention Criteria**

Criteria for retention in the Surgical Technology Program mandates that students:

- 1. Receive no more than two grades below "C" in any of the pre or co-requisite courses with the exclusion of ENG 1200 and BIO 1100, which must be a minimum grade of "C".**
- 2. Earn a minimum of "C" in all Surgical Technology Courses.**
- 3. Students earning less than a "C" grade in a Surgical Technology Course may repeat the course one time (subject to space availability). The minimum grade for courses that are repeated is a "B".**
- 4. A second earned grade of less the "C" in any Surgical Technology course will result in dismissal from the Program.**

**Any student who has not attended surgical technology courses for two or more consecutive semesters cannot be readmitted into the Surgical Technology Program unless qualifying examinations have been passed in sequential order in the courses previously completed. In accordance with the retention criteria of the Nursing Department, these examinations can be repeated only once. In addition, the student must demonstrate clinical competency by passing a Clinical Practicum examination prior to returning to any of the clinical courses.**