



A member of Minnesota State

Surgical Technology Program Student Handbook 2025-2026

1245 15th St. N.
St. Cloud, MN 56303

The SCTCC 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 for Surgical Technology and Surgical Assisting.

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St. Cloud Technical & Community College
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Message to Students:

Welcome to SCTCC Surgical Technology Program!

We are very excited to have you join us and to help you work toward your goal of becoming a surgical technologist. As healthcare professionals, the Surgical Technologist is an important, specifically trained part of the surgical team. Every day we do our part in providing safe, quality care to patients who put their trust in us. Because of this, it is important to do our best for every patient, every time.

This program will challenge you but should also be very rewarding. Our expectations are high, but we are here to help you become an excellent novice Surgical Technologist, ready to make a difference in the lives of patients and the care team. The ultimate goal of the SCTCC Surgical Technology program student is not to “get a job” but to become a **Surgical Technologist**. This is the beginning of that journey for you.

The following policies are designed to eliminate confusion. The student and faculty alike will have a mutual understanding of the standards of professional behavior acceptable to our school and in the industry.

Please don't hesitate to come to me with any questions or concerns. I look forward to a great year!

Lori Newman

Surgical Technology Program Director

Mission Statement

St. Cloud Technical & Community College prepares students for life-long learning by providing career, technical and transferable education.

Vision

St. Cloud Technical & Community College is the college of choice for quality career, technical and transferable education, focused on highly-skilled employment and life-long learning opportunities.

Core Values

- Student success through collaboration and cooperation
- A friendly, respectful, enthusiastic, safe and diverse atmosphere
- Student-centered from prospect through alumni
- Staff development and success
- A team-oriented environment
- Relationships with industry and community
- Quality and continuous improvement
- Innovation, creativity and flexibility
- Contextual and technologically driven learning experiences

College Outcomes

- Demonstrate Personal and Social Accountability
- Think Critically
- Communicate Effectively
- Understand Social and Global Perspectives
- Apply Knowledge

St. Cloud Technical & Community College
Surgical Technology Program
Mission Statement

The Surgical Technology Program prepares individuals to utilize the concepts from the basic sciences, humanities, general education, and technical courses in order to function as an entry-level surgical technologist within the context of a diverse operating room team. Emphasis is placed on delivering safe patient care and recognizing the legal, moral, and ethical implications as they apply to the surgical technologist within the employing institution.

St. Cloud Technical & Community College
Surgical Technology Program Outcome Goals

The Surgical Technology graduate will:

- Correlate the knowledge base in sciences and current technologies to their role as a Surgical Technologist.
- Demonstrate and integrate principles of surgical asepsis as part of the perioperative experience.
- Recognize the patient as a “unique” individual in a culturally diverse client population across the life span.
- Develop effective communication with the surgeon, staff and patient to assess the needs for a particular surgical procedure.
- Function as an integral part of the surgical team.
- Perform as a competent entry-level surgical technologist in a health care setting with an emphasis on delivering safe and efficient patient care.
- Interpret and adhere to infection control policies and procedures that promote personal and patient safety.
- Promote environmental safety as formulated by OSHA, JCAHO, AST, AORN and other regulatory bodies.
- Maintain the professional attributes of the Surgical Technologist.

Source: St. Cloud Technical & Community College, program outcomes (updated 4/11/13)

SCTCC’s Surgical Technology program’s minimum expectation is to prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Surgical Technologist: Nature of the Position

The surgical technologist must be able to:

- Stand, bend, and or/sit for long periods of time in one location with minimum/no breaks
- Lift a minimum of 20 pounds
- Refrain from nourishment or rest room breaks for periods up to 6 hours
- Demonstrate sufficient visual ability to load a fine (10-0) suture onto needles and needle holders with/without corrective lenses and while wearing safety glasses
- Demonstrate sufficient peripheral vision to anticipate and function while in the sterile surgical environment
- Hear and understand muffled communication without visualization of the communicator's mouth/lips and within 20 feet
- Hear activation/warning signals on equipment
- Detect odors sufficient to maintain environmental safety and patient needs
- Manipulate instruments, supplies, and equipment with speed, dexterity, and good eye-hand coordination
- Ambulate/move around without assistive devices
- Assist with and/or lift, move, position, and manipulate, with or without assistive devices, the patient who is unconscious
- Communicate and understand fluent English both verbally and in writing
- Be free of portable communicable diseases and chemical abuse
- Demonstrate immunity to rubella, rubeola, tuberculosis, and hepatitis B, or be vaccinated against these diseases, or be willing to sign a waiver of release of liability with regard to these diseases
- Possess short/long-term memory sufficient to perform tasks such as, but not limited to, mentally tracking surgical supplies, and performing anticipation skills intraoperatively
- Make appropriate judgments and decisions
- Demonstrate the use of positive coping skills under stress
- Demonstrate calm and effective responses, especially in emergency situations
- Exhibit positive interpersonal skills in patient, staff, and faculty interactions.

Source: Core curriculum for Surgical Technology, 5th ed. 2002. Littleton, CO: Association of Surgical Technologist

Occupational Risks for Surgical Technologists:

Surgical Technologists work directly with providers and patients, with the goal of providing health care and ensuring patient safety. They can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. As with any healthcare position, there are certain occupational risks or hazards while performing their duties, including the following:

- Exposure to infectious diseases
- Sharps injuries
- Blood-borne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

Surgical technologists have one of the highest rates of injuries and illnesses of all occupations. Injuries may occur due to incidents such as slips, falls, and overexertion. Workers reduce the risk of injury by following safety procedures and practices, such as using proper lifting technique and wearing shoes with slip-resistant soles. (<https://www.bls.gov/ooh/healthcare/surgical-technologists.htm#tab-3>)

Nevertheless, there are protections set up by the Occupational Safety and Health Administration (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients. As an accredited program, SCTCC's Surgical Technology program teaches students about the hazards they face on the job and protocols that can be put into place to ensure a workplace culture that prioritizes safety.

AST CODE OF ETHICS FOR SURGICAL TECHNOLOGISTS

1. To maintain the highest standards of professional conduct and patient care
2. To hold in confidence, with respect to the patient's beliefs, all personal matters
3. To respect and protect the patient's legal and moral rights to quality patient care
4. To not knowingly cause injury or any injustice to those entrusted to our care
5. To work with fellow technologists and other professional health groups to promote harmony and unity for better patient care
6. To always follow the principles of asepsis
7. To maintain a high degree of efficiency through continuing education
8. To maintain and practice surgical technology willingly, with pride and dignity
9. To report any unethical conduct or practice to the proper authority
10. To adhere to the Code of Ethics at all times with all members of the health care team

Source: "Association of Surgical Technologist", 1985 Code of Ethics established to provide guidelines for the surgical technologist.

ARC/STSA OUTCOMES ASSESSMENT EXAM RESULTS 2024: 83.3% (15/18) 2024 program graduates passed the CST Exam on their first attempt. This is above the ARC/STSA outcome threshold of 70%.

GENERAL COMMENTS:

- Instructors will model the courtesy and respect expected of students in the program.
- Inappropriate conversation, excessive noise, abusive language, and loitering are unprofessional conduct and will not be allowed in the classroom, lab, or adjacent areas.
- During class time students are expected to be actively participating in the learning process, so cell phones are to be turned off.
- No food or drink is allowed in the classroom during O.R. Lab class or Open Labs when studying instruments or performing hands on skills.
- **Attendance is mandatory!** Students are expected to attend all lectures, labs and a portion of open lab times. Refer to syllabus for SURG 1424 (O.R. Techniques Lab) for course attendance requirement of 94% to pass the course. Students are expected to be on time to class. Tardiness is not tolerated. Being absent will lower your course grades.
- Appropriate O.R. attire is mandatory upon entering the O.R. Lab.
- Open Lab policies/guidelines must be followed by all students.
- The surgical technology locker room will be kept neat and orderly by the program students. Students will provide their own locks for their lockers. If a lock needs to be removed, SCTCC maintenance cannot provide this service.
- Students will follow all regulations, procedures, and policies of SCTCC and all off campus clinical sites. Students will model respectful, considerate, and helpful behavior when interacting with faculty, staff, classmates, and patients.
- Students will demonstrate desirable attitudes that promote “TEAMWORK” in the operating room environment. Students must exhibit the professional standards expected in the professional practice environment.
- If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge, or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.
- **SCTCC is a smoke-free campus.** No smoking is permitted.
- **TIME COMMITMENT** – We strongly recommend that students do NOT work full time. Students find that working more than 15-20 hours/week negatively impacts their grades.
- Typically, those students that dedicate time to open lab opportunities will excel in the clinical experience.
- **Recording of lectures:** Never, under any circumstances, should a student audio or video record any lecture/lab or portion of the course content presented without express permission of the instructor and ALL students present in the course.

COMPUTER REQUIREMENTS

All students must have access and be able to use a printer and Internet in order to fulfill the academic requirements of the SCTCC Surgical Technology Program. Two desktops are in the classroom and computer labs are available in the Health Science Building. Students needing assistance with STAR ID or Email can call the **SCTCC Help Desk at 320-308-64445** or email helpdesk@SCTCC.edu

COMMUNICATIONS

Students must keep an updated address on file with the Surgical Technology Program Director at all times. Any changes to this information should be sent to Lori Groinus. **Students are expected to check their SCTCC email and D2L frequently for official communications, course updates, assignments, etc. from the Surgical Technology Program Faculty. **You can receive automatic notifications of campus-related emergencies via text, email, and voice mail from SCTCC via the STARS ALERT Notification System at the following website. <http://www.sctcc.edu/star-alert> To get assistance with D2L, refer to D2L Brightspace Student Helpdesk, call 320-308-6445 and / or Email: helpdesk@SCTCC.edu to receive notices of campus-related emergencies via text, email, and voice alerts.

INCLEMENT WEATHER/SCHOOL CLOSINGS

Classes and clinical (off campus rotations) will be cancelled when the college is closed due to inclement weather. Students should check the SCTCC internet home page at www.sctcc.edu for this announcement. Occasionally faculty will notify students by phone and/or email if classes or clinical is cancelled due to bad weather.

CLINICAL REQUIREMENTS

STUDENT AND PATIENT SAFETY

A medical examination is **required** prior to starting clinical. Do not have the physical before fall semester. Make appointments for September and plan to have all documentation including the "Surgical Technology Student Immunization Record" completed with signatures, and dates and submitted to Surgical Technology Office/Faculty by **October 30, 2025**. Student will **not** be assigned a clinical rotation if this is not complete.

Hepatitis B vaccination or 3 injection series must be started by June, completed by December 1st to attend clinical.

Mantoux test – Do NOT do Mantoux test early. Second Mantoux test must be within 90 days prior to clinical experience. A Quantiferon Gold test may be substituted for the Mantoux PPD skin test.

Health Insurance – Clinical sites require documentation of Student's Health Insurance. Submit a copy of your insurance card to the Surgical Technology lab assistant at the start of the Fall semester.

COVID-19 vaccination or facility approved exemption may be required by clinical sites. Full series of vaccination must be submitted along with other requirements. See Lori with any questions about vaccination or exemption.

CPR CERTIFICATION

- Emergency Cardiac Care – EMSC 1480 or current American Heart Association Health Care Providers Basic Life Support (copy of signed CPR card/completion certificate submitted to Surgical Technology Office lab assistant). CPR must remain current during clinical experience from January to June. **CPR needs to be completed by the first day of the fall semester.**

BACKGROUND CHECKS

A background check will be completed as a requirement of this program. At the time of the background check submission, students must provide documentation as required by the MN Department of Human Services. If you have been arrested, charged, or convicted of any criminal offense, you should investigate the impact that the arrest, charge, or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid. Any student disqualified by criminal background is ineligible to progress in the surgical technology program. The cost is \$20.00 to the student. The fee is applied when the student registers for SURG 1424.

- Certain clinical affiliation facilities require a more extensive criminal background study that may cost the student up to \$50.00. This is in addition to the MNDHS background check.

ELECTRONIC FINGERPRINTING: As part of the DHS study, students will be required to have electronic fingerprinting done. Students will be instructed of the process to do this. The cost is \$9.10. If your fingerprints are on file with the DHS you will not need to do this again.

DRUG AND ALCOHOL ACKNOWLEDGEMENT OF POLICIES (SIGNED) Clinical sites retain the right to test students for drugs and alcohol. Health care facilities typically drug test employees. The cost of the test is \$50.00 (or more). Instructions will be given during class.

PROGRAM POLICIES / GUIDELINES / GRADING

❖ The Surgical Technology faculty are here to help you. If you need to discuss grades, requirements, or personal problems, please request an appointment with them. Faculty may request an appointment with students when needed. It is through open communication and getting to know one another that we can help make the teaching/learning situation a positive experience.

- ❖ Faculty are committed to student success and will recommend that any student who is not earning a “C” or above seek assistance from the Learning Support Center (LSC) or other methods of assistance. Progress reports via “Starfish” will be issued for below “C” performance. Students are encouraged to contact faculty when encountering difficulty with course content.
- ❖ Call or email Surgical Technology instructors if absent for illness or emergency. Students should take responsibility for obtaining information from classes missed.

Operating Room Attire Policy must be followed in: SURG 1424, 1462, and 1463. Students will receive a verbal warning on the first occurrence with dismissal from class/clinical with subsequent occurrences.

- Bouffant cap – Donned FIRST
- Scrub top tucked into scrub pants, long sleeve warm up jacket snapped/zipped shut and worn when not scrubbed in.
- NO JEWELRY
- Shoe covers
- Mask and protective eyewear in the O.R. at ALL times.
- Nails cut short, no artificial nails or nail polish
- No visible facial piercings
- No ear lobe stretchers or tongue piercing
- Shoes must be predominantly a solid color, leather material with backs. Shoes with open holes on the top of the shoe are not permitted (e.g. crocks/clogs)
- Socks must be worn with shoes
- Hair must be natural colors
- Facial or neck tattoos may be required to be reasonably covered at all times.
- Good personal hygiene and free of cigarette breath, halitosis, and offensive body odors.
Minimal make up
- FRAGRANCE FREE, No perfumes, colognes, or aftershaves
- No gum chewing
- Undergarments must be worn and should not show beyond scrub top and pants.
- No false eyelashes

- ❖ Students must earn a grade of “C” or higher in each Surgical Technology core course and related requirements in order to continue in the program.
- ❖ Each semester of classes is pre-requisite to the next.
- ❖ If a student fails any of the following courses: SURG 1420, SURG 1404, or SURG 1400, the student must repeat that course and is encouraged to retake SURG 1424 (O.R. Techniques Lab) even if the course was previously passed to ensure current proficiency in aseptic technique and to prepare for clinical. Student must re-apply to the program to retake. Any student re-entering must enter into an individual Student Success Plan to ensure that students meet performance expectations.
- ❖ The Surgical Technology Program Director/ Instructors will meet with students to inform them of any identified situation (grades, background checks, etc.) that may impede student progress in the program.
- ❖ If a student elects to withdraw from SCTCC Surgical Technology Program, they must fill out a SCTCC withdrawal form from Admissions.
- ❖ Students who withdraw from the SCTCC Surgical Technology Program for academic reasons are required to re-apply to the Surgical Technology Program if they want to re-enter the program.
- ❖ There is no guarantee that students will be accepted back into the program.
- ❖ SCTCC Surgical Technology Program policy is that students will be allowed one re-entry into the program.
- ❖ If a student is not successful in completing the SCTCC Surgical Technology Program after two attempts, the student will not be eligible to re-apply, enter, or complete the program.
- ❖ Students who cannot complete a course due to a medical leave will be required to complete the course when the course is next offered based on space availability. If a student must miss some of their clinical hours due to a medical leave or medical related restrictions, the student may petition for an exception to program policy on clinical hour requirements, however, students must attend at least 80% of their clinical hours, meet the clinical case requirements of the current AST Core Curriculum, and demonstrate competency of an entry level Surgical Technologist. The final determination of whether the student meets the course objectives will be made by the program director. If the student has not met the hours, case requirements and/or skill objectives, an incomplete will be granted, and arrangements will be made for the student to complete their clinical experience when a clinical site and instructor is available. If a student chooses not to withdraw and cannot meet the expectations, they may receive a failing grade for the course.
- ❖ Students must hand in reusable gown pack to program personnel or be responsible for the cost of items in the pack.

Penalty for not returning gown pack:

 - **Hold on all SCTCC student records and SCTCC student account**
 - **Payment of \$75.00 to cover costs of gown pack.**

- ❖ Students are required to have the SCTCC student I.D. This picture I.D. may be used at the clinical sites.
- ❖ Local employment is limited, and you will have the best chance for employment if you are willing and able to relocate.
- ❖ **Students will spend the clinical experience at two different institutions. Commonly used sites include but are not limited to:**
 - CentraCare St. Cloud Hospital
 - St. Cloud Surgical Center
 - CentraCare Plaza Surgery Center
 - St. Cloud V.A. Medical Center
 - Princeton - Fairview Hospital
 - Willmar - Rice Hospital, Willmar Surgery Center Buffalo Hospital
 - Brainerd - St. Joseph's Hospital, Brainerd Lakes Surgical Center
 - Little Falls - St. Gabriel's
 - Monticello - CentraCare Health Systems
 - Some Twin Cities sites
- ❖ **No specific clinical site can be guaranteed or promised.** Students will spend time at two or more different clinical sites, many of which involve driving some distance (as much as 60 or more miles one way from St. Cloud). **Plan ahead for the expense of participating in clinicals (transportation, possible temporary relocation, reduced work hours)!**
- ❖ Each student is responsible for their own housing and transportation
- ❖ Clinical may start as early as 5:00 am
- ❖ Clinical attendance (as assigned) is mandatory. Available hours will be determined every semester but are approximately 500 hours (250 per rotation). Excessive absences will result in a failing grade. If a student has excessive or unapproved absences in their first rotation, they will not be assigned a second rotation and will fail the course. Students must get absences approved by their clinical instructor in order to be deducted from available hours.
- ❖ **Students DO NOT have privileges for computer access under any circumstances at the clinical sites during their clinical experience. Cell phones are not allowed in patient care areas.**
- ❖ Students must earn a "C" or higher in every class to enter their clinical rotation
- ❖ Students must bring books to FIRST day of class.

- ❖ Surgical Technology students are provided with Open Lab Times, which means the classroom will be open to study instruments and practice hands-on skills in the O.R. Your hours will be monitored and the recommended 2 hours of attendance per week is crucial to mastering skills assessed on lab practical tests. Historically, there is a direct correlation between students' attendance in open lab and their lab exam test scores. See the Open Lab Schedule for fall semester, so you can plan accordingly. Times may be subject to change.
- ❖ Ethics: Student code of conduct will be followed. In the event of a student violation of the SCTCC student code of conduct, the faculty will make the student aware that an Academic Integrity Incident Report will be filed with the Director of Campus Life.
<https://www.sctcc.edu/academic-integrity>
- ❖ Students must be in good academic standing to begin the Surgical Technology Program (cumulative GPA of 2.5 AND 67% completion rate). Students can appeal, however there is no guarantee of acceptance to the program while on academic warning or academic probation.
- ❖ EXPENSES – The following amounts are approximate owing to pricing fluctuations:
 - Tuition & Fees – see SCTCC advisor for current tuition and fees
 - \$29.10 background check and finger printing
 - Drug & Alcohol Testing - \$50.00
 - Fees for Required Background Study – Specific to Clinical Affiliation Facility - \$50 +
 - Gasoline – varies
 - Scrub Suit - \$40 (any color is fine, you will need it by 1st week of class)
 - Long sleeved warm up jacket for scrub suit - \$20
 - SCTCC ID free (\$10 to replace)
 - Physical – \$200/varies
 - Health Insurance is suggested
 - Lab Supplies- approx. \$250 (sterile gloves, sterile gowns, mask, cap, shoe covers, mayo cover, scrub brushes, supplies for medications, and protective eyewear)
 - Supportive Closed-toe/heel Shoes – varies
 - Printing of various documents - \$100
 - Books/materials – approx. \$850
 - AST Membership - \$35
 - Certificate Exam Fees - \$160
 - AST Study Guide – \$45
 - Practice certification exam - \$50

SURGICAL TECHNOLOGY PROGRAM PLANNER AAS DEGREE – 60 CREDITS		
	CREDITS	COMPLETED (TRANSFERRED/ TAKEN)
ACCEPTANCE REQUIREMENTS FOR THE PROGRAM	NA	
GENERAL BIOLOGY – BLGY 1351	4	
HUMAN ANATOMY & PHYSIOLOGY I – BLGY 2310	4	
HUMAN ANATOMY & PHYSIOLOGY II – BLGY 2320	4	
GOAL AREA #1 – COMMUNICATIONS-WRITTEN	3	
INTERPERSONAL COMMUNICATIONS – CMST 2310	3	
ETHICS – PHIL 1320	3	
DIVERSITY AND SOCIAL JUSTICE – DVRS 1304	3	
MEDICAL TERMINOLOGY = HLTH 1440	1	
EMERGENCY CARDIAC CARE – EMSC 1480 OR current American Heart Association Basic Life Support (BLS) for Healthcare Providers (submit copy at time of application)		
TOTAL CREDITS	25	
FALL SEMESTER		
O.R. TECHNIQUES – SURG 1420	3	
O.R. TECHNIQUES LAB – SURG 1424	4	
MEDICAL MICROBIOLOGY – SURG 1400	2	
SURGICAL PHARMACOLOGY – SURG 1404	2	
TOTAL CREDITS	11	
SPRING SEMESTER		
SURGICAL PROCEDURES I	6	
O.R. CLINICAL LAB I – SURG 1462	14	
TOTAL CREDITS	20	
SUMMER TERM		
SURGICAL PROCEDURES II – SURG 1443	1	
O.R. CLINICAL LAB II – SURG 1463	3	
TOTAL CREDITS	4	
OVERALL TOTAL CREDITS	60	

It is recommended that you take Basic Computer Skills - CPTR 1205 or Introduction to Computers - CPTR 1210 (which is a transferable course) if you do not have functional computer skills. There is an online component to all courses.

Proposed Surgical Technology Schedule - Fall 2025

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	OR Techniques	OR Techniques Lab Section 1	OR Techniques	OR Techniques Lab Section 1	OR Techniques
9:00	OR Techniques Lab Section 1	OR Techniques Lab Section 1	OR Techniques Lab Section 1	OR Techniques Lab Section 1	Open Lab
10:00	OR Techniques Lab Section 1	OR Techniques Lab Section 2	OR Techniques Lab Section 1	OR Techniques Lab Section 2	Open Lab
11:00	OR Techniques Lab Section 2	OR Techniques Lab Section 2	OR Techniques Lab Section 2	OR Techniques Lab Section 2	Open Lab
12:00	OR Techniques Lab Section 2	Surgical Pharmacology	OR Techniques Lab Section 2	Surgical Pharmacology	Open Lab
13:00	Open Lab	Medical Microbiology	Open Lab	Medical Microbiology	
14:00	Open Lab	Open Lab	Open Lab	Open Lab	

****Open Lab times are subject to change****

St. Cloud Technical & Community College Equal Opportunity Statement

Also found in the SCTCC Student Handbook

St. Cloud Technical & Community College is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction. St. Cloud Technical & Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill. Inquiries, complaints, or grievances concerning the application of affirmative action, equal opportunity or Title IX at SCTCC should be referred to SCTCC's Designated Officers:

Director of Safety and Security and Title IX officer:

Carol Brewer, office 1-401, 320.308.6158 carol.brewer@sctcc.edu

Inquiries about services offered under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to the Disabilities Coordinator, 320.308.5757

St. Cloud Technical & Community College Discrimination/Harassment Policy

Also found in the SCTCC Student Handbook

St. Cloud Technical & Community College and Minnesota State Colleges and Universities system are committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status in regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, and marital status, status with regard to public assistance or sexual orientation is prohibited.

Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, or physical acts of aggression, etc., which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of college services or participation in college events or activities.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under the state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCTCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteer, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

Investigation and Resolution

This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited. Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the SCTCC designated officer. The report/complaint should be brought as soon as possible after an incident occurs. Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer.

Student Complaints:

Dean of Health Sciences, Dr. Laurie Jensen laurie.jensen@sctcc.edu

Reasonable Accommodations

Also found in the SCTCC Student Handbook

Essential functions in some required SCCTC Surgical Technology Program courses include heavy lifting, pushing and pulling weight.

Statement of Accommodations: St. Cloud Technical & Community College is committed to providing reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. In order to develop your Accommodations Plan, please contact disability services staff in Office # 1-401 or 1-460. Phone #s 320.308.5757 or 320.308.5096, or email acc@sctcc.edu. Approved accommodations will be provided per policy.

<https://www.sctcc.edu/disability-services> Accommodations are not provided retroactively so it is essential to discuss your needs at the beginning of the semester.

Social Networking and Social Media Policy

This policy recognizes the fact that regardless of the original intent, words and images posted or distributed publicly have an impact on the reputation of the college, the ST program, community partners and clinical sites. Therefore, it is the policy of the Surgical Technology program to prohibit any and all participants from posting detailed medical information, images, negative comments regarding an instructor, clinical site, partner or patient, and anything that could be considered a threat or harassing statement on any social networking site or message board.

Disclosure of personal health information and images via these sites, even if using your personal accounts/pages, can and will be treated as a HIPAA violation. Other statements not containing personal health information, but of a negative nature directed at Surgical Technologist program personnel, clinical sites and partners will not be tolerated and are subject to the conditions listed in the paragraph below.

Your clinical experience is an extension of the program's relationship with area healthcare facilities, and your chance to gain valuable in-field experience. As such, it is expected and required that you treat these clinical sites as your workplace. Therefore, negative and/or subjective comments or postings via social media are grounds for discipline which may include failure of the course or dismissal.

(updated 10/2025, LAN)

Academic Year 2025-26 SCTCC Surgical Technology Program

I acknowledge that I have on-line access to the Surgical Technology Student Handbook and that it is my responsibility to download/save or make a hard copy for future reference as a student in the Surgical Technology Program.

I have reviewed the Surgical Technology Student Handbook and I understand the content.

I have read the preceding Policies and Guidelines and agree to abide by these rules and regulations while a student in the Surgical Technology Program at St. Cloud Technical & Community College.

Student Name (print)

Student Signature

Date