



**Health Professions Division**

**Sterile Processing and Distribution  
Program  
Student Handbook  
2021-2022**

ELGIN COMMUNITY COLLEGE  
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# Introduction

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## **Sterile Processing and Distribution Clinical Agencies**

Advocate Good Shepherd Hospital  
450 Illinois Highway 22  
Barrington, Illinois 60010  
(847) 381-0123

Advocate Lutheran General Hospital  
1775 Dempster St.  
Park Ridge, Illinois 60068  
(847) 723-2210

Advocate Sherman Hospital  
1425 N. Randall Rd.  
Elgin, Illinois 60123  
(847) 742-9800

Amita Saint Alexius Hospital  
1555 N. Barrington Rd.  
Hoffman Estates, Illinois 60169  
(847) 843-2000

Amita Saint Joseph Hospital  
77 N. Airlite St.  
Elgin, Illinois 60123  
(847) 695-3200

Elmhurst Memorial Hospital  
155 E. Brush Hill Rd  
Elmhurst, Illinois 60126  
(331) 221-1000

Northwestern Medicine Delnor Hospital  
300 Randall Rd.  
Geneva, Illinois 60134  
(630) 208-3000

Northwestern Medicine Huntley Hospital  
10400 Haligus Rd.  
Huntley, Illinois 60412  
(224) 654-0000

Northwestern Medicine McHenry Hospital  
4201 W. Medical Center Dr.  
McHenry, Illinois 60050  
(815) 344-5000

Northwest Community Hospital  
800 W. Central Rd  
Arlington Heights, Illinois 60005  
(847) 618-1000

OSF Saint Anthony Medical Center  
5666 E. State St  
Rockford, Illinois 61108  
(815) 226-2000

Rush Copley Medical Center  
2000 Ogden Ave.  
Aurora, Illinois 60504  
(630) 978-6200

### ***Professional Organizations for Sterile Processing and Distribution***

The professional organizations for Sterile Processing and Distribution are IAHCsMM and CBSPD. Both agencies are highly regarded throughout the nation. Illinois healthcare facilities do not require certification, but do prefer it. States that do require certification are Connecticut, New Jersey, New York, and Tennessee. Most Illinois facilities will hire a new graduate and request certification be completed within a certain timeframe.

International Association of Healthcare Central Service Materiel Management (IAHCsMM)

55 West Wacker Drive

Suite 501

Chicago, IL 60601

(800)962-8274

[mailbox@iahcsmm.org](mailto:mailbox@iahcsmm.org)

[www.iahcsmm.org](http://www.iahcsmm.org)

The Certification Board for Sterile Processing and Distribution, Inc. (CBSPD)

1392 US Hwy 22W

Suite 1

Lebanon, NJ 08833

(908)236-0530

[mailbox@sterileprocessing.org](mailto:mailbox@sterileprocessing.org)

[www.cbspd.net](http://www.cbspd.net)

*Note: The Elgin Community College Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).*

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 – 113<sup>th</sup> St. N, #7709

Seminole, FL 33775

(727) 210-2354

[mail@caahep.org](mailto:mail@caahep.org)

[www.caahep.org](http://www.caahep.org)

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)

19751 East Mainstreet, Suite 339

Parker, CO 80138

(303) 694-9262

[info@arcstsa.org](mailto:info@arcstsa.org)

[www.arcst.org](http://www.arcst.org)

## ***WELCOME!!!***

Welcome to the Elgin Community College Sterile Processing and Distribution BVS Certificate Program; a course within the Surgical Technology program in the Health Professions Division. You have chosen a program in which you will stretch your abilities to reach your fullest potential as a Sterile Processing and Distribution Technician. We know the effort that went into your decision and the work that will be required to complete this program. The faculty is ready and willing to assist you in achieving your goals. We recognize that individuals may have unique and varying needs, capabilities, and experiences. The key to success lies in the recognition by each individual of any learning areas that may need improvement, and in assuming responsibility for strengthening any deficiency. ECC has numerous resources to assist you including help with study habits, test-taking skills, increasing reading skills, and time management.

## ***Please seek help early and take advantage of the assistance available.***

We are committed to helping you reach your educational and life goals. We encourage you to communicate with any clinical instructor, faculty member, administrator, or academic advisor who can be reached by phone, mail, e-mail, or in person during office hours. It is important you are well informed about your Sterile Processing and Distribution program. In order to accomplish this task, you should carefully read through the ECC Sterile Processing and Distribution Program Student Handbook. All students are subject to the policies of the college as found in the ECC General Catalog as well as the Sterile Processing and Distribution Program Student Handbook. Because the Sterile Processing and Distribution Program is unique, this handbook has been developed as a specific information resource for you.

## ***Health Professions Division Mission and Vision Statements***

The mission of the Health Professions division is to provide quality education that supports the development of health and wellness practitioners. The Health Professions Division will be recognized as a leader in providing quality education using innovative teaching strategies. Our students will develop confidence in their discipline through training in simulated and clinical settings. We will utilize interdisciplinary activities to instill a sense of professionalism in our graduates and nurture an appreciation for lifelong learning.

## ***Discrimination Prohibited***

ECC is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA.

## ***ADA Statement***

Students in this program who, due to a disability, have a need for non-standard note taking, test taking, or other course modifications should notify the instructor, in private, as soon as possible. If the student requires special services, they must provide documentation to the college through the Disabilities Center (B115).



### ***Essential Functions***

The Sterile Processing and Distribution program student must be able to demonstrate critical, logical and analytical thinking while also possessing motor, auditory and visual skills that enable them to meet program objectives and perform job duties required by the profession.

#### ***Gross Motor Skills:***

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders
- Reach below waist
- Reach out front

#### ***Fine Motor Skills:***

- Pick up objects with hands
- Grasp small objects with hands firm and slight pressure
- Write with pen or pencil
- Key/type (use a computer)
- Pinch/pick or squeeze with fingers (manipulate small screws and pins)
- Twist (turn objects/knobs using hands)
- Manual dexterity
- Finger dexterity
- Simultaneous use of hands, wrists, fingers
- Coordinate eye-hand and eye-hand foot

#### ***Physical Endurance:***

- Stand for long periods of time from 2-4 hours
- Maintain same position for long periods of time
- Sustained repetitive movements
- Function in a fast-paced work environment for hours

#### ***Physical Strength:***

- Lift, push, or pull 50 pounds (carry instrument pans, push/pull carts)
- Carry equipment/supplies (lift instrument pans)
- Use upper body strength
- Squeeze with hands (operate fire extinguishers)

#### ***Hearing:***

- Ability to hear normal speaking level sounds
- Ability to differentiate speech in presence of background noises
- Hear in situations when not able to see lips

#### ***Visual:***

- See objects up to 20 inches away
- See objects up to 20 feet away

- Use depth perception
- Use peripheral vision
- Distinguish color and color intensity (color codes on instruments and supplies)

***Tactile:***

- Feel vibrations (palpate pulses)
- Detect temperature (solutions)
- Feel differences in surface characteristics
- Feel differences in sizes, shapes
- Detect environment temperature

***Environment:***

- Tolerate exposure to allergens (latex gloves, chemical substances)
- Tolerate strong soaps and strong chemicals
- Tolerate strong odors
- Exposure and tolerate of unpleasant sights and sounds
- Tolerate working in confined spaces for extended periods of time
- Tolerate wearing protective equipment
- Tolerate working indoors
- Tolerate working in extreme temperatures

***Communication Skills:***

- Speak English
- Write English
- Listen/comprehend spoken/written word
- Collaborate with others (health care workers, peers)
- Comprehend and exhibit non-verbal communication

***Sterile Processing and Distribution Program Mission***

The mission of the ECC Sterile Processing and Distribution Program is to develop and support learning over the course of a lifetime leading to positive change in the lives of individuals, families, and communities. The primary goal of sterile processing and distribution education is the student's acquisition of knowledge and abilities commensurate with entry-level professional practice as a Sterile Processing and Distribution Technician. A Sterile Processing and Distribution Technician must demonstrate the following:

- dynamic, cognitive, behavioral, technical process with distinct functions and desired outcomes so that national standards of practice are maintained
- dedicated to the improvement of the profession
- promotes enhancement of the safety and protection of personnel and patients
- promotes, restores, and maintains health for patients
- requires observation of a code of ethics
- supports the dignity and rights of the patient
- assesses and meets the needs of the patient
- promotes life-long learning

The motto of the Certified Board for Sterile Processing and Distribution is “Quality is Our Commitment and Patient Safety is Our Goal.” This is facilitated through caring, critical thinking, and effective communication. Sterile Processing technicians are allied health professionals who are an integral part of the surgical team.

The mission of the International Association of Healthcare Central Service Materiel Management is “Promote patient safety worldwide by raising the level of expertise and recognition for those in the Central Service profession”.

*Please refer to the International Association of Healthcare Central Service Materiel Management “Code of Conduct”*

*<https://www.iahcsmm.org/certification/policies-and-statistics.html#CodeofConduct>*

*Please refer to the Certification Board for Sterile Processing and Distribution “Ethics Policy”*

*<https://www.cbspd.net/wp-content/uploads/2021/05/E-03-Ethics-Policy-2021.pdf>*

### ***Health Professions Division Statement on Safety***

Elgin Community College (ECC) students must adhere to the Health Professions Student Code of Conduct Policy (found on p. 35) of this handbook. In addition, during on-campus laboratory sessions and clinical experiences, the Health Professions Department requires health profession students to practice safe techniques, remain drug and alcohol free, maintain clear criminal background checks, and demonstrate professional behavior at all times while on campus or in the clinical setting. These additional requirements are necessary because health professions programs require students to perform procedures on patients in the clinical setting.

Program directors or faculty may immediately remove a student from an educational experience on or off campus, and recommend to the Dean of Health Professions a failing grade for a student in the clinical or laboratory setting for drug or alcohol use, background check violation, or the demonstration of unsafe or unprofessional behavior or technique (such as but not limited to: physical or verbal threats, inappropriate comments, physical abuse, offensive touching or use of force on a person without the person’s consent, verbal abuse, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person). The recommendation for removal may result in permanent dismissal from the Health Professions Division.

A student may choose to appeal a failing grade through the Grade Appeal Process as stated in the college catalog. A student may choose to appeal permanent dismissal from the Health Professions Division through the Disciplinary Procedures as stated in the college catalog.

## ***Student Code of Ethics***

Because health professionals should exemplify high moral and ethical standards, sterile processing and distribution students will uphold an honor code relating to the ECC Student Code of Conduct Policy (found on pg. 35), the IAHSMM Code of Conduct, and the CBSPD Ethics Policy. Simply stated an honor code is a process by which students, having knowledge of any violations of moral or ethical standards or, are expected to first counsel the offender(s), and then report any additional occurrences to the course instructor and/or the program director. Violations of the ECC Code of Conduct will not be tolerated and will be considered grounds for dismissal from the program. ECC and the Sterile Processing and Distribution Program's beliefs, principles, values, and ethics are concepts reflected in the following philosophy and code of ethics, and are interrelated and mutually dependent. The following Student Code of Ethics shall be followed throughout the Sterile Processing and Distribution Program. The student shall:

- Use own knowledge and skill to complete examinations without referring to others' answers, old examinations, class notes, or other references, unless specifically permitted by the instructor. The student shall not cheat.
- Use own knowledge and skill to write papers or compile research information. Shall not plagiarize, quote or copy other persons' work without giving proper recognition as stated in a standard manual on style.
- Respect the opinions of instructors and other learners. Shall not insult, slur, or degrade instructors, other health professionals, or students.
- Respect the limited resources of textbooks, library books, reprints, and journals. Shall not mutilate, deface, damage, or withhold resources for own use.
- Conserve limited resources by using only supplies needed for completion of assignments and maintain equipment in good working order. Shall not waste supplies or misuse equipment.
- Assist in maintaining class and laboratory rooms in good order. Shall not leave these rooms dirty or in disarray or disorder.
- Complete all assignments by the scheduled date and time or make satisfactory arrangements with the course instructor for an extension. Shall not expect to receive equal consideration in grading unless such arrangements are made.
- Observe all safety procedures when working with students, patients, and equipment whether in the Central Service department, class, or laboratory. Shall not endanger the safety and welfare of patients, other students, or faculty and staff.
- Shall not attend class, laboratory, or clinical rotation under the influence of alcohol or drugs and/or exhibit signs of alcohol or drug abuse.
- Observe all policies and procedures established by the Sterile Processing and Distribution Program and all off-campus facilities. Shall not exempt from class/clinical without specific permission by a faculty member or clinical supervisor.
- Respect the confidentiality of patient information regardless of source (patient/physician, records, charts, etc.) Shall not repeat information outside of the classroom, Central Service department, or health facility. Shall not make written reports outside the clinic or facility in which any part of the patient's name appears except initials.
- Work in cooperation with and with respect for other health care professionals. Shall not interfere with or obstruct the rendering of the treatment and/or services provided by other

health care professionals.

- Protect the property and property rights of the facility, laboratory, and patient. Shall not remove or borrow property without permission and shall not damage or misuse property while in the facility or clinic.
- Respect other students' projects. Shall not handle, steal, alter, deface or otherwise harm another patient's project, especially in a manner, which might cause the project to receive a lower grade by the instructor. Must also respect classmates' confidentiality.

## **Section 1: Curriculum**

### ***Sterile Processing and Distribution BVS Certificate Program Goals***

The goals for the Elgin Community College Sterile Processing and Distribution Program are to prepare its graduates as entry-level Sterile Processing and Distribution technicians that are knowledgeable, skilled, and have developed the essential behaviors of the profession. This preparation will occur in the cognitive, psychomotor, and affective learning domains. To accomplish this mission, the graduate of the Elgin Community College Sterile Processing and Distribution Program will be able to:

- Apply their knowledge of the biologic sciences and biomedical technology to their role in the Sterile Processing and Distribution department (cognitive).
- Demonstrate and value the skills that are required for quality patient care, safe practice, and aseptic techniques in the Sterile Processing and Distribution department (psychomotor).
- Communicate effectively with team members and other facility departments (psychomotor).
- Assume responsibility as a member of the profession of Sterile Processing and Distribution by applying established standards of practice, professional ethics, and ongoing self-evaluation (affective).
- Maintain an "Ethical Conscience" and accountability for personal actions (affective).

### ***Curriculum***

The organizing framework includes unifying concepts, core abilities, and program outcomes. The ECC Sterile Processing and Distribution curriculum is designed to assist the student in accomplishing program goals. Each module contributes to the knowledge and skills needed in the development of hospital employed Sterile Processing and Distribution technician.

### ***Unifying Concepts***

- Incorporate the essential components of the curriculum. These concepts include human needs, caring, and environment.
- A need is an individually defined deficiency with complex components. Major categories include needs for survival, closeness, and freedom.
- Caring is a moral imperative, comprehensive, incorporating commitment, compassion, conscience, competence, and confidence.
- The environment is recognized as having a tremendous impact on health needs.

### **Core Abilities**

- Incorporate critical thinking and use of problem-solving techniques.
- Act responsibly.
- Demonstrate honesty and integrity.
- Interpret and communicate information.
- Recognize patient rights, needs, and values.

### **Program Outcomes:**

- Incorporate basic patient-care concepts related to infection prevention.
- Integrate the principles of asepsis in practice to provide optimum patient care.
- Incorporate basic sterilization preparation skills and methods.
- Incorporate sterilization standards and guidelines.
- Facilitate and promote infection control.
- Apply basic knowledge of surgical instrumentation
- Integrate responsible behavior as a health care professional.

### **Prerequisites:**

PSB-HOA exam

### **Required Course:**

SGT 100      Sterile Processing and Distribution      5 Credits      **Program Total = 5 Credits**

*This course including other required prerequisites are foundational for surgical technology courses and must receive a “C” or higher.*

### **Program Attendance Policy**

Attendance in the Central Service department is crucial. Many people, most importantly the patient, depend on the punctuality and attendance of the entire sterile processing team. In order to train for the attendance demands, each student is expected to attend all scheduled learning experiences. Continued enrollment in the Sterile Processing and Distribution Program depends on consistent attendance. In academic courses, grades are earned on the basis of the student’s attainment of the course objectives; and regular and punctual attendance is expected. In lab and clinic-based courses, attendance is one of the factors that will be evaluated weekly. Failure to comply with attendance policies may result in an instructor- initiated withdrawal. Students who must miss a class, lab, or clinical experience are expected to notify the lecture instructor, the lab instructor, the clinical site manager, and the Sterile Processing and Distribution Program director in advance according to the guidelines established for the course. The program director, lab instructor, or lecture instructor may require documentation of illness. Because of the importance of attendance in the Sterile Processing and Distribution Program, students will be expected to adhere to the following attendance policies (also see pg. 34)

### **Remote or Face-to-Face Classroom Attendance**

Each lecture has been designed to include important information necessary to become a sterile processing and distribution technician. No more than two absences will be allowed and through

communication with the instructor most make-up work will be accepted. Three absence receives a warning and a conversation with the director, and no make-up work is accepted. Four or more absences receives a score of 0% on all class work and quizzes for that week, along with no make-up work accepted. **Call in procedure:** *Student must email or text lecture instructor and program director no later than 1 hour before the start of class. At that time, make-up work arrangements should be made.*

### **Lab Attendance**

There is a total of 15 hours of lab time during the first 3 weeks of the course. Students must attend ALL lab hours. If a lab must be missed, the student must arrange a make-up day with the lab instructors. A student will not be able to attend clinical if less than 15 hours of lab has accrued in 3 weeks.

**Call in procedure:** *Students must email or text the lab instructor and program director no later than 1 hour before the start of class. At that time, make-up lab arrangements should be made.*

### **Clinical Attendance**

There is a total of 97.5 clinical hours. Your clinical rotation should be looked at as an interview process. Every rotation should be treated as if you are applying for a position. Attendance is one of the top ways to prove your professionalism and commitment to the clinical department and the patients they serve. **Only two clinical absences are allowed during the semester equaling 15 hours. Three absences will require a conversation with the program director and a verbal warning will be given. Four absence receive a written warning "Notice of Probation" form, and five absences fails the course due to clinical deficiency. ALL clinical absences must be made up if applicable. Make up days are scheduled at the discretion of program faculty and the clinical facility in order to assure availability of appropriate supervision.**

**Call in Procedure:** *Students must call the Sterile Processing and Distribution department contact person AND email course instructor and program director no later than 7am the day of the clinical absence.*

### **Tardy and Leave Early**

Being tardy and leaving early are also unacceptable. Two or more times being tardy or leaving early equals one absence and follows the same guidelines found above in the Clinical Attendance section.

### **No Call No Show**

If a student fails to report an absence of any kind, this will be counted as a "no call no show." 1 no call no show receives a written warning and conversation with the director. 2 no call no shows results in failure of the semester.

### **Snow Day Policy**

If the college is closed, students are not required to attend clinical; however, any missed days deemed a unique or limited assignment may be re-assigned. Site visits will not occur when campus is closed. Local radio and TV stations may report college closings. Students may also call the college at 847-697-1000 or log on to the college website. It is recommended that students register for ECC's emergency alert system. Students, faculty and staff receive text messages if there is a campus emergency or cancellation of classes due to inclement weather. 1. Log

on to emergency.elgin.edu 2. Enter your name, cell number & email address 3. Click to register Excused Absences.

### ***Jury Duty and Funeral leave***

Funeral leave is only excused for members of the immediate family. Immediate family is considered: spouse, children, mother, father, brother, sister, grandparents, in-laws. Documentation must be provided for either type of leave for those days to be excused.

### ***Emergency Leave***

Due to emergency or special circumstances, a student may have up to three days of leave. The student must submit a written request to the program faculty or obtain approval from program officials. The student must make up missed clinical time and/or class assignments during the emergency leave.

### ***Class Behavior***

Students are expected to come to class having read the assigned textbook selections. A syllabus is provided to each student at the beginning of the course. The syllabus and other course documents are also posted on Desire to Learn (D2L).

Students are expected to be respectful of the instructor and each other. Behavior that violates this policy will not be tolerated. Examples of unacceptable behavior include: making derogatory comments about other people, falling asleep in class, interrupting someone else who is speaking, monopolizing the discussions, asking questions or volunteering information unrelated to the topic, yelling, physical actions that can cause injury, sexual harassment, racial slurs, etc. If your behavior is unacceptable, you will be warned once; the second time you will be given a written statement of acceptable behavior and time frame in which to comply. **Cell phones** are to be turned off during class or placed on silent mode. Please see the instructor if you have a potential emergency situation that may require you to receive a call during class time. **Use of cell phones is not allowed in the classroom or laboratory at any time.** No eating or drinking is allowed in the classroom at any time. A break will be scheduled to permit time for these activities.

### ***Academic Integrity and Honesty***

Academic honesty is expected of each Sterile Processing and Distribution student. Abuse of academic integrity and honesty will result in failure of the course (see pg.39).

### ***Testing/Grading***

Grades are computed using the total points earned from coursework, exams and quizzes and then divided by the total possible points for a percent (%) grade. This percent grade is converted to a letter grade according to the following scale:

92-100%	A
85-91%	B
75-84%	C
70-74%	D
Below 70%	F

Students must receive a minimum grade of "C" which is required to pass the course. Students must meet clinical expectations and objectives. A student's ongoing average, will be provided in D2L. Clinical



evaluation feedback will also be provided. Grades will be posted on D2L within a reasonable length of time following submitted and graded work. Multiple-choice examinations will occur according to the schedule in the course syllabus. There will be no prior announcement of quizzes.

If a student misses an unannounced quiz, the student will be given a zero for that quiz grade. Students are expected to be in class for each scheduled exam. If a student is absent for a scheduled exam he/she may take a late exam at the Testing Center on the first day that the student returns to campus. During remote/virtual classroom learning, late exams are scheduled according to instructor availability and discretion. Only two late exams will be allowed in a semester. A zero will be given for any subsequent late exams. Cell phones will be placed in a designated area during testing and must be turned off or remain on silent mode.

### ***Retention and Promotion***

Students must obtain a minimum grade of “C” or higher in SGT-100 in order to obtain the Basic Vocational Specialist (BVS) certificate; and progress into the Surgical Technology Program, along with other prerequisite and course requirements.

### ***Spartan Alert System***

The Health Professions Academic Advisor is available to all students to be successful in the BNA program. The Academic Advisor provides individual, supportive services in developing time management skills, note taking, test taking skills, campus referrals, as well as coordinating personal, academic, financial, and career-related assistance. A Spartan Alert will be initiated for students who score below an 80% on any unit exam. If a Spartan Alert referral is initiated by the instructor, the student is required to meet with the Health Professions Academic Advisor and complete recommendations, which may include scheduled appointments to improve student success. ICAPS students may also meet with their Student Support Specialist.

### ***Withdrawal from Courses***

Students must follow the college withdrawal policy as outlined in the ECC catalog.

### ***Graduation***

It is the responsibility of the student to know and fulfill all academic requirements and graduation procedures. Information regarding requirements is found in the ECC catalog. In order to qualify for the Basic Vocation Specialist certificate in Sterile Processing and Distribution, the student must complete the SGT-100 course with a minimum of a “C” grade, complete all prerequisite requirements, and meet both lab and clinical expectations of the course. **Graduation candidates must complete a formal “Notice of Intent to Graduate” in the Office of Registration and Records by March 1<sup>st</sup> for a May graduation and October 1<sup>st</sup> for a December graduation.** Students are encouraged to participate in the graduation ceremony held each year in May and December. This is an especially important day for you and your family.

### ***National Certification Exam Process***

Upon successful completion of the SGT 100 course, the student will be eligible to obtain the Basic Vocational Specialist certificate from Elgin Community College. Students are also eligible to take a national sterile processing and distribution certification exam established through The Certification Board for Sterile Processing and Distribution, Inc. (CBSPD), and through the International Association of Healthcare Central Service Materiel Management (IAHCSMM).

There is an exam application process and an exam fee. Exam payment and exam scheduling must be made with the organization of choice.

*Note: These organizations schedule and proctor their own exams and testing for this exam is not held at ECC.*

## **Section 2: On-Campus Laboratory**

### ***Campus Laboratory***

The lab provides a setting for students to practice and demonstrate skills in a mock sterile processing and distribution/central service department under faculty supervision. ECC surgical Technology scrubs (purchased at the ECC bookstore) and gym shoes is the apparel worn during SGT-100 lab sessions, along with shoe covers, surgical face mask, and head cover. The PPE is provided to you by the college. On-Campus lab content is designed to prepare sterile processing and distribution students to function safely and effectively at the clinical facility. Students are to actively participate in on-campus lab learning activities.

**Sterile Processing and Distribution students are required to successfully complete all lab skills in order to move on to their clinical rotation.** Students are given a sufficient amount of time to master each skill. Extra lab time (open-lab) and office hours are available for extra lab practice in order to master each individual skill. Skill demonstrations and return demonstrations are based on the assigned learning objectives and textbook readings. The following skills will be demonstrated, practiced, and tested:

### ***SGT 100: Sterile Processing and Distribution Competencies***

1. Basic Hand Wash
2. Donning and Doffing Personal Protective Equipment
3. Assemble an Instrument Set
4. Assemble and disassemble a Container System
5. Packaging: Peel Packaging Technique
6. Packaging: Wrap (Envelope Fold) Technique
7. Knowledge of Basic Surgical Instrumentation

## **Section 3: Clinical Laboratory**

### ***Professional Conduct and Behavior***

All students are expected to follow Standards of Professional Conduct and adhere to the Sterile Processing Technician Code of Conduct, the Patient's Bill of Rights, HIPAA regulations, and individual health care facilities policies and procedures, and dress code. Failure to comply will result in clinical deficiency or failure.

Behavior that is considered professional dictates that we treat all patients, staff, clinical instructors, clinical preceptors, classroom instructors, and fellow students with the utmost respect. Displaying attitudes of cooperation, eagerness to learn, caring, and high regard for your staff preceptor will be helpful to you in your relationships with the staff. If you are having difficulties, you are to discuss them with your clinical or classroom instructor. It is never acceptable to lose your temper or exhibit aggressive behaviors toward anyone, and may result in clinical failure.

The instructors in the Sterile Processing and Distribution program are well-educated professionals who have many years of operating room experience. Their roles are those of a teacher, student advocate, and evaluator. They are responsible to you, and they are also responsible to the staff, hospital administration, and most importantly to the patient. If you have concerns regarding the impact of their roles on you, please talk directly to your ECC clinical instructor in conference or the program director. Complaining to classmates is unacceptable.

### ***Ethics and Confidentiality***

All patient records (chart, verbal or written information) are confidential. Violations of confidentiality may be subject to litigation. Patients and hospital staff members must not be identified by name in assignments or other exercises used for learning purposes. Patients, hospital staff members, and care issues are not to be discussed with others in the corridors, cafeteria, elevator, lounge, or other public places, and are not topics of discussion with friends, classmates, or family. Surgical cases may only be discussed as part of a classroom activity. However even at that time, staff or patients are not to be identified by name. Cases should never be discussed at home, hospital cafeteria, in the school lounge, or in any other setting.

Personal integrity is expected of all Sterile Processing and Distribution students that includes maintaining a "Professional Performance" and adhering Ethics Policy and Code of Conduct of CBSPD and IAHCMM.

### ***Social Media Conduct Guidelines***

Students are not to post or discuss any clinical experience or information regarding the experience with the clinical facility, its staff, or its clients/patients on any internet social media platforms. Students will be prohibited from returning to the clinical site if these guidelines are violated in any way. Students are prohibited from all forms of video/audio recording of the clinical facility, its staff, or its clients/patients. Students will be prohibited from returning to the clinical site if these guidelines are violated in any way. Such violations may result in disciplinary action. Students are not to carry personal or work-related beepers/cell phones in any of the departments they experience during clinical. Students should contact their course instructor and program director if they must be notified of a family emergency.

### ***Cell Phones***

Cell phones are not allowed in the Operating Rooms and in the Sterile Processing and Distribution department. Leave your phone in your locker and check any missed calls on break. It is acceptable to give the clinical site phone number to a family member and to your child's school for emergency purposes.

### ***Student Work Policy***

The clinical experience is an educational experience and an opportunity to gain skill and knowledge within the profession. Students are not considered employees of clinical facilities during the time they are students in the program. Students shall not be substituted for personnel during their clinical rotations. Students shall not be paid by the clinical affiliation sites during the clinical component of the program.

### ***Clinical Assignments***

Clinical assignments are made by the program director. While efforts are made to provide you with an effective clinical learning experience, we cannot guarantee you will be assigned to a site close to your home. These assignments will be based on student learning needs and clinical availability. There are to be no complaints or refusals to accept the assigned clinical. Each day, students are to keep a paper timesheet in order to track the students' hours at the clinical site, along with signatures from the clinical staff verifying the students' time for the day. These paper timesheets must be uploaded to Platinum Planner a digital time tracking and clinical skills tracking system. This procedure permits students to be accountable for their learning needs. Entering information of clinical hours and clinical skills on Platinum Planner may be done at home.

Failure to accurately record in the programs digital time tracking and skills tracking system (Platinum Planner) will result in a deficiency notice. The course instructor will personally determine and approve student timesheet and any clinical skills entered into Platinum Planner.

### ***Transportation and Parking***

Students must be prepared to drive to an assigned clinical site that may be forty-five minutes to an hour away from the college campus. Students are to provide their own transportation to and from all clinical agencies. Carpooling with class-mates is not allowed. Students are to follow parking regulations of the clinical facility and park only in those areas designated for students.

### ***Weekly Preceptor Evaluation***

Hospital employees will evaluate the clinical student on a weekly basis. Students will personally hand a weekly preceptor evaluation form to a clinical employee they were assigned to work with. Students will ask the hospital employee to fill out the weekly form and complete with signature. Once the form is completed and includes signature, students will post the weekly preceptor evaluation form to the Platinum Planner tracking system. One preceptor evaluation form per week is required.

### ***Morale***

The clinical schedule includes sterile processing and distribution experience. During this time students may witness some of the human behaviors and responses that result from working in a stressful, fast-paced environment. It is important for the student to understand that these behaviors also occur in the student's absence and should not be taken personally. If you need someone to talk with about your

concerns, it is imperative that you seek out your course instructor, program director, or an ECC wellness professional. They are your advocate and can assist you in adjusting to the many personalities in the Central Service department. Complaining to your classmates only results in lowering morale for the entire group and does not make the situation better for you. Your personal stress may be reduced by diligently preparing for the work and skills you will demonstrate and learn while at clinical. Get a good night's sleep before each clinical lab day and plan time for a nutritious breakfast that morning. Look upon the clinical day as a marvelous time of discovery and learning. Don't get caught up in any of the difficulties the staff may be having with each other. Remember you are a guest in the clinical facility and are not there permanently.

### ***Dress Code***

You should arrive to your clinical site in business casual attire or in ECC scrubs. Always look professional. The clinical site will supply you with hospital scrub clothing each day you are there. These garments are not to be taken from the facility. Students must return hospital scrubs each day upon leaving. This policy is mandated by OSHA and supported by professional honesty.

- Students are to supply their own shoes and those shoes should not be worn outside the clinical facility. Shoes designated specifically for clinical is preferred. The shoes should allow for adequate support since Sterile Processing technicians stand most of the day. Canvas shoes and shoes with openings near the toes are considered to be unsafe.
- Jewelry is not to be worn at the clinical site. It is prudent to leave all jewelry at home. All objects used in body piercings that can be seen must be removed. These include facial and ear piercings.
- Artificial nails and nail polish are not permitted. Fingernails should be well cared for, must be unpolished, trimmed, and be no longer than the distal end of the digit.
- Artificial eyelashes are not permitted.
- Depending on the clinical facility, you may be required to cover all tattoos.
- An ECC student ID and badge holder is to be purchased at ECC and worn on the scrub top. Students are responsible for replacing any lost student ID badges. These include student ID's from clinical sites or from ECC.
- Gum chewing is not a professional behavior and is not allowed in lab or at the clinical site.
- It is expected that each student will follow basic rules of hygiene: daily bath/shower, shampoo, clean underclothing, use of deodorant.
- Strong scented perfume or cologne is not permitted

### ***Physical and Health Requirements***

Evidence of immunity/current immunization status (Measles, Mumps, Rubella, Rubeola, Varicella, Diphtheria, Pertussis, Tetanus) TB test, influenza vaccine, HepB and written permission from your healthcare provider are required prior to the first clinical experience. All documentation must be submitted through the CastleBranch portal (a medical document and screening management system).

It is strongly suggested that all Sterile Processing and Distribution students receive the complete series of Hepatitis B immunizations. If students choose not to receive this vaccine, the student must sign a declination statement prior to attending their first clinical experience.

A student who has any change in their physical and/or psychological condition (***including pregnancy and postpartum time***) that requires medical attention and/or affects their physical or emotional endurance must have written permission signed by a physician to continue in the Sterile Processing and Distribution program.

### ***Medical Insurance***

Students must carry personal medical insurance. A copy of the student insurance card (front and back) is to be kept on file with CastleBranch. If a student injury occurs in during clinical, the cost of medical care is the student's responsibility. A Health Professions exposure/incident report form will be completed and kept in the students file on campus.

### ***Criminal Background Check / Drug Testing***

The results of all individual criminal background checks and drug testing will be kept on file with CastleBranch. All individual test results will be considered confidential. Please see **Administrative Procedure 3.406**-Criminal Background Check and Drug Testing of Health Professions Students.

## **Section 4: Policies and Procedures**

### ***Clinical Failure Policy***

Students must perform at a safe level, demonstrating evidence of transfer of theory to practice, attentiveness to asepsis, and client safety. Satisfactory progress toward meeting clinical objectives and competencies must be evident. A behavior pattern that demonstrates poor preparation for the clinical day or inconsistent application of theory is considered unsafe for patient care. Clinical failure is defined as clinical behaviors that fail to demonstrate a consistent level of competency and safety commensurate with current placement in the program. A clinical failure occurs if the instructor observes a continued pattern of deficient performance and/or unsafe behavior that continues to be uncorrected after the student is notified of deficiencies.

The student will be advised of deficiencies during a scheduled instructor/student evaluation conference. Identified deficiencies must be immediately corrected and the student's performance must demonstrate a consistent level of competency appropriate for the student's current placement in the program. The student will be provided a written copy of the identified deficiencies. If a student fails to correct deficiencies in the expected time period or is deficient in the final evaluation, his/her performance will be considered unsafe/unsatisfactory and will result in a clinical failure for the course, regardless of the theory grade. Clinical failure may occur prior to the scheduled conclusion of the semester if the identified deficiencies are not corrected and/or clinical performance remains inconsistent or unsafe.

### ***General Disciplinary Policy***

While enrolled in the Sterile Processing and Distribution Program, all students must conduct themselves professionally. Students must abide by the motto of CBSPD and the mission of IAHCMM, and comply with the policies and procedures of Elgin Community College and the clinical affiliates of the Program. Any student who does not comply with policies and standards is subject to disciplinary action. The program director determines the type and severity of disciplinary action employed. The Sterile Processing and Distribution program faculty and upon the recommendation of the clinical staff are included in the decision process regarding student dismissal. Students who have grievances regarding faculty, an instructor of the program, or clinical staff members should discuss them first with the faculty member or instructor involved. A problem that is not resolved at this level should then be brought to the Program Director's attention. If a problem is not resolved informally at this level, the student should follow Student Appeal and Complaint Procedure 4.408 or the Student Grade Appeal Procedure 4.403 (also outlined in the College Catalog).

### ***Health Professions Dismissal Policy***

Students must comply with all expectations regarding professional behaviors while in the Sterile Processing and Distribution Program. Students are responsible for maintaining appropriate standards of conduct as described in this Student Handbook and the Student Code of Conduct 4.402 found in the ECC College Catalog. Students are expected to comply and practice the following professional standards of quality:

- To maintain the highest standards of professional conduct and patient care.
- To hold in confidence, with respect to the clinical staff beliefs, all personal matters.
- To not knowingly cause injury or any injustice to those entrusted to our care.
- To work with fellow technicians and other professional health groups to promote harmony and unity for better patient care.
- To always follow the principles of asepsis.
- To report any unethical conduct or practice to the proper authority.
- A written warning will be issued for infractions of program regulations or professional standards.
- A copy of the written warning will be kept in the students file in the program director's office.
- Students who continue to violate program regulations or professional standards in which they have previously been given a written warning will be permanently dismissed from the Sterile Processing and Distribution program.
- When behavioral/affective reasons warrant an immediate action, a student may be dismissed from the Sterile Processing and Distribution program permanently without a written warning.
- In the event that a clinical site requests removal of a student from participation in clinical education at that facility, the student may be dismissed from the program
- Students who have been permanently dismissed from the Sterile Processing and Distribution program will not be allowed enrollment in any of the Health Professions Division programs at ECC.

***Causes for dismissal include, but are not limited to:***

- Unprofessional or dishonest behavior
- Actions which jeopardize patient safety
- Infractions of clinical facility policy
- Academic or clinical failure
- Abusive treatment of classmates, instructors, clinical staff, patients, or visitors on campus or at a clinical facility
- Discrimination against anyone associated with the college or the hospital because of race, color, national origin, gender, handicap, creed, or disabilities
- Willful damage of college or hospital property
- Threatening, intimidating, harassing or coercing other persons
- Unauthorized possession of any weapon on hospital or college premises
- Being under the influence of drugs, narcotics, or intoxicants on hospital or college property
- Insubordination or refusal to perform assigned duties and tasks
- Disorderly conduct or fighting on college or hospital premises
- Malicious gossip or derogatory attacks concerning anyone associated with the clinical facilities or the college
- Unauthorized disclosure of hospital acquired confidential information (ie HIPAA violations), including information regarding patients, their families, physicians, hospital staff members and fellow students



- Accumulation of three reprimands
- Excessive absenteeism (please see *Attendance Policy* in this Handbook)

### ***Dismissal Procedure***

- Program officials will review all facts and documentation related to the student's violation of program regulations or professional standards
- If warranted, the program official will prepare a Notice of Permanent Dismissal that outlines the specific reasons for the dismissal
- The program official will meet with the student to present the Notice of Permanent Dismissal. A student who is dismissed from the Sterile Processing and Distribution Program will not be permitted to attend any further Sterile Processing and Distribution classes and clinical assignments, or Surgical Technology program courses. The student will receive a failing grade in the SGT-100 course.

### ***Due Process / Student Appeal***

Students have the right to file a complaint regarding issues that they feel require a resolution. Students should follow the appropriate Appeal for Complaint Procedure 4.408 or Appeal of Student Grades 4.403 procedure as outlined in the ECC College Catalog.

### ***Student Rights and Responsibilities***

- Students have the right to institutional policies and procedures safeguarding the freedom to learn.
- Students are responsible for knowledge and application of the policies and procedures.
- Students have the right to admission without discrimination on basis of race, creed, national origin, gender, marital status or handicap.
- Students have the responsibility to accept others without discrimination bases on race, creed, national origin, gender, marital status or handicaps.
- Students have the right to take reasonable exception to the data or view offered in any course of study and to reserve judgement.
- Students are responsible for knowing material offered in any course of study.
- Students have the right to orderly procedures of academic evaluation without prejudice.
- Students are responsible for maintaining standards of academic performance for each course.
- Students have the right to confidentiality by all Program and College employees.
- Students have the responsibility to respect the confidentiality of others.
- Students have the right to a carefully considered policy regarding the information that is part of the student's permanent educational and financial record and the conditions of records disclosure.
- Students are responsible for maintaining confidentiality of their records.
- Students have the right to discuss appropriate issues and to express opinions in a professional and considerate manner.
- Students are responsible for maintaining positive public relations for Elgin Community College and the Sterile Processing and Distribution Program and its

clinical affiliates.

- Students have the right to printed institution clarification of standards of behavior that are considered essential in appropriate situations.
- Students are responsible to know these policies for disciplinary action may result from violations of these policies.
- Students have the right to adequate safety precautions within the hospital and its facilities.
- Students are responsible for practicing safety measures within the College and its clinical affiliates.
- Students have the right to participate with faculty in periodic review of the grading system.
- Students are responsible for seeking clarification or assistance from faculty regarding academic status.

### ***Readmission Policy***

**SGT 100:** Semester admission is based on scores of the PSB/HOA exam. Students who withdraw from or fail SGT 100, and wish to be readmitted must reapply. Their application will be included in the pool of applicants that are seeking admission the following year.

### ***Health Professions Division: Blood-borne Pathogen Exposure Policy***

In the event that a student or instructor is exposed to blood or body fluids, either in a Health Professions on-campus lab or while at a clinical facility, the policy outlined below must be followed.

- Immediately report exposure to clinical preceptor/hospital staff.
- Thoroughly clean area with copious amounts of water and antibacterial soap. In case of splashes to the eyes, flush with water for 10-15 minutes using an eyewash.
- Report to the nearest emergency room for first aid and baseline testing. \* **Note:** *All health care services provided to a student as a result of an exposure will be at the students own expense.*
- \*Student - must be tested for Anti-HBs and HIV Antibody. Consent is required.
- Source - should be tested for HBsAg and HIV Antibody. If the source tests positive for HBsAg and the student tests negative for Anti-HBs it is recommended that the student receive Hepatitis B immune globulin as soon as possible (within seven days of the exposure).
- If the source is not tested, the student should be encouraged to receive Hepatitis B immune globulin immediately.
- Follow up HIV antibody testing is recommended for the student at 6 weeks, 3 months, and 6 months.
- Extended HIV follow-up for up to 12 months is recommended for exposed student who become infected with HCV following exposure to a source co-infected with HIV and HCV.
- Complete a Exposure Incident Report

# Appendix Listing

- A1. Administrative Procedure 1.103**-Student Grades
- A2. Administrative Procedure 3.406**-Criminal Background Checks and Drug Testing of Health Professions Program Students
- A3. Administrative Procedure 4.104** -Extended Absence Notification for Students
- A4. Administrative Procedure 4.402**-Student of Conduct
- A5. Administrative Procedure 4.407**-Academic Integrity
- A6. Administrative Procedure 4.408**-Appeal for Complaint Procedure
- A7.** Health Professions Division Exposure/Incident Report Form
- A8.** Notice of Probation Form
- A9.** Notice of Probation and Remediation Form
- A10.** SGT Course Failure / Withdrawal Contract
- A11.** Sterile Processing and Distribution Handbook Agreement
- A12.** Confidentiality Statement/Photography Release/Permission to Survey Future Employer
- A13.** Voluntary Assumption of Risk & Release of Liability

## **ADMINISTRATIVE PROCEDURE 1.103-Student Grades**

References Board of Trustees Policy: EP 1

Subject: Student Grades

Adopted: January 29, 1996

Amended: March 22, 2006, February 14, 2008, April 30, 2014, July 2, 2015, April 9, 2018; August 26, 2019; June 7, 2021

Review: This procedure will be reviewed by the Vice President of Teaching, Learning and Student Development by June 30 of every odd-numbered year.

### Grade Point System for Elgin Community College

Letter Grade	Performance	Grade Points Per Semester Hour
A	Superior	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
E	Failure (ended Spring 2005)	0.0
F	Failure (started Summer 2005)	0.0
WF	Withdrawal-Failure (ended Fall 2004)	0.0

### Other Grades & Symbols not used in GPA Calculation

AU	Audit
AW	Administrative Withdrawal (started Spring 2005)
CIP	Course in Progress
CR	Satisfactory for Proficiency, CLEP, Advanced Placement, & courses designated as Pass/No Credit
I	Incomplete
NC	No Credit for courses designated as Pass/No Credit
NR	Not Reported
R	Course Repeated
S	Satisfactory
U	Unsatisfactory
W	Withdrawal
Z	Drop Grace Period (started Summer 2014, ended Spring 2020)

Course instructors are exclusively responsible for grading their student's coursework and submitting midterm and final grades.

The Senior Director of Admissions and Registrar is responsible for recording the proper grade(s) and appropriate grade points on each student's permanent record and will post each student's assigned grade.

Midterm and final grades are required for all students.

## Midterm Grades

- Midterm grades are due by 7:00 p.m. the Monday following the midterm date as indicated on the Drop Dates by Section spreadsheet at <https://elgin.edu/admissions/register-for-classes/withdrawal>.
- A midterm grade of CR or NC is only appropriate for students eligible for a final grade of CR or NC (e.g. pass/no credit) or those participating in approved experiential learning programs (e.g. internships, study abroad, clinicals).
- A midterm grade of AU is only appropriate for students who are auditing a course.
- Midterm grade of W (Related Administrative Procedure: 1.202 Schedule Changes and Course Withdrawals):
  - Students who have never attended or who are not actively pursuing the course should be assigned a midterm grade of W by the 10<sup>th</sup> day of the semester. Actively pursuing the course is defined by each instructor and is according to the attendance policy stated on the course syllabus.
  - The W grade can be used from the beginning of the section, but should be assigned no later than the midterm due date. For sections shorter than 16 weeks, the W should be assigned by the 80% refund date, but no later than midterm.
  - Instructors reserve the right to withdraw a student from section prior to the last day to drop due to excessive, unexcused absences or if the student is not actively pursuing completion of the course as stated in the syllabus.

## Final Grades

- Final grades are due by 4:00 p.m. the Monday following the last day a section meets.
- A grade of W cannot be assigned as a final grade or at any point after the last day to drop.
- A grade of AW is assigned only after the last day to drop and is based on extenuating circumstances assessed by the Associate Dean of Student Success (see Administrative Procedure 1.202 Schedule Changes and Course Withdrawals).

## Incomplete Grades

All courses for which an incomplete grade (I) has been assigned must be completed by the due date assigned by the faculty member teaching the course. The college recommends completion within 120 calendar days after the last day of the course. A failing grade (F) will be recorded for courses not completed by the due date assigned. Under extreme circumstances, a student may obtain an extension if the instructor involved submits an updated expiration date using the Grade Changes function in the employee portal.

## Plagiarism, Cheating and other Forms of Academic Dishonesty

For handling issues of plagiarism, cheating and other forms of academic dishonesty, faculty should refer to Administrative Procedure 4.407 Academic Integrity.

## Grade Changes

All grade changes, including incompletes, must be completed within one calendar year of the course end date. (Related Administrative Procedure: 4.403 Appeal of Final Grade).

## Grade Reports

Midterm grade reports are mailed to students receiving a D, F, NC or, for students who have been withdrawn, a W grade at midterm. Students earning a D or F at midterm should meet with their instructor, academic advisor, or tutor in the Learning Centers to discuss success strategies. Midterm grades are assigned for all students and are available on the portal.

Final grade reports are available electronically through the portal <http://www.elgin.edu/portal> at the end of every semester or session. Final grades are recorded on the student's permanent record in the Records Office.

## Academic Honors

Academic Honors are based on undergraduate level courses (100 level or above).

A student will be listed on the President's List at the college when a semester grade point average of 4.0 with a minimum of 6 semester hours is earned.

A student will be listed on the Dean's List at the college when a semester grade point average of 3.5-3.99 with a minimum of 6 semester hours is earned.

A student will be listed on the Academic Honors List at the college when a semester grade point average of 3.0-3.49 with a minimum of 6 semester hours is earned.

## Graduation Honors

Graduates who achieve a cumulative grade point average of 3.5 to 4.0 for their degree or certificate receive their diplomas with high honors while those achieving a cumulative grade point average of 3.0 to 3.49 receive their diplomas with honors.

During graduation evaluation, the cumulative grade point average for students earning the Associate in Arts, Associate in Science, Associate in Fine Arts, Associate in Liberal Studies and Associate in Engineering Science degrees is determined by using all grades received from all courses numbered 100 and above taken at Elgin Community College

and all grades A-D accepted from other colleges/universities. For students earning an Associate of Applied Science degree and/or any of the occupational certificates, only the grades received in the courses which apply to the Associate of Applied Science degree or certificate are counted for purposes of determining cumulative grade point average at the time of graduation.

For the commencement ceremony and in the printed, hard copy commencement program, candidates are listed in their respective programs and announced with honors based on the grade point average up to but not including the current semester grades. Updated final honors are posted on diplomas and transcripts.

## **ADMINISTRATIVE PROCEDURE 3.406-Criminal Background/Drug Testing**

Subject:Criminal Background Checks and Drug Testing of Health Professions Program Students

Adopted: January 1, 2005

Amended: June 19, 2006, August 7, 2008; July 9, 2015; April 9, 2018;  
June 7, 2021

Review:This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every even-numbered year.

The Illinois Department of Public Health (IDPH) – Healthcare Worker Background Check Code and the Joint Commission on Accreditation of Healthcare Organizations have established regulations that require Elgin Community College to conduct criminal background checks and drug testing of all students in the Health Professions Division who participate in clinical training. The College will comply fully with the IDPH and Joint Commission regulations governing criminal background checks and drug testing, and those requirements have been incorporated into this procedure. The results of all individual criminal background checks and drug testing will be kept in a secure location with controlled access. All individual test results will be considered confidential.

Criminal background checks and drug testing are required of all students accepted into a Health Professions program. Criminal background checks and drug tests must be completed no more than 45 days prior to the start of the semester in which students begin their Health Professions program. Results of criminal background checks and drug tests must be on file in the Health Professions Division office before beginning classes in the Health Professions Division. Students with a history of a felony or disqualifying offense, as defined on the IDPH website, without a waiver from IDPH and/or a positive drug test for illegal substances will be denied admission and/or dismissed from the Health Professions Division.

Health Professions students may be required to complete additional criminal background checks and drug tests prior to or during clinical rotations if requested by the clinical agency.

In addition, students:

- A. will be responsible for all costs associated with criminal background checks and drug tests (including repeat tests)
- B. will be responsible for independently securing all criminal background checks and drug tests from a source identified by the Health Professions Division
- C. will be responsible for independently contacting the IDPH to obtain additional information regarding their background check results and, if applicable, for requesting waivers for convictions that are not considered disqualifying offenses
- D. must notify the Health Professions Division office when they have received waivers for convictions that are not considered disqualifying offenses at least two weeks prior to the start of classes; students who are not granted waivers at least two weeks prior to the start of classes must withdraw from their respective Health Professions programs
- E. who leave the Health Professions Division for one or more semesters will be required to repeat their drug test upon re-admission
- F. who refuse to be tested will be denied admission to the Health Professions Division
- G. with a positive drug test will be referred to the Student Assistance program at ECC
- H. with a positive drug test may not reapply to a Health Professions program for a period of one year and must supply a letter from a professional source documenting successful rehabilitation



- I. with a second positive drug test will be permanently dismissed from the Health Professions Division
- J. whose drug test results are reported as dilute, must repeat the drug test within 24 hours of notification, or it will be considered a positive result
- K. must have a drug test repeated annually while in the Health Professions Division, and may be required to submit to a random drug test if there is cause
- L. who allegedly tamper with a drug test sample or falsify information pertaining to a drug test must repeat the drug test (collection will be witnessed) within 24 hours of notification
- M. who refuse to repeat the drug test within the 24 hour time period will be denied admission to the Health Professions Division.

#### Reference

Illinois Department of Public Health – Disqualifying Offenses  
<http://www.idph.state.il.us/nar/disconvictions.htm>

## **ADMINISTRATIVE PROCEDURE 4.104**-Absence Notification for Students

References Board of Trustees Policy: EP1

Subject: Extended Absence Notification for Students

Adopted: March 20, 2009

Amended: August 23, 2010, December, 2011; August 21, 2013; April 9, 2015; August 3, 2017; August 26, 2019; June 7, 2021

Review: This procedure will be reviewed by the Vice President of Teaching, Learning and Student Development by June 30th of every even- numbered year.

The Office of the Dean of Students may provide assistance to students who experience a family or personal emergency (e.g., death in the family, unplanned hospitalization, etc.) resulting in more than three consecutive absences or significantly impacting active learning/participation (attending class, participating in online activities) by notifying the student's faculty via email. The dean will inform the student or family member that documentation to support the absence is required and should be forwarded to the Dean of Students' office to be kept in a confidential file. The dean can be contacted at [DeanofStudentServices@elgin.edu](mailto:DeanofStudentServices@elgin.edu) or 847-214-7715.

It is also highly recommended that students contact their instructor via email and/or phone for any absences. The faculty may request documentation to support the absence.

Each faculty member has discretion to determine if the absence is excused according to their attendance policy. Notification from the Dean of Students for extended absences does not constitute an excused absence. Faculty members and some grant funded programs have individual and specific attendance requirements listed in the course syllabus, which students are expected to know and by which they are to abide.

## **ADMINISTRATIVE PROCEDURE 4.402**-Student Code of Conduct

References Board of Trustees Policy: EP1

Subject: Student Code of Conduct

Adopted: January 20, 1996

Amended: January 31, 1997; January 30, 2001; August 3, 2006; August 23, 2010; August 21, 2013; April 9, 2015; August 3, 2017; June 4, 2018;

Review: This procedure will be reviewed by the Vice President for Teaching, Learning, and Student Development by June 30 of every even-numbered year.

### **1. Definitions**

Elgin Community College herein referred to as "College".

College Premises includes all land, buildings, facilities or other property in the possession of or owned by, leased by, used, or controlled by the College, including adjacent streets and sidewalks.

College Official includes any person employed by the College, performing assigned administrative or professional duties.

College Community includes any person who is a student, faculty member, College official, visitor or any other person employed by the College or on College premises. A person's status in a particular situation shall be determined by the Vice President for Teaching, Learning, and Student Development.

Organization means any number of persons who have complied with the formal requirements for recognition, through the Office of Student Life.

For more detailed information regarding Administrative Procedures, please go to [elgin.edu](http://elgin.edu).

### **2. Student Obligations to the College**

Registration at Elgin Community College entitles each student to the rights and privileges as a member in the college community. As in other communities, students must assume the responsibilities and obligations accompanying these freedoms. The responsibility for maintaining appropriate standards of conduct, observing all College regulations, and complying with all federal, state and local laws rests with the student. Behavior for which a student is subject to disciplinary sanctions by the College, fall into these categories:

- a. Acts of dishonesty, including but not limited to the following:
  - 1) Cheating, plagiarism, or other forms of academic dishonesty-second or multiple offenses (Refer to Administrative Procedure 4.407 Academic Integrity)
  - 2) Providing false information to any College official, faculty member or office
  - 3) Forgery, alteration, or misuse of any College document, record, equipment, or instrument of identification.
  - 4) Tampering with the election of any College-recognized student organization.
- b. Intentionally disrupting the orderly processes and operations of the College:

- 1) Interfering with the educational opportunities of other students through classroom or other disruption or inappropriate behavior, including foul language.
  - 2) Intentionally obstructing or denying access, either pedestrian or vehicular, to facilities or services by those entitled to use such services or facilities, on campus or while attending off-campus events.
  - 3) Intentionally interfering with the lawful rights of other persons on campus
  - 4) Inciting others to perform acts prohibited by paragraphs (a), (b) or (c) of this section.
- c. Intentional participation in demonstrations within the interior of any College building, structure or any other portion of the premises of the College which have not been approved through appropriate administrative procedures. (See Administrative Procedure 6.202 “Use and Rental of Campus Hallways, Atriums and Grounds” and Administrative Procedure 6.208 “Facilities Usage Regulations”)
  - d. Unauthorized entry into or occupation of any room, building or premises of the College, including unauthorized entry or occupation at an unauthorized time, or any unauthorized or improper use of any College property, equipment or facilities. (See Administrative Procedure 6.208 “Facilities Usage Regulations”)
  - e. Physical abuse, bullying, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or other reckless conduct which threatens or endangers the health or safety of self or others, including but not limited through the use of social media and electronic communication.
  - f. Sexual harassment, sexual assault, sexual abuse, or stalking on College premises or at College sponsored or supervised activities. Refer to Administrative Procedure 3.403 Anti-Discrimination, Harassment, Violence, and Retaliation Policy and Procedure for more detailed information.
  - g. Discrimination or harassment on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation (including gender-related identity), order of protection status, or any other status protected by applicable federal, state or local law. Refer to Administrative Procedure 3.402 Equal Opportunity and Affirmative Action Statement for more detailed information.
  - h. Attempted or actual theft and/or damage to property of the College or property of a member of the College community or other personal or public property.
  - i. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
  - j. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to those persons when requested to do so.
  - k. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to College premises.

- l. Violation of published College policies, administrative procedures, rules or regulations.
- m. Violation of federal, state or local law on College premises or at College-sponsored or supervised activities.
- n. Use, possession, distribution or manufacture of illegal or controlled substances on College premises or at College-sponsored events except as permitted by law.
- o. Use, possession or distribution of alcoholic beverages on College premises or at College-sponsored events except as expressly permitted by the law and College regulations.
- p. Smoking in areas which are not designated by the College refer to Administrative Procedure 3.801 Smoking and Tobacco Use on Campus.
- q. Possession or use of firearms, explosives, firearm ammunition, incendiary devices or other weapons except as authorized by the College. Possession of dangerous chemicals with intent to do harm.
- r. Conduct which is disorderly, reckless, lewd or indecent; a breach of peace; or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College. This includes use of electronic devices with intent to cause injury or distress.
- s. Theft or other abuse of computer time or services, including any violation of the Acceptable Usage Guidelines for Electronic Student Services, which can be found in all computer labs.
  - 1) Use of computing facilities to view or share pornography or send obscene or abusive messages.
- t. Abuse of the Disciplinary Hearing Process, including but not limited to:
  - 1) Failure to obey the summons of a judicial hearing committee or College official
  - 2) Falsification, distortion, or misrepresentation of information before a disciplinary hearing committee
  - 3) Disruption or interference with the orderly conduct of a disciplinary proceeding
  - 4) Request of a disciplinary proceeding knowingly without cause
  - 5) Attempting to discourage an individual's proper participation in, or use of, the disciplinary system
  - 6) Attempting to influence the impartiality of a member of a disciplinary committee prior to, and/or during the course of, the judicial proceeding
  - 7) Harassment (verbal or physical) and/or intimidation of a member of a disciplinary committee. or witness prior to, during, and/or after a judicial proceeding.
  - 8) Failure to comply with the sanction(s) imposed under the Student Discipline Procedure
  - 9) Influencing or attempting to influence another person to commit an abuse of the disciplinary hearing.

### **3. Disciplinary Procedures**

Complaints:

Any member of the college community may file charges against any student for misconduct using Administrative Procedure 4.401 (Complaint Procedure).

#### **4. *Appeal***

Following the adjudication of the complaint, the student or group or organization has the Right to Appeal to the vice president of Teaching, Learning, and Student Development using Administrative Procedure 4.408 (Appeal).

#### **5. *Record of Complaint and/or Appeal***

After the Complaint and/or Appeal Processes have been concluded, all records of that process will be placed in a confidential file in the Dean of Student Services and Development office for a period of 5 years.

## **ADMINISTRATIVE PROCEDURE 4.407**-Academic Integrity

References Board of Trustees Policy: G 1

Subject: Academic Integrity

Adopted: September 5, 2007

Amended: August 9, 2011; September 25, 2014; April 9, 2015; May 4, 2017; June 4, 2018; August 4, 2020

Review: This procedure will be reviewed by the Vice President for Teaching, Learning and Student Development by June 30 of every odd-numbered year.

### **Calculation of Time Periods:**

For the purposes of this policy, the term “days” will refer to any day the college is open (e.g. Monday through Friday, or Monday through Thursday during the summer). The Vice President of Teaching, Learning and Student Development may extend timelines under certain circumstances (e.g. when faculty are not available for consultation).

### **I. Statement on Academic Integrity**

Elgin Community College is committed to providing a learning environment that values truth, honesty, and accountability. Academic integrity means being honest and responsible regarding any work submitted as one’s own while in a college course. Acts of academic dishonesty include cheating, plagiarism, fabrication, complicity, submitting the same work in multiple courses, and/or misconduct in research. The purpose of academic assignments is to help students learn. The grade a student receives in a course should reflect that student’s efforts. It also indicates how well they have met the learning goals in a course. In order to demonstrate that learning, the work done must always be their own and if students consult others’ work, those consulted sources must be properly cited. Students who commit any act of academic dishonesty will be subject to sanctions imposed by their instructor, up to and including failure in the course, as well as any sanctions imposed by the Director of Student Success and Judicial Affairs or the Student Disciplinary Committee, as applicable.

For information on how to avoid academic integrity violations, see the Plagiarism Modules available from the main menu on your D2L homepage (under the Student Support tab) or visit the ECC Library Tutorials Research Guide at <http://ecclibrary.elgin.edu/tutorials/WritingYourPaper>. Students may also seek assistance from Librarians as well as the Write Place staff.

### **II. Acts of Academic Dishonesty**

The below definitions provide an overview of common areas of academic dishonesty. This is not an exhaustive list and does not limit the college from determining that other behaviors qualify as acts of academic dishonesty.

#### **A. Cheating,**

at its most basic level, is the unauthorized use of outside assistance. Cheating includes use of notes, study aids, or other devices that are expressly forbidden by the instructor for the completion of an assignment or an examination. In addition, cheating occurs when a student copies another individual's work or ideas.

#### **B. Plagiarism**

is the presentation of another person’s written words or ideas as one’s own. Students are guilty of plagiarism if they submit as their own work:

- A sequence of ideas, arrangement of material, pattern of thought of someone else, even though it may be expressed in the student’s own words; plagiarism occurs when such a sequence of ideas is transferred from a source to their work without the processes of digestion, integration, and reorganization in the writer’s mind, and without appropriate acknowledgement in their work.
- Part or all of a written assignment copied or paraphrased from another person’s work without proper documentation; paraphrasing ideas without giving credit to the original author is also plagiarism; or
- A previously submitted work, even if modified, for a present assignment without obtaining prior permission from the instructors involved.

**C. Fabrication**

is the invention or counterfeiting of data and/or research.

**D. Complicity**

occurs when a student provides assistance in any act that violates the academic integrity policy. Students are guilty of being accomplices to academic dishonesty if they:

- Allow their work to be copied and submitted as the work of another
- Prepare work for another student and allow it to be submitted as that student’s own work
- Keep or contribute materials with the clear intent that they will be copied or submitted as work of anyone other than the author
- Purchase work from another source; or
- Fail to report acts of plagiarism to their instructor; students who know their work is being copied are presumed to consent to its being copied

**E. Multiple Submissions**

occurs when a student submits the same (or largely unaltered) work in multiple courses without instructor approval. Multiple submission does not include coursework in linked courses (in which instructors develop assignments together), nor shall it cover those situations in which a student has received approval to expand or develop previous work.

**F. Misconduct in Research**

occurs when a student violates professional guidelines or standards in research, including college standards and the [Student Code of Conduct](#).

**III. Instructor Initiated Sanctions**

If an instructor identifies an act of academic dishonesty, the instructor shall determine the appropriate sanction(s) for the particular offense. If the instructor chooses one of the sanctions listed below as a direct consequence of the academic dishonesty, the instructor must document the violation using the Academic Integrity Violation form (found on the accessECC Portal under “Search for…” and “forms”). The form must be sent to the student via the ECC student email account, the Academic Dean, the Assistant Vice President/Dean of Student Services & Development, and the Director of Student Success & Judicial Affairs. This enables the AVP/Dean of Students and Director of Student Success & Judicial Affairs to monitor multiple offenses across classes and semesters.

Instructor Sanction Options



- Completion of the “Writing with Integrity” course through the Write Place
- Reduced grade on the assignment
- Failing grade on the assignment
- Reduced final grade in the course
- Failing grade in the course

Instructors have the discretion to use the offense as a “teachable moment,” which may include a verbal warning or re-doing an assignment, in response to issues related to missed or partial citations, incorrect formatting, etc. In these instances, the instructor does not need to submit the Academic Integrity Violation form.

Students are informed of their right to appeal the violation through the information contained in the Academic Integrity Violation form. The student must appeal within ten (10) days of being emailed the violation form from their instructor. Should the student choose to appeal the allegation of violation (see section IV below), the student must be allowed to continue actively participating in the class while the appeal is in progress, as long as the student remains in compliance with the College’s Student Code of Conduct [Administrative Procedure 4.402](#).

All students who receive an Academic Integrity Violation form will be required to meet with the Director of Student Success & Judicial Affairs. The student will be notified through the student’s ECC email to attend the meeting. The Director may or may not determine that additional sanctions beyond those imposed by the instructor are appropriate. Students will remain restricted from future course registration and will be unable to obtain official ECC transcripts until they have met all meeting/sanction requirements. If a student does not attend the meeting with the Director, the case may be referred to the Student Disciplinary Committee for a hearing to determine further sanctions.

A documented subsequent violation of the Academic Integrity policy recorded with the AVP/Dean of Student Services & Development shall result in administrative sanctions as outlined in the Administrative Procedure 4.402 (Student Code of Conduct), which may include but are not limited to:

- Completion of the “Writing with Integrity” course through the Write Place
- Disciplinary warning or probation
- Suspension
- Expulsion

#### **IV. Appeal Process**

A student charged with an act of academic dishonesty may appeal the violation charge, but not the sanction. If the violation appeal is approved, the sanction would change accordingly. A student who appeals the charge should continue active participation in the course while the appeal is under review. The steps outlined below shall be followed. All dates will extend from the date of the email the student receives from their instructor with the Academic Integrity Violation form. If an extension is required, it may be granted by the Vice President of Teaching, Learning & Student Development.

##### **Step 1: Division Review**

The purpose of step one is to allow for independent review of the student’s appeal:

1. To formally appeal the Academic Integrity charge, the student must submit a written statement with documentation (e.g. relevant syllabus sections, drafts, emails, research notations, etc.) to

the appropriate Academic Dean for review within ten (10) days of receiving the Academic Integrity Violation form from their faculty member.

2. Within five (5) days of receiving the appeal, the Dean will review the documentation and confer with the faculty member, if available, and the student to determine if the appeal has merit.
3. If the Dean determines the appeal has merit, the Dean will work with the faculty member, if available, and the student, in an effort to resolve the problem in a manner that is agreeable to both the faculty member and student. If such a solution is determined, the Dean and faculty member, if available, will work together to implement the change in sanction.
4. If the Dean denies the appeal, the student will be notified of the decision and rationale via their ECC email. The faculty member will be copied on this email.
5. If either the student or faculty member are dissatisfied with the Dean's decision, they may submit an appeal via ECC email to the Vice President of Teaching, Learning & Student Development within five (5) days of the notification. The appeal must include all necessary and supporting documentation.

## **Step 2: Vice President/Committee Review**

The purpose of this step is to provide due process for students and faculty:

1. Within five (5) days of receiving the written appeal the Vice President of Teaching, Learning, & Student Development will review the violation, documentation, Dean's recommendation, and the written appeal sent in by the faculty or student in reference to the Dean's decision, and determine if the appeal has merit.
2. If the appeal is denied by the Vice President, the student, instructor, and Dean shall be notified within five (5) days of that decision and the matter shall be at an end.
3. If the Vice President determines that the appeal has merit, within five (5) days of receiving that written appeal, the Vice President will notify Elgin Community College Faculty Association (ECCFA) of the need to appoint and convene an Academic Integrity Appeal Advisory Committee ("Committee"). The Vice President, in consultation with ECCFA, is responsible for ensuring that those designated to serve are not directly involved with the concern nor have any other conflict of interest. The Committee will be comprised of the president of the student government or that person's designee and three faculty members from three different academic disciplines, including one from the course discipline or closely related field and two from outside of the course discipline.
4. ECCFA will consult with the Vice President and will select these members within ten (10) days of receipt of the request. If for any reason ECCFA is unable to do so, the Vice President will appoint the Committee members by the end of the ten (10) days. The faculty members will elect the chair of the Committee.
5. The Committee will hold formal hearing(s) at which the student and the faculty member may provide documentation. The student must be advised of his or her right to be accompanied by an advisor (who may be an attorney, but who may not participate in the hearings except as an advisor to the student). The faculty member may also bring an advisor (who may be an attorney, but who may not participate in the hearings except as an advisor to the faculty member). All Committee hearings shall be confidential.

6. The Committee shall review the evidence and make a written recommendation to the Vice President within three (3) days of the last hearing. The Vice President may accept or modify the Committee's recommendations and may determine additional sanctions or responses, as deemed necessary. The Vice President will notify the faculty member, the student, the appropriate Academic Dean, and the chair of the Committee of his or her decision within five (5) days of receiving the Committee's recommendation.
  
7. If the Academic Integrity Appeal is upheld (it is determined that the student was not in violation of the Policy), the faculty member, if available, can be given the opportunity by the Vice President to change the student's grade. If the appeal has been upheld and the faculty member refuses to change the grade, the Vice President will change the grade administratively. If needed, the final course grade may also need to be recalculated based on the course syllabus.

## **ADMINISTRATIVE PROCEDURE 4.408**-Appeal for Complaint Procedure

References Board of Trustees Policy: EP: 1

Subject: Appeal for Complaint Procedure

Adopted: August 23, 2010

Amended: August 21, 2013; July 9, 2015; June 4, 2018;

Review: This procedure will be reviewed by the Vice President for Teaching, Learning, and Student Development by June 30 of every even-numbered year.

Elgin Community College offers an appeal process for various types of college decisions including but not limited to final grades, judicial decisions, or other special circumstances that a student feels should be reconsidered. The purpose of an appeal is usually to allow the student to explain extenuating circumstances or to provide additional information that may not have been available at the time that the decision was made.

Following an informal disposition of a complaint or adjudication of a complaint (Administrative Procedure 4.401 Complaint Procedure), a dissatisfied student may appeal the decision of the Academic Dean or Student Disciplinary Committee and Dean of Student Services and Development by following the appropriate process:

### **Appeal:**

The student has the right to appeal the decision to the appropriate Vice President. The student must submit the appeal in writing within ten (10) school days of receiving hearing outcome. The written appeal is to be submitted to the Dean of Student Services and Development who will forward it to the appropriate Vice President. The responsible Vice President will inform the student of their decision in writing within ten (10) school days of receiving the appeal. This decision is final.

### ***Other Types of Appeals***

Students may contact the Dean of Student Services and Development or Director of Student Success and Judicial Affairs for assistance in locating the specific appeal procedure. The following special types of appeals must follow the appropriate procedures outlined in Elgin Community College catalog, curriculum handbooks, or administrative procedures:

- a. Program Admission to Health Professions programs with selective admission processes
- b. [Financial Aid Suspension and/or Maximum Time Frame](#) (Satisfactory Academic Progress Policy for Financial Aid)
- c. [Refunds for Credit and Non-Credit Courses](#) (Administrative Procedure 2.102)  
[www.elgin.edu/paymentpolicies](http://www.elgin.edu/paymentpolicies)
- d. [Placement Test Appeals](#) (Administrative Procedure 4.404)
- e. [Academic Integrity](#) (Administrative Procedure 4.407)
- f. [Standards of Academic Progress](#) (Administrative Procedure 1.102)
- g. [Appeal of Final Grade](#) (Administrative Procedure 4.403)

## Elgin Community College Health Professions Division

### Exposure/Incident Report Form

Working in the health field involves an assumption of risk. Students shall follow the correct protocol, procedures, and policies to keep the risk for injury or illness at a minimum. In the event that an exposure occurs, the student assumes the responsibility for testing, treatment, and any other expenses.

If an exposure occurs, students should safely complete patient care and inform the clinical instructor immediately. This form will be completed in addition to any forms required by the facility and submitted to a program official.

<b>Exposed Individual:</b>		
<b>Name:</b>		
<b>HP Program:</b>		
<b>Phone #</b>	<b>Cell:</b>	<b>Home:</b>
<b>Exposure:</b>		
<b>Exposure Incident:</b>	<b>Date:</b>	<b>Time:</b>
<b>Location of Exposure:</b> (facility & department or unit)		
<b>Type of Exposure:</b> (needle stick, mucous membrane, bite etc.)		
<b>Type of Device:</b> (manufacturer, safety device, type of needle etc.)		
<b>Body fluid or substance involved:</b>		
<b>Body part(s) exposed:</b>		
<b>Incident Details:</b>		
<b>Explain in detail what occurred:</b>		
<b>Personal protective equipment used:</b>		
<b>First Aid:</b>		
<b>Was first aid performed?</b>	<b>YES / NO (Circle one) Describe action taken:</b>	
<b>If so, by whom?</b>		
<b>Follow-up testing and results (attach documentation)</b>		
<b>Faculty:</b>		
<b>Instructor Name:</b>		
<b>Instructor Signature:</b>		

<b>Instructor Comments:</b>		
<b>Facility contact to whom incident was reported:</b>		
<b>Student Signature:</b>		<b>Date:</b>
<b>Program Director Signature:</b>		<b>Date:</b>

# Notice of Probation

Sterile Processing and Distribution is a professional discipline in which appropriate behavior should be displayed at all times by every student. Those who display unsafe, irresponsible, or unprofessional behavior while in the Sterile Processing and Distribution Program will be placed on probation. The student will remain on probation until the completion of the course.

Listed below are some, but not all, of the offending infractions. Please review your Sterile Processing and Distribution Program Student Handbook for more detailed information.

- Fails to show up for clinical as scheduled.
- Fails to contact instructor and clinical facility with regards to expected tardiness or absences.
- Repeatedly arrives to clinical late (2 or more per rotation).
- Displays unprofessional manner of dress and/or unkempt appearance.
- Displays disregard for patient safety.
- Fails to take initiative during clinical opportunities/experiences.
- Performs skills that are beyond the surgical technologist scope of practice.
- Violates professional and/or ethical behavior with regards to patient (HIPAA) and peer confidentiality.
- Displays inconsistency with compliance on facility policies.
- Fails to take accountability for one's actions.
- Displays inappropriate behavior, incivility, or communication while enrolled in the Sterile Processing and Distribution Program.
- Displays insubordinate behavior.
- Other:

*\*Please refer to the ECC Health Professions Code of Conduct*

This probation contract will be placed in the student's file in the Health Professions Office.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program official signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cc: Student File**

# Notice of Probation and Remediation Form

The following student will be on probation as of the following date:

**Date:**  
**Student Name:**  
**Student ID#:**  
**Program:**  
**Course:**

A verbal warning took place on \_\_\_\_\_.

**Description of infraction(s) of program policy/regulations/professional standards:**

Infraction 1:

Infraction 2:

**Remediation Plan and Deadline(s):**

**Consequences for Failure to Meet Remediation Plan:**

I understand that any other documented complaint regarding \_\_\_\_\_ will result in dismissal from the program.

By signing this document, you are stating that you understand the reason you are on probation and the necessary steps to take in order to ensure passing SGT\_\_\_\_\_.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program official signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cc: Student File**

Date: \_\_\_\_\_



# SGT Course Failure/Withdrawal Contract

Student's name: \_\_\_\_\_ ECC ID#: \_\_\_\_\_ Course: \_\_\_\_\_  
Student email address: \_\_\_\_\_ Previous SGT course failure: \_\_\_\_\_  
Final grade or grade at time of withdrawal: \_\_\_\_\_

## POLICY STATEMENT:

- Students must achieve an (SGT) course grade of 75% to advance to the next course.
- Students receiving a grade below "C" in any SGT course must repeat the entire course.
- A student may repeat only one SGT course.
- **Two (2)** SGT course failures **and/or** withdrawals with a failing grade in the Sterile Processing and Distribution program or Surgical Technology program will result in dismissal.
  - Any type of withdrawal from an SGT course with a grade below "C" will be considered an internal course failure. *An exception to this policy is the granting of a military or administrative withdrawal.*
  - Any type of withdrawal from an SGT course with a grade of 75% or higher will not be considered as a course failure in the Sterile Processing and Distribution program or the Surgical Technology Program.
- A failed clinical performance evaluation will result in course failure regardless of a passing grade in theory (This includes clinical and/or lab).

## PROCEDURE: Students who fail a course are required to meet with the following individuals:

1. Faculty member of record
2. Health Professions Academic Advisor
3. Director of Sterile Processing and Distribution Program

### Step 1: Meeting between faculty member and student regarding course failure/withdrawal.

- Why do you think this course failure/withdrawal has occurred?
- What are you planning to do so that you are successful when you repeat the SGT course, if you are approved to return?

Faculty Recommendation:

Date: \_\_\_\_\_ Faculty member signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

**Step 2:** Meeting with Health Professions Advisor to formulate a plan for successful completion of the Sterile Processing and Distribution Program. If registered for an SGT course the following semester, this course must be dropped by the student on the ECC student portal.

- Academic Plan:

Date: \_\_\_\_\_ HP Academic Advisor signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

**Step 3:** Meeting with the program director to obtain permission to repeat an SGT course. SGT students who have failed or withdrawn from any SGT course must contact the program director to be considered for the next admission screening. *Eligible students who do not complete this contract within 1 week after withdrawing and/or failing an SGT course will not be considered for re-entry into an SGT program course.*

Director Recommendation:

Date: \_\_\_\_\_ HP Academic Advisor signature: \_\_\_\_\_

Program Director signature: \_\_\_\_\_

Student signature: \_\_\_\_\_

## HEALTH PROFESSIONS STUDENT HANDBOOK AGREEMENT

Elgin Community College's Sterile Processing and Distribution (SPD) Student Handbook provides information regarding the policies and procedures in effect for the SPD program. Students will be fully informed of any changes to this document. Students must indicate agreement with each of the following statements by initialing on the lines below. By signing the signature page of this Handbook, the student agrees to abide by the policies, procedures and regulations of the College and the Program.

\_\_\_\_ I have received a copy of the SPD student handbook.

\_\_\_\_ I am aware that it is my responsibility to ask questions about the contents of the SPD student handbook and have those questions answered to my satisfaction.

\_\_\_\_ I understand that failure to follow any of the policies in the SPD student handbook may result in my dismissal from the Sterile Processing and Distribution program.

\_\_\_\_ I agree to fully participate in the lab and clinical portion of the SPD program. I understand that this requires hands on participation and that parts of my body will be exposed and touched.

\_\_\_\_ I agree that while enrolled in the SPD program, I will treat my studies, campus labs, and clinical experiences as an employee would treat job responsibilities, recognizing that my instructor assumes the role of my supervisor. I will attempt to learn the technical skills required of a sterile processing technician, but also strive to develop professional behaviors and attitudes.

\_\_\_\_ I fully understand the importance of maintaining confidentiality regarding personal or client issues (HIPAA) and understand that disclosure of such information outside of class is cause for dismissal from the Sterile Processing and Distribution program.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

\_\_\_\_\_  
ECC Student ID#

**CONFIDENTIALITY STATEMENT**

I give permission to release information regarding my professional qualities, academic achievement, and clinical performance to the Sterile Processing and Distribution (SPD) Program director when responding to requests for employment consideration. This release does not include any information submitted by me or at my direction relating to medical records or reasonable accommodations under the Americans with Disabilities Act. This policy is revocable upon my written request to the SPD Program Director.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

\_\_\_\_\_  
ECC Student ID#

**PHOTOGRAPHY RELEASE**

I give permission to release photographs taken for the sole purpose of identification of my status as a student enrolled in ECC’s Sterile Processing and Distribution program to the affiliated clinical facilities where I will be assigned.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

\_\_\_\_\_  
ECC Student ID#

**PERMISSION TO SURVEY FUTURE EMPLOYER**

I give permission to survey my future employer as part of the Sterile Processing and Distribution program’s assessment process. I understand that this information will be kept confidential and will be used solely for the purpose of evaluating the effectiveness of the program meeting its goals.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

\_\_\_\_\_  
ECC Student ID#

# Voluntary Assumption of Risk & Release of Liability

THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY BEFORE SIGNING.

Elgin Community College is a non-profit educational institution. References to Elgin Community College include its officers, Board of Trustees, employees and its designated agents.

As a student in Elgin Community College's Health Professions Division, I (print your name) \_\_\_\_\_, freely choose to participate in the (print your program name) \_\_\_\_\_ program in which I am enrolled: I agree as follows:

**RISKS:** I understand the laboratory and clinical education environment for the Program in which I am enrolled through Elgin Community College contains exposures to risks inherent in activities required for participation in the Program. These risks include, but are not limited to bodily injury, communicable and infectious diseases, epidemics, pandemics, and property damage.

**HEALTH AND SAFETY:** I have been advised to consult with a healthcare provider regarding my personal medical needs. I have obtained the required immunizations. I recognize that Elgin Community College is not obligated to attend to any of my medical or medication needs, and I assume all risks and responsibilities. In case of a medical emergency occurring during my participation in this Program, I authorize the representative of Elgin Community College to secure whatever treatment is necessary. I agree to pay all expenses related to any treatment and release Elgin Community College from any liability for any actions.

**ASSUMPTION OF RISK AND RELEASE OF LIABILITY:** Knowing the risks described above, and in voluntary consideration of being allowed to participate in the Program, I hereby knowingly assume all risks inherent in this activity and connected activities. I agree to release, indemnify, and defend Elgin Community College and its officers, Board of Trustees, employees and its designated agents from all claims of any kind which I, the student, may have for any losses, damages, communicable and infectious diseases, epidemic, pandemics, or injuries arising out of or in connection with my participation in this Program.

**SIGNATURE:** I indicate that by my signature below, I have read the terms and conditions of participation in this Program and agree to abide by them. I have carefully read this *Voluntary Assumption of Risk of Liability* and acknowledge that I understand it. The laws of the State of Illinois shall govern this *Voluntary Assumption of Risk and Release of Liability*.

\_\_\_\_\_  
Student (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (print name)

\_\_\_\_\_  
ECC Student ID#