



Addendum

Additions and Corrections

May 2024

Academic Catalog 2023-2024
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GENERAL INFORMATION

Approvals/Accreditations

Page 7 – ~~New~~

Licensure and Approval

Associate of Applied Science in Surgical Technology: Programmatic Accreditation

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

9355 - 113th St. N, #7709

Seminole, FL 33775

727-210-2350

mail@caahep.org

www.caahep.org

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). The program has been placed on Probationary Accreditation as of September 15, 2023.

Semester Dates

Page 16 – ~~Corrected~~

Summer 2024

May 27Memorial Day – school closed

July 4.....Independence Day – school closed

August 26 – September 2.....Summer Break

September 2Labor Day – school closed

ADMISSION INFORMATION

Admission Requirements to be Completed Before the Admission Deadline

Page 17 – ~~Deleted~~

1. Must be 18 years of age.
2. Complete admissions application online for the Baptist School of Health Professions.

3. Official transcripts, if any, received for all college courses completed at time of application.
4. Official transcripts received for high school diploma or recognized equivalent.* (This institution does not enroll ability-to-benefit students.)
5. Complete the TEAS entrance test, if required (see page 20, **Entrance Examination**). Register at www.atitesting.com
5. Complete required prerequisite courses, if any, with a grade of “C” or higher. Applicants may be in progress with one prerequisite course and still be considered for admission.
- ~~6. If applicable, submit the score of the Test of English as a Foreign Language (TOEFL) examination.~~

Admission to any program may be denied if there are any material circumstances, such as criminal record, ineligibility to sit for licensing examinations, ineligibility for employment, failure to successfully complete drug testing, or other admission criteria that are not met by the applicant. Additional background checks/drug screening

*If the Admissions Department staff has reason to question the validity of the diploma or whether it was obtained from an entity that provides secondary education, the Admissions Department staff will consult the NCES database (National Center for Education Statistics) to determine whether the institution is valid. Student self-certification will not be considered sufficient documentation, and there is no appeal process if the Admissions Department staff is unable to authenticate the high school record. Additionally, home-school high school records will be evaluated by the Admissions Department staff to determine whether the applicant meets the proof-of-graduation requirement.

Clinical Site Considerations Related to Criminal Background Checks

Page 20 – New

Certain clinical experiences within Baptist Health System and facilities outside Baptist Health System are necessary for progression in and graduation from the School of Health Professions. Some clinical facility sites may require additional criminal background checks on students prior to permitting them to be assigned for educational purposes. **Cost of additional criminal background checks is the responsibility of the student.** If a student is denied access to a clinical site as a result and if alternate clinical arrangements cannot be made, the student may be withdrawn from courses; and progression to the next semester will be withheld until documentation confirming the student’s eligibility for licensure or registry are received.

Entrance Examination

Page 20 – New

Applicants to the **Associate of Applied Science in Diagnostic Medical Sonography**, **Associate of Applied Science in Nursing**, and **Vocational Nursing (diploma)** programs are required to take the Test of Essential Academic Skills (TEAS) on or before the admission deadline. TEAS is a

multiple-choice assessment of basic academic knowledge in reading, mathematics, science, and English language usage. Test registration along with test preparation materials may be found at www.atitesting.com. The following minimum scores are required in each category and must be met on a single exam.

Associate of Applied Science in Diagnostic Medical Sonography: 65 composite score

Associate of Applied Science in Nursing: 65 composite score

Vocational Nursing: 58.7 composite score

While there is no mandatory waiting period for retesting, the school recommends applicants take at least 30 days to allow time for studying. In the event of all passing scores on a test and a subsequent retest, the highest cumulative score will be used in calculating the applicant's rank. Scores are valid for two years from the testing date.

FINANCIAL INFORMATION

Return To Title IV Policy (R2T4)

Page 31 – Revised/Corrected

Student Official and Unofficial Withdrawal

A student is withdrawn from school if the student makes an official notification of intent to withdraw to the program director and completes the student clearance procedure. Official notification can be either written or oral, and the student's last date of attendance is the official date of withdrawal. The date of determination is the date the program director is officially informed by the student that the student is withdrawing.

A student who leaves school without providing notification to the program director and without completing the clearance procedure is an unofficial withdrawal. Any student absent for 10 ~~school~~ calendar days without notification is considered withdrawn. For the purposes of Title IV refund calculation, the student's last date of attendance in academically related activity, which may include online participation and classroom, lab, or clinical activity, is the date of withdrawal.

All institutionally scheduled breaks of 5 or more consecutive days are excluded from the return calculation as periods of nonattendance and, therefore, do not affect the calculation of the amount of federal student aid earned.

Financial Aid Academic Year Definitions

Page 40 – Revised/Corrected

As per approval from the school’s accrediting agencies and the U.S. Department of Education, Title IV-eligible programs are measured in either clock hours or credit hours. The table below determines when a student advances from one academic year to the next, which will typically coincide with the student’s successful completion of every two semesters as described in this catalog.

Program	Clock Hours*	Credit Hours	AY1	AY2	AY3	AY4	AY5	Hours Required to Graduate**
Associate of Applied Science in Diagnostic Medical Sonography		X	1 - 24	25 - 48	49 - 66			66 credit hours
Associate of Applied Science in Radiologic Technology		X	1 - 24	25 - 48	49 - 60			60 credit hours
		X	1 - 24	25 - 48	49 - 62			62 credit hours
Advanced Certificate in Computed Tomography	X		1 - 608					608 clock hours
Bachelor of Science in Nursing (RN to BSN)		X			48 - 72	73 - 96	97 - 120	120 credit hours
Associate of Applied Science in Nursing		X	1 - 24	25 - 48	49 - 60			60 credit hours
Vocational Nursing	X		1 - 920	921 - 1,176				1,176 clock hours
Associate of Applied Science in Surgical Technology		X	1 - 24	25 - 48	49 - 63			63 credit hours

AY = Academic Year

* For clock hour programs, the student must successfully complete and earn the required hours in the prior academic year of the program to be eligible for and receive Title IV aid for each subsequent academic year.

** Baptist Health System School of Health Professions hours plus accepted transfer coursework

ACADEMIC REGULATIONS AND POLICIES

Non-Academic Student Misconduct

Page 60 – Revised

The school shall maintain safety, order, and integrity by enforcing professional conduct standards. **Non-academic student misconduct issues are outside of academic work and could occur on or off campus. Non-academic misconduct may include a range of behavior including but not limited to stalking, assault, drug use, harassment, fraud, theft, disruption, and intimidation.** Non-academic misconduct can subject students to disciplinary actions. The school shall respect each person's dignity and rights throughout the discipline process. When possible, members of the school community should try to resolve minor allegations of non-academic misconduct informally. This policy does not apply to matters addressed by the sexual misconduct policy.

Anyone may report non-academic misconduct in writing to a department director or the president. Reports shall include all known relevant facts, including dates, times, and places. The reporter shall supply available evidence and shall commit to participate in the investigation or hearing. False reports are non-academic misconduct.

After receiving a written report alleging non-academic misconduct, the program director or president shall investigate the allegations, including interviewing the student(s) and any witnesses, and issue a written decision either dismissing the allegations or finding the student responsible for non-academic misconduct and impose sanctions. During the interview process for nonacademic student misconduct or any investigation, the student(s) may have an advocate of the student's choice present. If sanctions include suspension or expulsion, the program director will make such recommendation to the president for affirmation. The student(s) may appeal any findings or sanctions to the president in writing. The student(s) will have five business days to appeal or the decision by the program director is final. If the sanctions are less than suspension or expulsion, the decision of the president is final. If the president determines or affirms a decision to impose a suspension or expulsion, the student(s) may request a Professional Discipline Committee hearing.

The student(s) must submit a request within two business days in writing to the president to hold a Professional Discipline Committee hearing. If a request is not received within two business days, the president's decision is final. When a request is properly made for a hearing, the school shall give the student effective notice of the date, time, and place of the Professional Discipline Committee hearing. Notices shall set forth specific allegations, list all evidence of non-academic misconduct including all witnesses who may testify against the student, and provide copies of all documents to be used against the student. The school must prove non-academic misconduct to the Professional Discipline Committee by a preponderance of the evidence. Accused students shall have the right to confront and question their accusers during the hearing unless a legally recognized exception to this right applies. After the hearing, the Professional Discipline Committee will issue a written majority decision directly to the president either dismissing the matter or finding the student responsible for non-academic misconduct. A decision finding a student or students responsible for non-academic misconduct shall explain the

specific non-academic misconduct and evidence thereof and recommend sanctions. The school may hold a joint hearing for two or more students alleged to have participated in the same incident(s) of non-academic misconduct. The decision of the Professional Discipline Committee is final.

Academic Appeal

Pages 60-61 – Revised

The school recognizes a student's right to consistent and relevant forms of assessment. An academic appeal is a formal request brought by a student to change a grade or to challenge a penalty. ~~imposed for violation of the academic integrity standards, such as plagiarism or cheating. A grade or penalty imposed for violation of the academic integrity standards may only be changed by the instructor of record, the program director, or the Academic Appeals Committee. An academic appeal must be made within six (6) months of the original award of a grade or penalty imposed for violation of the academic integrity standards.~~ If the student makes an immediate appeal, the student may remain in the program until the conclusion of the appeal process. Strict timelines will be enforced at each step in the process. The president, after consultation with the program director, has the right to set restrictions on the student's participation in any areas of the program, including the clinical environment during the appeal. ~~An academic appeal will be considered if there is evidence that one or more of the following conditions exist: (1) error in calculation of grade; (2) deviation from the syllabus, program handbook (if one exists), or the school's Academic Catalog; (3) disparate academic treatment of a student that is not addressed by EEO processes (e.g., race, color, sex, etc.); or (4) inappropriate penalties imposed for an academic integrity violation.~~ An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for an academic appeal.

An academic appeal will be considered if there is evidence of one or more of the four conditions below:

1. An error in calculation of grade
2. Deviation from the syllabus, program handbook (if one exists), or the school's Academic Catalog
3. Disparate academic treatment of a student that is not addressed by EEO processes (e.g., race, color, sex, etc.); or
4. Inappropriate penalties imposed for an academic integrity violation.

Each circumstance is different. Academic appeals often, but not always, begin with faculty. The intent is for an orderly, timely process that thoroughly investigates the appeal and both ensures due process for the student and upholds academic standards. For grades or penalties imposed by the program director (a circumstance that begins with step 5 below), the appeal process would move forward to the president.

1. Before a student brings an academic appeal, he or she should first meet with the instructor to request that a change be made.

2. If the student is not satisfied with the outcome, the student will state specifically the basis of the appeal in writing to the program director within two (2) business days ~~after meeting with the faculty~~.
3. The program director will schedule a meeting with the student within two (2) business days.
4. After meeting with the student and if the program director determines the appeal does not meet the appropriate conditions, the program director shall communicate this in writing to the student.
5. If the program director determines the appeal is appropriate under this policy, the program director will begin an investigation. The program director will have five (5) business days to investigate and submit a written decision to the student.
6. If resolution is not reached and the student desires to pursue the appeal, the student will state specifically the basis of the appeal in writing to the president within two (2) business days.
7. If the president determines the appeal does not meet the conditions, the president will communicate this in writing to the student.
8. If the president determines the appeal is appropriate, the president will convene an Academic Appeals Committee to consider the complaint within five (5) business days.
9. The president will notify the student regarding the Academic Appeals Committee meeting date, the student's rights, and next steps in the process.
10. The decision of the Academic Appeals Committee is final. ~~A grade or penalty imposed for violation of the academic integrity standards may only be changed the instructor of record, the program director, or the Academic Appeals Committee.~~

STUDENT RESPONSIBILITIES AND OBLIGATIONS

Code of Conduct

Page 69 – New

Professionalism

Professional health education has the responsibility for assisting students in developing a commitment to the profession and following a professional code of behavior. Each department of the Baptist Health System School of Health Professions emphasizes this commitment to the profession and presents opportunities for professional growth within and beyond the educational setting. A framework of professional behavior, based on ethical and legal standards, is presented to the student at increasingly complex levels throughout the curriculum. Students must integrate the professional code of behavior into their professional practice.

- I. Definition: Professional character is the integrated pattern of personal, academic, and occupational behaviors that indicate an individual is able to consistently conform his/her conduct to the requirements of professional and generally accepted standards, including but not limited to behaviors indicating honesty, accountability, trustworthiness, reliability, and integrity.
- II. Conduct
 - A. Students are responsible for knowing and adhering to the contents and provisions of applicable rules and regulations (Baptist Health System and/or Baptist Health System School of Health Professions). When the student is assigned to a non-Baptist Health System clinical rotation, the student is expected to comply with the rules and regulations of that organization.
 - B. Students shall obey the law, show respect for authority, and observe correct standards of conduct.
 - C. The following is a non-exclusive list of expressly prohibited behavior:
 1. Gambling: As described by local, state, and/or federal statute or code
 2. Alcohol and narcotics use
 3. Disorderly conduct: Shall include, but is not limited to, any of the following activities:
 - a. Behavior of a boisterous and tumultuous character
 - b. Interference with the peaceful and lawful conduct of persons
 - c. Violent and forceful behavior
 - d. Behavior involving abuse or assault
 4. The student or groups of students may not willfully engage in disruptive activity or disrupt a lawful assembly/meeting.
 - a. Willful and malicious behavior that interrupts the speaker of any assembly/meeting or impairs the right of others to participate in such assembly/meeting
 - b. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway preventing access to individuals
 5. Falsification or fabrication of any documents, records, or information; falsification or fabrication could also include knowingly making false statements or accusations.
 6. Refusing to pay or failing to pay a debt, such as loans, fines, or other charges
 7. Representing or attempting to legally bind the Baptist Health System or School of Health Professions without authorization
 8. Misuse of any equipment or property
 9. Weapons possession or use
 10. Hazing: Defined as any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student or employee, endangering the mental or physical health or safety of the individual

D. Conduct violations may lead to disciplinary action addressed by the non-academic student misconduct policy or other policies delineated within the academic catalog.

DEPARTMENT OF NURSING

RN to BSN – online delivery

Sample Degree Plan

Page 90 – Revised

Components	Courses	Semester Credit Hours
Prerequisites – Must be completed prior to admission and equal at least 18 semester credit hours. Science courses meet natural science program requirements.	Anatomy & Physiology I with lab	4
	Anatomy & Physiology II with lab	4
	Microbiology with lab	3-4
	Introduction to Psychology	3
	Science/Humanities	3-4
		18
General Education Credits	English	6
	Math	3
	Statistics	3
	Social Sciences/Humanities	12
	Electives*	18
		42
Registered Nursing Licensure	Nursing 100-200 level	30
RN to BSN Core Nursing Courses	Nursing 300-400 level	30
Total Program Course Credits – RN to BSN		120

*A minimum of 6 semester credit hours of General Education credits must be upper division (junior or senior) level courses.

Prerequisites

Page 91 – Revised

Registered nurse applicants seeking admission to the RN to BSN must have completed the following prerequisites:

Anatomy & Physiology I with lab4 semester credit hours

Anatomy & Physiology II with lab4 semester credit hours

Microbiology.....3-4 semester credit hours
~~Introduction to~~ Psychology3 semester credit hours
 Science/Humanities.....3-4 semester credit hours

These courses will be considered for transfer credit with a grade of “C” or better when completed at an accredited school recognized by the U.S. Department of Education. Remedial courses are not acceptable toward transfer credit.

Associate of Applied Science in Nursing – blended delivery

Curriculum Plan

Page 102 – **New**

Total Hours	60	656***	96	768
Total Number of Weeks = 80	Total Number of Hours = 1,520			

***An additional 1,312 are recognized outside hours = 2 hours of outside hours for every lecture clock hour (656).

The curriculum plan is unchanged otherwise.

DEPARTMENT OF SURGICAL TECHNOLOGY

Associate of Applied Science in Surgical Technology – blended delivery

Overview of Program

Page 114 – **Revised**

Program	Length Weeks	Clock Hours	Credit Hours	Entrance Requirements SCH = Semester Credit Hours	Credentialing Examination
Associate of Applied Science in Surgical Technology	16	256	14	Prerequisite:	Certified Surgical Technologist Exam (CST)
5 semesters, 80 weeks,	16	288	12	English3 SCH	
63 semester credits,	16	392	14	No prerequisites	
1624 clock hours	16	400	15		
		288	8		

Curriculum Plan

Page 116 – Revised

First Year

Semester I (16 weeks)	Credit Hours	Clock Hours – Lecture	Clock Hours – Lab	Clock Hours – Clinical
SGT 1201: Medical Terminology.....	2	32	0	0
SGT 1210: Surgical Pharmacology and Anesthesia	2	32	0	0
BIOL 2401: Anatomy & Physiology I.....	4	48	32	0
SGT 1305: Introduction to Surgical Technology.....	3	32	32	0
COSC 1301: Introduction to Computing* (equivalent to COSC 1300)	3	48	0	0
Subtotal.....	14	192	64	0
Semester II (16 weeks)				
SGT 1212: Microbiology for the Surgical Technologist	2	32	0	0
SGT 1211: Surgical Pathophysiology.....	2	32	0	0
SGT 1309: Fundamentals of Perioperative Technique	3	16	64	0
BIOL 2402: Anatomy & Physiology II	4	48	32	0
SGT 1160: Clinical I.....	1	0	0	64
Subtotal.....	12	128	96	64

Second Year

Semester III (16 weeks)	Credit Hours	Clock Hours – Lecture	Clock Hours – Lab	Clock Hours – Clinical
SGT 1244: Technological Sciences.....	2	32	8	0
SGT 1441: Surgical Procedures I	4	64	0	0
SGT 1560: Clinical II	5	0	0	240
SOCL 1301: Introduction to Sociology* ENG 1301: Composition I*	3	48	0	0
Subtotal.....	14	144	8	240
Semester IV (16 weeks)				
SGT 1442: Surgical Procedures II.....	4	64	0	0
SGT 1561: Clinical III.....	5	0	0	240
HPRS 2321: Medical Law and Ethics for Health Professionals* (equivalent to HPRS 1105).....	3	48	0	0
PSYC 2314: Lifespan Growth & Development*	3	48	0	0
Subtotal.....	15	160	0	240
Semester V (16 weeks)				
CAP 3000: Capstone – CST Review	3	48	0	0
SGT 2560: Clinical IV	5	0	0	240
Subtotal.....	8	48	0	240
Total Hours	63	672	168	784
Total Number of Weeks = 80		Total Number of Hours = 1,624		

*General Education Online Courses

Prerequisites

Page 117 – Revised

~~English3 semester credit hours (any college English, speech, communication)~~**Course Descriptions**

Page 118 – Revised

SOCI 1301: Introduction to Sociology~~The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.~~~~Credit hours – 3 Lecture hours – 48 (fully online)~~**ENGL 1301: Composition I**~~Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.~~~~Credit hours - 3 Lecture hours - 48 (fully online)~~

All other course descriptions unchanged.

The information contained in this catalog addendum is true and correct to the best of my knowledge.



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