

**Montgomery College**  
**Surgical Technology Program**  
**SURG205 Clinical Practicum I**  
**Syllabus**

**Course Title:** Clinical Practicum I

**Course Number:** SURG205

**CRN#:** 21269/24192

**Credits:** 3

**Prerequisite:** SURG100

**Co requisites:** SURG 201, SURG 101

**Clinical Sites:** To Be Assigned

**Fall Semester:** 08/27/2018 – 12/14/2018

**Time:** 7:00 AM – 3:30 PM (Monday, Wednesday, Friday) (Arrive by 6:30AM, MUST LEAVE BY 3:30PM\*)

**College Closed:** Labor Day (No class September 3, 2018) & Thanksgiving (No class November 21-25, 2018)

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**Course Description:** Clinical Practicum provides the student with opportunities to apply theories, concepts, and skills learned during the summer and first semester in the actual practice of surgical procedures. Students will familiarize themselves with the operating room, routines, set up and scrub cases assigned by the charge nurse, nurse educator, clinical instructor. Students will rotate through different surgical services as necessary to continue to master basic skills. Throughout the rotations at the hosting facility, students should continue build upon the fundamental skills learned during the summer semester as a foundation. That foundation is a bridge to mastering new skills to function in the operating room. The modes of learning are through observation, assisting, and performing actual procedures in the Surgical Technologist Scrub Role (STSR) under direct/indirect supervision as deemed necessary. The student will complete a required total of 120 cases as STSR (first scrub), which is necessary for successful completion of the program. This three day a week schedule during clinical rotation which provides continuity to the learning processes in the clinical area. In turn, this will establish an appropriate confidence level within the student. The student will complete the specific clinical objectives in the assigned areas of surgery.

**Required for Clinical Rotations:** An annual physical with a PPD or negative chest X-Ray. Current CPR card. Criminal background check: go to [www.castlebranch.com](http://www.castlebranch.com) and click on the student link, then click the student button. The college does not see what the background check discovers, the information will be sent directly to the Human Resources department of the clinical site. If something is discovered on the background check that causes the clinical site to deny entry prior to starting clinicals, the student will be informed, and will be resolved by the Chair of Health Sciences. These items must be completed and turned in to clinical coordinator before clinical start date. **ALL STUDENTS MUST HAVE HEALTH INSURANCE COVERAGE TO ATTEND CLINICAL.** Students will **NOT** be allowed at clinical site without documentation. Some clinical sites require further documentation that is required **PRIOR** to starting clinicals. Check with the clinical coordinator.

\*\*\*NOTE: Not all clinical affiliates are Metro accessible. Transportation to and from the clinical site and parking fees is the responsibility of the student, not Montgomery College.

**Required Texts:** Fuller 7<sup>th</sup> Edition. Differentiating Surgical Instruments, 3<sup>st</sup> edition, Colleen J. Rutherford. Pocket Guide to the Operating Room, 2nd edition, Maxine A. Goldman, Alexander's Care of the Patient in Surgery, 17th Edition, Mecker/ Rothrock and a Small memo pad (3x5 in size). **OPTIONAL** but recommended Taber's Medical

Dictionary.

### **Clinical Practicum I Outline:**

The student will rotate through the following surgical services of the operating room during the semester:

1. General Surgery
2. Endoscopic Surgery
3. Gastrointestinal Surgery
4. Obstetric and Gynecological Surgery
5. Genitourinary
6. ENT/Oral/Dental
7. Ophthalmic Surgery

\* These areas may vary depending on the specific hospital affiliate and its resources.

### **Clinical Practicum I Objectives:**

In the role of Surgical Technologist:

1. Check supplies and equipment needed for surgical procedure.
2. Scrub, gown, and gloves.
3. Back Table set up with instruments, supplies, equipment, and solutions needed for the procedure.
4. Performs appropriate counts with circulator.
5. Gowns and gloves surgeon and other members of the surgical team.
6. Assist in draping.
7. Passes instruments and other appropriate items to surgeon and assistants during procedure.
8. Maintains highest standard of sterile technique during procedure.
9. Prepares sterile dressings.
10. Cleans and prepares instruments for terminal sterilization.
11. Assist other members of the team with terminal cleaning of room.
12. Assist in room turnover.
13. Knowledge of procedure to be performed.

In the role of Second Assisting Technologist:

1. Holds retractors or instruments as directed by the surgeon.
2. Sponges or suctions operative site.
3. Applies electrocautery to clamps on bleeders as directed by the surgeon.
4. Cuts suture material as directed by the surgeon.
5. Connects drains to suction apparatus.
6. Applies dressings to closed wound.
7. Knowledge of the procedure to be performed.

At the completion of the course the student will be able to:

1. Identify various procedures accomplished in the support areas of the operating room.
2. Utilize more appropriate rules of conduct concerning communication and interpersonal relationships.
3. Organize an efficient operating room and set up for specific surgical procedures as necessary
4. Demonstrate higher understanding of theory and safe operation of surgical equipment.
5. Perform basic routine surgical procedures with 90% accuracy within reasonable time limits, according to degree of difficulty, utilizing essential criteria.
6. Demonstrate effective use of technique to produce an optimum performance.
7. Adheres to all hospital policies and guidelines for safety (OSHA) as indicated by specific surgical procedures and practices.
8. Evaluate utilization of resources to increase knowledge and become more efficient in building fundamental skills and criteria
9. Exhibit increased knowledge of problem solving skills when applicable in surgery and surgical crisis and clinical situations.
10. Demonstrate understanding of perioperative procedures

**Dress Code:**

- Scrubs are NOT to be worn to and from the clinical sites.
- No jeans, no tee shirts, jogging pants, sweatpants, or hoodies. Business casual dress.
- No open toe shoes are allowed in the OR. You must have slip proof tennis shoes or OR approved shoes that have no holes and have a back (ex: danskos).
- No artificial nails of any kind including acrylic and gel nails.
- NO nail polish (OSHA regulation). This includes clear polish. Nails must be trimmed short and kept clean. The nails may not be more than ¼ inch over the tip of the finger.
- No necklaces, rings, bracelets, ear rings, watches, gauges, bars, or facial piercings may be worn at the clinical site.
- If you have a beard a full scrub hood that covers the facial hair must be worn.
- No perfumes, colognes, body sprays. GOOD body hygiene is a requirement. Cleanliness, daily use of deodorants, are required.
- No shirts may be worn under scrubs in the OR.
- If you are not scrubbing, you must wear a jacket over your scrubs and it must be buttoned.
- OSHA regulations recommend NOT wearing Contact lenses in the OR especially when doing Ortho rotation and interacting with Methylmethacrylate.

**Refresher Training:**

Each student will participate in refresher training for the first week and a half before being placed at a clinical site. The student is responsible for seeking help to be refreshed on skills that was not mastered during the Summer I semester. Lab instructors are available to answer any questions and to do a repeat demonstration of skills that the student feels they are not competent in. It is NOT the responsibility of the Lab instructor to seek you out for training. At the end of the refresher training, the student will retest on the skills and competencies learned from Summer I from start to finish within a specified time limit. PLEASE BE AWARE if the student cannot perform at a level that exemplifies integrity, promotes safety, displays aseptic technique, hand dexterity, and anticipation of the needs of the surgical team on the FIRST attempt, the student WILL NOT be released to the clinical site and will be asked to withdraw from the program or receive an administrative drop from the course. **NO RETESTING WILL BE OFFERED.** If this happens, the student will not be able to move forward in the course, preventing progression in the program, and will have to reapply for the next cohort start.

**Classroom Behavior:**

***Remember the clinical site is also your classroom.*** Every student is expected to behave in ways which promote a teaching and learning atmosphere. Students have the right to learn; however, they do not have the right to interfere with the freedom of the faculty to teach or the rights of other students to learn. All in-class discussions should be carried out in a way that keeps the classroom/clinical environment respectful of the rights of others; this means that, for example, students should not interrupt someone else who is talking regardless of whether that person is the instructor, another student, or a member of the surgical team. Students should not monopolize class time by repeatedly interrupting and asking questions in a way that hinders the learning process of others, or that is disruptive to the operating room environment. Students are also expected to conduct themselves in ways which create a safe learning and teaching environment that is free from such things as violence, intimidation, and harassment. Students will be treated respectfully in return for respectful behavior.

Unless you are the only point of contact for a child in school/daycare or disabled family, cell phones, pagers, and PDA's that act as phones or pagers are NOT allowed in the classroom or at clinical sites. Many clinical sites require they be turned off, not just silenced, when entering the OR. You will have time during the day such as breaks and lunches to check your phones and return calls.

Please make sure that you obtain and read a copy of the current Montgomery College Student Handbook which contains the "Student Code of Conduct".

## **PROFESSIONAL CONDUCT:**

Students must know all policies and procedures that are to be followed according to the SG Student Handbook, syllabus for each clinical course and site policies and procedures. Clinical rotations are an integral part of the health sciences programs. Students must have experience within approved and accepting clinical facilities to successfully complete their program. Students must meet the requirements of each of these facilities to be placed in them. Montgomery College has partnered with clinical facilities holding the highest standards. Our clinical partners are an integral part of each of our health sciences programs and are necessary to sustain our programs. It is expected that students conduct themselves in a professional manner and maintain good work ethic and habits. **Students should understand that they are guests in the Clinical Education Settings and are to conduct themselves accordingly. Please remember that it is a privilege to have the opportunity to be in these facilities and learning from them. Students who are asked to leave or separate from the clinical site for ANY REASON, will not be placed at another site. Should this happen, the student will be dropped from the course and receive a grade of "F" as their final grade. NO EXCEPTIONS!**

## **Supervision:**

The Surgical Technologist Student will be under direct supervision of staff Surgical Technologists, Clinical Instructor/ Surgical Technologist Coordinator, and/or Operating room faculty always. Students are not allowed to scrub solo for any reason, as an emergent situation can arise at any given moment. This is for the safety of the patient, staff, and the student. Should you be left alone in the room in the STSR role solo, please report it to the Clinical Instructor at Montgomery College.

**Clinical Instructor:** You will be assigned a Clinical Instructor who will visit you regularly. The purpose of the visit is to observe and monitor your performance, discuss areas of weakness, and resolve clinical issues. Should you have any issues big or small, NEVER try to resolve the issue alone. Please report the occurrence the day it happens to your Clinical Instructor ONLY! This is if for your protection as we represent you to ensure a safe learning environment.

**Preceptor:** The Perioperative educator or Charge nurse chooses the preceptor. You will shadow the preceptor. As you are a student, you should not be left alone at the field at any time.

## **Attendance:**

The attendance policy is the same as that stated in the Montgomery College Catalog. The student is urged to review the sentence concerning "Administrative Drop". More specific clinical guidelines to follow:

The student must become familiar with the following guidelines:

1. Attendance is a crucial component of the clinical rotation, because of this it is monitored carefully. While it is understood that unexpected circumstances may cause a student to miss days of the clinical rotation, please keep in mind that there are no make-up days for time missed. The catalog course description specifies this course requires 360 hours and this must be met.
2. Should you have to miss clinical, the student must call and notify the charge nurse at their CLINICAL AFFILIATE and the MC CLINICAL INSTRUCTOR **two hours** prior to the beginning of clinical day. There should be NO UNEXCUSED ABSENCES on clinical days due to the importance of the clinical experience. Emergencies or serious situations will be recognized as excused absences with proper documentation. These may be: personal illness, court appearances, child illness, or death in the immediate family (parents, grandparents, spouse, or siblings). Proof of the excused absence must be submitted prior to returning to the clinical site. For example, absences of two or more day's duration for reasons of illness would require a physician's statement regarding student's capability to resume clinical assignment. An absence report must be filled out and turned into the clinical instructor immediately upon return to the clinical site. Upon the 2<sup>nd</sup> absence a student will be counseled to ensure successful completion of the program. After 3<sup>rd</sup> unexcused absence the student may be expelled from the Surgical Technology program and receive a grade of "F".

3. Absences that need to be made up for severe or emergent situations must be arranged with the Clinical Instructor. Non-assigned clinic days and times during the semester may be scheduled as make-up days with the approval of the Montgomery College clinical coordinator and the clinical site. On those days and times, the student is covered by liability by the college. Making up days after the clinical rotation ends (for example over semester break or during finals weeks) will not be allowed unless the student presents a compelling reason concerning why he or she was unable to make up time during the regular clinical semester rotation. There may be certain restrictions on making up time based on the clinical site and student situations. If the hours are not made up by the end of the semester, the student will receive a grade of "F" in the course. If there are compelling circumstances, then exceptions to this policy will be made only for the most serious reasons and will be at the discretion of the Program Coordinator in accordance with college policy. The Program Coordinator has the right to change the grade as appropriate when hours have been completed.
4. Lateness will not be accepted. The charge nurse at the clinical affiliate must be called immediately if students cannot report on time at which a time of estimated arrival must be given. Any student who fails to call in when late will lose five points off the final course grade for each infraction. If a student is late, the site coordinator/ preceptor has the right to send the student home and will be counted as an unexcused absence. It is expected that students be prompt. This is a very important practice and quality to develop to become a professional. Violations may necessitate Student-Instructor (and/or Clinical Coordinator) Conferences to be initiated. Regarding tardiness, three occurrences will result in the loss of one day of clinical time (as an unexcused absence). Occurrences of tardiness of less than one hour should be made up the same day if permitted at the clinical site. Excessive tardiness is grounds for unsatisfactory completion of the course if the student does not rectify the problem after instructor/student conference. It is appropriate for the clinical affiliate to exercise the option of dismissing the student from the clinical site. At which the students final grade will result in an "F" being given for the course.
5. As noted in item #1 Attendance is monitored and documented. Trajecsyst is a tracking system that is the record keeping/time management system used in the program. It is backed with GPS capability. Each clinical day, the student is required to log/clock in and out with GPS TURNED ON to capture the time and pinpoint location of the student. If you miss time punch or there is no location, YOU WILL NOT have your time approved for that day and will be considered an UNEXCUSED absence. It is the responsibility of the student to ensure that this is complete. The Clinical Coordinator/Instructor is not obligated to find you or comment on your errors for time management. If these are not completed and submitted on time they will result in point deductions from your final grade of five points per infraction.

Students are cautioned to clock in/out correctly. They MUST have locations and times to be valid. Under no circumstances should one student use another's log in information, nor are students allowed to have another student clock in/out at the clinical site for them. This is considered falsification of documentation and will result in a student/ faculty conference and possible termination from the program. At which a letter grade of "F" will be given in the course to all parties involved. **Clinical affiliates do recognize these trends and are NOT AFRAID TO REPORT YOU AND WILL DO SO.**

6. It is at the discretion of the clinical affiliate to exercise the option of dismissing the student from the clinical site. If the student is asked not to return to the assigned clinical site, the student will not be assigned to another clinical site. The student will be asked to withdraw or receive a grade of "F" in the course at which he/she can no longer represent themselves as a student of Montgomery College. Sequential clinical placement will not take place. The clinical site and/or clinical coordinator may ask the student not to return if there are 3 unexcused latencies/absences.

**Trajecsyst Tracking System (Student must pay \$100 fee directly to Trajecsyst). Student in-service will be**

**announced in the first week of class.**

All clinical case log forms information must be entered Trajecsys.

The following documents will be made available to you:

- Syllabus
- Rotation Schedule
- Case Study Sheets (cut and paste into an email, fill in online and email to instructor)
- Weekly hour/ log sheets
- Preceptor evaluations
- Absence reports

Copy the files out as you need them.

ALL documentation must be completed by the end of the students 15-week duration. There is no grace period. If a student is having difficulty obtaining the necessary competencies, he/she should immediately speak to the Clinical Instructor concerning any issues that prohibits this process. Course completion will not occur if competencies are not completed. Extensions to complete clinical will be determined by the availability of clinical sites, extenuating circumstances, and Montgomery College policy.

**E-mail Use:**

Student e-mail (name@montgomerycollege.edu) is an official means of communication. You will be held responsible for information, assignments, and announcements that are sent by the instructor. Use your student e-mail account (rather than a yahoo or other like account) so that you will be recognized as a student. This is Montgomery College Policy. Any correspondence that is sent with any other email source may not be recognized.

**Clinical Case and Graduation Requirements**

Participation in taking the National Certification Exam, from the National Board of Surgical Technology and Surgical Assisting (NBSTSA), is mandatory. It is the students' responsibility to register for the exam and take the exam as scheduled at the Montgomery College Testing Center at the Takoma Park/Silver Spring Campus. Students will not receive a final grade if the exam is not taken at the designated place, date, and time to meet graduation requirements. The students must successfully pass all courses, complete clinical hours, and clinical case requirements. The clinical case requirements are:

- The student must complete a total of 120 cases
- Students are required to complete 30 cases in General Surgery, 20 of these cases must be in the "First Scrub Role".
- Students are required to complete 90 cases in various specialties. Sixty of the cases must be in the "First Scrub Role" and evenly distributed between minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one specialty service.
- Diagnostic endoscopy cases and vaginal delivery cases are not mandatory, but up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards the maximum number of "Second Scrub Role" cases.
- Observation cases must be documented, but do not count towards the 120 required cases

**Counting Cases:**

Cases will be counted according to surgical specialty. For example:

- Trauma patient requires splenectomy and repair of LeFort I fracture. Two cases can be counted and documented since the splenectomy is general surgery specialty and repair of LeFort I is oral-maxillofacial surgical specialty.
- Patient requires a breast biopsy followed by mastectomy. It is one pathology, breast cancer, and the specialty is general surgery; therefore, it is counted and documented as one procedure – one case.

The students must also be in good standing with the policies of Montgomery College.

The student is responsible for documenting clinical case requirements in the Trajecsys Tracking system and providing a hard copy to the Clinical Instructor that will include the final day of clinical hours and cases levels scrubbed for the semester. This is due within two days of your last clinical visit. This documentation will be held in your file on campus.

The grading scale is as follows:

90-100	A
80-89	B
78-79	C
77 & below	F

**Grading:**

All course requirements and behaviors will be evaluated the same as those behaviors in an academic, classroom course. Appropriate professional behavior is necessary while working as a Surgical Technologist and is therefore evaluated carefully as part of the clinical educational process.

Grade will be determined by:

1. Evaluations	60%
2. Case worksheets	20%
3. Attendance	<u>20%</u>
Total:	100%

Any student receiving a grade below “C” in this clinical course must repeat the course satisfactorily before proceeding to the next clinical course or continuing in the program sequence.

**Point deductions:**

Points will be deducted for tardy documentation, assignments (5 points per day). Late documents will not be accepted later than one week after the due date.

**As much as but no more than twenty-five points for each instance will be subtracted from the final grade should a student exhibit any of the following unprofessional behaviors as listed in the Montgomery College Student Code of Conduct and/or below:**

- Falsification of any affiliate or Montgomery College records
- Malicious gossip or discussing exam results with patients
- Solicitation of tips or other items
- Excessive absenteeism and/or abandonment of clinical assignment
- Other serious misconduct as deemed by Program Administration

- Mistreat patients in any manner; including leaving patients unattended while undergoing procedures.
- Punch any time card or sign-in sheet except his/her own, or allow another student to do so. This considered a form of cheating.
- Be excessively absent or repeatedly tardy, fail to notify the Clinical Instructor and Clinical Site of absence or Tardiness prior to assigned starting time.
- Loiter on hospital premises outside the surgical suite or in other unauthorized places; loiter within the surgical area beyond assigned hours.
- Misuse confidential information or falsify information, records and reports.
- Exhibit insubordination - immoral conduct, indecency, or refusal to follow instruction from designated Supervisors.
- Willfully damage or destroy or misuse institutional property.
- Steal or be in unauthorized possession of hospital or another person's personal property.
- Create or contribute to unsanitary conditions on hospital premises.
- Intimidate or coerce another student or employee through physical or verbal threats.
- Smoke in undesignated areas of the hospital, not obeying other regulations concerning fire, safety, parking, and visiting.

**Clinical Competency/Evaluation (minimum score of 90):**

The student must complete fourteen competencies before the end of the semester. The students are required to have documentation that each procedure used as a competency has two initials preceptor and clinical instructor. All competencies count--if a competency is not aborted by a technologist and carried through to completion, despite the score (which may be below a 90%) the competency is still averaged into the final score. Students must achieve a total grade of 90% on their competencies to pass in that category. If they do not get 90% or higher, they must ask for further help in the clinical area or school lab before attempting the competency again. All clinical documentation must be completed and turned in for review each week. 10 Points will be deducted for late documentation and assignments. Failure to comply with completing clinical expectations will result in a failing grade as determined by the clinical instructor. Specific competencies will be noted from the surgical areas to fulfill AST requirements. Competencies do not carry over to the next semester. This means that completed, graded competencies cannot be held onto and saved up for usage in the following semester. However, the late comp does not count towards the required competencies of the current semester, nor is the grade of the comp recorded for the current semester.

**If you are asked to leave a clinical site due to lateness, lack of competency, or unprofessional behavior you will not be able to continue in the Surgical Technology Program.**

**Mock OR:** Lab will be used to refresh skills and prepare the student for clinical. The student must demonstrate he/she is safe for the operating room, passed the required competencies, and is ready to begin Clinical Practicum I. These hours count as clinical hours.

**References:** Site staff, the internet, site medical library (if available), Periodicals are all acceptable. In addition, the college and SURG faculty have many reference materials available.

**On Reserve:** AST DVD is in the Medical Learning Center. This is a series of six DVDs that includes Introduction to Asepsis, Preoperative Case Management, Intraoperative Case Management, Postoperative Case Management, Basic Surgical Instrumentation, and Surgical Positioning. All required books for the course are reserved in the Tacoma Park campus library so that they will always be present for use during library hours. Please refer to other syllabi for other references.

**Students with Disabilities:**

Montgomery College has many resources available to students with disabilities and students are encouraged to contact the appropriate personnel on campus who might assist them in enhancing their ability to successfully complete a program.

For further information on these services, please contact Cathy Wilson, Takoma Park DDS Counselor, Room ST 120 (240) 567-1475, (240)567-7207 (TTY), or Jacqueline King (240)-567-1477. Also see the College Catalog for counselors on other Montgomery College campuses.

**Tobacco Free Policy**

On August 1, 2008, Montgomery College implemented a Smoke and Tobacco Free Policy which prohibits smoking or the use of other tobacco products on any of its campuses or other property. Students who smoke or use tobacco products will be considered in violation of the student conduct code and their behavior will be reported to the Dean of Student Development's office for the appropriate disciplinary action including probation, suspension, or dismissal. If you have any questions about this new policy, please contact the Vice President and Provost's Office, the Office of the Dean of Student Development or the Campus Security Office.

The faculty reserves the right to modify course content and evaluation procedures as deemed necessary.

Updated 8/2017

**Important Student Information Link**

In addition to course requirements and objectives that are in this syllabus, Montgomery College has information on its web site (see link below) to assist you in having a successful experience both inside and outside of the classroom. It is important that you read and understand this information. The link below provides information and other resources to areas that pertain to the following: student behavior (student code of conduct), student e-mail, the tobacco free policy, withdraw and refund dates, disability support services, veteran services, how to access information on delayed openings and closings, how to register for the Montgomery College alert System, and finally, how closings and delays can impact your classes. If you have any questions please bring them to your professor. As rules and regulations change they will be updated and you will be able to access them through the link. If any student would like a written copy of these policies and procedures, the professor would be happy to provide them. By registering for this class and staying in this class, you are indicating that you acknowledge and accept these policies.

<http://cms.montgomerycollege.edu/mcsyllabus/>

Important Links for Students  
(Updated April 2, 2015)

Academic calendar. When is Spring break? When are midterm exams? When does the Spring semester begin?  
<http://cms.montgomerycollege.edu/edu/departmen2.aspx?id=16456>

ADA Information and Compliance: <http://cms.montgomerycollege.edu/edu/Department.aspx?id=53990>  
[Alert Montgomery System. Sign up for Alert Montgomery the official emergency communications service for Montgomery County, MD. During a major crisis, emergency or severe weather event, Montgomery County officials can send event updates, warnings and instructions directly to you on any of your devices.](http://www.montgomerycountymd.gov/alertmontgomery/)  
<https://member.everbridge.net/index/1332612387832009#/login>

Code of Conduct. If you have questions regarding behavioral expectations:

<http://cms.montgomerycollege.edu/WorkArea/DAsset.aspx?id=35945>

Counseling & Advising. Academic advising and short term counseling.

<http://cms.montgomerycollege.edu/edu/secondary1.aspx?urlid=4>

Disability Support Services. If you are requesting a reasonable accommodation related to a disability:

<http://cms.montgomerycollege.edu/edu/secondary5.aspx?urlid=52>

Forms: graduation, involuntary withdraw, change of major, appeals.

<http://cms.montgomerycollege.edu/edu/department2.aspx?id=10072>

Learning Centers and Academic Support Centers. If you are a student who would benefit from tutoring and/or support in reading, writing languages, mathematics, Science, and Technology:

<http://cms.montgomerycollege.edu/learningcenters/>

Safety, Security, & Emergency Operations Plan. Contacts for security offices, Emergency guidelines & procedures, evacuations, Montgomery College Alert, Emergency Guidelines for Individuals with Disabilities,

<http://cms.montgomerycollege.edu/edu/plain2.aspx?id=4087>

Sexual Harassment or Discrimination. Office of Equity and Diversity.

<http://cms.montgomerycollege.edu/edu/Department2.aspx?id=65693>

Compiled by Jay Marciano, Faculty Council & TP/SS Faculty Senate Chair, April 2, 2015

Updated July 2018