



## Course Catalog Addendum 2023-2024

*The following information included in this addendum is to be applied to the 2023-2024 academic year.*

### **SURGICAL TECHNOLOGY MAJOR**

Carlow's Associate of Science in Surgical Technology is a 68-credit program that offers students education and training to become certified surgical technologists. Surgical technologists are essential to the functioning of a surgical setting. They are trained to arrange equipment and set up operating rooms, interface with patients by transporting them to and from surgery, sterilize equipment, disinfect surgical sites, and maintain a count of bandages, sponges, and other equipment to ensure everything is accounted for before and after a procedure. Students are eligible to sit for the CERTIFICATION AS A TECH IN SURGERY – CERTIFIED TS-C (NCCT) through NCCT (National Center for Competency Testing) upon graduation. The Surgical Technology Program is seeking accreditation, and as a grant of accreditation is obtained, students will sit for the Surgical Technologist National Certification Exam from the National Board of Surgical Technology and Surgical Assisting (NBSTSA). Students can also seamlessly transition to a bachelor's degree program at Carlow University in public health, healthcare data analytics, nursing, health administration, or another field.

### **OCCUPATIONAL THERAPY PROGRAMS**

#### A.3.1 Admissions Criteria

Clarification of admissions criteria:

1. General Admissions: December 1
2. Early Decision for Carlow UG/Alumni: September 15
3. Early Assurance for enrolling first year students: February 1 of high school senior year

The following edit has been made to the Graduate Course catalog to clarify the admissions criteria for Early Decision versus Early Assurance. This edit confirms consistency between the Early Assurance publication document and the Graduate Course catalog information. Edits have been submitted to the registrar for inclusion in the Graduate Course Catalog AY23-24 edition.

In addition, correction of Carlow undergraduate Developmental Psychology course number PY 122 has been made to all admissions documents and OT Student handbook.

#### **Application Timeline:**

##### **GENERAL ADMISSIONS:**

Applications for the fall cohort of occupational therapy students will be accepted upon the opening of OTCAS through December 1st of each year. Applications received by December 1st each year are given priority; however, applications will be accepted until the class is filled.

\*General Admission Decision: Application deadline is December 1st

##### **EARLY DECISION ADMISSIONS:**

Applicants can participate in an early decision process for the upcoming OT class. To be considered for the September admissions cycle, applicants must be an alumni or enrolled and completing an undergraduate degree at Carlow

University. Applicants must submit all application elements through OTCAS or directly to the Carlow OT Program for consideration.

\*Carlow UG/Alum Admission Decision: Application deadline is September 15th

### **OT Program Early Assurance Admission Criteria**

High school students applying to Carlow in their senior year must first be accepted to the 3-year Bachelor of Science in Health Sciences/Public Health, following the Pre-Occupational Therapy track.

To be eligible for an early assurance seat in the graduate program, students must:

- Have a minimum cumulative high school GPA of 3.500, or
- Have a minimum cumulative high school GPA of 3.250 and a minimum SAT of 1200, minimum ACT of 25, or minimum CLT of 78.

Please note that students must possess the requisite GPAs both at the time of supplemental application as well as on their final high school transcript.

\*Early Assurance Application deadline: February 1

Transfer credit: Carlow University OT Program does not accept transfer credits, or any experiential or work equivalents.

### **WITHDRAWAL FROM A COURSE**

Withdrawal from a course must be made officially in the Office of the Registrar. A WD is assigned if a student officially withdraws from a course after the drop deadline and prior to the final date to withdraw in a given semester, according to the deadlines posted on the intranet. Withdrawing from a course or courses does not withdraw a student from the university. Withdrawal from the University requires submission of a Withdrawal/Leave of Absence form to the Office of the Registrar. **UPDATE:** To receive WD's for their courses, a student must submit the Withdrawal/Leave of Absence form by the posted course withdrawal deadlines. If a student submits the form after the course withdrawal deadline, they will receive the letter grades they earned for their courses. Grades of students who do not complete a course and who have not withdrawn officially will be listed as F.

### **ADD/DROP AND LEAVE OF ABSENCE/COMPLETE WITHDRAWAL NOTIFICATION**

Non-attendance in classes does not constitute an official withdrawal and may result in full financial obligation. Students seeking to drop all classes and withdraw or take a leave of absence from the University must complete a Withdrawal/Leave of Absence form and submit it to the Office of the Registrar. The withdrawal form is available on myCarlow. Students can take a leave of absence for one to three semesters, including summer terms. Students should contact the Office of the Registrar upon returning for registration instructions. Students taking a leave of absence or withdrawing due to military activation must contact the Office of the Registrar.

- **UPDATE:** To receive WD's for their courses, a student must submit the Withdrawal/Leave of Absence form by the posted course withdrawal deadlines. If a student submits the form after the course withdrawal deadline, they will receive the letter grades they earned for their courses. Grades of students who do not complete a course and who have not withdrawn officially will be listed as F.
- Students who are considering withdrawal should investigate the financial and student aid implications prior to any action by contacting the Financial Aid and/or Student Accounts Office.
- Financial aid recipients are urged to contact the Financial Aid Office to determine how financial aid amounts will be affected by any withdrawal. Also, please review the Federal Title IV Aid Return of Funds Policy to determine how loans and grants will be recalculated.
- For complete withdrawal from all classes in a semester, final determination of tuition and fee refund amounts will be made by the Office of Student Accounts and will be based on the date that the student initiated the withdrawal process by contacting the Office of the Registrar or by submitting the withdrawal form.
- Students who do not return from a leave of absence or who are not registered for four consecutive semesters will be unofficially withdrawn from the university. Students who are unofficially withdrawn are still responsible for outstanding tuition balances.
- See below for the schedule of refunds of tuition, fees, room and board.