CARLOW
UNIVERSITY

Course Catalog Addendum 2024-2025

The following information included in this addendum is to be applied to the 2024-2025 academic year.

INTRODUCTION TO CARLOW UNIVERSITY

Carlow University is a small, private, comprehensive, Catholic university offering graduate, professional and liberal arts programs. Founded in 1929 by the Sisters of Mercy, Carlow offers a liberal arts curriculum across all majors to prepare individuals for leadership in the 21st century. With an enrollment of approximately 2,000 graduate and undergraduate students, Carlow is committed to providing its students with individual attention, a supportive academic environment, and career development. Located in a culturally diverse urban setting, Carlow's 15-acre campus neighbors the University of Pittsburgh and Carnegie Mellon University. A member of the Conference for Mercy Higher Education, Carlow is recognized for educating traditional students and adult learners for a lifetime of learning, leadership, and service.

- Founded in September 1929 as Mount Mercy College
- University status awarded in 2004
- Catholic/Liberal Arts
- 2,310 students
- Diverse student body
- 12:1 student–faculty ratio
- 5 doctoral programs
- 15 graduate programs
- 29 undergraduate majors
- 26 certificate programs
- 3 associate degree programs

CARLOW UNIVERSITY CAMPUSES

MAIN-OAKLAND
3333 Fifth Avenue
Pittsburgh, PA 15213

CRANBERRY EDUCATION CENTER
Regional Learning Alliance
850 Cranberry Woods Drive
Cranberry Township, PA 16066

CARLOW UNIVERSITY AT WESTMORELAND COUNTY COMMUNITY COLLEGE
145 Pavilion Lane
Youngwood, PA 15697

OWNERSHIP

The statue by or under which Carlow University is incorporated is: Act of the General Assembly of the Commonwealth of Pennsylvania providing for the incorporation and regulation of colleges and universities approved the 25th day of June, A.D., 1895 (P.L. 327).

The original date of its incorporation is: April 24, 1933.

The purpose for which the corporation is organized are exclusively charitable, scientific or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, as amended, and include all the purposes, powers and privileges conferred upon the Corporation by the Corporation Not-for-Profit Code, 15 Pa.C.S.A. 7101-8145.

GRADING—NO POINTS ASSIGNED

AB	Absent from examination AU Audit—no points assigned
AU	Audit
CC	Credit by Challenge
CL	CLEP credit
CR	Credit for course opted Credit/No Credit by student; CR = D- or above
EE	Exempt by Examination
I	Incomplete
IP	Course in progress for seminar, research, or internship extending beyond one semester
M	Military Leave of Absence
NA	Never attended (Eliminated effective Fall 1983)
NC	No credit; overcutting or failure to complete course
NG	No grade or problem with grade reported by instructor
NP	No credit for preparatory level courses (Effective Fall 1988)
NR	No credit for course opted Credit/No Credit by student
PA	Pass for preparatory level courses; P = C or better (Effective Fall 1988)
PD	Pass with distinction (MFA only)
PR	Pass with reservation (MFA only)
P/F	Course offered by Pass/Fail only
Q	Courses in progress (Eliminated effective Fall 1983)
S	Satisfactory (A, B, or C in course opted Pass/Fail by student)
TR	Transfer credit
U	Unsatisfactory (D or F in course opted Pass/Fail by student)
WD	Withdrawn

STUDENT INFORMATION CHANGES

Students who, after registration, change their name, address, or phone number must complete the appropriate form found in the student portal MyCarlow: https://my.carlow.edu/pages/office-of-the-registrar. A student will be notified via Carlow email once the update has been made. Any communication from the College that is mailed to the name and address on record is considered to have been properly delivered.

SURGICAL TECHNOLOGY MAJOR (Associate of Science Degree)

Carlow's Associate of Science in Surgical Technology Program provides a unique, specialized, academic, and technical education that prepares students to become an integral member of the surgical team, responsible for performing essential functions of a Surgical Technologist. Students complete a variety specialized skills training sessions required for the practice role of the surgical technologist. Students are trained to arrange and manage surgical equipment, maintain a sterile environment, set up operating rooms for various procedures, sterilize equipment, and maintain a count of bandages, sponges, instruments and supplies before and after a surgical procedure.

Carlow University's Associate of Science Degree in Surgical Technology Program is a 68 credit, 78 week, fully residential program that provides students instruction from Carlow faculty along with instruction from educators at the University of Pittsburgh Medical Center (UPMC) School of Surgical Technology. Carlow University and UPMC have a written agreement for a cooperative relationship in which UPMC School of Surgical Technology educators (UPMC employees) deliver select Carlow University surgical technology courses, and for which UPMC receives compensation from Carlow University. Carlow faculty provides a minimum of 41 credits of pre-requisite, general education, and surgical technology major courses, and UPMC educators provide instruction in up to 27 credits of surgical technology major courses. All pre-requisite courses and general education courses that include (CTC 101, SKW 101, SKC 101, SKQ 101, BIO 207, BIO 208, BIO 217, HIM 102, PH 149, and EN 262) are offered at Carlow's main

campus. The surgical technology externship courses (SUR 270 A, SUR 271 A) are offered primarily at UPMC hospitals, and (SUR 270 B and SUR 271 B) Lab courses are offered at the Energy Innovation Center.

The agreement between Carlow University and UPMC does not result in additional costs to students outside of usual and customary tuition, university fees, and laboratory fees. Additionally, the agreement does not impact program graduate certification or employment. Graduates are not required to work for UPMC upon graduation. There are no restrictions on their employment opportunities. For additional information, refer to the ST Program Surgical Technology Program Disclaimer, Certification Exam, and Eligibility for Employment Statement.

PROGRAM LEARNING OUTCOMES

- Provide care in a responsible, accountable manner within ethical-legal dimensions.
- Utilize appropriate medical terminology.
- Identify and assume appropriate responsibility for patient care.
- Relate principles of asepsis to the surgical setting.
- Utilize principles of Surgical Technology to meet the needs of the surgical patient in the Operating Room and Ambulatory Surgery Unit.
- Organize the sterile surgical field to provide safe and efficient surgical care to the patient.
- Perform with knowledge, skills, and affective behaviors of a competent entry-level Surgical Technologist.
- Demonstrate a basic understanding of the concepts of biological sciences and pharmacology.
- Demonstrate effective oral and written communication methods necessary for the profession.

SURGICAL TECHNOLOGY PROGRAM POLICIES

Surgical Technology policies are explained fully in the Surgical Technology Program Student Handbook. Refer to the Student Handbook for specific and complete program information. The Surgical Technology Program reserves the right to make policy changes in the curriculum outline to address ongoing accreditation standards and/or professional regulations. The following are some selected summaries:

- Students must earn a minimum grade of C (2.0) in each of the prerequisite science courses (BIO 207, BIO 208, BIO 217) and the Medical Terminology (HIM 102) support courses in the major and all major courses within the time frame designated in the curriculum.
- Students must earn a grade of (C) or higher in each of the Surgical Technology (SUR) courses, to successfully complete all SUR courses.
- Students must maintain an overall cumulative GPA of $\geq$ 2.0 and a minimum science GPA of $\geq$ 2.5 (BIO 207, BIO 208, BIO 217) prior to enrolling in the first SUR course.
- Students must maintain a cumulative GPA of $\geq$ 2.0 each semester. Policies are in place for the student who does not achieve acceptable academic achievement. A student who falls below a GPA of 2.0 will be placed on probation in the next semester. A student may only be on probation two times throughout the program.
- Should any student receive a grade below a C (such as a grade of C- or lower) in two or more SUR courses they will be dismissed from the program.
- Statute of Limitations: Students must successfully complete all requirements for the Associate of Science Degree in Surgical Technology within a period of three academic years, beginning at the time of initial matriculation, excluding an approved leave of absence, to complete the program.
- If the program of study is interrupted, re-entry is dependent upon the curriculum, availability of class space, and completion of required re-entry procedures.
- Surgical Technology students will be required to complete clinical rotations, which will require students to travel to the clinical sites.
- The Surgical Technology Program does not offer advanced placement for any SUR courses contained in its curriculum.
- All Surgical Technology students are required to pass a physical exam, background checks, fingerprints, and drug screens, as well as maintain professional liability insurance (provided through Carlow), immunizations, CPR Certification for Healthcare Providers, and other requirements as described in the Surgical Technology Program Student Handbook. The Surgical Technology Program reserves the right to make changes in policies and/or the curriculum outline.
- For the student to be eligible for graduation from the Surgical Technology Program they must complete the following:
    - Successful completion of all Surgical Technology didactic, laboratory, and clinical courses in the program curriculum with a minimum grade of C or higher (Grades of C- and below are considered unsuccessful

completion of a course.)

- Successful completion of all university residency requirements as reflected in the university catalog.
- Students must attain a cumulative GPA of ≥ 2.0.
- Students must officially apply to graduate and must complete the 68 credits reflected in the program curriculum.
- All students must complete and receive verification by the Office of the Registrar of their fulfillment of all program requirements.

SURGICAL TECHNOLOGY PROGRAM DISCLAIMER, CERTIFICATION EXAM AND ELIGIBILITY FOR EMPLOYMENT

Pursuant to Pennsylvania Act 80 of 2020, Section

501 https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2020&sessInd=0&act=80

To ensure compliance with Pennsylvania Act 80 of 2020, this disclosure statement provides important information regarding eligibility for employment as a surgical technologist in Pennsylvania healthcare facilities. By signing this document, the undersigned acknowledge understanding of the following:

Eligibility for Employment as a Surgical Technologist

As stated in Pennsylvania Act 80, individuals may be employed as surgical technologists if they:

1. Successfully completed a surgical technologist program sponsored by an entity holding nationally recognized institutional or programmatic accreditation and holds and maintains a surgical technologist certification from an accredited certification program. The department may promulgate regulations which identify nationally recognized accredited programs which meet the standards necessary to promote the public good and protect the health and safety of individuals in a health care facility;
2. Successfully completed an appropriate training program for surgical technology in the United States Army, Navy or Air Force; or
3. Provided evidence that they maintain a surgical technologist certification from an accredited certification program.

ASSOCIATE OF SCIENCE DEGREE PROGRAM INFORMATION

Students who successfully complete the Associate of Science Degree program in Surgical Technology are eligible to take the National Center for Competency Testing (NCCT) examination, which leads to Tech in Surgery certification (TS-C). This is a nationally accredited certification program. Passing the examination meets the eligibility requirement for employment in Pennsylvania.

Additionally, the Carlow Surgical Technology Program is currently seeking accreditation but has not yet been accredited. While the program is diligently working to meet accreditation requirements, students should know that accreditation is not guaranteed.

Once accreditation is obtained, students will be eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Surgical Technology Exam, providing a second pathway to certification.

The undersigned acknowledges that completion of the Associate of Science Degree program in Surgical Technology and subsequently obtaining a Tech in Surgery certification does not guarantee employment. The undersigned further acknowledges that Pennsylvania employers have required that students successfully complete subparagraphs (1) or (2) listed above, with fewer employment opportunities for students who solely complete subparagraph (3) by obtaining a Tech in Surgery certification.

ADDITIONAL STATE REQUIREMENTS

Students seeking employment in other states are encouraged to familiarize themselves with the specific requirements for surgical technologists in those states. The Association of Surgical Technologists' map of state

laws and requirements provides a comprehensive overview and can be accessed here: AST Map of State Requirements.

Contact Information

Prospective and current students are encouraged to review this information carefully. For further clarification or to address concerns, please contact the Program Coordinator **Amanda Schardt** at alschardt@carlow.edu

Surgical Technology Program Requirements:

Surgical Technology Program major courses: SUR 101, SUR 102, SUR 120, SUR 121, SUR 270 A, SUR 270 B, SUR 271 A, and SUR 271 B.

In addition to courses within the major, students are required to complete support courses and University Compass requirements that include CTC 101, SKW 101, SKC 101, SKQ 101, PH 149, BIO 207, BIO 208, BIO 217, HIM 102, EN/WS 262.

SURGICAL TECHNOLOGY CORE PROGRAM COURSE DESCRIPTIONS

SUR 101 Surgical Technology Theory I with Lab

This foundational course includes an introduction to surgical technology, surgical patient, physical environment, safety standards, legal concepts, risk management, ethical issues, emergency situations and all-hazards preparation, technical science concepts, principles of microbiology, and surgical asepsis and sterility: Best Practices and techniques will be discussed.

Each Surgical Technology didactic course satisfies major requirements and is paired with a lab that teaches students the skills and workflows required to perform in the operating room beginning with basic essential skills from gowning and gloving to advancing to completing a mock surgery from beginning to end. During each lab, students learn and complete a series of sequenced skills checkoffs that build upon the previously learned skill to teach students their surgical routine. Students benefit from being able to have observation hours in the Operating Room to see skills used by other Surgical Technologists and tie the skills back to concepts in didactic learning. Students will learn and practice skills in both real-world operating rooms at UPMC's academic medical centers UPMC Presbyterian, UPMC Mercy, and UPMC Passavant as well as in the surgical laboratory on campus. 6 Credits (2 Credits Lecture, 4 Credits Lab) 150 In Class Clock Hours, 60 Recognized Outside Clock Hours, 210 Total Clock Hours)

PREREQUISITE: CTC-101, SKW-101, SKQ-101, SKC-101, BIO-207, BIO-208, BIO-217, HIM-102, SUR-101
PREREQUSITE & COREQUSITE: PH-149

SUR 102 Surgical Technology Theory II with Lab

This course provides students with in-depth coverage of surgical pharmacology and anesthesia, instrumentation, equipment, and supplies, hemostasis, wound healing, and wound closure, preoperative surgical case management, intraoperative and postoperative surgical case management, diagnostic procedures, and minimally invasive applications.

Each Surgical Technology Didactic course satisfies major requirements and is paired with a lab that teaches students the skills and workflows required to perform in the operating room beginning with basic essential skills from gowning and gloving to advancing to completing a mock surgery from beginning to end. During each lab, students learn and complete a series of sequenced skills checkoffs that build upon the previously learned skill to teach students their surgical routine. Students benefit from being able to have observation hours in the Operating Room to see skills used by other Surgical Technologists and tie the skills back to concepts in their didactic learning. Students will learn and practice skills in both real-world operating rooms at UPMC's academic medical centers UPMC Presbyterian, UPMC Mercy, and UPMC Passavant as well as in the surgical laboratory on campus. 6 Credits (2 Credits Lecture, 4 Credits Lab) 150 In Class Clock Hours, 60 Recognized Outside Clock Hours, 210 Total Clock Hours)

PREREQUISITE: CTC-101, SKW-101, SKQ-101, SKC-101, BIO-207, BIO-208, BIO-217, HIM-102, SUR-101
PREREQUSITE & COREQUSITE: PH-149

SUR 120 Surgical Procedures I with Lab

This course focuses on surgical procedures in various specialty areas that include General surgery, Obstetrics and Gynecology, Ophthalmic Surgery, Otorhinolaryngologic Surgery, Oral and Maxillofacial Surgery, and Plastic and Reconstructive Surgery. The student will learn to identify the names and uses of instruments, supplies, and drugs of each specialty; describe the pathology and related terminology of each system or organ that prompts surgical intervention, discuss preoperative diagnostic procedures related surgical procedures.

Each Surgical Technology Didactic course satisfies major requirements and is paired with a lab that teaches students the skills and workflows required to perform in the operating room beginning with basic essential skills from gowning and gloving to advancing to completing a mock surgery from beginning to end. During each lab, students learn and complete a series of sequenced skills checkoffs that build upon the previously learned skill to teach students their surgical routine. Students benefit from being able to have observation hours in the Operating Room to see skills used by other Surgical Technologists and tie the skills back to concepts in their didactic learning. Students will learn and practice skills in both real-world operating rooms at UPMC's academic medical centers UPMC Presbyterian, UPMC Mercy, and UPMC Passavant as well as in the surgical laboratory on campus. 6 Credits (2 Credits Lecture, 4 Credits Lab) 150 In Class Clock Hours, 60 Recognized Outside Clock Hours, 210 Total Clock Hours)

PREREQUISITE: CTC 101, SKW 101, SKQ 101, SKC 101, BIO 207, BIO 208, BIO 217, HIM 102, PH 149, SUR 101, SUR 102
PREREQUSITE & COREQUSITE: EN/WS 262

SUR 121 Surgical Procedures II with Lab

This course is the logical continuation of Surgical Procedures I and will focus on surgical procedures in various specialty areas that include Genitourinary, Orthopedic, Cardiothoracic, Peripheral Vascular and Neurosurgery. In this course, students will identify the names and uses of surgical instruments, supplies, and drugs related to each specialty; describe the pathology and related medical terminology of each system or organ that prompts surgical intervention. In addition, students will discuss preoperative diagnostic procedures related to surgical procedures.

Each Surgical Technology Didactic course satisfies major requirements and is paired with a lab that teaches students the skills and workflows required to perform in the operating room beginning with basic essential skills from gowning and gloving to advancing to completing a mock surgery from beginning to end. During each lab, students learn and complete a series of sequenced skills checkoffs that build upon the previously learned skill to teach students their surgical routine. Students benefit from being able to have observation hours in the Operating Room to see skills used by other Surgical Technologists and tie the skills back to concepts in their didactic learning. Students will learn and practice skills in both real-world operating rooms at UPMC's academic medical centers UPMC Presbyterian, UPMC Mercy, and UPMC Passavant as well as in the surgical laboratory on campus. 6 Credits (2 Credits Lecture, 4 Credits Lab) 150 In Class Clock Hours, 60 Recognized Outside Clock Hours, 210 Total Clock Hours)

PREREQUISITE: CTC 101, SKW 101, SKQ 101, SKC 101, BIO-207, BIO 208, BIO-217, HIM 102, PH 149 SUR 101, SUR 102
PREREQUSITE & COREQUSITE: EN/WS 262

SUR 270 A Clinical Externship I

This course is a supervised clinical experience in local hospital surgical settings focusing on gaining surgical technologist experience on minor surgical procedures and fulfilling the weekly objectives. Students will complete a minimum of 60 surgical cases for this course with a total of 120 surgical cases across both clinical courses (SUR 270 A and SUR 271 A). 5.5 Credits (256 Clinical Hours)

PREREQUISITE: CTC 101, SKW 101, SKQ 101, SKC 101, BIO 207, BIO 208, BIO 217, HIM 102, SUR 101, SUR 102, SUR 120, SUR 121
COREQUSITE: SUR 270 B

SUR 270 B: Clinical Externship I

This advanced surgical technology lab complements the clinical course providing an interactive environment to reinforce and integrate core concepts of surgical technology and meeting of clinical course outcomes. Through detailed review and discussion of clinical cases and procedures, students will strengthen their understanding of operative techniques and perioperative processes. The course fosters readiness for certification and real-world application. Students will engage in targeted review of areas of weakness identified through the comprehensive practice exam and instructor feedback, ensuring mastery of essential skills and knowledge. Active participation enhances critical thinking, teamwork, and adaptability in surgical settings. This lab is

designed to prepare students for successful clinical performance and certification, while fostering professional growth and confidence as surgical technologists. 1.5 Credits (59 Lab Hours)

Prerequisites: CTC 101, SKW 101, SKQ 101, SKC 101, BIO 207, BIO 208, BIO 217, PH 149, HIM 102, EN/WS 262, SUR 101, SUR 102, SUR 120, SUR 121

Corequisites: SUR 270 A

SUR 271 A: Clinical Externship II

This course is a supervised clinical experience in local hospital surgical settings focusing on gaining surgical technologist experience on minor surgical procedures that fulfill the weekly objectives. Students will continue to work to complete a minimum of 120 surgical cases spanning across the clinical externship course. In this course students will expand their knowledge and skills by participating in a variety of new surgical case types to meet the required total number of surgical cases and the total number of cases required for the first and second scrub roles.

PREREQUISITES: CTC 101, SKW 101, SKQ 101, SKC 101, BIO 207, BIO 208, BIO 217, PH 149, HIM 102, EN/WS 262, SUR 101, SUR 102, SUR 120, SUR 121, SUR 270 A, SUR 270 B

COREQUISITE: SUR 271 B

SUR 271 B: Clinical Externship II

This advanced surgical technology lab complements the clinical course providing an interactive environment to reinforce and integrate core concepts of surgical technology and meeting of clinical course outcomes. Through detailed review and discussion of clinical cases and procedures, students will strengthen their understanding of operative techniques and perioperative processes. Students will continue to complete MOCK Certification Exams that culminate in active participation and completion of a National Certification Exam.

The course fosters readiness for certification and real-world application. Students will engage in targeted review of areas of weakness identified through the comprehensive practice exam and instructor feedback, ensuring mastery of essential skills and knowledge.

Active participation enhances critical thinking, teamwork, and adaptability in surgical settings.

This lab is designed to prepare students for successful clinical performance and certification, while fostering professional growth and confidence as surgical technologists. 1.5 Credits, (59 Hours)

PREREQUISITES: CTC 101, SKW 101, SKQ 101, SKC 101, BIO 207, BIO 208, BIO 217, PH 149, HIM 102, EN/WS 262, SUR 101, SUR 102, SUR 120, SUR 121, SUR 270 A, SUR 270 B

COREQUISITE: SUR 271 A

Surgical Technology Biological Sciences and General Education Program Requirements:

Biological Sciences courses (BIO 207, BIO 208, BIO 217) can be found on page 118 of the catalog, under Biology.

- BIO 207: Anatomy and Physiology I
- BIO 208: Anatomy and Physiology II
- BIO 217: Principles of Microbiology

General Education and Carlow Compass courses (CTC 101, SKW 101, SKC 101, SKQ 101, PH 149) can be found on pages 58-60; (EN/WS 262) can be found on page 190; (HIM 102) can be found on page 147.

- CTC 101 Connecting to Carlow
- PH 149: Public Health and Responsibility
- SKC 101: Communication: Personal to Professional
- SKQ 101: Quantitative Reasoning
- SKW 101: Foundations of Writing I

- EN/WS 262: Women's Writing on Illness and Healing
- HIM 102: Medical Terminology

Please refer to the Surgical Technology Student Handbook for specific academic program policies

INSTRUCTOR, ASSISTANT, ASSOCIATE, AND PROFESSOR FACULTY

College of Health and Wellness

Amanda Schardt, RN, BSN, CST
Instructor
Surgical Technology Program Coordinator

TRANSFER/ADULT STUDENT ADMISSIONS REQUIREMENTS

The admissions committee makes decisions based upon a careful, thorough, and holistic review of each application. Applicants must present satisfactory evidence of their ability to achieve at the college level.

While many programs require a minimum 2.000 cumulative college GPA, certain academic programs have specific admissions criteria:

- Candidates for the traditional nursing BSN program must possess a minimum 3.250 cumulative college GPA with appropriate coursework, including a science course with lab taken at the college level.
- Candidates ineligible for the traditional nursing BSN program may be considered for the pre-nursing pathway if they possess a minimum 3.000 cumulative college GPA.
- Candidates for the practical nurse certificate program must have earned a high school diploma or equivalency credential (GED, HiSET, or TASC) and must possess a minimum 2.500 cumulative GPA.
- Candidates for the traditional respiratory therapy major or associate's degree program must possess a minimum 2.500 cumulative college GPA.
- Candidates for the respiratory therapy degree completion program must have an active CRT or RRT credential, graduated with an A.S. in respiratory therapy from a CoARC-approved respiratory therapy program, and possess a minimum 2.000 cumulative college GPA.
- Candidates for the cardiovascular perfusion specialization in the biology major must possess a minimum 3.500 cumulative college GPA and a minimum 3.500 cumulative GPA in the sciences.
- Candidates for the intraoperative neurophysiological monitoring specialization in the behavioral neuroscience major must possess a minimum 3.000 cumulative college GPA and a 3.000 minimum cumulative GPA in the sciences.
- Candidates for the health sciences major must possess a minimum 3.250 cumulative college GPA and a minimum 3.250 cumulative GPA in the sciences.
- Candidates for the early childhood education major (with or without the special education specialization) must possess a minimum 3.000 cumulative college GPA. If the student is transferring 48 or more credits, he/she must also have successfully passed PAPA I or CORE ETS.

Candidates for the associate of science degree in surgical technology program must have earned a high school diploma or equivalency credential (GED), must possess a minimum 2.00 cumulative high school and/or college GPA, and must possess a minimum 2.500 cumulative GPA in biology science courses (Anatomy & Physiology I & II and Microbiology).

MBA Accelerated/Fast-Track Program for Undergraduates

To encourage undergraduates (any major) to pursue a graduate degree at Carlow's MBA program, current Carlow students that have completed at least 60 credits (24 credits taken at Carlow) and have an overall GPA of 3.2 for Carlow coursework, are permitted to take three (3) of the following four (4) MBA courses: MBA 711 (Business Writing); MBA 722 (Strategic Analysis); MBA732 (Financial Planning & Data Analytics) or MBA 752 (Advances in IT Management). Eligible students can only take one

MBA class a semester. Undergraduate students that pass MBA courses with a B or better will be permitted to apply the graduate credits towards a Carlow MBA degree within two years of completion of their Bachelor's degree at Carlow.

STEP 1

- Student must have completed 60 credits with 24 credits taken at Carlow.
- Cumulative GPA of 3.2 (lower GPA may be considered on an individual basis)
- Academic advisor must sign the change of Major form to include MBA and be given to the MBA Program Director who will sign/date and email the form to the registrar.

STEP 2

- Submit an up-to-date Resume
- Submit 2 letters of Recommendation from two (2) Carlow faculty members.
- Submit a personal essay of approximately 300 words, typed and double-spaced. Your essay should include your academic objectives, plans for your graduate studies and career goals.
- Submit your resume, the name of both recommending faculty members submitting letters, and your essay to the MBA Program Director for admission to the Accelerated MBA program. You will receive a decision from the Admissions Office at Carlow.

STEP 3

- Earn a 3.0 in MBA courses (B minimum)
- Take a maximum of 9 credits (3 courses) from the following MBA courses:
    - MBA 711 Business Writing
    - MBA 722 Strategic Analysis
    - MBA 732 Financial Planning & Data Analytics
    - MBA 752 Advances in IT and IT Management

STEP 4

- Upon completion of their undergraduate studies, the student will submit their formal MBA application to Admissions during the last semester of their senior year.
- Upon the students' successful undergraduate completion, the MBA Program Director will submit the above documentation to the Admissions representative for the MBA program. The student will not be required to resubmit an updated resume, letters of recommendation, or a personal essay.
- The student is responsible for providing any additional MBA application documentation such as formal transcripts.