

**Surgical Technology
Accelerated Alternate Delivery (AAD) Program**
(For all students entering the program October 2006 or later)
General Information

The Accelerated Alternate Delivery (AAD) Program in Surgical Technology was developed to assist currently practicing non-certified surgical technologists obtain the educational background required to be eligible to sit for The National Board of Surgical Technology and Surgical Assisting (NBSTSA) certifying exam (NBSTSA was formerly known as LCC-ST).

Surgical technologists interested in this program must fit into one of two groups:

1. On the job trained surgical technologists who completed training before March 1, 2000; *or*
2. Formally trained surgical technologists who completed their education from a non-Commission on Accreditation of the Allied Health Education Programs (CAAHEP) accredited program in surgical technology.

The AAD program in Surgical Technology is a 47-credit program. Up to twenty-five of those credits may be granted by documented work experience in the field. The remaining twenty-two credits represent seven courses to be taken through New England Institute of Technology's on-line distance education program.

A certificate of completion is awarded upon successful completion of all requirements. This certificate will allow the completer to be eligible to sit for The National Board of Surgical Technology and Surgical Assisting (formerly LCC-ST) certifying exam. The Surgical Technology program of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Questions and Answers

1. Where do my classes meet?

No classroom attendance is ever required. You are only required to have access to the Internet to study anywhere in the country. You will need to log on weekly for your assignments. You will never be required to log on at a specific time. Sessions are asynchronous, meaning you can sign on and participate whenever it's convenient for you. You will never have to work your schedule around a specific time. Study whenever and wherever it suits you.

2. What equipment will I need?

You will need a computer that has reasonable access to the World Wide Web. For software requirements you will need Microsoft Word, and be able to view Microsoft PowerPoint. You can download a free Microsoft PowerPoint viewer from www.microsoft.com.

3. Are textbooks required for the on-line courses?

You will need to purchase textbooks for your on-line courses. You can either purchase them from the NEIT bookstore or you can order them from a retailer of your choice. Please make sure you order the correct edition.

4. When do classes begin?

You can start courses on the first Monday of any NEIT academic quarter. All courses must be completed in 10 weeks. Each course mirrors the course taught in-class at New England Institute of Technology.

5. What are the withdrawal policies?

- Students who withdraw from NEIT must notify the Registrar in writing. Absence from class does not constitute withdrawal.
 - All refunds of tuition, registration, student, and lab fees are calculated on an academic quarter basis.
 - Written notification received by the Registrar:
 - In the first week of class will result in a refund of 75% of the quarter's tuition and fees*.
 - In the second week of class will result in a refund of 50% of the quarter's tuition and fees*.
 - In the third week of class will result in a refund of 25% of the quarter's tuition and fees*.
 - After the third week of class, will result in no refund.
- * The Administrative fee is non-refundable.

(A week is an academic week, which begins on Sunday and ends on Saturday. An academic quarter is ten (10) weeks.)

Drop Policy

Students may drop courses from their schedule until the Saturday of the fifth week of the quarter. Students will receive a "W" for courses dropped at the Registrar's Office during the drop period. Students who wish to drop or add courses must do so through the Registrar's Office after consultation with their Student Advisor. Students who cease attending but fail to notify the Registrar's Office will receive a grade based on the work completed in the course as determined by the faculty member. If unusual circumstances such as illness occur a student may petition the Office of Teaching and Learning to request to receive a "W" for courses dropped after the drop period.

6. How do I access my courses?

Upon acceptance into the program you will be provided with the user name and password that allows you to access to your courses. All courses can be accessed via the link for Blackboard at <http://students.neit.edu>

You will log into your course via the Internet. And, because this is an asynchronous learning environment, you will have access to your course whenever it is convenient for you -- 24 hours a day, seven days a week. We have created this sort of environment because classmates are often in different time zones, thereby making it impossible for everyone to "attend" class at the same time.

7. Who will be my instructors?

NEIT will assign instructors to the courses. All instructors have experience in designing and teaching on-line courses. The instructor for the course that you register for will teach, assign homework and determine your grade based on the work that you submit. Through chat rooms and message boards, students and instructors interact in posting assignments, responding to questions, and learning about the subject and each other.

8. Will I need to travel to a testing site to take my quizzes and exams?

All tests and quizzes are taken online. It will not be necessary to travel to a testing location or make arrangements for private proctoring of any exams.

9. Is there a limit to the number of students who can enroll in each course?

Class sections are limited to 30. Each student will receive personalized attention.

10. I have not earned my high school diploma or GED: can I enroll in the AAD program?

AAD requires applicants to have a high school diploma or GED for entrance into the technology.

11. How long should it take me to complete my program?

To complete your certificate requirements in the shortest possible time, you should take the courses outlined in the prescribed curriculum. For a typical six-quarter curriculum, a student may complete the requirements in 12 to 18 months.

12. Is there a time limit when I need to complete the program?

Each student can take as long as 4 years from the time of enrollment to complete the certificate program.

13. What does my program cost?

The cost of your program will be as outlined by NEIT's Account Executive.

14. Is NEIT accredited?

NEIT is accredited by the New England Association of Schools & Colleges (NEASC). Accreditation by NEASC is recognized by the federal government and entitles NEIT to participate in federal financial aid programs. The Surgical Technology program of study is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

15. Can I transfer the credits that I earn at NEIT to another college?

The transferability of a course is always up to the institution to which the student is transferring.

16. Can I transfer credit that I have earned from another college?

You may transfer credit from another accredited college recognized by NEIT for the courses that are outlined in the curriculum.

17. Do I need to maintain a certain grade point average?

Yes. You are required to attain a C+ (77) or higher in each of your technical core subjects -- (BIO, SCI and ST) in order to pass the course.

Printed Student's Name

Signature

Date