



## **Surgical Technology Attendance Policy**

It is crucial that every student attends all scheduled classes throughout the duration of SVSTI's Surgical Technology Program to learn the skills needed to be successful in this field of study. The Surgical Technology Program is designed as an advanced, fast-paced program that requires all students to adhere to the following Attendance Policy.

Students are allowed 3 absences during each 16-week term, except for clinical rotation, when you are only allowed 2 absences. These absences are for genuine emergencies and should be treated accordingly.

1-14 minutes late (within any given term) = 1 tardy.

15 minutes late or more (within any given term) = 1 absence.

Leaves class early 1-14 minutes (within any given term) = 1 tardy.

Leaves class early, 15 minutes or more (within any given term) = 1 absence.

Leaving the Campus before the Instructor has dismissed the class = 1 absence.

3 tardies (within any given term) = 1 absence.

4 absences (within any given term) = Subject to a drop in a letter grade.

5 absences (within any given term) = Automatic dismissal (dropped) from the Surgical Technology Program.

Any student who has ONE no-call/no-show or who has left Campus without requesting approval from the Instructors and/or Program Director may result in expulsion from the Surgical Technology Program. (YOU MUST CONTACT ALL YOUR INSTRUCTORS ON BAND PRIOR TO THE START OF CLASS).

SVSTI students are expected to maintain a respectful and professional demeanor at all times. Students who demonstrate disrespectful and/or unprofessional behavior will be asked to leave the Campus, resulting in an absence.

After the second failed attempt, the student will be dropped from the Surgical Technology Program. There will be a fee of \$4,500.00 to repeat the course, which will be subject to enrollment availability, as classes are often filled well in advance of each scheduled program start date. (Please refer to the Probation and Dismissal Policy)

Students may only repeat a failed course two (2) times, including the original failed course. If a Surgical Technology student wishes to repeat the failed term, they must do so within the following two (2) terms and are subject to SVSTI's Failed Course Repeat Policy. Should the failed student elect to skip the next cohort start date, the student will be subject to a skills evaluation.

Students must complete a minimum of 120 specific cases and 500 hours on clinical rotation to meet the requirements of the Surgical Technology Externship rotation. (Please see the website for details [www.svsti.com](http://www.svsti.com)).

If a student is dismissed from the Surgical Technology Program, they will be required to re-enroll for re-entry. If a student is eligible to repeat the Surgical Technology Program, they will need to repeat the entire term, which will incur a "Repeat Program Fee" of \$4,500.00. The repeat term start date must be within six (6) months.

Students are expected to complete all required immunizations by the second week of Term 2 or by the designated due date noted on the Immunization Attestation. If this expectation is not met, which can cause a delay in Externship placement, the student may be required to "Repeat" the term, which will also incur a "Repeat Fee" of \$4,500.00 and the eligibility requirements for repeating a term. Students must complete a minimum of 500 hours of Clinical Rotation. Students must accept the clinical placement assigned to them; if they refuse, they may be dropped from the program. By signing this form, you acknowledge/agree to the SVSTI Surgical Technology Attendance Policy.

If a student requires a leave of absence (LOA), a leave may be granted if it is determined that the student can be successfully scheduled to return and complete their course of study. Acceptable reasons for requesting a leave of absence include medical situations, personal emergencies, administrative reasons, military obligations, or other circumstances beyond the student's control. Leave of absences cannot exceed a cumulative 180 calendar days from the LDA (last day attended to the return date) in 12 months. There will be a fee of \$4,500.00 when the student returns to complete their program, and they will be subject to program seat availability. Students must successfully test out to demonstrate their level of competency, which will determine the appropriate term for re-entry. Competency will be assessed through examinations and/or skills assessments. Re-enrolling is subject to a **Repeat/Re-Entry Evaluation Form**. All Students **must** be approved by their Instructor(s) and the Program Director to reapply or re-enter any program. Students leaving the program must complete a Change of Status Form within 72 hours of receiving notification to ensure they do not receive a failing grade in the course. Students may only be eligible to change their start date one time.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SVSTI Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_