

**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, requiring all students to adhere to the following Attendance Policy.

Students are only allowed 3 absences during each 16-week term except for Clinical rotation when you are only allowed 2 absences. These absences are for true emergencies and should be treated as such.

1-14 minutes late = 1 tardy

15 minutes late or more = 1 absence

Leaves class early 1-14 minutes = 1 tardy

Leaves class early 15 minutes or more = 1 absence

3 tardies = 1 absence

4 absences = Letter grade drop in Lab

5 absences = Automatic dismissal from the Program

1 no-call / no-show = may result in dismissal from the Program *(YOU MUST CONTACT ALL YOUR INSTRUCTORS ON BAND PRIOR TO START OF CLASS)*

If a student is dismissed from the Surgical Technology Program, they will be required to re-enroll for re-entry into the Program.

Students who have left campus without requesting approval from the instructors and/or Program Director may result in expulsion from the Surgical Technology Program.

SVSTI students are expected to always maintain a respectful and professional demeanor. Students who demonstrate disrespectful and / or unprofessional behavior will be asked to leave campus which will result in an absence.

***Immunizations:***

Students are EXPECTED to complete all immunizations required by the SECOND week of Term 2. If this expectation is not met, which causes a delay in Externship placement, the student may be required to “Repeat” the Term, which will also incur a “Repeat Fee'' of $4500 and the eligibility requirements for repeating a Term. By signing this form, you acknowledge / agree to the SVSTI Surgical Technology Attendance Policy.

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SVSTI Official Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_