



Sterile Processing Attendance Policy

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

Students are allowed 2 absences during the ENTIRE 13-week program, including tardies. These absences are for genuine emergencies and should be treated accordingly.

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.

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

3 absences = Automatic dismissal (dropped) from the Sterile Processing Program.

2 tardies = 1 absence.

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 Sterile Processing Program.

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.

Students must complete a minimum of 240 hours on clinical rotation to meet the requirements of the Sterile Processing Externship rotation. (Please see the website for details www.svsti.com).

If a student is dismissed from the Sterile Processing Program, they will be required to re-enroll for re-entry. If a student is eligible to repeat the Sterile Processing Program, they will need to repeat the entire program, which will incur a "Repeat Program Fee" of \$1,500.00. The repeat start date must be within six (6) months.

Students are expected to complete all required immunizations by the second week of class or by the designated due date noted on the Immunization Attestation. If this expectation is not met, which can cause a delay (30 days or more) in Externship placement, the student may be required to "Repeat" the program, which will also incur a "Repeat Fee" of \$1,500.00. Students must complete 240 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 Sterile Processing Attendance Policy.

A Leave of Absence (LOA) is not permitted in the Sterile Processing Program, as it is a 13-week course. If a student has a grievance, they may need to be rescheduled to the next course start date. If a student requires leave for personal reasons, they may do so by withdrawing and re-enrolling at a later date (additional fees may be required). Re-enrolling is subject to a **Re-Entry Evaluation Form/Policy**. 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: _____