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 this document.

Students are allowed 2 absences during the ENTIRE 15-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.
Leaving 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 (drop) from the Sterile Processing Program.
2 tardies = 1 absence.

Any student who has ONE no-call/no-show or leaves Campus without requesting approval from the Instructors and/or Program Director may be dropped/expelled 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.

If a student is dismissed from the Sterile Processing Program, they must re-enroll and pay tuition in full. If a student has failed the course and is eligible to repeat the Sterile Processing Program, they will need to repeat the entire program for a $1,500 Repeat Fee. The repeat start date must be within six months. Students must complete a Change of Status Form within 72 hours for re-enrolling and repeating.

Students must complete a minimum of 240 hours of clinical rotation. Students must accept assigned clinical placements; refusal may result in being dropped from the program. Students are expected to complete all required immunizations by the second week of class or by the designated due date noted on the Immunization Requirements Policy. Missing these requirements can cause a delay in Externship placement by 30 days or more.

A Leave of Absence (LOA) is not permitted in the Sterile Processing Program, as it is a 15-week course.

If a student has a grievance, they may need to be rescheduled to the next start date. Students may only be eligible to change their start date one time, subject to a required $100 Move Fee. 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). Students must complete a Change of Status Form within 72 hours for re-enrolling, withdrawing, and moving start dates.

All Students **must** be approved by their Instructor(s) and the Program Director to re-enter any program. Re-entry is subject to a ***Repeat/Re-Entry Evaluation Form***. Students 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.

Student Name:_____ Date:_____

Student Signature:_____ Date:_____

SVSTI Official Signature:_____ Date:_____