**Attendance Policy for Surgical Technology Lab**

It is crucial that every student attend all scheduled classes throughout the duration of SVSTI’s Surgical Technology Program. The Surgical Technology Program is designed as an advanced fast-paced program, requiring all students to adhere to the following Attendance Policy.

Students are allowed 3 absences from Lab 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.

If a student is more than 1 minute late for any given class, a tardy will occur. If a student is more than 15 minutes late for class or leaves campus before the instructor has dismissed the class, an absence will occur. If a student obtains 3 tardies in any given term, 1 absence will occur. If a student has more than 3 absences in a term, they will be subject to a letter grade drop. 5 absences during any term, will result in automatic dismissal (dropped) from the Surg-Tech Program. If a student is dismissed from the Surg-Tech Program, they will be required to re-enroll for re-entry into the Program.

Any student that 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.

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

Please note that attendance is 10% of the grade in each scheduled term within the Program. It is crucial to be present for all scheduled on-campus education to learn the skills needed to be successful in this field of study.

By signing this form, you acknowledge / agree to the SVSTI Surgical Technology Attendance Policy.

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

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

SVSTI Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_