



## **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 they 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 (drop) 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 be expelled 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.

Students may only repeat a failed term one time. If a Surgical Technology student wishes to repeat the failed term, they must do so within the following term and are subject to SVSTI's Repeat/Re-entry Policy and the Probation and Dismissal Policy. Should the failed student elect to skip the next cohort start date, the student **MUST** receive approval from the Program Director. Only two (2) attempts at ANY term.

There will be a fee of \$4,500.00 to repeat the term, 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 Repeat/Re-entry Policy and Probation and Dismissal Policy). After the second failed attempt, the student will be dropped from the Surgical Technology Program.

Students must complete a minimum of 120 specific cases and 500 hours on a 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)).

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.

#### **Surgical Technology Leave of Absence (LOA) Policy:**

A Leave of Absence (LOA) may be granted to a Surgical Technology student when the Institute determines that the student can reasonably return and successfully complete the program. Approval of a Leave of Absence is not automatic and is subject to review by the Program Director.

#### **Acceptable Reasons for a Leave of Absence:**

A student may request a Leave of Absence for reasons including, but not limited to:

- Medical conditions or recovery from illness or injury.
- Pregnancy or childbirth-related circumstances.
- Personal or family emergencies.
- Military obligations.
- Administrative reasons approved by the Institute.
- Other circumstances beyond the student's reasonable control.

Appropriate documentation may be required to support the request.

#### **Maximum Leave Period:**

A Leave of Absence may not exceed a cumulative total of one hundred eighty (180) calendar days within any twelve (12) month period. The 180-day period is calculated from the student's Last Date of Attendance (LDA) through the approved return date. Students who do not return by the approved return date may be withdrawn from the program.

#### **Return to the Program:**

Approval to return from a Leave of Absence is subject to:

- Program seat availability.
- Completion of all required re-entry documentation.
- Approval by the student's Instructor(s) and Program Director.
- Successful completion of all required competency assessments.

Students returning from a Leave of Absence will be charged a **\$4,500 Re-Entry Fee** to cover administrative, instructional, and scheduling costs associated with re-entry into the program.

#### **Competency Assessment and Placement:**

Because Surgical Technology is a competency-based program, students returning from a Leave of Absence must successfully demonstrate current knowledge and skills before being permitted to resume coursework or clinical training.

Competency may be evaluated through:

- Written examinations.
- Practical laboratory examinations.
- Skills assessments.
- Other evaluations deemed appropriate by the Program Director.

The results of these assessments will determine the appropriate term, course sequence, and placement for re-entry.

**Re-Entry Requirements:**

All students seeking to return after a Leave of Absence must complete the Institute's Re-Entry Evaluation Form and comply with all requirements outlined in the Repeat/Re-Entry Policy and the Probation and Dismissal Policy. Approval for re-entry is not guaranteed and is contingent upon satisfactory academic standing, demonstrated competency, compliance with institutional policies, and available program capacity.

**Externship Refresher Requirement:**

Students who take a Leave of Absence immediately prior to Externship must successfully complete a mandatory clinical skills refresher before being assigned to a clinical site. This will take place during the scheduled ST222 class time.

The refresher requirement consists of:

- **Forty-eight (48) total hours of on-campus laboratory instruction.**
- **Twelve (12) consecutive laboratory skills days.**
- Demonstration of Competency in Core Surgical Technology skills as determined by the Program Director and instructional faculty/staff.

Students must successfully complete all refresher requirements before becoming eligible for clinical placement. Completion of the refresher does not guarantee immediate placement, and students remain subject to clinical site availability.

**Change of Status Requirement:**

Students requesting a Leave of Absence, withdrawal, or other status change must complete a **Change of Status Form** within seventy-two (72) hours of notifying the Institute of their intent to leave the program. Failure to complete the required documentation may result in a failing grade and may adversely affect the student's academic record, financial aid eligibility, and re-entry status.

**Institutional Authority:**

The Institute reserves the right to approve, deny, modify, or condition any Leave of Absence request based on the student's academic progress, attendance, professionalism, competency, clinical placement requirements, accreditation standards, and ability to complete the program successfully.

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

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

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