Sterile Processing Repeat/Re-Entry Policy

1. Purpose

This policy establishes requirements for students seeking to repeat the Sterile Processing Program or re-enter after dismissal, withdrawal, or another status change. Repeat and re-entry approval is not automatic and is subject to the required Instructor and Program Director review.

2. Scope

This policy applies to Sterile Processing students requesting a repeat, re-entry, or change of program start date. A Leave of Absence (LOA) is not permitted in the Sterile Processing Program, as it is a 15-week course.

3. Definitions

Repeat: Retake the entire Sterile Processing Program again when a student is eligible and approved.
Re-entry: Return to the program after dismissal, withdrawal, or another status change, subject to institutional approval.
Program capacity: Available seats, Lab space, staffing, scheduling, and clinical placement availability.

4. General Eligibility and Approval

All students must be approved by their Instructor(s) and the Program Director to reapply or re-enter the program, as stated in the Attendance Policy. Review may include academic and competency results, attendance, conduct, professionalism, hygiene and infection-control expectations, ability to meet essential program requirements, program capacity, and any applicable accommodation review. No student is approved until written authorization is issued.

5. Re-enroll and Repeat of the Sterile Processing Program

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. Any separate competency attempt limit must be supported by the applicable published competency policy; this document does not create or reinterpret a five-attempt rule.

6. Repeat/Re-entry Evaluation

A student seeking repeat or re-entry is subject to the SVSTI Repeat/Re-entry Evaluation Form. The form evaluates 12 observed characteristics, including preparedness, following instructions, teamwork, ethics, feedback, conduct under pressure, attention to detail, adaptability, policy compliance, critical thinking, and skills progression. The form establishes 36/60 as the minimum score for consideration; achieving 36/60 does not guarantee approval. Instructor recommendation and Program Director determination must be documented.

7. Sterile Processing Attendance Requirements

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.

Leaving 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.

8. Professional Conduct, Hygiene, and Safety

Students are expected to maintain respectful professional conduct and comply with applicable Classroom, Lab, hygiene, infection-control, and patient-safety standards. Decisions must be based on documented actions and established requirements, not on disability, emotional distress, or requests for support. Any safety-related concern must be addressed through an appropriate individualized process.

9. Clinical Placement/Immunization Requirements

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.

10. Move Start Dates, Re-enroll, Withdrawal

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.

11. Capacity and Start Dates

Re-entry is subject to the availability of a seat and institutional resources. Discussion of a possible cohort, start date, or Repeat Fee does not constitute approval or a reserved seat. A confirmed start date requires written approval and completed admissions/enrollment documentation.

12. Conditional Approval and Denial

The Institute may document conditions for an approved repeat or re-entry, consistent with applicable policies and law. Approval may be denied where objective, documented academic or conduct standards are not met, required approvals are absent, or capacity is unavailable. Students should receive written notice of the determination and information on the applicable grievance or appeal process. Accommodation requests must be evaluated individually before a final decision, where relevant.