Surgical Technology Repeat/Re-Entry Policy

1. Purpose

This policy establishes requirements for students seeking to repeat a failed term of the Surgical Technology Program, return after dismissal, re-enter after a Leave of Absence, withdrawal, or another status change. Surgical Technology Program is an advanced, competency-based program. 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 Surgical Technology students requesting a repeat of a failed term, return after dismissal, re-enter after a Leave of Absence, withdrawal, or another status change, or resume training after a delay that may affect competency, attendance standing, clinical readiness, or Externship eligibility.

3. Definitions

Repeat: Retake a failed term of the Surgical Technology Program when a student is eligible and approved.
Re-entry: Return to the program after dismissal, withdrawal, Leave of Absence, or another status change, subject to institutional approval.
Competency Assessment: A written examination, practical laboratory examination, skills assessment, or other evaluation used to determine whether the student is prepared to resume coursework or clinical training.
Program capacity: Available seats, Lab space, staffing, scheduling, and clinical placement availability.

4. General Eligibility and Requirements

A student may be considered for repeat or re-entry only when SVSTI determines that the student can reasonably return, successfully complete the program, and comply with all institutional and program policies. Approval is contingent upon all of the following:

- Program Director approval.
- Instructor and administrative review, when applicable.
- Available program seats and scheduling capacity.
- Completion of all required re-entry or repeat documentation.
- Satisfactory review of academic progress, attendance, professionalism, conduct, and compliance history.
- Successful completion of required competency assessments, when applicable.
- Payment of all applicable fees and resolution of any outstanding financial obligations.

SVSTI reserves the right to approve, deny, modify, or condition any repeat or re-entry request based on the student's academic standing, attendance, professionalism, competency, clinical placement requirements, accreditation standards, and ability to complete the program successfully.

5. Repeat Due to a Failed Term

Students may be eligible to repeat a failed term, subject to the following requirements:

1. A student may repeat a failed term only once (two attempts, including the original failed attempt).
2. After the second failed attempt, the student will be dropped from the Surgical Technology Program.
3. A student approved to repeat must repeat the entire failed term sequence as determined by the Program Director.
4. The repeat must occur within the next start date (if a seat is available) unless otherwise approved by SVSTI.
5. If the student elects to skip the next available start date (due to availability), the student will be subject to a skills evaluation before being considered for placement.

6. Repeat approval is subject to enrollment availability, as classes may fill up before each scheduled program start date.

6. Repeat/Re-entry Fee

Students approved to repeat a failed term, return after dismissal, or re-enter after an approved Leave of Absence will be charged a Repeat/Re-Entry Fee of $4,500.00. This fee covers administrative, instructional, scheduling, competency assessment, and placement-related costs associated with returning to the program. The fee must be paid in accordance with SVSTI's payment requirements before the student may resume participation, unless the Institute approves a written payment arrangement.

7. Required Timeframe for Repeat/Re-entry

- A student approved to repeat a term must begin the repeat term within six (6) months, unless otherwise approved in writing by the Program Director.
- A student who fails to return within the approved timeframe may be required to complete additional competency assessments, repeat additional coursework, or re-enroll under current program requirements.
- Students returning from a Leave of Absence must return by the approved return date. Students who do not return by the approved return date may be withdrawn from the program.

8. Attendance-Related Dismissal and Repeat Consideration

A student dismissed for attendance may be considered for repeat or re-entry only after a review of the student's full attendance record and the student's ability to meet future attendance expectations.

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.

9. Professionalism and Conduct Review

Students seeking repeat or re-entry must demonstrate the professionalism, judgment, attitude, and effort required to safely and successfully participate in the Surgical Technology Program. Students who demonstrate disrespectful, unsafe, unprofessional, or noncompliant behavior may be denied repeat or re-entry. A history of failing to follow institutional policies, failing to follow instructions, making independent schedule changes,

refusing assigned clinical placement, or failing to respond appropriately to feedback may result in denial or conditional approval.

10. Repeat/Re-entry Evaluation Form

All students seeking repeat or re-entry must complete the SVSTI Repeat/Re-Entry Evaluation Form. The evaluation reviews the student's observed performance in areas including attendance, preparedness, self-direction, teamwork, ethical behavior, receptiveness to feedback, communication under pressure, attention to detail, adaptability, policy compliance, critical thinking, and progression of skills.

To be considered for repeat or re-entry, the student must score at least 36 out of 60 points on the Repeat/Re-Entry Evaluation Form. Meeting the minimum score does not guarantee approval; it only makes the student eligible for further review.

11. Competency Assessment and Placement

Because Surgical Technology is competency-based, students returning after a Leave of Absence, withdrawal, dismissal, delay, failed term, or skipped cohort may be required to demonstrate current knowledge and skills before resuming coursework or clinical training. Competency may be evaluated through:

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

Assessment results will determine the appropriate term, course sequence, Lab remediation, refresher requirements, clinical eligibility, and placement for repeat or re-entry.

12. Immunization and Externship Readiness Requirements

Students must complete all required immunizations, documentation, background checks, drug testing, BLS certification, HIPAA certification, and any other Externship requirements by the designated due date. Surgical Technology students are expected to complete immunization requirements by the second week of Term 2 or by the date listed on the Immunization Requirements Policy, whichever applies. Failure to complete requirements on time may delay Externship placement and may require the student to repeat the term and pay the applicable Repeat/Re-Entry Fee.

Students must accept the clinical placement assigned by SVSTI. Refusal of an assigned clinical placement may result in being dropped from the program and may affect eligibility for repeat or re-entry.

13. Clinical Rotation Requirements

Students must complete a minimum of 500 clinical hours and a minimum of 120 required surgical cases to satisfy the Surgical Technology Externship Policy and Expectations. Students approved for re-entry into clinical training remain subject to clinical site availability, site approval, current health and compliance documentation, and SVSTI's clinical placement requirements. Completion of repeat coursework, competency testing, or refresher training does not guarantee immediate clinical placement.

14. Externship Refresher Requirement

Students who take a Leave of Absence, experience a delay, or re-enter immediately prior to Externship may be required to complete a mandatory clinical skills refresher before clinical placement. When required, the refresher will take place during scheduled ST222 class time and may include:

- 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.

15. Leave of Absence Re-entry

A Leave of Absence may be granted when SVSTI determines that the student can reasonably return and successfully complete the program. Approval is not automatic and is subject to Program Director review. A Leave of Absence may not exceed a cumulative total of 180 calendar days within any 12-month period, calculated from the student's Last Date of Attendance through the approved return date. Students returning from a Leave of Absence must complete all re-entry documentation, obtain required approvals, satisfy competency requirements, and pay the Repeat/Re-Entry Fee of $4,500.00.

16. Change of Status Requirement

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

17. Conditional Approval

SVSTI may grant conditional repeat or re-entry approval. Conditions may include academic probation, attendance probation, professionalism expectations, remediation assignments, scheduled advising, required skills practice, compliance deadlines, payment deadlines, or other requirements determined by SVSTI. Failure to meet any condition may result in denial of re-entry, dismissal, or loss of eligibility to continue.

18. Denial of Repeat or Re-Entry

Repeat or re-entry may be denied for reasons including, but not limited to:

- Failure to meet the minimum Repeat/En-renty evaluation score.
- Lack of program seat availability or clinical placement capacity.
- Failure to demonstrate required competency.
- Excessive absences, repeated tardiness, no-call/no-show, or attendance violations.
- Unprofessional conduct, unsafe conduct, policy violations, or failure to follow instructions.
- Failure to complete immunization, background, drug testing, BLS, or clinical compliance requirements.
- Refusal of assigned clinical placement or failure to comply with clinical site requirements.
- Outstanding financial obligations or failure to pay applicable repeat/re-entry fees.
- Failure to complete the required Change of Status Form and/or Repeat/En-Entry Evaluation Form.