

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section II – Academic/Student

SUBJECT: DISMISSAL

REVIEWER(S): Dean of Student Affairs and Enrollment Management
Provost
Dean of Administration and Financial Services
Admission, Progression, and Graduation (APG) Committee Chair

Related Policies To Consult:

[Academic Satisfactory Progress \(Sec. II\)](#)
[Alcohol/Drug/Tobacco Use and Psychological Stability \(Sec. I\)](#)
[Attendance \(Sec. II\)](#)
[Attendance Rosters \(Sec. III\)](#)
[Community Standards \(Sec. II\)](#)
[Computer Competency & Information Literacy Introduction \(Sec. II\)](#)
[Grading \(Sec. II\)](#)
[HIPAA Privacy Student Sanctions: Corrective Action \(Sec. II\)](#)
[Honor Code \(Sec. II\)](#)
[Progression Policy for Nursing Program \(Sec. II\)](#)
[Registration for Classes, Drop/Add \(Sec. II\)](#)
[Student Complaint/Grievance/Appeal Process \(Sec. II\)](#)

Related Forms (maintained in Student Services):

Dismissal Form

I. POLICY

The College will maintain an orderly and clearly defined process by which course, program, and college dismissal occurs. This process will ensure that students are aware of categories and causes of dismissal and their right to due process.

A. Attendance Dismissal

1. All students, including those in non-credit programs, who exceed the maximum allowed absent days from class or clinical, outlined in the course syllabus are subject to dismissal from the course and/or program by the instructors or provost. Absent days can include both excused and unexcused absences.
2. When no specified maximum number of absences is stated, attendance dismissal may occur when a student exhibits a pattern of absenteeism after documented, progressive attendance counseling, generally including action planning, or if, after appropriate progressive counseling, the student exhibits a pattern of unprofessional clinical attendance, including tardiness and no-call, no-show behaviors.

B. Administrative Dismissal

All students, including those in non-credit programs, are expected to behave in a manner consistent with the expectations required of practicing professionals. Students who are administratively dismissed from the college will receive a “WP” (withdraw passing) or a “WF” (withdraw failing) based on their grade as of the last date of attendance prior to dismissal. Honor code dismissals result in a grade of “WF.” A student will be administratively dismissed if it is determined that the student:

1. Violates the code of conduct or Community Standards policy.
2. Presents physical or emotional problems which conflict with safe practices and does not respond to appropriate treatment or counseling within a reasonable period of time.
3. Has a disability for which reasonable accommodations will not prevent unsafe clinical practices.
4. Exhibits behavioral problems which result in unsafe clinical practices. Unsafe clinical practice is defined as a failure to assess or act appropriately on information that a majority of students at the same level would recognize as important to client health and safety and/or any student who requires an inordinate amount of the instructor's time in the clinical setting, jeopardizing adequate

supervision of other students. This may result from poor judgment, inadequate preparation for client care, poor decision-making skills, or life-threatening safety violations. Requiring an inordinate amount of the instructor's time indicates that the student consistently necessitates excessive supervision and requires a significantly longer time than other classmates to perform procedures or tasks or interferes with the rights of others.

5. Poses a significant danger or threat of harm to person or to property.
6. Interferes with the rights of others.
7. Loses access to clinical facility placement.
8. Refuses to participate in a clinical facility investigation related to an alleged HIPAA violation or a patient safety matter.
9. Violates the honor code. (See Honor Code & Hearing Guidelines policy.)
10. Violates HIPAA policy (see HIPAA Privacy Student Sanctions: Corrective Action).
11. Does not maintain good financial standing. A currently enrolled student is considered to be in good financial standing if his/her tuition and fees have been paid in full, or satisfactory arrangements have been made with the dean of administration and financial services through deferment for financial aid processing or through a deferred payment arrangement AND the student is compliant and timely with meeting the terms of that plan.
12. Is found in possession of firearms or weapons.
13. Tests positive for alcohol/drugs according to the procedures in the Alcohol-Drug-Tobacco Use and Psychological Stability policy.

C. Academic Dismissal

The lowest passing grade in any course in a credit or non-credit healthcare program is *the* letter grade of "C." Generally, a student who earns a grade less than "C" in a required sequence course will be academically dismissed from the program by the provost. (*General studies*, nursing and medical laboratory science student exceptions are described below.)

1. *Students in the general studies program regularly take courses out of sequence. Students in this program will follow the Academic Satisfactory Progress policy and will not be subject to dismissal based on the grade in one course.*
2. In the nursing program, a student failing to achieve a passing grade in *any class* in the master curriculum may have the option to remain enrolled if this is the first unsuccessful attempt in the curriculum and if the prerequisites allow for progression. In that case, the student may apply for progression. The student may have the option to immediately repeat the failed class (based on space availability) or may be placed in a different class. (See Progression Policy for additional details.)
3. Medical laboratory science students who earn a grade lower than "C" may remain enrolled so long as the GPA meets required thresholds and so long as the course is repeated, earning a grade of "C" or better. Only one course may be repeated.

In addition, a student who fails to successfully complete 50% of cumulative attempted credits can be academically dismissed by the provost as measured beginning with the end of the second semester of enrollment and thereafter and coupled with one or more probationary periods.

A student who fails to meet standards of satisfactory academic progress as outlined in the policy by the same name will be academically dismissed, as will a student who fails to meet prescribed course progression requirements such as the computer competency requirement or completion of required co-requisites or pre-requisites.

II. PROCEDURE

A. Attendance Dismissal

1. Dismissal for violation of course attendance policy:
 - a) Instructors may initiate dismissal procedures when a student has not met attendance requirements as specified in the course syllabus.
 - b) Instructors must complete the "Dismissal Form" before 75% of the course has elapsed.
 - c) The deadline for an instructor to complete an attendance dismissal for a student will be the same as the deadline for students to withdraw from a course and will be published by the registrar each semester in the registration bulletin.

- d) Instructors completing the “Dismissal Form” will provide the registrar with the last day of attendance and a grade of either Withdrawal Passing (WP) if the student is passing the course as of the last day of attendance or Withdrawal Failing (WF) if the student is failing the course as of the last day of attendance.
 - e) The registrar will notify the student in writing of the dismissal by providing a copy of the dismissal form and the dismissal policy.
 - f) The student may request an appeal adhering to the student grievance/appeal process policy as stated in the catalog/student handbook.
 - g) The registrar will notify the dean of administration and financial services of those students who are dismissed for violation of the attendance policy to assess the impact on financial aid and tuition refunds.
2. Dismissal from program:
- a) All students, including those in non-credit programs, who exceed the maximum allowed absent days from class or clinical are subject to dismissal from the program by the provost. Students who receive an attendance dismissal will receive a final grade of “WF” (Withdraw Failing).
 - b) The registrar will notify the student in writing of the dismissal by providing a copy of the dismissal form and the dismissal policy.
 - c) The student may request an appeal adhering to the student grievance/appeal process policy as stated in the catalog/student handbook.
 - d) The registrar will notify the dean of administration and financial services of those students who are dismissed for violation of the attendance policy to assess the impact on financial aid and tuition refunds.
- B. Administrative Dismissal
1. Administrative dismissal recommendations may come from the dean of administration and financial services (non-payment), the dean of student affairs and enrollment management, a program administrator, or the provost. For dismissal recommendations resulting from nonpayment, weapons possession, violation of alcohol policy, or loss of clinical access, dean of student affairs and enrollment management will review the recommendation and issues as deemed appropriate and make a decision; his/her decision is final. The provost will be notified of the dismissal. With loss of clinical access, the dean and provost may limit the dismissal to health care classes only. The provost will determine eligibility to apply for readmission and will notify the student both of the dismissal and eligibility to reapply. For sanctions other than dismissal, the dean of student affairs will provide the notification. In all cases, the original recommender of dismissal will also be notified of the outcome by either the provost (dismissal) or the dean of student affairs and enrollment management (other sanctions). See also “Procedures for All Dismissals” below.
 2. To initiate administrative dismissal other than those described in the paragraph above: The program administrator recommending the dismissal (recommending administrator) will discuss the situation with the dean of student affairs and enrollment management for the purpose of ensuring that reasonable opportunities have been extended to assist the student in achieving success in the program, and that notifications and opportunities for improvement have met due process expectations. Further, the administrator will consult with the dean of student affairs on policy and procedure implications then send a written recommendation for dismissal to the APG committee chair. The APG chair will arrange for the committee to hear the recommendation as soon as possible, either at a regularly scheduled or called meeting.
 - a) Attendees will include committee members and those invited to be present. The recommending administrator will generally be asked to present the rationale for dismissal, but he/she may delegate the presentation to a staff or faculty member. College representation will be limited to one person. The student may invite his/her advisor to serve in a silent, supportive role, so long as that person is not presenting information and/or is not an administrator or manager for the program. Where the student’s advisor is a participant in the process or a CCHS administrator, the dean of student affairs will assist the student in identifying an appropriate alternative silent support. In the case of students with special needs, an appropriate college designee will also be asked to attend, generally the dean of

- student affairs. If an APG member (or the chair) perceives a conflict of interest that could jeopardize an unbiased outcome, he/she may recuse himself/herself (or the chair may so request), in which case the recused individual will neither attend nor participate.
- b) The APG committee will hear the facts, review the issues, and find for or against the dismissal recommendation. In finding against dismissal, the APG committee may impose other sanctions of lesser severity as deemed appropriate.
 - c) The following processes will be applied to the interview:
 1. A tape/voice recording or other record of the meeting will be made.
 2. Meeting will conclude with verification that both parties feel they received a full and complete opportunity to tell their story.
 3. No recording of the deliberations will be made.
 4. Documents issued to committee members before or during the meeting will be collected and shredded. Originals will be filed electronically under password protection.
 5. Voice transmissions will also be filed electronically under password protection or tapes preserved and saved with the minutes of the meeting.
 6. Records may be discarded upon the student's graduation or three years from the date of last attendance.
 - d) A finding against dismissal may include remediation. The chair of the APG committee, the dean of student affairs, and the provost will discuss the committee's decision in order to assure due process was followed. If it is determined that due process was not followed, the issue will be returned to the APG committee for further deliberation. Where adherence to due process is not in question, the decision of APG is final. Similarly, if the decision of APG is against dismissal, the APG decision is final.
 - e) Issues related to conducting APG meetings that are not addressed in this policy, or which do not fit the parameters of this policy, will be within the purview of the APG chair to resolve.
 - f) If the recommendation for dismissal is not upheld by the APG committee, the student will be notified in writing of that decision by the dean of student affairs and enrollment management, along with any remediation required. Copies of the letter will be sent to the recommending administrator, the academic administrator (if different), and the provost, with a copy to the student's academic file.
3. The matter will be heard as soon as practical, normally within 10 working days of the recommendation for dismissal being submitted. The determination of whether the student may attend class and/or clinical throughout the process will be made by the dean of student affairs and enrollment management and the college provost.
- C. Procedures for all Dismissals, Excluding Dismissal for Non-Attendance During First Week of Classes and Dismissal for Violation of Course Attendance Policy
1. The registrar will complete the dismissal form.
 2. The college provost will generate a letter of dismissal that will also specify eligibility status to apply for readmission and whether dismissal is from the college, the program, or an individual class or classes. The letter will be mailed by the registrar along with a copy of the dismissal form and a copy of the student grievance/appeal process. (Other, more expedient forms of notification may be used at the discretion of the provost and/or registrar in addition to the mailed letter.) Copies of the dismissal letter will be sent to the recommending manager, the program manager (if different), and the dean of student affairs, with a copy to the student's academic file.
 3. The student may request an appeal hearing per the student appeal/grievance policy.
 4. The words "Administrative Dismissal," "Academic Dismissal," or "Attendance Dismissal" will appear on the student's final transcript.
- D. Consequences of Dismissal
1. Students who are dismissed from the college or healthcare programs become ineligible for many CHS-provided benefits as of the date of dismissal.
 2. The grace period on collection of a CHS-provided student loan begins immediately upon dismissal from a healthcare program.
 3. Dismissed students may be required to vacate on-campus housing.
 4. Students must surrender their ID badge and its privileges unless remaining enrolled as a general studies student.

5. The APG committee has the authority to recommend that an administratively dismissed student may or may not be eligible for readmission to the program.
6. A nursing student who has been administratively dismissed and subsequently attempts to reenter the nursing program should refer to the progression policy for the nursing program.
7. Upon dismissal, the program director or designee will be asked to submit notes regarding the student's dismissal to be filed in the permanent academic file. These notes will be used in counseling the student regarding readmission.
8. Students dismissed for failure to maintain good financial standing will not be provided official transcripts and may not register for any subsequent term until the full outstanding balance has been remitted. Additionally, the dean of administration and financial services may, at his/her discretion, require full payment at the time of registration for subsequent semesters.

E. The Dismissal policy and procedure will be reviewed bi-annually

III. APPROVAL:

Name: _____ Title: President Date: _____