



## **ACADEMIC STANDARDS, PROBATIONS, TEMPORARY EXCLUSIONS, DISMISSALS AND READMISSION PROCEDURES**

### **I. SCOPE**

The scope of the interventional procedures will apply to all School of Health Sciences students and will include but not be limited to performance evaluation, probations, temporary exclusions, dismissals, and readmissions.

### **II. STATEMENT OF PURPOSE**

The purposes of this procedure are fourfold; (1) to protect the integrity and quality of the Tulsa Community College (TCC) health science programs and their respective course offerings, (2) to protect the legitimate interests of students enrolled in and faculty assigned to the health science courses and programs, (3) to ensure the safety and security of students, faculty and the public during the educational process, and (4) to maintain due regard for the community and society for whom the graduates of this College shall serve.

### **III. STATEMENT OF SCHOOL OF SCHOOL OF HEALTH SCIENCES EDUCATIONAL PHILOSOPHY**

- a. The TCC School of Health Sciences faculty members are considered educational professionals and as such have been given the academic freedom within the established policies and procedures of TCC and the Oklahoma State Regents of Higher Education (OSRHE) to decide the best methodology for instructional delivery and assessment of course content.
- b. Subject to the procedures delineated in Sections 4, 5, and 6 of this Standard, the School of Health Sciences programs have reasonable latitude to address with their students' appropriate academic standards and performance expectations, which include the cognitive, psychomotor and affective behavioral components of their program of study.
- c. Each program in the School of Health Sciences will communicate in written form each semester the required academic performance standards expected of each student, the thresholds that must be achieved to be successful, and any deficiencies that must be corrected in order for the student to be eligible to graduate from the School of Health Sciences program.

### **IV. SCHOOL OF HEALTH SCIENCES DEFINITIONS, ACADEMIC PERFORMANCE EVALUATION AND INTERVENTION PROCEDURES**

- a. Definitions
  - i. **"Unsatisfactory Academic Performance and Academic Misconduct"** refers to behavior(s) that occur(s) in the classroom, laboratory and/or clinical rotation that directly pertain to the course and/or program requirements and do/does not meet the stated academic standard(s) of the specific course or program of study. These guidelines pertain to "academic-related" performance and are to be differentiated from non-academic misconduct issues, which are addressed in the Student Code of Conduct section of the TCC Student Handbook.

- ii. **“Warning”** is defined as a formal communication by the faculty to the student that one or more student behaviors is/are unsatisfactory, and that if the behavior is repeated or does not improve, will cause the student to be eligible for probation or dismissal.
- iii. **“Probation”** is defined as a formal notice to a student that performance is unsatisfactory and must be improved, or face dismissal without prejudice or dismissal. The guidelines pertaining to the probation processes are outlined for each program within the respective program’s student handbook.
- iv. **“Temporary Exclusion”** is defined as temporary exclusion from an academic course or series of courses and/or exclusion from one or more components of a School of Health Sciences course or courses, pending the outcome of an investigation, hearing or appeal, as a result of an impending dismissal process.
- v. **“Dismissal without Prejudice”** is defined as termination from a program **with** the possibility of readmission.
- vi. **“Dismissal”** is defined as permanent termination from a program with **no** possibility of readmission.
- vii. **“Working days”** is defined as periods when the college is open, not including Saturday, Sunday, or College holidays. *The person vested with authority at the appropriate level may extend any of the time periods contained herein for good cause.* Any extensions must be communicated to all parties.
- viii. **“Unsafe Behavior”** is defined as (a) a potentially LIFE-THREATENING incident; or (b) an incident contributing to the actual/potential injury of self; or (c) an incident contributing to the actual/potential injury of another.

**b. Unsatisfactory Academic Performance and Interventional Procedures**

Any School of Health Sciences student who does not meet the established program thresholds for the successful completion of any academic performance standard including programs with clinical components may be subject to academic discipline. A School of Health Sciences program’s disciplinary action may include, but shall not be limited to, providing a student with a written warning, placing a student on probation, temporarily excluding a student from participation in course or courses pending the outcome of an investigation or appeal, student dismissal without prejudice or student dismissal, provided that:

- i. The student be kept fully informed of the specific nature of deficiencies in his or her academic performance and the program’s dissatisfaction with that performance: and
- ii. The program’s decision to dismiss will be careful and deliberate.

**V. PROGRAM WARNING/PROBATION/DISMISSAL CATEGORIES**

Refer to the individual Student Handbook for each specific SCHOOL OF HEALTH SCIENCES program for further guidance regarding each of the following categories.

**a. Course Grades**

- i. A final grade of "D" or "F" in any School of Health Sciences course may result in course and/or program dismissal and **if eligible**, the student may be permitted to repeat the course.
  - The student may appeal a final course grade of “D” or “F” according to the procedures outlined in the College-wide Final Course Grade Appeal Procedures. Any student dismissed from a School of Health Sciences program for reason of course grades must apply for and be re-admitted to the program if eligible.

**b. Grade Point Average**

- i. A student whose GPA falls below the required minimum GPA for retention in the program, as published in the Student Handbook for the specific Program, will be dismissed from the program.
- c. Time Delays in Program Completion**
  - i. Successful completion of all required coursework and graduation from the program must occur within the designated time frame as described in the Student Handbook or in accordance with Accreditation Standards for the specific Program. Accommodations may be made for exceptional circumstances. Contact the School of Health Sciences at [healthsciences@tulsacc.edu](mailto:healthsciences@tulsacc.edu) for further guidance.
- d. Unsafe Laboratory or Clinical Practice**
  - i. The safety of the student, fellow students, faculty, and the consumers of School of Health Sciences programs is paramount. The decision to place the student on program probation or temporarily exclude or dismiss a student for unsafe practices may occur at any time during the academic semester.
  - ii. The decision to place a student on program probation or temporarily exclude or dismiss a student based on unsafe behavior demonstrated by the student in the laboratory/clinical setting is determined by the faculty of the School of Health Sciences program and will be pursued after consultation with the Dean.
- e. Breach in Confidentiality/Patient Privacy**
  - i. The option of probation, temporary exclusion, or dismissal due to a breach of patient confidentiality or privacy, or any act that violates any established rights or reasonable expectations of confidentiality of a patient, client or other person in the laboratory or clinical setting, is decided by the School of Health Sciences faculty and will be pursued after consultation with the Dean.
- f. Unprofessional Behavior**
  - i. The option of probation, temporary exclusion, or dismissal due to unprofessional behavior, in the laboratory/clinical setting, is decided by the School of Health Sciences faculty and will be pursued after consultation with the Dean.
  - ii. Examples of reasons for Probation or Dismissal for Unprofessional Behavior include, but are not limited to, the student's failure to perform appropriately in one or more of the following areas:
    - Failure to practice within the Clinical Practice Guidelines of the School of Health Sciences program, of TCC, and/or of the clinical setting
    - Failure to practice within the program-specific professional code of ethics, including clinical dishonesty
    - Unprofessional conduct
    - Failure to complete clinical/fieldwork
    - Dismissal from clinical/fieldwork site by the clinical/fieldwork site
    - Dismissal from clinical/fieldwork site based on performance criteria
    - College unable to coordinate additional clinical site experiences due to being dismissed from clinical/fieldwork site
- g. Probation/Dismissal for Excessive Absences**
  - i. Excessive absences may result in academic discipline. Students are typically permitted a limited number of excused absences with varying opportunities to make-up the missed practicum experiences. Each School of Health Sciences program's student handbook and/or course syllabus specifies the number of

excused absences in hours/days that a student may be absent from a clinical/laboratory or academic course.

## **VI. INTERVENTIONAL PROCEDURES FOR UNSATISFACTORY ACADEMIC PERFORMANCE**

### **a. Performance Warnings**

- i. Students may be given a written warning for unsatisfactory academic, clinical performance, or breach of professional behavior, and/or ethical standards, and for any of the reasons listed above. The purpose of the warning is to formally notify the student that his/her performance is not consistent with the expectations of the program.

### **b. Program Probation Procedures**

- i. Any performance concern will be addressed immediately by the faculty with the student, upon discovery of the incident, and may range from a warning to probation to impending dismissal. Students may be placed on probationary status for academic, clinical performance, or breach of professional behavior and/or ethical standards, and for any of the reasons listed. The purpose of probationary status is to formally notify the student that his/her performance is not consistent with successful completion of the program.
- ii. The faculty will perform the necessary and indicated review of the circumstances that form the basis of the proposed probationary decision and may also meet with course, level, or program faculty or the Dean.
- iii. The student is given timely notice of the required meeting with the faculty member(s) to discuss the proposed probation decision and the grounds for the determination. The student shall meet with the faculty member(s) supervising the laboratory or clinical experience at issue, in an urgent and timely manner, at which time the reasons for the proposed probation will be explained by the faculty member(s) and discussed with the student. Further clarification of any relevant extenuating circumstances or other mitigating information is sought from the student to ensure an accurate understanding of the performance issues.
- iv. The faculty member(s) will develop a formal written probation report that will be reviewed and approved by the Dean prior to the review with the student. The written probation report will be reviewed with the student within 7-10 working days of the faculty discovery of the specific act of omission/commission and will include:
  - rationale for probationary decision, (including the description of the alleged behavior, the time, date and location of the alleged behavior, the witnesses and their contact information if applicable, other individuals involved in the alleged behavior, a description of infraction and the program rule violation);
  - specific evaluation criteria during and at the end of the probationary period; and
  - probationary time frame and approximate date(s) of follow-up.
- v. If the student has reason to believe that the probationary status was decided in an erroneous, arbitrary or capricious manner by the faculty member(s), the student should complete and submit on 'Report It' a classroom complaint <https://www.tulsacc.edu/student-resources/report-concern> within 5 working days of receipt of the written probation report, and may request a meeting with the Dean to review their concerns. The student must provide documentation substantiating why the probation decision is erroneous, capricious and/or arbitrary; the student's attempts to resolve the disputed decision informally with the faculty member; and propose a resolution to the concern. The student must include documentation to the 'Report It' concern form.

- vi. The Dean will review all evidence, interview the appropriate Program Director/Faculty Department Chair, faculty member(s), student, and if indicated, will hold joint conferences with the Program Director/Course Coordinator, student and faculty member(s) to attempt to resolve the dispute. These meetings will not include tape recordings by either party nor will there be attendance by legal counsel, unless there is a pending criminal matter.
- vii. The Dean will submit a written decision to the student, faculty member and Program Director/Course Coordinator, with recommendations as to the resolution of the dispute within 5 working days of receipt of the student's written notice. ***The decision of the Dean will be final.***
- viii. If the program faculty recommend dismissal of a student upon the conclusion of a probationary period, for failure to achieve satisfactory academic standing, then the procedures outlined in *Section VII below* will be used to resolve a student's dispute of this impending dismissal decision.

## VII. PROGRAM DISMISSAL PROCEDURES: TEMPORARY EXCLUSION/DISMISSAL

- a. The supervising faculty member may temporarily exclude, on an interim basis pending the completion of the process indicated below, any student who, while performing in a clinical or laboratory experience, any act or omission endangering the life, health, or well-being of a patient, client or other person; violates any established rights or reasonable expectations of confidentiality of a patient, client or other person; or behaves in an unprofessional manner, as defined herein. The decision to temporarily exclude the student is determined by the faculty of the School of Health Sciences program and will be pursued after consultation with the Dean.
- b. An academic program may further act to temporarily exclude, dismiss without prejudice or dismiss any student who, while performing in a clinical or laboratory experience any act or omission endangering the life, health, or well-being of a patient, client or other person; or violates any established rights or reasonable expectations of confidentiality of a patient, client or other person; or behaves in an unprofessional manner ***provided that:***
  - i. The student is given timely oral notice of the temporary exclusion or impending dismissal and the grounds thereof. Such oral notice shall be given no later than 2 working days after the faculty discovery of the commission or omission of the act (or in the case of a decision to dismiss subsequent to the conclusion of a probationary period).
- c. The student shall meet with the faculty member(s) supervising the laboratory/clinical experience (or supervising the probationary status at issue), in a timely manner, at which time the reasons for the temporary exclusion or impending academic dismissal will be explained by the faculty member(s) and discussed with the student. Further clarification of any relevant extenuating circumstances or other mitigating information is sought from the student to ensure an accurate understanding of the performance issues.
- d. With approval by the Dean, the faculty will remove/temporarily exclude the student from attending the specific clinical and/or laboratory course in which the alleged misconduct occurred. The student will be permitted to continue attending all remaining courses for which they are enrolled during which time the investigation is being conducted and/or appeal is being heard.
- e. The student will be provided written notice of the temporary exclusion and impending dismissal decision, with supporting rationale. This written notice will be reviewed and approved by the Dean and will be provided to the student within 7-10 working days after the faculty discovery of the commission or omission of the act (or upon the decision to dismiss subsequent to the conclusion of a probationary period).

- f. The written notice will document the course/section from which the student is to be temporarily excluded and will document which courses/sections that the student should still attend. The number of courses and length of the student's temporary exclusion will be minimized to the fullest extent possible to meet the essential goals of the temporary withdrawal of the student while minimizing course disruption.
- g. If the student wishes to challenge the impending dismissal decision, he/she is directed to place the concerns in writing at <https://www.tulsacc.edu/student-resources/report-concern> within 5 working days of written notice, and the student shall meet with the Program Director/Faculty Department Chair, in order to resolve the issue. The student must describe in writing why the temporary exclusion/impending dismissal decision is erroneous, capricious and/or arbitrary; the student's attempts to resolve the disputed decision informally; and, the proposed resolution sought by the student. These meetings will not include audio or video recordings by either party nor will there be attendance by support persons including legal counsel.
- h. The student may attach copies of any relevant documents with the written complaint (REPORT IT). The student is advised to maintain a copy of any materials submitted to the Program Director/Course Coordinator, or Dean.
- i. The student should ensure that the program/department has the student's most current contact information on file, including mailing address, telephone number and email address, if indicated.
- j. If resolution of the issue has not occurred in the meetings held with the faculty member(s) or Program Director/Faculty Department Chair, then the student may appeal to the Dean. The student will notify the Dean in writing of their intent to appeal the decision of the faculty member(s) and Program Director/Faculty Department Chair, and the reasons therefore, within 5 working days of the decision.
- k. The Dean will review all evidence, interview the faculty member(s) Program Director/Faculty Department Chair, student and associated others, and if indicated, will hold joint conferences with the Program Director/Faculty Department Chair, student and faculty member(s) to attempt to resolve the dispute. These meetings will not include audio or video tape recordings by either party nor will there be attendance by support persons including legal counsel.
- l. The Dean will submit a written decision to the student, faculty member and Program Director/Course Coordinator with recommendations as to the resolution of the dispute within 5 working days of receipt of the student's written appeal notice. ***The decision of the Dean will be final.***

#### VIII. PROCEDURE FOR EXITING A SCHOOL OF HEALTH SCIENCES PROGRAM

(All students who are exiting a program, for whatever reason, are advised to complete the following steps. Students are advised to see the individual Program Student Handbook for more specific guidance.)

- a. **Consult with their faculty** advisor concerning exit from the program. (Please see specific Program Student Handbook for more guidance regarding the readmission process for each School of Health Sciences program.)

- b. **Schedule an exit conference** and complete an Exit Interview Form with the Program Director/Faculty Department Chair/Faculty. The student's academic and clinical performance will be reviewed during the exit conference which will become part of the student's file.
  - i. The student may be required to schedule a "planning for readmission session" with the Program Director/Faculty Department Chair/Faculty, in which the student will be provided with a plan that outlines the specific requirements of the re-admission process.
- c. **It is the student's responsibility to OFFICIALLY WITHDRAW** from the course(s) according to the withdrawal procedure outlined in the current TCC Catalog. Failure to officially withdraw may be recorded as a failing grade for the course(s).

#### **IX. APPLICATION FOR READMISSION PROCEDURE**

- a. **Purpose** – the purpose of the readmission procedure is to describe the process by which students who have been **dismissed without prejudice** may apply for readmission. Students who apply for readmission will be considered on the same basis, according to the same criteria as all other candidates for the respective program. The application process and admission will proceed, and admissions decisions will be made and communicated according to the procedures outlined in the appropriate program handbook. Students who apply for readmission will not receive priority over other applicants. Readmission may depend on availability of program space. ***Students are advised to see the specific Program Handbook for more guidance.***
- b. **Dismissal for Course Grades or Grade Point Average** – Dismissal which initially occurred as a result of course grades or grade point average will be reconsidered on an individual basis. For example, when a student has pursued additional coursework with sufficient success to show a grade point average above a 2.0, (or the stated required minimum GPA) the student may be considered for reapplication or readmission into the School of Health Sciences program.
- c. **Dismissal for Time Delays in Program Completion** – Dismissal which initially occurred as a result of time delays will be reconsidered on an individual basis for reapplication/readmission into the School of Health Sciences program.
- d. **Dismissal for Unsafe Laboratory or Clinical Practice** – Dismissals from the program which initially occurred as a result of unsafe laboratory or clinical practice, breach of confidentiality or as a result of unprofessional behavior will be evaluated on an individual basis.
- e. **Withdrawal in Good Standing** – Withdrawal in good standing will enable the student to be eligible for re-application or readmission into the School of Health Sciences program.