

TULSA COMMUNITY COLLEGE
SCHOOL OF ALLIED HEALTH

**UNIFORM School of Allied Health ACADEMIC STANDARDS, PROBATIONS,
TEMPORARY EXCLUSIONS, DISMISSALS AND READMISSION PROCEDURES**

I. SCOPE

The scope of the interventional procedures will apply to all School of Allied Health students and will include but not be limited to performance evaluation, probations, temporary exclusions, dismissals, hearings 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) allied health programs and their respective course offerings, (2) to protect the legitimate interests of students enrolled in and faculty assigned to the allied health 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 ALLIED HEALTH EDUCATIONAL PHILOSOPHY

- a. The School of Allied Health faculty members of TCC 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 Allied Health 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 of the School of Allied Health programs 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 Allied Health program.

IV. SCHOOL OF ALLIED HEALTH 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 Student Policies and Resources 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 Allied Health 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; and/or (b) an incident contributing to the actual/potential injury of self; and/or (c) an incident contributing to the actual/potential injury of another.

b. Unsatisfactory Academic Performance and Interventional Procedures

Any School of Allied Health 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 Allied Health 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.

The standard at TCC for a review of an academic decision is based on whether the academic decision is “erroneous or was assigned in an arbitrary and/or capricious manner”. These procedures are available only to review allegedly erroneous, arbitrary or capricious academic decisions and not mere differences of opinion regarding the professional judgment of the faculty member in evaluating a student’s work or making an academic decision.

The academic decision will be considered erroneous if it may be shown, for example, that the grade assigned was inaccurate based upon a mathematical or calculation error.

The academic decision will be considered arbitrary and/or capricious if the decision is made:

- On some basis other than performance in the course and/or compliance with the course assignments and requirements;
- By more exacting or demanding standards than were applied to other students in the same section or course; or

- By a substantial departure from the faculty member's, departments' or college's announced standards as articulated in the course syllabus, catalog descriptions, blackboard announcements, or other written materials.

V. PROGRAM WARNING/PROBATION/DISMISSAL CATEGORIES

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

a. Course Grades

- A final grade of "D" or "F" in any School of Allied Health 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 the School of Allied Health program for reason of course grades must apply for and be re-admitted to the program if eligible.

b. Grade Point Average

- 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. Some exceptions may apply.

c. Time Delays in Program Completion

- Successful completion of all required coursework and graduation from the program must occur within the designated time frame from initial enrollment in the courses, as described in the Student Handbook for the specific Program. Some exceptions may apply.

d. Unsafe Laboratory or Clinical Practice

- The safety of the student, fellow students, faculty and the consumers of School of Allied Health 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.
- The decision to place a student on program probation or temporarily exclude/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 Allied Health program and will be pursued at the discretion of the Associate Dean/Dean. Students may dispute the Temporary Exclusion/Dismissal decision by following the procedural guidelines.

e. Breach in Confidentiality/Patient Privacy

- The option of probation/temporary exclusion/impending 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 Allied Health faculty and will be pursued at the discretion of the Associate Dean/Dean.

f. Unprofessional Behavior

- i. The option of probation/temporary exclusion/dismissal due to unprofessional behavior, in the laboratory/clinical setting, is decided by the School of Allied Health faculty and will be pursued at the discretion of the Associate Dean/Dean.
- ii. Examples of reasons for Probation/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 Allied Health 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.
- g. Probation/Dismissal for clinical/fieldwork violations**
 - i. Failure to complete clinical/fieldwork
 - ii. Dismissal from clinical/fieldwork site by the clinical/fieldwork site
 - iii. Dismissal from clinical/fieldwork site based on performance criteria
 - iv. College unable to coordinate additional clinical site experiences due to being dismissed from clinical/fieldwork site
 - v. Clinical site experiences are secured but the student fails to show
 - vi. Dismissed by clinical/fieldwork site from these secured additional experiences
 - vii. Unethical behavior related to clinical/fieldwork experience
- h. 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 Allied Health 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.
- i. Probation/Dismissal for another Reason**
 - i. The option of probation/temporary exclusion/impending dismissal may occur for another reason, which according to the judgment of the faculty is inconsistent with successful achievement and/or completion of course and/or program objectives.

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 above. 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/program faculty and/or the Associate Dean/Dean, as indicated by the circumstances.
- 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 therefore. 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 Associate Dean/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 accorded him or her was decided in an erroneous, arbitrary or capricious manner by the faculty member(s), the student should complete and submit a written Student Concern Form to the Associate Dean/Dean within 5 working days of receipt of the written probation report, and may request a meeting with the AD/Dean to review their concerns. The student must describe in writing why he/she believes the probation decision is erroneous, capricious and/or arbitrary; the student's attempts to resolve the disputed decision informally with the faculty member; and the precise relief sought by the student.
- vi. The Associate Dean/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/Level Facilitator/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 Associate Dean/Dean will submit a written decision to the student, faculty member and Program Director/Level Facilitator/Course Coordinator, with recommendations as to the resolution of the dispute within 5 working days of receipt of the student's written notice. ***In the case of a probation decision dispute, the decision of the Associate Dean/Dean will be final.***
- viii. The student placed on probationary status is presented with specific behavioral expectations and is provided feedback through scheduled conferences. This period of probation permits the student to have opportunities to change problematic behaviors/conduct and to improve performance.
- ix. For students placed on probation, the faculty will review a student's program performance during the probationary period. The status updates and final disposition will be documented in written form and reviewed with the student.
- x. At the end of the probationary period, faculty will review student response to the evaluation criteria and recommend one of the following:
 - Removal from probationary status; or

- Removal from probationary status with condition(s); or
 - Continuation of probationary status with a second opportunity for evaluation; or
 - Dismissal from the Program.
- xi. 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 of his or her program, commits 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 Allied Health program and will be pursued at the discretion of the Associate Dean/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 of his or her program, commits 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 and/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 Associate Dean/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 Associate Dean/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 on the Student Concern Form 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 he/she believes the temporary exclusion/ impending dismissal decision is erroneous, capricious and/or arbitrary; the student's attempts to resolve the disputed decision informally; and, the precise relief sought by the student. These meetings will not include tape recordings by either party nor will there be attendance by legal counsel.
- h.** The student may attach copies of any relevant documents with the written complaint. The student is advised to maintain a copy of any materials submitted to the Program Director/ Level Facilitator/Course Coordinator, or Associate Dean/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 Associate Dean/Dean. The student will notify the Associate Dean/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 Associate Dean/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 tape recordings by either party nor will there be attendance by legal counsel.
- l.** The Associate Dean/Dean will submit a written decision to the student, faculty member and Program Director/ Level Facilitator/Course Coordinator, with recommendations as to the resolution of the dispute within 5 working days of receipt of the student's written appeal notice.

VIII. FINAL APPEAL OF DISMISAL PROCEDURES

- a.** If the dispute pertains to an academic decision to temporarily exclude or dismiss a student and the issue has not been resolved at the level of the Associate Dean/Dean, then the student may request a hearing. The student must notify the Metro Provost in writing of their request for a formal hearing within 5 working days of the written decision rendered by the Associate Dean/Dean. The date of the hearing will be confirmed by the Provost's office with the student, the committee members who will be hearing the case, and the Dean of Student Services.
- b.** The Provost shall have the right to reinstate a student on an interim basis, pending exhaustion of the academic appeal process.

- c. The student shall be given the opportunity at the hearing to answer the charges against him or her, to confront and question the person(s) charging him or her in the matter, and to call witnesses in his or her own behalf. For any written materials submitted as evidence during the hearing process, the student is advised to maintain a personal copy of any materials provided to the Provost. Where reasonably possible, the hearing shall take place within 20 working days of receipt of the written request for a hearing by the Provost.
 - i. The student may be accompanied by one person, but said person shall not address the proceedings. The person may confer with the student during the proceeding. If this one person is an attorney, then subsection ii applies.
 - ii. The student may choose to be accompanied by legal counsel, but that fact must be communicated to the Provost upon written notice of their intention to appeal and request a hearing, so that the College's attorney may be scheduled to be present.
 - iii. The goal of the fact-finding process shall not be limited by formal rules of evidence; therefore, it is not required that the hearing conform to the procedural formality of a trial.
 - iv. The members of the Hearing Committee will include but not be limited to at least three full-time School of Allied Health Faculty members, an Associate Dean/Dean from School of Allied Health, an Academic Counselor, a School of Allied Health Student and the Provost shall hear the case. The Student appointed to participate in the hearing procedure should not be a member of the same School of Allied Health program/class as the appealing student. The supervising faculty member(s) bringing the charges will likely present the facts of the case, but shall not hear the case.
 - v. A Dean of Student Services (or his/her designee) shall participate, as a representative of the student, to explain procedure and ensure due process.
 - vi. A taped recording shall be made of the evidentiary portion of the hearing and of the decision.
- d. The burden of proof is on the student to show that a policy was not followed or the decision was not equitable. The accepted burden of proof is a preponderance of the evidence, and is what is used in conduct hearings nationwide and is the accepted burden with the U.S. Department of Education. The hearing shall be decided by the committee members. The decision of the committee members who are hearing the case shall be impartial and based on all the facts presented at the hearing, using a consensus process.
- e. The Hearing Committee will concern itself with two issues:
 - i. Whether the student can show with a preponderance of the evidence that appropriate college, department and/or program procedures were not followed; and/or
 - ii. Whether the student can show with a preponderance of the evidence that they were not treated equitably, with arbitrariness or capriciousness.
- f. Alternatively, if the Hearing Committee finds evidence that affirmatively supports each of the two issues of concern listed above (adherence to procedure, and equitable treatment) the decision to dismiss the student will be upheld.
- g. Based upon the evidence submitted and with consideration of the issues above, the Hearing Committee may find to:
 - i. Support the original dismissal decision.
 - ii. Dismiss the student without prejudice. Students dismissed without prejudice are eligible to apply for readmission.

- iii. Dismiss the student. Students who are dismissed permanently are not eligible to apply for readmission at any future point.
 - iv. Overturn the original dismissal decision/temporary exclusion and reinstate the student in the program. The reinstated student will be supported in meeting all course requirements and will be permitted to “make-up” all missed clinical and/or course assignments to the fullest extent possible.
- h. The Provost will submit in writing to the student, faculty member, Program Director/Faculty Department Chair, and Associate Dean/Dean, the decision concluding the appeal within 5 business days after the conclusion of the evidentiary portion of the hearing.
 - i. The written decision will include whether the Appeal Committee recommends that the student be dismissed with or without prejudice and, therefore, whether the student is eligible or not for readmission into the program of study.
 - j. Neither TCC’s Vice President of Academic Affairs, TCC’s President nor will the TCC Board of Regents accept or consider academic appeals.

IX. PROCEDURE FOR EXITING A SCHOOL OF ALLIED HEALTH 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 Allied Health program.)*
- b. Schedule an exit conference and complete an Exit Interview Form with the Program Director/Faculty Department Chair. The student's academic and clinical performance will be reviewed during the exit conference which will become part of the student file.
 - i. The student may be required to schedule a “planning for readmission session” in which the student is provided with a plan which 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 TCC’s Catalog. Failure to officially withdraw may be recorded as a failing grade for the course(s).

X. 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 had

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 Allied Health 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 Allied Health 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 Allied Health program.