

# CAROLINAS COLLEGE OF HEALTH SCIENCES

## POLICY AND PROCEDURE

### ACADEMIC

**SUBJECT:** DISMISSAL

**REVIEWER(S):** Dean of Student Affairs and Enrollment Management\*  
Provost  
Dean of Administrative and Financial Services  
Academic, Progression and Graduation (APG) Committee Chair

### POLICY

The College maintains an orderly and clearly defined process by which dismissal occurs. This process ensures that students are aware of categories and causes of dismissal and their right to due process.

- A. 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. All allegations of the following with recommendations for dismissal will be referred to the APG Committee for determination:
  - 1. Violation of the code of conduct.
  - 2. Violation of the honor code.
  - 3. Exhibition of unsafe clinical practice.
  
- B. 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" is academically dismissed from the program by the provost. (General studies and ADN and RN-BSN nursing exceptions are described below.)
  - 1. Students in the general studies and bachelor of science in nursing completion (RN-BSN) program follow the academic satisfactory progress policy and are not subject to dismissal based on the grade in one course.
  - 2. Students in the associate degree nursing program will follow the progression policy and are not subject to dismissal based on the grade in one course. If the course is a prerequisite, that course must be repeated before the student progresses. Repeating a course is based on space availability. (See progression policy for additional details.)
  - 3. Students who fail to meet standards of satisfactory academic progress as outlined in the policy by the same name are academically dismissed, as are students who fail to meet required co-requisites or pre-requisites.

### PROCEDURE

- A. Decision-making process for dismissals: Dismissal recommendations may come from the dean of student affairs and enrollment management, provost or program chair.

For administrative dismissal recommendations (e.g., exhibiting unsafe clinical practice, violation of academic integrity policy, violation of the code of conduct), the program chair recommending the dismissal discusses the situation with the dean of student affairs and provost 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 program chair consults with the dean of student affairs and provost on policy and procedure implications and then sends a written recommendation for dismissal to the APG chair. The determination of whether the student may attend class and/or clinical throughout the process (suspension) is made by the dean of student affairs and provost, with input from the program chair. The APG chair arranges for the committee to hear the recommendation as soon as practical, normally within 10 working days of the recommendation for dismissal being submitted. The APG decision-making process adheres to the conducting APG hearing policy. In addition to a decision regarding dismissal, the APG committee will determine if the student is eligible for readmission to the college or program.

- B. Notification process for dismissals
1. For administrative dismissals resulting from violation of code of conduct, the dean of student affairs notifies involved parties. For additional administrative dismissals (e.g., exhibiting unsafe clinical practice, violation of academic integrity policy) and academic dismissals, the provost initiates the notification process.
  2. The director of student records and information management completes the dismissal form and generates the letter of dismissal that specifies whether the dismissal is from the college or the program, and the eligibility to apply for readmission status.
  3. The dean or provost reviews and signs the letter. The letter is mailed by the departmental staff assistant along with a copy of the dismissal form and a copy of the complaints and appeals policy. (Other, more expedient forms of notification may be used in addition to the mailed letter). Copies of the dismissal letter will be sent to the program chair. Others may be notified depending on the nature of the dismissal.
  4. The director of student records and information management will notify Access Control to deactivate the student ID badge and all access to campus and clinical sites. The dismissal letter will also include notification to the student that they must surrender their badge within five (5) business days.
- C. Consequences of Dismissal
1. The student may request an appeal hearing per the complaint/grievance/appeal policy.
  2. Students who are dismissed from the college generally receive a W (withdrawal) for courses in progress, with one exception. If APG determines that the consequence for a policy violation should include failure of a course, the student receives a final grade of an F. The words "Administrative Dismissal" or "Academic Dismissal" appear on the student's final transcript.
  3. Students who are dismissed from the college or healthcare programs become ineligible for many Atrium Health-provided benefits as of the date of the dismissal.
  4. The grace period on collection of an Atrium Health-provided student loan begins immediately upon dismissal from a healthcare program.
  5. Dismissed students may be required to vacate on-campus housing.
  6. Students must surrender their ID badge within five (5 business days) and its privileges unless remaining enrolled as a general studies student.
  7. Upon dismissal, the program chair 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, if eligible.
- D. The Dismissal policy and procedure will be reviewed bi-annually

## REFERENCES

### Related Policies to Consult:

#### CCHS:

ACADEMIC - [Academic Integrity](#); [Academic Satisfactory Progress](#); [Conducting APG Hearings](#); [Grading](#); [Progression](#); [Unsafe Clinical Practice](#)  
STUDENT AFFAIRS - [Psychological Wellness and Stability](#); [Community Standards](#); [Complaints and Appeals](#); [HIPAA Privacy - Student](#)

**Related Form** - Dismissal Form

### Related 2018 SACSCOC Standard(s)

12.3 Student rights