

## **ACADEMIC COUNSELING AND DISCIPLINARY ACTION PROCESS**

All students enrolled in the Camden Clark Memorial Hospital Diagnostic Medical Sonography Program are expected to remain in good academic standing throughout the clinical year. The disciplinary procedure for academic dismissal is as follows:

Placement on Academic Watch (Step One) or Academic Probation (Step Two) are the warnings that could lead to program dismissal.

If a student scores < 75% in two sections, the student will be dismissed from the program.

Students are also expected to adhere to all policies of Camden Clark Memorial Hospital. The first instance of policy infraction regarding inappropriate behavior will result in a Verbal Warning. The student will be scheduled to meet with the Program Director to discuss the policy breach. All subsequent infractions will require a meeting with the Program Director to review the infraction and sign the disciplinary forms. If any additional policy breach occurs, the student will be placed in disciplinary action as follows:

### **First infraction      Step 1 = Verbal Warning/documented counseling**

For infractions considered less serious, a documented counseling action may be the first step in the discipline procedure. It consists of a verbal conference with the student and the program director or education coordinator and will be documented in writing and placed in the students' personal file.

### **Second infraction      Step 2 = First written warning**

The written corrective action is a document summarizing the performance problem or incident. The document and situation will be reviewed with the student outlining the specific problem(s)/incident and warning the student that further behavior will result in further corrective action.

### **Third infraction      Step 3 = Second written warning/Suspension**

A suspension or final written corrective action may occur when undesirable performance or behavior continues. Depending on the seriousness of the incident or behavior the student may receive a suspension as the first step of the corrective action process. A suspension is generally for a three-day period; however, a greater or lesser number may be determined after review of the situation. Suspensions should be scheduled so that consistency and continuity of the learning process is not interrupted more than necessary and as close to the infraction as possible. The program director has the final decision on whether a final written corrective action or a suspension is in the best interest of the student based on the specific infraction.

#### **Fourth infraction Step 4 = Resignation/Dismissal**

Once a student reaches Step 4 of the disciplinary action process, the student will be given the option of resignation or dismissal from the program. The dismissed student is responsible for returning any borrowed reference materials belonging to the school. The student must surrender their temporary ID badge and parking sticker prior to departure on the last day. There will be no reimbursement for any expenses incurred because of being in the Program.

#### **DISMISSAL POLICY**

Dismissal will occur as the final step in the corrective action process.

Immediate dismissal may occur for non-compliance with school policies published in the Student Handbook. This includes, but is not limited to conduct, nonpayment, insufficient academic progress, attendance, and failure to comply with school rules and regulations. The policies outlined in the Handbook explain the school's expectation of the student and disciplinary action for noncompliance. Students that are dismissed from the program are not eligible for readmission or reinstatement in future years.

#### **WITHDRAWAL POLICY AND PROCEDURE**

Students must submit a program withdrawal form (see Appendices) to withdraw from Camden Clark Memorial Hospital DMS Program. A "W" will be recorded on all withdrawals processed after the first week of class. Any withdrawals from a class must take place prior to the final exam in that class. Students who stop attending a course without submitting written documentation on their intent to withdraw will receive a "WF" (failing) grade on their transcript.