9.3 PROBATION POLICY

A HIMT student will be put on probation for any of the following reasons:

1. Failure to achieve a "C" grade or higher in any Health Information Management course (see Section 9.1 Subsection C.3). Any student who receives an “F” or “W” grade in any HIM course must wait until that class is offered again the following year. The student will not be permitted to continue in the current normal sequential manner required to complete the HIMT program. Students may repeat a HIM course only once to achieve the necessary "C" grade or higher. Failure to do so will result in dismissal from the HIMT program (see Dismissal Policy Section 9.4).

2. Failure to maintain a minimum overall cumulative grade point average of 2.50. The probation period will be established as follows; the student must raise his/her cumulative GPA within the next two academically enrolled semesters to a minimum of 2.50 or be dismissed from the HIMT program (see Dismissal Policy Section 9.4).

3. In either case (subsection 1 or 2 above) of probation, a letter will be sent from the HIMT Program Manager explaining the nature of the probationary status and the student's options regarding corrective action.

4. It should be noted that HIMT students will not be allowed to register for a clinical experience (HIM–2851) if their GPA is below the required 2.50 or if they have not completed all of the 1000-level courses and Coding Courses HIM courses with a passing grade (HIM-1301, 1311, 1401, 1411, 1422, 1430, 2160 and 2260).

9.4 DISMISSAL POLICY

A student will be dismissed from the program for any of the following reasons:

* Failure to achieve a "C" grade or higher after repeating a HIM course for the second time.
* Failure to achieve a 2.50 cumulative GPA or higher within the next two academically enrolled semesters in which the cumulative GPA fell below the 2.50
* Excessive absences and/or tardiness (see Attendance and Tardiness Policy Section 11.0).
* Identification by a faculty member or Program Manager of a behavioral problem in a student which will interfere in the student's successful, ethical, or legal execution of the duties of an entry-level Registered Health Information Technician.
* Failure to display behavior mandated in the Honor Code.
* Failure to abide by the policy on Confidential Information (see Confidential Information Section 10.0).

A student will be notified by letter from the HIMT Program Manager that he/she has been dismissed from the program. If a student is dismissed from the program, he/she cannot reapply.

This policy replaces the current Tri-C catalog-in-force policy for dismissal.
11.0 HONOR CODE
For the professional individual, a high sense of integrity and honor has always been expected. It becomes one's duty to develop these qualities and maintain them throughout professional life. The Honor Code has been instituted to promote professional integrity in the student body.

The scope of the Honor system extends through all phases of professional training including examinations, quizzes and projects. (Note: Any work performed by one student so that another student may receive credit is an infraction of the Code.) The Code of Conduct is essential to prevent possible involvement of innocent students and to produce conduct that is above reproach.

Honor Code - As a future professional, it is expected that you will conduct yourself in an ethical, responsible and honorable manner at all times. These standards of conduct are to be maintained while in the classroom, on clinical experience, and/or fulfilling all outside program requirements. The student agrees not to receive or give aid during examinations. The student agrees to conduct herself/himself honestly in the classroom, at the clinical site and in the preparation of all assignments. The student will work alone on all assignments unless otherwise indicated.

If your conduct as a Health Information Management Technology student does not meet the criteria as described above, a grade of “F” will be assigned as a final grade in the specific course in which the unprofessional conduct occurred and you will be dismissed from the program. This includes cheating on exams through any means including the use of wearable electronic devices to assist in exams.

11.1 STATEMENT ON CONDUCT
The Cuyahoga Community College Student Conduct Code applies to conduct that occurs on College premises, at College sponsored activities, or to any conduct that adversely impacts or reflects on any member of the College community and/or the pursuit of the College's mission, vision, or values. Each student is responsible for his/her conduct, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment.

Any student found to have committed or to have attempted to commit any of the misconduct listed on the Student Conduct Code, or who violates any federal, state, local, or other applicable law any College policy, procedure, directive, or other requirement (including without limitation requirements set forth in the Student Handbook) published in hard copy or available electronically is subject to the disciplinary sanctions outlined in the Cuyahoga Community College Student Judicial System.

For programs that may require following a career-related code of ethics, or may have students follow additional requirements as imposed by a clinical site, the program will review possible violations and will consult with the Dean of Student Affairs to determine if they fall within the violations established in the Student Conduct Code.

The Student Conduct Code and Student Judicial System can be found on MyTri-C Space. Printed information is available in the Dean of Student Affairs Office as well.