8.0 WITHDRAWAL FROM COURSES OR FROM PROGRAM:

8.1 Withdrawal From A Course

It is the student’s responsibility to withdraw from class officially. Withdrawal from a course must be initiated by the student prior to the College’s published deadlines each semester. Students need to follow the College Procedure for withdrawal by completing forms available in the Office of Admissions and Records at each campus. A student who officially withdraws from a course by the published deadlines within the semester will have no notation made on his/her permanent record. Withdrawal thereafter will be noted on the permanent record. Students not attending classes for any reason should not expect the instructor to drop them officially from class. Failure to follow College procedure for withdrawal could result in a failing grade. A student unable to complete an academic semester for reasons beyond his/her control may petition the designated campus authority for permission to withdraw from class beyond the withdrawal deadlines for that semester.

8.2 Withdrawal From The Program

Voluntary Withdrawal:
If a student chooses to voluntarily withdraw from the program, he or she must submit this intention in writing to the Program Manager. The Program Manager will then respond to the student with written confirmation of the request. In order to be readmitted to the program in the future, the student should follow the readmission procedure in this handbook. A student who withdraws from the program without notification of Program Manager will only be allowed to return to the program through the applicant pool.

Involuntary (Dismissal) Withdrawal:
If the dismissal is involuntary, refer to the dismissal procedures in this handbook.

9.0 HEALTH CAREERS PROGRAMS TEMPORARY LEAVE OF ABSENCE PROCEDURE

If, during the course of a semester, a student finds it necessary to take a temporary leave of absence, the request for the Leave of Absence must be submitted in writing to the Program Manager with sufficient information to explain the situation. In the event that the student is ill or otherwise indisposed, the written requirement may be waived or the Program Manager may initiate the written action independently.

A Leave of Absence will be granted for no more than one semester, after that the readmission policy must be followed.

** PLEASE NOTE: Any student who takes a Leave of Absence from the program and is then readmitted; must follow the current semester sequence for graduation from the program and the current handbook
10.0 RE-ADMITTANCE POLICY:

Re-admittance is not guaranteed. If a student leaves the program for any reason other than disciplinary action, he or she must do the following to be re-admitted:

1. Must meet a minimum GPA requirement for the program.
2. A written request to return to the program must be submitted to the Program Manager.
3. Written documentation from a medical authority that student is able to return, if that student left for health reasons.
4. The student must have a written educational success plan that must be approved by the Program personnel and will become a mutually agreed upon contract. Failure to abide by this contract will result in dismissal from the program.
5. A student returning to the program after a two year absence will be required to complete another BCI.
6. Students meeting re-admittance criteria may return once within two years, on a space available basis.
7. Students requesting re-admittance to the program more than one time or after more than two years must enter the applicant pool for the next available class. Students may only return once to the program through the applicant pool.
8. Due to the rapid changes in health technology, students may be required to repeat courses they have already successfully completed as determined by the program manager and instructional staff. The student may be required to complete remediation and/or demonstrate proficiency through various modes of assessment.

11.0 CHANGE OF ADDRESS AND/OR NAME

It is mandatory that the Program be informed in writing of any updates to name, address or contact number. A form for submitting these changes is included in your orientation packet. Any change in name, permanent address, telephone number, local address (if different from permanent address) or personal e-mail address should be given to the program manager for prompt student folder update. If not notified, the program assumes no responsibility for failure of information to reach the student that is sent by U.S. Mail, telephone, or e-mail. The program will only use your Tri-C email address to email you while you are in the program. As a graduate, the program will need your personal email address to stay in contact with you. The Office of Admissions and Records must also be promptly informed of any change in name and/or address. This can be done in person or electronically though My Tri-C space. Failure to do so could result in future difficulties for the student.

12.0 DISMISSAL FROM THE PTA PROGRAM

A student may be dismissed from the Physical Therapist Assisting Program for the following reasons:

1. Failure to adhere to the college procedure 3354:1-30-03.5 Student conduct code.
2. The student conduct code applies to students for all program related activities including clinical sites, field experiences, field trips and Preventative Care Centers.
3. Being under the influence of alcohol or drugs on campus, at a clinical site, or any other program related activities.
4. Any form of unprofessional behavior on campus or at an off campus assignment, including, but not limited to, the use of profane or vulgar language, hostility, insubordination, demonstration of uncooperative or negative attitude toward College faculty, clinical instructor, patients, or fellow
students.

5. Failure to maintain confidentiality of patient records or violation of HIPAA regulations.

6. Failure to maintain appropriate patient records at the health care facility to which assigned.

7. Accepting gratuities from patients.

8. Engaging in unethical or unsafe behavior at a clinical site, in the classroom, laboratory, Preventative Care Center, or any other program related activities.

9. Violation of College or Program procedures.

If a student is dismissed from the program for any of the above reasons, they will not be given the privilege of applying for re-admittance into the Physical Therapist Assisting Program and may be precluded from admission to another Health Career Program. The student may also be charged under college procedure 3354:1-30-03.6 Student judicial system.

12.1 Academic Dismissal

A student may also be withdrawn from the program for the following reasons:

1. Excessive absenteeism: missing more than one week of a class.

2. Excessive tardiness

3. Failure of a program course or a prerequisite course.

4. Failure to demonstrate professional behaviors.

A student may apply for re-admittance into a Health Career Program if he/she is withdrawn for the above reasons. One must follow the Re-admittance Policy of the program into which he/she is seeking re-admittance. Students have a maximum of three years to complete the program. If a student fails to complete the program in three years, they will be dismissed and if he/she wishes to return must enter the applicant pool for the next available class.

* Dismissal means the involuntary and total separation of a student from the college.

12.2 Student Conduct Code

Academic dishonesty is intentionally misleading a professor, college, or university into believing that a student has personally completed the assigned work for a course when in fact (s)he has not done so. This includes but is not limited to, cheating (giving/receiving aid to/from another student), plagiarism, resubmitting a portion of
one’s own prior work; giving, receiving, obtaining, or using a copy of an (old or new) exam or quiz; questions or materials from any such exam or quiz; or any assignments. This applies to lecture and lab. Failure to abide by this Code will result in dismissal from the course. The student will abide by the Student Conduct Code. This includes the use of cell phones, text messaging or the use of other electronic communication devices during classroom or laboratory activities in which the student is being graded. The student agrees to conduct him/herself honestly in all clinical and laboratory procedures. The student agrees to work alone on assignments unless otherwise indicated. This includes giving aid to student partner during laboratory practical examinations. Failure to abide by this Code will result in dismissal from the program (see section 12.0).