Behavioral Dismissal
A student will be dismissed from the Sterile Processing & Distribution Program for the following reasons:

1) Failure to adhere to the College Procedure 3354-1-30-03.5 Student Conduct Code
   (Review section (C) - Prohibited Conduct).

2) The Student Conduct Code applies to students while at clinical sites.

3) Being under the influence of alcohol or drugs on campus or at a clinical site.

4) Any form of unprofessional or inappropriate behavior on campus or at a clinical site.
   Examples include, but are not limited to - The use of profane or vulgar language, hostility,
   insubordination, disruption, demonstration of confrontational, uncooperative and/or negative attitude
   toward College or Program faculty or staff, clinical site instructors or staff, patients, or fellow students.

5) Social networking sites such as Facebook, Twitter etc., are covered under the same type of rules.
   Students must avoid making disparaging comments regarding the program, students, course,
   faculty/staff, College, or profession. Students are highly cautioned as to what they post about
   themselves on social media – future employers are looking too.

6) Engaging in unethical or unsafe behavior on campus or at a clinical site.
   Example #1 - Accepting gratuities from patients.
   Example #2 - Not wearing proper attire/PPE when required.

7) Violation of any SPD Student Handbook policies and procedures.
   Example #1 - Violating the “No Call / No Show” policy; excessive absenteeism or tardiness.
   Example #2 - Noncompliance with program required documentation.

8) Violation of any Clinical Site policies and procedures to which assigned.
   Example #1 - Failure to maintain confidentiality of patient records or violation of HIPAA. (Social media)
   Example #2 - Failure to maintain appropriate patient records at the health care facility to which
   assigned.

9) Failure to maintain clinical site privileges.
   If the student’s assigned clinical site does not wish to retain the student for any reason related to
   behavioral issues or safety concerns, the student will be permanently dismissed from the program. The
   student will not be re-assigned to another clinical site under any circumstances.

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

If a student is dismissed from the program for any of the above reasons, he/she will not be given the
privilege of applying for re-admittance into the Sterile Processing & Distribution Program and may be
precluded from admission to other Health Career Programs. The student may also be charged under
College Procedure 3354-1-30-03.6 Student Judicial System.

Academic Dismissal
A student will be academically dismissed from the SPD Program for the following reasons:

1) Failure of any program course. (SUR-T-XXX)

2) Inability to perform the duties of a sterile processor according to standard operating procedures.

3) Violation of any of the SPD Program’s standards for retention.

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

A student may apply for re-admittance into the SPD Program if he/she is withdrawn for the above reasons.
The student must follow the Re-Admittance Standard # 4.8 in this handbook.
**Academic Honor Code**

The student will abide by the Academic Honor Code. The student agrees not to receive or give aid during examinations. 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 a student partner during laboratory practical examinations. Failure to abide by this Code will result in dismissal from the program.

**Re-Admittance Standard**

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 the 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) Student must submit a written educational plan of success; a plan describing what he/she intends to do differently this time in order to attain success in the program. The PM will inform the student if the proposed educational plan is acceptable. The educational plan will then become a part of the student’s provisions for re-acceptance to the SPD Program.
5) A student returning to a program after a one year absence will be required to complete another BCI.
6) A student meeting re-admittance criteria may return once within two years, on a space available basis. Return to a specific clinical site cannot be guaranteed.
7) Students requesting re-admittance to the program after more than a two year period must repeat the program from the beginning and re-submit an application to the HCEC.
8) A student may only apply for re-admittance ONCE into the SPD Program if he/she withdraws or fails any program course.
9) If readmitted, the student may be required to repeat any of the SPD program courses as deemed necessary. This may include courses that may have been already successfully completed or the student may have to re-demonstrate proficiency through a written and/or practical examination. The courses may have to be taken for credit or audit, at the discretion of the Program Manager.