



"Commitment to Excellence"

October 7, 2024

Re: Addendum 1.5 – Program Catalog & Student Reference Guide

Section: Class Guidelines and Expectations

Sub-section: Probation

New Section: **Changes highlighted**

Probation

A student will be placed on probation if either of the following conditions is met:

- A clear violation of any policies, rules, and regulations

Should a student violate any policy, rule, or regulation, a *Student Demerit Form* will be completed by the instructor detailing the violation along with the number of demerits. The student shall be considered on probation from the initial infraction and will not come off probation until the class ends or the student reaches the maximum of 10 demerits and is removed from the class. Demerits are tracked by class and are available to the student in their MyCSRIPS student portal. Please refer to the Demerit System for a complete description of the demerits.

- Poor Performance on Unit Exams

The Lead or Co-Lead Instructor will fill out a *Student Record of Discussion* outlining the deficiencies in the class. A plan of action will be written up for the student to review to have a clear understanding of his/her status and to be signed by both the student and lead instructor or co-lead. The form will be forwarded to the Program Director or his/her designee for review. Academic status will be reviewed between each unit or chapter test and updated accordingly throughout the remainder of the program. **For EMT-Basic students, a *Student Success Plan* will be completed along with their Academic Program Advisor after each failed exam during the first half of the class. The purpose of this plan is to identify specific areas of deficiency and to establish targeted strategies for future success.**



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- Absences

Students in any program shall not exceed the maximum hours of absences as stated in the Attendance Policy. Students with absences will be given a *Student Record of Discussion* in addition to demerits and counseled by the Lead Instructor or his/her designee. Students who do not make up their absence(s) within two weeks, will be assessed demerits. Once the student has exceeded the maximum hours allowed, the student will be dismissed.

Good Standing: A student is in good standing when they have not met or exceeded 10 demerits, maintained an overall program GPA of 80%, no outstanding absences, and no financial obligations. A student must be in good standing for semester advancement and program completion.



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Replaced section:

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