

# ACADEMIC POLICIES

## PROGRAM OF STUDY DISMISSAL PROCEDURE

Students may be dismissed from a program of study at Navarro College for various reasons, including but not limited to grades, violations specified in the program of study handbook, and/or conduct. Certain programs of study such as Allied Health (Nursing, OTA, PTA, and MLT) and Protective Services (Fire, EMT, Paramedic, and Police) may require additional standards of conduct and may involve additional programmatic decisions that must be made through the program of study director/coordinator and his/her dean consistent with the Student/Instructor Conflict Resolution Procedures. Students in these programs of study will be required to abide by both the Navarro College Student Handbook and the program of study's specific student handbook. In cases where a student has a valid reason for challenging dismissal from a specialized program of study, the student must request, in writing through the appropriate dean, a Program of Study Dismissal Challenge Hearing.

The appropriate dean must receive this written request within ten (10) days from the notice of dismissal. If, in the judgment of the dean, there are valid reasons for a program of study dismissal challenge, the dean will appoint a Program of Study Dismissal Review Committee, which will consist of one student, one instructor, and one administrator, with the chair of the committee also being appointed by the dean.

The Program of Study Dismissal Review Committee will call a meeting, at which time the case will be reviewed by first hearing the program's justification for the dismissal and hearing the student's challenge of the dismissal. The program of study faculty may present a rebuttal testimony based on valid evidence after the student has stated his or her own position. The committee will then question both parties. The student and program of study faculty may address questions to each other only through the chair of the committee. Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Program of Study Dismissal Review Committee present. Both parties will be allowed to make a summary statement. After hearing both sides of the case, the committee will discuss the case in a closed session. Any decision must be based upon clear and convincing evidence. A written report of the committee's decision will be prepared and mailed or delivered within 48 hours to the student and the program of study director/coordinator.

If either party wishes to appeal the decision of the Program of Study Dismissal Committee, he or she may do this in writing to the Vice President of Academic Affairs. The Vice President of Academic Affairs must receive this written request within ten (10) days from the date of the Program of Study Dismissal decision or the appeal denial by the dean. The Vice President of Academic Affairs has the option to call a meeting with the student. This meeting will be conducted in private with only the student and Vice President of Academic Affairs present.

If there are valid reasons to continue the investigation, the Vice President of Academic Affairs will then appoint an Administrative Staff Committee, consisting of three administrators (excluding the Vice President of Academic Affairs, the President of Ellis County Campuses, and the District President) who will review all evidence of the Program of Study Dismissal Review Committee meeting and any additional evidence provided by the student and the program of study faculty.

Both parties have the right to counsel, but the hearing will be conducted in private with only the student, faculty, and Administrative Staff Committee present. Both parties will be allowed to make a summary statement. Either or both parties may, in addition to the written statement, present any additional evidence orally.

The committee will research the decision and prepare a written report that will be sent to each of the parties concerned. The decision of the Administrative Staff Committee will be final and binding, and a written report of the committee's decision will be prepared and mailed or delivered within 48 hours of the decision to the student and the program of study director/coordinator and/or dean.

As referenced in the Student Grievances Procedures, the role of the District President in these procedures is not to decide the case or appeal thereof, but merely to determine whether the administrative chain of command has adhered to Navarro College procedures.

No outside recording devices will be allowed. The institution will record and maintain an official recording of the initial hearing and the subsequent meeting and hearing as applicable. Committee deliberations will not be recorded. Recordings will be kept on file in the appropriate program dean or vice president's office. Recordings will be available for one year after the date of the final hearing or meeting by request, in writing, to involved parties only from the applicable program dean or vice president's office.