

CYTO HANDBOOK: STUDENT PROBATION POLICY

Purpose

The Diagnostic Cytology Student **Probation (Performance, Progression, and Remediation)** Policy describes program-level procedures related to academic performance, remediation, probation, progression, and related program-initiated actions

Policy

A student will be notified in writing by the Program Progression and Performance Coordinator or Director when they are being placed on remediation, and/or academic probation and/or Required Leave of Absence, and/or Deceleration, and/or recommendation for Academic Dismissal. The student will receive a written memorandum that will identify the reason for the action, the applicable policy basis, and the corrective plan or next steps, if applicable. A copy of the written memorandum will be placed in the student's file.

Diagnostic Cytology Program students are required to meet all course requirements described in each course syllabus. Students who do not meet these requirements may be required to go through the actions mentioned below:

Remediation

Students who do not meet specified course or competency requirements described in the syllabus will be placed on Remediation. The Program Progression and Performance Coordinator or Director will send a written notification to the student and the student's clinical placement location coordinator (if applicable) regarding the remediation plan. This remediation plan:

- Will be tailored to address recognized deficiencies in the student's performance.
- Include specific learning objectives, required activities to be addressed by the student.
- Include a specific timeline and measurable criteria for successful completion.

Upon successful completion of the remediation plan (as outlined in the written notification), the student will return to good academic standing. Failure to successfully complete a remediation plan will result in action consistent with CAHP Performance Evaluation and Progression (PEP) policy. For additional information, refer to the CAHP PEP policy in the UNMC Catalog (College of Allied Health Professions catalog <https://catalog.unmc.edu/allied-health-professions/cahppolicies/>).

Due to the sequential nature of the courses in the Diagnostic Cytology Program, meeting all applicable requirements that include but not limited to prerequisite, corequisite, minimum grades, competency, and clinical requirements for each CYTO courses is imperative in the program. Therefore, students are allowed to proceed while on only two remediation in a course/semester.

Failure in successfully completing the second remediation and/or receiving more than two remediation in a course/semester will result

in the Failure grade of the course and will be recommended to the PEP Board for dismissal.