

NUMBER: 600.616

SUBJECT: ACADEMIC RIGHTS AND RESPONSIBILITIES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011; JANUARY 26, 2015

PAGE 1 OF 1

616.1 – ACADEMIC PROBATION

The instructor and student are encouraged to engage in a constructive problem-solving discussion to resolve presenting issues. The student may be placed on probation as a result of this conference. The instructor has the responsibility to advise the student that further issues may lead to a change in student status. Discussion must be documented fully and immediately thereafter.

Terms of probation are to be determined by department policy. Problems occurring during probationary status do not require a new hearing and may result in termination. If the Vice President for Instruction sees a need, a rehearing can be scheduled during the probationary period.

Instructors can recommend probation, suspension, or termination and may physically remove any student who is a clear and present danger to himself/herself or others, but must document this action fully and immediately thereafter and report actions taken to their respective Vice President for Instruction. Any student who feels that the charges against him/her, or actions taken as a result of such charges, are unfair or otherwise prejudicial, may submit this matter to appeal under the grievance procedure outlined in Section 600.608 of the Policy Manual.

616.2 – ATTENDANCE

Bridgerland Technical College provides “hands-on” training in a simulated work environment. Therefore, maintaining acceptable punctuality and attendance standards is part of the training process, and students must maintain these requirements as determined by department policy or financial aid constraints.

Students must notify an instructor when absent. Ten (10) consecutive days of unexcused absences may result in automatic termination. Regular attendance in class is as important as showing up for work every day. The College expects the same performance standards as an employer would.

616.3 – STUDENT SATISFACTORY PROGRESS

Students must maintain at least 90 percent attendance of the total clock hours scheduled in their program each month. Students must maintain satisfactory progress toward the successful completion of their stated technical goal by monthly progression at a rate that will allow the student to complete the program in 1.5 times the enrolled hours of the program. Test scores, projects, demonstrations, etc., are used to evaluate competency. At the completion of every course, a final grade (A-F scale) or final rating (4-0 scale) will be issued. Each program defines program competency levels that must be met for certificate eligibility, which at a minimum must not be equal to an ‘F’ grade or ‘0’ rating.