

Lackawanna College
Occupational Therapy Assistant Program
Dismissal, Probation & Suspension

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Lackawanna College Dismissal from Class or Program

An instructor has the right to dismiss a student from a class or program according to the following process. However, violation of the Student Code of Conduct could warrant an escalation of these warnings based on circumstances:

STEP 1: VERBAL WARNING The instructor provides a verbal warning to the student. The warning shall identify the undesirable behavior and describe the acceptable behavior. Verbal warnings will be documented electronically in the College's Disciplinary Warning System through Starfish. The appropriate office (Dean of Students, Academic Dean, Dean of Health Sciences and Accreditation, Center Director, and/or Designee) will receive an email copy of the warning. The student receives an email stating that they must contact their instructor immediately regarding their academic warning and that failure to do so could escalate the consequences of the warning.

STEP 2: WRITTEN WARNING The instructor provides a written warning to the student via the College's Disciplinary Warning System found within Starfish, with reference to the previous verbal warning. A copy of the correspondence will be sent to the appropriate office (Academic Dean, Dean of Students, Dean of Health Sciences and Accreditation, Center Director and/or Designee), and the student will be notified that they must contact one of the above offices to schedule an appointment. For behavior violations, the student will be required to meet with the Dean of Students, Academic Dean, Dean of Health Sciences and Accreditation, Center Director, or Designee before being allowed to return to class. The student will receive a letter signed by the Dean of Students, Academic Dean, Dean of Health Sciences and Accreditation, Center Director, or Designee to return to the instructor after this meeting to verify that they did meet with the required office and have an action plan.

STEP 3: REQUEST FOR DISMISSAL The instructor provides a written request for the student's dismissal from class via the College's Disciplinary Warning System in Starfish. A copy will be sent to the student and the appropriate office (Dean of Students, Academic Dean, Dean of Health Sciences and Accreditation, Center Director, and/or Designee) and the student will be notified to contact one of the above offices to schedule a mandatory appointment. The appropriate office (Dean of Students, Academic Dean, Dean of Health Sciences and Accreditation, Center Director or Designee) will respond within three (3) business days.

STEP 4: DISMISSAL The appropriate office (Dean of Students, Academic Dean, Dean of Health Sciences and Accreditation, Center Director, or Designee) will have a letter delivered to the student notifying the student of the dismissal from class within three (3) business days of notification. The dismissal will be effective the date the correspondence or announcement is issued. A student may have the right to appeal the dismissal from class or program. In the case when a student is dismissed without appeal, no further recourse is available. Students may waive this right when responsibility is taken or when they choose to accept dismissal. The dismissal letter will include instructions on the process to appeal the decision if an appeal is applicable, and if an appeal is made, the student will be scheduled to appear before the College Appeal Board. The letter will advise the student of the potential effect that a dismissal may have on their financial aid. A copy of the letter will be sent to the instructor and the College Provost.

STEP 5: STUDENT APPEAL Students executing their right to appeal the dismissal may appeal to the College Appeal Board, which is comprised of one officer from the Student Government Association or another student leader, Residence Life Director or designee, faculty member or designee, Student Wellness Program staff or designee, and Academic Dean or designee. Please refer to the Student Dismissal from Class or Program Appeal Policy in the Academic Policy section of the Handbook. Students that are registered in one of Lackawanna College's specialty programs and/or athletics should refer to the program/athletic policy for more specific information regarding this process. Please note that programs may have specific policies that require following a different dismissal process than listed above.

Lackawanna College Academic Probation

The following criteria will be used in determining Academic Probation:

Credits Attempted	Minimum Progress(CGPA)
1-11 (freshman)	1.75
12-31 (freshman)	1.85
32+ (upperclassman)	2.0

Lackawanna College Minimum Requirements

To avoid academic dismissal, a student on Academic Probation must attain in the next semester a Cumulative Grade Point Average (CGPA) that meets the following minimum progress requirements.

Credits Attempted	Minimum Progress (CGPA)
0-31	1.85
32+	2.0

Students on Academic Probation are referred to the Commit to Success Program. They will meet with a member of the Student Success Department to identify their strengths/barriers to academic success and create an academic plan.

Commit to Success is a support program designed to develop/improve academic skills to better the education of students with an academic probation status.

Students will meet with the Academic Success Coach throughout the semester to create an academic success plan

Program Policy

- Students must attend (in-person or virtually) the three sessions provided by the academic success coach or center director throughout the semester.
- During these sessions, students will learn the strategies and tools needed to be successful in and out of the classroom.
- Students can enroll in a maximum of 13 credits during the semester that they are on probation.
- Students are only eligible to register for the following semester upon completion of the Commit to Success program. There will be a hold placed on their account until the completion of the program. This hold will only keep them from registering; it will not interfere with their ability to complete any coursework.
- Students are also required to complete their FAFSA and meet with a member of the Financial Aid office prior to registering.
- Upon completion of the program, students will receive a certificate of completion.
- Students are required to attend (in-person or virtually) at LEAST three success workshops throughout the semester.

Students on Academic Probation should contact the Academic Success Coach at studentsuccess@lackawanna.edu to enter into the Commit to Success program to ensure continuous enrollment in the college.

Lackawanna College Academic Suspension

A student on Academic Probation whose Cumulative Grade Point Average falls below the College's minimum progress requirements as listed above will be suspended. A suspended student ordinarily cannot register for courses in the subsequent semester. Once a student is on probation and then falls below the required academic progress, they are automatically put on academic suspension. If a suspended student believes that extenuating circumstances contributed to academic difficulties during a particular semester, he/she may appeal the suspension to the Dean of Student Success and Retention prior to the date published within the notification letter. Students are permitted to appeal their academic suspension one time. If a student is academically suspended for a second time, he/she will be academically dismissed from the College. See the Academic Dismissal Policy for details. To appeal an academic suspension and obtain the requirements to overcome suspension, the student should email studentsuccess@lackawanna.edu.

Lackawanna College Academic Dismissal

A student on Academic Probation whose Cumulative Grade Point Average falls below a 1.50 or who is academically suspended for a second time will be academically dismissed from the College. Academic Dismissal is permanent unless, with good cause, the student may reapply to the College after one calendar year and be accepted under special consideration by the Academic Affairs Office and Student Success Center. You must be in good disciplinary standing to be removed from academic suspension. Students on disciplinary probation should contact the Student Conduct and Community Standards office for your disciplinary status at (570) 955-1522. To request an appeal for an academic dismissal, a student should email studentsuccess@lackawanna.edu. Financial aid eligibility is a separate policy and the student must contact the Financial Aid Office to verify eligibility.

Lackawanna College Disciplinary Suspension & Dismissal

Student Conduct Violations

1. Any member of the College staff or administration may file a report against any student, student group, or student organization for alleged violation of the Student Code of Conduct, residence hall regulations, Athletic Code of Conduct, or any other written College policy or behavior. Both on- and off-campus reports should be filed with Public Safety.
2. The person making the charge(s) will provide the following in writing: date of the incident, specific College policy or regulation the student(s) allegedly violated, a statement of the circumstances, and name(s) of witnesses.
3. The Dean of Students (or designee) will respond and coordinate an investigation promptly to any report filed. The Dean of Students is responsible for administering the Student Code of Conduct and for assessing all serious offenses and appeals in nonacademic matters.
4. Upon conclusion of the investigation, the Dean of Students will determine: (a) whether or not the alleged misconduct is within the purview of the Student Code of Conduct; (b) whether to

pathway student(s) for alleged misconduct; and (c) if pathways are filed, which pathways will be utilized.

5. All pathways shall be presented in written form to the student pathways cannot be altered, except by new evidence presented to the Dean of Students, Public Safety, or Residence Life staff.

Interim Measures Pending Student Conduct Hearings

1. Emergency Removal: In certain circumstances, the Associate Vice President for Student Engagement, Dean of Students, or a designee, may impose an emergency removal prior to the hearing before a Student Conduct Board.

a. Emergency Removal may be imposed to ensure the immediate safety and wellbeing of members of the Lackawanna College community or preservation of Lackawanna College property; or if the student poses an immediate threat of disruption of, or interference with, the normal operations of Lackawanna College. Any arrest, active law enforcement investigation, or government action can, in and of itself, be reason for an Emergency Removal.

b. The student should be notified in writing of the emergency removal and the reasons for the removal. The notice should include the time, date, and place of a subsequent hearing, that should be held within five business days, at which point the student may show cause why his or her continued presence on the campus does not constitute a threat and at which time he or she may contest whether a student conduct violation occurred. This hearing will review the reasons for the emergency removal and determine whether the removal should stand, be modified, or rescinded.

c. A student who is under an emergency removal may not attend classes, live in the residence halls, or represent the College in any fashion and is not permitted on campus without the express written permission of the AVPSE, DOS, or his/her designee. During the period of emergency removal, the student may explore opportunities for continued academic progress remotely. It is the student's responsibility to contact their faculty members for consideration. Decisions regarding continued academic progress are made at the sole discretion of the faculty members and may differ by course depending upon the nature of the course and point of the semester. Emergency removal may also entail provisions and requirements that must be met as conditions for a student's reentry into the College.

Disciplinary Suspension & Dismissal Disciplinary Suspension:

Suspension involves the involuntary separation of the student from the College for a specified period of time. It is invoked when a student committed a serious breach of the Student Code of Conduct or has a significant prior disciplinary record of violations as a student at the College. Suspension from the College may range for a period of time up to two years, including summer sessions and inter-sessions. Students who have been suspended may not attend classes, be on College property, or participate in College-sponsored functions on or off campus during the period of suspension. Any exception to this policy requires the explicit written approval of the Dean of Students or his/her designee. A student who receives a sanction of disciplinary

suspension from the College will have the right to an appeal of the decision. For more serious offenses, the following will apply:

1. Upon receipt of an Incident Report, the Dean of Students or their designee will review the results of the investigation with the Associate Vice President for Student Engagement, the Director of Public Safety, and the Residence Life staff. In situations where disciplinary suspension may be an option, the College Provost makes that decision.
2. A written notice of disciplinary suspension action by the Dean of Students will be issued to the student in the presence of a Public Safety officer. A member of the Residence Life staff may also be present in the case of a resident student suspension. Suspension is effective immediately upon receipt of written notice. Appropriate College personnel, including, but not limited to, the student's faculty members and academic advisors, academic deans, Public Safety, Housing and Residence Life and/or coaches, will be notified of this action.
3. Students suspended from College for disciplinary reasons must vacate the residence hall as directed by College officials. If the suspension is overturned through the appeal process, the student will be allowed to return to the residence hall. If the Judicial Board upholds the suspension, the student is required to remove their belongings within 30 calendar days.

Post-Disciplinary Suspension

Suspension may be for the remainder of a semester or for no more than four semesters. The student must meet with the Dean of Students (or designee) following the term of suspension. The Dean of Students (or designee) will determine whether the student may resume studies after considering whether all conditions of the suspension have been met. Any misconduct on the student's part during the period of suspension will be reviewed by the Dean of Students (or designee) before the student is allowed to resume studies. The Dean of Students (or designee) will strongly consider dismissal as a sanction for misconduct that occurs during a period of suspension.

During the time of disciplinary suspension, a student will be required to complete the following two steps:

1. **Written Petition to Return:** Once a student has served his/her suspension, the student may petition for readmission. To be considered for readmission the student will be required to submit a written petition to return to the College to the Dean of Students at Lackawanna College no later than three (3) weeks prior to the start of the semester in which the student wishes to matriculate. After receiving the petition, the student will be required to meet with the Dean of Students or his/her designee to review the petition and supporting documentation and discuss the possibility of re-admission. The petition for readmission should include a written reflection upon the student's activities and growth during the suspension period and a concrete plan of action for being a successful student at Lackawanna College. [11] Readmission is not guaranteed and is at the sole discretion of the Dean of Students or his/her designee. Please note, failure to provide these materials in advance of your meeting and/or failure to meet with the Dean of Students may prevent your return to the College.

2. Reflection Activity - “Letter to Future Self”: Students will write a letter addressed to their future self (using the website www.futureme.org). The letter should aim to remind their future self about values, feelings, lessons learned, hopes for the future, and/or wanted change. Your assignment should be submitted electronically as a Microsoft Word attachment (3 pages, double spaced, font size 12, one-inch margins). This will be due to the Dean of Students in advance of a student’s readmission meeting. This can be submitted electronically to deanofstudents@lackawanna.edu.

Depending on the violation, a student may also be required to complete the following step:

3. Mandatory Counseling: The student must seek an assessment from a licensed counselor/mental health professional and follow any recommendations for assistance in resolving any personal issues impacting academic performance and behavior related to this incident and any previous related incidents. If the student cannot meet with a licensed counselor/mental health professional due to extenuating circumstances, such as a financial constraint, he/she should notify the Dean of Students and Executive Director of Student Wellness to make alternate arrangements. As part of the evaluation, students are required to discuss this incident and any previous related incidents. Finally, when the student meets with the Dean of Students and/or his/her designee regarding their desire to return to the College, the student should have a letter from their counselor that includes a commentary on their participation in all counseling activities, a recommendation to return to school and a follow-up plan for returning to LC. The student may also need to meet with the Executive Director of Student Wellness or his/her designee to discuss their progress and resources that may be helpful upon returning to Lackawanna College. Prior to these meetings, the student is required to sign any necessary releases so their counselor can call to speak with the Dean of Students and the Executive Director of Student Wellness, or their designees, about attendance, engagement, and progress in counseling.

Post Suspension Probation

Students who are permitted to return to the College following a period of suspension will be automatically placed on Post Suspension Probation if found responsible for violation of College policy. While on Post Suspension Probation, students must abide by all terms and conditions placed on their return, as well as all College policies. The Dean of Students, who may escalate suspension up to dismissal, will review any misconduct or non-compliance on a student’s part during post-suspension

Division of Health Sciences Dismissal

Division of Health Sciences Code of Conduct

The following code of conduct consists of non-negotiable items required by all programs within the Division of Health Sciences of Lackawanna College. These items are needed to prepare trained, competent and compassionate Health Sciences Professionals. Due to the seriousness of dealing with human lives, violation of the following items contained in the Code of Conduct may result in immediate dismissal from a Health Sciences Program. This Code of Conduct is an addition to the Lackawanna College Student Code of Conduct and applies to students enrolled in

Health Sciences Programs at Lackawanna College. This Policy will be used in conjunction with the Lackawanna College Student Conduct Policies. Please refer to the Student Handbook for all Code of Conduct Policies. However, when the offenses listed in the Health Sciences Code of Conduct are committed, the consequences contained within the Health Sciences Code of Conduct and Appeal Process will prevail. Due to the egregious nature of some of the violations, they will not be allowed an appeal process. These items will be noted by an asterisk* in front of the item.

1. Disregard/disrespect in speech or action for the well-being or safety of others including, classmates, instructors, clients, fieldwork/clinical site supervisors or any conduct which may discredit the College. This includes damaging or stealing of laboratory or clinical property.
2. Failure to submit all required paperwork for clinical or fieldwork rotations by mandated deadline decided by each individual Health Sciences Program. This includes the following items:
 - a. Failure to register for Castlebranch and complete all requirements.
 - b. Failure to complete Essential Functions included with Physical Examination signed and reviewed by Physician.
 - c. Failure to submit any required follow-up paperwork for Clinical or Fieldwork rotations.
3. Breach of HIPAA confidentiality as it pertains to the patient whether in person or via technology. This will include any violations of Lackawanna College's Social Media Policy.
4. *Positive Drug Test whether prior to clinical or fieldwork rotations or anytime while in attendance at these sites. Refusal to follow the random drug testing protocol at an outside institution.
5. *Inability to pass critical skill proficiencies or inability to attain a required score on the Professional Behaviors Tool.
6. Exceeding absences allotted per class (as stated in LC Student Handbook) and per clinical and fieldwork rotations.
7. Dismissal from a Clinical or Fieldwork based on recommendations of the clinical or fieldwork site personnel.
8. Failure to notify clinical affiliations or fieldwork sites of absences or tardiness. Includes failure to make up missed or required hours for both clinical/fieldwork rotations and any Open Lab Required Hours.
9. Illegal use or unauthorized possession or distribution of weapons, explosives and chemicals on Lackawanna College and Clinical/Fieldwork Premises.
10. Dishonesty including violation of academic honesty. Dishonesty as it pertains to maintaining the professional standards of individual Health Sciences Programs.

Students may have the right to appeal a dismissal from a specific Health Sciences Program. Certain egregious offenses listed on the Division of Health Sciences Code of Conduct will lead to a student's dismissal without appeal. These are noted by a red * on the Code of Conduct.

OTA Program Minimum Requirements

Students must meet the following minimum academic requirements to progress through the program:

1. Maintain a cumulative GPA of 2.5
2. Earn a final grade of a 70 (C-) or higher in a general education course (excludes BIO 120, BIO 121, BIO 205 & BIO 235)
3. Earn a final grade of a 73 (C) or higher in BIO 120, BIO 121, BIO 205 and/or BIO 235
4. Earn a final grade of 80 (B-) or higher in each OTA course
5. Pass Critical Skills Proficiencies in EIC I, II and III
6. Earn a Passing Grade in all Level I Fieldwork experiences (Grading is Pass/Fail)
7. Earn a Passing Score on both Level II Fieldwork Experience
8. Meet the minimum score on the Professional Behaviors Assessment at the end of each semester

Inability to meet the above minimum requirements will result in the student being academically dismissed from the OTA Program.

OTA Program Dismissal

Students that do not meet the OTA Program Minimum Requirements will be contacted by the OTA Program Director to meet and formally begin discussions regarding their being dismissed from the OTA Program. The student will also receive a formal letter of dismissal from the program signed by the OTA Program Director.