




Title: Corrective Action Policy	
Written by: Curriculum Committee	
Date Initiated: 4/2007	Date Revised: 4/2010; 4/2014; 4/2016; 2/2018; 4/2021
Approved by:  <hr/> Chancellor	Governing Board Approval: <hr/> Date
<hr/> 1/12/2016 Date	<hr/> 1/12/2016 Date

PURPOSE

Quality health care education requires recognition of and adherence to established policies, procedures, regulations, practices and high standards of performance. It is the intent of this policy to provide a structured process of progressive feedback, communication and goal setting to assist the student in understanding the expectations of Trinity College of Nursing & Health Sciences for improvement, in an effort to correct unacceptable behavior and/or performance and promote individual accountability in the academic setting. This process is progressive and cumulative with a goal of managing accountability for consistent and sustained improvement in behavior and performance. Corrective action is not intended to be punitive, but rather to serve as a tool to communicate unacceptable student behavior and/or performance to develop a plan of action to help a student improve behavior and/or performance.

POLICY AND PROCEDURE

College administration, faculty, or staff may initiate corrective action when a student’s behavior or disregard for College policies and procedures warrants such action. Violations determined to threaten or cause imminent danger or harm, or are of such a serious nature that immediate action is required, may result in a student’s withdrawal from their course of study and/or dismissal from the College. In situations where unacceptable behavior can be effectively addressed through a corrective action plan, the following procedure will prevail:

- Verbal discussion and assessment of the situation and behavior (with written documentation on the Corrective Action Form in a confidential file in possession of the Dean of Nursing and Health Sciences)
- Written corrective plan of action
- Assessment of improvement
- Verbal and written notification of warning
- Withdrawal from course of study
- Dismissal from the College.

The corrective action will depend upon the scope, seriousness, and/or repetitiveness of the violation. The number and sequence of corrective steps required may vary according to the seriousness of the offense. Trinity College retains the authority to withdraw from class, clinical experience or observation area, any student whose conduct may have a detrimental effect on themselves, the College, employees, patients, visitors, clients, or other students.

Corrective Action Form

Name

Department/Course:

Date (s):

Description of Corrective Action Steps:

Step 1:

Verbal Discussion and Assessment of the situation/behavior

- a) Discussion
- b) Plan of Action

Step 2:

Written Corrective Action

- a) Discussion
- b) Plan of Action

Step 3:

Assessment of Improvement

- c) Discussion
- d) Plan of Action

Step 4:

Verbal and Written Notification of Warning

- a) Discussion
- b) Plan of Action

Step 5:

Dismissal from Course and/or College as applicable

I acknowledge that I have been advised of the content of this disciplinary action report in a personal conference with College Personnel and we mutually agree to the corrective action as stated above. I have read and understand the Corrective Action Policy as stated in the College Handbook. The number and sequence of the above steps may vary according to the seriousness of the offense/behavior needing improvement. Non-compliance with corrective action or plan of action will result in progression to the final corrective action step.

Student: _____ Date(s): _____

College Personnel: _____ Date(s): _____

Witness (as applicable): _____ Date(s): _____