

Students Name \_\_\_\_\_ Date \_\_\_\_\_

- Probation
- Conference

**CFCC ADN PROGRAM**  
**Conference/Probation Form**

- Lack of preparation
- Clinical/Lab Tardy
  - o X1 = conference; X2 = probation; X3 = dismissal. Refer to policy.
- Clinical Absence
  - o Unscheduled absence X1 = probation; X2 dismissal. Refer to clinical policy.
  - o Makeup date: \_\_\_\_\_
- Lab Absence
  - o X1 conference; X2 = probation; X3 = dismissal.
  - o Makeup dates: \_\_\_\_\_
- Classroom Absence X \_\_\_\_\_ hours
- Classroom Tardiness \_\_\_\_\_ (3 tardies = 1<sup>o</sup> absence)
- Medication Error: (circle appropriate description)
  - o Prior to administration or Late administration=conference; 2<sup>nd</sup> time= probation
  - o Missed Med/Wrongly Given Med= probation
- Negligence
  - o Failure to report = probation
- Failure to complete assignment in timely manner
  - o X1 =conference, X2 = probation
- Lack of organization
- Confidentiality = dismissal from program
- Failure to notify/consult instructor
- Critical Incident (ex: leaving clinical area without permission, inappropriate behavior, critical clinical error, failure to contact instructor when absent from clinical)
- Other \_\_\_\_\_

Faculty Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conditions (including duration) of Probation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_  
Faculty Signature \_\_\_\_\_