

Addendum to the Student Handbook

Probationary Examination Policy

At the end of a quarter, if a student receives a failing grade in a course, the student may be granted a probationary continuance. To receive the probationary continuance:

1. The student must have no more than 20 hours of absences for the quarter.
2. The student cannot have failed more than 2 courses in the funeral service core or 1 course in the general education division.
3. The failed course/s cannot be below a grade of 55%.
4. Probate exams can only occur within a maximum of 2 quarters in the program.

The period of probation will conclude with the administration of examinations as determined by the instructor of the failed course in question. If a grade of 75% or higher is achieved on the probationary test, then a final course grade of 75% is substituted for the "F" previously recorded. A student who fails a probation exam must repeat the course when it is next offered.

Probationary exams must be completed in full prior to taking the Comprehensive Examinations. Comprehensive examinations are not a replacement of probationary exams or failed courses.