

Verdugo Fire Academy *Cadet Policy and Procedure Manual*

Section: PP10
Rev. Date: 1/1/08
Approved

Policy and Procedure - 10 Resignation and Dismissal from the Academy

I. **Procedure**

All Cadets who voluntarily resign, or who are dismissed from the Academy Program, shall follow the steps outlined in this procedure.

II. **Definitions**

- A. Dismissal – Involuntary dismissal from the program at the recommendation of the Academy Coordinator and approved by the Fire Technology Director normally due to poor grades, attendance, code of conduct or other
- B. Resignation – Voluntary drop from the Academy Program normally due to being hired with a fire department or extenuating personal circumstances, etc.

III. **Dismissal or Resignation**

- A. All sponsored cadets who are dismissed or resign from the Verdugo Fire Academy program prior to successfully completing the program, shall be personally responsible for notifying their Sponsoring Agency.
- B. Cadets who resign from The Verdugo Fire Academy, shall request an interview with a Staff Member (Cadet Memo), for the purpose of documenting the desire to resign. Cadets are discouraged from being "AWOL" (Absent Without leave/Permission) status. "AWOL" status could affect the Cadet from having any future participation with the Academy Program. Being AWOL will result in dismissal and issuance of an "F" grade.
- C. All Cadets, prior to leaving the Verdugo Fire Academy, either by resignation, dismissal, or graduation shall:
 - 1. Return any items that have been provided for the Cadets use during his/her training period at the Academy.
 - 2. If resigning from the Academy, submit a written statement to a Staff Member (Cadet Memo) stating his/her reason for resignation from the Academy Program. This shall be submitted during the exit interview.

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- D. Cadets who resign from the Academy Program, depending on the reason, will receive an exit interview with Academy Staff. The exit interview is a counseling session and not disciplinary. During the Exit Interview, the Cadet will be advised of other programs that are offered by the College and what should be done if the Cadet expects re-admittance in to the following Academy class.
- E. Any Cadet who resigns or who is dismissed from the Academy Program, will not be eligible to receive a refund for their lab fees.
- F. Any Cadet that is dismissed from the program will be reported to his/her GCC counselor and encouraged to schedule an appointment with the counselor and Academy Coordinator to develop a plan for improvement and discuss options for participation / acceptance into a future academy class.
- G. Any Cadet that resigns or is dismissed from the Academy Program shall be responsible for follow-up with GCC Admissions and Records for any necessary documentation. This is particularly important should a cadet Resign or be dismissed during the College drop period.