

PROGRAM ATTENDANCE – Policy # 106

Attendance at all classes is required of each student and will be recorded. The philosophy of Criti Care EMS is that the Academy is not only a place to learn technical skills and to develop academically, but also a place to develop appropriate work habits.

Important work habits are responsibility and reliability, and attendance is a major factor in both. For that reason and the disruption to the educational process caused by erratic attendance, we mandate attendance.

Students are expected to inform their instructors or the office if they know they will have to miss a class.

A student should understand that missing a class affects more than the individual student. It affects the class if the student has to ask questions regarding what was covered when he/she was not there, and it affects the instructor who may have to assign make-up material or give other individual attention to the absentee. Students returning from an absence are expected to address missed material with the instructor outside of scheduled class hours.

Extenuating Circumstances - If there are extenuating circumstances that are causing or may cause a student to come into violation of the attendance standards stated below, the student should see the Program Manager immediately.

Attendance Standards

- 1) Students may be dropped from the program if they miss 10% of the scheduled classes for any course. At the discretion of the college, the student may be assigned extra work, or put on probation in lieu of termination.
- 2) Three lates or three sign-outs (leaving class before commencement) equal one absence.
- 3) The Academy may consider the reasons for the absences and extenuating conditions in determining whether the student is to be dropped for an attendance violation.)

Make Up Work - Arrangements for make-up work are the responsibility of the student and are at the discretion of the instructors. At the discretion of the program manager or designee, students may make up missed lessons or demonstrate fulfillment of all skills and knowledge as defined in the lesson objectives.

Missed Exam - If a student misses an exam and provides a note from a physician, the absence will be excused, otherwise the missed exam will be recorded as a “fail”.