



"Commitment to Excellence"

October 7, 2024

Re: Addendum 1.2 – Program Catalog & Student Reference Guide

Section: Student Rights and Responsibilities

Sub-section: Excused Absences

New Section: **Changes highlighted**

Excused Absences

Any student who is aware of a conflict with lecture and lab scheduling must notify the Lead/Co-Lead utilizing the *Student Leave Request Form* in their MyCSRIPS student account giving detail as to the reason for why the absence(s) should be granted. The Lead and/or Co-lead Instructor will determine if the reason has justification for missing the time requested and schedule the date and hours for the time to be made up. All assignments will be the sole responsibility of the student to make up in a timeframe determined by the Lead and/or Co-lead Instructor not to exceed 14 days.

When a student has been given permission to miss class (lecture, lab) those hours must be made up within two (2) weeks and prior to current semester completion. The form will also detail the plan to make up the hours along with required signatures. Any delay in this process shall result in demerits or dismissal from the program.

For the EMT-Paramedic program, should the student miss the ACLS, PALS or PHTLS classes, it will be the student's responsibility to **complete another** ACLS, PALS or PHTLS class and make up the hours missed for that specific class. **Only classes offered by 911CPR.org or CSRIPS will be accepted.** This will need to be completed within the current semester. If the student does not complete the ACLS, PALS, or PHTLS class, the student will not graduate and will not receive a Certificate of Completion.

The EMT-Paramedic class is in the classroom on a very limited basis, the student should make every attempt to schedule all appointments during other times.



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Replaced section:

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When a student has been given permission to miss class (lecture, lab) those hours must be made up within two (2) weeks and prior to current semester completion. The form will also detail the plan to make up the hours along with required signatures. Any delay in this process shall result in demerits or dismissal from the program.

For the EMT-Paramedic program, should the student miss the ACLS, PALS or PHTLS classes, it will be the student's responsibility to locate and pay for another ACLS, PALS or PHTLS class and make up the hours missed for that specific class. This will need to be completed within the current semester. If the student does not complete the ACLS, PALS, or PHTLS class, the student will not graduate and will not receive a Certificate of Completion.

The EMT-Paramedic class is in the classroom on a very limited basis, the student should make every attempt to schedule all appointments during other times.