



"Commitment to Excellence"

October 7, 2024

Re: Addendum 1.4 – Program Catalog & Student Reference Guide

Section: Students Rights and Responsibilities

Sub-section: Paramedic Transfer Policy

New Section: **Changes highlighted**

Paramedic Transfer Policy

EMT-Paramedic students may require a transfer due to being hired, or for financial or personal reasons. Transfers are an option provided the following criteria is met.

Students must meet following benchmarks:

1. 80% grade point average
2. No outstanding absences
3. All financial obligations to date are met
4. Current semester hours must be complete
5. Clinical/field rotations completed to date
6. FISDAP reports completed
7. Recommendation from instructor
8. Less than 12-month gap from end of current class to beginning of new class date
9. Approval from the Operations Manager

The student shall complete the *Paramedic Leave of Absence Form* in their MyCSRIPS student portal. **If a student's leave lasts more than 6 months but less than 12 months, they will be required to complete and pass re-entry exams for all previous semesters to return. This ensures that all students are in good standing and ready to continue their training effectively. For leaves exceeding 12 months, the student will need to restart the program from PM001.**

Additionally, all returning students must fulfill reentry requirements, which include submitting an updated Physical Exam Form. **Students should communicate with the Academic Program Advisor regarding their leave and return to ensure a smooth continuation of their program.**



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Replaced section:

Paramedic Transfer Policy

EMT-Paramedic students may require a transfer due to being hired, or for financial or personal reasons. Transfers are an option provided the following criteria is met.

Students must meet following benchmarks:

10. 80% grade point average
11. No outstanding absences
12. All financial obligations to date are met
13. Current semester hours must be complete
14. Clinical/field rotations completed to date
15. FISDAP reports completed
16. Recommendation from instructor
17. Less than 12-month gap from end of current class to beginning of new class date
18. Approval from the Operations Manager

The student shall complete the *Paramedic Leave of Absence Form* in their MyCSRIPS student portal. Should a student leave during a semester, the student will need to complete and pass a re-entry exam and will begin class at the beginning of the semester. The student may also be required to complete other reentry requirements including providing and updated Physical Exam Form.