

# Associates in Emergency Care

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*“Education & Consultation”*

## **Attendance**

Students are required to attend all scheduled classes and clinical experiences.

Students cannot miss more than a combined total of thirty-six(**36**) **hours** for the entire semester. Please keep in mind that a Saturday or Sunday will be counted as eight (8) hours and weeknights will be counted as four (4) hours. Any class time missed, regardless of excused or unexcused, is missed time and will be deducted from the starting thirty-six(36) hours allotted. Failure to comply with the attendance policy will result in immediate dismissal from the program. When a student is unable to attend class, he/she **MUST** contact the appropriate Program Coordinator prior to the start of class.

If a class is missed, the student is responsible for obtaining the material covered. If the class missed involves a quiz or exam, the student has until the next class to complete the assignment or receive a **zero** for that assignment. This policy also holds for exam retests.

All homework that is not turned in on the due date will incur a 10% score deduction for every calendar day it is late.

## **Tardiness**

Habitual tardiness is disruptive to class. Also, this behavior reflects poorly on the student’s interest. Repeated tardiness is cause for disciplinary action (Student Counseling Form). If the student is more than five (5) minutes late, past the start time of class, then a thirty (30) minute deduction will be taken from the total allotted absence hours of 36. This policy holds true for every thirty (30) minute interval past the class start time. For example, if the student arrives at 1806 when class was supposed to begin at 1800, the student will be docked thirty (30) minutes of absence. If the student arrives at 1835, the student will be docked one (1) hour of absence for the day.