

Grading System:

The following grading system is used:

<u>Grade</u>		<u>Grade Points Earned</u>	
A	(90-100)	Excellent	4
B	(80-89)	Good	3
C	(70-79)	Satisfactory	2
D	(60-69)	Poor	1
F	(0-59)	Failing	0
I		Incomplete	
IPS		In Progress-Satisfactory	
IPU		In Progress-Unsatisfactory	
S		Satisfactory-Passing Developmental Studies	
U		Unsatisfactory-Failing Developmental Studies	
W		Withdrew up to midterm	
AU		Audit	
EX		Credit by Competency Exemption Examination	
TR		Transfer Credit	

A student may elect to appeal the assignment of the grade of "F" due to a non-academic hardship. To appeal the grade of "F", a student should submit a written appeal to the Vice President of Student Services within 7 days of the grade being assigned.

Attendance Policy:

No absences are excused. Students are expected to be in class each day and are responsible for any work missed due to absences. Documented military leave and jury duty absences will not be counted for dismissal purposes. It is the student's responsibility to provide documentation to the instructor prior to absences for military leave and jury duty. Any student who is absent from a course for more than 20 percent or two times the number of class sessions in one week's training of a class/program within one quarter will be dropped from the course, regardless of the reason for the absences.

All enrolled day students are required to attend at least one of the first two days of class to maintain assurance of enrollment for any assigned class. All evening or night students are required to attend the first evening or night of class to maintain assurance of enrollment for any initial assigned class. Students not meeting this requirement may be dropped from the class.

A total of three tardies will be counted as one absence. To receive credit for attending a class, a student must be present at least two-thirds of the time scheduled. Absence for more than one-third of the time scheduled will be counted as an absence from that class or program.

Required Resources

Brady's ESSENTIALS OF PARAMEDIC CARE – Book and Workbook

All books and supplies purchased for any course at CGTC are the property of the student, and CGTC will NOT refund any student for said purchases for any reason.

Additional Resources

Locally, students are encouraged to participate in the college Student Government and in the Vocational Industrial Clubs of America (VICA).

This syllabus is a co-document with the Program Policies and Guidelines, which were provided to you at the beginning of the program. If you do not have your copy or have any questions regarding this document see your instructor immediately. When you sign receiving this syllabus you are also stating that you have a copy and understand the complete document.

DTAE Guarantee/Warranty Statement:

The Department of Adult and Technical Education guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.

Please refer to your student catalog and contract for program policy and procedures.