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Institution #: 03876

Effective date: September 1, 2019

Revision date: January 20, 2025

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## Introduction

Columbia Paramedic Academy training programs are skills-based training programs. As such, full attendance is required to ensure students receive all skills and knowledge training required to succeed as a paramedic. The Academy recognizes that there may be unavoidable reasons requiring a student to be miss learning activities. In all such cases, students will be required to make up for missed time.

The attendance policy below reflects the program requirements of the Private Training Institutions Regulatory Unit (PTIRU) and the Emergency Medical Assistants Licensing Board (EMALB) when each approved the Columbia paramedic programs. As such, Columbia is not at liberty to make adjustments to this policy.

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## Policy

1. The minimum attendance requirements for students are as follows:
  - 95 percent attendance at required program activities
2. Should an absence for all or part of an activity be required, students must follow the process detailed below:
  - Students will make every reasonable effort to email their instructor in advance of any sessions for which they will be absent for some or all of the time.
  - For extended or frequent absences, a doctor's note may be requested by a manager.
  - In the event of an unavoidable and known extended absence, the student should meet with a manager to determine how best to proceed.
3. The consequences for students who do not meet the minimum attendance requirements listed above are as follows:
  - The student will be placed on Academic Probation through the implementation of a Learning Plan and will be required to meet with their instructor and/or a Program Manager to discuss their attendance and develop a plan that ensures all missed material will be covered, and to ensure future absences will cease.
    - A written summary of the Learning Plan will be prepared and must be signed by the student, the Instructor and the Manager.
  - Students who are unable/unwilling to agree to a plan, will be placed on Academic Probation and issued a Letter of Direction by the Manager that will include a list of required tasks (ie. tutoring, additional readings, assignments, attendance in a future course, etc.) that must be completed to successfully complete the course.
  - If the student fails to follow the Letter of Direction or the terms of an agreed upon Learning Plan, the student will be required to withdraw from the program.
    - Students who are required to withdraw must obtain permission from a Program Manager before they will be allowed to reapply for admission. Such permission shall only be granted if the Program Manager and student are able to agree on a Learning Plan that is likely to prevent absences from reoccurring.



- A student may appeal any decision made under the rules and procedures outlined above through use of the Academy's "Dispute Resolution" policy.
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### **Other Related Policies**

- Columbia Paramedic Academy Student Contract
- Student Code of Conduct
- Dispute resolution policy