



---

NAVARRO COLLEGE  
EMERGENCY MEDICAL SERVICES PROGRAM  
POLICIES AND PROCEDURES MANUAL

For Students

Navarro College EMS Program Director – Jake Hoggatt  
Executive Dean of Workforce, Career & Technical Education – Dr. Tara Peters  
Navarro College EMS Program Medical Director – Dr. Chad Sumrall, DO

**1-800-NAVARRO**  
EMS Program  
Phone (972) 923-6462

**A class schedule and syllabi should accompany this document.**

## **SACSCOC**

Navarro College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate and baccalaureate degrees. Navarro College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Navarro College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## **MISSION**

Navarro College provides educational opportunities that empower students to achieve their personal, academic, and career goals and that promote life-long learning for all communities served.

## **VISION**

Navarro College will be nationally recognized as a higher education institution committed to providing innovative career pathways and student-centered learning opportunities that result in students capable of succeeding in local and global communities.

## **VALUES**

**Integrity:** actively building open relationships with students, employees, local business, and local communities. Serving all people we touch with a strong sense of ethics and personal and organizational responsibility.

**Diversity:** fostering acceptance, multi-dimensional thinking, and respect and understanding the different experiences of all people. We know we are stronger for who we are together—as a college, as a community, as a culture, as part of a global village.

**Innovation:** leadership invested in guiding and embracing change, seeking creative ways to tackle educational challenges. We encourage students and employees to be agents for change, championing new ideas informed by personal reflection, trends in education, and changes in local and global community.

**Student Centeredness:** placing students at the heart of all we do, with an emphasis not only on excellence and learning, but, also, with a profound appreciation of personal, familial, economic, and civic responsibilities impacting our students and communities.

**Accountability:** honoring commitments to students, educational partners, workforce partners, and the communities we serve. We intentionally foster respect, citizenship, civic responsibility, and humanitarianism as both individuals and an institution.

## **EMERGENCY MEDICAL SERVICES MISSION**

**To prepare competent entry-level Emergency Medical Technicians and Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.**

Program standards are intended to provide a safe and professional educational experience. It is important to understand and follow program standards not only by letter but by the spirit for which they are intended. In situations not covered by specific language, faculty and students will be guided by best judgment, best practices, professional ethics, and the intent of the current written policies. Regardless of written language, students must always present themselves as a professional member of an elite community, representing the pride, integrity, and wholesomeness expected of EMS personnel as set by the program officials.

## **APPLICATIONS AND REGISTRATION**

### **PREREQUISITES**

- Complete an application to Navarro College and meet the admissions requirements within the Navarro College catalog  
<https://catalog.navarrocollege.edu/current/programs/emergency-medical-services/index.html>.
- Complete Navarro College approved entrance exam as a part of the application process.
- The staff highly recommends students interested in EMT-Basic complete Anatomy & Physiology prior to their EMS education.
- **Paramedic students** must be TSI complete (complete all developmental course work if necessary).
- **Paramedic students** must complete Introduction to Anatomy & Physiology or Anatomy & Physiology I with a grade of “D” or better prior to beginning the program.
- Must have current American Heart Association Healthcare Provider CPR certification card.
- Must complete CastleBranch screening process.

### **REGISTRATION**

The program utilizes CastleBranch, a web-based student and fieldwork management system, to manage student personal information, including immunizations, background checks, health forms, CPR certification, etc. The student will have a personal log-in and password to the system. The student will be responsible for uploading the requested documents to the system and to periodically monitor the system for expiring/expired documents. Students are responsible for fees associated with setting up the account. Upon completion of the CastleBranch process, EMS registration will be accepted until the day before class is scheduled to begin or until the class meets maximum allowed enrollment. All tuition is due as outlined on the Navarro College website  
<https://www.navarrocollege.edu/cashiers/payment-options.html>.

**Students registered with the college will receive a Navarro College email. EMS students are required to utilize their Navarro College email for official communication during their enrollment in any EMS program.**

### **MEDICAL RELEASE**

Students must provide a medical professional's signed medical release prior to the beginning date of class. Failure to provide the signed medical release by noted due date at time of registration may result in the student being dismissed from the program.

### **IMMUNIZATIONS**

Immunizations required for entrance into the EMT-Basic and/or the Paramedic programs are as follows and must be completed prior to the due date at the time of registration. All immunization standards follow local hospital requirements for students, current Center for Disease Control (CDC) guidelines, and Texas Department of State Health Services (TDSHS) recommendations for healthcare providers and students.

- a) MMR (Measles, Mumps, Rubella) – a series of 2 vaccinations or titer.
- b) Hepatitis B vaccine – 2 dose series, 3 dose series or titer.
- c) Varicella - 2 vaccinations or titer.
- d) TDaP vaccine current within the last 10 years.
- e) Tuberculin (TB) must remain current for the duration of the program.
  - ***TB skin tests are valid for 12 months, failure to maintain will result in dismissal from the program.***
  - ***TB Interferon Gold are valid for 1 year; failure to maintain will result in dismissal from the program.***
- f) Flu shot –Seasonal Requirement.

### **AMERICAN HEART ASSOCIATION (AHA) CPR**

The AHA Healthcare Provider CPR card is a requirement of the EMT–Basic/Paramedic Program. Student CPR cards must remain current while enrolled in the program.

- ***CPR cards are valid for 2 years; failure to maintain will result in dismissal from the program.***

### **DRUG SCREENING**

All students enrolled in Fire/EMS classes will be required to submit to a random 10-panel drug screen. All screenings will be performed at a Navarro College approved facility. Following the HIPAA Privacy guidelines, students should not discuss any MEDICATIONS with college or lab facility employees. The only person a student should discuss their medications with is an independent Medical Review Officer (MRO) who will contact ALL students whose screening results in a non-negative (positive) result.

The MRO is an independent, impartial, “quality assurance”, advocate for the accuracy and integrity of the drug testing process. The MRO is a medical doctor who specializes in the interpretation of drug screen results. The MRO passes along information regarding legal versus illegal drug use or consumption as shown in the 10-panel drug screen. The

MRO is completely independent of all parties in the testing process, including the collection, locally approved lab facility, the college, and the individual student.

The MRO will contact all students whose screening results in a non-negative (positive) result to determine if there is a valid prescription for the drug in question. If a valid prescription exists, the test result is deemed to be “negative” and acceptable. The MRO will review all non-negative (positive) screening results ensuring timely flow of test results and other information to the college while protecting the confidentiality of the drug testing information.

The MRO is the ONLY person who can make a final decision about a non-negative (positive) drug screen. Students who receive a non-negative drug screen will not be eligible to continue in Fire/EMS programs and must wait one (1) year to reapply for admission.

Additional screening may be required, if deemed necessary by the Program Coordinator(s)/ lead faculty member, after an injury; suspicious behavior consistent with the use of illegal drugs, alcoholic beverages, inhalants, and/or abuse of controlled substances/prescription medications; or if found in violation of program policies (i.e., conduct unbecoming). The cost for additional screening **will be** borne by the student at a college approved facility. Failure to complete the necessary drug screening or resolve communication with the MRO by deadlines assigned by either the college or the MRO will result in immediate dismissal for non-compliance with EMS Program Policies.

### **CRIMINAL HISTORY**

**All students in Protective Services classes will have a criminal history background check done.** Students with felony convictions; convictions involving crimes against persons (physical or sexual abuse); convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.); convictions for the sale, possession, or transfer of narcotics or controlled substances; and registered sex offenders, will not be eligible to continue in the Protective Services programs.

In the event a student is contacted by law enforcement and receives a citation or is placed under arrest, **the student must notify the Program Coordinator(s) in writing within 48 hours.** Failure to notify the Program Coordinator(s) may result in dismissal from the program.

**Note:** *It is the student’s responsibility to discuss any and all criminal incidents with the Program Coordinator to ensure eligibility of course completion, state/national certification testing and employability.*

### **ATTENDANCE**

Regular and punctual class attendance is expected at Navarro College since it is assumed that students are enrolled for the serious purpose of furthering their education. Excessive absenteeism is defined within each program section of this manual and may result in

Updated 2.29.2024

failure or being dropped from the course. Class rosters will be certified on the census date established by Navarro College.

The attendance policy for certain program courses may be more stringent than the Navarro College Attendance Requirement policy at the discretion of the Program Director or as required by Texas Higher Education Coordinating Board (THECB) policy and law. Program Coordinators/Director/Faculty members will discuss the course attendance policy at the beginning of each semester; however, students are responsible for reviewing the course syllabus and outline of each class and for knowing the attendance requirements of the program.

**See detailed attendance policies for each program in this manual.**

All subjects are vital to the student's success in the program; therefore, students should limit the amount of time missed.

Tests that are missed due to an absence must be scheduled for make-up before the beginning of the next scheduled class; **it is the student's responsibility to meet with the Program Coordinator(s) to schedule any make-up work.** Any work not completed in the assigned time frame will be recorded as a zero. Make-up exams are given by appointment only and must be taken outside of regularly scheduled class time. It is the responsibility of the student to obtain from a classmate or the instructor any work that is missed; **Make-up quizzes will not be given.**

**UNIFORMS**

Ball caps are not to be worn in the classroom or clinical setting. Students are required to be in regulation uniforms for all school activities. Students should refrain from wearing uniforms when not involved in sanctioned school activities. Please remember that when wearing the uniform, you are representing Navarro College and the program, and that all activities while in uniform are subject to school policies and program standards. See the Navarro College Student Handbook for additional information on the Code of Student Conduct <https://www.navarrocollege.edu/handbook/index.html>.

**GRADING CRITERIA**

All Protective Services programs are academy-style programs and require that all classes be completed in sequence order. Should you fail, drop, or fail to meet the pre-requisites of any class or part of the program you will be required to complete the entire program again.

All assignments must be turned in and completed by the assigned time and date; no assignments will be accepted as late.

The Protective Services classes grading scale is as follows:

A = 90-100

B = 80-89

C = 75-79

Below 75 = Fails to meet Program Completion Requirements

Updated 2.29.2024

**See detailed grading criteria for each program in this manual.**

## **CODE OF STUDENT CONDUCT**

The enrollment of a student shall be construed as both evidence and a pledge that the student accepts the standards and regulations of Navarro College and agrees to abide by them. Conduct that interferes with the efforts of others to secure an education, enjoy a recreational event or to reside in an environment that is clean, quiet, and conducive to study is prohibited. The college reserves the right to ask for the withdrawal of any student who refuses to adhere to the standards of the institution. The most up to date Code of Student Conduct can be found embedded within the course syllabus.

### **STUDENT CODE OF CONDUCT IN SPECIAL PROGRAMS**

Certain programs in the areas of Allied Health (e.g., Nursing, OTA, PTA) and Emergency Services (e.g., Police, Fire and EMS) will require additional standards of conduct and may involve additional requirements for admission and sanctions against student misconduct. The students in these programs will be required to abide by both the Navarro College Student Handbook and the program specific Student Handbook. When there is conflict, the Navarro College Student Handbook supersedes the program handbook at the discretion of the campus judicial officer designee. In both cases the appeal procedure is the same.

### **HARASSMENT**

Topics relating to harassment can be found in the Navarro College student handbook.  
<https://www.navarrocollege.edu/handbook/index.html>

### **CLASSROOM ATTITUDE AND BEHAVIOR**

All students are expected to act as professionals in both attitude and behavior. Disrespectful and defiant behavior is considered conduct unbecoming. Students must be respectful of instructors, coordinators, clinical/skills staff, and fellow students to ensure a positive learning environment. Students must practice within the scope of practice approved by the Medical Director and are limited to skills previously taught by Navarro College staff and/or the staff of the clinical site. Students must function in the student capacity regardless of previous affiliations or employments.

Conduct unbecoming of the program or sought after profession, includes but is not limited to:

- Attitudes and/or actions during class times on class days (breaks, lunch) in uniform or out of uniform including defiance, disrespect, and disregard of fellow students, instructors, Program Coordinator(s), clinical/skills staff, and Protective Services personnel.
- Use of abusive and/or vulgar language.
- Repetitive dress code violation.

Updated 2.29.2024

- Excessive tardiness, multiple absences, sleeping in class.
- Negative comments about Program Coordinator(s), instructor(s) and/or program.
- Engaging in any obscene, profane, reckless, destructive, or unlawful course of conduct.
- Theft or abuse of computer. This includes but is not limited to unauthorized entry into a file, to use, read or change the contents, or for any other purpose; unauthorized transfer of a file, or use of another individual's identification and password; use of computing facilities or equipment to send, receive, or transport obscene, abuse or pornographic message or images.
- Outlined examples of behaviors that are unacceptable for Navarro College students can be found in the current Navarro College Student Handbook.

### **EXAMPLES OF STUDENT MISCONDUCT/UNACCEPTABLE BEHAVIOR**

Students are responsible for knowing and obeying the college rules, as well as local, state, and federal laws. A student who violates these rules, whether on or off campus, will be subject to disciplinary action. This action may result in expulsion or suspension from Navarro College, and may face additional, independent action from the civil authorities, such as the Navarro College Department of Public Safety or other local law enforcement.

In the event a student is contacted by law enforcement and receives a citation or is placed under arrest, **the student must notify the Program Coordinator(s) in writing within 48 hours.** Failure to notify the Program Coordinator(s) may result in dismissal from the program. Conduct determined to be unbecoming may cause a student to be formally written-up by an instructor or Program Coordinator(s) and/or dismissed from a program. Students terminated from any program due to conduct issues must wait one (1) year to reapply for admission.

If an incident occurs, the Program Coordinator(s) may dismiss, write-up or counsel the individual. Students are encouraged to seek the assistance or counsel of an instructor, or Coordinator, if they have a concern or complaint. The student may consult the Dean of Workforce, Career and Technical Education after attempting to rectify the situation with the instructor and Program Coordinator(s).

### **PERSONAL HYGIENE**

All students are to maintain good personal hygiene. In all programs, students will work and study in close proximity to one another and the public. Students may want to consider bringing hygiene products in a gym bag, remember breath is just as offensive as body odor. While in the program of choice, students are expected to maintain a neat and appropriate hair style for safety. Clinical sites may retain their own policies that students will be expected to follow. Please refer to the section on Demerits for additional information.

***Students should be aware that jewelry, sculpted nails, and certain hair styles can pose a safety risk.***

### **ELECTRONIC DEVICES IN THE CLASSROOM**

Updated 2.29.2024



Cell phones, pagers, MP3 players, iPods, iPads, computers, smart devices and any other electronic devices are not allowed in the classroom without the approval of an instructor. This includes Fire\EMS\Police radios, scanners, or pagers. Electronics are not to be used in the clinical setting and may be kept on silent and used away from clinical staff, patients, and the public for emergencies or educational purposes.

### **CONGREGATION OUTSIDE OF CLASSROOM**

Students must congregate outside the building in a quiet manner and will not be allowed to meet in the main lobby.

<b>DEMERIT SYSTEM</b>
-----------------------

- Each student will receive **1 demerit** for failure to adhere to the Protective Services Policies and Procedures.
- **After five (5) demerits** a student will be counseled by the Program Coordinator(s) to correct deficiencies.
- Any student who accumulates more than **10 demerits** will be dismissed from their respective program (i.e., EMT/Paramedic). Any student dismissed under this policy must wait one year before eligible for readmission.

### **APPEARANCE**

*Deficiency in this category will result in one (1) demerit and/or dismissal for the day with appropriate hours documented as absent.*

**Students are required to be in full uniform at all times while in the classroom, clinical setting or representing the college. Exceptions only apply with a specific clinical site provides and/or requires alternate attire.**

- Navarro College EMS navy blue polo (available at Navarro College bookstore), worn tucked in
- Navarro College EMS navy zip jacket (available at Navarro College bookstore), Program Jacket is the only allowable jacket on campus or anytime while in uniform. Heavy jackets/raincoats are allowed to be in navy blue or black with logo size less than 2"x2" for outdoor use.
- Navarro EMS ID badge clipped to the right collar at all times. ID may be issued by the clinical site and must be worn as directed by the site. All IDs must be surrendered upon request.
- Navy blue uniform pants
- No ball caps indoors. Headwear is permitted in outdoor conditions. Clinical sites retain the right to override any exception.
- Solid Black Shoes or Boots
- Black belt
- Uniform cleanliness (no stains, neatly kept, no holes)
- Supplies to include: stethoscope, watch, pen, gloves, and N-95 mask.

### **FACIAL HAIR**

*Deficiency in this category will result in one (1) demerit and/or dismissal for the day with appropriate hours documented as absent.*

- Members will be clean shaven where appropriate, at the start of each class.

- Facial hair is allowed but it cannot interfere with PPE seal (N-95, respirator, face shield).
- Sideburns cannot extend below the ear.

### **HAIRCUTS**

*Deficiency in this category will result in one (1) demerit and/or dismissal for the day with appropriate hours documented as absent.*

- Due to patient safety and student safety, hair must be kept in a manner which supports the personal protective equipment required by the CDC and other governing agencies. (CDC recommends clean-shaven for better exposure prevention.)
- Hair can be pulled back, but should be able to allow donning of PPE to include but not limited to: respirators, medical hair caps, hard hats, helmets, etc.

### **TATTOOS AND BODY PIERCING**

*Deficiency in this category will result in one (1) demerit and/or dismissal for the day with appropriate hours documented as absent.*

- Due to patient safety and student safety, piercing must be kept in a manner which supports the personal protective equipment that may be required.
- Clinical sites retain the right to individual policies on appearance.

### **PUNCTUALITY**

*Deficiency in this category will result in one (1) demerit and/or dismissal for the day with appropriate hours documented as absent.*

- Failure to properly notify appropriate personnel of tardy as noted in the attendance policy for the respective program requirements dealing with tardiness will result in 1 demerit.
- Any failure to report to class by the designated start time will result in 1 demerit.

### **ATTENDANCE**

- **EMT** students may not miss more than 12 hours.
- **Paramedic** students may not miss more than 48 hours during the entire program, and no more than 24 hours in any one given class, i.e., EMSP 1338.
- **Class or Clinical Dismissals due to Policy Breach.** Students who have been dismissed from class or clinical due to a policy breach will also receive 1 demerit for the unexcused absence. *Ex: Student who does not complete required objectives is dismissed from class until those required objectives are submitted and receives a demerit.*
- **Tardiness**
  - 1-15 minutes past the designated class start time will be considered late.
    - 4 tardies will count as 1 hour absent.
  - 15-60 minutes tardy will equate to 1 hour absent.
  - Students must notify appropriate personnel before the designated start time by leaving a message via email/canvas or leave a voicemail with (972) 923-6489.
- **Paramedic and EMT Clinical** - In the event of an absence or tardy, students must email the Clinical Preceptors, the Clinical Site, and leave a message with the administrative assistant to advise of his/her situation or illness at (972) 923-6489

prior to the start of the rotation.

- **Clinical Absence** will result in 5 demerits regardless of reason if less than 12 hours notification is provided via email to [EMS.Clinical@navarrocollege.edu](mailto:EMS.Clinical@navarrocollege.edu). Failure to provide notification may result in additional demerits.
- **Other Contact Information:**
  - **Program Coordinator(s)** – [NC.EMS@navarrocollege.edu](mailto:NC.EMS@navarrocollege.edu)
  - **Clinical Preceptors** – [EMS.Clinical@navarrocollege.edu](mailto:EMS.Clinical@navarrocollege.edu)
  - **EMS Office** – (972) 923-6489

All clinical sites and internship rotations are subject to a stricter attendance and tardiness policy. Time that is missed for practicum/internship must be made up at the convenience of the hospital/ambulance sites not at the convenience of the student and will be subject to a grading rubric.

Students must function in the student capacity within the approved scope of practice regardless of affiliations or employment. Students are prohibited from non-scheduled rotations. A student may accept invitation to ride/shadow with EMS/medical agencies outside of class, but it will not be considered a clinical rotation, the student will not be covered under liability insurance, the student is not permitted to perform skills, the student is not permitted to wear the Navarro College EMS uniform or represent Navarro College in any fashion. Violation of this policy may result in removal from further clinical rotations.

Any Navarro EMS student participating in any clinical setting at which they are also employed, will be responsible only as a student during clinical time and will not receive Navarro EMS clinical credit for any shifts worked as an employee if the clinical site also partners with Navarro College EMS Department. The student can only operate in the capacity approved by the Navarro College EMS Program Medical Director during that clinical time. Changes in EMS Program Medical Director will be communicated within 48 hours of the Program Medical Director stepping down from their duties, an interim Program Medical Director being assigned, and/or an appointment of a new Program Medical Director.

Falsification of the clinical experience is grounds for disciplinary action up to and including removal from the EMS program and may also require that the incident be reported to the Department of State Health Services for decertification.

## **BEHAVIOR**

*Deficiency in this category will result in one (1) demerit and/or dismissal for the day with appropriate hours documented as absent. Deficiencies include, but are not limited to:*

- Obscene, profane or abusive language in the building, classroom or clinical setting.
- Threatening language towards classmate, instructor, or preceptor.
- Sleeping in class or clinical.
- Disruptive behavior in class or clinical setting or in the building to include poor hygiene such as strong body or breath odor.
- Failure to participate in class projects.

- Using unapproved electronics while in class or clinical without prior approval of an instructor.
- Conduct unbecoming of the program and chosen profession, including defiance, disrespect, and disregard towards fellow students in all programs, instructors, clinical/skills staff, Program Coordinator(s), and Continuing Education/Protective Services staff.

### REAPPLY – READMISSION

**It is the responsibility of the student to verify with the program’s administrative assistant that all course requirements (EMS: immunizations, current CPR, etc.) for admission are up to date. Once a student has verified that all admission requirements are met, he/she must schedule an appointment with the Dean of Workforce, Career and Technical Education for readmission/registration. No walk-ins will be allowed. Readmission to a Protective Services programs require an approval letter from the Dean of Workforce, Career and Technical Education and adherence to the following:**

#### **FAILED DRUG SCREEN**

In the event of a failed drug screen, the results will immediately be sent to a Medical Review Officer (MRO) to validate the results. Confirmation of a positive drug screen by the MRO will result in dismissal from the program for one year, and the student must provide a clear drug screen prior to readmission into the FIRE/EMS program.

#### **ATTENDANCE/GRADES**

Students who are dismissed due to excessive tardiness and/or absences may reapply for admission into the program the following semester after dismissal.

#### **CONDUCT UNBECOMING/STUDENT MISCONDUCT/UNACCEPTABLE BEHAVIOR**

Students who are dismissed due to conduct unbecoming/ student misconduct/ unacceptable behavior may reapply for admission into the program after one year from date of dismissal.

### ADDITIONAL COLLEGE POLICIES

#### **GRIEVANCE PROCEDURE**

It is the intent of the Navarro College Emergency Medical Services Department to provide quality training for students. The mission is to prepare the student to become a contributing member of the pre-hospital care, and/or firefighting team and/or law enforcement. If at any time the student feels that they have not been treated fairly, the student should consult Student/Instructor Conflict Resolution, under Grievance Procedures in the Navarro College Student Handbook.

<https://www.navarrocollege.edu/handbook/index.html>

## **DROPPING A CLASS**

Courses at Navarro College may be dropped, and a student may be entitled to a refund of tuition and fees as outlined under 19 Administrative Code 21.5. Drops permitted after the last date to drop as published in the Navarro College academic calendar, require approval from the Vice President of Academic Affairs and the Registrar. The drop date for each semester is posted in the Navarro College academic calendar. Tuition and fee refund information can be found in the Navarro College catalog.

<https://catalog.navarrocollege.edu/current/tuition-fees/tuition-refunds.html>

Additionally, an instructor may drop a student from a course according to the terms written in the course syllabus and outline.

The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received starting at the beginning of a semester for any course in which the student receives a “W” grade. Students are responsible for completing required paperwork and for submitting the paperwork to the Registrar’s office. Students should keep documentation on file of all drop/adds. Additionally, students are responsible for repayment of financial aid, if required.

## **NOTE OF IMPORTANCE: SIX-COURSE DROP LIMIT**

Under Section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as a first-time freshman in fall 2007 or later. Any course a student drops is counted toward the six-drop limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course, and (3) the student is not dropping the course in order to withdraw from the institution.”

NOTE: Any subsequent statute-referenced “bad” drop, whether faculty or student initiated, will result in the student incurring a failed grade of “F”. Please see the Attendance Policy for more information on attendance as it relates to faculty-initiated drops.

## **WITHDRAWAL FROM THE COLLEGE**

Any student who voluntarily withdraws from all classes for which he/she is enrolled must fill out a complete withdrawal form available on the Navarro College website. The drop will be processed based on the date the completed form is received in the Registrar’s Office. The withdrawal will not be official until the form is signed by the student and clearance has been obtained from the offices noted on the form. Students who drop a class or withdraw from the college before the semester drop deadline will receive a grade of “W” (withdrawn) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar. See “Refund Policy” for possible refund eligibility.

<https://catalog.navarrocollege.edu/current/tuition-fees/tuition-refunds.html>

The deadline for dropping courses may be obtained from the Navarro College catalog or student handbook.

Veterans Affairs (VA) benefit recipients must be dropped from a course for benefit purposes within three (3) weeks after their last date of attendance. The VA benefit recipient needs to be aware that the VA may require repayment of all benefits received since the beginning of a semester for any course in which a "W" grade is received.

## **DISABILITIES OR HANDICAPS**

See the Navarro College Catalog or Navarro College Student Handbook for institutional information on the ADA. It should be understood that any recommendations approved by the Navarro College Disability Services Office for testing or clinical rotations during the course do not ensure that the same accommodations will be made for the student in the state or national testing situation. Any accommodation for a disability at the state or national testing site must be prearranged by the student with the appropriate agency.

### **YOUR RIGHTS UNDER THE AMERICAN WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA) has many implications for students in Protective Services courses. The intent of the ADA emphasizes that individuals are not excluded from jobs or training due to a disability or influences the result of the examination process that is a prerequisite for a job. Passing the written and skills exams during an EMS, Fire, and Police courses and passing the respective national or state certification exam are prerequisites for a job.

The law permits testing that requires the use of sensory, manual, or speaking skills, where tests are intended to measure the essential functions of the profession. For example, an applicant with dyslexia could be required to take a written exam, if the ability to read and process is an essential job function, and the exam measures the ability to read. Skills performance must be done within a certain time frame and utilizing certain equipment. Performance measurement for time and accuracy is an essential job function. Therefore, a person with a disability may not be denied the opportunity to take an exam, but the person may be required to take the exam within a certain time frame or to meet a certain criterion.

Some Points of the ADA:

- \* Prospective students should read and understand the Functional Job Description before entering the program.
- \* Students cannot be discriminated against based on a disability in the offering of the educational program.
- \* There can be NO accommodation(s) during screening tests or course testing that will compromise or fundamentally alter the testing of knowledge or skills that are required to function safely in the profession.

### **If accommodations are needed, contact:**

Navarro College Disability Services Office (903) 875-7377  
<https://www.navarrocollege.edu/disability/>

## PROGRAM SPECIFICS

### **GRADING CRITERIA**

In order to obtain a Texas Department of State Health Services/National Registry Emergency Technology course completion certificate the student must maintain a 75 or above average grade in class work. If the student falls below a **75-class average**, the student will be put on academic probation and the student will be given **2 exams** to bring their class average up above the required **75 class average**. If the student's class average is not corrected, (to at least 75) the student will be dismissed from the program.

The student must also make a 75 on the comprehensive final exam. If the student scores above a 65 but below the required 75 on any of the course final exams or the comprehensive final exam, and the current class average is a 75 or above (with the first attempt final) the student may reattempt the final exam. The student must score at least an 80 on the 2<sup>nd</sup> attempt of the comprehensive final exam. Failure to achieve a score of 80 on the 2<sup>nd</sup> attempt will result in the student not being eligible to sit for national registry examination or continue with next course sequence. Any student who scores below the required 75 on the comprehensive final exam and has an overall class average below the required 75, is not eligible to retake the comprehensive final exam and will not be eligible to sit for the national registry examination or continue with the next course sequence.

### **Note:**

All Protective Services programs are academy style programs and require that all classes be completed in order. Should you fail, drop, or not meet the course pre-requisites from any class or part of the program, you will be required to complete the entire program again. All assignments must be turned in and completed by the assigned time and date; no assignments will be accepted as late.

### **REMEDIATION**

If a student scores less than a **75 on any major exam**, the student is required to complete remediation over the chapters covered in that particular exam.

- Remediation will require the student to answer the learning objectives (listed at the beginning of the chapter) for the chapters covered in that particular exam. (*Must be handwritten.*)
- Remediation will be due prior to the next major exam.
- Any student on academic probation will be considered ineligible for clinical rotation.

**Note:** *Failure to complete required objectives by the next scheduled major exam will result in dismissal from class until the assignment is complete with appropriate hours documented as absent. Any coursework missed due to absence must be completed outside of class time.*

**The following categories make up the final grade for all EMS classes:**

**Quizzes / Daily Grades: 20%**

**Section Exams: 50%**

**Final Exams: 30%**

### **HEALTH AND WELLBEING OF EMS STUDENTS**

- In the clinical setting a student may be exposed to airborne, or blood borne pathogens and must be able to demonstrate an understanding of body substance isolation, personal protection from airborne and blood borne pathogens, and the reporting/notification process for exposure to infectious patients prior to beginning clinical rotations. Students should always exercise Universal Precautions as referenced through the CDC Guidelines. A student should also comply with the infection control policy of the assigned clinical site. A copy of the CDC Guidelines is available for review at either of the following web sites:  
[www.cdc.gov/niosh/topics/bbp/](http://www.cdc.gov/niosh/topics/bbp/)  
[www.osha.gov/SLTC/bloodbornepathogens/index.html](http://www.osha.gov/SLTC/bloodbornepathogens/index.html) .
- Any student who is injured, injures another, or damages property while at a clinical site or internship site should notify the preceptor at the time of the incident so that exposure control guidelines or other appropriate procedures for the institution may be followed. The Clinical Preceptors and the EMS Program Coordinator(s) must also be notified prior to the end of the rotation of said exposure/incident so that appropriate Infection Control Officers are notified. The student should also fill out the authorized Exposure Control Report if necessary. Certain disinfection and prophylactic medications may be administered to the student at the expense of the student.
- The student assumes the risk of injury and exposure to serious illness while in clinical or internship. The student agrees to hold Navarro College and all clinical and internship affiliates harmless in the event of injury or illness, The student is financially responsible for any expenses incurred while being treated for such exposures or injuries. Immunization records must be on file with the EMS Program Office. Immunization windows of viability are set by the facilities attended by students, and any records that have lapsed must be updated prior to the record's expiration or the student will be dismissed from the program upon expiration.

### **HIPAA**

- According to **Health Insurance Portability and Accountability Act of 1996**, patient information is considered confidential ethically and legally and any open or public discussion of any confidential patient information outside the clinical setting



is strictly prohibited. Discussion with the preceptor and instructors is permitted in private settings.

- Confidential patient information is defined as any information which would specifically identify an individual including but not limited to name, address, social security number, driver's license number, patient identifiers used by clinical sites, and specific details not generally known to the public.

## **CERTIFICATION EXAMS**

### **NATIONAL REGISTRY COGNITIVE EXAM**

Paramedic and EMT students are required to schedule their own National Registry cognitive exam. The student is responsible for all testing and application fees required by the National Registry of EMT's (NREMT). Students will have a year from the end of their final class day to complete all classroom and clinical requirements. Failure to do so will result in the student not being cleared to take the cognitive exam. Additional information on the National Registry is available at [www.nremt.org](http://www.nremt.org).

“The National Registry complies with the Americans with Disabilities Act (ADA) in regard to requests for examination accommodations consistent with its mission and public protection.

Candidates requesting examination accommodations should share this information with individuals responsible for rendering a diagnosis of the specific disability so that appropriate documentation can be assembled to support the request for accommodations.”

<https://www.nremt.org/Policies/Examination-Policies/ADA-Accommodations>

### **EMS: NATIONAL REGISTRY SKILLS TESTING (NREMT)**

EMT-P students will schedule their own National Registry Skills Testing at a National Registry Skills Test site and be responsible for all costs and fees. EMT-Basic skills testing will be scheduled by the EMS Program Coordinator(s). The Program Coordinator(s) will advise the class on further details involved in National Registry Skills Testing. The student is responsible for all testing fees. Additional information on the National Registry is available at [www.nremt.org](http://www.nremt.org)

### **EMS Program Policy and Procedures Form**

In Canvas, under EMS Policy and Procedure Form Assignment, type the name of the instructor conducting introduction to EMS Program Policies and Procedures, and select “I Agree” if:

I have read and been informed of the Navarro College EMS Policies and Procedures and agree to conduct myself in a professional manner consistent with the EMS profession, which are consistent with Navarro College, and all clinical settings wherein which I may be involved. I understand that failure to carry out the responsibilities and duties discussed in the Navarro College Student Handbook, course syllabus, and the Emergency Medical Services Policies and Procedures Manual may jeopardize my status as a Navarro College Protective Services student. I acknowledge that I have access to a copy of the above-mentioned document. In conclusion, if I feel I cannot support and comply with the policies and statements for any reason, I will withdrawal myself or decline my position in the class.