

Navarro College Fire Academy



Student Handbook and
Policies and Procedures Manual

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**Changes to this document may be made due to required changes mandated by the Texas
Fire Commission.
A class schedule and syllabi will be published on Canvas.**

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ACCREDITATION

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).

NOTICE REGARDING LICENSURE AND CERTIFICATION ELIGIBILITY

The Basic Firefighter license or certification is issued by the Texas Commission on Fire Protection. Under federal law and Texas law, eligibility for state-issued licenses or certifications may depend on a person's immigration status or lawful presence. Successful completion of the Basic Fire Protection program does not guarantee eligibility to obtain or renew a Texas license or certification. Additional information regarding this law may be found on the Texas Department of Licensing and Regulation Verification of Lawful Presence webpage. Applicants should review licensure or certification requirements with the applicable Texas licensing board or an immigration attorney prior to starting a program.

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

STUDENT HANDBOOK

APPLICATIONS AND REGISTRATION PREREQUISITES

- Complete an application to Navarro College and meet the admissions requirements within the Navarro College Catalog. Admission procedures can be found on the [Navarro College Catalog website](#).
- Complete the appropriate Navarro College approved entrance exam as a part of the application process.
- **Students shall be 18 years** of age before the Texas Commission on Fire Protection Certification Examination is scheduled.

REGISTRATION

Students must be accepted to Navarro College before being accepted to the Navarro College Fire Academy (NCFA). Applications to the NCFA will be accepted until the day before class is scheduled to begin or until the class is full.

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 this handbook and may result in failure or being dropped from the course.

The attendance policy for certain courses may be more stringent than the general College policy at the discretion of the instructor or as required by Texas Higher Education Coordinating Board (THECB) policy and law. The Program Director and 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 for the program.

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 instructor for the day or Program Director 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. All PowerPoints are online.
- Make-up pop quizzes will not be given.

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. More information on Student Conduct can be found in [Navarro College Board Policy and Administrative Procedure FKB.1.](#)

STUDENT CODE OF CONDUCT IN SPECIAL PROGRAMS

Certain programs such as honors programs, Residence Life, as well as instructional areas (e.g. Cosmetology, Welding, Oil and Gas), Allied Health Professions (e.g. Nursing, OTA, PTA) and Protective Services (e.g. Police, Fire, and EMS) will require additional standards of conduct and may involve additional requirements for admissions and sanctions against student misconduct. The request for appeal of any instructional programmatic decisions must be made through the program director and his/her supervisor consistent with the Student/Instructor Conflict Resolution procedures. 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 judicial officer designee.

HARASSMENT

Information on Harassment can be found in [Navarro College Board Policy and Administrative Procedure FFD.1.](#)

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.

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

limited to:

- Attitudes and 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 Director, clinical/skills staff and Fire Academy personnel.
- Use of abusive and/or vulgar language.
- Repetitive dress code violation.
- Excessive tardiness, multiple absences, sleeping in class.
- Negative comments about Program Director, instructor(s) and/or program.
- Engaging in any obscene, profane, reckless, destructive or unlawful course of conduct.

EXAMPLES OF STUDENT MISCONDUCT AND UNACCEPTABLE BEHAVIOR

Outlined are examples of behaviors that are unacceptable for Navarro College students and the ways in which college officials deal with student misconduct. 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 the student may face additional, independent action from the civil authorities, such as the Navarro College Department of Public Safety or the [Local] Police Department. More information can be found in the [Navarro College Student Handbook](#).

All students should refrain from illegal activity as well as conduct unbecoming and adhere to the Code of Student Conduct whether in Navarro College Fire Academy uniform or not. See the NCSH for specific Code of Conduct.

DROPPING AND ADDING COURSES

Students are allowed to add or drop courses through the regular registration dates as specified in the college calendar for each individual semester. Students are allowed to add or drop classes during late registration by seeing an advisor. After the registration dates close, classes may not be added, but students may drop a course by completing a “Request for Dropping a Course Form”. It is the student's responsibility to visit with his or her instructor concerning course status before submitting the required paperwork to the Registrar's Office to drop a course. More information on Dropping and Adding Courses can be found in the [Navarro College Catalog](#).

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.”

- Students must provide documentation for the following drop reasons:
 1. change in work schedule;
 2. care for a sick, injured, or needy person;
 3. military duty;
 4. severe illness;
 5. death of a close relative.

More information on the Six-Course Drop Limit can be found in the [Navarro College Catalog](#).

WITHDRAWAL FROM THE COLLEGE

Any student who voluntarily withdraws from all classes for which he/she is enrolled must fill out an application for complete withdrawal form available on Self-Service. 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 deadline will receive a grade of “W” (withdrawn) in each class dropped. The deadline for receiving a “W” is indicated on the academic calendar.

More information on Withdrawal from the College can be found in the [Navarro College Catalog](#).

STUDENT ACADEMIC GRIEVANCE PROCEDURE

Academic grievances are categorized as either grade-related or non-grade related to classroom.

- Grade-related grievances should be resolved following the [Grade Challenge Policy](#).
- Non-grade related instructional issues should be resolved following the [Student-Instructor Conflict Resolution Policy](#).

Note: Under certain circumstances students may not be allowed to continue in class until the grievance or appeal is resolved.

More information on Student Academic Grievance can be found in the [Navarro College Catalog](#).

STUDENT GRIEVANCE PROCEDURE

Student grievances related to discrimination, harassment, assault, retaliation, non-instructional matters, student discipline, Title IX, sexual misconduct, and concerns involving specific departments must be submitted and addressed in accordance with the appropriate Student Grievance Procedure of the [Navarro College Catalog](#).

DISABILITIES OR HANDICAPS

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 criteria.

More information on Accessibility and Accommodations can be found on the [Navarro College Accessibility and Accommodations website](#).

SOME POINTS OF THE AMERICANS WITH DISABILITIES ACT (ADA)

- Prospective students should read and understand the Functional Job Description before entering the program.
- Students cannot be discriminated against on the basis of a disability in the offering of the education program.
- There can be **no** accommodation 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.
- The following are examples in which no accommodation can be given.
 1. No additional time frames for skills set with specific time frames.
 2. No unlimited time to complete a written exam.
 3. No written exams to be given by an oral reader.
 4. No specialized or simplified exams or reading material below the ninth-grade.

POLICY AND PROCEDURES

UNIFORMS

Students are required to be in full uniform at all times while in the classroom, during workouts or skill settings.

- Red Fire Academy polo shirt (campus bookstore)
- Red Fire Academy t-shirt (campus bookstore)
- Navy Fire Academy hoodie (campus bookstore)
- Dark blue pants
- Black belt
- Black polish-able work/EMS boots
- Navy workout shorts
- Running shoes
- Bunker gear
- Ball Cap - Navarro College Fire Academy (NCFA) ball cap is the only acceptable hat and will not be worn indoors.
- Program Jacket/Hoodie is the only allowable jacket on campus or anytime while in uniform.
- **No jewelry will be allowed at any time. No rings other than a wedding ring will be worn. No earrings, tongue studs, nose studs, eyebrow rings, etc., will be worn. No fingernail polish, acrylic or sculptured nails will be worn at any time.**

Note: Failure to be in complete uniform will result in one (1) demerit and the student be permitted to participate in class until they are in full uniform.

PHYSICAL FITNESS

As per Texas Commission on Fire Protection requirements, Physical Fitness will be monitored and measured. Failure to participate will result in missed time.

PERSONAL HYGIENE

All students are to maintain good personal hygiene. 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, students are expected to maintain a neat and appropriate hair style, including color. **Please refer to the section on Demerit System for additional information.**

DEMERIT SYSTEM

- Each student will receive **one (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 Director to correct deficiencies.
- Any student who accumulates more than **10 demerits** will be dismissed from the program.

ATTENDANCE

Attendance is mandatory for the seven (7) state skills tests.

Fire Academy (16-week semester) cannot miss more than 24 hours in the semester. (Texas Commission on Fire Protection requirement.)

Tardiness

- One minute past the designated class start time will be considered late.
- 1-15 minutes equals 15 minutes,
- 16-30 minutes equals 30 minutes,-
- 31-45 minutes equals 45 minutes,
- 46 to 60 minutes equals 1 hour absent.

Students must notify appropriate personnel before the designated start time by leaving a message via call, text, or voice mail with:

- The Instructor On-Duty or Director of Fire Science (Steve Buchanan)
 - Phone: (972) 923-6448 (Voicemail)

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

PUNCTUALITY

Deficiency in this category will result in one (1) demerit and/or dismissal for the day.

- 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 one (1) demerit.

BEHAVIOR

Deficiency in this category will result in one (1) demerit and/or dismissal for the day.

- Obscene, profane or abusive language in the building, classroom or skills setting.
- Threatening language towards classmate, instructor or preceptor.
- Sleeping in class or clinical.
- Disruptive behavior in class or clinical setting or in the building.
- Failure to participate in class projects.
- Using a cell phone while in class or skill session 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 Coordinators, and Continuing Education/Protective Services Staff.

UNIFORMS

Deficiency in this category will result in one (1) demerit and/or dismissal for the day.

- 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 the College and the program, and that all activities while in uniform are subject to school policies.
- Uniforms should be kept in a clean and professional appearance.
- The classroom uniform will consist of Navarro College Fire Academy red polo (tucked in), navy blue uniform pants, Navarro College Protective Services Hoodie.
- The PT uniform will consist of Navarro College Fire Academy red t shirt, Navy blue athletic shorts or pants, and proper footwear.
Only Navarro College Fire Academy approved headwear can be worn.

APPEARANCE

HAIRCUTS

Deficiency in this category will result in one (1) demerit and/or dismissal for the day.

- Men's hair should be kept neat, not to extend over the ears, not to extend below the eyebrows, and not touch the collar of the shirt. No mohawks or designs shaved into the hair.
- Women's hair shall be trimmed to not interfere with safety gear or pulled back.
- Hair must be of a natural color.

FACIAL HAIR

Deficiency in this category will result in one (1) demerit and/or dismissal for the day.

- Students shall be clean shaven at the start of every class period, except for a mustache neatly trimmed.
 - The mustache must not extend more than $\frac{1}{4}$ inch below the corner of the mouth
- Sideburns not to extend below the tragus.

TATTOOS AND BODY PIERCING

Violation will result in one (1) demerit, dismissal until corrected, and time missed.

- Only non-offensive tattoos may be displayed.
 - No nude or suggestive images
 - No derogatory/foul terms or images
 - Offensive tattoos are determined at the discretion of the Director of Fire Science
 - Any tattoo deemed offensive must be covered at all times.
- Body piercings must be covered at all times.

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.

In the event a student is contacted by law enforcement and receives a citation or is placed under arrest, **the student must notify a Fire Academy instructor or the Program Director in writing within 48 hours.** Failure to notify the Program Director 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 Director 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 Director may dismiss, write up or counsel the individual. Students are encouraged to seek the assistance or counsel of an instructor, or director, if they have a concern or complaint. The student may consult the Dean of Workforce and Career Pathways after attempting to rectify the situation with the instructor and Program Director.

ELECTRONIC DEVICES IN THE CLASSROOM

Electronic Communication devices, computers, and tablets are not allowed in the classroom without the approval of an instructor. This includes Fire, EMS, and Police radios, scanners, and pagers.

ELECTRONIC DEVICES IN THE COMPUTER LAB DURING TESTING

No **electronic devices** of any kind will be allowed in the computer lab while taking a quiz or exam. If you are found with an electronic device, you will be considered cheating, and will receive a zero for the quiz or exam.

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. Navarro College is a tobacco free campus.

MEDICAL RELEASE

Students must provide a physician'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 will result in the student being immediately dismissed from the program.

BUNKER GEAR

- Students enrolling in the Fire Academy must have National Fire Protection Association (NFPA) approved bunker gear as required by the Texas Commission on Fire Protection.
- Students will be responsible for providing their own bunker gear, including a helmet with eye protection, a bunker coat, bunker pants, bunker boots, structural firefighting and regular work gloves, and a Nomex hood.
- All students must provide proof of compliance and testing in accordance with the most recent NFPA 1851 and TCFP requirements.

- Students will be responsible for advanced cleaning of gear when required.
- Students will need Bunker Gear for the first 11 weeks of class.

DRUG SCREENING

All students enrolled in the Fire Academy 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 Health Insurance Portability and Accountability Act (HIPAA) Privacy Rule, students should not discuss any **medications** with the 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. An attempt to deliver a false or altered specimen will be viewed as a positive test.

In the event of a failed drug screen, the results will immediately be sent to a Medical Review Officer to validate the results.

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) 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.
- It is the student’s responsibility to return calls in a timely manner. The MRO is the **only** person who can make a final decision about a non-negative drug screen. Students who receive a non-negative drug screen will not be eligible to continue in the Fire Academy and must wait one (1) year to reapply for admission.

Additional screening may be required, if deemed necessary by the Program Director, or a 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 Navarro College approved facility.

CRIMINAL HISTORY

All students in the Fire Academy 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 Fire Academy.

It is the student's responsibility to discuss any and all criminal incidents with the Program Director to ensure eligibility of course completion, state and national certification testing and employability.

GRADING CRITERIA

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

- The Fire Academy classes grading scale is as follows:
 - A = 90-100
 - B = 80-89
 - C = 75-79
 - Below 75 = Failing
- The following categories make up the final grade for the class:
 - Quizzes/Daily Grades 40%
 - Section Exams 40%
 - Final Exam 20%
 - Final Grade 100%
- To obtain a Texas Commission on Fire Protection (TCFP) course completion certificate and sit for the TCFP certification exam students must maintain 75% or above class average for each area of study (FFI, FFII, HM AWA, HM OPS).
- Failure to maintain a 75% class average (exams, quizzes, and daily grades) will result in being placed on academic probation until after the next section exam. If the students class average is not corrected after the next section exam (at least 75%), the student will be dismissed from the program.

- Students must also make 75% on the mid-term and final exam. If the student scores between 66% and 75% on the mid-term or final exam, and their current class average is 75% or above (with the first attempt on the mid-term or final exam) the student may reattempt the mid-term or final exam.
 - The student must score at least 80% on the 2nd attempt of the exam. Failure to achieve a score of 80% on the 2nd attempt will result in program dismissal.
 - If the student makes below 65% on the mid-term or final exam they will be dismissed from the program regardless of the class average.
- Any student that scores below the required 75% on the mid-term or final exam and has an overall class average below the required 75% (with the attempt), is not eligible to retake the mid-term or final exam and will receive a failing grade for the course.

REMEDIATION

If a student scores less than 80% on any section exam, the student is required to complete remediation.

- Remediation will require the student to complete the remediation for the section exam with a score below 80%, and for the next section exam. One assignment per included chapter will be given.
- Remediation for the exam with a score below 80% will be due prior to the next major exam, the remediation for the next exam will be due prior to the chapter quizzes for the upcoming exam.

Note: Failure to complete required objectives by the preceding schedule will result in one demerit per assignment until the assignment is complete.

Some Fire Academy classes are required to be completed in a specific sequence. Should students fail or drop from any portion of the Fire Academy they will be required to meet with the Program Director. All assignments must be turned in and completed by the assigned time and date; no assignments will be accepted as late.

Note: Approval from the Program Director must be obtained by students prior to participating in the live fire portion of the program.

REAPPLY – READMISSION

It is the responsibility of the student to verify with the Fire Academy's administrative assistant that all course requirements 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 Program Director of Fire Science for readmission and registration. No walk-ins will be allowed.

Readmission to the Fire Academy requires an approval letter from the Program Director of Fire Science.

TEXAS COMMISSION ON FIRE PROTECTION (TCFP) EXAM AND SKILLS

TCFP schedules the written test date at the time the College receives a TCFP course approval. Students should refer to the class schedule and make arrangements to attend prior to that date. Students must make a passing grade of 70% on the written portion and pass the TCFP selected skills while monitored by a representative of TCFP. Texas Commission of Fire Protection (TCFP) objectives and requirements can be found at the [Texas Commission on Fire Protection website](#).

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