





# Educational Standards

CHAPTER:	3000	Number:	3040	APPROVED:	10.13.20
REPLACES:	New Policy				
Last Revised:		REVIEW:	10.13.20		
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			John Oliver, Chair		

## I. Purpose

To standardize the educational standards of KCEMS training programs.

## II. Policy

All training programs, except OTEP, held within Kitsap County must abide by the procedure below.

## III. Procedure

### A. Retakes

1. Upon failure of a test or quiz, a student will be allowed one retake for that evaluation.
2. A student will be allowed three (3) total retakes during the duration of the course.
3. All retakes must be completed within one week of the original test/quiz date.

### B. Grading

1. All grading practices will be conveyed by the instructor on or before the first day of class.
2. All students must maintain an overall average of 80% within the course, including quizzes, exams, and other assigned work.
3. Students MUST achieve an 80% or above on the midterm and the final to remain in the course.

### C. Attendance

1. Students are expected to attend all classes.
2. Class attendance shall be recorded.
3. Students will be dropped from a course after accumulating absences in excess of 10 percent of the total hours of instruction (lecture and practical). For example:



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- For a 180 credit-hour lecture/practical course, students will be dropped after 18 hours of absence.
  - For a 55 credit-hour lecture/practical course, student will be dropped after 6 hours of absence
4. In the event of extended absence where several classes have been missed, the student and the instructor are encouraged to explore options other than those described above, such as incomplete grade or withdrawal.

### D. Attendance Makeup

1. Upon unexpected events or circumstances that may occur which cause a student to be absent from class, including personal illness, bereavement, accident, or catastrophic, students are responsible to notify their instructors as soon as possible.
2. Instructors are responsible for working with the student to develop a plan, with deadlines, to make up missed coursework. Students may be asked to provide documentation that the class absence is warranted.
3. Instructors are expected to make reasonable accommodations for class absences; including administration of make-up assignments and exams if possible.
4. Any make-up opportunities given to a student, must be completed before the course completion date.
5. Students are responsible for material that was covered during absences, as well as contacting the instructor for make-up assignments.
6. Documentation is not warranted for shorter term illnesses, such as a cold or viral infection, which may legitimately prevent a student from attending classes.
7. Should absence due to illness impact a student's ability to participate in examinations or presentations, students are strongly advised to coordinate with his or her instructors prior to the examination or presentation in order to explore the impact of the missed assignments and options.

### E. Rotations

1. The SEI will contact the appropriate hospital representative to have students participated in their hospital rotation.
2. Students participating in hospital rotations will be dressed in departmental attire or uniform.



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3. Student conduct in the hospital reflects upon their department. Student will adhere to their hospital preceptor and comply with all HIPPA regulations.

### F. Evaluations

1. Course and instructor evaluations will be conducted at the end of each training course.
2. Evaluations will be shared with the Training Director.