

CTC Continuing Education Clinical Medical Assistant Program Code of Conduct

Code of Conduct*

Central Texas College (CTC) expects all students, visitors, and guests to accept the following responsibilities:

- 1) Knowledge of, and compliance with, all published policies, rules, and regulations of the College. Copies of such documents will be available to the student in the Student Life Office. A copy of the CTC student handbook that outlines policies, rules, and regulations can be accessed using the following link:
<http://www.ctcd.edu/ctcd/assets/File/Student%20Life/studenthandbook.pdf>
- 2) Respect for the rights of others and cooperation to ensure that such rights are maintained, whether or not one agrees with the views of those exercising such rights.
- 3) To exercise disagreements in a responsible manner and within a framework compatible with an orderly resolution of differences.

**Failure on your part to familiarize yourself with CTC policies, rules, regulations, guidelines, and procedures does not excuse you from your responsibility to follow them.*

Continuing Education Allied Healthcare Policies

- 1) Cell phones may not be used in class.
- 2) Programmable calculators may not be used in class.
- 3) Students may not wear facial piercings to class. Students may wear earrings that do not hang down.
- 4) Students are allowed to miss a maximum of **twenty-two (22)** hours for the duration of the class. Missing more than the allowed number of hours may result in being dismissed from class. The instructor will keep class attendance. If absences occur, it is the student's responsibility to obtain missed material from peers and complete additional work assigned at the instructor's discretion. The instructor reserves the right to adjust the student's classroom grade based upon classroom performance/behavior/civility. The student must provide a written explanation for their absence. That document will be placed in the student's file.
- 5) **To receive a refund or withdraw from the program, students must contact the Continuing Education office in person. Refunds and withdrawals will follow the official CTC schedule, which can be found on the CTC website, at <http://www.ctcd.edu/academics/catalog/catalog-texas/college-costs/>.** For additional questions regarding this policy, contact the Continuing Education department. Emergency withdrawal will be considered filed as of the date of the emergency orders or medical certification of family members. Any exceptions to this policy will require approval of the appropriate dean and bursar.
- 6) Recommendations for studying: a) 10 hours/week for good students, b) 15-20 hours/week for average students, and c) 20+ hours/week for students who find the material extremely challenging or who are below average.
- 7) If the student does not receive a 75% or higher in the course as well as a passing score of 75% on the midterm and final exam, he or she will not be allowed to participate in the clinical and will not receive their certificate of completion. The student may repeat the class at their own expense.

Inclement Weather

During periods of inclement weather or threat of inclement weather, CTC may choose to curtail or limit operations if in the view of the Chancellor or his designated representative, the continuation of operations might create a significant risk for the majority of students or employees. The inclement weather phone number is 254-501-3100 and website is www.ctcd.edu. To sign up for emergency text alerts go to <http://www.ctcd.edu/locations/central-campus/campus-safety-wellness/emergency-preparedness/emergency-alerts/>.

Academic Studio/Student Success Center

Student Center Building 106 • 254-526-1580

The Academic Studio provides free one-on-one tutoring to all CTC students. One-on-one tutoring is provided on a first-come, first-served basis. Your training is specialized, so be sure to contact your instructor first for tutoring. For more information on tutoring or other programs offered by Academic Studio, please call 254-526-1580.

Name (print): _____ Signature: _____

Date: _____ Email: _____