

East Arkansas Community College

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC



INFORMATION BOOK

2018

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East Arkansas Community College
Allied Health Science Department
1700 Newcastle Road
Forrest City, AR 72335
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DESCRIPTION OF PROGRAM

East Arkansas Community College's Emergency Medical Technology-Paramedic Program offers two tracks: an Associate of Applied Science in Emergency Medical Technology-Paramedic and a Technical Certificate in Emergency Medical Technology-Paramedic. Once accepted, students will be required to participate in both classroom and clinical settings. The program is designed to be completed in eighteen (18) months, based on full time enrollment, exclusive of vacation time.

The EMT-Paramedic Program is for currently certified Arkansas EMT's who wish to advance to the Paramedic level. EACC does not offer Advanced Placement for the EMT-Paramedic program.

Upon graduation, students are eligible to challenge the National Registry of EMT-Paramedic's certifying exam. This exam is required to work in Arkansas as an EMT-Paramedic.

ATTENTION

The East Arkansas Community College's EMT-Paramedic Program *Information Packet* presents the program requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students and prospective students affected by any changes. This Information Packet is not intended to state contractual terms and does not constitute a contract between the student or prospective students and the school.

East Arkansas Community College's EMT-Paramedic Program reserves the right to make changes as required in course offerings, curricula, academic policies, and other rules and regulations affecting students to be effective whenever determined by the School. These changes will govern current and formerly enrolled students. Enrollment of all students is subject to these conditions.

ACCREDITATION

East Arkansas Community College's EMT-Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). East Arkansas Community College's EMT-Paramedic Program received accreditation in May of 2010 and extends until May of 2015. The address of the CAAHEP is 1361 Park Street, Clearwater, Florida 33756. The telephone number is (727) 210-2354. The web address is <http://www.caahep.org>.

IMPORTANT MESSAGES

Criminal Background Checks for Licensure

Prospective students seeking admission to the Emergency Medical Technology – Basic or Paramedic Programs at East Arkansas Community College should be aware that each first-time applicant for a license issued by Arkansas Department of Trauma and Health Systems must undergo a state and national criminal background check. If a student has been convicted of a crime, the Arkansas Department of Trauma and Health Systems will make the final determination to allow a student to take the National Registry of Emergency Medical Technology – Basic or Registry of Emergency Medical Technology – Paramedic licensure examination.

Therefore, graduation from East Arkansas Community College, Emergency Medical Technology – Basic or Paramedic Programs does not guarantee eligibility to take the national registry examination.

Criminal Background Checks/Drug Screening Policy

Clinical sites are now requiring criminal background checks and drug screens before students are allowed to come for the clinical rotation. Therefore, students will be required to obtain these and present the results to the facility. The student will be responsible for the cost. The clinical facility will be responsible for accepting or declining students based on the results of the criminal background checks and drug screens.

If the clinical facility refuses a student based on criminal background checks and/or drug screens, the College will seek, if possible, to find another facility for the student's clinical experience. The corresponding clinical component for each class is mandatory. If the student is unable to fulfill the clinical requirement, the student will be dropped from the program.

Criminal background checks and drug screens are required annually in August. These must be completed between August 1st and August 31st of each year. If these are not completed and submitted to the Allied Health Science Department by the deadline, the student will be dismissed from the program. (Criminal Background checks and drug screens are a requirement for clinical.)

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC

PHILOSOPHY

The Emergency Medical Technology-Paramedic Program (EMT-P) is an integral part of East Arkansas Community College and functions within the framework of the College Mission. The program prepares the graduate who, upon successful completion of the National Registry of Emergency Medical Technicians Exam, helps meet the emergent and non-emergent out-of-hospital healthcare needs of the citizens of Eastern Arkansas. The Program promotes economic development by preparing the graduate to implement injury prevention activities and administer emergency care that reduces death, disability, and healthcare costs, thereby increasing the standard of living for the community as a whole

The Faculty of East Arkansas Community College's Emergency Medical Technology-Paramedic Program believes:

Every individual is worthy of dignity and respect and has the right to receive prompt emergency medical care and appropriate out-of-hospital healthcare.

Emergency medical care is defined by the individual and is classified as either an emergency or urgency. An emergency is any threat to life that requires prompt medical attention in an attempt to preserve life. Urgencies involve those aspects of healthcare, while necessary for adequate and appropriate care, are not considered to be immediate threats to life.

As an out-of-hospital provider of care, the graduate is able to determine appropriate interventions through the application of the pathophysiological principles of trauma and medical systems.

As a member of the Allied Health System, the graduate will be self-motivated with a strong work ethic and assume responsibility for all present and future learning.

Emergency Medical Technology is a necessary part of the Allied Health System and is broad in its scope. The members of the profession provide the community with an invaluable extension of the Allied Health Care System in bringing emergency healthcare into the homes and businesses of individuals in need of immediate lifesaving treatment.

PROGRAM OBJECTIVES

Upon completion of the program of study, the graduate is prepared to:

1. Integrate pathophysiological principles and assessment findings to formulate field impressions and implement treatment plans for patients who present with trauma and/or medical disease processes.
2. Apply for the certifying exam administered by the National Registry of Emergency Medical Technician – Paramedic.
3. Perform as an entry-level Emergency Medical Technician-Paramedic within the established "Scope of Practice" as defined by the Department of Transportation's National Standard Curriculum and in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
4. Assume responsibility for pursuing future learning opportunities.
5. Function as a patient advocate within the Allied Health System by providing competent out-of-hospital care.
6. Communicate effectively

TECHNICAL STANDARDS

In order to achieve the paramedic curriculum objectives, a student must be able to:

1. Assist in lifting and carrying injured and/or ill persons to and from the ambulance.
2. Engage in pushing and/or pulling to assist in extrication of a patient pinned beneath and inside a vehicle, and in vehicles with electrical hazards.
3. Walk, stand, lift, carry, and balance in excess of 125 pounds without assistance, (250 pounds with assistance) while lifting, pulling, pushing and carrying a patient.
4. Stoop, kneel, bend, crouch and crawl on uneven terrain to gain access to a patient.
5. Climb stairs, hillsides, and ladders to gain access to a patient.
6. Communicate verbally in person, via telephone and radio equipment.
7. Work in chaotic environments with loud noises and flashing lights.
8. Perform patient assessments, implement treatment, and calculate weight and volume ratios under threatening time constraints.
9. Work effectively in low light, confined spaces, extreme environmental conditions and other dangerous environments while remaining calm.
10. Locate the scene of an emergency by reading maps and responding safely and quickly to the location as directed by the dispatcher while observing traffic ordinances.
11. Perform fine motor movements to perform IV insertion and surgical procedures within the paramedic's Scope of Practice while in stressful situations and under threatening time constraints.
12. Perform major motor movements as required to operate the ambulance stretcher, long spine board, Kendrick's Extrication Device, scoop stretcher, traction splint, MAST trousers, and long bone immobilization devices.

NONDISCRIMINATION POLICY

East Arkansas Community College's Emergency Medical Technology – Paramedic Program does not discriminate against any applicant/student and adheres to the College's Equal Opportunity, Affirmative Action, and Non-Discrimination policy. East Arkansas Community College is committed to providing equal opportunity through its employment practices, educational programs, admissions policies, scholarship and loan programs, and services offered to the community. The College will make personnel decisions and offer programs that will foster educational opportunities without regard to race, color, national origin, age, gender, pregnancy status, or disability of qualified handicapped persons.

STUDENTS WITH DISABILITIES

Students with disabilities who wish accommodations should contact the American Disabilities Act Coordinator, Student Services Complex, 633-4480, ext. 304. The admissions procedures for the Office for Students with Disabilities are as follows:

1. Student must provide the ADA contact with appropriate documentation giving evidence of a bonafide disability.
2. If necessary, the student will sign a release of information form to obtain documentation of disability.
3. Student will fill out an application for disabled student services.
4. The ADA contact will evaluate the needs of the student and inform him/her of accommodations which will be provided.
5. The Students with Disabilities Coordinator will inform instructors, Student Support Services, or other College personnel as appropriate for necessary accommodations.

ADMISSION REQUIREMENTS

To be eligible for admission, the applicant must:

1. Be admitted to East Arkansas Community College (see current East Arkansas Community College for application and admission procedure).
2. Complete any required College developmental courses.
3. Possess current Arkansas EMT certification or be in the testing process for initial certification or reciprocity. Students may enter the program but are not allowed to begin clinical hours until Arkansas EMT certification is obtained.
4. Take the required entrance exams. (Total \$40.00) (Cost may change).
 - a. Critical Thinking Entrance
 - b. Reading Assessment Exam (given at orientation)

APPLICATION PROCESS

1. Submit an Emergency Medical Technology-Paramedic (EMT-Paramedic) Application. Applicants who misrepresent/omit information from the application form become ineligible for admission or subject to dismissal after admission has been granted.
2. Request official transcript(s) to be mailed to both the registrar's office and the EMT-P program. Transcripts must be sent from any college, university, school of nursing, vocational/technical and/or any other school(s) attended beyond high school or completion of a GED.

a. Registrar's Office
East Arkansas Community College
1700 Newcastle Road
Forrest City, AR 72335

b. Department of Allied Health Science
EMT-Paramedic Program
1700 Newcastle Road
Forrest City, AR 72335

Transcripts must be sent from any college, university, vocational/technical and/or any other school(s) attended beyond high school or completion of a GED.

Note: Each transcript must be sent even if grades are recorded on another transcript. All transcripts must be mailed directly from the institution(s) to be considered official. All requested transcripts/information must be received by the application deadline.

APPLICATION DEADLINE

Students are admitted to East Arkansas Community College's Emergency Medical Technology-Paramedic Program once a year for Fall Admission.

DEADLINE FOR EMT-PARAMEDIC APPLICANTS

May 31

All information must be received Deadline

If qualified applicant pool is not met by application deadline, the deadline may be extended at the discretion of the Restricted Enrollment Committee.

APPLICATION REVIEW/NOTIFICATION

Applicants whose files are completed by the May 31st deadline will be considered by the Restricted Enrollment Committee for admission to the EMT-Paramedic Program. Notification of the committee's action will be made by letter during the month of June. There is no provisional acceptance for applicants not meeting the minimum requirements. East Arkansas Community College's EMT-Paramedic Program does not maintain a waiting list for students who meet the minimum requirements, but who are not offered admission.

ACCEPTANCE

Once an applicant has been accepted to the East Arkansas Community College's EMT-Paramedic Program, the candidate must:

1. Accept in writing by the date indicated on the acceptance letter.
2. Obtain CPR certification. Certification must be American Heart Association Healthcare Provider and include Adult, child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program.
3. Have the following required immunizations with statement of proof:
 - a. Hepatitis B (The first shot in a series of three must be completed prior to registration or a waiver must be signed. Shots #2 and #3 must be completed as prescribed.)
 - b. Tetanus (Must be within the last 10 years)
 - c. Measles, Mumps, Rubella (MMR)
 - d. Tuberculin Test (TB). Proof of a current, negative TB skin test (within the last 12 months) or a negative chest x-ray is a requirement for registration.
 - e. Flu Vaccine or must sign a waiver.
 - f. Varicella Vaccine or must sign a waiver.
4. Submit proof of health insurance.
5. Complete Criminal Background Check and Drug Screen process.
6. Report to the Director of the EMT-Paramedic Program, any convictions of a crime. Information will be reported to Arkansas Department of Health. Failure to report the conviction could result in immediate suspension and/or dismissal from the EMT-Paramedic Program. The Arkansas Department of Health, Division of Trauma and Health Systems will make the final determination to allow a student to take the National Registry of Emergency Medical Technology-Paramedic Exam.
7. Attend a mandatory EMT-Paramedic orientation. Failure to attend may result in rescinding of acceptance.

Credit by Prior Learning Assessment

Students who possess knowledge for certain courses offered by the College may petition for credit by examination or experience. A maximum of 12 semester hours of college credit can be awarded through examination, experience or a combination of the two.

There are two types of CLEP exams, General and Subject. EACC awards credit for two of the five General Exams and fourteen of the Subject Exams. Credit is awarded for the humanities and natural sciences on the General Exams.

Credit may be earned by passing a comprehensive test prepared by either a commercial testing service (i.e., CLEP) or the Department of the College in which the credit is to be awarded. Credit for courses offered by EACC may also be granted upon related work experience.

Questions regarding the specifications of the CLEP test should be directed to Educational Guidance Services located in the Hodges Student Services Complex. Students who believe they qualify for credit by examination or previous work experience should contact the appropriate associate vice president.

Advanced Placement

East Arkansas Community College does not offer advanced placement for any EMT/Paramedic courses.

Retention, and Positive Placement for 2012-2014

Average Results of the Outcomes for: National Registry Written and Practical Exams

National Registry Written	National Registry Practical	Attrition	Retention	Placement
76.4%	100%	47.5%	52.5%	61.11%

**ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S)
Emergency Medical Technology-Paramedic
Curriculum Plan**

Term I (Fall)			Semester Hrs
BIO	2014	Anatomy & Physiology for Paramedic	4
EMT	1001	Emergency Medical Systems	2
EMT	1017	Fundamentals for Paramedic	7
EMT	1010	Clinical Applications of Fundamentals for Paramedic	0
HSC	1003	Medical Terminology	3
Total			16

Term II (Spring)			Semester Hrs
ENG	1013	English Composition I	3
MTH	1093	Math Applications II	3
EMT	1028	Medical Emergencies	8
EMT	1020	Clinical Applications of Medical Emergencies	0
EMT	2303	Pharmacology for Paramedic	3
Total			17

Term III (Summer)			Semester Hrs
Summer (10 weeks)			
EMT	2037	Traumatology	7
EMT	2030	Clinical Applications of Traumatology	0

Summer I (5 weeks)			
BUS	1603	Computer Fundamentals	3

Summer II (5 weeks)			
ENG	1023	English Composition II – or –	
BUS	2013	Technical Communication	3
Total			13

Term IV (Fall)			Semester Hrs
SPE	1003	Introduction to Oral Communication	3
PSY	1003	General Psychology	3
EMT	2023	Concepts of Paramedic Care Management	3
EMT	2043	Operations for Paramedic	3
EMT	2046	Field Internship	6
Total			18

Total Credit Hours – EMT	39
Total Credit Hours – General Education	25
Total Program Hours	64

**TECHNICAL CERTIFICATE
Emergency Medical Technology-Paramedic
Curriculum Plan**

Term I (Fall)			Semester Hrs
BIO	2014	Anatomy & Physiology for Paramedic	4
EMT	1001	Emergency Medical Systems	1
EMT	1017	Fundamentals for Paramedics	7
EMT	1010	Clinical Applications for Fundamentals for Paramedics	0
HSC	1003	Medical Terminology	3
Total			15

Term II (Spring)			Semester Hrs
EMT	1028	Medical Emergencies	8
EMT	1020	Clinical Applications of Medical Emergencies	0
EMT	2303	Pharmacology for Paramedic	3
Total			11

Term III (Summer)			Semester Hrs
EMT	2037	Traumatology	7
EMT	2030	Clinical Applications of Traumatology	0
Total			7

Term IV (Fall)			Semester Hrs
EMT	2023	Concepts of Paramedic Care Management	3
EMT	2043	Operations for Paramedic	3
EMT	2046	Field Internship	6
Total			12

Total Credit Hours – Paramedic	38
Total Credit Hours – General Education	7
Total Program Hours	45

EMT 2037 Traumatology (4-9-7)

This course deals with integration of the principles of kinematics to enhance the patient assessment and predict the likelihood of injuries based on the patient's mechanism of injury. Also studied are gynecological, obstetrical, neonatal, pediatric and geriatric patients.

Pre-requisites: All EMT courses from Terms I and II

Pre or Co-requisites: EMT courses from Term III, EMT 2030

EMT 2030 Clinical Applications of Traumatology (0-9-0)

This course provides clinical rotations for training in the assessment and management of gynecological, obstetrical, neonatal, pediatric and geriatric patients. Students will address the transitions from the prehospital environmental to the controlled hospital settings.

Co-requisite: EMT 2037

EMT 2043 Operations for Paramedic (3-0-3)

Topics studied in this course include operations that affect the scene, safety, assessments, and management. Also studied are hazardous materials, crime scene awareness, rescue operations, medical incident command.

Prerequisites: All EMT courses from Terms I, II, and III

Co-requisites: EMT courses from Term IV

FISDAP Fee: \$25

Malpractice Fee: \$80

EMT 2046 Field Internship (0-20-6)

This field internship requires students to complete 300 clock hours on the ambulance and serve as a team leader on an advanced life support unit. Students will be required to complete 50 team lead contacts. Students will have supervised experience in the prehospital care setting applying previously learned knowledge and skills.

Co-requisites: EMT courses from Term IV

EMT 2303 Pharmacology for Paramedic (3-0-3)

This course covers drug laws, indications and administration of emergency drugs, along with mathematical calculation of dosages.

**COSTS OTHER THAN TUITION
(APPROXIMATE COSTS)**

All costs are approximate and subject to change. All East Arkansas Community College students pay the same tuition rates subject to residency status as published in the Tuition and Fees section of the current East Arkansas Community College Catalog.

The following are approximate costs other than tuition for the EMT-Paramedic Program. These costs are approximate and may change. **The Criminal Background and Drug Screen for clinicals will be approximately \$150.00 annually in August.**

Costs Other Than Tuition

Expense	Term I	Term II	Term III	Term IV	
Uniforms, Shoes, Stethoscope, Penlight, etc.	~\$300	X	X	X	
Malpractice Insurance	~\$80	X	X	~\$80	
Immunization Requirements	~\$350	X	X	X	
Travel/Parking Fees to Clinicals	~\$350	~\$350	~\$350	~\$350	
Health Insurance	varies	varies	varies	varies	
ACLS Card Fee	X	\$10	X	X	
Textbooks	~\$450	\$350	\$100	\$200	
License Fee (State Certification)	X	X	X	In-State	Out-of-State
				\$22.50	\$37.50
Criminal Background Check & Drug Screening	~\$150	X	X	X	
Matriculation	\$50	X	X	X	
FISDAP	\$80	X	X	\$26.50	
CPR Certification	\$45	X	X	X	
Criminal Background for licensure	X	X	X	~\$50	
College Matriculation Fee	\$50	X	X	X	
NREMT Licensure Fee	X	X	X	\$110	

Costs are approximate and may change.

~ = Approximate

X = No cost during that term

FINANCIAL AID PROGRAMS

The Financial Aid Office at East Arkansas Community College seeks to provide financial assistance to any student who, without such support, could not attend the College. A comprehensive program of financial aid in the form of scholarships, loans, grants, and jobs is provided to qualifying students.

Please see current East Arkansas Community College Catalog for more information or visit the Financial Aid Office in the Hodges Building Complex.

RETENTION AND PROGRESSION

To be allowed to remain or progress in the EMT-Paramedic program, the student must:

1. Adhere to EACC and EMT-Paramedic Program policies and procedures.
2. Achieve a “C” or better in all required general education courses in order to successfully complete the program.
3. Earn a grade of “C” or better in all EMT courses to progress to the next term. Students failing (‘D’ or ‘F’) an EMT course will be unable to progress in the program. Students will be allowed to repeat that failed course(s) at the next available offering.
4. Take the failed (‘D’ or ‘F’) course at the next available course offering. If unable to take the next available course offering, the student will be dismissed from the program. The student will be eligible to apply for readmission to the program (see Readmission Policy).
5. Complete and return all required forms, Data Records, for each clinical application and field internship course.
6. Successfully complete the Skill Competency Manual for each clinical application course during the respective term.
7. Successfully complete the ACLS component in Traumatology II to progress to Traumatology III.
8. Comply with all clinical facility rules and regulations.
9. **Successfully complete the ‘Paramedic Final’ including both written and practical skills during EMT 2023. The student will have three attempts to achieve a minimum norm score on the Paramedic Final prior to the end of EMT 2023. If unsuccessful after three attempts, the student will fail (‘D’ or ‘F’) EMT 2023 and be ineligible to graduate. In this case, the student should make an appointment with the Director of the Paramedic Program for further advisement.**
10. Repeat all EMT courses in Term IV, if unsuccessful in one course within Term IV.
11. Submit the College’s “Intent to Graduate” form to the registrar’s office, pay the graduation fee, and complete the degree audit by the October deadline before the application to sit for National Registry Exam will be submitted and be eligible to graduate.
12. Complete the Paramedic program within a period of 3 years from time of entry into the first EMT course.

DISMISSAL POLICY

Violation of classroom or clinical policies and procedures or personal misconduct will result in disciplinary actions and can result in immediate dismissal from the EMT-Paramedic Program and the College. Actions subject to discipline include, but are not limited to: conduct dangerous to others, disorderly conduct, disruption of teaching in classroom or clinical settings, misuse of or damages to property, misuse of documents or identification cards or violations of state or federal laws. See also the Student Misconduct Policies and Procedure in the College Catalog. Procedures for disciplinary action and/or dismissal from the EMT-Paramedic Program and appeal procedures are listed in the Emergency Medical Technology – Paramedic Student Handbook.

Violation of the specific policies listed below may result in dismissal from the program:

1. Any student failing “D”, “F”, or “W” (Withdrawal) from the same EMT course twice or two separate EMT-Paramedic courses will be dismissed from the EMT-Paramedic Program. The student may seek readmission according to the readmission policy.
2. Students dismissed from the EMT-Paramedic Program for disciplinary reasons, as outlined in the EMT-Paramedic Handbook, will be ineligible for readmission into the College’s EMT-Paramedic Program.
3. Students must maintain current certification in CPR (American Heart Association Healthcare Provider), malpractice, and health insurance for the entire program of study. Failure to do so will result in dismissal.

READMISSION PROCESS

1. Students seeking readmission to the EMT-Paramedic Program should make an appointment with the Director of EMT-Paramedic Program.
2. Readmission is based on space availability.
3. Students may repeat only one unsuccessful EMT course. Students unable to repeat the unsuccessful EMT course at the next available course offering must apply for readmission as first time entering students and meet current admission requirements.
4. Students who are unsuccessful in two (2) EMT-Paramedic courses must apply for readmission as first time entering students and meet current admission requirements.
5. Any student who is denied clinical facility access for justifiable causes by the clinical facility will not be eligible for readmission to EACC’s EMT-Paramedic Program.

Retention, and Positive Placement for 2012-2014

Average Results of the Outcomes for: National Registry Written and Practical Exams

National Registry Written	National Registry Practical	Attrition	Retention	Placement
76.4%	100%	47.5%	52.5%	61.11%

CPR CERTIFICATION

Obtain CPR certification. Certification **must be** American Heart Association Healthcare Provider and include Adult, Child, Infant, Conscious, Unconscious, and Choking. Certification must be obtained prior to registration and must remain current for the entire program of study.

GRADING POLICY

The grading policy for all paramedic (EMT) courses is as follows:

1. The grading scale of all paramedic (EMT) courses is:
 - A 92-100
 - B 84-91
 - C 78-83
 - D 71-77
 - F 70 and below
2. The minimum score to pass any paramedic course is 78. Fractional parts of numerical grades will be rounded off to the nearest whole number according to mathematical principles. (I.e. 77.5 will become 78).
3. Both a minimum averages of 78 in theory and in clinical/campus lab activity and assignment are required in order to pass any paramedic course.
4. Failure of either the theory or clinical component of a paramedic course results in the student repeating both the theory and clinical components.

TRANSPORTATION

Students are responsible for their own transportation to class, clinical settings, and any other function connected with the EMT-Paramedic Program.

BOOKSTORE

Students may purchase paramedic course textbooks from the bookstore at East Arkansas Community College. Phone Number (870) 633-4480 ext. 307.

GRADUATION POLICY

The Emergency Medical Technology-Paramedic Program subscribes to East Arkansas Community College's requirements for graduation (see current College Catalog for graduation information). **All students are required to complete an "Intent to Graduate" form in order to complete the program.**

WITHDRAWAL POLICY

Students who no longer wish to be enrolled in the Emergency Medical Technology-Paramedic Program must follow the Withdrawal Policies set forth in the current East Arkansas Community College Catalog.

REFUND POLICY

No refunds of student tuition/fees will be made unless a student OFFICIALLY withdraws through the Office of Admissions and Registration. Full refunds are given only if a student officially drops or withdraws before the first day of the semester. If a refund is due to a student receiving financial aid from any Federal Financial Aid program, a portion of the refund shall be returned to the Financial Aid program in accordance with federal regulations. **Students who fail to follow the proper withdrawal procedures will be responsible for tuition once classes begin. Failure to attend classes does not constitute an official drop/withdrawal.**

No refunds are given for drops, withdrawals or non-attendance after the 11th day of a spring/fall semester or after the 11th day equivalent of a summer term.

Refund Schedule:

Credit Courses- Spring & Fall Semester

Prior to First Day of Semester 100%

First Day of Classes Through 11th Class Day 80%

After the 11th Class Day NONE

Credit Courses- Summer

Prior to First Day of Semester 100%

First Day of Classes Through 4th Class Day 50%

After 4th Class Day NONE

ACADEMIC GRIEVANCE PROCEDURE

The EMT-Paramedic Program subscribes to East Arkansas Community College academic grievance procedure. Recognizing that both students and faculty have rights regarding academic matters, East Arkansas Community College sets forth an academic grievance procedure. (College Catalog)

The following steps are to be followed regarding student academic grievance:

1. The student meets with the faculty member regarding any problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.
2. If an agreement cannot be reached between the student and faculty member, the appropriate Associate Vice President is contacted by the student. The student, faculty member, and the Associate Vice President are to meet together to thoroughly discuss the problem and attempt to attain a solution.
3. If a solution is not reached, the student may formalize the grievance by putting it in writing, including conditions giving rise to the grievance, names of parties involved, and the remedy requested. The written grievance is submitted to the Vice President for Academic Affairs. The Vice President first determines if previous steps in the process have been followed by the student and explains to the student the remaining steps in the process. The Vice President notifies the faculty member and the respective Associate Vice President that a grievance has been filed and supplies a copy of the written grievance to the faculty member and Associate Vice President. The issues of the grievance are thoroughly discussed in an attempt to reach an understanding and agreement. Within 48 hours (excluding holidays/weekends) after receiving the student's written grievance the Vice President for Academic Affairs will render a decision.
4. If an agreement is not reached, the student may contact the chairperson of the Academic Grievance Committee. The Academic Grievance Committee will be composed of one Associate Vice President, two faculty members, one student, and one student affairs staff member. The Associate Vice President, instructors, or students who are parties in the grievance may not serve as members of the Committee. The Committee is a standing committee, members of which shall be appointed by the College president at the beginning of each academic year. The President shall also appoint a corresponding set of alternate members. The Committee will meet to review all relevant information regarding the grievance. Witnesses may be called as needed. Only the student and faculty member involved are to be present during the committee hearing; however, if witnesses are to be called by the parties the Committee chairperson must be notified 24 hours prior to the hearing. The Committee renders a written decision, including its findings and recommendations within 48 hours of the hearing (excluding holidays and weekends).
5. The student or instructor may request a procedural review by the College President. The original grievance and final report of the Academic Grievance committee are submitted to the College president who reviews the information submitted. Within 48 hours (excluding holidays and weekends) after the President receives the information, the President will render a decision regarding the Committee's adherence to College and committee policy and procedure based on the written information submitted.
6. The President has the option to remand the Committee's findings to the Committee for further consideration.
7. The Grievance procedure must be initiated and completed prior to the end of the term succeeding the term in which the incident occurred (excluding summer terms).

