



Education Policy Manual

Approved by Advisory Board and Medical Director

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ASUMH Mission Statement

The mission of ASUMH is to LEAD through educational opportunities.
Lifelong Learning,
Enhanced Quality of Life,
Academic Accessibility and
Diverse Experiences

SECTION 1

1.1

PROGRAM INFORMATION

ASUMH Department of Emergency Medical Services Program Mission Statement

The mission of the Arkansas State University-Mountain Home Emergency Medical Services Program is to provide a progressive educational experience in the classroom, laboratory, clinical, and field environments that prepares qualified students to become competent, compassionate, and professional prehospital healthcare providers. The EMS Program is committed to developing students in the cognitive, psychomotor, and affective domains while promoting patient-centered care, professionalism, ethical practice, critical thinking, effective communication, teamwork, and lifelong learning.

1.2

Philosophy Statement

The ASUMH Emergency Medical Services Program recognizes Emergency Medical Services as an essential component of the healthcare and public safety systems. EMS professionals provide care to individuals across the lifespan and in diverse, complex, and often unpredictable environments. The EMS Program believes that effective education requires the integration of knowledge, technical skill, clinical judgment, professional behavior, communication, and compassionate patient care. Learning occurs through progressive experiences in the classroom, laboratory, simulation, clinical, and field environments, allowing students to develop from foundational understanding toward competent entry-level practice.

The program recognizes students as adult learners who bring varied educational, professional, and life experiences to the learning environment. Faculty serve as educators, mentors, facilitators, and evaluators while students assume responsibility for active participation in their education, professional development, and continued growth. The EMS Program is committed to preparing practitioners who value patient dignity, safety, ethical practice, cultural respect, teamwork, accountability, and lifelong learning. Graduates should be prepared not only to perform the technical responsibilities of an EMS professional, but also to exercise sound judgment, communicate effectively, advocate for patients, and contribute positively to the EMS profession and the communities they serve.

1.3

Program Goal

The goal of the ASUMH EMS Program is: To prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

1.4

Program Purpose

Provide education and training for individuals preparing to practice in the prehospital emergency medical services profession. The curriculum integrates classroom instruction, laboratory and simulation experiences, clinical education, and field experiences to develop the knowledge, skills, clinical judgment, and professional behaviors necessary for entry-level practice. Students are provided opportunities to apply knowledge and skills across a variety of patient populations, clinical conditions, and emergency situations while progressing toward independent entry-level practice within the scope of their respective EMS education level.

1.5

Program Description

The EMS Program provides education leading to eligibility for certification and licensure at applicable Emergency Medical Services provider levels. Program curricula are designed to meet applicable state requirements, national EMS education standards, and the professional expectations associated with prehospital emergency care. The Paramedic Program includes didactic instruction, laboratory and simulation education, clinical experiences, field experiences, and a capstone field internship designed to integrate the cognitive, psychomotor, and affective competencies required of an entry-level Paramedic.

The ASU-Mountain Home Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

1.6

Program Educational Objectives

Upon successful completion of the applicable EMS program, the graduate should be able to:

- Integrate knowledge of anatomy, physiology, pathophysiology, pharmacology, and emergency medical care into the assessment and management of patients.
- Perform systematic patient assessments and identify actual or potential life threats.
- Develop and implement appropriate treatment plans based upon patient presentation, assessment findings, clinical judgment, and applicable standards of care.
- Safely and effectively perform psychomotor skills appropriate to the student's EMS education level and scope of practice.
- Communicate effectively with patients, families, healthcare professionals, public safety personnel, and other members of the healthcare team.
- Demonstrate sound clinical judgment, critical thinking, problem-solving, and decision-making in routine and complex patient-care situations.
- Demonstrate professional, ethical, compassionate, and culturally respectful behavior.
- Function effectively as both a member and leader of an interdisciplinary healthcare and public safety team, as appropriate to the provider level.
- Accurately document patient assessment, treatment, response to care, and other required information.

- Demonstrate behaviors consistent with patient advocacy, confidentiality, safety, accountability, and professional responsibility.
- Successfully integrate cognitive knowledge, psychomotor skills, and affective behaviors in the classroom, laboratory, clinical, and field environments.
- Demonstrate readiness for entry-level practice and continued professional development within Emergency Medical Services.

1.7

Program Outcomes

The EMS Program evaluates student and program performance through multiple measures, including academic achievement, laboratory and simulation performance, clinical and field competency, affective/professional behavior, credentialing examination performance, retention, graduate placement, and stakeholder feedback. Program outcomes are reviewed on an ongoing basis as part of the EMS Program's continuous quality improvement process. Results are used to identify strengths, opportunities for improvement, and actions necessary to maintain the quality and effectiveness of the educational program.

1.8

Class Location

Emergency Medical Services courses are primarily conducted in the Health Sciences Building on the Arkansas State University–Mountain Home campus. EMS classroom and instructional activities are conducted in Health Sciences Rooms H104 and H108, with laboratory and simulation activities conducted in designated EMS instructional and simulation areas.

Clinical and field education experiences are conducted at approved affiliated healthcare facilities and emergency medical services agencies. Students will receive specific assignment locations and reporting instructions as they progress through the program.

SECTION 2

General Policies

ADMISSION AND ENROLLMENT REQUIREMENTS

2.1

General Admission

Admission to Arkansas State University-Mountain Home does not automatically constitute admission to all Emergency Medical Services courses or programs. Students must meet applicable institutional requirements and any prerequisite, certification, or program-specific requirements associated with the EMS course or program in which they intend to enroll. Prospective students should consult the current ASUMH Academic Catalog and EMS Program for information on applicable admission requirements, prerequisites, degree requirements, and course sequencing.

2.2

Paramedic Program Admission

Admission to Arkansas State University–Mountain Home does not guarantee admission to the Paramedic Program. The Paramedic Program has a separate admission process, and

enrollment may be limited. Applicants must meet all current institutional and program admission requirements, including applicable academic prerequisites and licensure requirements. In accordance with Arkansas law, students must hold the required Emergency Medical Technician (EMT) licensure prior to entry into the Paramedic Program.

Admission requirements, prerequisite courses, selection criteria, application procedures, and deadlines are subject to change. Applicants are responsible for reviewing the **current ASU-Mountain Home Academic Catalog and official ASUMH program information** for requirements applicable to their admission cycle. Applicants are encouraged to consult with the EMS Program Director or designated academic advisor regarding program eligibility and degree requirements.

2.3

Prerequisite and Certification Requirements

Students must satisfy all prerequisites identified in the current ASUMH Academic Catalog for the EMS courses on which they enroll. Where current Emergency Medical Technician certification, licensure, CPR certification, or other credentials are required for enrollment or participation in a course or program component, students are responsible for maintaining those credentials in accordance with program, clinical affiliate, field agency, and regulatory requirements. Failure to maintain a required certification, license, credential, or prerequisite may prevent a student from participating in classroom, laboratory, clinical, or field activities and may affect the student's ability to progress in the program.

2.4

Clinical and Field Participation Requirements

Prior to participation in clinical or field experiences, students must satisfy all applicable requirements established by ASUMH, the EMS Program, and participate in clinical or field affiliates. Requirements may include, as applicable:

- Required immunization and health documentation.
- Background checks.
- Drug screening.
- Current CPR certification.
- Current EMS certification or licensure when required.
- Documentation required by clinical or field affiliates.
- Completion of required orientation or compliance education; and
- Other requirements necessary for participation at an assigned clinical or field site.

Clinical and field affiliates may establish requirements in addition to those imposed by ASUMH. Students who do not meet the requirements of an assigned affiliate may be unable to participate at that location. Because successful completion of required clinical and field experiences is an essential component of EMS education, inability to participate in required experiences may affect the student's ability to progress in or complete the program.

Technical Standards and Essential Functions

EMS education requires participation in classroom, laboratory, simulation, clinical, and field environments. Students must be able to perform the essential functions necessary for safe and effective participation in the program, with or without reasonable accommodation. The Technical Standards and Essential Functions of the ASU-Mountain Home EMS Program are

described in Section 3 of this handbook. Prospective students are encouraged to review these standards prior to enrollment.

Students who believe they may require reasonable accommodation to meet program requirements should contact the appropriate ASUMH office responsible for disability/accessibility services. The EMS Program will work with the student and the university through the established accommodation process.

2.5

Equal Opportunity and Reasonable Accommodation

The ASUMH EMS Program follows the University's policies regarding equal opportunity, nondiscrimination, and reasonable accommodation. Admission and progression of decisions are based upon applicable academic and program requirements and the student's ability to meet the essential requirements of the program, with or without reasonable accommodation. Students seeking accommodation should follow the University's established process for requesting and documenting accommodations. The EMS Program does not independently determine eligibility for disability accommodations.

SECTION 3

3.1

DISABILITY SERVICES

Disability Services and Reasonable Accommodations

Arkansas State University Mountain Home is committed to providing equal access to educational opportunities for qualified students with disabilities. Students who require reasonable accommodation should follow the University's established process for requesting disability/accessibility services. Students are responsible for initiating requests for accommodation and providing documentation as required by the University. The EMS Program does not independently determine whether a student qualifies with disability accommodation. Approved accommodation is implemented in accordance with university policies and procedures.

Any physical disabilities must not pose a threat to the safety of the student, faculty patients, or other health care workers. An individual who discloses a disability may request reasonable accommodations. Individuals will be asked to provide documentation. ASUMH will provide reasonable accommodation but is not required to alter the requirements or nature of the program or provide accommodations that impose undue burden to ASUMH. The student's Services Coordinator is responsible for providing arrangements to accommodate students according to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. At the beginning of the course, any student with a disability who needs accommodation should inform the Program Director and Student Services coordinator at 870-508-6262.

Because EMS education includes classroom, laboratory, simulation, clinical, field experience, and capstone field internship activities, students are encouraged to request accommodation as early as possible to allow adequate time for review and implementation. Reasonable accommodations are intended to provide equal access to the educational program while maintaining the essential academic, technical, patient-safety, and professional requirements of the EMS Program. Accommodation may not eliminate an essential program requirement or fundamentally alter the nature of the program. Students should refer to the current

ASUMH Academic Catalog and official University Disability Services resources for current procedures, documentation requirements, contact information, and institutional policies regarding reasonable accommodations.

3.2

Technical Standards and Essential Functions

Students enrolled in the ASUMH Emergency Medical Services Program must be able to perform the essential functions necessary for safe and effective participation in classroom, laboratory, simulation, clinical, field, and capstone field internship activities, with or without reasonable accommodation. These standards reflect the functional abilities necessary to participate in EMS education and to demonstrate required program competencies.

a. Observation and Sensory Abilities

Students must be able to obtain and interpret information necessary for patient assessment and care. This includes the ability to observe patients and the surrounding environment; recognize changes in patient condition; obtain information through appropriate visual, auditory, tactile, and other assessment methods; and appropriately use diagnostic and patient-care equipment.

b. Communication

Students must be able to communicate effectively, accurately, and professionally with patients, family members, classmates, faculty, preceptors, healthcare professionals, public safety personnel, and other members of the healthcare team. Students must be able to receive, interpret, and convey information necessary for safe patient care through verbal, written, electronic, and other appropriate methods of communication.

c. Motor and Physical Abilities

Students must possess sufficient motor function, coordination, strength, endurance, and mobility to participate safely in required EMS activities. Essential functions may include performing patient assessments and procedures; operating and manipulating EMS equipment; positioning, lifting, moving, and assisting patients; performing cardiopulmonary resuscitation; and functioning in confined, uneven, or otherwise challenging environments encountered during laboratory, clinical, and field experiences.

d. Cognitive and Intellectual Abilities

Students must be able to acquire, understand, retain, integrate, and apply information necessary for patient care. Students must demonstrate critical thinking, clinical reasoning, problem-solving, calculation, prioritization, and decision-making abilities and must be able to recognize significant changes in patient condition and respond appropriately.

e. Behavioral and Professional Abilities

Students must demonstrate emotional stability, professional judgment, ethical behavior, accountability, adaptability, and the ability to function effectively in stressful and unpredictable situations. Students must be able to work cooperatively with others, accept constructive feedback, maintain appropriate professional boundaries, protect patient confidentiality, and respond appropriately to the demands of emergency patient care and EMS education.

f. Environmental Adaptability

Students must be able to participate in educational and patient-care activities in environments typical of Emergency Medical Services. These may include exposure to

temperature extremes, noise, odors, confined spaces, uneven terrain, inclement weather, infectious disease, bodily fluids, hazardous substances, and other conditions associated with healthcare and prehospital practice. Students are expected to use required personal protective equipment and follow applicable safety and infection-control procedures.

g. Reasonable Accommodation

The ASUMH EMS Program evaluates students based on their ability to meet the essential requirements and competencies of the program, with or without reasonable accommodation. Students who believe they require accommodation should follow the University's established disability/accessibility services process. The EMS Program does not independently determine eligibility for disability accommodations. Approved accommodations will be implemented in accordance with University policy; however, an accommodation may not eliminate an essential program requirement, compromise patient or student safety, or fundamentally alter the nature of the program or the competency being evaluated.

SECTION 4

TITLE IX

Title IX and Nondiscrimination

ASUMH is committed to maintaining an educational environment free from unlawful discrimination, harassment, and retaliation. The university administers its educational programs and activities in accordance with applicable federal and state law and institutional nondiscrimination and Title IX policies. Title IX prohibits discrimination based on sex in educational programs and activities receiving federal financial assistance. University policies and procedures address matters including sex-based discrimination, sexual harassment, sexual misconduct, pregnancy and related conditions, and retaliation. Students who experience or become aware of conduct that may violate university Title IX or nondiscrimination policies are encouraged to utilize the university's established reporting and support procedures.

EMS students participating in off-campus clinical and field experiences remain subject to applicable university policies in addition to the professional conduct, safety, and other requirements of the assigned clinical or field affiliate. Students should refer to the current ASUMH Academic Catalog and official University Title IX resources for current policies, reporting procedures, supportive measures, and Title IX contact information.

SECTION 5

5.1

FOOD AND DRINK

Food and beverages are permitted only in designated areas and in accordance with classroom, laboratory, simulation, clinical, and field affiliate requirements. Beverages may be permitted in EMS classrooms when contained in a **shatter-resistant container with a secure lid**. Food should not be consumed during scheduled instructional activities unless specifically permitted by the instructor. Food and beverages are prohibited in areas where their presence may create safety concerns, infection-control, equipment, or environmental hazard. This includes designated laboratories, simulation, computer, medication, or other restricted instructional areas as applicable.

5.2

Clinical and Field Rotations

Students are responsible for planning appropriate meals during clinical and field rotations. **Students are not permitted to leave an assigned hospital or clinical facility during a scheduled clinical rotation for the purpose of obtaining food.** Students should utilize the hospital cafeteria or other approved on-site dining option when available or bring an appropriate meal with them. Students assigned to field rotations should bring meals or make meal arrangements appropriate to the assigned EMS agency and must comply with agency policies and preceptor direction regarding meals and breaks.

Students may not leave a clinical or field assignment without authorization from the assigned preceptor or appropriate program/affiliate personnel. Leaving an assigned rotation without authorization may be considered an unauthorized departure from the clinical or field experience and may affect the student's attendance or completion of the assigned rotation. Students must comply with all food and beverage policies of the assigned clinical facility or EMS agency. Instructors may further restrict food or beverages when necessary to protect instructional equipment, maintain sanitation, promote safety, or prevent disruption of educational activities.

SECTION 6

ACADEMIC ENVIRONMENT

6.1

Professional Learning Environment

The EMS Program is committed to maintaining a professional, respectful, safe, and effective learning environment that reflects the standards expected within Emergency Medical Services and healthcare practice.

Students are expected to conduct themselves professionally in all program environments, including classrooms, laboratories, simulation activities, clinical experiences, field experiences, capstone field internships, online learning environments, and program-sponsored activities. Students are expected to:

- Arrive prepared and on time for scheduled educational activities.
- Participate actively and appropriately in classroom, laboratory, simulation, clinical, and field experiences.
- Treat classmates, faculty, staff, patients, preceptors, healthcare professionals, and members of the public with dignity and respect.
- Communicate professionally and appropriately, including during disagreements or stressful situations.
- Accept constructive feedback and demonstrate appropriate efforts toward improvement.
- Maintain patient privacy and confidentiality.
- Use program facilities, equipment, supplies, and technology appropriately and responsibly.
- Follow faculty instructions and established safety procedures.

- Contribute to a learning environment free from disruptive, threatening, discriminatory, harassing, or unsafe behavior.
- Demonstrate accountability for personal conduct, academic performance, and professional development.

Classroom and Laboratory Conduct

EMS education frequently involves realistic patient-care scenarios, medical equipment, medications or simulated medications, invasive-procedure trainers, anatomical models, and other specialized instructional materials. Students are expected to use all equipment and facilities only for their intended educational purpose and in accordance with faculty direction.

Horseplay, unsafe conduct, intentional misuse of equipment, or behavior that places another individual at risk is prohibited.

Students must follow applicable infection-control and safety practices during laboratory and simulation activities. Personal protective equipment must be used when required.

Participation in Laboratory and Simulation Activities

Active participation in laboratory and simulation activities is an essential component of EMS education. These activities allow students to develop and demonstrate the cognitive, psychomotor, clinical-reasoning, communication, teamwork, and professional competencies required for progression and program completion. Students are expected to participate in required laboratory and simulation activities and competency assessments.

Students who believe a disability, medical limitation, religious consideration, or other circumstances may affect participation should communicate with the appropriate University office and EMS faculty as early as possible so that applicable institutional processes can be followed.

Any approved accommodation or alternative method of participation must continue to permit evaluation of the essential course or program competency being assessed.

Safety and Immediate Jeopardy

Any student whose actions or conduct create an immediate threat to patient safety, student safety, faculty or staff safety, or the safe operation of a classroom, laboratory, clinical, or field environment may be removed from the activity pending review. Depending upon the circumstances, unsafe conduct may result in remediation, probation, removal from a clinical or field assignment, or other disciplinary action in accordance with applicable EMS Program and University policies.

SECTION 7

PROFESSIONAL COMMUNICATION AND SOCIAL MEDIA POLICY

7.1

Professional Communication

Students enrolled in the ASUMH Emergency Medical Services Program are expected to conduct themselves in a professional, respectful, and ethical manner in classroom, laboratory, simulation, clinical, field internship, online, and public environments. Professional communication includes interactions with instructors, staff, classmates, patients, family members, preceptors, clinical affiliates, EMS agencies, healthcare professionals, public safety personnel, and members of the public.

Students are expected to communicate in a manner consistent with the ethical and professional responsibilities of an EMS provider. Communication that constitutes harassment,

discrimination, threats, intimidation, bullying, retaliation, or other unprofessional conduct may result in disciplinary action in accordance with program and University policies.

7.2

Social Media and Online Conduct

Students should recognize that participation in social media platforms, online forums, messaging applications, blogs, websites, public discussion groups, and other forms of electronic communication may reflect upon the student, the EMS Program, ASUMH, clinical affiliates, EMS agencies, and the healthcare profession.

Students are expected to maintain professionalism, confidentiality, sound judgment, and ethical behavior when engaging in social media or other online activity. Content that is defamatory, discriminatory, threatening, harassing, intimidating, unprofessional, misleading, violates patient privacy or confidentiality, or publicly disparages patients, classmates, instructors, staff, preceptors, clinical affiliates, EMS agencies, healthcare organizations, or other individuals associated with the educational program may result in disciplinary action.

7.3

Comments Regarding Employers, Clinical Affiliates, and EMS Agencies

Students shall not use social media, online forums, public reviews, messaging platforms, or other public communications to disparage, demean, or discourage others from seeking employment, clinical placement, or professional relationships with an EMS agency, healthcare organization, clinical affiliate, field affiliate, or other organization associated with the ASUMH EMS Program.

Students should understand that comments made in a personal capacity may still be associated with their status as an ASUMH EMS student and may adversely affect relationships between the EMS Program and organizations that provide clinical education, field internship opportunities, employment opportunities, or other support to students. Concerns regarding the quality of a clinical or field experience, working conditions, patient safety, professional conduct, or the actions of an affiliate should be reported through appropriate channels, including the Program Director, clinical coordinator, faculty, affiliate leadership, or other applicable ASUMH reporting process, rather than addressed through public disparagement or social media commentary.

Nothing in this policy is intended to prohibit a student from making a good-faith report of suspected unlawful conduct, discrimination, harassment, patient-safety concerns, regulatory violations, or other matters through appropriate reporting channels or as otherwise protected by law.

EMS Program Director's Office: 870-508-6269
Campus Security: 870-508-6300

Students should not represent personal opinions or statements as official positions of ASUMH, the EMS Program, a clinical affiliate, or an EMS agency unless specifically authorized to do so. The use of social media or electronic communication must never interfere with

professional responsibilities, patient care, clinical relationships, educational activities, or the integrity of the EMS profession.

7.4

Patient Privacy and Confidentiality

Students must always maintain patient privacy and confidentiality in accordance with applicable laws, regulations, university policies, program requirements, and clinical or field affiliate policies. Students shall not post, discuss, transmit, or otherwise disclose patient information through social media or any public or unauthorized electronic communication. This prohibition applies even when:

- The patient's name is not used.
- The student believes the information has been de-identified.
- The student's social media account is designated as private.
- Communication occurs within a closed or private online group.
- The content is deleted after posting; or
- The student believes the patient, family, or situation cannot be identified.

Information concerning a patient encounter, clinical experience, EMS response, or healthcare event may contain enough details to permit identification even when traditional identifiers have been removed. Students must not use social media to discuss patient encounters, unusual cases, clinical events, EMS calls, or other confidential information obtained through participation in the EMS Program.

7.5

Photography, Video, Audio, and Electronic Images

Photography, video recording, audio recording, screenshots, screen recordings, or other capture or transmission of patients, patient information, electronic health records, clinical environments, EMS scenes, or protected health information is strictly prohibited unless specifically authorized for an approved educational purpose in accordance with applicable university, program, and affiliate policies.

Students may not photograph or record patients using personal electronic devices. Students must also comply with photography and recording restrictions established by hospitals, clinical affiliates, EMS agencies, and other healthcare facilities. The fact that an image or recording does not visibly contain a patient's face or name does not necessarily make the content appropriate for capture, transmission, or publication.

7.6

Clinical and Field Experiences

- Students should not use social media or electronic communication in a manner that compromises the professional relationship between ASUMH and its clinical or field affiliates.
- Students should not publicly disclose confidential or proprietary information obtained through a clinical facility or EMS agency.

- Students must comply with the social media, electronic communication, photography, confidentiality, and technology policies of each clinical or field affiliate in addition to ASUMH and EMS Program requirements.
- Personal use of social media during patient care or when it interferes with required clinical or field participation is prohibited.
- Professional Boundaries
- Students are expected to maintain appropriate professional boundaries in electronic and online communication.
- Students should exercise sound professional judgment when communicating electronically with patients, former patients, family members, preceptors, faculty, healthcare personnel, and others encountered through their role as an EMS student.
- Information obtained because of a student's educational or clinical role must not be used for personal, social, or other unauthorized purposes.

7.7

Violations and Disciplinary Action

Violations of this policy will be evaluated based upon the nature and severity of conduct. HIPAA violations, unauthorized disclosure of protected or confidential information, inappropriate photography or recording, harassment, threats, discriminatory conduct, serious unprofessional behavior, or conduct that negatively affects patient safety, program operations, clinical relationships, affiliate partnerships, or the professional standards of the EMS Program may result in:

- Removal from a classroom, laboratory, clinical, or field experience.
- Referral for remediation or disciplinary review.
- Loss of eligibility to participate at a clinical or field affiliate.
- Program probation.
- Course failure when program or course requirements cannot be completed.
- Dismissal from the EMS Program; and/or
- Referral for additional action under applicable ASUMH policies or law.

Students are responsible for understanding that online content may remain accessible even after it has been deleted and that privacy settings do not eliminate their responsibility to comply with professional, confidentiality, and patient-privacy requirements.

SECTION 8

8.1

COMMUNICATIONS

ASUMH email is the primary method of routine communication within the Emergency Medical Services Program. Students are expected to use their ASUMH email account when sending routine messages to EMS Program faculty and staff. Students are responsible for monitoring their ASUMH email daily. Students are also responsible for monitoring Canvas, Platinum Planner, and other program-designated communication systems as applicable to their courses.

Announcements, schedule changes, assignments, clinical or field information, requests for documentation, and other important program information may be communicated electronically. Failure to read a message does not relieve the student of responsibility for information that was appropriately communicated through an established program communication method.

8.2

Time-Sensitive or Urgent Communication

Communication requiring immediate or time-sensitive attention should be made by direct telephone call or text message to the appropriate instructor or EMS Program faculty member rather than relying solely on email.

EMS Program Director	– Tasia Charles:	870-508-6269
Lead Paramedic Instructor	– Tim Hodges:	870-508-6269
EMT Instructor	– David Moore:	870-508-6386

Notification of absence does not automatically excuse the absence or guarantee that missed coursework, clinical time, field time, examinations, skills, or other activities may be made up. Students should notify the instructor responsible for the affected course, clinical rotation, field rotation, or program activity whenever possible. Repeated failure to monitor or appropriately respond to program communications may be reflected in the student's affective/professional behavior evaluation and may result in counseling or disciplinary action when appropriate.

SECTION 9

9.1

ATTENDANCE AND ABSENCE

Attendance and active participation are required in all scheduled lectures, laboratory, simulation, clinical, and field internship activities unless otherwise specified by the instructor or course syllabus.

Students are responsible for arranging personal, employment, transportation, and other obligations in a manner that permits them to meet program attendance requirements.

Notification of Absence

When a student knows in advance that an absence will occur, the student must notify the appropriate EMS instructor before the scheduled class, laboratory, clinical, field internship, or other required activity.

When advance notification is not possible because of an emergency or other unexpected circumstances, the student must notify the appropriate instructor as soon as possible. Notification should be made directly to the appropriate instructor:

EMS Program Director	– Tasia Charles	870-508-6269
Lead Paramedic Instructor	– Tim Hodges:	870-508-6269
EMT Instructor	– David Moore:	870-508-6386

Notification of an absence does not automatically excuse the absence or guarantee that missed coursework, clinical time, field time, examinations, skills, or other activities may be made up.

9.2

Documentation of Absence

Students requesting consideration for an excused absence or an opportunity to make up required activities may be required to provide reasonable documentation supporting the reason for the absence.

Appropriate documentation may include, but is not limited to:

- Documentation from a physician, healthcare provider, hospital, or other healthcare facility.
- A funeral program, obituary, memorial notice, or other reasonable documentation of a death or funeral.
- Court, jury duty, military, or other official documentation.
- Documentation related to an accident, emergency, or other significant circumstance; or
- Other documentation determined appropriate by the instructor or Program Director based upon the circumstances.

Documentation should be submitted as soon as possible following the absence. The EMS Program recognizes that emergencies and unexpected circumstances may occur, and that not every circumstance will produce the same type of documentation. Documentation requirements will be considered based upon the nature and circumstances of the absence.

9.3

Excused and Unexcused Absences

An absence may be considered for make-up when the student has:

- Provided appropriate notification to the instructor.
- Provided reasonable documentation when requested; and
- Met any additional requirements established in the applicable course syllabus or program policy.

Failure to appropriately notify the instructor or provide required documentation may result in the absence being considered unexcused and the missed activity being ineligible for make-up. Extenuating circumstances will be evaluated individually by the instructor and/or EMS Program Director.

9.4

Make-Up Activities

When make-up work is permitted, the method and schedule for completion will be determined by the instructor. Make-up activities requiring instructor interaction including skills practice, competency checkoffs, simulations, presentations, laboratory activities, or examinations, will be scheduled at the instructor's convenience and based upon faculty, laboratory, clinical, and program availability.

Clinical and field experiences may only be made up when an appropriate approved site, preceptor, and educational opportunity are available. Students may not independently arrange or attend an unauthorized clinical or field shift for the purpose of replacing missed hours. Permission to make up for an absence does not guarantee that an identical educational experience can be recreated.

9.5

Responsibility for Missed Material

Regardless of whether an absence is excused, the student remains responsible for course material, announcements, assignments, and other information missed during the absence. Students are responsible for contacting the instructor and obtaining information necessary to remain current in the course.

9.6

Course-Specific Attendance Requirements

Individual EMS courses may establish additional attendance requirements based upon course structure, required contact hours, clinical or field requirements, competency requirements, or other educational needs. Specific attendance requirements and consequences for excessive absences or tardiness will be identified in the applicable course syllabus and/or program requirements.

9.7

Tardiness and Early Departure

Students are expected to arrive on time and remain for the entire scheduled instructional activity. Repeated tardiness or early departure may be treated as an attendance and professional-behavior issue. Students who anticipate arriving late or needing to leave early must communicate with the instructor as soon as possible. Significant missed instructional time may require make-up when the missed activity involves required competencies, laboratory activities, clinical/field requirements, or other essential course content.

SECTION 10

TOBACCO-FREE CAMPUS

Tobacco Statement

ASUMH is a tobacco-free campus. All forms of tobacco and electronic smoking devices, including but not limited to cigarettes, smokeless tobacco, cigars, pipes, dissolvable tobacco products, e-cigarettes, and vapor devices, are prohibited on campus. This prohibition applies to **university buildings, classrooms, laboratories, campus grounds, University property, parking lots, and vehicles located on parking lots or streets owned by the University.**

EMS students must also comply with the tobacco, smoking, vaping, and nicotine-use policies of all assigned **clinical facilities, EMS agencies, field internship sites, and other program affiliates** while participating in program-related activities. Students are responsible for knowing and complying with the policies of each assigned clinical or field affiliate. Violation of ASUMH or affiliate tobacco policies may result in disciplinary action in accordance with

applicable University, EMS Program, or affiliate policies and may affect the student's eligibility to remain at an assigned clinical or field site.

SECTION 11

11.1

Drug Screening Policy

The EMS Program adheres to all ASUMH Health Sciences Division drug and alcohol screening policies. Students are responsible for complying with all program and clinical affiliate requirements related to drug testing, fitness for duty, and clinical eligibility. The following policy applies to all students enrolled in the program: Health Sciences– Random Drug Testing Policy

Purpose. The Health Sciences Division of Arkansas State University Mountain Home (ASUMH) is committed to maintaining a safe, ethical, and professional learning environment. Because students enrolled in health-related programs participate in clinical settings that require sound judgment, patient safety, and compliance with healthcare standards, the use of illegal drugs or the misuse of prescription medications is strictly prohibited. This policy outlines procedures for random drug testing and establishes consequences for positive results.

11.2

Policy Statement

All students enrolled in Health Sciences programs are subject to random drug testing as a condition of continued participation in classroom, laboratory, and clinical experiences. The College reserves the right to require a drug test at any time during enrollment, including, but not limited to, random selection, reasonable suspicion, or at the request of a clinical partner.

11.3

Use of Medical Marijuana

Students should understand that a medical marijuana card or prescription does not exempt them from drug testing requirements. A positive test result for marijuana, even with a valid medical marijuana card, will be considered a failed drug test. Our clinical and community partners strictly prohibit participation by individuals who test positive for marijuana, regardless of state medical authorization. Therefore, students who test positive for marijuana will be removed from clinical placement and subject to the disciplinary actions outlined in the program's Drug Testing Policy, up to and including dismissal from the program.

11.4

Testing Procedure

a) Notification and Collection:

The program director or designee will notify students selected for random testing and must report to the designated testing site within the specified time frame. Failure to comply will be treated as a positive test result.

b) Testing Method:

A certified laboratory approved by ASUMH will conduct drug tests. Testing may include urine, hair, or saliva samples as determined by the testing facility.

c) Confidentiality:

All results will be managed confidentially in accordance with federal and state

privacy regulations. Test results will be disclosed only to individuals with a legitimate educational or administrative need to know.

11.5

Positive Test Results and Retesting

First Positive Test:

- a) The student will be immediately removed from clinical participation pending review.
- b) If a positive test is returned, the results are sent to a medical review officer (MRO). They will review the results and attempt to contact the students for more information. If a student does not return a call from the MRO, the test will be considered a failed test.
- c) The student may request one (1) retest at their own expense, which must be completed within five (5) business days of notification.
- d) If the retest is negative, the student may return to full program participation.
- e) If the retest is positive, the result will be treated as a second positive test.

Second Positive Test:

- a) A second confirmed positive test will result in dismissal from the Health Sciences program.
- b) The student will be eligible for re-entry into the program at the start of the following semester but will have to meet the requirements of passing the random drug tests.

11.6

Refusal to Test

Refusal to submit to a required drug test, failure to appear for testing, or tampering with a test sample will be treated as a positive test result and subject to the same disciplinary action.

11.7

Appeal Process

Students may appeal disciplinary decisions related to drug testing in accordance with the College's Student Appeals Policy located in the student handbook, Section 5.12. Appeals must be submitted in writing within five (5) business days of notification of dismissal.

11.8

Acknowledgment

All Health Sciences students must sign a Drug Testing Policy Acknowledgment Form at the beginning of their program, confirming their understanding of the agreement to comply with this policy.

SECTION 12

Academic Probation

A student may be placed on academic probation for any length of time, not to exceed the time remaining until graduation, for any of the following items:

- Neglect or disregard of department policies,
- Subsequent disregard could result in dismissal from the program,
- Inappropriate or unprofessional behavior in or internship portions of the program that demonstrate a lack of competency in the affective domain,
- Subsequent inappropriate behavior could result in dismissal from the program,
- Behavioral problems resulting in an evaluation of "Not Yet Competent" on the Affective Professional Behavior Evaluation Form,
- Not Maintaining a C average or higher in any course.

SECTION 13

13.1

TECHNOLOGY AND ARTIFICIAL INTELLIGENCE

Every effort has been made to ensure all materials and resources are compatible with all widely used computers available today. This includes computers based on Android, OSX, iOS, Linux, and Windows.

13.2

Plagiarism/Cheating

Being dishonest in any way, such as cheating, copying someone else's work, using tools like AI (such as ChatGPT) without specific permission from your instructor, having tests you shouldn't have, or using aids you're not allowed to during tests, can lead to your being taken out of the class with a failing grade or even suspended from the university.

13.3

Electronic Devices/Cell Phones

Electronic devices and cell phones should be used only for educational or program-related purposes during class unless otherwise approved by the instructor.

SECTION 14

Coursework Policies

14.1

Achievement of all objectives in any course is the student's responsibility.

Students are responsible for understanding and meeting the academic, cognitive, psychomotor, affective, clinical, and field requirements established for each course in which they are enrolled.

Students are expected to:

- Review and follow the requirements, policies, assignments, and deadlines identified in the course syllabus and learning management system.
- Attend and actively participate in required classrooms, laboratory, simulation, clinical, field, and other scheduled educational activities.

- Complete assignments, examinations, skills evaluations, competency validations, clinical documentation, and other required coursework by established deadlines.
- Monitor their academic progress throughout the course and seek clarification or assistance when course requirements or expectations are not understood.
- Complete required remediation or additional educational activities when assigned by faculty.
- Maintain required documentation and ensure that assigned clinical, field, skills, and competency requirements are completed and appropriately validated.
- Communicate with the instructor promptly when circumstances may affect attendance, coursework, clinical or field participation, or the student's ability to meet course requirements.
- Regularly monitor ASUMH email, Canvas, My Brady, JBL, Platinum Planner, or other program-designated systems for course information, announcements, assignments, and communications.
- Maintain academic integrity and submit work that accurately represents the student's own knowledge, skills, and participation in accordance with ASUMH and EMS Program policies.

Specific grading requirements, examination policies, assignment deadlines, attendance requirements, competency requirements, and course-specific expectations are identified in the applicable course syllabus. Students are responsible for reviewing the syllabus for each course and seeking clarification from the instructor when necessary.

14.2

Incomplete Course and Competency Requirements

Students are responsible for completing all requirements of a course within the established course and program timeframe, including academic coursework, examinations, laboratory requirements, skills evaluations, competency validations, clinical and field requirements, required documentation, and any other course or program requirements. Successful completion of the academic or graded portion of a course does not constitute completion of all course or program requirements when required skills, competencies, clinical experiences, field experiences, documentation, or other required components remain incomplete.

Students will not be permitted to return after the conclusion of a course or program to complete requirements that were not completed during the established enrollment period unless continuation or completion is specifically authorized through an applicable ASUMH policy or a formally approved program process. Incomplete requirements from a previous course, semester, or cohort may not be carried forward into a subsequent cohort or completed independently after the course has ended for the purpose of establishing program completion, competency verification, certification eligibility, or endorsement for certification examination.

Students who do not complete all required courses and program competencies within the established timeframe may be required to repeat the applicable course or other required educational component in accordance with current ASUMH and EMS Program policies before the Program Director can verify successful completion or certification eligibility. The awarding of institutional credit, a **passing course grade**, certificate, or degree does not substitute for completion and verification of required EMS Program competencies when such competencies are required for certification eligibility or endorsement. The EMS Program Director may only

verify program completion, competency, or eligibility for certification examination when the program has documentation demonstrating that all applicable requirements have been successfully completed.

14.3

Paramedic Program Advanced Placement and Transfer Policy

The ASUMH Paramedic Program does not accept transfer of EMS credit, experiential learning credit, or advanced placement credit toward completion of the Paramedic Program.

All applicants to the Paramedic Program must hold a current, valid, unencumbered Arkansas EMT license as required for admission to the program.

Students who previously attended, partially completed, withdrew from, or were dismissed from a Paramedic program at another institution are not eligible to transfer completed Paramedic coursework, clinical hours, field internship hours, laboratory experiences, skills competencies, examinations, or other Paramedic program requirements into the ASUMH Paramedic Program. Previous education, employment, certification, licensure, clinical experience, field experience, or other experiential learning may not be substituted for required ASUMH Paramedic coursework or used to reduce the length or requirements of the Paramedic Program.

An applicant who has previously attended another Paramedic program may apply for admission to the ASUMH Paramedic Program provided the applicant meets all current ASUMH and Paramedic Program admission requirements. If admitted, the student must enter the ASUMH Paramedic Program at the beginning of the program and successfully complete all required Paramedic coursework, laboratory activities, competency validations, clinical experiences, field experiences, capstone requirements, and other program requirements through ASUMH. Prior attendance at another Paramedic program does not guarantee admission to the ASUMH Paramedic Program.

SECTION 15

DRESS, UNIFORM, AND PERSONAL APPEARANCE

Students enrolled in the Emergency Medical Services (EMS) Program represent Arkansas State University Mountain Home, the EMS profession, and the clinical and field agencies with which the program affiliates. Students are expected to maintain an appearance that is appropriate to the educational environment, supports safe participation in laboratory and simulation activities, and reflects professional standards when participating in clinical, field, or program-related activities.

15.1

Classroom Attire

During regular classroom instruction, students may wear casual clothing appropriate for a college educational environment. Clothing must provide adequate coverage of the body and comply with all applicable ASUMH policies. The current ASUMH Student Handbook identifies attire that does not provide adequate body coverage as inappropriate under the Standards of Student Conduct.

Clothing displaying obscene, discriminatory, sexually explicit, threatening, or otherwise inappropriate language or images is not permitted.

Students should understand that EMS education frequently involves unplanned hands-on activities. An instructor may require clothing and footwear appropriate for laboratory, simulation, or physical activity when necessary.

15.2

Laboratory and Simulation Attire

- Laboratory and simulation activities may require lifting, kneeling, bending, patient movement, equipment operation, and other physical activities like those encountered in EMS practice.
- Students must wear clothing and footwear that allows them to participate safely in these activities. Closed-toe and closed-heel footwear may be required for laboratory or simulation activities when appropriate for the activity being performed.
- Loose clothing, jewelry, footwear, or other items that create an entanglement, infection-control, PPE, or other safety hazard may not be worn during laboratory or simulation activities.

The instructor may require the EMS Program uniform for specific laboratory exercises, simulations, assessments, or other instructional activities.

The following clothing or attire is not permitted during EMS program activities:

- Clothing displaying vulgar, sexually explicit, discriminatory, threatening, offensive, or otherwise inappropriate language, graphics, or images.
- Clothing that is excessively revealing or does not provide appropriate body coverage.
- See-through shirts, blouses, or other garments that do not provide appropriate coverage.
- Clothing that exposes the midriff during normal movement, bending, lifting, or stooping.
- Clothing or footwear that creates a safety hazard during laboratory, simulation, or other hands-on activities.
- Flip-flops or other loose or unsecured footwear during laboratory, simulation, clinical, or field activities.
- Clothing or accessories that interfere with the proper use of personal protective equipment.
- Attire that the instructor determines is unsafe or inappropriate for the instructional activity being conducted.

Shorts may be worn during regular classroom activities provided they are appropriate in length, fit, and style and do not interfere with participation in laboratory or simulation activities. The instructor may restrict shorts or other casual clothing when the scheduled activity requires more protective or professional attire.

15.3

Uniform Requirement Following Midterm

Beginning after the midterm point of each semester, all EMS students will wear the designated EMS Program uniform on Tuesdays. The purpose of this requirement is to support the transition from individual skills instruction to integrated EMS practice. During the latter portion of the semester, students may participate in simulated EMS calls, interdisciplinary scenarios, crew-based activities, and other exercises involving students from multiple EMS courses. Wearing the program uniform during these activities is intended to create a more realistic operational environment and reinforce professional identity, teamwork, communication, and readiness for clinical and field practice.

Students may also be required to wear the EMS Program uniform on any additional day designated by the instructor, including days involving special classroom activities, simulations, guest presentations, program events, recruitment activities, public events, or other activities for which professional EMS attire is appropriate. Students will be notified by the instructor when the uniform is required on a day other than Tuesday.

Failure to wear the required uniform may result in the student being unable to participate in an activity when the uniform or appropriate attire is necessary for safety, professional representation, or the requirements of the activity.

15.4

Clinical and Field Uniform

Students participating in clinical or field rotations must wear the complete EMS Program uniform unless otherwise directed by the Program Director, instructor, or clinical/field affiliate.

The EMS Program uniform consists of:

- Required safety glasses or prescription eyewear when appropriate to the activity.
- Uniform clean, neat, wrinkle-free.
- Navy or black EMS/BDU-style pants.
- Black, clean, non-skid boots or shoes appropriate for EMS activities.
- Program-designated clinical or EMS shirt.
- Undershirts, when worn and visible, should be black, gray, white, or another color approved by the program.
- Jackets, when needed, must not display unauthorized patches, insignia, logos, labels, or other identifiers.
- ASUMH/EMS Program clinical identification or name badge worn as required.
- Hats, caps, and sunglasses are not permitted in indoor clinical areas unless required for medical, religious, safety, or operational reasons.
- Any additional uniform, identification, or PPE required by the assigned clinical or field affiliate.

Uniform items must be clean, neat, and in good repair. Pants and shirts must fit appropriately and allow the student to safely perform expected EMS duties. Students may not alter the program uniform or add patches, insignia, pins, logos, or other items unless approved by the EMS Program. Clinical and field affiliates may establish additional or more restrictive uniform requirements. Students are responsible for complying with the requirements of the site to which they are assigned.

15.5

Personal Appearance and Hygiene

Students participating in clinical, field, laboratory, simulation, or other professional EMS activities are expected to maintain appropriate personal hygiene and grooming. Hair must be clean and maintained in a manner that does not interfere with patient care, equipment operation, infection-control practices, or the proper use of personal protective equipment. Long hair must be secured when necessary for safety or patient care. Facial hair must be maintained so that it does not interfere with required personal protective equipment or respiratory protection.

Because students may work in close proximity to patients, classmates, and healthcare personnel, strongly scented perfumes, colognes, or other products should be avoided in clinical and patient-care environments. Students are expected to:

- Maintain clean and neatly trimmed fingernails appropriate for patient care and infection-control practices.
- Maintain hair in a clean and professional manner and secure it when necessary for patient care, safety, equipment operation, or PPE use.
- Maintain facial hair in a clean and neat manner that does not prevent appropriate use of required protective equipment.
- Use perfume, cologne, scented lotions, or equivalent products sparingly, particularly in patient-care environments.
- Arrive free from offensive body odor, smoke odor, or other odors that may interfere with patient care or the professional environment.
- Maintain uniforms and clothing in a clean and serviceable condition.

15.6

Jewelry and Accessories

Jewelry and accessories are permitted provided they do not create a safety, infection-control, entanglement, patient care, or PPE hazard. The instructor, Program Director, or clinical/field affiliate may require removal or restriction of jewelry or accessories when necessary for the activity or environment. Hats, caps, sunglasses, and related items are not considered part of the EMS Program uniform and should not be worn in indoor clinical or professional settings unless required for medical, religious, safety, or operational reasons.

15.7

Noncompliance

Students who report to a clinical or field rotation improperly attired, poorly groomed, without required identification, or without necessary equipment may be removed from the assignment and instructed to correct the deficiency before returning. If the student cannot meet the requirements of the assigned clinical or field experience, the missed time or experience may be subject to the applicable attendance and clinical completion policies.

15.8

Special Events and Program Representation

Students representing the EMS Program at recruitment events, community activities, demonstrations, conferences, special events, or other official functions may be required to wear the EMS Program uniform or other attire designated by the Program Director or instructor. When

wearing the EMS Program uniform, students are representing both Arkansas State University Mountain Home and the EMS profession and are expected to conduct themselves in a manner consistent with the professional standards of Arkansas State University Mountain Home and the EMS profession.

15.9

Accommodation

Reasonable accommodations related to disability, religion, medical necessity, or other circumstances protected by university policy or applicable law will be addressed in accordance with ASUMH policies and procedures. Students who believe an accommodation is necessary should contact the appropriate University office and notify the Program Director as appropriate so that program and safety requirements can be addressed.

If the above policy causes religious concerns or concerns based upon any other legally protected class, please contact Melissa Klinger, Director of Human Resources and Title IX coordinator, 870-508-6200, melissak@asumh.edu.

SECTION 16

PREGNANCY

Pregnancy does not automatically prevent a student from participating in or continuing an Emergency Medical Services program. If a student becomes pregnant while enrolled in the educational program, she must inform the program director immediately. Disclosure will be held in confidence at the student's request. The program director can request a physician's statement regarding the student's ability to safely perform required tasks, skills, and rotations. Students who are pregnant are encouraged to discuss potential occupational and educational risks with their healthcare provider and to make informed decisions regarding continued participation. The student should be aware that pregnancy may prevent the completion of clinical or field internship rotations and thus may affect graduation.

A pregnant student may continue participating in classroom, laboratory, simulation, clinical, and field activities provided the student is able to meet the essential requirements of the program, with or without reasonable accommodation, and participation can occur safely in accordance with applicable University policies and clinical or field affiliate requirements. EMS education may involve potential exposure to infectious disease, radiation, hazardous substances, medications, physically demanding activities, lifting and moving patients, unpredictable environments, and other occupational risks associated with healthcare and prehospital practice.

Students seeking pregnancy-related accommodation, modifications, medically necessary restrictions, or leave should utilize the appropriate ASUMH process. The EMS Program will implement approved accommodation or modifications in accordance with university requirements. Clinical and field affiliates may have additional policies related to pregnancy, occupational exposure, radiation, or other safety considerations. Students remain responsible for satisfying required clinical and field competencies necessary for successful completion of the program.

A student will not be penalized solely because of pregnancy or related conditions.

SECTION 17

17.1

STUDENT EMPLOYMENT

Employment while enrolled in the Emergency Medical Services Program is a personal decision and does not alter the academic, attendance, clinical, field, or competency requirements of the program. Students should carefully consider the demands of employment in relation to the substantial time commitment required for EMS education, including classroom instruction, laboratory, and simulation activities, studying assignments, clinical rotations, field experiences, and capstone field internship requirements.

17.2

Employment and Program Scheduling

Employment schedules are not considered a substitute for or an exemption from required program activities. Students are responsible for arranging employment obligations so that they do not interfere with scheduled classroom instruction, laboratory or simulation activities, examinations or competency assessments, clinical rotations, field rotations or capstone field internship, required remediation, mandatory program meetings or activities, or other required educational experiences. Work-related scheduling conflicts will be addressed according to applicable attendance and make-up policies.

17.3

Students Employed by EMS or Healthcare Agencies

Students who are employed by an EMS agency, fire department, hospital, healthcare organization, or other clinical/field affiliate must clearly distinguish their employee role from their student role. Hours worked as an employee may not be represented or documented as clinical, field, or capstone internship hours unless the experience has been specifically scheduled and approved as an educational experience in accordance with EMS Program requirements.

When participating in an assigned clinical or field experience, the student functions in the role of an EMS student under appropriate supervision, regardless of any certification, licensure, employment status, or prior experience the student may possess. Students may not receive compensation specifically for hours being completed as required for student clinical or field education unless such an arrangement is expressly permitted by applicable program, institutional, accreditation, and affiliate requirements.

SECTION 18

Inclement Weather Policy and Emergency Closures

The ASUMH Emergency Medical Services Program follows the inclement weather and emergency closure policies established by ASUMH. Students are responsible for remaining informed regarding campus closures, delayed openings, emergency notifications, and other changes affecting University operations.

18.1

RAVE Emergency Alert System

ALL EMS STUDENTS ARE REQUIRED TO ENROLL IN AND MAINTAIN CURRENT CONTACT INFORMATION IN THE ASUMH RAVE EMERGENCY ALERT SYSTEM.

The RAVE Emergency Alert System is used by ASUMH to provide emergency notifications to students, faculty, and staff by telephone call, text message, and email. Students should access the RAVE system through the appropriate ASUMH student resources and ensure that their telephone number, email address, and other contact information remain current throughout their enrollment in the EMS Program. Campus closures and delays may also be communicated through the ASUMH website, official ASUMH social media accounts, and local media outlets.

18.2

ASUMH Campus Closure or Delayed Opening

When ASUMH announces a campus closure due to inclement weather or another emergency, EMS classroom, laboratory, simulation, clinical, and field internship activities affected by the closure will also be canceled unless students are specifically notified otherwise by the EMS Program. When ASUMH announces a delayed opening, EMS classes and other campus-based activities scheduled before the announced opening time will be canceled. Activities scheduled after the delayed opening time will proceed unless otherwise directed by the EMS Program.

18.3

EMS Program Cancellation or Modification

Because EMS education includes clinical and field experiences occurring away from the ASUMH campus, weather and travel conditions may vary significantly among locations. The EMS Program Director or appropriate EMS instructor reserves the right to cancel, delay, modify, or terminate a classroom, laboratory, simulation, clinical, or field experience when inclement weather, hazardous travel conditions, emergencies, or other extreme circumstances create a safety concern, even when ASUMH remains open. Students will be notified through an appropriate program communication method when an EMS-specific cancellation, delay, or modification occurs.

18.4

Individual Student Travel Conditions

Students who determine that travel from their location is unsafe due to hazardous road or weather conditions must notify the appropriate instructor as soon as possible and prior to the scheduled activity whenever possible. The EMS Program Director or instructor may excuse a tardy or absence resulting from hazardous travel conditions, inclement weather, emergencies, or other extreme circumstances after considering the individual situation. Students are not expected to place themselves at unreasonable risk solely to attend an EMS Program activity. However, notification of hazardous travel conditions does not automatically eliminate required classroom, laboratory, clinical, field, competency, or other program requirements.

18.5

Clinical and Field Experiences

Students should not assume that a clinical or field experience is canceled solely because weather conditions are poor in their individual location. Students must follow official ASUMH and EMS

Program communications regarding cancellations and should contact the appropriate EMS instructor when uncertain about the status of an assigned clinical or field experience.

Students should not independently contact a clinical or field affiliate to cancel or reschedule an assigned experience unless directed to do so by EMS Program faculty.

18.6

Make-Up Requirements

Required classroom, laboratory, simulation, clinical, or field internship activities missed because of an ASUMH closure, EMS Program cancellation, delayed opening, or approved weather-related absence may require make-up to ensure required instructional hours, competencies, clinical experiences, field experiences, or other program requirements are completed. Make-up requirements will be determined by the appropriate instructor and/or EMS Program Director. Make-up activities may occur outside the regularly scheduled course or clinical meeting time and may include evenings, nights, Fridays, weekends, or other times when appropriate educational opportunities, faculty, clinical sites, field sites, and preceptors are available. Students are responsible for completing required make-up activities within the timeframe established by the EMS Program.

18.7

Official Notifications

Students are responsible for monitoring official ASUMH and EMS Program communication channels during periods of inclement weather or emergency conditions. ASUMH may communicate campus closures and delays through:

- RAVE Emergency Alerts.
- The ASUMH website.
- Official ASU-Mountain Home social media accounts; and
- Local media outlets.

SECTION 19

19.1

STUDENT ADVISING

Academic advising is a key component of student progression and success within the Emergency Medical Services Program. Academic advising is a partnership between the student and advisor intended to assist students in defining, planning, and achieving their educational goals. **The EMS Program Director serves as the academic advisor for students enrolled in the EMS Program.**

19.2

Required Advisement

Students will be required to attend faculty advisement sessions when scheduled between the EMS Program Director and the student. Advisement may include discussion of:

- Academic progress and course performance.
- Degree-plan requirements and course sequencing.
- Registration and upcoming semester schedules.
- Clinical and field progression.

- Skills and competency completion.
- Professional and affective performance.
- Remediation or areas requiring improvement.
- Graduation and program-completion requirements.
- Certification and licensure preparation; and
- Other matters affecting the student's successful progression through the EMS Program.

Students are responsible for participating in scheduled advisement sessions and completing any follow-up actions identified during advisement.

19.3

Student-Initiated Advisement

It is the student's responsibility to arrange a conference with the EMS Program Director whenever the student:

- Needs additional academic assistance.
- Has questions regarding course or program requirements.
- Is concerned about academic, skills, clinical, field, or competency proficiency.
- has concerns regarding progression through the EMS Program.
- Need assistance understanding the student's degree plan or course sequence; or
- Experiences circumstances that may affect successful completion of program requirements.

Students are encouraged to seek assistance as soon as a concern develops rather than waiting until the end of a course or semester.

19.4

Degree Planning and Registration

Students should consult with the EMS Program Director regarding educational goals, required courses, degree plans, and registration. DegreeWorks may be used as a guide in determining degree requirements and appropriate course selection. However, students remain ultimately responsible for understanding and completing the requirements of their academic program.

19.5

Student Responsibility

Academic advising does not transfer responsibility for academic progress or program completion from the student to the advisor. Students are responsible for monitoring their academic progress, understanding program and degree requirements, completing required coursework and competencies, meeting registration, and graduation requirements, and seeking assistance when needed.

SECTION 20

PRECEPTORS, CLINICAL AND FIELD INTERNSHIP CONDUCT

20.1

Preceptors

A preceptor is a qualified individual who teaches and supervises students in a clinical or field environment and assists students in translating didactic material learned in the classroom into practical application in the patient-care environment. Preceptors are typically integral members of the patient-care team who accept student education and supervision as an additional professional responsibility.

Although preceptors are not employees of Arkansas State University–Mountain Home, they share responsibility for the evaluation of student performance during clinical and field experiences. Preceptor evaluations and documentation may be used by EMS Program faculty in determining student competency, progression, and successful completion of clinical and field requirements. Students will receive clinical and field evaluations only from preceptors who have been approved by the ASUMH EMS Program. Students may not independently select, substitute, or arrange for an individual to serve as their preceptor without approval from the EMS Program.

20.2

Preceptor Feedback

Students will be provided an opportunity through the program's designated clinical/field documentation system to evaluate their clinical and field internship experiences and provide feedback regarding individual preceptors. Student feedback regarding preceptors is collected for program evaluation, quality improvement, and maintenance of appropriate clinical and field learning environments. Individual student evaluations of preceptors are confidential within the ASUMH EMS Program and will not be routinely released to the individual preceptor.

Feedback may be reviewed by the EMS Program Director and other appropriate ASUMH personnel, including the Dean, when necessary for program administration, investigation of a concern, quality improvement, or maintenance of clinical and field affiliate relationships. When concerns regarding a preceptor or affiliate require follow-up, the EMS Program may communicate the nature of the concern to appropriate affiliate or institutional personnel, as necessary. Every reasonable effort will be made to protect the student's confidentiality; however, complete anonymity cannot be guaranteed when the circumstances of a complaint make the student identifiable or when disclosure is required for an appropriate investigation or response. Students are expected to provide honest, professional, and constructive feedback.

20.3

Field Internship Credit and Employment

Students receive clinical or field internship credit only for approved and scheduled experiences during which the student functions in the designated role of an ASUMH EMS student. Students who are employed by an EMS agency that also serves as an approved field internship site must clearly distinguish between their role as an employee and their role as a student field intern.

A student may not claim clinical or field internship hours, patient contacts, skills, competencies, or other educational credit for time during which the student is functioning as an employee rather than as an assigned student. If a student reports to an agency intending to complete an approved field internship shift but subsequently assumes an employee position to meet agency staffing needs, the student is functioning as an employee and may not claim that time as field internship credit. The student's certification or employment status does not change this requirement.

Students must accurately document the role in which they function during every clinical and field experience. Falsely representing employment hours as student clinical or field internship hours constitute academic misconduct and document falsification.

20.4

Student Scope of Practice

EMS STUDENTS MAY NOT PERFORM SKILLS OR PROVIDE CARE BEYOND THE SCOPE AUTHORIZED FOR THE STUDENT BY THE ASUMH EMS PROGRAM, THE STUDENT'S CURRENT LEVEL OF EDUCATION AND DEMONSTRATED COMPETENCY, APPLICABLE LAW OR REGULATION, AND THE POLICIES OF THE ASSIGNED CLINICAL OR FIELD AFFILIATE.

Students may perform only those skills for which they have received appropriate instruction and authorization through the EMS Program and that are permitted within the assigned educational environment. A student's existing certification, licensure, employment position, or experience does not authorize the student to exceed the scope established for the student's current ASUMH educational assignment while functioning in the student role. Students must follow the direction of approved preceptors and applicable EMS Program policies during clinical and field experiences. Performance of unauthorized skills or patient care outside the student's permitted educational scope may result in immediate removal from the clinical or field experience and disciplinary action up to and including dismissal from the EMS Program.

20.5

Document Falsification

Any student who falsifies, alters, fabricates, misrepresents, or knowingly causes inaccurate information to be entered into any EMS Program document or electronic record will be subject to disciplinary action for academic misconduct. This includes, but is not limited to, falsification or misrepresentation of:

- Lecture or laboratory attendance.
- Skills practice or competency documentation.
- Skills check-offs or instructor/preceptor validation.
- Clinical or field internship attendance.
- Clinical or field hours.
- Patient contacts.
- Procedures or skills performed.
- Preceptor or instructor signatures or approvals.
- Clinical or field evaluations.
- Shift documentation.
- Capstone or field internship records.
- Platinum Planner or other electronic clinical/field records; or
- Any other academic, clinical, field, competency, or program documentation.

Students may not enter documentation for an experience that did not occur, claim credit for hours not completed, claim a patient contact or procedure that was not performed, misrepresent the role in which they were functioning, obtain or reproduce an unauthorized signature or approval, or knowingly submit inaccurate information for the purpose of satisfying a

course or program requirement. Document falsification is considered a serious breach of academic integrity and professional conduct.

Depending upon the nature and severity of the violation, disciplinary action may include invalidation of the affected hours, contacts, skills, or competencies; failure of the affected assignment or course; removal from a clinical or field site; program probation; or administrative withdrawal or dismissal from the EMS Program, including on a first offense when warranted by the severity of the conduct. The student may also be referred for additional disciplinary action under applicable ASUMH academic-integrity and student-conduct policies.

20.6

Student Responsibility for Documentation

Students are responsible for ensuring that clinical and field documentation is complete, accurate, and submitted within established program timeframes. Students should review their clinical and field records regularly and promptly report discrepancies or missing documentation to the appropriate instructor or EMS Program Director. The existence of an undocumented clinical experience, patient contact, skill, or competency does not obligate the EMS Program to award credit when the program cannot verify that the requirement was appropriately completed.

SECTION 21

INSTRUCTOR INFORMATION

EMS Program Director/Paramedic & EMT Instructor

– Tasia Charles: NREMTP, AAS
870-508-6269, tcharles@asumh.edu

Lead Paramedic Instructor

– Tim Hodges: NREMTP
870-508-6269, medicthodges@gmail.com,
thodges@asumh.edu

Lead EMT & Paramedic Instructor

– David Moore: NREMTP
870-508-6386, dmoore@asumh.edu

Office hours/Instructor Availability: will be posted prior to each semester's schedule. Make an appointment by e-mail.

SECTION 22

PREREQUISITES AND ENTRY REQUIREMENTS

Students entering an ASUMH Emergency Medical Services program must meet applicable ASUMH admission requirements and any additional requirements established for the specific EMS program. Requirements may vary based upon the student's program of study and requirements necessary for participation in clinical or field education.

22.1

Emergency Medical Technician (EMT)

Students entering the EMT Program must meet applicable ASUMH admission and placement requirements.

Requirements include:

- ACT, SAT, or ACCUPLACER scores acceptable for placement into applicable college-level coursework, or completion/enrollment in required remedial coursework as determined by ASUMH.
- Current TB screening/testing as required for participation in clinical education; and
- Current American Heart Association Basic Life Support (BLS) CPR certification is recommended upon entry into the program.

Students who do not possess current BLS CPR certification at the beginning of the EMT Program will be provided with information regarding opportunities to obtain the required certification during the early portion of the program. BLS CPR certification must be obtained prior to participation in clinical or field experiences for which certification is required.

Students are responsible for maintaining required health, safety, immunization, certification, and clinical eligibility requirements throughout the applicable portion of the program.

22.2

Paramedic

Students entering the Paramedic Program must meet all current ASUMH admission requirements and the admission requirements established for the Paramedic Technology Program.

Requirements include:

- Admission to Arkansas State University–Mountain Home.
- Completion of the Paramedic Program application and admission process.
- Successful completion of any required remedial coursework.
- Completion of required prerequisite courses with a grade of “C” or higher.
- A minimum cumulative GPA of 2.5.
- Possession of a current, valid, unencumbered Arkansas EMT license.
- Current Basic Life Support (BLS) CPR certification.
- Current TB screening/testing and other health requirements necessary for participation in clinical and field education.
- Completion of the ASUMH EMS Paramedic Entry-Level EMT Competency Assessment; and
- Completion of any additional admission or clinical eligibility requirements established by ASUMH or the EMS Program.

22.3

Paramedic Entry-Level EMT Competency Assessment

Applicants to the Paramedic Program will complete an entry-level competency assessment designed to evaluate the student's retention and application of foundational EMT knowledge and identify areas in which review or remediation may be beneficial before or during Paramedic education.

The assessment is intended to evaluate the students’ preparedness to begin Paramedic-level education based upon knowledge and competencies expected at the EMT level. Results of the assessment may be used by EMS Program faculty to identify areas of strength and areas requiring additional review, remediation, or academic support. Completion of the assessment

does not replace the requirement to possess a current, valid, unencumbered Arkansas EMT license or any other admission requirement of the Paramedic Program.

SECTION 23

CURRICULUM INFORMATION

The ASUMH Emergency Medical Services Program provides education designed to prepare students for entry into and advancement within the prehospital emergency medical services profession. EMS curricula integrate cognitive knowledge, psychomotor skills, affective/professional behaviors, laboratory and simulation experiences, and applicable clinical and field education.

Specific course requirements and degree plans are published in the current ASUMH Academic Catalog. Students are responsible for working with the EMS Program Director/academic advisor to ensure completion of the curriculum applicable to their program of study.

23.1

Emergency Medical Technician (EMT)

The Emergency Medical Technician Program provides entry-level EMS education approved in accordance with applicable Arkansas Department of Health, EMS Division requirements. The curriculum focuses on the knowledge, skills, clinical judgment, professional behavior, and patient-care abilities necessary for an individual to function as a member of the prehospital healthcare team and provide emergency care to ill and injured patients.

The current Certificate of Proficiency in Emergency Medical Technician consists of 9 credit hours. The certificate may be completed through:

- EMSC 10104 – Emergency Medical Technician I and EMSC 10105 – Emergency Medical Technician II; or
- EMSC 10009 – Emergency Medical Technician.
- A grade of “C” or better is required in the applicable EMT coursework.

The EMT curriculum prepares students to integrate assessment findings and pathophysiological principles in developing field impressions and treatment plans for trauma, medical, neonatal, pediatric, geriatric, diverse, chronically ill, and other patients with common emergency complaints. This reflects the EMT Program Learning Outcome currently published by ASUMH.

Students who successfully complete all applicable academic, skills, competency, clinical, field, and program requirements may become eligible to pursue the applicable certification examination and Arkansas EMS licensure in accordance with current state and national requirements.

23.2

Paramedic Technology

The ASUMH Paramedic Technology Program provides advanced EMS education designed to prepare competent entry-level Paramedics for practice in the prehospital environment. The curriculum builds upon foundational EMT education and integrates advanced knowledge and skills in patient assessment, pathophysiology, pharmacology, airway and

respiratory management, cardiology, medical and trauma emergencies, special populations, operations, clinical decision-making, professional behavior, and advanced prehospital patient care.

Education includes didactic instruction, laboratory and simulation activities, clinical experiences, field experiences, and capstone field internship designed to allow students to integrate knowledge, skills, clinical judgment, and professional behaviors into comprehensive patient care.

The minimum expectation of the Paramedic Program is to prepare Paramedics who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

The ASUMH Paramedic Technology Program's published learning outcomes include advanced integration of pathophysiology and assessment findings to formulate field impressions and treatment plans, as well as demonstration of professional behaviors consistent with the standards expected of a prehospital provider.

Graduates who successfully complete all academic, laboratory, competency, clinical, field internship, capstone, and other program requirements are eligible to apply for the National Registry of Emergency Medical Technicians Paramedic certification examination and Arkansas Department of Health, EMS Division licensure, subject to current certification and licensing requirements. The current ASUMH Catalog expressly identifies those pathways for Paramedic graduates.

23.3

Curriculum and Degree Plan Changes

Because curriculum, certification, accreditation, and licensure requirements may change, students should refer to the current ASUMH Academic Catalog, applicable course syllabi, and EMS Program requirements for the curriculum and degree plan applicable to their cohort. Students should consult with the EMS Program Director/academic advisor regarding questions about course sequencing, degree requirements, program progression, or graduation requirements.

23.4

Textbook, Digital Access Required and Materials

a. EMT

- EMSC 10104 – Emergency Medical Technician I and EMSC 10105 – Emergency Medical Technician II and EMSC 10009 – Emergency Medical Technician.
- Prehospital Emergency Care ISBN 9780138223861

PLUS

- **MyHealthProfessionsLab Vol. 11 With Pearson eTest –Access Card Package**

NOTE: You MUST have an ACCESS CODE! If you purchase a used textbook, be aware that you may or may not be able to purchase an access code from the MyBradyLab website.

The digital edition of Prehospital Emergency Care provided through the required access-code package is acceptable for use in the EMT Program. Students are not required to purchase an additional hard copy of the textbook if they have access to the required digital edition.

However, a hard copy of Prehospital Emergency Care is recommended for ease of reference, studying, note-taking, and continued use when digital access may not be available. This digital text option applies only to the textbook identified above. Students are still responsible for obtaining all other required EMT Program textbooks, manuals, materials, and digital access identified by the program.

b. Paramedic

- **Nancy Caroline's Emergency Care in the Streets, 9th Edition**
ISBN: 978-1-284-25674-1
NOTE: There should be a set of two books.
- **Pharmacology for the Prehospital Professional, Second Edition**
ISBN: 978-1-284-04146-0
- **Nancy Caroline's Emergency Care in the Streets Premier Digital Package**
ISBN: 978-1-284-25683-3
- **Arrhythmia Recognition: The Art of Interpretation, Second Edition**
ISBN: 978-1-4496-4233-4
- **12-Lead ECG: The Art of Interpretation, Second Edition**
ISBN: 978-0-7637-7351-9
- **PALS Provider Manual, 2025 Edition**
ISBN: 978-1-68472-339-3
- **ACLS Provider Manual, 2025 Edition**
ISBN: 978-1-68472-295-2

PLUS

- Jones & Bartlett Learning (JBL) Premium Pass – Access Code

NOTE: You MUST have an ACCESS CODE! Jones & Bartlett Learning Premium Pass. The required Premium Pass is the PURPLE version, NOT the orange version.

Students are responsible for ensuring that the access code purchased is the correct version required by the ASUMH Paramedic Program. If purchasing used textbooks or materials from a third-party seller, students should be aware that an access code may not be included or may have already been redeemed. A valid, unused access code for the required PURPLE Jones & Bartlett Learning Premium Pass is required. Be aware that you may or may not be able to purchase an access code from the Jones & Bartlett Learning website.

Digital Textbook Option

The digital editions of Nancy Caroline's Emergency Care in the Streets, 9th Edition and Pharmacology for the Prehospital Professional, Second Edition provided through the required Jones & Bartlett Learning access package are acceptable for use in the Paramedic Program. Students are not required to purchase additional hard copies of these two textbooks if they have access to the required digital editions.

However, hard copies of Nancy Caroline's Emergency Care in the Streets are recommended for ease of reference, studying, note-taking, and continued use when digital access may not be available. This digital text option applies only to the two textbooks identified above. Students are still responsible for obtaining all other required Paramedic Program textbooks, manuals, materials, and digital access identified by the program.

SECTION 24

TUITION, FEES, AND ESTIMATED PROGRAM COSTS

Tuition and institutional fees for Arkansas State University–Mountain Home are established by the University and are published in the current ASUMH Academic Catalog and/or official University tuition and fee information. In addition to tuition and institutional fees, students enrolled in Emergency Medical Services programs should anticipate additional expenses associated with participation in the program. These expenses vary according to the student's program of study, previously completed requirements, individual purchasing decisions, and current vendor or agency pricing.

The EMS Program maintains an Estimated Program Cost document for each applicable EMS degree or certificate pathway. Students should refer to the most current Estimated Program Cost document provided by the EMS Program for detailed estimated expenses. All costs listed by the EMS Program are estimated and are subject to change.

24.1

Additional EMS Program Expenses

In addition to tuition and institutional fees, students may be responsible for expenses including, but not limited to:

- Required textbooks and digital access packages.
- EMS Program uniform shirts.
- EMS duty pants, boots, belt, socks, and other required uniform components.
- Stethoscope, trauma shears, penlight, watch, safety glasses, clipboard, and other required personal equipment.
- Required immunizations, vaccinations, TB screening/testing, or other health requirements.
- Drug screening.
- Professional liability/malpractice insurance.
- CPR and other required certification courses or cards.
- EMS education equipment and supply fees.
- Clinical and field-related expenses.
- Required background checks.
- Graduation expenses.
- Certification examination fees; and
- Other materials or expenses necessary to meet program requirements deemed necessary by the course instructor(s).

The EMT cost sheets, for example, currently account for the uniform shirt, duty clothing, safety glasses, stethoscope, shears, penlight, watch, health requirements, BLS certification, education equipment and supplies, and other program expenses.

Paramedic students should anticipate additional expenses associated with advanced certification courses, textbooks and educational resources, clinical and field requirements, and Paramedic certification examination expenses. The current Paramedic cost documents include items such as BLS, ACLS, PALS and PHTLS certification costs in addition to program equipment and supplies.

24.2

Personal Equipment and Uniform Expenses

Students are responsible for obtaining and maintaining required personal equipment and uniform items identified by the EMS Program. The cost of these items will vary according to brand, vendor, availability, and student preference. Students may purchase required personal items from the vendor of their choice provided the items meet applicable EMS Program requirements. Students should not purchase EMS uniforms or specialized equipment until instructed to do so by EMS Program faculty, when applicable, to ensure that purchased items meet current program requirements.

24.3

Textbooks and Digital Access

Students are responsible for obtaining required textbooks, manuals, digital resources, and access codes identified by the EMS Program. Because textbook editions, digital platforms, access packages, and prices may change, students should refer to the current EMS Program textbook and materials requirements before making purchases.

Required digital access codes must be new, valid, unused, and of the version specified by the EMS Program when applicable.

24.4

Certification and End-of-Program Expenses

Students should anticipate expenses associated with completion of the program and eligibility for certification or licensure. These may include graduation expenses, certification examination fees, background checks, and other expenses required by applicable certifying or licensing agencies. Students are responsible for fees associated with additional certification examination attempts when an initial attempt is unsuccessful, when applicable.

24.5

Estimated Costs and Changes

The EMS Program makes reasonable efforts to provide students with accurate estimates of anticipated program expenses. However, costs established by ASUMH, publishers, vendors, clinical affiliates, certification organizations, licensing agencies, healthcare providers, or other outside entities may change without notice. Published program costs are estimated and do not constitute a guarantee of the total amount a student will spend to complete the program. Students should consult the current EMS Program Estimated Program Cost document and contact the EMS Program Director with questions regarding anticipated program expenses.

SECTION 25

COURSE DELIVERY, LEARNING FORMAT, AND SUCCESSFUL COMPLETION

25.1

Course Delivery and Canvas

EMS courses may utilize a combination of seated classroom instruction, laboratory and simulation activities, clinical and field experiences, and internet-assisted coursework. Canvas is the primary learning management system used by the ASUMH EMS Program. Students may be required to access Canvas for course announcements, instructional materials, assignments, homework, quizzes, examinations, grades, course resources, and other educational activities.

Additional publishers or program platforms may be utilized when required for specific course content, testing, clinical documentation, or other educational purposes. When an additional platform is required, students will receive instructions regarding access and use. Students are responsible for maintaining reliable access to Canvas and other required course platforms and for regularly monitoring those systems throughout the semester. Online interaction between students, classmates, and instructors may occur through Canvas, ASUMH email, discussion boards, telephone, video conferencing, or other program-approved methods.

Students having trouble accessing Canvas, required digital course materials, or another required educational platform should notify the instructor as soon as the problem occurs. When possible, notification should be made through ASUMH email so that a time-stamped record of the reported problem is available. Technical difficulty does not automatically extend an assignment deadline. Students are expected to notify the instructor promptly when a technical problem may prevent timely completion of required coursework.

25.2

Flipped-Classroom Model

EMS courses may utilize a flipped-classroom model in which students complete assigned reading, instructional material, videos, homework, or other preparatory activities before attending class. This instructional model allows scheduled classroom time to be used for application of knowledge through skills laboratories, simulation, patient-care scenarios, case discussions, problem solving, team-based activities, and other active-learning experiences. Students MUST read and review assigned material and COMPLETE assigned preparatory coursework before attending the class session for which it is assigned.

Students are expected to arrive prepared to apply information contained in the assigned material during simulated patient-care scenarios, laboratory activities, classroom discussions, and other exercises designed to improve understanding and application of course content. Failure to complete assigned preparation may significantly affect the student's ability to participate successfully in laboratory, simulation, and scenario-based activities.

25.3

Assignment and Homework Deadlines

- a. Emergency Medical Technician (EMT)

EMT education requires students to remain current with assigned material so that classroom, laboratory, and simulation activities can build upon previously assigned coursework. For this reason, homework and assignments must be completed according to the deadlines established by the instructor.

ALL EMT HOMEWORK AND ASSIGNMENTS MUST BE COMPLETED AND SUBMITTED BY THE DUE DATE AND TIME POSTED IN CANVAS.

The due date displayed in Canvas is the official deadline for the assignment. Students are responsible for monitoring Canvas and planning appropriately to ensure that assignments are completed and submitted on time. Late homework will not be accepted. Assignments not completed and submitted by the posted Canvas deadline will receive the grade applicable to incomplete or missed work as established in the course syllabus.

Students should not expect assignments to be reopened, or deadlines extended because of work schedules, failure to monitor Canvas, procrastination, or failure to complete coursework during the time provided. Documented emergencies or circumstances requiring accommodation under ASUMH policy will be addressed in accordance with applicable University and EMS Program policies. Any exception to an assignment deadline must be approved by the instructor. Technical problems should be reported to the instructor as soon as they occur and, whenever possible, before the assignment deadline. Reporting a technical problem does not automatically extend the deadline or excuse an incomplete assignment.

b. Paramedic

Paramedic students are expected to complete all assigned coursework within the deadlines established by the instructor and posted in Canvas or another program-designated educational platform. Recognizing the substantial academic, clinical, field, employment, and personal demands commonly associated with Paramedic education, Paramedic coursework may utilize broader assignment windows and consolidated due dates. When appropriate, assignments may be grouped with deadlines established at the end of a designated instructional period, such as the end of the month.

Students are responsible for managing their time throughout the assignment period and ensuring that all required coursework is completed by the posted deadline.

The due date posted in Canvas is the official deadline unless the instructor communicates a change.

Flexibility in assignment scheduling does not eliminate the student's responsibility to remain current with course material or arrive prepared for classroom, laboratory, simulation, clinical, and field activities. Certain assignments, examinations, preparatory activities, or other coursework may have earlier deadlines when completion is necessary for participation in subsequent instructional activities.

25.4

Successful Course Completion

Successful completion of an EMS course requires:

- Adherence to ASUMH, EMS Program, and applicable course policies.
- Achievement of the minimum course grade established in the applicable course syllabus.
- Successful completion of required examinations and assessments.
- Successful completion of required laboratory, skills, simulation, clinical, field, and competency requirements, when applicable.
- Achievement of required effective/professional behavior standards.
- Completion and submission of all required courses, skills, clinical, field, and competency documentation.
- Completion of required coursework and assignments in Canvas and other program-designated educational systems; and
- Satisfaction of any additional course completion requirements identified in the applicable course syllabus.

Successful completion of the academic or graded portion of a course does not constitute successful completion of the course or program when required skills, competencies, clinical experiences, field experiences, documentation, or other required components remain incomplete. Specific grading scales, examination cut scores, final-examination requirements, remediation requirements, and other course-specific academic standards are identified in the applicable course syllabus.

25.5

Affective/Professional Performance

Students must demonstrate satisfactory performance in the affective/professional behavior domain as required by the EMS Program. Professional behavior is an essential component of EMS education and may be evaluated throughout classroom, laboratory, simulation, clinical, and field experiences. Specific affective evaluation requirements and minimum standards are identified in the applicable course syllabus and/or EMS Program evaluation instrument.

SECTION 26

EXAMINATION AND GRADING

Each EMS course represents a pass/fail progression point within the program. To successfully complete a course and progress as applicable, the student must achieve a minimum overall course score of 75% and meet all other course and program requirements.

26.1

Course Scores

Course grades will be calculated according to the grading criteria established in the applicable course syllabus. When quizzes are included in a course and designated to be calculated collectively, quizzes will be averaged as specified in the course syllabus. Examination scores and other graded course components will be calculated according to the weighting and grading structure identified in the applicable course syllabus to determine the student's final course average.

26.2

Rounding of Grades

Final calculated grades will be rounded to the nearest whole number as follows:

- 0.0 through 0.4 will round down to the nearest whole number.
- 0.5 through 0.9 will round up to the next whole number.

For example:

- 90.1% through 90.4% = 90%
- 90.5% through 90.9% = 91%

26.3

Course Final Examination Retest

If a student does not achieve the minimum required 75% course score, the student will be permitted to retest the course final examination when allowed under the applicable course requirements. The retest will consist of a cumulative examination covering material from the course. The student must achieve a score of 75% or higher on the cumulative retest examination to successfully satisfy the retest requirement. If the student achieves a score below 75% on the course retest, the student will not successfully complete the course and will be dismissed from the course in accordance with EMS Program progression requirements. Only one course final examination retest will be permitted.

26.4

Comprehensive Program Final Examination

At the conclusion of the applicable EMS Program, students will complete a comprehensive program final examination. All applicable course scores will be utilized to compute the student's course average. The course average will then be averaged with the grade earned on the comprehensive program final examination as established by the applicable program requirements.

A final average of 75% or higher must be attained for successful completion of the program.

ONCE ADMINISTERED, THE COMPREHENSIVE PROGRAM FINAL EXAMINATION WILL NOT BE REVIEWED, AND NO RETEST OF THE COMPREHENSIVE PROGRAM FINAL EXAMINATION WILL BE PERMITTED.

26.5

Grading Scale

Course letter grades will be assigned according to the applicable ASUMH grading scale and course syllabus.

Regardless of institutional letter grade assignment, EMS students must achieve a minimum overall course average of 75% to successfully complete the course and progress within the EMS Program.

A course average below **75%** does not meet EMS Program progression requirements.
Numerical Grade, Letter Grade

- 90–100%, A
- 80–89%, B
- 75–79%, C
- 65–74%, D
- Below 65%, F

A MINIMUM FINAL GRADE OF 75% (C) IS REQUIRED FOR SUCCESSFUL COMPLETION OF AN EMS COURSE.

A grade of D or F does not meet EMS Program progression or successful completion requirements.

26.6

Certification Examination Eligibility

Successful completion of academic coursework alone does not automatically establish eligibility for certification examination. Students must successfully complete all applicable academic, laboratory, skills, competency, clinical, field internship, affective/professional, documentation, and other program requirements before the EMS Program can verify program completion or endorse the student for certification examination, when program endorsement is required. Students who do not successfully complete all required EMS Program requirements will not be endorsed or verified by the ASUMH EMS Program as eligible for the applicable NREMT certification examination.

SECTION 27

FAILURE, PROGRESSION, AND READMISSION

27.1

Failure and Program Progression

Each EMS course represents a required progression point within the applicable program. A student who fails to successfully complete a required course, including earning an overall course grade below the EMS Program minimum of 75%, will not be permitted to progress to the next semester or subsequent required portion of the program when the failed course is a prerequisite or required progression component. Failure to meet required academic, psychomotor, affective/professional, clinical, field internship, competency, or other established program requirements may result in the student being unable to progress within the EMS Program. When a student is unable to successfully complete required course or program requirements, the student may receive a failing course grade or may elect to withdraw when withdrawal remains available under applicable ASUMH policies and deadlines. Withdrawal from a course does not constitute successful completion of the course and does not permit progression when that course is required for continued progression within the EMS Program.

27.2

Academic or Course Failure

A student who receives a failing EMS course grade or otherwise fails to satisfy a required progression component will not be permitted to continue into coursework for which the unsuccessful course or requirement is a prerequisite. The student must discontinue progression with the current cohort as applicable.

Successful completion of some components of the unsuccessful course does not permit the student to carry those components forward or independently complete the remaining requirements after the course has concluded.

27.3

Readmission Following Academic Failure or Withdrawal

A student who does not progress because of academic failure, unsuccessful completion of required program components, or withdrawal must reapply for admission to the EMS Program if the student wishes to return. Readmission is not automatic or guaranteed. The student must meet the admission requirements in effect at the time of reapplication and is subject to the applicable program admission and selection process.

If readmitted, the student must enter with the appropriate subsequent cohort and repeat the entire applicable course, including all academic, laboratory, simulation, skills, competency, clinical, field, documentation, and other course requirements, regardless of components successfully completed during the student's previous enrollment. Previously completed portions of an unsuccessful or withdrawn course will not be carried forward or applied toward completion of the repeated course.

27.4

Requirements Upon Readmission

Students who are readmitted to the EMS Program are subject to the curriculum, policies, procedures, clinical requirements, competency requirements, textbooks/materials requirements, and other program standards in effect for the cohort into which the student is readmitted. Changes occurring after the student's original enrollment may therefore result in additional or different requirements upon readmission. The student is responsible for meeting all current requirements before progressing or completing the program. Readmission does not restore credit for incomplete clinical hours, field hours, patient contacts, skills, competency validations, or other program requirements from an unsuccessful course unless specifically permitted by an established ASUMH policy.

27.5

Readmission Following Disciplinary Dismissal

A student dismissed or administratively withdrawn from the EMS Program for serious professional misconduct, affective-domain failure, patient-safety concerns, academic dishonesty, document falsification, violation of clinical or field requirements, or other disciplinary reasons may be determined ineligible for readmission to the EMS Program. When the nature or severity of the conduct warrants permanent removal from the EMS Program, the student will not be eligible for readmission to the EMS Program in a subsequent cohort. Additional restrictions on enrollment at Arkansas State University–Mountain Home may be imposed only in accordance with applicable ASUMH student-conduct, academic, disciplinary, and due-process policies.

27.6

Affective/Professional Domain Failure

Because professional behavior is an essential component of EMS education and patient care, satisfactory performance in the affective domain is required for successful progression and program completion. Patterns or incidents involving dishonesty, unsafe behavior, failure to

accept responsibility, significant breaches of professionalism, inappropriate communication, violations of patient confidentiality, disregard for clinical or field policies, or other serious professional-behavior concerns may result in remediation, probation, failure, dismissal, or other disciplinary action as provided by applicable EMS Program and ASUMH policies. Serious affective-domain failure may result in dismissal from the EMS Program and may render the student ineligible for readmission.

*Academic failure = can reapply.
Disciplinary/affective dismissal = may not be allowed back.*

SECTION 28

PROGRAM COMPLETION, PATIENT CONTACT, SKILL, AND TERMINAL COMPETENCY REQUIREMENTS

28.1

Program Completion Requirements

Successful completion of an ASUMH Emergency Medical Services program requires more than successful completion of academic coursework. Students must successfully complete all applicable didactic, laboratory, simulation, clinical, field internship, patient contact, skill, competency, affective/professional behavior, and documentation requirements established for their respective EMS education program. **Required patient contacts, skills, competencies, clinical experiences, field experiences, and other program-completion requirements will be established in accordance with applicable current Arkansas Department of Health Division of EMS, National Registry of Emergency Medical Technicians (NREMT), CAAHHEP/CoAEMSP, and other regulatory requirements,** as applicable to the student's level of education.

Specific requirements may change as national, state, accreditation, certification, or program standards are revised. Students are responsible for completing the requirements established for their applicable program and cohort. All required clinical and field documentation must be completed and appropriately verified in Platinum Planner or another program-designated documentation system before the EMS Program can verify successful program completion.

28.2

Terminal Competencies

All students are required to successfully demonstrate the terminal competencies established for their respective EMS education level. Terminal competencies represent the integration of the cognitive, psychomotor, and affective learning domains necessary to demonstrate readiness for entry-level EMS practice. Students must complete and document the required skills, patient encounters, assessments, clinical experiences, field experiences, and competency validations established by the EMS Program.

Completion of a required number of repetitions or patient encounters does not, by itself, constitute competency. Students must demonstrate satisfactory performance of required skills and patient-care competencies as evaluated and verified by appropriately qualified EMS Program faculty, preceptors, or other approved evaluators.

28.3

Development and Validation of Skills

Students will develop psychomotor skills progressively throughout the EMS Program. Initial skill development may include:

- Instruction and demonstration of individual skill.
- Practice of the skill in isolation.
- Repeated performance under faculty supervision.
- Peer-to-peer practice when appropriate.
- Completion of required minimum repetitions.
- Faculty evaluation and competency validation; and
- Integration of the skill into increasingly complex patient-care scenarios.

Once a student has developed proficiency with an individual skill and completed applicable practice requirements, the student may be evaluated for competency by an approved evaluator. Students will subsequently be expected to integrate individual skills into simulated and actual patient-care situations requiring assessment, clinical reasoning, decision-making, communication, treatment, and reassessment.

28.4

Integrated Patient-Care Scenarios

Skills learned in isolation will also be evaluated within the context of integrated patient-care scenarios and case-based activities. Students are expected to prepare for and participate in these scenarios and demonstrate the ability to appropriately select, perform, and integrate necessary skills within the overall management of the patient. Successful performance requires more than technical completion of an isolated procedure. Students must demonstrate appropriate patient assessment, clinical judgment, prioritization, communication, treatment, reassessment, and professional behavior appropriate to their level of education.

28.5

Critical Errors and Remediation

A student who commits a critical error during a skill evaluation, competency assessment, simulation, or patient-care scenario may be required to complete remediation before the competency can be successfully validated. The remediation plan will be determined by the instructor based upon the nature and severity of the identified deficiency and may include:

- Review of applicable course material.
- Additional instruction.
- Additional supervised practice.
- Repetition of the identified skill.
- Completion of an additional or similar patient care scenario.
- Demonstration of the competency under direct evaluation; and/or
- Other educational activities determined appropriate by EMS Program faculty.

Successful completion of remediation requires the student to demonstrate satisfactory performance of the identified competency. Remediation does not guarantee successful

completion of the course or program and does not eliminate other applicable academic, clinical, field, competency, or progression requirements.

28.6

Terminal Competency Requirements

Prior to successful program completion, students must satisfactorily complete all applicable:

- Didactic competencies.
- Laboratory and simulation competencies.
- Required skills and skills validations.
- Required patient contacts and patient care experiences.
- Clinical competencies.
- Field internship competencies.
- Capstone requirements, when applicable.
- Required clinical and field documentation.
- Cognitive requirements.
- Psychomotor requirements; and
- Affective/professional behavior requirements.

All required competencies and documentation must be completed and appropriately verified within the established program timeframe. Students who have not completed and documented all required terminal competencies have not successfully completed the EMS Program, regardless of whether academic coursework has otherwise been completed or an institutional credential has been awarded. The EMS Program Director and Medical Director may only verify successful program completion or recommend/endorse a student for applicable certification or licensure examination when documentation demonstrates that all required program competencies have been successfully completed.

28.7

Clinical and Field Internship Documentation Procedures and Deadlines

Students are required to complete and submit all required laboratory, clinical, and field internship documentation through Platinum Planner or another EMS Program-designated documentation system. All required documentation for a laboratory, clinical, or field internship shift must be completed and submitted within 12 hours following the conclusion of the assigned shift or experience. Students are responsible for ensuring that documentation is complete, accurate, and submitted within the required timeframe. This includes applicable shift documentation, patient contacts, skills performed, evaluations, narratives, attendance information, and other documentation required by the EMS Program.

Documentation or data not submitted by the established deadline may result in the student receiving no credit for patient contacts, skills, competencies, clinical/field hours, or other experiences associated with the overdue documentation. Timely documentation is an essential professional responsibility in EMS. Patient-care documentation in professional practice is expected to be completed promptly and in accordance with applicable agency requirements. The EMS Program documentation deadline is intended to develop appropriate documentation habits and prepare students for the expectations of professional EMS practice.

Repeated failures to complete documentation within established deadlines may also be addressed as an affective/professional behavior concern and may result in counseling, remediation, or other action in accordance with EMS Program policies. When extraordinary circumstances prevent timely submission, the student must notify the appropriate instructor as soon as reasonably possible. Any extension of the documentation deadline is at the discretion of the instructor or EMS Program Director.

28.8

Affective Domain Evaluation

Students will be evaluated throughout the EMS Program in the affective domain, which reflects the professional behaviors, attitudes, values, and interpersonal characteristics expected of an EMS professional. Affective-domain performance may be evaluated by EMS Program faculty, clinical preceptors, field internship preceptors, and other approved evaluators who directly observe student performance. Evaluation may include, but is not limited to:

- Integrity and honesty.
- Professional appearance and behavior.
- Dependability and accountability.
- Empathy and respect for others.
- Self-motivation.
- Communication.
- Teamwork and diplomacy.
- Acceptance of feedback.
- Appropriate response to stress.
- Time management.
- Patient advocacy.
- Careful and safe performance; and
- Compliance with EMS Program, clinical, and field policies.

Students will receive affective/professional evaluation throughout their enrollment in the EMS Program. Identified deficiencies may result in counseling, remediation, an improvement plan, probation, or other appropriate action.

28.9

Drop for Non-Attendance

VERY IMPORTANT: Students must establish attendance and participation in EMS courses in accordance with current ASUMH attendance-reporting requirements. Students are responsible for attending and actively participating in scheduled EMS coursework beginning at the start of the semester. Failure to establish attendance or academically participate within the timeframe required by ASUMH may result in the student being reported for non-attendance and administratively dropped from the course in accordance with university policy.

For EMS courses, academic participation may include attendance at scheduled classroom or laboratory instruction, completion or submission of assigned coursework, examinations or quizzes, participation in required Canvas activities, or other academically related activity

recognized by ASUMH and the course instructor. Logging into Canvas without completing an academically related activity may not, by itself, constitute academic participation.

ACKNOWLEDGMENT OF EMS EDUCATION POLICY MANUAL

I acknowledge that I have received or been provided access to the Arkansas State University Mountain Home Student Handbook and the ASUMH EMS Education Policy Manual applicable to the Emergency Medical Services education program in which I am enrolled.

I acknowledge that the policies, procedures, requirements, and standards contained within these documents have been explained to me. I have been provided with the opportunity to ask questions and seek clarification, and my questions have been answered to my satisfaction.

I understand that I am responsible for complying with all applicable ASUMH policies, EMS Program policies, course requirements, and professional standards. I understand that violation of these policies, requirements, or standards may result in corrective or disciplinary action, including probationary status, course failure, or dismissal from the EMS Program.

I further understand that, should I fail or be dismissed from the course, all tuition and fees paid to Arkansas State University Mountain Home are forfeited, subject to applicable ASUMH policies.

I understand that Arkansas State University Mountain Home may require me to submit to drug screening if I am involved in a suspicious occurrence or an event that may be deleterious to a patient. I further understand that random drug screening may occur during my enrollment in the EMS Program, and I agree to participate in required drug screening.

I understand that failure or refusal to comply with required drug screening may result in immediate dismissal from the course, in accordance with applicable ASUMH and EMS Program policies.

I agree to hold harmless Arkansas State University–Mountain Home, its officers, agents, employees, my fellow students, and any volunteers enlisted to assist in facilitating EMS Program activities from any and all liability, loss, damages, costs, or expenses sustained, incurred, or arising out of my participation in the EMS education program.

I acknowledge that participation in EMS education and training may involve inherent risks. I understand and assume all risks associated with my participation in EMS Program activities, including, but not limited to, classroom and laboratory activities, simulation, skills practice, clinical education, field internship experiences, patient-care activities, lifting and moving activities, and other educational experiences required by the EMS Program.

By signing below, I acknowledge that I have read and understand this acknowledgment and agree to comply with the policies, procedures, requirements, and standards applicable to my participation in the ASUMH EMS Program.

Student Printed Name: _____

Student Signature: _____

Program/Course: _____

Cohort/Semester: _____

Date: _____