



Paramedic I Syllabus Summer 2024

Course Information

Course Title: Paramedic I (Lecture & Lab)

CRN: 30029

Course number with Section: EMS2603C

Course Description:

This is a four-semester course that meets one to two days a week throughout the entirety of the first three semesters of the program. During the fourth semester students are required to meet once a week in class while completing their internship. Students could complete within the first 8 weeks if they have completed all the program requirements.

Didactic Instruction (Lecture): The course will use the EMS Educational Standard objectives throughout the program. In the first semester students will cover sections such as anatomy & physiology as well as pathophysiology, preparatory, patient assessments, pharmacology, advanced airway management and respiratory emergencies. In the preparatory section the student will focus on the paramedic's roles and responsibility, wellness and workforce safety, public health & injury prevention programs for community organizations, legal & ethical issues in the medical field and review over state regulatory section within 64J for paramedics. Patient assessment will focus on accurately and rapidly assessing medical or trauma patients in a prehospital setting with focus on history taking using various communication techniques, physical exam, clinical decision making using critical thinking skills, communication, and documentation. In the pharmacology chapter, students will list components of medication profile relating to medication commonly used in the prehospital setting to include the pharmacokinetics, pharmacodynamics, dosages, indications, adverse reactions, and contraindication. Introduce proper techniques in medication administration in various methods. Includes math for meds to determine proper drug/fluid dosages. The airway management and respiratory emergency will focus on the different respiratory emergencies and various methods to maintain an adequate airway to include but not limited to just intubation, cricothyrotomy, I-gel and RSI procedures. In various body systems and pathophysiology will be reviewed in the human body section.

Psychomotor Skills (Laboratory): Skills are tracked through the Platinum Planner and based on the Student Minimum Competency (SMC) Requirements through CoAEMSP recommendations and approved by the program medical director. Students will be required to apply the didactic portion of the class lecture into the lab during psychomotor skills when appropriate through skills or scenario stations. BLS skills are evaluated during the first semester. The ALS skills that are evaluated will include patient assessment, medication administration, IV therapy, IO access, IM injections, and advance airway management.

Affective (Professionalism): Student will always be monitored and evaluated on professionalism/affective throughout the program during class, scenario lab, and during clinical. Students are expected to act in a professional manner during all times of program activity on and off campus. Students will be evaluated on their affective at the end of the semester. Students are expected to perform as a confident leader in the ability to verbalize orders to others based on assessment and formulated treatment plan. Students are also expected as members to correct any action that could cause a negative outcome for a patient due to incorrect treatment or procedure.

Course Location: B-13 Room 216

Course Day and Time: Varies / A-Shift (Minimal of 1 to 2 days a week) 9:30am – 5:30pm

Prerequisites: EMT (Anatomy & Physiology is strongly recommended)

Corequisites: EMS2656

Instructor Information

Name: Robby English

Office Location: B-13 / 219C

Office Hours: Varies (make appointment anytime by email or after class)

Phone Number: 850-973-9453

Email: englishr@nfc.edu

Instructor Response Time for Phone/Email: 4 business days

Response Time for Posting Grades on D2L: 7 business days

Communication: The primary method of communication is through email and D2L news board. It is recommended that you check them several times a week. You will be responsible for any missed class updates to include assignments. You will be given adequate time to handle any course changes.

Department Chair: Mike Kirkland

Office Location: B-13 / 219B

Office Hours: Monday – Thursday 9a.m. – 4p.m.

Phone Number: 850-973-1673

Email: kirklandm@nfc.edu

Department Chair Response Time for Phone/Email: 4 business days

Required Curriculum/Textbook and Course Materials

Bookstore Method: (If you are using financial aid you are required to use the bookstore)

****Title:** Nancy Caroline's Emergency Care in the Street Premier Access

ISBN: 9781284301366

Author: Nancy Caroline; American Academy of Orthopaedic Surgeons

Publisher: Jones & Bartlett Learning

Edition: 9th

The list below is the components to the package with ISBN: 9781284301366

Component Book Code	Component Author	Component Title
13968-6	Atwood	Intro to Basic Cardiac Dysrhythmias 5e
25684-0	AAOS	Nancy Caroline's Emergency Care in the Street 9e with Navigate Premier Access
26251-3	AAOS	Nancy Caroline's Emergency Care in the Streets 9e Student Workbook

You are also required to have the below access cards for the lab and clinical portion of the program.

****Platinum EMS Testing Access Card:** (Required)

****Platinum Planner Clinical Scheduler Access Card:** (Required for Clinical & Lab)

For textbook questions, please visit:

<https://customersupportcenter.highered.follett.com/hc/en-us>

Alternative Book Order Method: (ONLY IF NOT USING FINICIAL AID)

Title: Nancy Caroline's Emergency Care in the Street Premier Access

ISBN: 99781284301366 (Use the link below)

Book Code: 30136-6

<https://checkout.jblearning.com/cart/Default.aspx?bc=30136-6&coupon=NFCPARA22>

Author: Nancy Caroline; American Academy of Orthopaedic Surgeons

Publisher: Jones & Bartlett Learning

Edition: 9th

The list below is the components to the package with ISBN: 99781284301366

Component Book Code	Component Author	Component Title
13968-6	Atwood	Intro to Basic Cardiac Dysrhythmias 5e
25684-0	AAOS	Nancy Caroline's Emergency Care in the Street 9e with Navigate Premier Access
26251-3	AAOS	Nancy Caroline's Emergency Care in the Streets 9e Student Workbook

You are also required to have the below access cards for the lab and clinical portion of the program.

Platinum EMS Testing Access Card: (Required)

Platinum Planner Clinical Scheduler Access Card: (Required for Clinical & Lab)

Required Course Materials/Supplies:

Uniform (Shirts) 2 provided
Black Boots

EMS Pants
Stethoscope

Black Belt

Minimum Technological Requirements and Skills:

Computer with capability to access the internet both on and off campus.

Grading Policy and Assessment Methods

Student's official grades will be posted in the D2L gradebook. Students will be able to access grades anytime throughout the semester. Grades are based on a variety of assessments through class activities, assignments, quizzes, and exams.

40% - Exams & Final Exam [**Final exam must pass with a minimum of 77%**]

10% - Final Practical/Lab [**All final practical stations must be successfully passed**]

15% - Quizzes

20% - Assignments

15% - Self-Assessment/Affective (Affective will be one grade from assessment throughout semester)

Lab Skills- must be 100% successful.

The NFC EMS Program uses the following grading Scale:

A = Greater than or equal to 90%

B = Greater than or equal to 80% but less than 90%

C = Greater than or equal to 77% but less than 80%

F = Less than 77%

Outcomes/Objectives

PROGRAM LEARNING OUTCOMES/OBJECTIVES

1. **Overall Outcome:** To prepare competent entry-level paramedic in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains of medical/trauma emergency.
2. **Learning Objectives:** Learning objectives come from the EMS Educational Standards that can be found at the start of each chapter.
3. **Safety & Wellness:** The student will demonstrate and describe the use of appropriate PPE and determine scene safety through various situations.
4. **Communication Skills:** Students will demonstrate competence and understanding in both oral and written expression. They will use various techniques to include therapeutic communication to effectively communicate with patients in obtaining a medical history and communicating with patients, family, and other medical personnel.

5. **Critical Thinking:** Students will demonstrate mastery of discipline-specific problem-solving skills through formulating a patient care plan after performing a patient assessment and analysis the information to determine the correct medical/traumatic illness or injury.
6. **Diversity:** Students will interpret and evaluate societal and ethical issues, problems, and values specific to the medical field.
7. **Technology:** Students will demonstrate competence in the use of technology through patient report writing and radio communication.
8. **Lab Skills:** demonstrate a competency in performance from a formative to a summative evaluation through individual skill station evaluation and through scenarios.
9. **Scenarios:** Integrate cognitive knowledge into psychomotor learning in the assessment and management of the depth and breadth of patient types, conditions, and age groups. Demonstrates competent scene choreography in simulated patient encounters.
10. **Affective:** display a behavior that is consistent with a professional health care provider.

Course Level Student Learning Outcomes/Goals

All courses with multiple sections must use the same wording for all SLOs, and assessments must share common attributes.

1. Demonstrate an understanding of the roles and responsibilities of the paramedic including ethical decisions making.
2. Identify general principles of pathophysiology, anatomy and physiology and pharmacology.
3. Demonstrate techniques of advanced patient assessment and of appropriate clinical decision making.
4. Demonstrate with competency the ability to manage airway complications and recognize respiratory distress and failure.
5. Demonstrate with competency the ability to give appropriate amounts of medication through working out medication math and demonstrate the correct techniques in administering medication to a patient through simulation.
6. Demonstrate with competency the ability to apply didactic material to simulated patients.

Course Level SLO #	Gen Ed/Program Outcome #	Summative Assessments (A student artifact: A specific assignment that could be submitted as evidence of a General Education or program level competency)
1,2,3	1	Semester Final Exam
3,4,5,6	1	Semester final practical evaluation
3,4,5,6	1	Successfully complete all required laboratory skill check offs and scenario.

Course Content and Schedule

Schedule: The schedule will be found in D2L under the “CONTENT” tab.

Course Content: Preparatory, Human Body & Human System, Patient Assessment, Math for Meds, Pharmacology, Airway Management and Respiratory Emergency,

Skill Labs: BLS Skills, IV Access, IV Infusion of medication, IV Bolus of Medication, IM Injections, IO Access, PPV with BVM, Endotracheal Intubation, Endotracheal Suction, FBAO removal using Magill Forceps, Cricothyrotomy, Supraglottic Airway, Chest Compressions and CPAP. Students are required to have all successful completed by the end of the semester to move to the next semester.

Scenarios/Pathology: Respiratory pathologies or complaints in Geriatric patient,

Early Alerts: Full Term
July 11th – 12th

NFC Course Policy Statements

Student Success: Attend all classes. Be prepared for class by reading material and completing all assignments prior to class day. If you get behind meet with the instructor early. If you score less than 77% on an exam immediately schedule an appointment to meet with the instructor to go over the exam individually and schedule a retake exam. If your overall score drops below 77% schedule a meeting with the instructor for assistance on how to improve your performance in the program.

Students are responsible for all missed work in class and lab.

Evaluation: Students are evaluated on a regular basis through small and large group discussions, hands on demonstration through skills and scenarios, class activities and assignments, home assignments, and through quizzes and exams.

Attendance: Students are strongly encouraged to attend all classes as scheduled to get the most out of the program. Students that will be absent from class need to immediately notify the instructor via email. Students are allowed 2 excused/unexcused absence (14 hours) per semester for traditional classes and 1 excused/unexcused absence (8 hours) per semester for hybrid classes. Students will need to complete the “petition of absence” form found in D2L under content and submit in the drop-box. Students will receive a zero on the affective daily score (The lowest 2 will be dropped in the traditional class and the lowest 1 in the hybrid class will be dropped). Student will be responsible for all missed work and lab skills. Students that are absent beyond the allowed time will be required to make up those hours (grade will remain zero on affective score and quizzes are not allowed to be made up). Excessive absence will be handled on a case-by-case basis by the program director but could result in termination from the program.

Tardiness: Student are expected to be in class on time. Failure to be in class on time causes interruption in the learning environment not only to you but all other students in class. Students that are greater than 15 minutes late will equal a minimum of 1 hour of absence. Students that are late will not be given a chance to make-up any work missed to include quizzes. Students that are frequently late will be required to meet with the program director and instructor for an action plan. Students that are excessively late will be required to make up those hours if beyond the allowed absences time.

Assignments/Activities: work is expected to be completed by the due date. Failure to complete work will result in a zero. If you get behind schedule a meeting with the instructor immediately for possible temporary arrangements. Arrangements will be made on a case-by-case basis by the instructor. Class work will be done only in class if over the allowed absence/hours all others can be made up at home except for exams and skills which can only be made up in class.

Lab: Students are expected to complete all skill labs as scheduled. If a skill lab is missed that requires an instructor check off, then you will need to schedule an off-class day to make those skills up based on instructor availability. A student that requires PEER checks off will need to find a PEER during breaks/lunch to complete prior to instructor check offs on those skills.

Quizzes: Student will not be given an opportunity to make up quizzes or complete quizzes if late to class. Most quizzes will be given at the start of class and be timed. A student that is late will not receive any time extension to complete the quizzes but will be offered the chance to use the remaining time to work on the quiz. The lowest 2 quizzes will be dropped in traditional class and 1 in the hybrid classes)

Regular Exams: Test are expected to be taken on the schedule date. Make-up tests can only be issued at the discretion of the program director. Students will be required to make up any exam within 10 business days of their absence. Students are required to submit the Petition of Absence form prior to taking the exam. A student that misses the make-up will receive a zero on the exam and not be eligible for a retake.

A student that scores less than 77% on any exam except the final exam can request a retake. A student will be required to take the retake prior to the next exam. The student will also need to schedule a meeting with the instructor to review the exam/material within three (3) days of the exam. A student that is retaking an exam will not receive a score greater than 77% regardless of the higher score. If a student fails, the retake the highest score will go in the gradebook. Test answers will appear for no longer than 20-30 minutes after completing an exam for review pending on the number of questions then will open once all retakes and makeup are completed. If you need more time, then see the instructor. *There should be no written notes during the review process.*

Final Exams: Students must make a minimal score of 77% on the final exam to pass the course and be eligible to move onto the next course. **There are no retakes for semester final exams!!** Test answers will appear for no longer than 20-30 minutes after completing an exam for review pending on the number of questions then will open once all retakes and makeup are completed. If you need more time, then see the instructor. *There should be no written notes during the review process.* Students that are absent during the final exam will need approval from the program director. The instructor will reschedule a date based on instructor availability and until it taken a grade of "I" will be given to the student.

Final Practical: Students will be tested individually on their practical ability to apply the information learned in the didactic and laboratory phases of the class. Students are required to pass ALL practical stations per semester. Students are allowed one (1) practical station retake (not per station). The instructor will inform the student when the retake will be scheduled. In these cases, the student will receive an "I" until the retake has been completed. All retakes are required prior to entrance into the next class. A student that fails more than one (1) practical station or a practical retake will not be able to move to the next paramedic semester. Students that are absent during the final practical will need approval from the program director. The instructor will reschedule a date based on instructor availability and until it taken a grade of "I" will be given to the student.

Affective: Student affective are evaluated weekly/daily. It evaluates the student's professional behavior and attendance. Student will receive a zero on any day's absence (The lowest 2 in traditional and lowest 1 in hybrid classes will be dropped per semester)

The NFC EMS program reserves the right to discontinue a student's enrollment at any time during the program if in the administrative faculty's professional judgment, the student does not possess the qualifications necessary for the program or if the student demonstrates behavior deemed to be potentially detrimental to the patient's safety and well-being.

Comprehensive Exam: During the capstone (paramedic 4) students will only be given one written & practical assessment during that semester. The written exam will cover all material from the program. The student will be given three opportunities to pass the written comprehensive exam. If a student makes less than 77% on the initial attempt they will be given 2 more opportunities. A student at this point will not be given more than a 77% score in the gradebook. If a student fails, the second attempt they will be required to schedule 40 hours remediation of classroom time to review over material and be given extra non graded assignments to complete prior to making the final third attempt. Failure to make a grade of 77% or higher will result in failure of the program and will not be eligible to take the NREMT exam regardless of the students cumulative score or grade point average. A student will only receive a score of 77% in the gradebook if the score is higher than 77%. The first attempt will be week 7 of the capstone.

Comprehensive Practical: A comprehensive program practical will evaluate the student's ability to apply the material to different situations through simulated scenarios. This will be to evaluate the student's ability in critical thinking, analyzation of information from assessment, history taking and knowledge of the pathophysiology of patient with medical and/or traumatic diseases and injuries. The student will have to successfully pass each station. They will be allowed one retake at only one station. A student that fails more than one (1) station or the retake station will not be eligible to challenge the national and state certification exam, regardless of the student's program cumulative grade average or grade point average.

Paramedic Program

Successful completion of all paramedic program courses as well as a comprehensive program exam and practical will allow the student eligibility to challenge national and state certification exams at the paramedic level. Paramedic program courses must be successfully completed sequentially; students must receive a passing grade/status in one semester before being allowed to progress to the next semester's sequential courses.

Successful course completion is defined as follows:

Semester 1

- EMS 2603C: Course average of 77% or higher, successfully pass semester final and practical
- EMS 2656: Pass/Fail status based on completion/mastery of clinical skills check-off

Semester 2

- EMS 2604C: Course average of 77% or higher, successfully pass semester final and practical
- EMS 2676: Pass/Fail status based on completion/mastery of clinical skills check-off

Semester 3

- EMS 2605C: Course average of 77% or higher, successfully pass semester final and practical
- EMS 2658: Pass/Fail status based on completion/mastery of clinical skills check-off

Semester 4

- EMS 2659: Pass/Fail status based on completion/mastery of clinical skills check-off
Pass Comprehensive written with a minimal of 77% and Comprehensive Practical Scenarios

Additional Information: Additional information can be found within the program handbook and clinical handbook.

NFC Information and Policy Statements

Academic Honesty

NFC is committed to providing a high-quality educational experience to all students, and students are expected to follow appropriate and honest academic practices. This information is available in the

Academic Regulations section of the college catalog at www.nfc.edu. All cases of academic dishonesty will be reported to the Office of Academic Affairs.

Instructors use www.turnitin.com to review papers and projects for improper citation and/or plagiarism by comparing each student's report against billions of internet pages, a repository of works submitted to Turnitin in the past, and thousands of academic sources. A comparison document called the *Similarity Report* details the areas of a student paper that may have been documented incorrectly or used improperly. **Refer to instructor's course policy statements for usage details.**

Attendance Policy

Regular and consistent attendance facilitates student success. Absences beyond the equivalent of two weeks of class are considered to be excessive and thus may impact a student's course grade. Typically, two weeks of class would be described as follows:

- For a three-credit hour class that meets MW or TR: 4 class meetings (2 weeks).
- For a three-credit hour class that meets once a week for three hours: 2 class meetings (2 weeks).

Students are responsible for material covered during their absence. Refer to instructor makeup policy.

If there is no verifiable participation within the first week of the term, a student will be dropped from the class for non-attendance. This includes classes delivered in face-to-face, online, or hybrid format. See instructor policy.

Textbook Purchases

All required course materials are listed in the Virtual Bookstore tab on NFC's homepage. Course materials purchased through Follett, NFC's only contracted vendor, can be charged against a student's financial aid account. Course materials may also be purchased from any other source with the understanding that these non-Follett purchases cannot be charged against a student's financial aid account.

Used Book Purchases

Students should check the Follett book list found in the Virtual Bookstore tab on NFC's homepage for correct titles and editions. Note: The ISBN listed in Follett may include both the required text and a required access code. When considering purchasing used books, students should be sure the purchase includes the ACCESS CODE in courses where required. If not, the access code must be purchased separately at an additional cost.

Students/Visitors: Where to Park on Campus

If you have any questions about parking on campus, contact Campus Security at (850) 973-0280. Park in designated parking spaces only. Do not park on the grass or in undesignated areas. Faculty/Staff parking areas are to be used only by full- and part-time employees of the college. Faculty and staff parking spaces are lined in yellow and are clearly marked "STAFF". Students and visitors can park in any spaces that are lined in white. **NOTE: Some visitor parking spaces are lined in yellow with the word "Visitor" in the center. These are for visitors only. Students are not allowed to park in these spaces. Vehicles cannot be parked by backing into the space. Any vehicle that is illegally parked will be towed at the owner's expense. Refer to the college catalog or student handbook for all other parking regulations.**

Enforcement: If a vehicle is parked illegally anywhere on campus, it is subject to be towed at the owner's expense (\$85.00+). An illegally parked vehicle will be given a **WARNING on the FIRST OFFENSE. There will**

be no second warning. Illegally parked vehicles will be **TOWED ON THE SECOND OFFENSE.** Signs will be displayed near parking areas with the name and address of the company to contact if the vehicle is towed.

The company that tows the vehicle is an independent company contracted by North Florida College. The College has no authority to negotiate towing fees and is not in any way responsible for damage or liability to the vehicle or its contents. The company that provides the towing service is:

Jimmie's Firestone
6025 South SR 53
Madison, FL 32340
(850) 973-8546

Campus Security

The administration of NFC works diligently to make the campus as safe as possible. A few of the procedures in place include the use of security officers, the placement of security lights at strategic locations, and the locking of buildings when not in use. Students should always be alert and use normal precautionary measures. Campus crime statistics are documented annually and are available in the college catalog. Campus security can be contacted at 850-973-0280 from 7:30 a.m. until 11:30 p.m. for assistance while on campus with non-emergency security concerns. All emergency incidents should be reported directly to 911.

Library Services

The Marshall Hamilton Library, located in Building 4 at NFC, is open during the following hours (hours are subject to change):

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

Resources and staff are available in the library to support student learning in the classroom. Students are encouraged to visit our website and use the online resources. Librarians are on duty to help with questions and research strategies. To gain access to the library's extensive collection of electronic resources such as eBooks and academic databases with full-text articles, students will use the Single Sign-on through the MyNFC portal or Library Website. Students should contact the library at library@nfc.edu or call (850) 973-1624 if they are having login issues. Online library resources are available to students 24 hours a day through the library's website, <https://www.nfc.edu/learning-resources/>. Wireless Internet is also accessible in the library and on the patio after hours. Specific policies and regulations applicable to the library are available in the Library or by visiting the Library's website.

Academic Success Center

The Academic Success Center (ASC) exists to provide all NFC students, regardless of academic proficiency, the help and support necessary to ensure successful completion of studies and programs. Services include one-on-one peer and professional tutoring assistance, online tutoring, organized group study sessions, workshops, study skills training, academic coaching, web resources, and more. The ASC takes pride in working closely with faculty and staff to develop resources and to support the various academic programs offered at NFC.

Walk-in and by appointment services: Students may visit the ASC (Bldg. 4) for in-person services or make an appointment to receive in-person or virtual academic support services during the posted hours:

Fall/Spring Term

Monday – Thursday 8:00 a.m. – 5:30 p.m.

Fridays 8:00 a.m. – 4:30 p.m.

Summer Term

Monday – Thursday 8:00 a.m. – 4:30 p.m.

- **Workshops, organized group study sessions, and professional tutoring:** See the ASC calendars and schedules on NFC's website for specific dates, times, and delivery methods. For additional information visit <https://guides.nfc.edu/asc>.

Tutor.com Online Tutoring

Online tutoring is available to NFC students 24 hours a day, 7 days a week, through Tutor.com.

Tutor.com offers 1-to-1 tutoring available on demand in 250+ subjects, 24/7 Anytime, anywhere.

For more information about accessing the Tutor.com online tutoring service, see the ASC webpage or contact Elizabeth Gonzales at gonzalese@nfc.edu or (850) 973-1719 and/or Brianna Kinsey at kinseyb@nfc.edu or (850) 973-9458.

For **any** additional information regarding services provided by the **Academic Success Center**, please contact any of the following:

- Elizabeth Gonzales, Academic Success Center Coordinator (850) 973-1719 / gonzalese@nfc.edu
- Brianna Kinsey, Tutor Lab Manager (850) 973-9458 / kinseyb@nfc.edu

Americans with Disabilities Act

NFC is dedicated to the concept of equal opportunity. Students desiring modifications in class or on campus due to a disability may choose to inform the instructor at the beginning of the semester or contact the Disability Resource Center directly. Accommodation and modifications will be made after the student registers with the Disability Resource Center and provides appropriate documentation of disability. After the documentation is evaluated, the instructor may be involved in providing accommodations to equalize the student's educational experience. Students may call (850) 973-1683 (V) or (850) 973-1611 (TTY) for an appointment or additional information.

Technology Access

All NFC online learning tools are available on the MyNFC portal. To access the portal, students should click the MyNFC link at the top of the NFC website (<http://www.nfc.edu>) or type the following URL into the Internet address bar: <https://my.nfc.edu>. **When accessing the portal for the first time, students should click the "First Time User" link and follow the instructions to set up the account.**

Each NFC student is provided an email account through GoMail. The student's GoMail account is the official email address used by faculty and staff for communication with the student. A student can access his/her GoMail account via the MyNFC portal. Students are expected to check their GoMail accounts regularly.

Desire2Learn (D2L) is the learning management system that houses all online and supplemented face-2-face courses. Students can log in to an online or supplemented course by accessing the MyNFC portal.

Students will then see their course(s) listed under the "My Courses" widget on the D2L homepage. Click the name of the course to begin.

Student Ombudsman

The Student Ombudsman provides confidential, informal, and neutral assistance to students seeking to resolve disputes or address issues of importance. The Student Ombudsman does **not** serve as a student *advocate*, but rather serves as a guide to assist students in the navigation of college organizational structure and in understanding of policies and procedures. David Paulk is the current Student Ombudsman. He can be reached at (850) 973-9418 or paulkd@nfc.edu.

Equal Opportunity Statement

North Florida College is dedicated to the concept of equal opportunity and access to all programs and activities. In accordance with federal and state laws, and College policy, NFC does not discriminate in any of its policies, procedures, or practices based on race, ethnicity, color, religion, sex, national origin, gender, age, disability, pregnancy, marital status, genetic information or any other characteristic protected by law. Inquiries or complaints regarding equity issues of any nature may be directed to Denise Bell, Equity Coordinator, 325 NW Turner Davis Drive, Madison, FL 32340, Telephone (850) 973-9481 or email equity@nfc.edu.

Student Rights

As members of the College community, students have certain rights that include the following.

Students have the

- Right to a quality education.
- Right to freedom of expression.
- Right to hold public forums.
- Right to peacefully assemble.
- Right to a fair and impartial hearing.
- Right to participate in Student Government.
- Right to be a member in authorized student organizations.
- Right to appeal College decisions through established grievance procedures.
- Right of personal respect and freedom from humiliation and control.
- Right to make the best use of the student's time and talents and to work toward the goal which brought the student to the College; and
- Right to ask about and recommend improvements in policies that affect the welfare of students.

Student Responsibilities

As members of the College community, students have certain responsibilities that include the following.

Students are

- Expected to assume responsibility for knowing the rules, regulations, and policies of the College.
- Expected to meet the course and graduation requirements of the students' program of study.
- Expected to keep college records current with up-to-date addresses and other information.
- Expected to meet with an academic advisor at least once each term.
- Expected to comply with the College rules, regulations, and policies; and
- Expected to behave in a manner which demonstrates respect for others and self.

Student Rights Under the Family Educational Rights and Privacy Act (FERPA)

FERPA affords students certain rights with respect to their educational records.

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by North Florida College to comply with the requirements of FERPA. Please write to U.S. Department of Education, 600 Independence Ave. S.W., Washington, D.C. 20203.
5. The right to obtain a copy of North Florida College's student record policy from the Office of the Registrar, North Florida College, 325 NW Turner Davis Drive, Madison, Florida 32340.

Vulnerable Persons Act

All faculty and staff of North Florida College are required by law to report any type of abuse of minors that they witness or become aware of through written or verbal communication, regardless of the time that has passed since the abuse occurred. Students are advised that any information, written or verbal, communicated in this class, or to the instructor in any way, in regards to any willful act or threatened act that results in any physical, mental, or sexual abuse, injury, or harm that causes or is likely to cause harm to the physical, mental, or emotional health of another to be significantly impaired is subject to disclosure as required per Florida State Statutes.