

## COURT REPORTING SERVICES' OFFICIALSHIP TRAINING PROGRAM ACADEMIC PROVISIONS

*The Officialship Training Program trains students to become exceptional employees. This policy reflects the professional standards required of court reporters, who must be present, punctual, and reliable in courtroom settings. Failure to comply with these standards may result in infractions, warnings, or dismissal from the program.*

### OTP TEAM MEMBERS

Dustie Spradlin, Executive Director  
Melissa Clagg, Instructor (Urbana)  
Cheryl Barone, Software Instructor/Recruiter  
Peggy Cuda, Instructor (Wheaton)  
Robin Travelstead, Instructor (Carterville)

### DEFINITIONS

**Academic Warning** – a formal notice signaling poor performance that could jeopardize future enrollment in the Officialship Training Program.

**Approved Absence** – a prearranged absence approved by the instructor a minimum of seven (7) days prior to the absence for appointments, personal events, vacations, etc.

**Attendance Violation Warning** – a warning resulting from an unapproved absence.

**Connectivity Warning** – a warning resulting from an issue with an internet connection, preventing the student from attending class on virtual days.

**Infraction** – a violation of an OTP rule, agreement, or obligation.

**Unapproved Absence** – an absence which has not been prearranged with the instructor or an absence that is not followed up with proper written documentation for consideration.

## 1. ATTENDANCE

### *Approved Absences*

For illnesses/emergency events to be considered an ***Approved Absence***, students must provide written documentation to the instructor before the next in-person class, which will be reviewed and considered by the OTP Team. Submission of documentation does not guarantee approval of an absence.

### *Unapproved Absences*

During Phase 1: Theory, a maximum of three (3) ***Unapproved Absences*** will be allowed. During Phase 2: Speed Building, a maximum of five (5) unapproved absences will be allowed. Unapproved absences are issued per phase. Upon successful completion of Phase 1: Theory, any accrued unapproved absences will lapse before entering Phase 2: Speed Building. All unapproved absences will result in an ***Attendance Violation Warning***.

### *Tardiness*

***Tardiness*** will be noted when any student is late to class. Students arriving late must notify the instructor in advance of class. A student will be considered tardy if they are not in class and set up for instruction by five minutes to start time. Legitimate reasons for late arrivals will be considered, and at the instructor's discretion, may result in no consequence. Otherwise, a late arrival will result in an ***Infraction***.

## 2. ASSIGNMENTS/DIRECTIVES

All assignments/directives must conform with time constraints and formatting, as outlined by the instructor. Failure to conform will result in an Infraction.

## 3. INTERNET CONNECTIVITY

Any known internet connectivity issue must be resolved in advance of class or the student must secure another location to appear via Zoom. Internet connectivity failure shall result in a ***Connectivity Warning***. Up to three (3) connectivity warnings will be allowed during each phase of the program (Theory and Speed Building). After that point, additional connectivity issues will be considered an Infraction. A connectivity issue through a Hotspot connection is prohibited. Repeated login attempts will be accepted during the first ten (10) minutes of class. After which, it will be considered an Infraction.

#### 4. MISCELLANEOUS

***Academic Warnings*** or infractions may also be issued on an individual basis for miscellaneous reasons based on the performance of the student in the program. This includes, but is not limited to, unprofessional conduct, failure to follow instructor directives, or behavior inconsistent with program standards.

#### 5. INFRACTIONS AND WARNINGS

The issuance of an unapproved absence, infraction, or connectivity warning will be documented in an email to the student by the instructor and require a receipt acknowledgment.

Three (3) infractions from any provision category shall result in an academic warning. A total of three (3) academic warnings shall lead to dismissal from the program. Academic warnings will be emailed by the Executive Director and require a receipt acknowledgment.

Students are at-will participants and may be dismissed from the program at any time for any reason.

## 6. STUDENT ACKNOWLEDGMENT

I, \_\_\_\_\_, acknowledge I have read and understand the above academic provisions and that I am an at-will student held to the provisions stated in this document.

Date: \_\_\_\_\_