

COURT REPORTING SERVICES' OFFICIALSHIP TRAINING PROGRAM PROVISIONS

- **Absences.** A maximum of three (3) unapproved absences during a three-month period will be allowed. Students must provide written documentation to the instructor before the next in-person class for any illness or absence, which will be reviewed and considered by the OTP Team. More than three (3) unapproved absences during a three-month period will be cause for immediate expulsion from the program. Any missed lesson(s) will be the responsibility of the student to make up independently before the next class to stay current.

- **Internet connection for class.** Any known internet connectivity issue must be resolved in advance of class or by securing another location to appear via Zoom. Three (3) excused absences due to internet connectivity issues will be allowed during a three-month period. After which, each absence will be considered as an unapproved absence. A connectivity issue through a Hotspot connection will not be accepted as an excuse. Repeated login attempts will be accepted during the first ten (10) minutes of class. After which, it will be considered an absence.

- **Late arrival to class.** All late arrivals must notify the instructor in advance of class. Legitimate reasons for late arrival will result in no consequence. Otherwise, a late arrival will result in a "mark." A total of three (3) marks amount to an unapproved absence.

- **Assignments/directives.** All assignments/directives must conform with time constraints and formatting, as outlined by the instructor. Failure to conform will result in an academic warning. A total of three (3) academic warnings amount to an unapproved absence.

The issuance of an unapproved absence, excused absence, mark, or academic warning will be documented in an email to the student. The OTP Team consists of CRS Executive Director Dustie Spradlin, Court Reporter Cheryl Barone, Court Reporter Instructor Melissa Clagg and Court Reporter Instructor Peggy Cuda.