

COTC Call to Duty Checklist:

In compliance with state of Ohio and federal regulations, this document has been provided to a COTC student because the student has been called to active duty to serve our country. The orders have been received by the Gateway office. The student is required to meet with each instructor to discuss their absence and options for course completion.

Student's name:

Student's ID number:

Course name and number:

NOTE: If the student is in a health sciences program or a program requiring labs, practicums, etc. see below.

Instructor's name:

Dates of missed class sessions:

Instructor Section:

The student and I have discussed the impending absences.

Yes

No

The student and I determined that:

The course can be completed online and/or the student will be able to make up missed classes.

The student and I have discussed computer and technology needs.

The Action Plan is outlined below. (Required)

The student will not be able to complete the required course outcomes so an Incomplete grade will be given.

Action Plan:

Instructor signature:

Date:

Gateway: Received by

Date:

Return this completed section to the Gateway:

Students pursuing a degree/certificate in any health sciences program or in a program that requires a lab, practicum, etc. must see the program director about absences. The program director/program administrator has knowledge of the regulatory and accrediting standards and requirements. Faculty in these programs do not have sole authority to make decisions regarding what can be accomplished remotely, what course outcomes must be completed, and in what time frame those outcomes must be done.

Program director/program administrator: (printed name)

The student and I have discussed computer and technology needs.

Action Plan:

The student and I have discussed educational options for continuing successfully in and we have agreed to the Action Plan outlined above.

Student signature:

Program director/program administrator signature:

Gateway: Received by

Date: