

**CDL**  
*Attendance/Testing*  
*Consent Form*

During the first week of class, 100% attendance is required; no absences allowed.

**Unexcused Absences**

- Failure to notify the instructor prior to class may result in an **unexcused absence**.
- The attendance grade may drop 5% for every (1) unexcused absence.
- After (2) unexcused absences, you may be removed from the course or required to make up hours.

**Excused Absences**

- Notifying the instructor before class starts (i.e. calling in sick) results in an **excused absence**.
- The attendance grade may drop 5% for every (1) excused absence, at the instructor's discretion.
- In cases of an approved **Leave of Absence (LOA)**, the student has (2) terms to complete the class or will be required to retest and could possibly be retrained.
- If a student leaves the CDL course for medical reasons, a **medical release** must be obtained prior to returning to the program.

**Testing**

If a student is unable to pass all of the written DMV tests and obtain a CDL Permit while attending the classroom portion, that student has 21 days after the beginning of term to pass and obtain their CDL permit before release to the Yard. Make-up time will need to be scheduled or student must complete the Program with a subsequent class to compensate for time missed due to failure to obtain a CDL Permit during the classroom portion of training.

## **Reviews & Grievances**

All excused and unexcused absences or testing issues will be subject to review by the Dean of Career and Technical Education and the instructor(s) for the CDL course.

Students may file a grievance or appeal any decision in accordance with the policy and procedures for a grievance as outlined in the KCC Student Handbook.

### **Student Code of Conduct and Responsible Behavior**

KCC provides an environment, which encourages open responsible and respectful exchanges of opinions, ideas, and information. Enrollment at KCC carries with it the responsibilities to learn course content and not to violate the Student Code of Responsible Behavior in any classroom, lab, college facility, or at any college sponsored event.

A student who violates this Code will be subject to disciplinary action. Please see the Student Handbook under Student Code of Conduct, Student Conduct Process, Violations of Laws and Conduct, and Students Rights and Responsibilities.

Be responsible college citizens, respecting the rights and freedoms of others, individual differences, and diversity;

Practice academic honesty. Students shall not cheat, plagiarize, steal examinations or course material, knowingly furnish false information to the college, or forge, alter, or misuse college documents, records, or identification;

Assist the educational process. Students shall not obstruct or disrupt teaching or other authorized college activities and functions on college-controlled property or in the community. Students shall not have unauthorized entry to or use of college facilities or block access to or egress from such areas;

Respect individual dignity. Students shall not participate in physical or verbal abuse or behave in a manner which threatens or endangers the health or safety of any person on college-controlled property or at functions sponsored or supervised by the college. Students shall not participate in sexual or other harassment of any member of the college

community, or display conduct which is disorderly, lewd or obscene;  
Respect the property of others. Students shall not steal or damage college property or that of a member of the college community or a visitor to college facilities;  
Use college supplies, equipment and funds only as authorized by college staff;  
Not use, possess, or distribute alcoholic beverages, illegal drugs, firearms, explosives, dangerous chemicals, substances, instruments, or other weapons or items which can be used to inflict bodily harm or damage on college-controlled property or at functions sponsored or supervised by the college. In certain instances, pre-approval may be granted for in-class display or demonstration;  
Comply with the directions of college officials acting in the performance of their duties. Students shall not violate college policies or regulations, including those regarding student organization. Refrain from tobacco use in all campus buildings. Use of tobacco products is permitted only in designated areas.  
Students shall not have cell phones, pagers, PDA's or other electronic devices on audio response while in classrooms, the LRC, or other learning environments.  
Students shall not falsify student information including student identification.

*I understand and agree to comply with the KCC Student Code of Conduct and Responsible Behavior.*

Student Name (Please Print) First \_\_\_\_\_

Last \_\_\_\_\_

Student Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

KCC ID # \_ \_ \_ \_ \_