

## **SUCCESSFUL COMPLETION REQUIREMENTS**

Students are allowed only **twenty four hours** of absences in the course and will be expected to make up any quizzes, tests, or exams during the next class period. Some classes have mandatory attendance requirements and students will be informed of those classes. Students with more than **twenty four hours** of absences will be excused from the program, not receive a passing grade or a refund and will not proceed to externship. Any exceptions to this would have to be approved by the Program Director. Students must also meet MA Appearance and Behavioral Standard requirements as outlined below.

Phase 1 of the Medical Assistant Program consists of Weeks 1-10. During this time, students learn the foundational knowledge needed by a Medical Assistant to succeed in the field. Phase 2 is weeks 11-course ending. This phase builds on the foundational knowledge learned in Phase 1 by introducing more advanced skills and integrated knowledge. Students must meet attendance, competency, and other course requirements at the end of Phase 1 in order to proceed on to Phase 2.

Students who complete Phase 1 but do not meet Phase 1 successful completion requirements will be excused from the course. Students who are private pay and are excused from the program at the end of Phase 1 will be refunded a portion of the registration cost for the course. For students using Financial Aid, the second part of the award will be applied at the start of Phase 2, provided the student meets the standards for successful completion. Students who are excused at the end of Phase 1 will not receive a Certificate of Completion or be eligible to sit for the National Certification Exam. These students are encouraged to enroll in the next session of GRCC's Medical Assistant Program to master the fundamental knowledge and proceed with their learning on the path to become a Medical Assistant. Others have done it – you can too!

Students who are eligible for Financial Aid and elect not to complete Phase 1 do not receive the full financial aid award. Students who pay privately and choose not to complete Phase 1 or the entire program do not receive a refund and are responsible for the entire cost of the program.

Students are required to meet pre-course requirements, earn an average grade of 90% or higher on quizzes, tests, exams, and other graded material, earn a score of 100% on all clinical skills assessments, and meet the remaining course requirements in order to qualify for an externship and pass the course.