

DEPARTMENT OF BUSINESS AND INDUSTRY  
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## **STUDENT / INSTRUCTOR STANDARDS OF CONDUCT**

### **To Receive a Certificate of Completion a Student Must:**

- ❖ Direct his attention to the instruction being provided.
- ❖ Refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class.
- ❖ Refrain from use of cell phones and other electronic devices in class.

### **An Instructor May Deny Awarding a Certificate of Completion to a Student Who:**

- ❖ Does not direct his attention to the instruction being provided.
- ❖ Engages in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class.
- ❖ Uses cells phones and other electronic devices in class.

### **The Procedure for a Student to Appeal the Denial of a Certificate:**

- ❖ The student may, within 30 days after the denial, file a written request with the Administrator to review the matter.
- ❖ If the written request contains allegations which, if true, would qualify the applicant to receive a certificate of completion, the Administrator shall set the matter for an informal hearing before him to be conducted as soon as practicable.

### **NAC 645.4438: 1. To receive a certificate of completion for an approved course a student must:**

- (a) Direct his attention to the instruction being provided and refrain from engaging in activities unrelated to the instruction; and
- (b) Refrain from engaging in activities which are distracting to other students or the instructor, or which otherwise disrupt the orderly conduct of a class, including, without limitation, the use of voice pagers, beepers and telephones.

2. An instructor shall deny the award of a certificate of completion to a student who fails to satisfy the conditions set forth in subsection 1.

3. If an instructor denies the award of a certificate of completion to a student, the student may, within 30 days after that denial, file a written request with the Administrator to review the matter. If the written request contains allegations which, if true, would qualify the applicant to receive a certificate completion, the Administrator shall set the matter for an informal hearing before him to be conducted as soon as practicable.

Revised: 06/2015