



Make-Up Assignments

Because the programs offered through Nova Southeastern University, College of Southern Nevada, Nevada State College, UNLV or Comanche Nations College offer continuing education units, college credit hours and professional certifications, high standards of attendance and quality must be maintained. Make-up assignments are provided on a limited basis to allow participants to complete the program and receive their certifications. Make-up work is required for all absences.

Unless otherwise noted by the instructor, within the longer series programs (9 to 16 sessions), two absences are allowed. In the shorter versions (5 to 8 sessions), one absence is allowed. If you have missed or will miss more than that, please contact the program manager via email at t.schneider@soaringeagleent.com or your instructor.

Written Presentation

For each session missed, the following must be submitted:

1. A one page narrative that describes the importance of the subject of the unit missed. The entire page must be used excluding the margins described below. (i.e. if you missed a class about hiring and interviewing, your paper will be about hiring and interviewing)
2. A one page in bullet point or simple list format of key steps and processes to improve the delivery of the subject of the unit missed. The entire page must be used excluding the margins described below.
3. Page layout must include a font size of 12, a highly readable font type of Arial or Times New Roman, single spacing, block alignment and margins no larger than one inch on all sides.
4. Your name and the name of the class or unit missed must be included in the upper right hand portion of the work.
5. Proof read, spell check and check for correct grammar in your work.
5. If multiple classes were missed, repeat the step for each class.

Delivery Method and Deadlines

Please email the completed work as an MS Word attachment to information@soaringeagleent.com.