



DIVISION OF FISHERIES & WILDLIFE

Options to help students complete the Basic Hunter Education course that was offered in the traditional in-person format.

There are a few options to assist a student who has missed a course requirement.

The Course Requirements: To successfully complete a Basic hunter Education course, a student is required to:

- A. attend a minimum of twelve (12) hours of instruction.
- B. meet the Basic Hunter Education curriculum standards.
- C. successfully pass the final exam on their own with a score of 80% or better.

A. Attend a minimum of twelve (12) hours of class instruction.

When we enroll a student, we inform them that they must attend all dates and times scheduled for that course. However, for a variety of unexpected reasons, a student might miss some class time and therefore some course requirements.

If it is determined that a student will not have at least 12 hours of instruction and in turn, will also miss a considerable amount of course content, the student should be informed as soon as possible that they will not have enough hours and will not be able to complete the course requirements to graduate. Excusing the student from your class is probably the best option. This has happened in the past and the student typically agrees, once they recognize that the time they spend at your course, does not result in a certificate. They will need to find another class.

If the teaching team wants to offer more, there are two options that you can discuss with the student. *

1. Although the student will be incomplete, have the student attend as many sessions as possible of the current course and invite them to your next course to attend the missed class sessions (see below for handling registration forms). Please inform the student when and where they might be able to complete the course. Once again, the better option for the student might be to opt out of your class if your next course will not happen for a while. They may be able to find another course sooner.
2. Although the student will be incomplete, have the student attend as many sessions as possible of the current course and suggest they continue at another course taught by a different teaching team (see below for handling registration forms). This requires the team leaders of both courses to collaborate to meet the student's needs. This option only works if both teaching teams follow the same format and similar agendas. Again, please inform the student when and where they might be able to complete the course. The student can decide if it is worth pursuing.

* In either case, the student should not be given the final exam. They should only take the final exam once they have attended and completed all instruction hours .

B. Meet the Basic Hunter Education curriculum standards.

On average, our traditional in-person Basic Hunter Education courses take 14.5 hours to complete. This more than meets the Massachusetts legal requirement of 12 hours which provides some leeway for a student that misses some class time. If the student can attend at least 12 hours of the course, but needs to complete some of the coursework, there are options to allow that student to complete the course.

1. Students who miss a class could be assigned homework which covers the missed topics. This can be easily accomplished by using the student manual. Simply have the student read the pertinent chapter and complete the review questions at the end of the chapter. You can review the material with the student at the next class.
2. Or the student can work with an instructor during break times, or before or after a subsequent class period to cover the material. Many of the class exercises only take 15 – 20 minutes. Just remember, one-on-one contact with students is not permitted. So, any such “make-up” sessions would require that more than one instructor be present, or more than one student be present.
3. Lastly, students who miss the last class and therefore the final exam may be accommodated but only if the make-up exam is scheduled within a few days after the course. Otherwise record the student as incomplete and return the form with the rest of the class registration forms. A delay caused by one incomplete student, will delay the processing of certificates for entire class of students.

C. Successfully pass the final exam with an 80% or better. There are no alternatives for a student who fails the exam. They must repeat the course.

D. Handling Registration Forms for Incomplete Students

Whichever option is chosen, we request that you follow the following procedure for the submission of registration forms:

- a) If a student can complete the requirements in a timely manner, simply wait until all the requirements are fulfilled, complete the paperwork, and submit all of the student registration forms to the program office.
- b) However, if a student is not able to quickly complete the course requirements, their registration form should be returned as an “incomplete” along with the rest of the student registration forms. We process all paperwork for a given course at one time; so, a delay caused by one incomplete student, will delay the processing of certificates for all students in that course.
- c) If, in time, an “Incomplete” student attends your next course or if you find a suitable course offered by another teaching team, a new registration form should be completed for that student and submitted along with the rest of the registration forms. Please include information about the original course at the top of the form including the course date and location.