



CARRINGTON  
COLLEGE®



2013-2014  
**STUDENT  
HANDBOOK**





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Welcome to Carrington College.

We're excited to have you as a student and look forward to helping you achieve your educational and career goals.

This handbook provides information you will need to be successful. It explains what the College expects from you and what you should expect from us. Carrington College is unique because we focus on your new career, not just on the certificate or degree you are seeking. For this reason, we ask you to familiarize yourself with our policies and procedures. Our goal is to help you obtain the education necessary to launch your new career.

In keeping with our policy of providing a timely response to the needs of students and prospective employers, and to carry out the purposes and objectives of the College, we reserve the right to modify this handbook. Policies outlined in this handbook apply to all students of Carrington College and will be enforced by all faculty and staff members.

This handbook delineates your rights and responsibilities. Please read it and understand that you are responsible for abiding by the policies described within. If you have questions, please ask. Your faculty and staff are there to support you and provide you with everything you need to achieve success.

Welcome, and good luck from the entire Carrington Community!

## **Mission**

The mission of Carrington College is to prepare graduates to become health care professionals with the knowledge and skills to assume entry-level positions in the health care industry.

Carrington College has the following goals consistent with its mission:

- Develop knowledgeable and skilled graduates who exhibit a professional demeanor that allows them to transition into entry-level employment in the health care arena.
- Provide quality didactic and clinical experiences that prepare graduates to perform competently in their field of study.
- Provide the appropriate educational environment and services that result in creditable student completion and employment rates.
- Prepare graduates to attain certification and/or licensure specific to their program of study.
- Provide flexible instructional delivery options that increase access to education while retaining academic rigor and program integrity.
- Foster satisfaction of its students, graduates, faculty, and the community.
- Articulate with institutions of higher education to promote transferability of credits.
- Hire, develop and retain professional faculty dedicated to preparing students for health care professions.

## **Accreditation and Approvals**

Carrington College accreditation and approval information can be found in the academic catalog at [carrington.edu/carrington-college/catalog](http://carrington.edu/carrington-college/catalog).

## **Carrington College Catalog**

The Carrington College academic catalog contains policies and procedures that relate to the institution. Students are responsible for knowing the policies and procedures in the catalog. The academic catalog and student handbook are the official publications of the institution. Students must review and follow the regulations contained in each. The current edition of the catalog is available via [carrington.edu/carrington-college/catalog](http://carrington.edu/carrington-college/catalog).

## **Academic Policies**

### *Academic Integrity*

Carrington expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral, and intellectual excellence. Carrington reserves the right to dismiss students whose work or conduct is deemed unsatisfactory.

Ideas and learning form the core of the academic community. No learning community can thrive if its members counterfeit their achievements or seek to establish an unfair advantage over their fellow students. Academic standards at Carrington are based on a pursuit of knowledge and assume a high level of integrity in each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful.

All students must adhere to these standards. The list below regarding academic integrity is not all-inclusive, and instructors may establish additional standards based on the nature of the course or the setting in which course material may be delivered or applied.

The following are some ways in which students can prevent and confront academic integrity violations:

1. If you observe or have first-hand knowledge of a violation of the Academic Integrity policy, report it to your instructor and/or the Dean of Academic Affairs.
2. Make it difficult and unacceptable for other students to cheat by not sharing work unless required as part of a team assignment, refusing to provide current and old quizzes/exams to other students without consent of the instructor, and covering your work during exams.
3. Report suspicious test-taking behavior during a quiz/exam so it can be documented and investigated.
4. Avoid the temptation to cheat.
5. Avoid the temptation to plagiarize and become familiar with American Psychological Association (APA) methods of documenting your sources.
6. Go to [www.apa.org](http://www.apa.org) or speak with your instructor or campus librarian.

Violations of academic integrity, for the purpose of this policy, are those that permit a student to gain unfair advantage over other students. The following, though not an all-inclusive list, represents violations of academic integrity:

1. Misrepresentation of sources used in a work for which the student claims authorship.
2. Any form of cheating - giving or receiving of any unauthorized assistance on academic work
3. Improper use of course materials in a work for which the student claims authorship.
4. Use of papers purchased from another student or online and turned in as one's own work.
5. Submitting written work, such as laboratory reports, computer programs, or papers that have been copied from the work of other students with or without their knowledge and consent. The risk of

plagiarism can be avoided in written work by clearly indicating, either in footnotes or in the paper itself, the source of any major or unique idea or wording that you did not devise on your own. Sources must be provided regardless of whether the material is quoted directly or paraphrased. Any questions about what constitutes plagiarism should be discussed with the institution librarian or a faculty member.

Violations of academic integrity are serious and are subject to disciplinary action up to and including dismissal from the College.

#### *Americans with Disabilities Act*

Carrington College complies with the provisions of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and all applicable federal, state, or local laws that prohibit discrimination based upon a person's disability. It is Carrington College's policy that no qualified student be excluded from participating in any program or activity or be subjected to discrimination with regard to any program or activity due to his or her disability.

To better serve its students and applicants, Carrington College will provide reasonable accommodations/modifications to qualifying individuals with disabilities. The individual must meet the essential eligibility requirements of the College to participate in programs or activities with or without reasonable accommodation/modification. Students who are in need of an accommodation/modification should notify the Student Services Consultant or Accommodations Coordinator at their campus. The student will be required to provide supporting documentation of disability/diagnosis. All requests are evaluated on a case-by-case basis. Acceptable proof may include, but is not limited to, a diagnosis of the disability, test results, and/or evaluations provided by a medical doctor or psychologist completed within the past five years.

#### *Attendance*

Regular attendance is essential to academic and professional success. Due to the concentration of course material, regular attendance is mandatory and becomes a part of the student's permanent record. More detail can be found in the Carrington College catalog, [carrington.edu/carrington-college/catalog](http://carrington.edu/carrington-college/catalog).

#### *Audio Recording of Classroom Lectures*

Students may record lectures with the prior consent of the instructor.

#### *Classroom and Lab Standards*

- Students must arrive in class fully prepared with textbooks and supplies.
- Students must adhere to the Carrington dress code.
- Students who are concerned about their academic performance or are having difficulties in class should talk to their instructors to ensure that they understand the expectations of the course and their academic standing. Tutoring can be arranged to assist students.

- Students must complete and submit all assigned work on time. Homework is required; therefore, adequate study time is essential. Students are required to complete two hours of homework for every one hour of weekly scheduled lecture.
- Students are required to remove all notes and notebooks from their desktops during all testing periods.
- Computer use in the library, classrooms or laboratories, is limited to activities directly related to educational endeavors assigned by an instructor. Inappropriate use of the computer includes, but is not limited to, accessing social networking sites such as Facebook, pornographic web sites, or other web sites that are not education related. Students are permitted to check personal e-mail, but they cannot download or print items from their e-mail. Students using school computers for inappropriate activities are subject to disciplinary action up to and including dismissal from school.
- Students must notify the school before the start of class about absence or tardiness.
- Students must turn off (or set to vibrate) cellular phones, pagers, or other electronic devices that may disrupt class before entering the classroom. Cell phone conversations are prohibited near classrooms and in the library.
- Students may enter lab areas and handle equipment only with an instructor's permission.
- Students must clean equipment they use at the end of each class period and return it to its place.
- Housekeeping duties and maintenance of equipment are required of all students.
- Students are held responsible for the gross negligence of, the willful damage to, or the removal of supplies and equipment. Such acts may result in immediate dismissal from school.
- Students must use caution when working with potentially hazardous materials, and all safety procedures and universal precautions set forth by Carrington and OSHA must be followed.
- Students are required to provide their own transportation on field trips, clinical observations, fieldwork, and externships.
- Pregnant students are responsible for providing a physician's written statement listing any limitations that should be observed during pregnancy.

### *Classroom Break*

Accreditation standards require breaks in instruction that average ten minutes for every scheduled class hour. Breaks cannot be combined to lengthen break times or withheld in order to dismiss students early.

### *Clinical Hours and Externship*

Most Carrington programs require clinical hours and externship, which provide students with valuable field experience prior to graduation. Externship and clinical hours are required portions of most programs and students must successfully complete them in order to graduate.

Some programs require that clinical hours be performed on campus or at off-campus facilities during a student's course of study. Program directors or instructors will discuss requirements for their respective programs. All College policies remain in effect while students are in the field for clinical hours. Students must conduct themselves in a highly professional manner while completing these hours. Additional information about externships and clinicals is available in program-specific externship or clinical manuals that are distributed to students as they near the beginning of their externship or clinical terms.

Students begin externships after completion of their program's final on-campus course. Externships are unpaid, full-time components of a Carrington education. Externships take place during daytime hours. All student activities associated with clinical externship must be educational in nature; students cannot substitute for paid personnel. Students are not permitted to receive monetary benefits while at the clinical/extern site.

College policies remain in effect while students are in the field for externship hours. Students must conduct themselves in a highly professional manner while completing these hours.

Students will be notified in advance of dress code/identification requirements and must wear appropriate student identification at all times during externships.

Students are eligible for graduation and employment assistance only after successful completion of all coursework and the required number of hours for their externship, clinical rotation, and/or fieldwork experience. Carrington does not work with third-parties that discriminate based on gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability for externships or graduate employment.

### *CourseLink*

Carrington College's learning management system is called CourseLink. It provides secure web-based support for on-site classes, but does not substitute for face-to-face instruction. This system is used in support for all-online classes.

Not all on-site courses are supported by CourseLink. Students should check with their course instructor to determine whether CourseLink will be used.



If so, instructors or program administrators will provide students with log-in credentials as needed. The website for CourseLink and online classes is [online.carrington.edu](http://online.carrington.edu). Students should visit the website and click on Technical Requirements to be sure their home computers or laptops meet minimum operating requirements.

CourseLink comprises the following features and functions:

FUNCTIONALITY	DESCRIPTION
Gradebook	Used by instructors to post and distribute student grades. Students have access to the gradebook 24/7 to check their grades and monitor their overall progress in each course
Email	Enables instructors and students to communicate with the class and one another
Announcements and Instructional Pages	Instructors provide detailed instructions via individual web pages
Doc Sharing	A secure and convenient repository for downloadable student resources and file sharing. Handouts, assignments, templates, PowerPoint presentations and reference documents are available here for students' convenience.
Dropbox	A secure and convenient location for students to submit assignments and for instructors to return graded assignments to students. Confidential, individualized feedback can be shared between instructors and students.
Journal	This tool for student reflection may be used privately by students or shared with the instructor as required.
Webliography	Internet resources are detailed here with links, publisher name, date, and descriptions. Content can be added or updated by the instructor or students as appropriate.

#### *Faculty Office Hours and Availability*

The faculty is committed to student success and will be available to students. Faculty members will provide their schedule of office hours to students.

It is the student's responsibility to arrange an appointment to meet with a faculty member. If a conflict occurs between the faculty member's posted

office hours and the student's schedule, another appointment time can be arranged.

If it is not possible to locate faculty members in their office, students are encouraged to leave a voice mail or email message with directions for a return follow-up message.

### *Grade Appeals*

Students who wish to appeal a final course grade must meet with their instructor within 30 days of the class ending. The instructor will review the student's concern and respond to the student, in writing, within five calendar days of the student's initial contact. If the matter remains unresolved after the student-instructor meeting, the student can request further review by submitting a Grade Appeal form to the Dean of Academic Affairs, who will lead the student through the process of furthering the grade appeal. A grade can be appealed with the Dean of Academic Affairs only if the situation meets the following criteria:

- The student has supporting documentation to show he/she was graded unfairly, including documentation that demonstrates that instructor had been contacted regarding the grade.
- The student believes that a successful grade appeal would result in a full letter grade improvement.

Students should understand that their entire body of work for the class may be reviewed, and that the final grade could potentially increase, decrease, or remain the same.

**Note:** *Grade changes after the time specified above for the grade appeal process must be of a most exceptional nature. Any exception must be approved by the Dean of Academic Affairs.*

Grade changes are not permitted after the award of a certificate or degree except in the case of a successful appeal that was initiated within 30 days of the class end, as specified above.

### *Health Services*

Carrington College does not provide campus health services. While enrolled in school, students are covered by student accident insurance. Students are responsible for their own health care.

### *Homework*

Carefully assess your homework responsibilities. Each Carrington program requires study time. Be sure to set time aside each day to focus on yourself, your studies, and your goals.

### *Learning Resource Center*

Carrington College provides student access to the Internet on computers located in the Learning Resource Center (LRC). The computers are for educational use only. The College's computers and other information systems are the College's property and should be used for educational purposes only. The Carrington College LRC provides computer access to the

Internet, subscription databases, and Microsoft Office Suite. Internet access can only be used for lawful purposes.

Prohibited transmission includes copyrighted or licensed material, sexually explicit images, messages or cartoons, or materials protected by trade secret. In addition, Carrington College also prohibits the transmission of material that contains ethnic slurs, racial epithets, or anything that may be viewed as harassment of others based on race, national origin, sex, sexual orientation, age, disability or religion.

Carrington College cooperates fully with federal and state enforcement officials investigating unlawful behavior on the College network.

Any attempt to access or modify unauthorized computer system information or to interfere with normal system operations, whether on the equipment of Carrington College, the Internet provider or any computer system or network, will result in suspension of access and the perpetrator may be dismissed from school.

Computer/network use is not to include any of the following activities: gambling, shopping, online chatting, spamming, advertising, game playing unless it is educational in nature and approved by instructor, or downloading software or files unrelated to school assignments.

The Learning Resource Center is available throughout the week; hours of operation are posted on the LRC door.

### *Library*

The College maintains a Library on campus that is home to hundreds of texts as well as magazines, newspapers, reference material, educational CD-ROMS, and DVDs.

Carrington College students have access to several databases that include journal, newspaper and magazine articles, images, and videos that are searchable online at no charge.

The EBSCO host database and other databases can be accessed from any computer that is connected to the Internet at any time. In order to use EBSCO host database off campus; type [carrington.edu/students/library/](http://carrington.edu/students/library/) in the browser window and then click on "Search EBSCO host Databases." Students should see the librarian to obtain a user name and password and click on Library Information. Students should see the librarian to obtain a user name and password.

Our team of Carrington librarians is available to help you access resources, find information, and answer any other research questions in a live chat session. Our Ask-A-Librarian "chat" feature enables librarians to share screens with students and send specific articles, documents, or links to students' web browser. Ask-A-Librarian chat can be initiated at:

[carrington.edu/students/library](http://carrington.edu/students/library). Click on “Ask-A-Librarian Chat,” select the school that you attend, and then type in your question in the box provided.

ASK-A-LIBRARIAN HOURS			
Mountain Time		Pacific Time	
Monday - Thursday	11 am - 9 pm	Monday - Thursday	10 am - 8 pm
Friday	11 am - 6 pm	Friday	10 am - 5 pm
Saturday	12 pm - 4 pm	Saturday	11 am - 3 pm
Sunday	2 pm - 6 pm	Sunday	1 pm - 5 pm

### *Re-enrollment*

(returning more than 180 days from last day of attendance)

Carrington College encourages previously withdrawn students to return to school to complete their education. The process may require any or all of the following: review and approval of the student’s financial aid eligibility (when applicable), completion of a new enrollment agreement, review of prior academic and attendance records and/or appearing before campus review board.

### *Re-entry*

(returning within 180 days from last day of attendance)

Carrington College encourages previously withdrawn students to return to school to complete their education. The process may require any or all of the following: review and approval of the student’s financial aid eligibility (when applicable), review of prior academic and attendance records and completion of Re-Entry Application form. Contact your campus Student Services Consultant and/or designee for more information.

### *Re-entry Appeal*

When a student does not agree with a decision declining his or her re-entry into Carrington College, a Re-Entry Appeal may be submitted. Contact the campus Student Services Consultant and/or designee for more details.

### *Syllabi*

Course syllabi are given to every student on the first day of class. Each syllabus details the specific material to be covered and competencies to be achieved for each day of the class. Students are encouraged to review their syllabi and see their instructors for all questions.

### *Tutoring*

Tutoring assistance is available for students who request it. Students should speak with their instructor and/or Program Director for more information.

### *Withdrawal from a Program*

All students must meet with the Student Services Consultant (SSC) prior to withdrawing from a program to discuss circumstances and complete necessary documents (change of status form).

## **Background Check**

Students must undergo a criminal background check when required by the state in which they attend school and/or by a Carrington clinical affiliate where the student is training.

Registration for select Carrington College programs is dependent on successful completion of a background check, because individuals convicted of a crime may be unable to obtain certification, licensure or employment. Similarly, participation in externships and clinical experience may require successful completion of a background check.

Students who willfully falsify their criminal history are dismissed from school and are responsible for all fees related to background checks.

## **Campus Safety and Security**

Carrington complies with the Campus Crime and Security Act of 1990 and publishes the required campus crime and security report on October 1 of each year.

Should students be witnesses to or victims of a crime, they should immediately report the incident to the local law enforcement agency and to campus administration. Emergency numbers are posted throughout the school.

The security of all school members is a priority. Each year Carrington publishes a report outlining security and safety information, as well as crime statistics for the community. This report provides suggestions about crime prevention strategies as well as important policy information on emergency procedures, reporting of crimes and support services for victims of sexual assault. The report also contains information about Carrington's policy on alcohol and other drugs, and informs students where to obtain a copy of the alcohol and drug policy. This report is available at the campus.

Students with ideas, concerns, or suggestions for improved safety are encouraged to share them with a faculty member or bring them to the attention of the Dean of Education or campus Executive Director. All suggestions and concerns can be reported without fear of reprisal.

Carrington strives to provide a safe and healthy school environment. Students who have medical conditions that would prevent them from engaging in course activities, such as working with radiography or certain chemicals, should contact the accommodation coordinator.

Campus security guards are retained onsite at many of the Carrington College campuses. Security personnel have the authority to determine whether an individual has lawful business at the College and have arrest powers available to the general public. Specific days and times that security personnel are on campus vary. Many campuses also utilize electronic surveillance equipment as part of their security program.

In the event that the College becomes aware of a crime (occurring on or off campus) that poses a threat to students, the Incident Commander and/or campus Executive Director will seek assistance from the local authorities to ensure the safety of the students, faculty and staff.

### **Career Services**

Carrington College is eager to help all graduates obtain employment after graduation. Our mission is to see students graduate and be successfully employed. Carrington College provides comprehensive career services.

Career services advisors assist students in securing employment in their field of study after graduation. However, Carrington College cannot guarantee employment or starting salaries. To be eligible for employment assistance, students must:

- Be an active student or graduate of Carrington College
- Present a resume to the Career Services Department
- Be engaged in an active job search and contact all possible job openings
- Act and speak professionally at all times
- Be punctual for appointments
- Always reflect a positive attitude
- Dress appropriately
- Keep the Career Services Department informed of contacts and interview results
- Inform the Career Services Department immediately about address and phone number changes

Students should notify Career Services when employment is obtained.

Carrington College is eager to assist all graduates obtain employment after graduation. Our mission is to see students graduate and be successfully employed.

### **Change of Address and Phone Numbers**

Students must provide Carrington College with current, valid contact information. In the event there are address or telephone changes, students should notify the registrar's office.

## Code of Conduct

Students must conduct themselves in a professional manner and comply with all College rules as set forth here and in all other College publications or in written or verbal notices given by College staff or faculty. The student code of conduct includes obeying municipal, state, and federal laws.

**Note:** *The Student Code of Conduct applies to all students. The term “student” is defined as prospective applicants, current students (including those who attend online), former students and graduates of all Carrington Colleges.*

Any student found to have engaged in the following misconduct may be subject to disciplinary sanctions. This list is not all-inclusive, but it includes categories of misconduct as defined by the College.

1. Acts of dishonesty including, but not limited to, furnishing false information to any College official, faculty member or office.
2. Any form of cheating - giving or receiving of any unauthorized assistance on academic work.
3. Forgery, alteration or misuse of any College document, record or instrument of identification.
  - a) Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry.
  - b) Disruption or obstruction of teaching, research, administration, disciplinary proceedings and other College activities, including its public service functions on or off campus, or other authorized non-College activities, when the act occurs on Carrington premises.
4. Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual harassment, coercion and/or other conduct that threatens or endangers the health or safety of any person, either on or off Carrington premises or at any College-sponsored activity.
5. Bullying and cyberbullying (using one’s power to control or harm individuals who cannot defend themselves) including, but not limited to, face-to-face interactions and any electronic communication (communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager) whether it be a single incident or a series of incidents.
6. Attempted or actual theft of and/or damage to property of the College or property of a member of the Carrington community or other personal or public property.
7. Any organization, chartered or otherwise, officially or in fact, participating in the activity of “hazing,” defined as any action taken or situation created which, regardless of intent or consent of

the participants, may reasonably produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or otherwise compromises the dignity of an individual; compels an individual to participate in an activity that is unlawful and or contrary to College rules, policies and regulations; will unreasonably or unusually impair an individual's academic efforts, and/or occurs on or off campus. Hazing is further defined as an act that endangers the mental or physical health or safety of a student, or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for, continued membership in a group or organization. Prohibited activities and/or actions include, but are not limited to: tests of endurance; submission of members or prospective members to potentially dangerous or hazardous circumstances; any activity that by its nature is so intense that it would cause severe mental anxiety, mental distress, panic, human degradation or public embarrassment; creation of excessive fatigue or a late work session that interferes with scholastic activities or deprives persons of the opportunity for sufficient sleep (six hours per day), decent, edible meals and/or access to means of bodily cleanliness; forcing or coercing a person to consume alcohol or other substances, in any amount; any requirement that compels an individual to participate in an activity that is illegal, perverse or indecent; and compelling individuals to engage in sexual behaviors, sexual or racial harassment or slurs, or exhibitionism.

8. Gambling on Carrington premises, at College functions or through the use of College equipment.
9. Violation of the Network and Responsible Computing Policy as outlined in this handbook.
10. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
11. Unauthorized possession, duplication or use of keys to any part of Carrington premises, or unauthorized entry to or use of Carrington premises.
12. Violation of published College policies, rules or regulations.
13. Violation of federal, state or local law on Carrington premises or at College sponsored or supervised activities, or other violation of federal, state, or local law which has an adverse effect on the Carrington community.
14. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, or being under the influence of such substances.



15. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and College regulation; or public intoxication on Carrington premises.
16. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on Carrington premises or at any College sponsored activity.
17. Participation in a campus demonstration that disrupts normal operations of the College or infringes on rights of other members of the Carrington community; leading or inciting others to disrupt the scheduled and/or normal activities within any area of the College; intentional obstruction that is unreasonable and interferes with freedom of movement and/or free flow of pedestrian or vehicular traffic on Carrington premises or at a College sponsored or supervised activity.
18. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on Carrington premises or at functions sponsored by the College.
19. Aiding, abetting or inducing another to commit a violation of the Student Code of Conduct.
20. Theft or other abuse of computer time including, but not limited to:
  - a) Unauthorized entry into a file, to use, read or change contents, or for any other purpose.
  - b) Unauthorized transfer of a file.
  - c) Unauthorized use of another individual's identification and password.
  - d) Use of computing facilities to interfere with work of another student, faculty member or College official.
  - e) Use of computing facilities to send obscene or abusive messages.
  - f) Use of computing facilities to interfere with normal operation of the College computing system.
  - g) Introduction, reproduction and/or promulgation of any computer virus.
21. Abuse of the judicial or disciplinary system including, but not limited to:
  - a) Falsification, distortion or misrepresentation of information before a judicial body.
  - b) Disruption or interference with orderly conduct of a judicial proceeding.
  - c) Knowingly instituting judicial proceedings without good cause.
  - d) Attempting to discourage an individual's proper participation in, or use of, the judicial system.

- e) Attempting to influence the impartiality of a member of a Campus Management Team prior to, and/or during, the course of the judicial proceeding.
- f) Harassment (verbal or physical) and/or intimidation by a student of a member of a Campus Management Team prior to, during and/or after a judicial proceeding.
- g) Failure to comply with sanction(s) imposed under the Student Code of Conduct.
- h) Influencing or attempting to influence another person to commit an abuse of the judicial system.

#### *Violation of Law and College Action*

1. If a student is charged with an off-campus violation of federal, state or local law, Code of Conduct proceedings may be initiated if the violation of law holds the potential of an adverse impact on the Carrington community.
2. College proceedings may be instituted against a student charged with violation of a federal, state or local law that is also a violation of the Student Code of Conduct (for example, if both violations result from the same factual situation), without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the College may not, at its discretion, request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also the subject of proceeding before a Campus Management Team under the Student Code of Conduct, however, the College may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally with the Carrington community. The College will cooperate fully with law enforcement and other agencies in enforcing criminal law on College property and in the conditions imposed by criminal courts for rehabilitation of student violators. Individual student or faculty members, acting in their personal capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate.

#### *Charges and Hearings*

1. Any member of the Carrington community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Student Services Consultant and/or designee. Any charge should be submitted as soon as possible after the event takes place.

2. The Student Services Consultant and/or designee may conduct an investigation to determine whether the charges have merit and/or whether they can be resolved (on a basis acceptable to the Student Services Consultant and/or designee) by mutual consent of the parties involved. Such disposition shall be final, and there shall be no subsequent proceedings. If charges cannot be disposed of by mutual consent, the Student Services Consultant and/or designee may later serve in a similar role as the moderator during the Code of Conduct Hearing.
3. All charges shall be presented to the accused student in written form. A time will be set for a hearing, not less than two, nor more than 15 calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Services Consultant and/or designee.
4. The Student Services Consultant and/or designee shall compose a hearing panel that may include, but is not limited to, members of the Campus Management Team, Campus Faculty/Staff, or those from the Home Office. In addition:
  - a) Hearings shall be conducted in private.
  - b) Admission of any person to the hearing shall be at the discretion of the Hearing Panel.
  - c) In hearings involving more than one accused student, the Hearing Panel may permit hearings concerning each student to be conducted together.
  - d) The complainant and accused have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or accused are responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before the Hearing Panel. Complainant and accused must provide the names (relationship and title, if applicable) of those attending with them at the hearing at least one business day before the hearing.
  - e) The complainant, accused and the Hearing Panel shall have the privilege of presenting witnesses, subject to the right of cross-examination, by the Hearing Panel.
  - f) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Panel.
  - g) After the hearing, the Hearing Panel shall determine by majority vote (voting must consist of more than one person) whether the student has violated the specific section(s) of the Student Code of Conduct that the student is charged with violating.

- h) The Hearing Panel's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
- 5. There shall be a single verbatim record, such as a tape recording, of all hearings before the Hearing Panel. The record shall be the property of the College, shall be retained in a separate disciplinary file, except for cases of suspension or expulsion, which will be noted in the student's academic file, and retained in accordance with the College's record retention procedures. The complainant may review the recording of the hearing.
- 6. No student can be found to have violated the Student Code of Conduct solely because the student failed to appear before the Hearing Panel. In all cases, the evidence in support of the charges shall be presented and considered.

### *Sanctions*

- 1. The sanctions listed below can be imposed upon any student found to have violated the Student Code of Conduct at Carrington College. The listing of the sanctions should not be construed to imply that students are entitled to progressive discipline. The sanctions can be used in any order and/or combination that the College deems appropriate for the conduct in question.
  - a) Warning - A verbal or written notice to the student that the student is in violation of or has violated College regulations.
  - b) Probation - A written reprimand for violation of specific regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any College regulation(s) during the probationary period.
  - c) Loss of Privileges - Denial of specified privileges for a designated period of time.
  - d) Carrington College Suspension - Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - e) College Expulsion - Permanent separation of the student from all Carrington College campuses and any DeVry Education Group institution.
- 2. More than one sanction listed above may be imposed for any single violation by the Hearing Panel. Following the hearing, the Student Services Consultant and/or designee shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.
- 3. Other than College suspension and College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record.

Upon graduation, the student may petition the Student Services Consultant to have his or her confidential disciplinary record expunged or partially expunged of disciplinary actions. Whether or not to grant the request to expunge or partially expunge shall be at College's discretion.

### *Interim Suspension*

In certain circumstances, the Campus Incident Commander and/or designee may impose a College or interim suspension prior to the hearing before a Panel.

1. Interim suspension may be imposed:
  - a) To ensure the safety and well-being of members of the Carrington community or preservation of College property.
  - b) To ensure the student's own physical or emotional safety and well-being.
  - c) If the student poses a definite threat of disruption of or interference with the normal operation of the College.
2. During the interim suspension, students shall be denied access to Carrington premises (including online and onsite classes) and/or all other College activities or privileges for which the student might otherwise be eligible.

### *Appeals*

1. A decision and the sanctions reached by the Hearing Panel can be appealed only once by the accused student or complainant to the Student Services Consultant and/or designee within 30 calendar days of the date of the written notification of the decision. Such appeals shall be in writing.
2. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
  - a) To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in substantial conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and present a rebuttal of those allegations.
  - b) To determine whether the decision reached regarding the accused student was based on reasonable evidence; that is, without substituting its judgment for that of the Hearing Panel, the appellate decision-makers (Sr. Director of Academic Affairs and Director of Student Services) shall consider whether the facts in the case were reasonably sufficient to establish that a violation of the Student Code of Conduct occurred.

- c) To determine whether the sanction(s) imposed were reasonably appropriate for the violation of the Student Code of Conduct the student was found to have committed.
- d) To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.

If the Sr. Director of Academic Affairs and Director of Student Services uphold an appeal, the matter shall be remanded to the original the Hearing Panel for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s).

Students who violate conduct rules are subject to suspension or dismissal. In the event of dismissal, tuition will be prorated according to the refund policy found in the academic catalog. Students who are dismissed for code of conduct violations are not eligible to return to any Carrington College campus.

### **Commencement Ceremonies**

Commencement ceremonies take place at least annually. Students who have completed graduation requirements within that one-year period are eligible to participate. All graduates are encouraged to participate in official Carrington College ceremonies. Diplomas are not distributed at the commencement ceremony but are mailed to students four to six weeks after the successful completion of all College graduation requirements.

Online students may attend a commencement ceremony at the campus of their choice. Carrington does not reimburse any expenses students incur to attend the commencement ceremony. Students receive graduation eligibility notices by mail and should maintain current name-and-address records. Updates to contact information can be made through the Registrar's office.

### **Commitment to Drug-Free Schools**

Carrington complies with the Drug Free Schools and Communities Act and forbids use, possession, distribution or sale of drugs or alcohol by students, faculty or staff anywhere on school property. Anyone in violation of state, federal or local regulations with respect to illegal drugs or alcohol may be subject to both criminal prosecution and school disciplinary action. The College is committed to providing a productive and safe learning environment for all students.

In accordance with this goal the College reserves the right to investigate students suspected of drug or alcohol use upon reasonable cause. Such investigation may require students to submit to a drug or alcohol test. Students must consent to provide blood, breath and/or urine samples, upon request by an authorized representative of the College, to determine whether they are under the influence of drugs, alcohol or other chemical

intoxicants. Students must agree to fully cooperate with the College, its representatives, agents, medical review officer (if any) and any representative or agent of a clinic, laboratory and/or hospital involved in sample collection, testing, evaluation, reporting and confirmation. Students must further consent to and authorize the release of all information generated by or obtained from the substance test to the College, its agents, representatives, insurers and appropriate governmental agencies. Refusal to comply with an investigation or a positive test result may be grounds for disciplinary action, which may result in dismissal.

Some Carrington programs require students to undergo a preadmission drug screen urinalysis. Candidates who fail the preadmission drug screening are ineligible for admission, but they may reapply after three months. Candidates whose test comes back positive for prescription medications may present to the screening agency a copy of the prescription to ensure that findings are consistent with the prescribed dosage. In such cases, applicants may pursue admission.

Carrington College does not support or endorse any program or facility or attest to the reliability of information given or treatment provided by any program, telephone hotline, or facility. The numbers listed below are provided as a service to students and their families. It is only a partial listing of resources that may be available to those seeking assistance.

- ASPIRE Program 888-470-1531
- 877-586-7113 or [www.americanaddictioncenters.com](http://www.americanaddictioncenters.com)

## **Dress Code**

Students are required to wear the uniform designated by Carrington College and conduct themselves in a professional manner at all times while on campus, on field trips, at clinical placement sites, and at externship facilities. Students must adhere to the expectations outlined below to remain enrolled.

*Scrub Tops:* Students are required to wear the uniform designated by Carrington College. It must fit student in length and size. Pregnant students may wear oversized scrub tops. Solid-colored turtlenecks or t-shirts with no printed words, pictures or patterns may be worn under scrub tops. Shirts worn under scrub tops must be tucked into pants. Scrub tops must be long enough to cover a student's midriff and backside at all times.

*Scrub pants/Skirts:* Students are required to wear the uniform designated by Carrington College. It must fit student in length and size. Sagging pants are not permissible. Denim jeans, leggings, sweats or calf-length pants are not permitted under scrub pants or scrub skirts. Pegging, tucking or rolling (waist or leg) of scrub bottoms are not acceptable. The midriff and backside must be covered at all times.

*Shoes:* Shoes with non-skid soles are required for safety purposes. Nylon, canvas, suede, sandals, flip flops, open-toed and open-heeled shoes are not allowed. Shoes must be mostly white or mostly black and have low heels, closed toes, and closed heels. Boots are not permitted.

*Outerwear:* Outerwear, such as open-front sweaters and jackets, may be worn in class if it does not have words, designs, or symbols that are offensive. Baseball caps cannot be worn in class or in lab and clinical settings. All outerwear must be removed in all lab and clinical settings.

*Hair:* must be clean, neat and have a professional appearance. Hair must be a naturally occurring color. Hair should be short enough or restrained so as not to fall forward in the work or patient space. Bangs should be short enough or pinned so the student has a clear view and does not have to manipulate hair with hands. Hair should be off the shoulders and away from face at all times. Beards and mustaches must be clean and neatly trimmed and not interfere with the integrity of the clinical functions. Braided facial hair and beard decorations are not permissible.

*Nails:* must be clean and trimmed no longer than  $\frac{1}{4}$  inch. Conservative (clear or pink) nail polish must be neat and not chipped. However, students in some programs are not permitted to wear nail polish. (Students should speak with their Program Director for specific program regulations). Nail art and acrylic, press-on, silk, or artificial nails are not acceptable in the clinical, extern, classroom, or lab setting.

*Cosmetics:* may be worn to enhance a professional appearance. Lip, eye, and cheek color must be limited to natural/neutral daytime shades and must not be excessive.

*Jewelry, Piercings and Tattoos:* One post earring for each ear is acceptable. Hoop and “spike”-type earrings are not permitted. Students should wear no more than one ring per hand. Pin-on jewelry unrelated to health care is not appropriate. A wristwatch is acceptable and should be waterproof. Jewelry should be kept to a minimum so as not to compromise the integrity or use of gloves. However, some programs prohibit wearing of any jewelry. (Students should speak with their Program Director for specific program regulations).

Facial jewelry, piercings or grills are not allowed. This includes, but is not limited to, nose, eyebrow, lip and/or tongue rings/studs/chains or stretch lobe piercing (gauges).

Tattoos on the face, neck, arms, hands, legs or any other visible area must be concealed at all times. Neutral long-sleeved shirts that coordinate with scrubs are appropriate to cover tattoos, as are flesh-colored bandages.

Staff and faculty will enforce this dress code as part of each student’s educational experience. Students who do not comply with the dress code will be considered unprepared, will NOT be allowed to attend class and



will be marked absent for the day. Staff and faculty reserve the right to determine what is appropriate and permitted on campus.

Externship and clinical placement sites may have dress codes that are more stringent than Carrington's, and students are expected to comply with the dress code of the site to which they are assigned.

## **Drug Screening**

Carrington College students may be required to submit to random drug screening based either on reasonable suspicion that the student is in violation of the Code of Conduct, or because a negative drug screen is required by the clinical affiliate where the student is to be assigned for training. When staff/faculty require students to obtain drug screens, students must submit to the drug screen at the time the Dean and/or designee makes the request or be dismissed from the program for violation of the code of conduct.

The procedures listed below will be followed when a student is suspected of being under the influence of alcohol or other substance.

On Campus:

- The student is removed from any common campus areas and escorted to the Dean and/or designee.
- The Dean and/or designee will explain to the student the behaviors (physical or verbal) that have led staff to suspect the student may be under the influence of alcohol or drugs. In addition, the student will provide a statement regarding the matter.
  - ♦ Based on the investigation the Dean and/or designee may send student for an immediate urine drug screen (UDS).
    1. The Dean and/or designee will call a taxi to transport the student to a lab where the drug screen will take place; the taxi is instructed to wait for student until the lab visit is completed.
    2. The taxi returns the student to the campus.
    3. The student is informed that he or she cannot return to class until results are back.
  - ♦ Based on the results of the drug screen:
    1. If the results are negative, the student is allowed to return to class and is allowed to make up any missed assignments or clinical hours.
    2. If the results are positive, the student is immediately dismissed from school for violating the Drug-Free Schools and Communities Act as outlined in the student handbook and catalog.

- ♦ Students who refuse the UDS are dismissed for violating the drug testing policy.

Off-campus during school activities (clinical/externship):

- The site manager and/or clinical instructor will remove the student from common areas and escort to an appropriate private meeting area.
  - ♦ The site manager and/or clinical instructor will contact the campus Dean and/or designee to notify them of the situation.
  - ♦ If the site manager and Dean believe that a urine drug screen (UDS) is warranted, the Dean and/or clinical instructor will explain to the student the behaviors (physical or verbal) that have led to suspicion that the student may be under the influence of alcohol or drugs. In addition, the student will provide a statement regarding the matter.
  - ♦ Based on an investigation the Dean and/or designee may send the student for an immediate UDS.
    1. The Dean and/or designee will call a taxi to transport the student to a lab; the taxi is instructed to wait for the student until the lab visit is completed
    2. The taxi returns the student to the campus
    3. The student is informed that he or she cannot return to clinical/externship until the results are back
  - ♦ Based on the results of the drug screen:
    1. If the results are negative, the student is allowed to return to the clinical/extern site and is allowed to make up any missed assignments or clinical hours.
    2. If the results are positive, the student is immediately dismissed from school for violating the Drug-Free Schools and Communities Act as outlined in the student handbook and catalog.
  - ♦ If a student refuses the UDS, he or she is dismissed for violating the drug testing policy in the student handbook.

### **Emergency Closing**

Carrington College reserves the right to alter its class schedule due to inclement weather, campus emergencies, or other unforeseen situations. Depending on the class schedule, course make-up hours may be held on Fridays, in the evening, or on the weekends. In some circumstances class schedules may be extended to make up missed days. For questions about whether a campus has been closed due to weather or other emergency, students should call the front desk.

## **Ethical Faculty-Student Interactions**

Students should be aware that faculty members are prohibited from having a personal, business, financial, or other interest, activity or relationship that is in conflict with Carrington College's mission of providing higher education and career-training programs.

Conflicts of interest may include, but are not limited to, the following situations:

- Having a personal, social, or romantic relationship with a student or prospective student. This includes on- and off-campus fraternization with students.
- Engaging in a sexual, romantic, or dating relationship with students.
- Accepting loans or gifts of entertainment, food, or cash from students.
- Performing services for students outside those consistent with the College's mission.

Faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.

## **Exit Interview**

During their last course or semester on campus, students are required to participate in an exit interview with representatives from, but not limited to, Career Services and Student Finance. During this meeting students are familiarized with important information and paperwork that must be completed prior to, during, and following externship. Students will be notified of the day and time of this meeting; attendance is mandatory.

Prior to the last day on campus, all students must:

- Pay all tuition/debts to the school
- Pass all required tests
- Submit the clinical sheet with all clinicals checked off by instructor
- Submit a resume
- Return all library books
- Complete an exit interview
- Complete and submit exit paperwork
- Complete Wonderlic post-testing

## **Family Education Rights and Privacy Act (FERPA)**

Carrington complies with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. The Act protects the privacy of students'

education records, establishes students' rights to inspect and review their academic records, and provides guidelines for correcting inaccurate and misleading information through informal and formal hearings. If there is someone to whom you would like us to give information regarding your attendance, grades, or any other aspect of your student record, please see Student Records for a release form.

## **Food/Beverages**

No food or beverages are allowed in the classroom except bottled water, though students should check with instructors for campus-specific rules. All other food and drink must be stored in the students' backpack and taken out of the classroom for consumption on breaks. No food or beverages are allowed in the lab.

## **Grievance Procedure**

### *Informal Complaint Procedures*

Students may seek a resolution of complaints through discussion with the alleged offender or other appropriate staff. If no resolution is forthcoming, or if direct confrontation is deemed inappropriate, students should report the incident(s) to the Student Services Consultant and/or designee, who will attempt to resolve the complaint.

Under these informal procedures, students can, at any time, elect to stop further administrative action by withdrawing the complaint. Students can also decide to file a formal grievance at any time.

### *Formal Grievance Process*

Non-academic complaints should be addressed to the administrator of the department at which the complaint is directed and/or campus Student Services Consultant and/or designee.

Academic complaints should first be addressed with the faculty. Academic problems remaining unresolved should then be addressed with the Program Director.

Students who are not satisfied with these efforts may pursue a formal review by following the procedure outlined below:

1. Submit a written, signed complaint to the Dean of Academic Affairs or the Dean's designee describing the basis of the complaint in sufficient detail to allow the Dean to begin an investigation.
2. The Dean or designee will schedule an appointment with the student within three working days to discuss the complaint.
3. The Dean or designee will confirm completion of the investigation with a written report mailed to the student within five working days of the discussion with the student.

4. If the student is not satisfied with the disposition of the complaint, the student may appeal in writing to the campus Executive Director within 10 working days of receipt. The appeal letter must include a copy of the written disposition and an explanation why the student is not satisfied with that outcome.
5. The Campus Director will review the report and the student's appeal and conduct any further investigation necessary, including requesting additional information from the student, Dean or designee.
6. The Campus Director will provide both the student and the Dean or designee a written appeal finding, which will be sent within 10 working days of receipt of the appeal letter. This written decision is the final disposition of the complaint.

Students not satisfied with the final disposition of the grievance process noted above should contact the Director, Student Services at Carrington's Home Office.

Additional resources:

- State licensing authority,
- ACICS (accrediting body), 750 First St. NE, Washington DC 20002, 202.336.6780,
- State attorney general

A complete listing of contact information for state licensing authorities and attorney general offices is located at [carrington.edu/cc/student-consumer-info](http://carrington.edu/cc/student-consumer-info).

## **Guests**

Guests, including children of students, are not permitted on campus without specific prior authorization of the campus Executive Director. When so permitted, students are responsible for their guests and must see that they obey all College regulations. Guests should not be present on campus without approval of the College's administration.

## **HIPAA and Privacy Requirements**

Title II of the Health Insurance Portability and Accountability Act (HIPAA) provides federal protections for patients' personal health information. Its Security Rule specifies a series of administrative, physical, and technical safeguards for covered entities to use to assure the confidentiality, integrity, and availability of electronic protected health information. Students in Carrington's allied health or allied health-related curricula will receive training on communication about protected information, maintenance of and access to medical records.

## **Infectious Disease/Radiation Management**

Carrington College has an institutional policy on infectious disease and radiation management to which it complies along with applicable regulations of local, state and federal agencies related to radiation hygiene and protection, ionizing radiation, hazardous materials, bloodborne pathogens and infectious diseases.

These policies and regulations are explained in full in the Dental Assisting and Dental Hygiene program manuals.

## **Informed Consent**

Throughout Carrington's allied health programs, students are requested to perform or participate in demonstrations, interventions, and assessments (collectively known as "activities") on other students, instructors, and/or patients. All persons involved in these activities are considered "human subjects." Each person must accept the following responsibilities when involved in activities with human subjects.

### *Faculty Responsibilities*

Prior to participation as a human subject or practitioner in an activity, the faculty shall:

- Explain the purpose, risks, and benefits of the activity
- Provide the opportunity for questions regarding the activity
- Provide an appropriate level of supervision throughout the activity
- Respect the student's and/or patient's rights not to participate as a human subject without repercussion

### *Human Subject Responsibilities*

While participating as a human subject in an activity, the human subject shall:

- Inform the faculty of any medical condition or change in medical condition that would prevent safe participation in the activity
- Immediately notify the student practitioner and faculty of any discomfort or adverse effect(s) caused by the activities
- Immediately request that the faculty assist in the application of an activity if there is any concern about the skill or procedures used by the student practitioner
- Immediately report any injury subsequent to the activity to the faculty

### *Student Practitioner Responsibilities*

While engaging in activities on a human subject, the student shall:

- Obtain verbal consent from the human subject
- Immediately terminate the activity upon verbal command or physical indication by the human subject or faculty

- Refrain from performing any activity that the student practitioner is not adequately prepared to perform safely
- Request assistance from the faculty, when needed
- Inform the faculty of any factors that may prevent safe performance of an activity

## **Parking**

Parking is available at all campuses. Students must obey all parking ordinances. The College is not responsible for any damage to or loss of any vehicle on the premises at any time. The College is not responsible for towed vehicles. More detailed information about parking is available through the front desk.

## **Policy Against Harassment and Discrimination**

Carrington College is committed to providing an education conducive to the personal and professional development of each individual and is committed to maintaining an academic environment free of discrimination and harassment based on race, color, religion, national origin, sex, age, disability, veteran status, sexual orientation, political affiliation, and any other legally protected classes in the relevant jurisdiction that complies with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the local state law. Carrington College is an educational institution that employs academically qualified faculty and admits academically qualified students without regard to gender, age, race, national origin, sexual orientation, political affiliation or belief, religion or disability and affords students all rights, privileges, programs, employment services and opportunities generally available. Carrington will not tolerate, condone or allow discrimination or harassment, whether engaged in by fellow students, faculty members, or non-faculty employees.

### *What is Discriminatory Harassment?*

Discriminatory harassment is verbal or physical conduct that demeans or shows hostility, or aversion, toward an individual because of his/her race, color, religion, gender, national origin, age, disability, or because of retaliation for engaging in protected activity. Examples of words or conduct that may constitute discriminatory harassment are:

- Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group based on protected status. This could include telephone calls, emails, instant messages, text messages, etc.
- Display or circulation of written materials or pictures that are degrading to a person or group based on protected status.
- Damage to, trespass to, or unauthorized use of property, such as spraying or scratching of a motor vehicle, damage or theft of property, based upon the protected status of an individual or group.

- Physical contact or verbal threats based upon the protected status of an individual or group.

#### *What is Sexual Harassment?*

Sexual harassment is unwelcome sexual advances, requests for sexual favors or other conduct of a sexual nature, submission to which is made a condition of a person's participation in their education. Sexual harassment occurs when a student is the recipient of conduct of a sexual nature in which:

- Submission to, or tolerance of, such conduct is made (whether explicitly or implicitly) a term or condition of the student's education;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions about the student; or
- Such conduct has the purpose or effect of unreasonably interfering with the student's welfare or academic performance, or creates an intimidating, hostile, offensive or demeaning academic environment.

#### *Whom to Contact If You Think That You Have Been Discriminated Against or Harassed:*

The Student Services Consultant and/or designee are available to serve as a resource to any student who has a sexual harassment inquiry or complaint. A representative in the Human Resources office is another available resource.

#### *Confidentiality*

Persons gathering general information, seeking guidance, or filing a complaint or grievance may be concerned about the confidentiality of information they are sharing. While Carrington wishes to create an environment in which individuals feel free to discuss concerns and make complaints, Carrington may be legally obligated to take action when its officials are informed that harassment or discrimination may be occurring. Thus, confidentiality will be maintained to the extent possible and consistent with Carrington's obligations in investigating complaints.

Once an individual discloses identifying information to Carrington through complaint and/or grievance processes, he/she will be considered to have filed a complaint with the College. While confidentiality of information received, privacy of individuals involved, and wishes of the complainant regarding action by the College cannot be guaranteed, they will be protected to the extent possible.

#### *Retaliation*

Carrington prohibits retaliation against anyone who reports an incident of alleged harassment or discrimination, or any person who testifies, assists, or participates in a proceeding, investigation or hearing relating to such alleged harassment or discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. All complaints of retaliation should be reported in accordance with the appropriate complaint and/or grievance procedures of the College.



Submission of a good-faith complaint or report of sexual harassment or discrimination will not affect the complainant's future grades, learning, or academic environment. Carrington will discipline or take appropriate action against anyone who retaliates against any person who reports an incident of alleged harassment or discrimination, who testifies, assists or participates in a proceeding, investigation or hearing related to such harassment or discrimination.

## **Professional Expectations**

At Carrington College we maintain a professional environment similar to what you will encounter in your new career. We have a responsibility to employers to uphold the high level of professionalism expected in the workplace. Please conduct yourself in a professional manner at all times and be aware of the following guidelines.

### *General Standards*

1. Use professional and courteous language. Profanity is not acceptable. Slang is not deemed professional in the health care workplace.
2. Outbursts of anger, confrontations, arguments, and fighting are not acceptable.
3. Respectfully address all faculty members with the appropriate title and surname (e.g., Ms. Jones, Dr. Smith, Mr. Brown).
4. Never possess, use or be under the influence of alcohol or drugs not prescribed for you while in uniform, on campus, or at an off-campus College activity.
5. Never have in your possession a weapon of any kind.
6. Completely avoid any false representation; cheating will not be tolerated.
7. Remain alert in class at all times. Fully participate in class activities and team projects.
8. Cell phone use is not allowed in class, lab, or extern/clinical site (while working).
9. Take responsibility where appropriate, and do not be critical of others.
10. Practice a high level of motivation, initiative, cooperation, and attitude.
11. Follow instructor guidelines; finish assignments completely, appropriately, and on-time.
12. Conduct yourself in a professional manner in order to have a positive influence on your fellow classmates and the classroom environment.
13. Notify the Student Records Office IMMEDIATELY of any changes in name, address, phone number, or e-mail address.

14. Adhere to the designated parking space markings and the rules for safe and courteous driving.
15. Follow the dress code policy (see page 22). As part of a Carrington education, students must present an appearance consistent with the expectations of the health care profession.
16. Maintain good personal and oral hygiene. Perfume or perfumed hairspray, aftershave, cologne, strong-smelling hand or body lotions, etc., must not be worn. Students are required to wash their hands after using any tobacco products.

Additional professionalism standards may be listed in program-specific Externship or Clinical Manuals.

### **SIREN**

SIREN is an emergency notification system that informs Carrington College students when there is potential danger at a location (circumstance may include, but is not limited to, physical danger, hazardous weather conditions, and/or campus closing). Students are automatically added to the SIREN system unless otherwise requested.

Emergency notification(s) will be sent through all contact methods (e-mail, phone, and/or text messages) requested by the student.

### **Smoking**

In keeping with Carrington College's intent to provide a safe and healthful work environment, smoking (including e-cigarettes) inside the school is prohibited. There are outside designated smoking areas which are at least 25 feet away from building entrance as mandated by state law. Cigarette butts must be discarded in the proper receptacles.

### **Social Media**

With the rise of new media and next-generation communications tools, the way in which Carrington College communicates internally and externally continues to evolve. While this creates new opportunities for communications and collaboration, it also creates new responsibilities for everyone, including students. The College recognizes its student population is very diverse and that students may take classes in a number of different locations, including onsite and online. Staying connected with one's peers can be beneficial both academically and socially, and greatly contribute to student success. That connection may be in person, by email, phone, or instant messaging, or through social networks on the Internet that include, but are not limited to, Facebook® and MySpace®. Carrington College's intent for having a presence in the social media sphere is to facilitate connections between its audiences who participate in relational communication and to enable rapid response messaging in these emerging platforms. However, as this is a new platform for Carrington College, it must ensure that all postings

and usage adhere to Carrington policies and that approved content protects the integrity of the College and maintains the trust of its key constituents. As such, Carrington College retains the sole right to approve and publish all web pages containing information about its educational programs, services and activities on its behalf, as well as that of the student body, recognized student organizations, and alumni.

### *Student Web Pages*

Student groups or individual student Web pages on any social media platform, such as MySpace, YouTube, Facebook, forums or blogs are not under Carrington College purview. Therefore, they may not be used to promote, voice an opinion of, or recruit for Carrington College in any way. Students must adhere to the Student Code of Conduct when they engage in social media and mention Carrington College. What applies as appropriate conduct on campus or in online course shells also applies to conduct on social media platforms.

Carrington College's intellectual property, including its trademarks, copyrights, logos and brands, is the exclusive property of DeVry Education Group. It is not to appear on individual or student group web pages or be used by individuals to promote themselves or their ideas and activities without prior written approval. Student groups who utilize any Carrington College intellectual property on their social media pages without prior written approval will be required to remove them immediately.

### *Student Responsibilities*

It is important that all students understand their responsibilities when using social media. Please remember that you can have no reasonable expectation of privacy in material that you choose to place online or enter or send through resources provided by Carrington. Recognize that you are responsible for anything you write or present online, and you may be subject to legal or Code of Conduct proceedings by Carrington College and/or others (including other students, employees, and third parties) based on what you write or present online.

Responsible behavior is expected of all Carrington students when they participate in or partake of social media or blogging. Students' communications, regardless of format, must abide by the Student Code of Conduct. It is not the goal of the College to actively monitor all student communications; however, should the College become aware of inappropriate behavior that may violate the Student Code of Conduct, the behavior may be investigated and addressed per the College's disciplinary procedures outlined in the Student Code of Conduct. Such behavior includes, but is not limited to, posting or communication of content that is obscene, defamatory, threatening, infringing of intellectual property rights, or otherwise illegal, inappropriate, or injurious.

### *General Rules of Social Media Engagement*

Emerging platforms for online collaboration are fundamentally changing the way we work, offering new ways to engage with students, prospective students, alumni, our local communities, and the world at large. It's a new model for interaction and we believe social media, including blogs, can help Carrington College to build connectivity with its students. To foster this communication in an appropriate way, Carrington College expects all students to adhere to the following principles of social media engagement:

*Be transparent.* Your honesty – or dishonesty – will be quickly noticed in the social media environment. If you are blogging about your experiences at Carrington College, use your real name, identify your relationship with Carrington College, and be clear about your role. If you have a vested interest in something you are discussing, be the first to point it out.

*Be Judicious.* Always use your best judgment and make sure your efforts are transparent by using the following rules for external speech relating to Carrington:

- Ask permission to publish or report on conversations that are meant to be private or internal to Carrington College, including conversations with individual students and Carrington employees.
- All statements regarding Carrington must be true and not misleading and all claims must be substantiated and approved.
- Write what you know. Make sure you write and post about your areas of expertise, especially as related to Carrington College and our programs. If you are writing about a topic with which Carrington College is involved but about which you are not the Carrington College expert, you should make this clear to your readers.
- Always write in the first person.
- If you publish to a Web site or blog outside the control of Carrington College, you must use the following disclaimer: “The postings on this site are my own and don’t necessarily represent Carrington College’s positions, strategies, or opinions.”

*Think before you post.* Students should keep in mind that what is written and posted in electronic formats on the Internet, instant messaging, email or social networks is easily accessible to all and will be in existence virtually forever. This means postings and other communications may be viewed by administrators of the College, potential employers and scholarship boards. If there is something you would not want everyone to know about you, do not post it online.

Many students chose the College for its extensive career services and the career potential of the Carrington credential. These services and your education, however, can be overshadowed by a poor image presented on the Internet. Be sure the image you are presenting today as a college

student is what you feel is in the best interest of your career. It is common for employers and recruiters to view popular social networking web sites and other Internet sources to which students may post personal information. Your Internet postings and communications may thus directly affect your career.

*Protect Yourself.* Personal information can be shared over the Internet with more people and at a faster rate than ever before; accordingly, be careful what you share. Protect your personal information to avoid being a victim of sexual assault, stalking, identity theft, or burglary. Always use privacy settings on social networking web sites and in instant messaging, and only add people you know personally. Remember, you are not the only one who can be whoever you want to be on the Internet.

### **Student ID Badge**

The student photo ID badge provided by the College must be visible and worn at all times, including during externships. School- or health-related pins may be worn on the lanyard. (Students should be aware that many clinical sites prohibit lanyards in observance of patient and student safety.) The student photo identification badge provided by the College should be worn at all times. Check with the front desk regarding fees for replacement badges.

### **Student Portal**

Carrington's Student Portal allows students to view their grades, attendance and student account. Students will also receive important Alert Messages from both faculty and administration. This portal is a great communication tool while students work toward graduation.

To create an account, students should follow these steps:

1. Go to: [my.carrington.edu/secure/student/loginstu.aspx](http://my.carrington.edu/secure/student/loginstu.aspx)
2. Click on "Create a New Account".
  - a) Enter the Information Requested (your student ID)
  - b) Click Next
3. Login Information Screen
  - a) Enter Username (First Initial and Last Name as listed on your academic file)
  - b) Enter a Password (make sure it is something you can remember)
  - c) Click Submit

Students with questions or needing assistance should contact the campus registrar office.

## Student Records

Students have the right to review their academic records, including grades and attendance. Students can request a review of their record in writing to Student Records. The review will be allowed during regular school hours under appropriate supervision. Copies may be provided to the student at the student's expense. For additional information see the Family Education Rights & Privacy Act (FERPA) section in this handbook.

Carrington College reserves the right to withhold copies of transcripts of students who are delinquent in their financial responsibilities to the College.

## Student Services

Students who are having difficulty with life circumstances are encouraged to contact the campus Student Services Consultant (SSC). In addition, referral to outside support agencies is provided to students who are experiencing personal or family problems. The ASPIRE program is one such counseling service that is offered at no-cost to students and their families.

*The Student Services Consultant* serves as the campus resource for understanding and collaborating with all campus student support functions including Student Finance, Academics, Enrollment Services, and the Registrar Office to best meet the needs of students.

*ASPIRE* is a no-cost, confidential program, managed through an outside consulting firm, that provides professional assistance and valuable resources to help students overcome personal and school related problems so they may stay focused on academic success. The ASPIRE program is available 24/7 for enrolled Carrington students and their families.

Students and/or their families can receive confidential help regarding:

- Academic performance
- Balancing school life
- Time management
- Depression
- Managing stress
- Alcohol or substance abuse
- Childcare referrals
- Blended families
- Separation or divorce
- Parenting
- Bankruptcy

- Budgeting
- Legal forms/resources

Contact a professional by phone at 888-470-1531 or by email ([carrington@onlineaspire.com](mailto:carrington@onlineaspire.com)).

### **Telephones and Messages**

Students will not be called out of class for a telephone call except for an emergency. Students should inform family and friends of this policy. Further, the College will not deliver personal messages to students at any time. College telephones are not for student use and unauthorized use is grounds for disciplinary action. Personal cell phones must be turned off or set to silent and not used during class time. Instructors can request that cell phones not be brought into the classroom.

### **Title IX Compliance**

Carrington's Title IX coordinator is responsible for the school's overall compliance with Title IX, including response to reports of sexual misconduct affecting the campus community. Questions regarding the application of Title IX and the school's compliance with it should be directed to the Title IX coordinator, whose contact information is available below. Students who wish to make a report of sexual misconduct affecting the campus community should follow the grievance procedure published in this handbook.

Mark Ewald, Title IX Coordinator  
Director, Ethics and Compliance Services  
 DeVry Education Group  
3005 Highland Parkway  
Downers Grove, IL 60515  
630-353-1437  
[mewald@devrygroup.com](mailto:mewald@devrygroup.com)

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