# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
<td>1</td>
</tr>
<tr>
<td>Mission</td>
<td>2</td>
</tr>
<tr>
<td>Accreditation and Approvals</td>
<td>3</td>
</tr>
<tr>
<td>Holiday Calendar</td>
<td>3</td>
</tr>
<tr>
<td>Campus Hours</td>
<td>4</td>
</tr>
<tr>
<td>Academic Catalog</td>
<td>4</td>
</tr>
<tr>
<td>Academic Policies and Services</td>
<td>4</td>
</tr>
<tr>
<td>Breaks in Class Meetings</td>
<td>22</td>
</tr>
<tr>
<td>Campus Contact Information</td>
<td>22</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>23</td>
</tr>
<tr>
<td>Campus Safety and Security</td>
<td>32</td>
</tr>
<tr>
<td>Change of Address and Phone Numbers</td>
<td>32</td>
</tr>
<tr>
<td>Complaint Procedure</td>
<td>32</td>
</tr>
<tr>
<td>Drug and Alcohol-Free Campuses</td>
<td>34</td>
</tr>
<tr>
<td>Emergency Closing</td>
<td>34</td>
</tr>
<tr>
<td>Family Education Rights and Privacy Act (FERPA)</td>
<td>34</td>
</tr>
<tr>
<td>Food/Beverages</td>
<td>34</td>
</tr>
<tr>
<td>Guests</td>
<td>34</td>
</tr>
<tr>
<td>HIPAA and Privacy Expectations</td>
<td>35</td>
</tr>
<tr>
<td>Infectious Disease/Radiation Management</td>
<td>35</td>
</tr>
<tr>
<td>Informed Consent</td>
<td>35</td>
</tr>
<tr>
<td>Parking</td>
<td>36</td>
</tr>
<tr>
<td>Policy Against Harassment and Discrimination</td>
<td>36</td>
</tr>
<tr>
<td>Professional Expectations</td>
<td>38</td>
</tr>
<tr>
<td>Quick Reference</td>
<td>39</td>
</tr>
<tr>
<td>SIREN</td>
<td>39</td>
</tr>
<tr>
<td>Smoking</td>
<td>40</td>
</tr>
<tr>
<td>Social Media Statement</td>
<td>40</td>
</tr>
<tr>
<td>Student ID Badge</td>
<td>40</td>
</tr>
<tr>
<td>Student Records</td>
<td>40</td>
</tr>
<tr>
<td>Student Success Center</td>
<td>41</td>
</tr>
<tr>
<td>Telephones and Messages</td>
<td>41</td>
</tr>
<tr>
<td>Title IX Compliance</td>
<td>42</td>
</tr>
</tbody>
</table>
Acknowledgement of Receipt

I have received my copy of the Carrington College California Student Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in this handbook.

I further agree to abide by Carrington College California policies and accept full responsibility for my behavior.

I pledge to adopt the professional philosophy of Carrington College California, perform my duties to the best of my ability and, upon graduation, will endeavor to demonstrate pride in my career as a professional.

Signed ____________________________________ Date_______________________

Print Name _____________________________________________________________

Program/Time of Day_____________________________________________________

Welcome to Carrington College California. We are 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. Additionally, it outlines what the College expects from you and what you should expect from us. Carrington College California is unique in that we focus on your new career, not just on the certificate or degree you are seeking. As such, you will find many unique policies and procedures with which you should become familiar. 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 California and will be supported by all faculty and staff members.

This handbook outlines 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. Our faculty and staff are here to support you and provide you with everything you need to achieve success.

Welcome, and good luck!
General Information

Carrington College California is a unique educational institution. Our programs are accelerated, which allows you to complete your education in a shorter time frame than at a traditional college. We focus our education on careers and develop all of our policies and procedures to prepare you for the demands of the work environment. Employers play a significant role in developing our curriculum and policies. With this in mind, please take note of the following:

- Attendance is critical to your success at Carrington College California, just as it will be critical in the success of your new career. Be sure to have transportation to school arranged and make arrangements for back-up transportation. Become friends with classmates who can provide this back-up for you, and vice versa.
- Be sure to have childcare arrangements made as well as back-up childcare. Your childcare plan should include not only arrangements for well children, but also a prearranged plan in case of illness of children or your childcare provider. Have a solid plan so that you can attend school every day.
- Carefully assess your homework responsibilities. Do you have a quiet place to study? Have you made arrangements so children will be content to let you study? Each Carrington College California program requires study time. Be sure to set time aside each day to focus on yourself, your studies, and your goals.
- Uniforms are required on campus and at most of our employers’ facilities. In school and on the job, you will be working in lab environments in which wearing uniforms makes more sense than wearing street clothes. Uniforms are required at all times while on campus at Carrington College California. Please review the uniform policy in this Handbook to be sure that you understand expectations in this area.
- Students in some programs will complete externship hours in a local health care facility. Externships take place in your program’s last course. You will need to meet with your Program Director and Career Services Representative for assistance in this process. Externships are held during daytime hours.
- The graduation seminar is a mandatory course. The same attendance and dress code policies apply for the seminar as for all other courses.
- If you are concerned about your academic performance, don't understand something, or are having difficulties in class, talk to your instructor. Be sure you understand the course expectations and that you know exactly where you stand academically. Special help or academic coaching can be arranged to assist you in your studies.
- All students must park in designated parking spaces. Illegally parked cars are subject to towing at the owner’s expense.
- A career in health care is unlike careers in most fields. At Carrington College California, we attempt to prepare you for your new career field in the best way possible. Please do not hesitate to ask if you have any questions about the information contained in this handbook.
Additional program-specific information may be available in course syllabi and in Externship or Clinical Manuals that are distributed to students as they near the beginning of their externship or clinical experience.

Carrington College California 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 College California complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate on the basis of disability.

Additional information about this policy or about assistance to accommodate individual needs is available from the Dean of Academic Affairs, who also serves as the campus accommodations coordinator.

**Mission**

The mission of Carrington College California is to provide learning opportunities to individuals in the communities it serves through postsecondary programs of study, which include general studies and professional preparation in career-focused majors.

The college achieves its mission by:

- Offering associate degree and certificate programs in health care, wellness, legal, business, and technical disciplines.
- Providing a supportive, student-centered learning environment, which enables students to meet their educational and career goals and achieve positive learning outcomes.
- Using a skills-based and outcomes-based approach to education.
- Providing excellent educational programs and services to students on-site and online that meet student, employer, and community needs.

The Carrington College California philosophy centers on outcome-based learning. The College’s focus on retention, career services, and job performance results in graduates who are highly qualified and motivated employees. The communities served by the College benefit from this focus on outcome-based learning and the College’s ability to adapt to its changing needs.

Carrington College California faculty, administrators, and staff are committed to students developing specific vocational knowledge and skills, as well as core student learning outcomes in critical thinking, information management and technical literacy, personal and professional development, communication skills, and respect and responsibility throughout their experience at Carrington College California.

In degree programs, a broad base of general education course offerings provides students with communication, critical thinking, mathematical, and computer skills; as well as perspectives from the sciences, humanities, and social sciences.
Carrington College California encourages students to work to achieve their highest potential while attaining their career goals. The College strives for excellence and quality in everything it does and instills in its students the same aspirations.

**Accreditation and Approvals**

Carrington College California is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234. WASC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

The most recent information on the status of programmatic accreditation, as well as state approvals to operate, is available in Carrington College California's academic catalog, current editions of which are available via carrington.edu/california.

**Holiday Calendar**

Classes will not be held on the following days (information may vary by program; students should always verify with instructor for accurate planning):

<table>
<thead>
<tr>
<th>HOLIDAY CALENDAR</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Independence Day</td>
<td>Friday</td>
<td>07/04/14</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>09/01/14</td>
</tr>
<tr>
<td>Thanksgiving (two days)</td>
<td>Thursday - Friday</td>
<td>11/27/14-11/28/14</td>
</tr>
<tr>
<td>Winter Holiday</td>
<td>Winter Holiday varies by program; see campus administration for detailed information.</td>
<td></td>
</tr>
</tbody>
</table>

**Campus Hours**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Monday - Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citrus Heights</td>
<td>7:30 am - 10:30 pm</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Pleasant Hill</td>
<td>7:30 am - 10:00 pm</td>
<td>7:30 am - 5:00 pm</td>
</tr>
<tr>
<td>Pomona</td>
<td>7:30 am - 7:00 pm</td>
<td>7:30 am - 5:00 pm</td>
</tr>
<tr>
<td>Sacramento</td>
<td>7:00 am - 10:00 pm</td>
<td>7:00 am - 5:00 pm</td>
</tr>
<tr>
<td>San Jose</td>
<td>8:00 am - 10:30 pm</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>San Leandro</td>
<td>8:00 am - 8:00 pm</td>
<td>8:00 am - 5:00 pm</td>
</tr>
<tr>
<td>Stockton</td>
<td>7:30 am - 10:30 pm</td>
<td>8:00 am - 5:00 pm</td>
</tr>
</tbody>
</table>
**Academic Catalog**

The academic catalog presents policies and procedures that relate to the institution. Students are responsible for knowing the policies and procedures in the catalog. The college 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/california.

**Academic Policies and Services**

**Academic Coaching**

Carrington College California faculty and staff work closely with students to ensure that the appropriate support is available to maximize student success. Instructors, Program Directors, and the Dean of Academic Affairs or campus Executive Director are available to consult with students who are having difficulty with their studies. Students are urged to take advantage of this valuable extra assistance. In addition, referral to outside support agencies is provided to students who have personal or family problems.

**Academic Integrity**

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 via plagiarism. Plagiarism is the representation, whether deliberate or unintentional, of an idea, phrase, or other materials from a source without proper acknowledgement as one’s own in any academic exercise.

Any violation of academic integrity is a serious violation and therefore is subject to disciplinary action up to and including dismissal from the college. Carrington College California expects mature and responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. Carrington College California reserves the right to dismiss students whose work or conduct is deemed unsatisfactory.

Academic standards at Carrington College California 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, however, does constitute the minimum basis upon which academic integrity is measured.

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

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.

- 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.

- Avoid the temptation to plagiarize and become familiar with American Psychological Association (APA) methods of documenting your sources. Go to apa.org or speak with your instructor or campus Student Success Center staff.

- 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.

- Misrepresentation of sources used in a work for which the student claims authorship.

- Improper use of course materials in a work for which the student claims authorship.

- Use of papers purchased from another student or online and turned in as one’s own work.

- 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 campus Student Success Center Manager, Student Success Center staff member or a faculty member.

When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the college may select one or more of the following options:

- Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action

- Issue a failing grade (“F”) or a “0” for the assignment in question

- Issue a failing grade for the course

- Refer the student to the Program Director or the Dean of Academic Affairs for disciplinary action, which may include withdrawal from the College

**Americans with Disabilities Act**

Carrington College California is committed to maintaining an academic environment free of discrimination and complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Carrington College California will make reasonable accommodations to afford students with disabilities full and equal enjoyment of Carrington College California’s programs and services. Carrington College California makes no assumptions concerning any individual’s abilities or disabilities and makes an individual assessment to determine whether each student’s needs can be met at Carrington College California. Any student or applicant with a disability who requests academic adjustments, auxiliary aids or accommodations under Section 504 should visit/contact the Office of Student Disability Services to
begin the accommodation request process. The Office of Student Disability Services can be reached by email at ADACarrington@carrington.edu, or by phone at 866-933-8661, option 3.

The applicant/student will be given a special accommodation request form to complete and submit to the Office of Student Disability Services along with supporting medical, psychological or educational documentation. Once the academic adjustment or auxiliary aid has been approved, the student will be notified of the accommodation approval. Campus and online instructions for obtaining approved accommodations may vary. Refer to the individual approval letter for instructions. Should a student need additional accommodations, requests must be submitted in writing to the Office of Student Disability Services. Should a student experience difficulty in obtaining accommodations, the student should notify the Office of Student Disability Services for assistance in rectifying the situation. When a student alleges that he/she has been subjected to an act, rule, procedure, class requirement or practice in an academic program that involves discrimination based on his/her qualifying disability, the student should follow the complaint procedure outlined in this handbook (See Complaint Process).

**Attendance Standards**

Carrington College California programs are preparation for employment; students must be punctual and attend class regularly. Poor attendance can lead to academic difficulties as well as a more difficult employment search upon program completion. Students must adhere to the following attendance guidelines:

- In the event of an absence, students must notify their instructors by calling their department and leaving a message on the department’s voice mail if their instructors are not available. Upon return, students should provide any reasonable documentation regarding the absence.

- Absences may not exceed 15 percent of the total hours in the course for all programs except Massage Therapy, in which absences must not exceed 10 percent. Students should be certain to know the exact number of days that computes to 15 percent (10 percent for Massage Therapy students) for each course so that they do not exceed this maximum. Students whose absences are approaching or exceed the maximum of the total for a course are placed on attendance probation. Students whose absences exceed the maximum may be subject to grade reductions in individual courses, course failure, and/or withdrawal from school.

- Students are considered tardy if they arrive late to class, leave class early, return late from break, or are unprepared to begin class. Four tardies in one course are equal to one absence and will be applied to total absences accrued. For Massage Therapy, all tardies contribute to the 10 percent threshold of total allowable hours missed per course as specified in the Massage Therapy program attendance policy.

- Being absent or tardy may result in missing tests and/or class assignments that may not be repeated. For tests that can be repeated, students should see their instructor the first class session upon returning.
Students with strong attendance records may find it much easier to secure employment.

Classes are not typically canceled because of snow or other weather conditions. If a class is scheduled, instructors and students are expected to attend. However, if unsafe travel conditions exist in your area, you should call your instructor to report the condition.

Additional attendance standards may be listed in course syllabi or in program-specific Externship or Clinical Manuals that are distributed to students as they near the beginning of their externship or clinical experience.

Regular attendance/participation is essential in online courses as well. Student attendance is tracked Monday through Sunday and recorded on a course-by-course basis, and defined by logging in and completing a minimum of one academically related event per week. Examples of academically related events include, but are not limited to, submitting a class assignment, participating in threaded discussions, completing quizzes and exams, completing a tutorial, or participating in computer-assisted instruction. Student grades are dependent upon the completion of and points earned for each assignment, academically related event and final exam.

Students will be withdrawn from the College for excessive absence. Both on ground and online students are responsible for tracking their absences and will be withdrawn automatically if there is no attendance during a period of 14 consecutive calendar days.

**Audio Recording of Classroom Lectures**

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

**Auditing a Course**

Carrington College California does not permit non-enrolled persons to attend classes. Those who do attend must ordinarily be enrolled, be in good standing, and be taking the course for credit toward the degree or certificate for which they are enrolled.

“Auditing a course” means that a person is enrolled in the course but will not earn credit toward a Carrington College California degree or certificate. Carrington College California does not encourage course audits. The campus Executive Director must approve exceptions.

Individuals auditing courses must meet all course requirements except participating in invasive procedures and will be dismissed if attendance, behavior or performance does not meet course requirements.

Due to insurance regulations, non-enrolled students may not participate in hands-on practice. They may observe lab activities, but they may not participate.

Vocational Nursing alternate students – those who are on the admissions waiting list – may not be allowed to attend classes after the first week of the term.

**Background Check**

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

Students who willfully falsify their criminal history are withdrawn from school and are responsible for all fees related to background checks.
Registration for select Carrington College California 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 falsify background information may be withdrawn from their program by the College. These students, as well as those not permitted to register due to unfavorable background-check results are entitled to tuition refunds as determined by the Cancellation and Refund Policy, which can be found in the Carrington College California academic catalog.

**Career Services**
Carrington College California provides comprehensive career services and works with every student on job-search strategies, job-market orientation, resume writing, and interviewing techniques. Career services are available to all active students and graduates without charge. Success in securing employment depends on the graduate’s efforts and motivation, as well as on educational performance. Carrington College California does not guarantee employment, nor does it guarantee employment within specific salary ranges or in specific areas.

To be eligible for career services, students must:

- Be an active student or graduate of Carrington College California
- Present the office with a resume
- 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 College informed about results of contacts and interviews
- Inform the College immediately about address and phone number changes
- Follow up on all job leads provided
- Immediately notify Career Services when employment is obtained

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

**Classroom and Lab Standards**
- Students must arrive in class fully prepared with textbooks and supplies.
- Students must adhere to appropriate dress code.
- Students who are concerned about their academic performance, do not understand something, 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. Special help or academic coaching 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 expected to complete two hours of study/homework for every one hour of weekly scheduled lecture.

· For some programs, students are required to remove all notes and notebooks from their desktops during all testing periods.

· Computer use in the Student Success Center, Learning Lab, classrooms or laboratories is limited to activities directly related to educational endeavors or job searching. Inappropriate use of the computer includes, but is not limited to, such as MySpace, Facebook, web sites with inappropriate content, or other web sites that are not education-related. It is appropriate to check personal email, but students cannot download or print items from their e-mail. Students using College computers for inappropriate activities are subject to disciplinary action up to and including dismissal from school.

· Students must notify the College 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 or in the Student Success Center.

· 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 equipment. Such acts may result in immediate withdrawal from school.

· Students must use caution when working with potentially hazardous materials, and all safety procedures and universal precautions set forth by Carrington College California and OSHA must be followed.

· Carrington College California 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 Dean of Academic Affairs.

· Students are required to provide their own transportation on field trips, clinical observations, fieldwork, and externships.

· Pregnant students are responsible for providing a written statement from a physician listing any limitations that should be observed during pregnancy.
Commitment to Drug-Free Schools
Carrington College California 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. Carrington considers unauthorized possession, distribution, sale and/or use of drugs, including — but not limited to — hallucinogens, narcotics, stimulants, inhalants and depressants contrary to the welfare of the Carrington community. (Prescription medications taken according to doctors’ instructions are considered authorized substances.) Carrington specifically prohibits the use, possession, distribution or sale of marijuana (for any purpose) on its premises or at any Carrington-sponsored event. Anyone in violation of state, federal or other local regulations with respect to unauthorized substances may be subject to both criminal prosecution and campus 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 College California 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.

In addition, Carrington College California 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 of drug screen requirements of Carrington’s clinical affiliates.

CourseLink
Carrington College California’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 logon credentials as needed. The website for CourseLink and online classes is online.carrington.edu.
Students may visit the website and click on Technical Requirements to be sure their home computers or laptops meet minimum operating requirements for the system.

CourseLink comprises the following features and functions:

<table>
<thead>
<tr>
<th>FUNCTIONALITY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gradebook</td>
<td>Used by instructors to post and distribute student grades. Students have access to the gradebook 24/7, can check their grades and monitor their overall progress in each course.</td>
</tr>
<tr>
<td>Email</td>
<td>Allows the instructor and students to communicate with the class and one another.</td>
</tr>
<tr>
<td>Announcements and Instructional Pages</td>
<td>Instructors provide detailed instructions via individual web pages.</td>
</tr>
<tr>
<td>Doc Sharing</td>
<td>A secure and convenient repository for downloadable student resource and file sharing. Handouts, assignments, templates, PowerPoint presentations and reference documents are available here for students’ convenience.</td>
</tr>
<tr>
<td>Dropbox</td>
<td>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.</td>
</tr>
<tr>
<td>Journal</td>
<td>This tool for student reflection may be used privately by students or shared with the instructor as required.</td>
</tr>
<tr>
<td>Webliography</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Determination of Official Withdrawal**

Students are expected to return to school at the beginning of each term of their enrollment. Failure to return to school results in dismissal.

**Dress Code**

Carrington College California students are expected to present a professional appearance consistent with the expectations for the career to which students aspire. While in uniform, students should conduct themselves in a professional manner, as they are representing their profession to others. Students must wear their uniforms at
all times on campus, on field trips, at clinic, on fieldwork, and at externship facilities. Failure to comply with the dress code may result in removal from that class session and students will be subject to consequences including receiving an absence or tardy, grade reduction, and/or official warnings. Continued infractions may result in probation and/or withdrawal from school.

**Shirts:** Only Carrington College California scrub tops are appropriate for the health care student or Carrington College California polo shirts are to be worn for the non-health care student. Plain turtlenecks may be worn under the polo shirt or scrub top. Pregnant students may wear oversized polo shirts or scrub tops, or maternity uniform tops.

**Pants:** Carrington College California scrub bottoms that match or complement the scrub top are appropriate for the health care student; khakis/black slacks must be work by non-health care students. Denim jeans, leggings, sweats, calf-length pants, pegging, tucking, or rolling are not acceptable.

**Shoes:** White or black uniform shoes only for the health care students. Other leather or leather-like material shoes with rubber soles are acceptable; either slip-on or laced. Nylon, canvas, suede, clogs, sandals, open-toed and open-heeled shoes are not acceptable.

**Outerwear:** A plain sweatshirt that complements the color of the scrub top may be appropriate or a white lab coat may be worn. Coats and jackets should be removed and hung on a chair back, but not worn in the classroom, lab or clinic. Hats or hoods are not appropriate while in uniform.

**Undergarments:** Plain white socks, or socks that match the color of your top, should be worn with pants or scrubs. Professionalism requires that undergarments be worn at all times. Colored or decorated undergarments visible through the uniform are not appropriate.

**Hair and Nails:** For the health care student hair should have a professional appearance, be a natural hair color, and be short enough or sufficiently restrained so as not to fall forward into the work or patient space. Hair should be worn off of the shoulders and away from the face. Beards and mustaches must be neat and trimmed. Nails must be clean and trimmed. Artificial nails are not considered professional and, therefore, are not allowed.

**Accessories:** One set of small earrings, worn in the earlobe, is appropriate. A wristwatch with a second hand is appropriate and necessary in some programs. No more than two rings should be worn. Hoop or dangle earrings and face, tongue, or body piercings are considered unprofessional. Tattoos must be covered.

**Identification Badge:** The student photo identification badge and lanyard provided by the college should be worn at all times for safety reasons. School or health related pins may be worn on the badge. Pin-on jewelry unrelated to health care is not appropriate.

**Exit Interview**
During their last course or semester on campus, students are required to participate in an exit interview with 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 all externship or clinical timesheets
- Submit a resume
- Return all Student Success Center books
- Complete an exit interview
- Complete and submit exit paperwork

**Externship and/or Clinical Rotations**

All allied health programs require an externship and/or clinical rotation in a program-
appropriate work location. Students will not receive compensation for clinical or
externship experience.

While the externship is a work experience, it is required coursework. It is a full-
time (32 to 40 hours per week) Monday through Friday commitment with possible
weekend attendance requirements. Evening hour externships are generally not
available in most programs, so students will have to make arrangements to take
vacation time or a leave of absence from their jobs when their externship is
scheduled to begin.

All college policies remain in effect while students are in the field for externship
and/or clinical hours. Students are expected to conduct themselves in a highly
professional manner while completing these hours.

Students are eligible for graduation and employment assistance only after successful
completion of all coursework and the required number of hours for their externship
and/or clinical rotation. Carrington College California 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.

Additional information about externships and clinical 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.

**Faculty Office Hours and Availability**

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

Students should take the time to introduce themselves to their instructors and
establish a relationship with them. In addition, students should always communicate
clearly with faculty, who always appreciate knowing why students have missed a
class, had to leave early, or did not turn in an assignment.
It is the student’s responsibility to arrange an appointment to meet with their instructors. If a conflict occurs between the faculty member’s hours and the student’s schedule, another appointment time should be arranged.

If it is not possible to locate faculty member, 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 calendar days of the class ending. The instructor will review the student’s concern and respond to the student within 10 calendar days of the student’s initial contact. If the matter remains unresolved after the student-instructor meeting, the student may request further review by submitting a Grade Appeal form, available at the Registrar’s Office to the Program Director or 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 it meets the following criteria:

- The student has supporting documentation to show he/she was graded unfairly, including documentation that demonstrates the 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.
- Grade changes are not permitted after the award of a certificate or degree except for legitimate grade changes within the allotted grade appeal time period.

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

**Graduation**

To be eligible to graduate, students must have met all of their program competencies and completed their major classes with a grade of at least “C” or 2.0 in each class. Some programs require that students pass a comprehensive program final examination in order to graduate. An overall grade point average of “C” or 2.0 must be achieved for all general education courses taken. Furthermore, students must have satisfactorily fulfilled all financial obligations to the College. Diplomas are not issued until all financial obligations to Carrington College California are fulfilled.

**Additional Online Requirements**

In addition to completing the graduation requirements above, students must submit completed Career Services forms at the end of the program to receive their diploma.

**Graduation Ceremonies**

Graduation ceremonies take place 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 California ceremonies.
Online students may attend a graduation ceremony at the campus of their choice. Carrington College California does not reimburse any expenses students incur to attend the graduation ceremony. Students receive graduation eligibility notices by mail and should maintain current name-and-address records.

**Certificate of Achievement**

Some programs culminate in a Certificate of Achievement that is awarded upon successful completion of all required coursework, externship and/or clinical rotations. At least 50 percent of the total required credits must be earned at Carrington College California.

**Associate of Science Degree**

Some Carrington College California programs culminate in an Associate of Science degree that is awarded upon successful completion of all required coursework, externship and/or clinical rotations. At least 50 percent of the total required credits must be earned at Carrington College California to qualify for an associate degree.

**Health Services**

Carrington College California 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.

**Learning Lab**

Carrington College California provides student access to the Internet on computers located in the Learning Lab. The computers are for school 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 California Learning Lab provides access to electronic global databases and computers for word processing and development of PowerPoint presentations.

The Learning Lab is available throughout the week; hours of operation are posted.

Internet access may 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 California 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 California 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 Carrington College California equipment, the Internet provider or any computer system or network, will result in suspension of access and the perpetrator may be withdrawn from school.

Computer/network use is not to include any of the following activities: gambling, shopping, online chatting, spamming, advertising, game playing (unless educational in nature and approved by campus personnel), or downloading software or files unrelated to school assignments.
**Leave of Absence (LOA)**

Students may request a leave of absence (LOA) in emergency situations only, and for a limited amount of time. A leave can be considered only if a student is in good standing academically and has completed at least the first six weeks of school. All on-campus LOAs must be approved by the Program Director and Dean of Academic Affairs. All LOAs for online students must be approved by the Dean of Online Academics. An LOA may be denied if the student is on probationary status or if rescheduling missed courses is not possible.

Students must petition the Dean of Academic Affairs or the Dean of Online Academics in writing for a leave of absence (LOA) approval. The signed and dated request must include an explanation of the request and the student’s plan to resolve the issue, permitting the student’s return to class. A leave of absence may be granted if appropriate documentation is provided and the College determines that the student can be scheduled to return and complete his/her course of study. Acceptable reasons for requesting a leave of absence include medical reasons, personal emergencies, or military obligations. Only one leave of absence is generally granted in a 12-month period; however, a well-documented situation may merit the approval of an additional leave. Leaves of absence cannot exceed a cumulative 180 calendar days (from the last date of attendance to the return date) in a 12-month period. Leaves of absence are not granted to students who are not meeting the Satisfactory Academic Progress (SAP) policy requirements, which are explained in the Satisfactory Academic Progress (SAP) section of this handbook.

Students in term/semester-based programs are not eligible to take an LOA in the middle of a term/semester. All approved LOAs must begin after the current term/semester ends and before the next begins. Students must agree to return on the first day of a future term/semester (within the maximum of 180 calendar days). Students who do not return on the approved date will be withdrawn.

**Non-scheduled (NS) Status**

For semester-based programs, there are times when some students may not be scheduled for a period of time. The usual reasons are that no class is available; the student has been granted transfer credits; or the student has decided not to register for that upcoming course. If the gap in the schedule is less than 14 calendar days, no action is required. Semester-based students may remain non-scheduled until the beginning of the next scheduled semester/term. Students who drop all remaining courses within a semester will receive a refund based on a Return of Title IV calculation.

Non-semester-based students may only remain in non-scheduled status for a maximum of 45 calendar days (from the last date of attendance to the return date), with written intent to return submitted to the Dean of Academic Affairs. For any student whose return date is outside of the current period, a return of the Title IV funds calculation must be completed based on the last date of attendance (LDA). Students must be in class on the scheduled return date. Any student who does not return on the intended date will be withdrawn. A student in not scheduled/temporarily out (NSTO) status is not eligible for any payment of Title IV funds, and/or receipt of any stipends. Students should contact the registrar’s office regarding questions about this policy.
Program / Campus Changes
A change from one program to another or a transfer from one campus to another may affect the graduation date, costs, and financial aid. Whether specific coursework is transferrable from one program to another depends on the programs and courses involved. Students are subject to any or all admission requirements of the receiving institution if the student is transferring between campuses or the admission requirements of the new program if changing programs.

Satisfactory Academic Progress (SAP)
All students must demonstrate satisfactory academic progress (SAP) toward completing their chosen program of study by meeting Carrington’s established standards. Satisfactory academic progress is a measure of students’ quantitative and qualitative progress as defined below. Evaluation takes place at the end of each payment period. For the Massage Therapy program evaluation takes place at the end of each term. A payment period can be between four and 20 weeks in length depending on the structure of the program. If a student falls below the quantitative and/or qualitative requirements at any review point during their enrollment, the steps defined below must be followed in order to meet graduation requirements.

Qualitative Evaluation: Students are expected to maintain a minimum 2.0 cumulative grade point average (CGPA).

Quantitative Evaluation: Students are expected to complete their program in 150 percent of the timeframe established for completion.* Therefore, at each evaluation period the student is expected to complete an appropriate percentage of all credit hours attempted. Quantitative requirements are based on the combined credits attempted in the program at the time of the review.

- End of the First Payment Period – all students are required to successfully complete a minimum of 50% of all credits attempted in the first payment period
- End of all Subsequent Payment Periods – all students are required to successfully complete a minimum of 66.7% of all credits attempted at the end of each subsequent payment period.

<table>
<thead>
<tr>
<th>Checkpoint</th>
<th>Qualitative</th>
<th>Quantitative</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Payment Period/Term*</td>
<td>2.0 CGPA</td>
<td>Earned 50% of all credits attempted</td>
</tr>
<tr>
<td>End of all Subsequent Payment Periods/Terms</td>
<td>2.0 CGPA</td>
<td>Earned 66.7% of all credits attempted</td>
</tr>
</tbody>
</table>

*The term is the payment period for all programs except Massage Therapy. Students utilizing Veterans education benefits should be aware that benefit payments will not extend beyond 100% of the program length. Students should see their Student Finance Representative for additional information.

Term Lengths and Weeks in Program

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>WEEKS IN TERM</th>
<th>WEEKS IN PROGRAM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Justice</td>
<td>6</td>
<td>60</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>6</td>
<td>42</td>
</tr>
<tr>
<td>Dental Assisting Degree (Non-Science Emphasis)</td>
<td>6</td>
<td>78</td>
</tr>
<tr>
<td>Program</td>
<td>Terms 1-7</td>
<td>Terms 8-12</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-----------</td>
<td>------------</td>
</tr>
<tr>
<td>Dental Assisting Degree* (Science Emphasis)</td>
<td>6</td>
<td>16</td>
</tr>
<tr>
<td>Dental Hygiene</td>
<td>16</td>
<td>80</td>
</tr>
<tr>
<td>Health Care Administration</td>
<td>6</td>
<td>36</td>
</tr>
<tr>
<td>Health Care Administration Degree</td>
<td>6</td>
<td>72</td>
</tr>
<tr>
<td>Health Studies</td>
<td>6</td>
<td>36</td>
</tr>
<tr>
<td>Massage Therapy **</td>
<td>6</td>
<td>34</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>6</td>
<td>36</td>
</tr>
<tr>
<td>Medical Assisting Degree</td>
<td>6</td>
<td>72</td>
</tr>
<tr>
<td>Medical Billing and Coding</td>
<td>6</td>
<td>36</td>
</tr>
<tr>
<td>Medical Billing and Coding Degree</td>
<td>6</td>
<td>72</td>
</tr>
<tr>
<td>Pharmacy Technology</td>
<td>6</td>
<td>60</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>16</td>
<td>80</td>
</tr>
<tr>
<td>Registered Nursing LVN to RN</td>
<td>16</td>
<td>32</td>
</tr>
<tr>
<td>Respiratory Care</td>
<td>16</td>
<td>96</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>16</td>
<td>64</td>
</tr>
<tr>
<td>Surgical Technology Degree</td>
<td>16/6</td>
<td>82</td>
</tr>
<tr>
<td>Veterinary Technology***</td>
<td>18 / 16</td>
<td>88</td>
</tr>
<tr>
<td>Vocational Nursing</td>
<td>16</td>
<td>48</td>
</tr>
<tr>
<td>Vocational Nursing Degree (Non-Science Emphasis)</td>
<td>16/6</td>
<td>72</td>
</tr>
<tr>
<td>Vocational Nursing Degree (Science Emphasis)</td>
<td>16/6</td>
<td>112</td>
</tr>
</tbody>
</table>

* Terms 1-7 are 6 weeks and terms 8-12 are 16 weeks
** Measuring point for SAP is at the end of each term.
*** Terms 1-4 are 18 weeks and term 5 is 16 weeks

**Step 1** - The first time a student fails to meet the quantitative and/or qualitative requirement at the end of a payment period, the student will be placed on “Academic/Financial Aid Warning” status until the next evaluation point. Students remain eligible for financial aid during this period. If, at the next review point, the student meets both requirements, the student will then be returned to an “active” status. If the student fails to meet the quantitative and/or qualitative requirement, the student will lose eligibility for Title IV financial aid and may be withdrawn from school. An appeal can be filed by the student. If the appeal is approved, the student will move on to step 2. If the appeal is denied, the student will be withdrawn from school.

**Step 2** - In order to remain in school, the student will need to complete an appeal. If the appeal is approved, an individualized academic improvement plan will be created. Once the student agrees to meet the requirements of the plan, the student will be placed in an “Academic/Financial Aid Probation” status. Students remain eligible for financial aid during this period. If at the next review the student meets both requirements, the student will then be returned to an “active” status. If the student fails to meet the requirements of the academic improvement plan, the student will be withdrawn from school and placed on financial aid suspension.

**Maximum Coursework Allowed**
Students may attempt up to 1.5 times the number of credit hours in the current program. Students who exceed this maximum and have not graduated are dismissed.
Satisfactory Academic Progress Determination Appeals
Students placed on Academic/Financial Aid Probation or withdrawn due to failure to meet SAP standards may appeal the determination in writing to the Dean of Academic Affairs within 10 days of notification. If the appeal is considered justified, the student’s status will be re-evaluated by an Academic Appeals Board. Students will receive an appeal determination in writing within 15 business days.

Incomplete Grades and SAP
A grade of “I” signifies that required coursework was not completed during the standard length of the course. The grade of “I” does not count as credit hours attempted and is not included in the GPA calculation. An “I” may only be assigned when all of the following conditions are met:

- The student has been making satisfactory progress in the course as determined by the Program Director or Dean of Academic Affairs.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Dean of Academic Affairs.

For on-site courses, all required work must be completed and submitted to the instructor by Friday of the first week of the subsequent term or semester, unless the instructor requests an extension and the Dean of Academic Affairs grants that extension. The “I” must be converted to a letter grade by Wednesday of the second week of the term or semester. If course requirements are not satisfied by the deadline, the “I” must be converted to a grade of “F”. Once the final grade has been awarded, the course is counted as credit hours attempted and calculated into the CGPA. At this point the grade applies toward SAP.

In an online course, when students receive an “I” or Incomplete, the course is not counted as credit hours attempted and is not included in the GPA calculation. An “I” may only be assigned when all of the following conditions are met:

- The student has been making satisfactory progress in the course as determined by the Program Director or Dean of Academic Affairs.
- The student is unable to complete some coursework because of unusual circumstances beyond personal control. An explanation of these circumstances must be presented by the student in writing and deemed acceptable to the Dean of Academic Affairs.

All required work must be completed and submitted to the instructor by Friday of the second week of the subsequent term or semester to receive a final grade, unless the instructor requests an extension and that extension is approved by the Dean of Academic Affairs of the home campus. The “I” must be converted to a letter grade by Wednesday of the third week of the term or semester. If students do not complete the coursework within the required timeframe the “I” is converted to an “F”. Once the final grade has been awarded, the course is counted as credit hours attempted and the grade is calculated into the CGPA. At this point the grade applies toward SAP.

Course Repeats and SAP
Students, who earn a “D” or “F” in a course in their program major, or an “F” in a general education course, must repeat the course. Students who receive a “D” or “F”
in two core courses may be dismissed. In general education courses a grade of “D” is considered minimal passing, and students may repeat the course. Students may repeat a course only twice. A cumulative grade point average (CGPA) of 2.0 must be achieved. When a course is repeated the original grade remains on the student’s permanent academic record but is designated as a repeated course. All repeated courses count as credit hours attempted in the timeframe evaluation for SAP (see Quantitative Evaluation). The highest grade earned for the repeated course is counted as credit hours completed and is used in the CGPA calculation.

Repeated coursework may affect students’ eligibility for Title IV funding. Students requiring repeat courses are encouraged to meet with a financial aid advisor to discuss the impact on their financial obligations, program length, and academic progress.

**Non-Credit or Remedial Courses and SAP**
Carrington College California does not offer non-credit or remedial coursework.

**Changing Programs and SAP**
Students who change programs must have their SAP status evaluated prior to initiating the change of program. This includes the determination of the students’ satisfactory academic progress standing related to credits attempted and grades earned that may count toward the new program of study. Students’ current SAP standing carries with them into the new program of study and goes into effect when they begin the new program. SAP is evaluated on a cumulative basis going forward.

**Transfer Credit and SAP**
Carrington College California evaluates transfer credit on an hour-by-hour basis for acceptance toward Carrington College California program requirements. Credit earned at another accredited postsecondary institution may be evaluated for transfer to a Carrington College California program if the student achieved a grade of “C” or better.

Transfer courses are assigned a “T” designation and are not calculated in the CGPA; however, they are counted as credits attempted for purposes of SAP calculations.

**Veterans Benefits and SAP**
When students using veterans education benefits are placed in an academic warning status, the VA is notified of the warning status.

Students on warning are permitted to continue to receive veterans education benefits. Students eligible for Veterans Benefits who are placed on probation for unsatisfactory progress shall have their veterans benefits terminated if their academic progress remains below graduation requirements after one academic/financial aid probation period.

**Appeals for Reinstatement**
Students who are dismissed due to failure to meet Satisfactory Academic Progress standards may reapply after one year. Previous SAP standing will be taken into account as the application is reviewed.

Appeals for reinstatement must be made in writing. Students must demonstrate that the circumstances causing an adverse impact on their academic progress in the program have been resolved. At the discretion of the College, additional materials
may be required to support the appeal. The Academic Appeals Board will review the request and supporting materials. Students will be notified of the Board’s decision in person and/or in writing. All decisions made by the Appeals Board are final.

Students readmitted after being withdrawn from school because of failure to meet satisfactory academic progress standards (without mitigating circumstances) will be placed on probation for one term during which no financial aid will be disbursed. Students who fail a course during this probation period are dismissed with no further right to appeal.

Carrington College California may readmit students who have failed to make satisfactory progress if events beyond their control have occurred. If such mitigating circumstances can be documented for the specific term(s) during which the deficiencies occurred, students may submit a completed Satisfactory Academic Progress appeal form along with the required documents to the Dean of Academic Affairs and may be able to resume studies and regain financial aid eligibility.

**Student Services**

Carrington College California faculty and staff work closely with students to ensure that the appropriate support is available to maximize student success. Students who are having difficulty with their studies and/or life circumstances are encouraged to contact their instructor, Program Director or the Dean of Academic Affairs. In addition, students may use the confidential counseling service called ASPIRE.

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 24/7/365 for enrolled Carrington College California students and their families, and offers assistance in over 150 languages.

Issues students and/or their families can receive confidential help with include:

- 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, Internet or email:
Phone (888) 470-1531
Web – carrington.onlineaspire.com
Email - carrington@onlineaspire.com

**Syllabi**
Course syllabi are given to every student on the first day of class. Each syllabus details the specific materials 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.

**Transcripts**
Official transcript requests must be submitted to the Registrar’s Office in writing with the accompanying fee. Processing can take up to 30 days. Official transcripts are not issued until all financial obligations to Carrington College California are fulfilled.

**Withdrawal from a Program**
All students must meet with the Program Director or the Dean of Academic Affairs prior to withdrawing from a program to discuss circumstances and complete necessary documents (change of status form). All online students must meet with their Academic Advisor prior to withdrawing from a program.

**Breaks in Class Meetings**
Accreditation standards require breaks in instruction that average 10 minutes for every scheduled class hour. Breaks cannot be strung together to lengthen break times or be withheld in order to dismiss students early.

**Campus Contact Information**
**San Jose Campus**
- **Administration**
  Frederick Holland, Executive Director, (408) 960-0164
  Anita Malhotra, Dean of Academic Affairs, (408) 960-0163
- **ASPIRE program**
  Phone (888) 470-1531
  Web – carrington.onlineaspire.com
  Email - carrington@onlineaspire.com
- **Campus Front Desk**
  Main office (408) 960-0176
- **Financial Literacy Consultant**
  Main Office (408) 960-0216
- **Student Success Center**
  Main Office (408) 960-0216
- **Program Directors**
  Travis Matthews – Criminal Justice, Main Office (408) 960-0255
  AnnaMarie Lopez – Dental Assisting, Main Office (408) 960-0171
Sherry Heaney – Dental Hygiene, Main Office (408) 960-0183
Davina Hernandez – Dental Assisting Degree, General Education, Main Office (408) 960-0231
Carlos Sanchez – Medical Assisting, Main Office (408) 960-0218
TBA – Medical Billing and Coding, Main Office (408) 960-0256
Michael Wolnick – Massage Therapy, Main Building (408) 960-0201
Regina Wong – Pharmacy Technology, Main Building (408) 960-0205
TBA – Surgical Technology, Main Building (408) 960-0235
Pamela Frazier – Vocational Nursing, Main Building (408) 960-0209
Sharon Willis – Veterinary Technology, Main Building (408) 960-0229

**Externship Coordinators**
Dental Assisting – Tamara Kamp – Main Office (408) 960-0171
Massage Therapy – Michael Wolnick – Main Building (408) 960-0201
Medical Assisting – TBA – Main Office (408) 960-0218
Pharmacy Technology – Regina Wong – Main Building (408) 960-0205
Surgical Technology – Deborah Cleghorn – Main Office (408) 960-4883
Veterinary Technology – Dr. Laura Bellinghausen – Main Building (408) 960-0229

**Career Services**
Matthew Ralstin, Director – Main Office (408) 960-0217
Cynthia del Hierro – Main Office (408) 960-0179
Sally Castro – Main Office (408) 960-0251

**Student Finance**
Marie Navarro, Director – Main Office (408) 960-0192
Gary Valentine, Team Lead – Main Office (408) 960-0174
Michael de Losa – Main Building (408) 960-0193
Michael Phillips – Main Building (408) 960-0195

**Registrar**
Caroline Seguritan (408) 960-0161

**Director of Enrollment Services**
TBA – Main Office (408) 960-0165

**Code of Conduct**
The Code of Conduct applies to all students. Students must obey municipal, state and federal laws, 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.

**Terminology**
1. The terms “College” or “Carrington” mean Carrington College California.
2. The term “member of the Carrington community” includes students, faculty members or Carrington staff, and any other individuals associated with the College. The Dean of Academic Affairs or designee shall determine a person’s status in a particular situation.
3. The term “students” is defined as prospective applicants, current students including those who attend online, former students and graduates of all Carrington College California campuses.

4. The term “Carrington premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by Carrington College California (including parking lots, adjacent streets and sidewalks).

5. The term “hearing panel” means any person or persons authorized by the Dean of Academic Affairs or designee to determine whether a student has violated the Code of Conduct and to recommend imposition of sanctions.

6. The term “Dean” or “Dean of Academic Affairs” refers to Carrington’s official authorized person designated to manage the College’s Code of Conduct proceedings and/or impose sanctions upon respondents found to have violated the Code of Conduct.

7. The term “policy” is defined as the regulations of the College including, but not limited to, those found in the student handbook, program handbook/manual, and catalogs.

8. The term “respondent” is defined as the student who has allegedly violated the Code of Conduct.

The Code of Conduct applies to behavior that affects the College community, irrespective of where or when that conduct may occur. Discipline may extend to off-campus activities/events and locations when the actions in question adversely affect the College community and/or pursuit of its objectives.

Any student found to have committed the following misconduct may be subject to disciplinary sanctions. This list is not all-inclusive but does include categories of misconduct as defined by the College.

1. Acts of dishonesty including, but not limited to, the following:
   a) Furnishing false information to any College official, faculty member or office.
   b) Forgery, alteration or misuse of any College document, record or instrument of identification.
   c) Computer piracy, including duplication of computer software, copyright infringement and unauthorized computer entry.

2. 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.

3. Violating Carrington’s Academic Integrity policy (See Academic Integrity elsewhere in this handbook).

4. Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual harassment, coercion and/or other conduct that threatens 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 (messages 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. Carrington prohibits 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. 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.

10. Unauthorized possession, duplication or use of keys to any part of Carrington premises, or unauthorized entry to or use of Carrington premises.

11. Violation of published College policies, procedures, rules or regulations.

12. Violation of any applicable law.

13. Use, possession or distribution of narcotic or other controlled substances, except as expressly permitted by law, or being under the influence of such substances.
14. Use, possession or distribution of alcoholic beverages, except as expressly permitted by law and College regulation; or public intoxication.

15. Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals.

16. Participation in a 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.

17. Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace.

18. Aiding, abetting or inducing another to commit a violation of the Code of Conduct.

19. 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.

20. Abuse of the judicial/hearing or disciplinary system, including, but not limited to:
   a) Falsification, distortion or misrepresentation of information before a judicial body/hearing panel.
   b) Disruption or interference with orderly conduct of a judicial/hearing proceeding.
   c) Knowingly instituting judicial/hearing proceedings without good cause.
   d) Attempting to discourage an individual’s proper participation in, or use of, the judicial/hearing 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/hearing proceeding.
   f) Harassment (verbal or physical) and/or intimidation by a respondent of a member of a Campus Management Team prior to, during and/or after a judicial/hearing proceeding.
   g) Failure to comply with sanction(s) imposed under the Code of Conduct.
h) Influencing or attempting to influence another person to commit an abuse of the judicial/hearing system.

**Involvement of Law Enforcement or External Judicial Authorities**

Complainants who believe they are victims of crime or other violation of law (for example, assault, battery, sexual misconduct) may notify and seek assistance from the College, local law enforcement and/or other community resources concurrently. The Dean and/or designee can provide information about how to contact local law enforcement or other local community resources.

The College is committed to maintaining an environment that is safe for all members of the Carrington community. Safety concerns, including those arising out of Code of Conduct proceedings, should be brought to the attention of the campus incident commander, the Dean and/or designee for evaluation of any appropriate measures to be taken by the College to promote security. Complainants may also seek protective, restraining, or “no-contact” orders from an external law enforcement or judicial authority; complainants who do so should notify the Dean and/or designee or the campus incident commander so that the College can cooperate as appropriate in the observation of the order.

The College may institute Code of Conduct proceedings against a respondent charged with violation of applicable law without regard to the pendency of civil litigation or criminal arrest and prosecution. Proceedings to determine violations of this Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings. If the alleged violation of law is also the subject of Code of Conduct proceedings the College may advise external authorities of the existence and status of the Code of Conduct proceedings. The College cooperates fully with law enforcement and other agencies in enforcing law on College property and in the conditions imposed by criminal courts for rehabilitation of violators. Individual students, staff, 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**

Any member of the Carrington community may file charges against any respondent for misconduct. Once charges have been filed, the Dean and/or designee will conduct an investigation to determine whether charges have merit. The process for charges and hearings is outlined below.

1. Charges shall be prepared in writing and directed to the Dean and/or designee. Any charge should be submitted as soon as possible after the event occurs.

2. When it is determined that charges have merit, the Dean and/or designee will try to reach resolution to the satisfaction of the complainant and respondent by mediation or other method deemed acceptable by the Dean and/or designee. (Mediation is not an option for charges involving alleged sexual assault.) When a resolution is reached by mutual consent, the Dean and/or designee can also issue a conduct warning to a respondent or if charges cannot be resolved by mutual consent, the Dean and/or designee may later serve on the hearing panel.
3. All charges shall be presented to the respondent in written form. A hearing will be scheduled within a timeframe reasonable under the circumstances, usually not less than two or more than 15 calendar days after the respondent has been notified. The timeframe for scheduling of hearings may be extended at the discretion of the Dean and/or designee.

4. The respondent will be afforded the opportunity to select either a hearing by a multi-person hearing panel or a hearing by the Dean and/or designee. The Dean and/or designee may require a hearing by a multi-person panel at his/her discretion.

5. Hearings shall be conducted by a hearing panel according to the following guidelines:
   a) The Dean and/or designee may serve as the moderator of the hearing panel.
   b) Hearings shall be conducted in private. The presence of any person at the hearing shall be at the discretion of the hearing panel or the Dean and/or designee.
   c) In advance of the hearing, both the complainant and respondent will be given access to the information that will be considered by the hearing panel.
   d) The complainant and respondent have the right to be assisted by an attorney or any advisor they choose, at their own expense. The complainant and/or respondent are responsible for presenting their own case and, therefore, advisors are not permitted to speak or to participate in any hearing. Complainant and respondent must provide the Dean and/or designee the names (relationship and title, if applicable) of those attending with them at the hearing at least one business day before the hearing.
   e) Carrington, the complainant, and the respondent 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 committee.
   g) All procedural questions are subject to the final decision of the chairperson of the judicial panel.
   h) After the hearing, the committee shall determine by majority vote (a minimum of three persons must vote) whether the respondent has violated the specific section(s) of the Code of Conduct as charged.
   i) The hearing panel’s determination shall be made on the basis of whether it is more likely than not that the respondent violated the Code of Conduct.

6. There shall be a single record, such as a tape recording, of all hearings before a hearing panel. The record shall be the property of the College. Suspensions and expulsions will be noted in the student’s academic file.

7. No respondent may be found to have violated the Code of Conduct solely because the respondent failed to appear before the hearing panel. Regardless
of whether the respondent appears, the evidence in support of the charges shall be presented and considered.

**Sanctions**
The sanctions listed below may be imposed on any respondent found to have violated the Code of Conduct. The list of sanctions should not be considered sequential; sanctions may be used in any order and/or combination that the College deems appropriate.

- **Warning** - A verbal or written notice to the respondent that the respondent is in violation of or has violated College regulations.
- **Probation** - A written reprimand with stated conditions in effect for a designated period of time, including the probability of more severe disciplinary sanctions if the respondent is found to be violating any College regulation(s) during the probationary period.
- **Fines** - Fines, as determined or approved by the College, may be imposed.
- **Restitution** - Compensation for loss, damage or injury may be imposed. Restitution may take the form of appropriate service and/or monetary or material replacement.
- **Carrington College California Suspension** - Separation of the respondent from the College for a definite period of time, after which the respondent is eligible to return. Conditions for readmission may be specified.
- **Carrington College California Expulsion** - Permanent separation of the respondent from all Carrington College California campuses and DeVry Education Group institutions.
- **Suspension of Services** - Ineligibility to receive specified services or all Carrington College California (“Carrington”) services for a specified period of time, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
- **Ineligibility for Services** - Permanent ineligibility to receive specified or all Carrington College California services.
- **Limiting Order** - Restriction on a student’s permission to be in the same proximity as the complainant and/or others, with the parameters of the restriction to be defined by the College (e.g., for use with allegations of sexual or other misconduct).

More than one of the sanctions listed above may be imposed for any single violation. In each case in which the Dean and/or designee or hearing panel determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the Dean and/or designee. In cases in which a multi-person panel is used, the recommendation of all members of the hearing panel shall be considered by the Dean and/or designee. The Dean and/or designee are not limited to considering or implementing sanctions recommended by members of the hearing panel. Following the hearing, the Dean and/or designee shall advise the respondent in writing of its determination, the sanction(s) imposed, if any, and appeal procedures. In appropriate
cases (e.g., allegations involving certain types of sexual misconduct), the Dean and/or
designee will also simultaneously provide the complainant with written notice of the
outcome and appeal procedures.

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 or permanent separation from the
College, the respondent may petition the Dean and/or designee to have his or her
disciplinary record expunged or partially expunged of disciplinary actions. Whether
or not to grant the request to expunge or partially expunge shall be at the College’s
discretion.

**Interim Suspension**

In certain circumstances, the College may impose an interim suspension prior to the
hearing before a panel. Interim suspension may be imposed:

1. To ensure the safety and well-being of members of the Carrington community
   or preservation of College property; or

2. If the College deems that the respondent poses a threat of disruption of or
   interference with the normal operation of the College.

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 respondent might otherwise be eligible, as the College may
determine to be appropriate.

**Appeals**

A finding that the Code of Conduct was violated and the sanctions reached by the
hearing panel may be appealed once by the respondent or complainant. Such
appeals must be written and submitted to the Director, Student Services at
Carrington’s Phoenix location at 602.845.5223 within 10 calendar days of the hearing
panel’s written decision.

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:

1. 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 Code of Conduct was violated, and giving the
   respondent a reasonable opportunity to prepare and present a rebuttal of
   those allegations.

2. To determine whether the decision reached regarding the respondent was
   based on reasonable evidence; that is, without substituting its judgment for
   that of the hearing committee, the appellate decision-makers (Director of
   Student Services and Director of Accreditation and Compliance) shall consider
   whether the facts in the case were reasonably sufficient to establish that a
   violation of the Code of Conduct occurred.
3. To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Conduct.

4. To consider evidence not brought out in the original hearing that might alter original hearing outcome.

If the Director of Student Services and Director of Accreditation and Compliance grant the appeal, the matter shall be remanded to a hearing panel (the original or a new panel) determined to be appropriate by persons considering the appeal. If the appeal is denied, the hearing panel’s original decision is upheld and finalized.

Confidentiality
Carrington College California understands that complainants, respondents, witnesses, and others involved in the investigation process may be concerned about the confidentiality of information they are sharing. Carrington wishes to maintain an environment in which individuals feel free to raise and discuss concerns.

Confidentiality will be maintained to the extent possible and consistent with Carrington’s obligation to investigate complaints and address conduct appropriately. While the confidentiality of information received, the privacy of individuals involved, and compliance with the wishes of the complainant or witnesses cannot be guaranteed, it will be respected to the extent possible and appropriate. In particular, when possible and consistent with applicable law, information about victims of sexual misconduct will be kept confidential as it appears in the College’s publicly available recordkeeping.

Retaliation
Carrington College California prohibits retaliation against anyone who reports an incident of alleged harassment, discrimination or other unlawful conduct, or any person who assists or participates in a proceeding, investigation or hearing relating to such allegations.

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 student complaint procedure available in the student handbook. If following the student complaint procedure would result in the student being required to submit his or her complaint to the person whom he or she believes is retaliating against him or her, the student may submit the retaliation complaint to the campus or location leader, who will determine an appropriate party to address the retaliation complaint. Submission of a good-faith complaint or report of harassment, discrimination or other unlawful conduct will not adversely 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, discrimination, or other unlawful conduct, or who retaliates against any person who testifies, assists or participates in a proceeding, investigation or hearing related to such allegations.

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. This report is available at each campus.

Students with ideas, concerns or suggestions for improved safety are encouraged to share them, without fear of reprisal, with a faculty member or bring them to the attention of the Dean of Academic Affairs or Executive Director. 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.

**Change of Address and Phone Numbers**

Student must provide Carrington College California with current, valid contact information. In the event there are address or telephone changes, students should notify the Registrar’s office. Online students should use the student portal to update personal information.

**Complaint Procedure**

This policy outlines the pathways for investigating and addressing any and all complaints to Carrington College California from students about any component of their experience at Carrington, including (by way of illustration only) such diverse topics as dissatisfaction with services provided at a campus or discrimination or harassment in violation of Carrington College California policies.

The policy is designed to be flexible so as to accommodate the wide range of complaints that students may lodge with a college. Because no policy is one-size-fits-all, Carrington reserves the right to deviate from this policy if the circumstances of a particular complaint or investigation call for additional flexibility.

General student complaints should be addressed to the administrator of the department at which the complaint is directed. For complaints regarding other students, see Code of Conduct in this handbook. For complaints pertaining to discrimination and/or sexual harassment, see the Policy Against Harassment and Discrimination section of this handbook.

Complaints regarding academic issues should first be addressed to the faculty. Academic problems remaining unresolved should then be addressed to the Program Director and/or Dean of Academic Affairs.

**Informal Complaint Process**

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 Program Director or Dean of Academic Affairs and/or designee who will attempt to resolve the complaint.
Complaints addressed informally may not be investigated to the same degree as formal complaints. Mediation may be used as a method for resolving the complaint informally, but not all complaints are appropriate for mediation; for example, allegations of sexual assault typically are not appropriate for mediation.

Adopting informal procedures for addressing complaints does not mean that the institution does not take these complaints seriously. Informal procedures simply provide an alternative method for addressing complaints. Under these informal procedures, the student may, at any time, elect to stop further administrative action by withdrawing the complaint. The student can also decide to file a formal complaint at any time.

**Formal Complaint Process**

If the informal procedure or direct conversation is not appropriate or does not yield a resolution, students can file a formal complaint. The process is outlined below:

Students submit a signed, written formal 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.

The Dean or designee will schedule an appointment with the student within 3 working days to discuss the complaint.

The Dean or designee will confirm completion of the investigation with a written report mailed to the student within 5 working days of the discussion with the student.

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.

The Campus Executive 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.

The Campus Executive 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 formal complaint process noted above should contact the Director, Student Services at Carrington’s Phoenix location at 602.845.5223.

If the matter is not resolved after exhausting Carrington’s complaint procedure, students may file a complaint with the state licensing authority, the College’s accreditor, or the state attorney general. A complete listing of contact information for state licensing authorities and state attorney general offices can be found at carrington.edu/ccc/student-consumer-info.

**Drug and Alcohol-Free Campuses**

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.
Carrington College California 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
- (800) 662-4357 or www.drughelp.org
- National Clearinghouse for Alcohol and Drug Information (800) 729-6686

Emergency Closing
Carrington College California 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 contact the Incident Commander.

Family Education Rights and Privacy Act (FERPA)
Carrington complies with the Family Educational Rights and Privacy Act 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. Carrington’s policy on releasing student-related information explains school procedures for complying with FERPA provisions. Copies of the policy are distributed annually and may be requested from campus administration.

Food/Beverages
No food or drink is 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 student’s backpack and taken out of the classroom on breaks for consumption.

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. All guests must check in at the front desk of the campus to obtain a visitor identification badge, which must be worn at all times.

HIPAA and Privacy Expectations
Title II of the Health Insurance Portability and Accountability Act (HIPAA) provides federal protection 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 College California’s allied health or allied
health-related curricula will receive training on communication about protected information as well as maintenance of and access to medical records.

**Infectious Disease/Radiation Management**

Carrington College California 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.

**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 and park in designated parking spaces. Illegally parked cars are subject to towing at the owner’s expense. 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 Campus Facilities Department.

Policy Against Harassment and Discrimination
Carrington College California 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 California will not tolerate, condone or allow discrimination or harassment, whether engaged in by fellow students, faculty members, or non-faculty employees.

Discriminatory Harassment Defined
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, 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.

Sexual Harassment Defined
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 where:
Submission to, or toleration of, such conduct is made either 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 with Concerns about Discrimination or Harassment**

The Dean of Academic Affairs and/or the campus Executive Director 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 College California 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 College California 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 California, 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 the most 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. (Prescription medications taken according to doctors’ instructions are considered authorized substances.) Carrington specifically prohibits the use, possession, distribution or sale of marijuana (for any purpose) on its premises or at any Carrington-sponsored event.

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. Take responsibility where appropriate, and do not be critical of others.

9. Practice a high level of motivation, initiative, cooperation, and attitude.

10. Follow instructor guidelines; finish assignments completely, appropriately, and on-time.

11. Conduct yourself in a professional manner in order to have a positive influence on your fellow classmates and the classroom environment.

12. Notify the Registrar’s Office IMMEDIATELY of any changes in name, address, phone number, or e-mail address.

13. Adhere to the designated parking space markings and the rules for safe and courteous driving.

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

**Quick Reference**

The chart below lists topics about which students might have questions and a resource to contact. Students may contact their Student Services Consultant and/or designee at any time for additional assistance.

<table>
<thead>
<tr>
<th>Questions On….</th>
<th>Talk to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>My grades</td>
<td>Instructor and/or Program Director</td>
</tr>
<tr>
<td>Questions On….</td>
<td>Talk to…</td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
</tr>
<tr>
<td>My name is not on the Honor Roll Board</td>
<td>Instructor and/or Program Director</td>
</tr>
<tr>
<td>My externship</td>
<td>Career Services or Externship Coordinator</td>
</tr>
<tr>
<td>Withdrawing from my program</td>
<td>Program Director and/or Dean of Academic Affairs</td>
</tr>
<tr>
<td>Resume help and finding a job</td>
<td>Career Services</td>
</tr>
<tr>
<td>Leave of Absence (LOA)</td>
<td>Program Director and/or Dean of Academic Affairs</td>
</tr>
<tr>
<td>School transcripts</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>My schedule</td>
<td>Program Director or Registrar’s Office</td>
</tr>
<tr>
<td>Updating my contact information</td>
<td>Registrar’s Office</td>
</tr>
<tr>
<td>Emergency food and shelter</td>
<td>ASPIRE, Program Director of Dean of Academic Affairs</td>
</tr>
<tr>
<td>Getting an ID badge</td>
<td>Front Desk or the Registrar’s Office</td>
</tr>
<tr>
<td>Rescheduling a failed class</td>
<td>Program Director</td>
</tr>
<tr>
<td>Graduation</td>
<td>Program Director and/or Dean of Academic Affairs</td>
</tr>
<tr>
<td>Purchasing a pair of Carrington College California scrubs</td>
<td>Front Desk or Registrar’s Office</td>
</tr>
<tr>
<td>Academic coaching</td>
<td>Learning Lab or Student Success Center</td>
</tr>
<tr>
<td>Re-entering</td>
<td>Program Director and/or Dean of Academic Affairs</td>
</tr>
<tr>
<td>Payment of tuition and fees</td>
<td>Registrar’s Office</td>
</tr>
</tbody>
</table>

**SIREN**

SIREN is Carrington College California’s emergency notification system for informing students if and when there is potential danger at a location (circumstances may include, but are 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. Students must be signed up to receive notifications. Questions should be directed to the campus Incident Commander.
**Smoking**

In keeping with Carrington College California’s intent to provide a safe and healthful work environment, smoking inside the school is prohibited. There are outside designated smoking areas which are at least 30 feet away from building entrance as mandated by state law. Cigarette butts must be discarded in the proper receptacles.

**Social Media Statement**

The social media sites represented on the Carrington College California home page (Facebook, YouTube, Twitter, etc.) are produced and maintained by Carrington College California.

Links to content or other Internet sites should not be construed as an endorsement of the organizations, entities, views or content contained therein. Carrington College California is not responsible for the content of those external web sites. While Carrington College California does not regularly review content posted to social media sites, it shall have the right to remove any content for any reason including, but not limited to, content that it deems threatening, profane, obscene, a violation of intellectual property rights or privacy laws, off topic, commercial or promotion of organizations or programs not related to or affiliated with the college, or otherwise injurious or illegal. Users are fully responsible for the content they load on any of Carrington College California’s social media sites. By submitting content to any of Carrington College California’s social media sites, users understand and acknowledge that this information is available to the public, and that Carrington College California may use this information for internal and external promotional purposes. Please note that other participants may use posted information beyond the control of Carrington College California. Users who do not wish to have information they have made available via these sites used, published, copied and/or reprinted, should not post on the social media sites.

**Student ID Badge**

The student photo identification badge and lanyard provided by the College should be worn at all times. Replacement for lost ID badges may be obtained at the Front Desk. There is a replacement fee for lost IDs.

**Student Records**

All students’ educational records are confidential and are made available for approved purposes only. In accordance with the Family Educational Rights & Privacy Act (FERPA) of 1974, the school will not release education records to unauthorized persons without prior written consent from the student or, in the case of a minor, a parent or legal guardian. Carrington College California reserves the right to withhold copies of transcripts of students who are delinquent in their financial responsibilities to the College.

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.
**Student Success Center**

The college maintains a Student Success Center on campus that is home to numerous texts as well as magazines, newspapers, reference material, educational databases and CD-ROMS.

Carrington College California students have access to numerous databases, digital collections of journal, newspaper, magazine articles, and other documents that are searchable online. These databases are subscription-based, meaning that Carrington College California pays for access, which is provided to students at no charge.

The EBSCO host database and other databases can be accessed from any computer that is connected to the Internet. Students must obtain a user name and password from the Student Success Center in order to use the EBSCO host database or other databases off campus. Databases can be accessed by typing carrington.edu/ccc/helpful-resources/library/ in the browser window.

Our team of Carrington College California Student Success Center staff members is available to help you access resources, find information, and answer any other research questions either in person or through a live chat session. Our Ask-a-Librarian “chat” allows a librarian to share screens with students and send specific articles, documents, or links to students’ web browser. Chats can be initiated at: carrington.edu/ccc/helpful-resources/library/. Click on “Ask-a-Librarian chat”.

<table>
<thead>
<tr>
<th>ASK-A-LIBRARIAN HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday–Thursday</td>
</tr>
<tr>
<td>Friday</td>
</tr>
<tr>
<td>Saturday</td>
</tr>
<tr>
<td>Sunday</td>
</tr>
</tbody>
</table>

**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 may request that cell phones not be brought into the classroom.

**Title IX Compliance**

The 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 complaint process published in this handbook.

Title IX Coordinator
Index

<table>
<thead>
<tr>
<th>A</th>
<th></th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Catalog 4</td>
<td></td>
<td>Campus Contact Information 22</td>
</tr>
<tr>
<td>Academic Policies and Services 4</td>
<td></td>
<td>Campus Hours 4</td>
</tr>
<tr>
<td>Academic Coaching 4</td>
<td></td>
<td>Campus Safety and Security 32</td>
</tr>
<tr>
<td>Academic Integrity 4</td>
<td></td>
<td>Change of Address and Phone Numbers 32</td>
</tr>
<tr>
<td>Americans with Disabilities Act 6</td>
<td></td>
<td>Code of Conduct 23</td>
</tr>
<tr>
<td>Audio Recording of Classroom Lectures 7</td>
<td></td>
<td>Complaint Process 32</td>
</tr>
<tr>
<td>Auditing a Course 7</td>
<td></td>
<td>Formal Complaint Process 33</td>
</tr>
<tr>
<td>Background Check 8</td>
<td></td>
<td>Informal Complaint Process 33</td>
</tr>
<tr>
<td>Career Services 8</td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>Classroom and Lab Standards 8</td>
<td></td>
<td>Drug and Alcohol-Free Campuses 34</td>
</tr>
<tr>
<td>CourseLink 10</td>
<td></td>
<td>E</td>
</tr>
<tr>
<td>Determination of Official Withdrawal 11</td>
<td></td>
<td>Emergency Closing 34</td>
</tr>
<tr>
<td>Dress Code 12</td>
<td></td>
<td>F</td>
</tr>
<tr>
<td>Exit Interview 13</td>
<td></td>
<td>Family Education Rights and Privacy Act (FERPA) 34</td>
</tr>
<tr>
<td>Externship and/or Clinical Rotations 13</td>
<td></td>
<td>Food/Beverages 34</td>
</tr>
<tr>
<td>Faculty Office Hours and Availability 14</td>
<td></td>
<td>G</td>
</tr>
<tr>
<td>Grade Appeals 14</td>
<td></td>
<td>General Information 1</td>
</tr>
<tr>
<td>Graduation 14</td>
<td></td>
<td>Graduation Ceremonies 15</td>
</tr>
<tr>
<td>Additional Online Requirements 15</td>
<td></td>
<td>Guests 34</td>
</tr>
<tr>
<td>Associate of Science Degree 15</td>
<td></td>
<td>H</td>
</tr>
<tr>
<td>Certificate of Achievement 15</td>
<td></td>
<td>HIPAA and Privacy Expectations 35</td>
</tr>
<tr>
<td>Graduation Ceremonies 15</td>
<td></td>
<td>Holiday Calendar 3</td>
</tr>
<tr>
<td>Health Services 15</td>
<td></td>
<td>I</td>
</tr>
<tr>
<td>Learning Lab 15</td>
<td></td>
<td>Infectious Disease/Radiation Management 35</td>
</tr>
<tr>
<td>Non-scheduled (NS) Status 16</td>
<td></td>
<td>Informed Consent 35</td>
</tr>
<tr>
<td>Program / Campus Changes 17</td>
<td></td>
<td>Faculty Responsibilities 35</td>
</tr>
<tr>
<td>Satisfactory Academic Progress (SAP) 17</td>
<td></td>
<td>Human Subject Responsibilities 35</td>
</tr>
<tr>
<td>Appeals for Reinstatement 21</td>
<td></td>
<td>Student Practitioner Responsibilities 36</td>
</tr>
<tr>
<td>Changing Programs and SAP 20</td>
<td></td>
<td>M</td>
</tr>
<tr>
<td>Course Repeats and SAP 20</td>
<td></td>
<td>Mission 2</td>
</tr>
<tr>
<td>Determination Appeals 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incomplete Grades and SAP 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maximum Coursework Allowed 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Credit or Remedial Courses and SAP 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfer Credit and SAP 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans Benefits and SAP 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Services 21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Syllabi 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transcripts 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Withdrawal from a Program 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accreditation and Approvals 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Breaks in Class Meetings 22</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
P
Parking 36
Policy Against Harassment and Discrimination 36
Professional Expectations 38

Q
Quick Reference 39

S
SIREN 39
Smoking 40
Social Media Statement 40
Student ID Badge 40
Student Records 40
Student Success Center 41

T
Telephones and Messages 41
Title IX Compliance 42