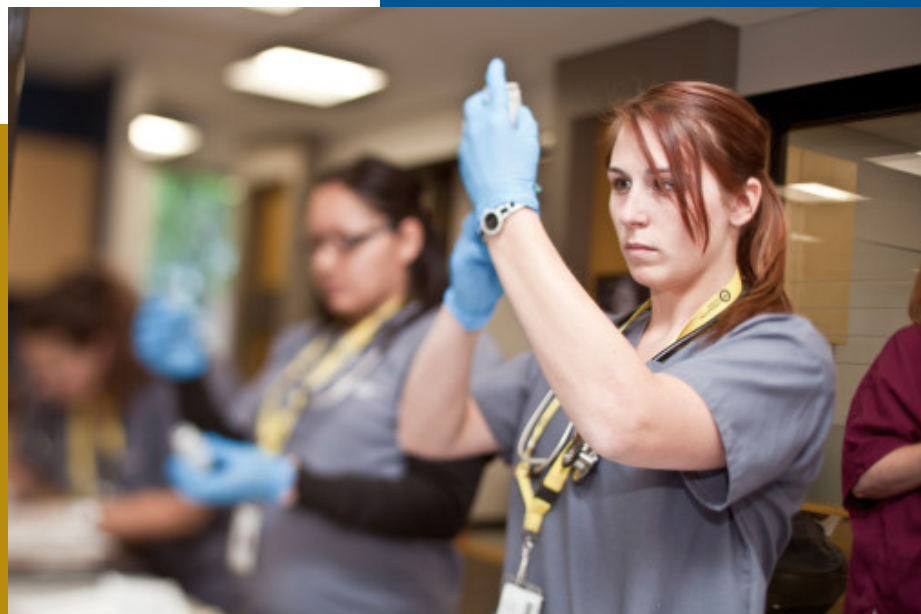




2023 -
2024



STUDENT HANDBOOK

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WELCOME!

We are excited you are here and look forward to helping you achieve your educational and career goals.

This handbook provides the information you will need to succeed at Carrington College. It outlines what the College expects from you and what you should expect from the College. Your education at Carrington College is about more than the certificate or degree you seek. Our goal is to be there for you every step of the way as you prepare to begin your new career. In this handbook, you will find many policies and procedures geared toward that purpose that will guide your educational journey. Students should also refer to the Academic Catalog, found at <https://carrington.edu/catalog/>.

The Catalog and this Handbook explain matters that affect all Carrington students.

We aim to help you obtain the education necessary to launch your new career. In keeping with our practice of providing a timely response to the needs of students and prospective employers and carrying out the mission of the College, we reserve the right to modify this handbook. Policies outlined in this handbook apply to all Carrington College students and will be supported by all instructors and staff members.

This handbook outlines your rights and responsibilities. Please read it and understand that you are responsible for following the policies described. Our instructors and staff are here to support you and provide everything you need to succeed. If you have questions, please ask.

Welcome, and good luck with your educational goals!

MISSION

The mission of Carrington College is to provide career-focused baccalaureate degrees, associate degree, and certificate programs in healthcare, trades, and industrial majors to a diverse population of students.

- Carrington College will ensure equitable and inclusive access to our programs, resources, and services.
- Programs are developed to meet student, employer, and community needs by providing hands-on training and instruction delivered through onsite, online, and blended modalities.
- The College uses outcomes, skills, and inquiry-based approaches to education.
- The College models its programs and curricular objects to align with the College's institutional learning outcomes encompassing critical thinking, collaboration, communication, and professionalism.

Carrington College 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 is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools, and Colleges (ACCJC/WASC), 331 J Street, Suite 200, Sacramento, CA 95814; 415 506 0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at <http://www.accjc.org/>.

The most recent information on the status of programmatic accreditation and state approvals to operate is available in Carrington College's academic catalog, current editions of which are available at <https://carrington.edu/catalog/>.

Copies of documents describing Carrington College's accreditation are available for review from the Campus Academic Dean.

GENERAL INFORMATION

Carrington College is an educational institution that employs qualified instructors and admits academically qualified students without regard to gender, gender identity, 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 complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 and does not discriminate based on disability.

ACADEMIC RESOURCES

Academic Coaching

Carrington College instructors and staff work closely with students to ensure appropriate support is available to maximize student success. Instructors and Program Directors are available to provide students with supplemental instruction and academic advice. Students are urged to take advantage of this valuable extra assistance.

Instructor Office Hours and Availability

Instructors are committed to student success and will be available to students. Instructors will provide a schedule of office hours and contact information for students in the course syllabi.

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 instructors, who always appreciate knowing why students missed a class, had to leave early, or did not turn in an assignment.

The student are responsible for arranging appointments to meet with their instructors. If a conflict occurs between the instructor's hours and the student's schedule, another appointment time should be arranged. If it is impossible to locate the instructor, students are encouraged to leave a voicemail or email with information and a return follow-up message.

Student Success Center

The Carrington College Student Success Centers are designed to support the educational and research needs of students, faculty, and staff. Campus Academic Deans, Dean of Student Services, and Academic Coaches are available in the Student Success Centers and are ready to help you succeed! The Student Success Center has academic tutoring services available. Please check with your Campus Academic Dean or Program Director for more information on tutoring.

Carrington College also has libraries housed at each campus within the Student Success Centers. The libraries have a small print collection of books and journals, including all current textbooks and supplementary books selected to support the campus' program(s). In addition, a robust online library with databases, support materials, and librarian support can be found at <https://library.carrington.edu/libraryhome>.

Online Library Resources

The Carrington College Library subscribes to many databases accessible to all Carrington students, faculty, and staff. The library currently offers access to seven large database providers (EBSCO, OVID, Primal Pictures, Infobase, etc.) for thousands of full-text resources in various fields of study related to the Carrington College programs. These databases contain current, full-text articles from periodicals, including peer-reviewed scholarly journals, and access to multimedia and electronic books and are available 24/7 to students and faculty. Plus, Carrington College has a full-time librarian who is happy to help you!

<https://library.carrington.edu/libraryhome>.

CAREER SERVICES

Carrington College is eager to help all graduates obtain employment after graduation. It provides comprehensive career services by working with students on job-search strategies, job-market orientation, resume writing, and interviewing techniques. Career Services support is available to all active students and graduates without charge. Success in securing employment depends on the graduate's efforts, motivation, and educational performance. Carrington College does not guarantee employment or specific salary ranges, or employment in specific areas.

Carrington College cannot guarantee specific externship or clinical facilities. Accepting or rejecting a student for an externship is solely the facility's responsibility. Site reassignment will only occur when the school has decided that the original facility is not meeting our educational requirements. If at any time you develop concerns about your externship or clinical site and would subsequently like to discontinue your externship at the site, you must notify your Career Services Advisor, Clinical Coordinator, or Program Director immediately to express your concerns. School administration will review and investigate your concerns. While your request is being reviewed and your concerns are being investigated, do not discontinue your externship or clinical rotations unless you have been specifically instructed to do so by your Career Services Advisor, Clinical Coordinator, or faculty member.

Additional information about externships and clinical is available in program-specific externship or clinical orientations. Additionally, some programs have programmatic clinical manuals that are distributed to students as they near the beginning of their externship or clinical terms. Please ensure you review these manuals and contact your instructor if you have any questions.

Exit Interview

During their last course or semester on campus, students must participate in an exit interview with Career Services and Financial Services. During this meeting, students are familiarized with important information and paperwork that must be completed before, during, and after completion of the program. Students will be notified of the day and time of this meeting; attendance is mandatory. Failure to complete this process may result in delays in graduation.

Before the last day on campus, all students must:

- Pay all tuition/debts to the school
- Pass all required tests
- Submit all externship or clinical timesheets
- Submit a resume
- Return all Student Success Center books
- Complete and submit exit paperwork

PROFESSIONAL EXPECTATIONS

Dress Code

Carrington College students are expected to present a professional appearance consistent with the expectations for the career to which students aspire. Students should observe proper hygiene practices along with the prescribed standards below. Students must always wear their Carrington College-issued uniforms on campus, on field trips, and on-premises at clinic/externship facilities. Components of these expectations may vary based on program-specific requirements.

Uniforms: Only assigned Carrington College scrubs are to be worn during classroom activities and externship/clinical. Scrubs should be clean and professional in appearance. Some programs utilize khaki pants and polo shirts. Plain shirts may be worn under the polo shirt or scrub top. Pregnant students may wear oversized scrub tops or maternity uniforms. Denim jeans, leggings, sweats, calf-length pants, rolled pant legs, or shorts are unacceptable.

Shoes: Only leather or leather-like material shoes with rubber soles are acceptable. Nylon, canvas, suede, clogs, sandals, and open-toed and open-heeled shoes are unacceptable.

Outerwear: Coats and jackets cannot be worn in the classroom, lab, or clinic. Students may wear a sweatshirt as needed in lecture classrooms; however, the student is still required to wear all components of the assigned Carrington College scrubs. Hats, hoods, head wraps, or other non-religious head coverings cannot be worn on campus or at the clinical/externship site.

Hair and Nails: Hair should have a professional appearance and be short enough or sufficiently restrained to not fall into the work or patient space. Hair should be worn off the shoulders and away from the face in any lab setting or clinical/extern site. Beards and mustaches must not interfere with any required respirator. Nails must be clean and trimmed to less than one-quarter inch for health care programs. Artificial nails are prohibited.

Accessories: One set of small earrings, worn on the earlobes, is appropriate. Hoop or dangle earrings and face, tongue, or exposed body piercings are prohibited. For technical programs, no conductive articles (earrings, rings, watches, key rings) may be worn while students are exposed to energized parts.

Smartwatches may only be utilized in the classroom when the action directly relates to the class deliverables and may be worn only at the instructor's discretion. Headphones or wireless ear pods are prohibited in the classroom or at the externship/clinical site.

Failure to comply with the dress code may result in removal from that class session or site, and students may receive an absence, tardy, or a Code of Conduct violation. While in uniform, students should conduct themselves professionally.

If a student needs a religious accommodation regarding grooming or dress standards, please contact StudentAffairs@Carrington.edu.

PROFESSIONAL BEHAVIOR

At Carrington College, we maintain a professional environment similar to what you will encounter in your new career. We are responsible to employers to uphold the high professionalism expected in the workplace. Please always professionally conduct yourself and be aware of the following guidelines:

- Remain alert and fully participate in class activities and team projects
- Do not be critical of others in the learning process
- Take responsibility where appropriate
- Practice a high level of motivation, initiative, cooperation, and attitude
- Communicate professionally; this includes verbal, non-verbal, and written communications

CAMPUS EXPECTATIONS

Student ID Badge

The student photo identification badge and lanyard provided by the College should always be worn; replacement badges can be obtained by contacting front desk personnel. If you lose your badge, please inform the front desk personnel immediately.

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 or loss of any vehicle on the premises. The College is not responsible for towed vehicles. Please get contact your Campus Director for more information.

Change of Address and Phone Numbers

Students must provide Carrington College with current, valid contact information. If, at any time, a student's address or telephone number changes, students must notify their campus' Registrar Technician and immediately provide the updated contact information or use the Student Portal to update their address or telephone number. Online students should use the Student Portal to update their contact information.

Health Services

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

Guests

Guests are permitted on campus with specific prior authorization of the Campus Director. Guests are defined as an individual who is not currently enrolled in a Carrington College Program. When so permitted, students are responsible for their guests and must ensure that their guests obey all College regulations. Students are prohibited from bringing children to class, lab, clinical sessions, the library, and/or the Student Success Center (SCC). Any minor brought to the campus must be under the constant supervision of the responsible party. 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.

Food/Beverages

Except for bottled water with a sealable lid, no food or drink is allowed in the classroom and 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. While onsite, students must follow the clinical or externship site food/beverage policy.

Tobacco and Vape-Free Environment

In keeping with Carrington College's intent to provide a safe and healthy educational and work environment, the use and/or consumption of any tobacco product, including, but not limited to, chewing tobacco, cigarettes, cigars, e-cigarettes, and vapes, is prohibited from being used while inside the building. As state law mandates, designated smoking areas are outside the building. Cigarette butts must be discarded in proper receptacles. During externship or clinical rotations, students must follow facility tobacco, vaping, and/or smoke-free policies.

Alcohol and Drug Policy

The College is committed to providing all students with a productive and safe learning environment. Carrington complies with the Drug-Free Schools and Communities Act and forbids the use, possession, distribution, or sale of drugs or alcohol by applicants, students, instructors, or staff anywhere on school property. As a result, alcohol and drugs (including recreational, medical marijuana, or marijuana products) are prohibited.

Vape pens containing marijuana products, including THC, are forbidden on any Carrington Campus, clinical, externship, or Carrington-sponsored event, regardless of local state laws. This applies to all students, guests, and visitors. Anyone violating state, federal, or local regulations concerning drugs or alcohol may be subject to criminal prosecution and school disciplinary action.

In accordance with this mandate, Carrington College students may be required to submit to random drug screening based either on the requirements of Carrington's clinical affiliates or reasonable suspicion that the student has violated the Code of Conduct. Such investigation may require students to submit to a drug or alcohol test. If a student is suspected of being under the influence, the student may be required to submit to a blood, breath, and/or urine test with an outside agency and furnish those results within the same day to determine whether they are under the influence of drugs, alcohol, or other chemical intoxicants.

Students must agree to cooperate with the College fully, its representatives, agents, medical review officer (if any), and any representative or agent of a clinic, laboratory, and hospital involved in sample collection, testing, evaluation, reporting, and confirmation. Students must further consent to and authorize the release of all information generated 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, resulting in a Code of Conduct proceeding and possible dismissal.

AUDIO/VIDEO/PHOTOGRAPHIC RECORDING

Carrington College seeks to protect the integrity of classroom instruction, including student and instructor interaction, any course materials presented by instructors, and the privacy of all classroom participants, including information protected by the Federal Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA). As a result, Carrington College prohibits recording (audio, video, or photographic) of lectures, seminars, or other classroom activities without the instructor's express permission.

Audio recording without consent is illegal pursuant to state and federal laws. While several states permit audio recording if at least one party to the conversation is aware of the recording, California's wiretapping law is a "two-party consent" law. California's law was drafted prior to the age of videoconferencing and was premised on in-person and telephone conversations. In the modern age of technology and video conferencing software tools, "two-party consent" laws are interpreted to require that all participants consent to be recorded before recording is permissible. Since Carrington College's principal place of business is in California, Carrington College requires that all faculty and students comply with California law.

Authorized recordings (including those approved as an ADA accommodation) and all other course materials may only be used for an individual's (or group) study. They may not be shared with a broader audience on or off-campus unless the instructor has explicitly given such permission. Any recorded material, including photographs cannot be uploaded to social media sites or the internet.

Students are not permitted to record any Carrington colleague or campus community member without their direct knowledge and consent. Recording or photographs of any kind with electronic devices, including but not limited to computers, cameras, videos and/or audio recorders, tablets, cellular phones, smartwatches, or any recording device, is strictly prohibited in the clinical or externship setting.

Telephones and Messages

College telephones are not for student use, and unauthorized use is grounds for disciplinary action. In addition, the College will not deliver personal (non-emergency) messages to students at any time. Students will not be called out of class for non-emergency telephone calls and should inform family and friends not to attempt to contact the student unless there is an emergency.

Students are not allowed to use personal cell phones, tablets, smartwatches, and other electronic devices during class. All personal devices must be turned off or silent during instructional hours. Instructors may request that cell phones not be brought into the classroom. Students cannot utilize electronic devices while performing their duties at any clinical or externship locations. Should students need to utilize their cell phones while in class or at a site, they must step out of the classroom or wait until a scheduled break to utilize their phones.

FEDERAL EDUCATIONAL 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 student's education records. It establishes students' rights to inspect and review their academic records, withhold certain information from disclosure, and request amendments to records believed to be inaccurate or misleading. Carrington's policy is distributed annually to students and is available on Carrington's website.

COPYRIGHT POLICY

Generally

The College respects the rights of copyright holders and the materials protected by federal copyright laws. The College expects faculty, staff, and students to act responsibly in the use of copyrighted work in their academic endeavors.

Copyright Basics

Copyright protection arises automatically the moment a work is created, such as the instant a text is written down or typed or a song is recorded. Original creative works can be shared both offline and online and can be in tangible or digital form. You should treat every work as copyright protected unless the work is a government document or you are confident the work is in the public domain, such as a work for which intellectual property rights have expired. The copyright holder, which is either the original creator of the work or a third party to whom rights have been transferred, holds exclusive rights to the copyrighted works under federal law, meaning they can control who uses it and under what circumstances, such as a price you will need to pay to use the materials. Because copyright protection happens so easily and lasts for so long, everyone should assume that any work they want to use is copyrighted. Remember, a work does not need to be registered, published, or contain a copyright notice to be protected.

Prohibition on Unauthorized Copying, Use, or Downloading of Copyrighted Materials

Unauthorized reproduction or use of copyrighted material is a serious matter because it could expose both the user (student or employee) and/or the College to liability and significant financial consequences. Therefore, when in doubt, please reach out to the librarian at Madeline.Copp@Carrington.edu at the College for further guidance. Furthermore, the College prohibits any employee or student from using its computers or networks to make unauthorized downloads or copies of any copyrighted materials, such as movies and music, even if they are for private use. Any unauthorized copying, use, or downloading of copyrighted materials will be considered misconduct and could subject employees and students to corrective action up to and including immediate termination.

Examples of When to Seek Guidance from the College

The following examples highlight instances where you may need to seek further guidance from the College before proceeding.

- Scanning articles from online Journals as course readings and posting them to an online platform for students to read
- Copying a worksheet or a test for students
- Showing YouTube videos in the classroom (physical or online classrooms)
- Using music or YouTube videos in a presentation

ACADEMIC INTEGRITY POLICY

Plagiarism is the deliberate or unintentional representation of an idea, phrase, or other materials from a source without proper acknowledgment as one's own in any academic exercise. Turnitin is the leading originality-checking and plagiarism prevention service that encourages best practices for using and citing other people's written material. Carrington College subscribes to Turnitin's online plagiarism prevention system as our commitment to academic integrity. Student work may be submitted to this system. Student privacy is protected by assigning code numbers, not names, to all student work stored in its database. Any violation of academic integrity is a severe violation and, therefore, is subject to disciplinary action, including dismissal from the College.

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, constitute the minimum basis for measuring academic integrity.

For this standard, academic integrity violations permit a student to gain an 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. This includes all assignments, including but not limited to clinical care plans and discussion posts.
- Improper use of course materials in a work for which the student claims authorship. This includes copying sections of text, images, or graphs from internet sources without appropriate citation.
- Use papers or assignments written by another student or obtained online and turned in as one's work.
- Submitting papers or assignments written by artificial intelligence.
- Sources must be provided regardless of whether the material is quoted directly or paraphrased.
- Cheating on a test, quiz, or exam by utilizing outside resources of any nature.
- Clicking out of a closed-book online exam, test, or quiz for any reason.
- Self-plagiarizing by submitting prior utilized work in a new course. Students must create new original work in every course of study, even if the student has taken the class prior.
- Violations of testing environment policies.

Any questions about what constitutes an academic integrity violation should be discussed with your course instructor, Program Director, Dean of Nursing, Campus Academic Dean, or the Dean of Student Services. If you observe or have first-hand knowledge of a violation of the Academic Integrity standard, report it to your instructor or another college colleague.

CHARGES AND HEARINGS

Any member of the Carrington Community may report a violation of this Academic Integrity Policy. After notification or discovery, the instructor (reviewer) will discuss the incident with the student. The instructor will follow the following processes if the student admits fault or does not contest the violation. Students who disagree with the alleged violation may request an appeal using the process outlined below.

For first offenses, the reviewer will:

- I. Present the respondent with an Academic Integrity Violation Notification explaining the basis of the violation.
- II. Charges should generally be delivered to the respondent within 5 business days of instructor knowledge.
- III. If the student agrees with the violation, the student will be issued a 0 grade for the assignment.
- IV. If the student disputes the violation, the student may request a paneled hearing. A hearing request must be made the same day the student is notified of the academic integrity violation.
- V. The instructor will contact the Manager of Student Affairs or designee to initiate the hearing process.
- VI. A hearing will occur not more than 10 business days after the request for appeal is received and reviewed.
- VII. The respondent will be allowed to present evidence or testimony on their behalf, including the right to bring witnesses. The respondent is not required to attend the hearing. Failure to attend will not be considered when determining the hearing outcome.
- VIII. After the hearing, the hearing panel shall determine by majority vote:
 - i. If found not responsible, the hearing administrator will inform the student that no violation was found, and no sanction will be imposed. The student will not receive any grade impact.
 - ii. If found responsible, the panel must follow the sanctioning guidelines listed below.

If found responsible, the student may file an appeal within 10 business days of the hearing panel's written decision. For appeal processes, please see page 19.

A hearing panel will be convened for second or third offenses.

The student accused of violating the policy will remain in class until the hearing is complete. If an Academic Integrity violation results in a non-passing grade, the student cannot progress into future courses until the hearing processes have been finalized.

SANCTIONS

The mandatory sanctions listed below are the minimum penalties for violating academic integrity. Discretionary sanctions may be imposed if deemed appropriate.

First Recorded Offense

Mandatory

Students are assigned a grade of zero for the entire paper, exam, quiz, threaded discussion assignment, homework, lab, or other work in which the incident of academic dishonesty occurred. No partial grade will be given, and students cannot resubmit work for points.

Second Recorded Offense

Mandatory

Students receive a failing grade for the course, lab course, etc., in which the second offense occurred and are precluded from withdrawing from the course.

Third Recorded Offense

Mandatory

Students are permanently expelled from Carrington College. Such students are precluded from withdrawing from the course(s) or the College to avoid expulsion.

CODE OF CONDUCT

The Code of Conduct applies to behavior that affects the college community, irrespective of where or when that conduct may occur. Violations include 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.

Terminology

- The terms "College" or "Carrington" mean Carrington College.
- The term "member of the Carrington community" includes students, instructors, or colleagues at Carrington College and any other individuals associated with the College. The Manager of Student Affairs or designee shall determine a person's status in a particular situation.
- The term "students" is defined as prospective applicants, current students, including those who attend online, former students, and graduates of all Carrington College.
- The term "Carrington premises" includes all land, buildings, facilities, and other property in possession of, owned, used, or controlled by Carrington College (including parking lots, adjacent streets, and sidewalks).
- The term "hearing panel" means any person or persons authorized by the Manager of Student Affairs or designee to determine whether a student has violated the Code of Conduct and to recommend imposition of sanctions.
- The term Manager of Student 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.
- 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 the Academic Catalog.
- The term "respondent" is defined as the student who has allegedly violated the Code of Conduct.
- The term "complainant" is defined as a person or a group that makes a formal complaint to the College about violations of the Code of Conduct.

CODE OF CONDUCT VIOLATIONS

This list is not all-inclusive but includes categories of misconduct defined by the College.

- I. Acts of dishonesty include, but are not limited to, the following:
 - i. Furnishing false information to any College official, instructor, or office.
 - ii. Forgery, alteration, or misuse of any College document, record, or identification instrument.
- II. Transmission, copying without consent, or unauthorized access into a patient's or student's file.
- III. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and other College activities, including its public service functions on or off-campus.
- IV. Physical abuse, verbal abuse, threats, intimidation, and harassment including, but not limited to, sexual or gender-based harassment, coercion, and/or other conduct that threatens or endangers any person's or animal's health or safety, either on or off Carrington premises or at any College-sponsored activity.
- V. Knowingly submitting false claims or allegations against any student, faculty, or staff.
- VI. Negligence, gross misconduct, and disregard of clinical or lab practices that resulted in, or could result in, harm to other students, the patient, or other caregivers.
- VII. Failure to follow clinical or externship guidelines and policies as defined by the College or site.
- VIII. Bullying, cyberbullying, and cyber harassment (using one's power to control or harm individuals who cannot defend themselves) include, but are not limited to, face-to-face interactions, electronic communication, or attempts to tarnish the reputation of an individual with or without their knowledge whether it be a single occurrence or a series of incidents.
- IX. Stalking and cyberstalking include but are not limited to repeated phone calls, sending unwanted gifts and messages (including electronic communications), damages to personal property, threats of harm, and following and physically appearing at physical locations.
- X. 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.
- XI. 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.
- XII. Failure to comply with verbal or written directions by college officials.
- XIII. Failure to comply with law enforcement officers or campus security who are acting in the performance of their duties and/or failure to identify oneself to these persons upon request.
- XIV. Failure to comply with Carrington's professionalism, dress code, or electronic usage policy defined in this handbook or any programmatic handbooks.
- XV. Unauthorized possession, duplication, or use of keys or access cards to any part of Carrington premises or unauthorized entry to or use of Carrington premises, including affiliated sites.
- XVI. Violation of published College policies, procedures, rules, or regulations.

- XVII. Violation of any applicable law.
- XVIII. Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law, or being under the influence of such substances on campus or any College-sponsored activity.
- XIX. Use, possession, or distribution of alcoholic beverages on campus, except as expressly permitted by law and College regulation, or public intoxication while on campus or any College-sponsored activity.
- XX. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
- XXI. Participation in a demonstration that disrupts normal operations of the College or infringes on the 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 the free flow of pedestrian or vehicular traffic.
- XXII. Verbal statements or transmission of material that contains ethnic slurs, racial epithets, or anything that may be viewed as harassment or discrimination of others based on race, national origin, sex, sexual orientation, gender and gender expression, age, disability, or religion.
- XXIII. Conduct that is disorderly, lewd, or indecent; breach of peace; aiding, abetting, or procuring another person to breach the peace.
- XXIV. Theft or other abuse of computer time; computer piracy, which includes any act of copyright infringement (prohibited by federal, state, or local law); the use of software that has otherwise been expressly prohibited; copying; duplicating software code; and copying of notes, specifications, or technical descriptions of any software code whether copyrighted or not.
- XXV. Any harassment based on a protected characteristic is not covered under another policy.
- XXVI. Abuse of the judicial/hearing or disciplinary system, including, but not limited to:
- i. Falsification, distortion, or misrepresentation of information to a judicial body/hearing panel, including witness statements.
 - ii. Disruption or interference with the orderly conduct of a judicial/hearing proceeding.
 - iii. Knowingly or attempting to institute judicial/hearing proceedings without reasonable cause or with false allegations.
 - iv. Attempting to discourage an individual's proper participation in or use of the judicial/hearing system.
 - v. Attempting to influence the impartiality of a hearing panel member before and/or during the judicial/hearing proceeding.
 - vi. Harassment (verbal or physical) and/or intimidation of a hearing panel member before, during, and/or after a judicial/hearing proceeding.
 - vii. Harassment (verbal or physical), intimidation, and/ or retaliation against a complainant, respondent, or witness involved in a Code of Conduct proceeding.
 - viii. Failure to comply with the sanction(s) or limiting order imposed under the Code of Conduct.
 - ix. Influencing or attempting to influence another person to commit an abuse of the judicial/hearing system, including submitting false information.

CHARGES AND HEARINGS

Any member of the Carrington community may file alleged charges against any respondent for misconduct. Once charges have been filed, the Manager of Student Affairs and/or designee will conduct a review to determine whether the charges have merit. With exception to Title IX cases, the Complainant will not be provided the outcome of the investigation, charges, hearing, or sanctions.

The process for charges and hearings is outlined below:

- I. If a member of the Carrington community wants to file alleged charges against a respondent, they must submit the allegations in writing to the Manager of Student Affairs and/or designee. Any alleged charge should be submitted as soon as possible after the event.
- II. All charges shall be presented to the respondent in written form. For current students, charges are sent directly to the student's Carrington-issued e-mail address. A hearing will be scheduled within a timeframe reasonable under the circumstances, not less than two or more than 14 business days after the respondent has been notified. The timeframe for scheduling hearings may be extended at the discretion of the Manager of Student Affairs and/or designee.
- III. The respondent may choose to select a hearing by a multi-person hearing panel or a hearing by the Manager of Student Affairs and/or designee. The Manager of Student Affairs and/or designee may require a hearing by a multi-person panel at their discretion.

A hearing panel shall conduct hearings according to the following guidelines:

- I. The Manager of Student Affairs and/or designee may serve as the moderator of the hearing panel.
- II. 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 Manager of Student Affairs and/or designee.
- III. Before the hearing, the respondent may request access to the information the hearing panel will consider
- IV. The respondent has the right to be assisted by any advisor they choose, including an attorney, at their own expense. The respondent is responsible for presenting their case; therefore, advisors are prohibited from speaking or participating in any hearing. The respondent must provide the Manager of Student Affairs 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.
- V. Respondents are not required to attend the hearing and may supply the information without attendance. Failure to attend will not be considered when determining the result of the hearing.
- VI. The respondent shall have the privilege of presenting witnesses, subject to the right of questioning by the hearing panel. Respondents may not cross-examine witnesses participating in hearing proceedings. Witnesses should have first-hand knowledge of the events related to the charges. Student-identified witnesses may choose not to participate in the hearing process.
- VII. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing committee. All presented information is retained as a part of the hearing record.
- VIII. All procedural questions are subject to the final decision of the Manager of Student Affairs or their designee.
- IX. After the hearing, the hearing panel shall determine by majority vote.
- X. A minimum of three persons must vote whether a preponderance of evidence indicates that the respondent has violated specific section(s) of the Code of Conduct as charged.
- XI. The hearing panel's determination shall be made based on whether it is more likely than not that the respondent violated the Code of Conduct.

Allegations of a violation of this code will not be dismissed solely because the Complainant elected not to appear before the hearing panel. Regardless of the Complainant's attendance, all evidence supporting the charges shall be presented and considered.

Please be advised that any incidents of misconduct covered explicitly by another policy, e.g., [the Sexual Harassment and Sexual Assault Prevention Policy](#), shall be governed under those terms and procedures.

SANCTIONS

The sanctions listed below may be imposed on any respondent who has violated the Code of Conduct. The sanctions list should not be considered sequential; sanctions may be used in any order and/or combination 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.
- **Carrington College 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 Expulsion** - Permanent separation of the respondent from all Carrington College campuses.
- **Suspension of Services** - Ineligibility to receive specified services or all Carrington College ("Carrington") services for a specified period, after which the respondent may regain eligibility. Conditions to regain access to services may be specified.
- **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).

In each case in which the Manager of Student Affairs and/or designee determines that a respondent has violated the Code of Conduct, sanction(s) shall be determined and imposed by the Manager of Student Affairs and/or designee. In cases where a multi-person panel is used, the recommendation of all hearing panel members shall be considered by the Manager of Student Affairs and/or the designee. The Manager of Student Affairs and/or designee is not limited to considering or implementing sanctions recommended by hearing panel members. More than one of the above sanctions may be imposed for any single violation.

Following the hearing, the Manager of Student Affairs and/or designee shall advise the respondent in writing of its determination, the sanction(s) imposed, and appeal procedures.

Other than College suspension and College expulsion, disciplinary sanctions shall not be part of the student's permanent academic record but shall become part of the student's disciplinary record.

Students may incur additional academic impacts outside the Code of Conduct proceedings based on academic and programmatic policies.

INTERIM SUSPENSION

In certain circumstances, the Manager of Student Affairs or their designee may impose an interim suspension before the hearing before a panel. Interim suspension may be imposed:

- To ensure the safety and well-being of members of the Carrington community or preservation of college property, including affiliated sites or
- If the College deems that the respondent poses a threat of disruption or interference with the regular operation of the College or affiliated site.

During the interim suspension, students may 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 deem appropriate.

APPEALS

A finding that the Code of Conduct or Academic Integrity Policy was violated, and the sanctions reached by the hearing panel may be appealed once by the respondent. Appeals must be written by the student and submitted to the Dean of Instruction and Student Success or designee within 10 business days of the hearing panel's written decision. Sanctions will remain in effect until the appeal has been finalized.

An appeal request will be limited to a review of the initial hearing and supporting documents for one or more of the following purposes:

- To determine whether the original hearing was conducted fairly, considering 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/Academic Integrity Policy was violated and giving the respondent a reasonable opportunity to prepare and present a rebuttal of those allegations.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Code of Conduct/Academic Integrity Policy.
- To consider evidence not brought out in the original hearing that might alter the original hearing outcome

If the Dean of Instruction and Student Success grants 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. The outcome of this hearing is the case's final disposition, and it cannot be appealed.

The hearing panel's original decision is upheld and finalized if the appeal is denied.

INVOLVEMENT OF LAW ENFORCEMENT OR EXTERNAL JUDICIAL AUTHORITIES

Complainants who believe they are victims of crime or other law violations (for example, assault, battery, sexual misconduct) may notify and seek assistance from the College, local law enforcement, and/or other community resources concurrently. The Campus Academic Dean and/or designee can provide information about contacting 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 campus Incident Commander, the Campus Academic 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 external law enforcement or judicial authority. Complainants should notify the Campus Academic Dean, Dean of Student Services, or the Campus Incident Commander so that the campus can cooperate as appropriate in observing the order.

The College may institute Code of Conduct proceedings against a respondent charged with violating 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 before, 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 the law on college property and in the conditions imposed by criminal courts to rehabilitate violators. Individual students, staff, or instructors, acting in their capacities, remain free to interact with a governmental representative or law enforcement official as they deem appropriate. With exception to a first responder response, students may not grant law enforcement access to the campus without the permission of the college administration.

RETALIATION

Carrington College prohibits retaliation against anyone who reports an incident of harassment or discrimination or who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or discrimination. Retaliation includes but is not limited to intimidation, reprisal, or harassment. This includes but is not limited to, complainants attempting to impose additional sanctions against a respondent outside of hearing sanctions.

Except for those covered by another policy, all retaliation complaints should be reported following the Student Complaint Procedure available in this handbook. If following the student complaint procedure would result in the student being required to submit their complaint to the person they believe is retaliating against them, the student may submit the retaliation complaint to the Manager of Student Affairs. The latter will determine an appropriate party or procedure to address the retaliation complaint.

GRADE APPEAL

Students who wish to appeal a final course grade must contact their instructor or designee within 14 business days of the final day of the course. Grade appeals cannot be filed based on general grade dissatisfaction, quality of course, or impact on course progression. Grade appeals must be specific to an assignment/test grade.

- The student must submit a written grade appeal describing the reason for the appeal to their instructor or designee, including any supporting documentation. Students must provide a basis for why they believe the grade is incorrect.
- If the written grade appeal submission lacks a specific assignment or does not have sufficient detail, the instructor or designee may request the student to resubmit with additional information.
- The instructor or designee will review the student's concern and respond to the student in writing within 10 business days of the appeal submission.

If the matter remains unresolved, the student may request an appeal of this decision by following the procedures outlined below:

- I. Submit the Appeal Request Form within 5 business days describing the basis of the grade appeal in sufficient detail to allow the Academic Dean, Dean of Nursing, or designee to perform an investigation.
- II. The Dean or designee will confirm the completion of the investigation with a written response sent to the student within 10 business days of receipt of the appeal.
- III. If the student is not satisfied with the outcome of the grade appeal, the student may appeal in writing to the Vice Provost of Academic Affairs within 5 business days of receipt by submitting the Appeal Form. Students enrolled in Nursing Programs will submit the written appeal to the Associate Vice Provost of Nursing. The appeal letter must include a copy of all denial responses and explain why the student is still unsatisfied with the outcome.
- IV. The Vice Provost of Academic Affairs/Associate Vice Provost of Nursing will review the student's appeal and conduct any necessary investigation, including requesting additional information from the student, instructor, Campus Academic Dean, Dean of Nursing, or designee.
- V. The Vice Provost of Academic Affairs/Associate Vice Provost of Nursing will provide the student with a written appeal finding within 10 business days of receipt. This written decision is the final disposition of the grade appeal and cannot be appealed.

LATE ASSIGNMENT POLICY

Unless Otherwise Noted:

To earn full credit for an assignment, you must submit or complete assignments by 11:59 p.m. PST on the due date. If you cannot submit the assignment by the due date, you must e-mail the instructor about your inability to submit the assignment.

You will then have 5 calendar days to complete the assignment, and a point deduction of 5% per calendar day (maximum of 5 calendar days) will be applied to the final grade of the assignment. Missed in-class assessments, quizzes, or tests may only be made up at the instructor's discretion.

If you fail to notify the instructor about your inability to submit the assignment, accepting the late work is at the instructor's discretion.

No late submissions will be accepted that are more than five calendar days late. Threaded discussions may not be made up. No late submissions will be permitted beyond the end of the course unless arrangements have been made with your instructor.

Emergencies and Extenuating Circumstances:

If an extenuating circumstance prevents you from completing assignments or attending class, you must e-mail your instructor the information about your emergency and request approval to make up the assignment, lab, quiz, or exam. Instructor notification does not automatically result in a waiver of the late penalties. Threaded discussions may not be made up.

Please note that evaluation of extenuating circumstances is at the discretion of your instructor, and documentation may be required. Examples of extenuating circumstances may include but are not limited to personal/family member hospitalization, death in the family, weather/environmental evacuation, Canvas server outages or service disruptions, or active military assignment where internet connectivity is unavailable for a limited time. Computer related issues and internet connectivity issues are not considered extenuating circumstances.

EXTRA CREDIT & RESUBMISSIONS

All submissions are considered final, and no resubmissions will be permitted unless they are solely for additional feedback and pointers. Carrington College does not offer extra credit points or assignments in any format.

DISABILITY ACCOMMODATIONS IN ACADEMIC PROGRAMS

Carrington College 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 will make reasonable accommodations to afford students with disabilities full and equal enjoyment of Carrington's programs and services. Carrington College makes no assumptions concerning any individual's abilities or disabilities and makes an individual assessment to determine whether each student's request for accommodation can be met at Carrington College. However, students must demonstrate all competency requirements to graduate from the program with or without accommodation.

Any student or applicant with a disability who requests academic adjustments, auxiliary aids, or accommodations under Section 504 should contact Student Affairs at ADA@carrington.edu to begin the accommodation request process. The applicant/student will be given an accommodation request form to complete and submit to the Office of Student Affairs along with supporting medical, psychological, or educational documentation. Carrington College does not conduct documentation assessments or make recommendations for student accommodations. Carrington College does not perform or conduct any student disability assessments.

It is the student's responsibility to contact Student Affairs directly should they require accommodation.

Accommodation is not retroactive. You should expect to apply for accommodations separately at any facility hosting externship or clinical rotations. Carrington College does not determine accommodations at these sites.

Once an accommodation has been approved, Student Affairs will notify the student. Approved accommodations and procedures will be outlined in the Accommodation Notification. Requests must be submitted in writing to Student Affairs if a student needs additional accommodations. Students should reach out directly to ADA@carrington.edu if there are any questions or concerns regarding accommodation implementation.

A student with accommodations who transfers to a new campus location or begins to take classes online must request accommodations through the Office of Student Affairs using the process described above. Requests for additional or modified accommodations must be submitted in writing to ADA@carrington.edu using the same process described above.

A student who believes they have been discriminated against based on their qualifying disability should contact Student Affairs at StudentAffairs@carrington.edu to address the situation.

POLICY REGARDING STUDENTS WITH HEALTH CONDITIONS, INCLUDING PREGNANCY

Students are not required to disclose medical or other physical conditions such as pregnancy. However, students are encouraged to notify their instructor as soon as pregnancy is determined to ensure that students are not asked to perform tasks that may be hazardous to the unborn fetus.

Students who have a history of cancer or immune deficiency or become pregnant during their program of study may be able to continue safely. However, risks include radiation exposure, blood-borne pathogens, live animals, and chemical agents routinely found in medical, dental, and veterinary practices. Students are encouraged to consult their physicians regarding potential hazards and risks associated with working in a medical, dental, or veterinary setting. Please get in touch with the Program Director for additional information regarding potential health risks.

If a student has any permanent or temporary medical concerns that may require an accommodation, students should contact the Office of Student Affairs at ADA@carrington.edu to request an accommodation.

Students with health conditions that might impede their ability to effectively participate in their program of study are encouraged to discuss the program, setting, and associated risks with their physician to make an informed decision regarding continuing to remain enrolled in the program despite exposure to potential health risks. If the student chooses to remain enrolled in their program of study, the Program Director will advise the students of the following:

- I. Any options available to the student to continue the program without inherent risk to their health condition.
- II. Any options available to reduce potential health risks.
- III. The option to take a leave of absence and the requirements needed to qualify for a leave of absence.
- IV. Notify the student of the risks associated with the program.
- V. The following risks will be identified and discussed:
 - i. Biohazards
 - ii. Teratogens
 - iii. Cytotoxic compounds
 - iv. Ionizing radiation
 - v. Anesthetic gases
 - vi. Hormonal agents
 - vii. Physical injuries
- vi. Discuss privacy issues with the student; assure the student that privacy will be maintained; however, personnel directly involved with clinical rotations or laboratories in which the student may be exposed to biohazards may need to be notified if the pregnancy requires a change or adaptation in the rotation or laboratory.

Students choosing to remain in the program are encouraged to use appropriate caution to reduce the risks to themselves and, in the case of pregnancy, the fetus, which may involve deferring participation in some activities. Students are encouraged to see the section of this handbook that discusses the Americans with Disabilities Act to request these accommodations. However, students must demonstrate all competency requirements to graduate from the program with or without accommodation.

Students may voluntarily take a leave of absence from the program if they are eligible. Students should contact the Program Director or Dean of Nursing to discuss their options. If the student chooses to withdraw from the program for an extended period, the student must complete the requirements of the reinstatement policy. The Leave of Absence and Reinstatement Policies are available in the Carrington College Academic Catalog.

DISCRIMINATION AND HARASSMENT

Carrington 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 (40 or older), 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 applicable state and local laws. Carrington will not tolerate, condone, or allow discrimination or harassment by fellow students, instructors, or staff. Refer to published statements regarding discrimination in the academic catalogs, available via <https://carrington.edu/catalog/>.

What Is Discrimination?

For purposes of this section, impermissible discrimination occurs when a person is treated less favorably based solely on the person's membership in one of the legally protected groups listed above. Impermissible discrimination involves taking detrimental action against a person that is not based on the person's abilities or merit but rather on the collective group to which the person belongs.

What Is Harassment?

Harassment is a form of discrimination. Harassment is unwelcome, offensive behavior based on one of the legally protected groups listed above and which is severe or pervasive enough to create an environment that a reasonable person would consider hostile. Examples of words or conduct that may constitute harassment that would violate this policy are:

- I. 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, e-mails, instant messages, etc.
- II. Display or circulate written materials or pictures that degrade a person or group based on protected status.
- III. 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.
- IV. Physical contact or verbal threats based upon the protected status of an individual or group.

Whom To Contact to Report

The Manager of Student Affairs is available as a resource to any student or other Carrington community member with a discrimination or harassment inquiry or complaint. The Manager of Student Affairs will have information about the College's non-discrimination policy, rules, and procedures (including confidentiality) and options for investigating and resolving complaints. Individuals with a discrimination or harassment inquiry or complaint may be more comfortable speaking with someone of the same gender. The person listed can assist in finding the help of the preferred gender.

TITLE IX COMPLIANCE

Carrington College complies with Title IX of the Higher Education Amendments of 1972 (hereafter referred to as Title IX), applicable provisions of the Code of Federal Regulations, and applicable state statutes that prohibit discrimination on the basis of sex in any educational program or activity Carrington College operates. This policy against discrimination extends to student admissions and employment. Carrington College also prohibits retaliation against an individual who reports, submits a complaint, or participates in reprot in any matter related to this anti-discrimination policy. Any inquiries about the application of Title IX rules may be addressed to the Title IX Coordinator identified below, the U.S. Department of Education's Assistant Secretary of the Office of Civil Rights, or both. 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. The Title IX Coordinator's contact information is listed below; questions about the application of Title IX and the school's compliance with it should be directed to this individual. If you wish to report sexual misconduct affecting the campus community, you should follow the grievance procedure outlined in the Sexual Harassment and Sexual Assault Prevention Policy and Appendix A, which may be found [here](#). Students and colleagues can also report instances of sexual misconduct affecting the campus community by e-mailing TitleIX@carrington.edu.

Leigha Bentz
Manager, Student Affairs
Title IX Coordinator
415-635-2862

Studentaffairs@carrington.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office of Civil Rights (OCR) – Headquarters
400 Maryland Avenue SW Washington DC 20202-1100

Customer Service Hotline:

Phone Number: 800.421.3481

TDD: 877.521.2172

Email: OCR@ed.gov Web: ed.gov/ocr

Regional Offices: ed.gov/about/offices/list/ocr

STUDENT COMPLAINT PROCEDURE

This policy outlines the pathways for investigating and addressing non-academic complaints and complaints not covered by another policy, including the Code of Conduct, to Carrington College from students about non-academic components of their experience at Carrington, including (by way of illustration only) such diverse topics as dissatisfaction with services provided or campus concerns.

The policy is designed to be flexible 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. Allegations made against other students may be referred to Code of Conduct proceedings based on the nature of the allegations. Due to student privacy, except for Title IX, the Complainant will not be informed of the outcome of the Code of Conduct proceedings. For more information on the Code of Conduct proceedings, please see page 14.

General non-academic student complaints should be addressed to the department administrator at which the complaint is directed. See the Code of Conduct in this handbook for complaints regarding other students. For complaints about discrimination and/or sexual harassment, students must follow the grievance procedure outlined in the Sexual Harassment and Sexual Assault Prevention Policy and Appendix A, which may be found at <https://carrington.edu>.

Terminology

The term "complaint administrator" is a Carrington College colleague or the Carrington-appointed representative responsible for conducting an investigation when a complaint is raised using the Informal Complaint Process. In most cases, students should first attempt to resolve their concerns with the individual(s) most directly connected to the student's complaint. If the student is not comfortable discussing the matter with the individual(s) most directly involved, the student may take their informal complaint to a liaison not directly involved, such as the local Campus Academic Dean, Dean of Student Services, or complaint administrator. Unlike formal complaint procedures, a student pursuing informal resolution of their complaint usually is not required to submit a written complaint to initiate the process. Under these informal procedures, the student may, at any time, elect to stop further action by withdrawing the complaint. However, withdrawing an informal complaint is subject to the confidentiality provisions noted below and the understanding that, depending on the nature of the allegations, Carrington may be obligated to investigate the complaint with or without the Complainant's involvement. Complaints addressed informally may not be investigated to the same degree as formal complaints. Mediation may be used to resolve the complaint informally, but not all complaints are appropriate for mediation. Adopting informal procedures for addressing complaints does not mean the institution does not take these complaints seriously. Informal procedures provide an alternative method for addressing complaints. The Complainant can also file a formal complaint as described below at any time.

FORMAL COMPLAINT AND GRIEVANCE PROCESS

If an informal procedure or direct conversation is not appropriate or does not yield a successful resolution, the student can file a formal complaint in the following manner:

When to File a Complaint

The student should file complaints promptly so Carrington College can address them contemporaneously. In most cases, Carrington College expects the student to come forward within 15 days of becoming aware of the concern or their last conversation in the informal process

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- I. The Complainant's name, student number, if applicable, address, e-mail address, and phone number.
- II. A complete description of the concern/issue, including date, location, and all individuals involved, including the person against whom the complaint is filed and/or witnesses.
- III. A description of what efforts, if any, have been made to resolve the issue informally, including individuals contacted by the student in the resolution attempt.
- IV. A statement of the resolution is requested.

If a student is hesitant or unwilling to file a complaint alleging discrimination, harassment (excluding certain incidents of misconduct covered by the Sexual Harassment and Sexual Assault Prevention Policy and Appendix A), or other unlawful conduct in writing, they are encouraged to discuss their concerns with the Campus Academic Dean or complaint administrator. Similarly, if a student feels that changes to academic or other situations are appropriate or necessary to preserve the student's safety or well-being as a result of the circumstances involved in a complaint, they are encouraged to request assistance from the Manager of Student Affairs by contacting

StudentAffairs@carrington.edu.

Where to File Complaint

The complaint should be filed with the Campus Director or their designee at the campus the student attends.

Online students should file a complaint with the Online Academic Dean. If the person holding one of these positions is the subject of the student complaint, the student can submit the complaint to the Manager of Student Affairs. They will determine the appropriate person to investigate. The written complaint can be submitted electronically, in person, or by mail.

Notice of Receipt

Upon receipt of the formal complaint, the Campus Director or complaint administrator should provide the Complainant with a written notice acknowledging its receipt (via e-mail and/or mail) and will review the complaint. The Campus Director or Complaint Administrator will then review the complaint.

Investigation

The Campus Director or Complaint Administrator will initiate an investigation. The extent and components of the investigation will vary depending on the allegations and circumstances.

For purposes of illustration, an investigation may include the following steps, as appropriate:

- Reviewing the Complainant's written complaint
- Gathering additional information or statements from the Complainant
- Gathering information from any witnesses or other people (for example, an instructor, staff, or other students) with potentially relevant information
- Reviewing relevant documentation and policies
- Obtaining a response or written statement and other information from the individual(s) who is/are the subject of the Complainant's complaint
- Attempting a resolution of the complaint between the student and the individual, if appropriate
- Assessing the information gathered and determining findings and proposed resolution for the Complainant

Complaints initiated through the formal process may be withdrawn in writing by the Complainant, subject to the confidentiality provisions noted below and with the understanding that, depending on the nature of the allegations, Carrington College may be obligated to investigate the complaint with or without the Complainant's involvement.

Findings and Notification

Upon completion of the investigation, the Campus Director will report the findings of the investigation and any proposed resolution to the Complainant. Carrington aims to conduct an appropriate investigation and promptly report back to the Complainant, usually within 45 days of receiving the complaint. The circumstances in particular cases may make a shorter or longer investigation necessary or appropriate.

Appeal

Within 10 business days of receiving the investigation finding, the Complainant may appeal to the Vice President of Operations or designee. The appeal form must be submitted stating a basis for the appeal. The basis on which a student may appeal is limited to:

- I. There is new evidence that was unavailable at the time of the original investigation that would affect the outcome of the original decision.
- II. There were procedural irregularities in the complaint process that affected the outcome.
- III. The proposed resolution was not reasonable based on the evidence compiled during the investigation.

Confidentiality

Carrington wishes to foster an environment where individuals can discuss concerns and file complaints. Carrington understands that complainants, witnesses, and others involved in the investigation process may be concerned about the confidentiality of sharing information. In some cases, however, Carrington may be obligated to act when it becomes aware of information relating to a complaint. 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 the processes described above, they will be considered to have filed a complaint with Carrington. While the confidentiality of information received, the privacy of individuals involved, and compliance with the Complainant's wishes or witnesses cannot be guaranteed. They will be respected to the extent possible and appropriate.

CAMPUS SAFETY AND SECURITY

Safer campuses can only be achieved through the cooperation of students, instructors, and staff. As members of this academic community, students must report crimes, suspicious activities, or other emergencies on campus to the appropriate college official (e.g., Campus Security or the chief location administrator). Students who witness or are victims of a crime affecting the Carrington community should immediately report the incident to local law enforcement and to the College. Carrington will investigate such crimes and, when appropriate, bring them to the attention of the conduct administrator and other College officials, including the Title IX Coordinator. Given the public concern about escalating incidents of school violence, the College will take appropriate administrative action to protect the community. Student behavior that causes campus safety or security concerns will typically be addressed pursuant to the Interim Suspension provisions of the Code of Conduct. Accordingly, immediate suspension and eventual expulsion may result for students who:

- Possess, sell or otherwise furnish a firearm
- Brandish a knife at another person
- Sell a controlled substance
- Possess an explosive
- Cause serious physical injury to another person, except in self-defense
- Possess any knife or other dangerous object of no reasonable use
- Unlawfully possess any controlled substance
- Commit robbery or extortion
- Commit assault or battery

Nothing in this policy should be construed as limiting or preventing the College's discretion to take other action, which, in the College's sole discretion, is necessary or advisable to promote campus safety and security.

Carrington takes seriously any threats made to cause harm to others or oneself. Threats to harm others will be handled through the Code of Conduct. They may involve an interim suspension and/or the engagement of law enforcement officials until conduct proceedings are completed. In the case of threats to harm oneself, the College may call local law enforcement officials or other persons acquainted with the person making the threat to check on that person's welfare. The College may also work with the person to determine available resources and appropriate next steps.

Emergency Closing

Carrington College reserves the right to alter its class schedule due to inclement weather, campus emergencies, or other unforeseen situations. Depending on the class schedule, instructional time missed due to unforeseen emergency closures may be held on Fridays, evenings, or weekends. In some circumstances, class schedules may be extended to compensate for any missed or missing days of instructional time. Students may contact the front desk with any questions regarding emergency campus closures.

INFECTIOUS DISEASE/RADIATION MANAGEMENT

Carrington College students may face situations that impose risks. These situations may include but are not limited to exposure to ionizing radiation, hazardous materials, blood-borne pathogens, and infectious diseases. In addition, several programs require students to be able to perform specific physical tasks, such as lifting up to 50 lbs. Students are encouraged to discuss any concerns with these requirements with their physician. Students requiring accommodations should consult the handbook section addressing the Americans with Disabilities Act. However, students must demonstrate all competency requirements to graduate from the program with or without accommodation.

Informed Consent

Throughout Carrington's health care programs, students 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." All instructors and students must accept the following responsibilities and follow these guidelines when involved in activities with human subjects.

Instructor Responsibilities:

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

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

- Inform the instructor of any medical condition or change in medical condition that would prevent safe participation in the activity.
- Immediately notify the student practitioner and instructor of any discomfort or adverse effect(s) caused by the activities.
- Immediately request that the instructor assist in the application of the activity if there is any concern about the skill or procedures used by the student practitioner.
- Immediately report any injury incurred because of the activity to the instructor.
- Individuals with specific health concerns are expected to inform and communicate with their physician to determine if the activity is appropriate.

Student Subject Responsibilities:

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

- Inform the instructor of any medical condition or change in medical condition that would prevent safe participation in the activity.
- Immediately notify the student practitioner and instructor of any discomfort or adverse effect(s) caused by the activities.
- Immediately request that the instructor assist in the application of the activity if there is any concern about the skill or procedures used by the student practitioner.
- Immediately report any injury incurred because of the activity to the instructor.
- Individuals with specific health concerns are expected to inform and communicate with their physician to determine if the activity is appropriate.

RABIES EXPOSURE AWARENESS

Students in programs where animals are used within the curriculum should know the possible exposure risks when working with live animals. While Carrington College takes every reasonable precaution to prevent exposure to animals with rabies, students must be aware of exposure to blood or other potentially infectious materials through activities involving live animals. In addition, students should be aware of other potential risks or complications, such as infection and vascular, tissue, or nerve injury, which may occur through interaction with live animals.

Carrington College encourages students to obtain rabies pre-exposure prophylaxis. Information for guidelines regarding rabies protection can be found on the CDC website (www.cdc.gov/rabies/index.html).

ANIMAL CARE AND USE

Carrington College strives to ensure that all animals used for teaching procedures on campus received the highest quality treatment and care. Each individual campus is in compliance with federal regulatory guidelines (Animal Welfare Act), appropriate state regulations, and AVMA stated policies for teaching institutions. The Institutional Animal Care and Use Committee (IACUC) is responsible for review and approval of activities related to the care and use of animals. The IACUC also reviews animal welfare concerns. Instances of non-compliance or public complaints about campus animal care or use will be addressed. Cruel or uncaring treatment of animals is expressly prohibited, and individuals engaging in this behavior may be subject to sanctions described in violations of Carrington's Code of Conduct. Information regarding the Student Code of Conduct can be found on page 14.



Appeal Request Form

- ✓ **This form must be completed by the student in its entirety.**
- ✓ **All appeal requests must be submitted within 10 days of receipt of the last response.**
- ✓ **Appeal requests must contain the original submission, and all responses received.**
- ✓ **The student must include all relevant evidence or documentation they would like reviewed.**
- ✓ **Incomplete forms will be returned to the student.**

Student Information

Student Name:

Student ID#:

Program:

Date:

Appeal Type

Please select the appropriate option below to indicate the type of appeal you are requesting.

Attendance:

Course(s):

Grade Appeal:

Course Name:

Assignment Name:

Code of Conduct:

Academic Integrity:

Complaint Resolution (please select the basis below):



Appeal Request Form

Summary of Appeal Request

Empty box for the Summary of Appeal Request.

Resolution Request

Empty box for the Resolution Request.