



# STUDENT HANDBOOK

## *2025-2026*

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## SECTION 1: STUDENT SERVICES

## NEW STUDENT ORIENTATION

All new students will be enrolled in a web-based, New Student Orientation course that must be completed prior to the start of your first course(s).

All new students at ground campuses will participate in a group orientation prior to their first day of class. Orientation provides you with a valuable opportunity to meet the campus staff and faculty who will be providing support and instruction to you during your time at the College. You'll also have the opportunity to meet other new students, receive valuable information and tips for success, and learn about available community resources. Orientation is also a great time to ask any additional questions you may have prior to your first day of class.

Orientation for most programs is held on the Friday before the start the following week. Campuses or programs with a different start schedule will hold orientation at some point in the week before the program start date. The specific date, time, and location of orientation will be provided to you during the admissions process. If you know in advance that you'll be unable to attend or unexpectedly find that you cannot attend, please contact your Enrollment Services Associate immediately.

## FILE STORAGE SYSTEM

Students will be provided with a Microsoft® OneDrive account to be used primarily for purposes related to your coursework. The data stored in your OneDrive account is password protected. Sharing your password could result in your data being compromised. You are ultimately responsible for the long-term retention of your data.

## PRIVACY

Please be aware that there is no guarantee of privacy when using the College's network and computer systems. While precautions are taken to protect student privacy and the integrity of their data, there is the possibility that others may inadvertently view email messages or data.

College employees may find it necessary to view electronic data while troubleshooting problems in the system. They may also be required by law to provide computer files to third parties (e.g., where electronically stored data is subpoenaed as evidence).

Further, the College reserves the right to review or monitor network traffic, email messages, files, or other data for legitimate purposes, including but not limited to:

- an emergency situation
- an investigation of suspected abuse or misconduct
- to remove material that may be illegal
- to remove material which violates College policies, rules, or regulations

The College will suspend a user's account if it is believed necessary to protect the integrity of the system, to curtail abuse, or for purposes of conducting an investigation.

## INFOZONE

### *Academic Information*

From InfoZone you can access your course schedule, attendance records, grades, student account statements, and financial aid information. You can also use InfoZone to download your unofficial transcripts.

### *Financial Aid*

Your financial aid information can be accessed through InfoZone. For more information, contact the Financial Services Department at your campus or [fshelp@carrington.edu](mailto:fshelp@carrington.edu).

### *Tuition, Billing, and Fees*

A billing account is created for every student upon enrollment. This account contains information such as tuition costs, fees, and the dates of any upcoming payments. You may access your billing account at any time through InfoZone.

### *Financial Services*

Services are available to assist all students with loan repayment options, deferments, debt management, and financial literacy. To learn more about these services or for assistance with your loans, contact the Financial Services Department at your campus or [fshelp@carrington.edu](mailto:fshelp@carrington.edu).

### *Email*

All new students are provided with a College email account, which may be accessed via InfoZone. Student email accounts are to be used for communicating with faculty, staff, and other students.

When using your student email account utilize best practices in communication including:

- Be polite and professional at all times
- Do not reveal personally identifiable information such as a Social Security Number, phone number, address, or the personal information of others
- Be aware that email is not considered private communication. System administrators have access to all electronic messages
- Do not use the network in such a way as to disrupt the use of the network by others

### *Learning Management System*

Accessible via InfoZone is the College's Learning Management System, where courses are held. This gives you the ability to stay connected to faculty and course materials beyond the classroom setting.

The Learning Management System provides access to a multitude of course components, which may include:

- Course syllabi and student learning outcomes
- Assignments and activities
- Presentations
- Drop boxes used for assignment submission
- Discussion boards

- Supplemental course materials
- Quizzes and exams
- Class updates and announcements
- Grades
- Surveys used to gather student feedback on the course experience

## STUDENT ADVISING

We provide assistance and support to students who experience academic or personal issues during the course of their education. It's important that you speak with someone as soon as possible so that you can get the support that you need. Staff are ready to assist you with developing a course of action designed to address your particular challenge.

## ACADEMIC SUPPORT

### *Academic Support*

Instructors are your first point of contact for support. Communication with your instructor is an important part of your success in class.

### *Instructor Office Hours*

Office hours are designated times when ground campus instructors are available to meet with students to discuss questions, provide guidance, and offer support. All ground campus instructors have office hours and contact information which is posted in the course syllabus. Students are encouraged to use this time to meet with their instructor for one-on-one tutoring, identifying suggestions for improving study techniques and habits.

### *Online Library Resources*

The College Library subscribes to many databases accessible to all students, instructors and staff. 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 instructors.

### *Tutoring*

Ground campus instructors are your first point of contact when requesting tutoring. To request tutoring, use your course syllabus to find contact information for your instructor as well as the times they are available.

### *Student Mentors & Peer Support*

Ground campuses have student mentors who are the second point of contact for tutoring services. In addition, we encourage you to get to know the people in your classes and form study groups. Ideally, study groups meet weekly, share notes, discuss key concepts, and study for exams together.

If you are interested in becoming a student mentor, please see your Program Director/Manager for more information.



### *Student Success Center*

Student Success Centers are spaces on campus where students can go to find additional resources and support. Students will find information related to their program of study as well as general information and guidance on student success strategies.

## PERSONAL RESOURCES

The College may provide assistance with transportation, childcare, counseling, food, utilities, and prevention programs. The Dean can connect students with these resources and provide referrals to appropriate outside agencies. Resources will vary by location.

## TRANSCRIPT REQUEST

Official transcript requests must be submitted to the College in writing or via Parchment.com with the accompanying fee. Processing can take up to 30 days.

## ENROLLMENT VERIFICATION

Students may request, in writing, verification of their enrollment. The request should be addressed to the Registrar's office by submitting an email to [registrar@carrington.edu](mailto:registrar@carrington.edu), and must include your name, address, phone number, and Student Identification Number. It should also contain a description of the information to be released, the reason(s) for release, and the location to which the verification should be sent.



## SECTION 2: POLICIES AND PROCEDURES



## STATEMENT OF STUDENT RIGHTS

Your rights as a student are protected by state and federal laws and by the policies, procedures, and regulations established by the College.

Specifically, the College recognizes the following rights of students:

- Freedom of access to higher education
- Freedom of classroom expression
- Confidentiality of educational records
- Participation in student affairs
- Procedural standards in disciplinary actions as outlined in the Student Code of Conduct and the Academic Integrity Policy, which is published in its entirety in the College Catalog

Likewise, all students are held accountable to all local, state, and federal laws and to the policies, procedures, and regulations established by the College.

## DISCRIMINATION

The College is committed to providing an education conducive to the personal and professional development of each individual and is committed to maintaining an academic environment free of unlawful discrimination and harassment based on race, religion, sex, disability, veteran status, sexual orientation, gender expression or identity, and any other legally protected characteristics, and complies with 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.

### *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.

### *Whom To Contact to Report*

Campus leadership is available as a resource to any student or other College community member with a discrimination or harassment inquiry or complaint. Campus leaders will have information about the College's non-discrimination policy, rules, and procedures (including confidentiality) and options for investigating and resolving complaints.

## HARASSMENT

The College is committed to providing an environment that is healthy, safe, and free from all forms of discrimination and unlawful harassment, in compliance with the provisions of the Civil Rights Act of 1991, the Fair Employment and Housing Act, Title IX of the Education Amendments of 1972, and other human rights and equal opportunity laws. The College policy strictly prohibits the harassment of any student, staff or faculty member, or visitor to the College. Harassment is any unwelcome or unwanted conduct that denigrates or shows hostility or an aversion toward another person on the basis of any characteristic protected by law. Harassment may be verbal,

visual or non-verbal, and/or physical. Examples of some of the forms of harassment include, but are not limited to, content that is racial, sexual, or personal in nature conveyed through graffiti, verbal statements, phone calls, emails, gestures, or other means as defined by law.

Any harassing conduct involving verbal or physical abuse, assault, battery, threats of violence (to include verbal harassment and intimidation) that threatens the safety or wellbeing of any visitor or member of the College community will not be tolerated. Disciplinary action will be taken promptly against any student or employee, supervisory or otherwise, who has been found to have engaged in harassing behavior. Students will be subject to the full range of disciplinary actions contained in the Student Code of Conduct, which range anywhere from suspension up to dismissal from the College, and may include legal prosecution when appropriate.

## STUDENT COMPLAINTS AND GRIEVANCES

The College has created policies and procedures designed to protect students and provide an educational environment that is free from discrimination and harassment. This policy outlines the pathways for resolving conflicts and addressing complaints that may arise during a student's educational experience. The following procedures serve as a method of communication between students and College administration and should be used to address conflicts that are not governed by another College policy or procedure (e.g., academic integrity, grade appeals, or conduct code violations).

### *Formal Complaint and Grievance Process*

#### **When to File a Complaint**

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

#### **How to File a Complaint**

Formal complaints must be submitted in writing and should include:

- The Complainant's name, student number (if applicable), address, email address, and phone number.
- 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.
- A description of what efforts, if any, have been made to resolve the issue informally, including individuals contacted in the resolution attempt.
- A statement of the resolution requested.

#### **Where to File a Complaint**

The complaint should be filed with the Campus Director/President, Dean of Student Affairs, or Academic Dean at the campus the student attends. The written complaint can be submitted electronically, in person, or by mail.

### ***Investigation Process***

The designated administrator will initiate an investigation. The extent and components of the investigation will vary depending on the allegations and circumstances. 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 witnesses or other people with potentially relevant information
- Reviewing relevant documentation and policies
- Obtaining a response or written statement from the individual(s) who is/are the subject of the complaint
- Attempting a resolution between the student and the individual, if appropriate
- Assessing the information gathered and determining findings and proposed resolution

### ***Timeframe***

The College aims to conduct an appropriate investigation and report back to the Complainant, usually within 21 calendar days of receiving the complaint. The circumstances in particular cases may make a shorter or longer investigation necessary or appropriate.

### ***Findings and Notification***

Upon completion of the investigation, the designated administrator will report the findings of the investigation and any proposed resolution to the Complainant.

### ***Appeal Process***

Within 7 calendar days of receiving the investigation findings, the Complainant may appeal to the designated senior administrator (Vice President of Operations, Campus President, or designee). The appeal must be submitted in writing stating the basis for the appeal. The basis on which a student may appeal is limited to:

- New evidence that was unavailable at the time of the original investigation that would affect the outcome
- Procedural irregularities in the complaint process that affected the outcome.

### ***Confidentiality***

Confidentiality will be maintained to the extent possible and consistent with the College's obligations in investigating complaints. While the confidentiality of information received, the privacy of individuals involved, and compliance with the Complainant's wishes cannot be guaranteed, they will be respected to the extent possible and appropriate.

### ***Questions and Additional Information***

Questions concerning this policy may be directed to the Dean of Student Affairs or Campus Director.

## CODE OF CONDUCT

### *Terminology*

"College premises" includes all land, buildings, facilities, and other property in possession of, owned, used, or controlled by the College (including parking lots, adjacent streets, and sidewalks).

"Complainant" means a person or a group that makes a formal complaint to the College about violations of the Code of Conduct.

"Member of the College community" includes students, instructors, or employees at the College, and any other individuals associated with the College. A Student Affairs representative shall determine a person's status in a particular situation.

"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.

"Student" is defined as prospective applicants, current students, including those who attend online, former students, and graduates of the College.

"Student Affairs representative" refers to the College's official authorized person(s) designated to investigate and/or impose sanctions upon respondents found to have violated the Code of Conduct.

"Respondent" is defined as the student who has allegedly violated the Code of Conduct.

### *Code of Conduct Violations*

The Code of Conduct applies to the behavior of any student 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.

This list is not all-inclusive but includes categories of misconduct defined by the College. Please be advised that any incidents of misconduct covered explicitly by another policy, (e.g., Sexual Harassment and Sexual Assault Prevention Policy or the Academic Integrity Policy) shall be governed under those terms and procedures.

### *Prohibited Conduct*

- Academic dishonesty: plagiarism, cheating, fabrication, or engaging in any other act of academic dishonesty as defined in the College's Academic Integrity Policy.
- Fraudulent behavior: dishonesty, forgery, alteration, or misuse of any official College document, or knowingly furnishing false information to the College, including hours for clinical or externship timesheets; misrepresentation of oneself to an organization as an agent of the College.
- Obscene conduct: engaging in profane, lewd, indecent, or obscene conduct or expression on College property or at any College-sponsored activity.

- Harassment: Engaging in unlawful harassment or discrimination based on protected characteristics protected by the law such as race, national origin, sex, sexual orientation, gender identity, gender expression, age, disability, religion, or pregnancy.
- Threatening Behavior: Endangering, threatening, or verbally harassing/intimidating any member of the college community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
- Trespass: unauthorized entry upon or use of College facilities.
- Theft: theft of College property or the personal property belonging to any member of the College community.
- Vandalism: unauthorized use, misuse, misappropriation, destruction, or damage of property, equipment or services belonging to the college or belonging to another person or other member of the College community.
- Robbery: causing or attempting to cause robbery, extortion, or gambling.
- Intoxicants: unlawful possession, use or sale of alcohol, recreation intoxicants or illegal drugs, as set forth in the Drug and Alcohol Abuse Prevention Policy.
- Physical assault: causing, attempting to cause, or threatening to cause physical or mental harm upon any member of the College community.
- Willful misconduct: engaging in any act of willful misconduct which obstructs, disrupts, or otherwise interferes with any College process, or which causes injury to any member of the College Community, or which damages or destroys College or others' personal property on campus.
- Harmful/Negligent Conduct: failure to follow classroom, clinical or lab practices that resulted in, or could result in, harm to other students, the patient, or other caregivers.
- Dangerous activities: possession or use of weapons or explosives in violation of the Violence Prevention Policy.
- Violation of law or College policies: any violation of federal, state, or local law and all published College policies, rules, and regulations.
- Aiding and Abetting: Aiding, abetting or inducing another to engage in behavior prohibited by the Code of Conduct The College reserves the right to take any necessary action(s) to protect the safety and well-being of the campus community and may impose disciplinary action(s) against any student found in violation of this code. Additionally, students who violate federal, state, and/or local laws may also be referred to the criminal justice system for prosecution.

## CODE OF CONDUCT DISCIPLINARY PROCESS

### *Sanctions*

The following disciplinary actions may be imposed, as warranted by the situation, for violation of the Student Code of Conduct.

### ***Verbal and/or Written Warning***

A verbal and/or written warning may be imposed when a student's conduct merits an official reprimand. The student will be warned that further misconduct may result in more severe disciplinary action.

***Restitution and Fines***

Students may be required to make payment to the College or to another specific person(s) or group(s) for damages incurred as a result of a violation of any provision of the Student Code of Conduct. Restitution fines may be demanded by the College in addition to any other penalty applied.

***Suspension***

Campus leadership, or designee, may immediately suspend a student when required to protect the safety of others and/or to ensure the maintenance of order. College personnel will assess the circumstances prompting the suspension and may interview the parties involved in order to arrive at a decision regarding the student's future with the College.

During suspension, the student is barred from College activities and premises. Suspension will not exceed fourteen (14) consecutive calendar days.

***Termination***

Termination is involuntary separation from the College. Notice of termination will appear on the student's academic history and transcript. The student will also be barred from College activities and premises.

***Appeal of Disciplinary Action***

A student may contest the College's decision to take disciplinary action(s) against them by submitting a written appeal within five (5) business days of the decision date. The recipient of the appeal has five (5) business days to respond. Sanctions remain in place during the appeal process.

Appeal of any sanction not resulting in termination will be overseen by the Dean and/or designee. The student will present evidence or testimony on their behalf and the Dean or designee will investigate any additional pertinent information needed to substantiate or deny the allegation. The decision of the Dean, or designee, is final.

Appeals related to termination will be heard by the Vice Provost of Instruction and Student Affairs, or designee. The Vice Provost's, or designee's, decision on the appeal is final.

## **ACADEMIC INTEGRITY**

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work and ethical conduct in all labs and clinical assignments. Violation of the Academic Integrity policy constitutes a violation of the College's Code of Conduct.

The list of prohibited conduct below is not all-inclusive; however, it constitutes the minimum basis for measuring academic integrity.



## *Prohibited Conduct*

Conduct prohibited by this policy consists of all forms of academic dishonesty, including, but not limited to:

### **Plagiarism**

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 of 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. Not providing sources for directly quoted or paraphrased material.

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.

### **Cheating**

Utilizing unauthorized outside resources of any nature on an exam, test, or quiz.

Violations of established testing environment policies.

### **Fabrication**

Creation of false data or unauthorized alteration of data in academic or clinical settings.

## *Plagiarism Prevention*

The College subscribes to an online plagiarism prevention system illustrating our commitment to academic integrity. Student work may be submitted to this system.

## *Academic Integrity Violations Process*

Any member of the College community may report a violation of the Academic Integrity Policy.

## *Sanctions*

### **Plagiarism**

#### **First Recorded Offense**

Students are assigned a grade of zero for the assignment. No partial grade will be given, and students cannot resubmit work for points. Student must complete a remediation assignment designed to support understanding of Academic Integrity best practices.

#### **Second Recorded Offense**

Students receive a failing grade for the course in which the second offense occurred. Students are precluded from withdrawing from the course. Student must complete a remediation assignment designed to support understanding of Academic Integrity best practices.

### **Third Recorded Offense**

Students are terminated from the College. Such students are precluded from withdrawing from the course(s) or the College to avoid termination.

### ***Cheating***

Students found in clear violation for cheating are subject to the following sanctions:

#### **First Recorded Offense**

Students receive a failing grade for the course in which the offense occurred. Students are precluded from withdrawing from the course once an accusation of cheating has been lodged by the instructor.

#### **Second Recorded Offense**

Students are terminated from the College. Such students are precluded from withdrawing from the course(s) or the College to avoid termination.

### ***Fabrication***

Students found in clear violation of fabrication are subject to the following sanctions:

#### **First Recorded Offense**

Students are terminated from the College. Such students are precluded from withdrawing from the course(s) or the College to avoid termination

### **Appeal**

A student may contest the College's decision to take disciplinary action(s) against them by submitting a written appeal within five (5) business days of the date the decision went into effect. The recipient of the appeal has five (5) business days to respond.

Any appeal will be overseen by the Dean and/or designee. The student will present evidence or testimony on their behalf, and the Dean or designee will investigate any additional pertinent information needed to substantiate or deny the allegation. The decision of the Dean, or designee, is final.

### **Additional Appeals Information**

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

Appeals related to termination will be heard by the Vice Provost or designee. The Vice Provost's, or designee's, decision on the appeal is final.

### **Questions About Academic Integrity**

Any questions about what constitutes an academic integrity violation should be discussed with your course instructor, Program Director, Dean, or appropriate academic administrator.

## PROFESSIONAL EXPECTATIONS

Students are expected to be well-groomed and dressed professionally while on campus or any time they are representing the College, such as during externship or clinical experiences.

Students must present a professional appearance consistent with the expectations for the career to which they aspire. With few exceptions (such as campus dress-down days, special events, etc.), students are required to wear the designated program uniform both in class and during off-site learning experiences.

### *Uniform Requirements*

A unique and important aspect of the educational experience at the College is the preparation students receive for entry into the workforce. One of the ways this is accomplished is through the expectation that students dress and conduct themselves professionally from their first day of classes.

### *General Uniform Guidelines*

- Only College-issued uniforms are to be worn during classroom activities, externships, and clinicals
- Uniforms should be clean and professional in appearance
- Plain shirts may be worn under the 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

### **Appropriate Use of Uniforms**

Uniforms are not to be worn to any event, activity, or function that is not directly related to the student's status at the College.

### **Student Identification Badges**

To preserve and maintain campus security, students are issued photo identification badges. These badges are considered part of every program uniform and must be worn at all times while on campus or at an externship/clinical site. To replace a lost or stolen ID badge, contact the Front Desk of your campus.

### **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 College uniform.

### **Headwear**

Hats, caps, or any other form of headwear may not be worn unless the item is part of approved program uniform requirements (exceptions may be made to accommodate religious headwear requirements).

### **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
- Artificial nails are prohibited

### **Piercings**

- Students may not display any visible body piercings (including tongue rings) other than one set of small earrings worn on the earlobes.
- Hoop or dangle earrings are prohibited.

### **Accessories**

- 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 externship/clinical sites unless approved through the accommodation process.

### **Program-Specific Requirements**

Many programs have additional dress and grooming requirements that students must adhere to. Program Directors/Managers can provide information on program-specific requirements.

### **Religious Accommodations**

The College understands that some of these standards may conflict with a student's sincerely held religious practice or belief. Students who are unable to comply with dress and/or grooming requirements for religious purposes should discuss the possibility of an accommodation with the appropriate College official as soon as reasonably possible. Unless the requested accommodation would pose an undue hardship or safety concern, the College will reasonably accommodate students' religious beliefs or practices.

### **Compliance**

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

## **EATING AND DRINKING**

College campuses offer limited food and drink services. Most campuses have vending machines in the Student Lounge or designated break area. Students are welcome to use the Student Lounge or break area before, between, and after classes.

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.

## SMOKING AND VAPING

### *Tobacco and Vape Free Environment*

In keeping with the 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.

## CELL PHONE USE

Students are expected to show respect for their fellow students and the faculty by silencing their phones and refraining from using them in class.

Should students need to utilize their cell phones while in class or at a site, they should communicate that to their instructor or supervisor, and they must step out of the classroom or wait until a scheduled break to utilize their phones. 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.

## ATTENDANCE

Regular class attendance is an important part of ensuring a successful college experience. To the extent possible, students should notify faculty of any planned or unplanned absences as soon as possible. In doing so, students will be able to keep abreast of any assignments or important information given on the day(s) of the absence.

College policy requires that students who are absent for fourteen (14) consecutive calendar days be terminated from their program. Students should also be aware that some academic programs have specific additional attendance requirements set by regulatory bodies. For more information, please see an academic administrator.

## GRADE APPEAL

Students may use the Grade Appeal Process to dispute a final grade received in a course. This process is limited to instances in which the student believes there has been (a) a mistake in the calculation of the grade; (b) demonstrable bias; or (c) gross negligence or misapplication of stated grading criteria. To appeal a grade:

1. The student must submit a written grade appeal describing the reason for the appeal to their instructor or designee, including any supporting documentation. This notification

- must be made within two (2) school days (M-F) after the last scheduled day of the course.
2. The faculty member will respond within two (2) school days of receipt of the appeal in writing. If the appeal lacks a specific assignment or does not have sufficient detail, the instructor or designee may request the student to resubmit with additional information.
  3. Students who remain unsatisfied with the results may submit a written appeal to the Dean or designee within two (2) school days of the instructor's response. The Dean or designee will confirm the completion of the investigation and respond in writing to the student within four (4) school days of receipt of the appeal.
  4. If the issue is not resolved with the Dean or designee, students may submit a written appeal to the office of the Vice Provost within two (2) school days of the response. The Vice Provost, or designee, will notify the student in writing of their decision, which is final, within two (2) school days.

## LATE ASSIGNMENTS

Failure to submit assignments on time may result in deduction of points on the final grade of the assignment. Refer to your Course Syllabus/Course Policies document(s), or College Catalog, for the course's late assignment/exam make-up policy.

If no policy is noted, the following policy may be upheld:

- 5 calendar days to complete the assignment, and a point deduction of 5% per calendar day (maximum of 5 calendar days) may 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.

Late submissions may not be accepted. 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.

## EXTRA CREDIT AND RESUBMISSIONS

All submissions are considered final, and resubmissions will only be submitted at the discretion of the instructor. The College does not offer extra credit points or assignments in any format.

## DISABILITY ACCOMMODATIONS

The 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. The College will make reasonable accommodations to afford students with disabilities equal access to college programs and services. The College completes a review of each student's request for accommodation to ensure the request can reasonably be met by the College. However, students must demonstrate all competency requirements to graduate from the program with or without reasonable accommodation.



Any student or applicant with a disability who requests a reasonable accommodation for a disability must:

1. Email [ADA@carrington.edu](mailto:ADA@carrington.edu) to begin the process.
2. Complete and submit the request form with supporting documentation.

Once documentation has been received and accommodations are approved, the student will receive an Accommodation Notification outlining approved accommodations and procedures. Accommodation is not retroactive. You should expect to apply for accommodations separately at any facility hosting externship or clinical rotations; the College does not determine accommodations at these sites.

Students should reach out directly to [ADA@carrington.edu](mailto:ADA@carrington.edu) if there are any questions or concerns regarding accommodation implementation.

## INFECTIOUS DISEASE AND RADIATION MANAGEMENT

### *Classroom Safety Advisory Notice*

#### *Informed Consent*

Throughout the College's programs, students perform or participate in demonstrations, interventions, and assessments (collectively known as "activities") on other students, instructors, and/or others. All people 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.

#### *Student and Human Subject Responsibilities*

Prior to participation and while engaging in an activity:

- 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.

## TITLE IX COMPLIANCE

### *Title IX Compliance and Notice of Nondiscrimination*

The College prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations. This prohibition extends to admission and employment practices. The College is committed to maintaining an educational and working environment free from sex discrimination and providing equal opportunities for all students and employees.

Students are not required to disclose medical or other physical conditions such as pregnancy. However, students are encouraged to notify Carrington College's Title IX Coordinator as soon as pregnancy is determined to ensure that students understand their rights, options, and any reasonable modification they may need.

The College complies with all pertinent titles and sections of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, and all other applicable federal, state, and local laws. The College does not discriminate on the basis of any characteristic protected by federal, state, or local law, ordinance, or regulation.

Any discriminatory action or concerns/questions about potential sex discrimination should be reported to a member of campus leadership and/or the Title IX Coordinator.

### *Additional Resources*

Inquiries about Title IX may be referred to the College's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

### *Complete Policy and Procedures*

The complete nondiscrimination policy and grievance procedures can be found on the College's website. These procedures outline the process for addressing complaints of sex discrimination, including sexual harassment and sexual violence.

## *Title IX Coordinators*

The Title IX Coordinator is responsible for coordinating the College's efforts to comply with its obligations under Title IX, including the investigation of complaints alleging sex discrimination.

### **Title IX Coordinator**

#### **Crystal VanderTuig**

8909 Folsom Blvd.

Sacramento, CA 95826

Phone: (559) 302-1802

[Crystal.VanderTuig@carrington.edu](mailto:Crystal.VanderTuig@carrington.edu)

### **Deputy Title IX Coordinator**

#### **Lea Marshall**

8909 Folsom Blvd.

Sacramento, CA 95826

Phone: (312) 287-4620

[LMarshall@carrington.edu](mailto:LMarshall@carrington.edu)

### **Deputy Title IX Coordinator**

#### **Jennifer Dean**

201 N. Bonita Ave., Suite 101

Tucson, AZ 85745

Phone: (559) 512-2399

[Jennifer.Dean@carrington.edu](mailto:Jennifer.Dean@carrington.edu)

### **Deputy Title IX Coordinator**

#### **Jerry Franksen**

8909 Folsom Blvd.

Sacramento, CA 95826

Phone: (559) 492-5866

[JerryF@carrington.edu](mailto:JerryF@carrington.edu)

### **Deputy Title IX Coordinator**

#### **Tracey Hernandez**

8909 Folsom Blvd.

Sacramento, CA 95826

Phone: (559) 214-1381

[Tracey.Hernandez@carrington.edu](mailto:Tracey.Hernandez@carrington.edu)

## **CHANGE OF STUDENT INFORMATION**

Any change in personal identification information (e.g., name, address, phone number, personal email address) must be reported immediately to the Registrar. The college is not responsible for any mail sent to the wrong address due to an incorrect address on file with the College.

Students should be aware that the name on their official college records and transcripts will reflect the name on their other official documents, such as their driver's license, Social Security card, or passport. Students may request that their name be changed by submitting documentation such as a court document reflecting the change (marriage certificate, divorce decree, or other) to the Registrar.



## SECTION 3: CAMPUS LIFE

## CAMPUS ACTIVITIES

In order to enhance the student experience, the College offers a variety of co-curricular and extracurricular programs such as student government, clubs, community service projects, and social activities. Examples of some of the activities and functions of various clubs and organizations include potlucks, charitable fundraisers, and participating in academic competitions. Participation in campus activities is strictly voluntary and activities vary from campus to campus. Please contact the Dean for further information on the activities available at your campus.

## STUDENT PARTICIPATION IN COLLEGE GOVERNANCE

It is the policy of the College to involve students in college governance. Examples of student participation in college governance include, but are not limited to:

- Participation in various campus and institutional surveys
- Involvement in campus clubs and organizations
- Participation in focus groups
- Attending campus-wide meetings with campus leadership and/or members of the College's Home Office
- Submitting ideas or recommendations for improvement to faculty and program/campus leadership
- Participating as a student representative on program-specific Advisory Boards
- Participation in program or institutional self-study processes

These mechanisms are available to assure that students' interests are well-represented and that their ideas and concerns are submitted to the appropriate decision-makers. Input provided through these mechanisms is given reasonable consideration in the College's decision-making and planning processes.

As a valued member of the College community, please avail yourself of every opportunity for participation in the governance process and partner with us to effect positive change and fulfill the College's mission.

## ASSOCIATED STUDENT BODY AND CLUBS

The Associated Student Body (ASB) is a student governing body of the College, and functions at many of the college locations. At campuses where the ASB organization exists, all students are members and are eligible to participate in all ASB functions and activities.

The ASB provides a way for students to become involved in the affairs of the College, where appropriate, by working in partnership with faculty and campus administrators. The mission of the ASB is "To develop an effective and efficient student government body that is alert to the responsibility of citizenship and to develop an organization which promotes high standards in scholarship, student activities, and academic ideology."

The ASB is responsible for communicating the ideas, interests, and concerns of the student body at large to faculty and campus administrators. The ASB works with students, faculty, and administrators regarding policies that affect the College and its programs, and are also

involved with campus-wide activities, fundraisers, social events, and community projects. Elections for student leadership positions in the ASB are held at each campus. In order to qualify for office, candidates must meet the following requirements:

- Possess and maintain a minimum cumulative GPA of 2.5 or higher; and
- Possess and maintain satisfactory citizenship

If you are interested in running for ASB office, please see a member of campus leadership for further information. Additionally, program-specific and special interest clubs are available for students to join. These types of clubs vary by location; please see the Dean for information about active clubs on campus or starting a club.

## STUDENT SURVEYS

The College is extremely interested in your experience as a student! As such, you'll be asked to participate in various surveys throughout the course of your education with the College. Student input gleaned from surveys is used to evaluate College policies and procedures and serves as a mechanism for providing valuable feedback to instructors on their performance from their students' perspectives.

Towards the end of each course, students take an end-of-course survey. Through these surveys you'll have the opportunity to provide candid feedback about the course and faculty. Survey results are not made available to faculty until final grades are posted. Other campus and institutional surveys will be given periodically to assess student satisfaction with their experience.

## GRADUATION CEREMONY

Graduation is an exciting time for your friends, family, and loved ones to gather in honor and celebration of your educational and personal accomplishments. Students will not want to miss out on being a part of the graduation ceremony.

Institutional graduation requirements for every academic program offered at the College are listed in the College Catalog.

Students will be notified via email and/or U.S. mail when they are eligible for graduation. The notification will include general information concerning graduation such as invitations, the cost of cap and gown, and the ceremony itself. Any specific questions regarding graduation may be directed to campus academic leadership.

## CAMPUS SAFETY

Students, instructors, and staff must work together to keep the campus safe. Students should report crimes, suspicious activities, or emergencies to Campus Security or college officials. Threats to harm others are handled through the Code of Conduct and/or local law enforcement. Threats to harm oneself may involve local law enforcement and support resources. The College may report incidents to local law enforcement.



### *Emergency Procedures*

In emergencies (natural disasters, bomb threats, etc.):

- Follow faculty/staff directions to the nearest exit
- Go to the designated gathering area
- Stay with your class for a head count
- Do not leave until authorized

### *Emergency Closures*

The College may change the class schedule due to weather or other emergencies. Students should contact the campus for updates.

## GUESTS ON CAMPUS

Guests are permitted on campus with specific prior authorization of the Campus Director. Guests are defined as individuals who are not currently enrolled in a College Program.

Students are responsible for their guests and must ensure that their guests obey all College regulations.

Any minor brought to the campus must be under the constant supervision of the responsible party. Students are prohibited from bringing minors to class, lab, clinical sessions, or the Student Success Center (SCC).

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. Guests are never allowed at any externship or clinical location.

## PARKING

Students may park in any campus parking lot spaces except those that are designated for:

- Guests/visitors
- Faculty and/or Staff
- Other companies that may share the campus parking lot
- A parking permit may be required at some campus locations.

## POSTING OF DISPLAYS

Students may post advertisements or displays on campus, provided that:

- The Campus Director/President or his/her designee has granted permission for the item to be posted (e.g., flyers, posters, advertisements, notices) for a pre-determined amount of time
- An English translation is provided (if the posting is in another language)
- The posting does not advertise alcohol, illegal drugs, smoking, or events that promote or are sponsored by these activities
- Any document that does not meet these guidelines will not be posted

Posting of displays will only be done by designated College staff. Posted items will be removed weekly or as determined by campus leadership.



## APPENDICES

## APPENDIX A: POLICY CONCERNING CAMPUS AUDIO, VIDEO, AND PHOTOGRAPHIC RECORDINGS

The College makes limited use of video surveillance systems on the campuses. These are primarily used for after-the-fact investigation of incidents or crimes committed on or around the campus and may also be used for other investigatory purposes. However, video surveillance is never used in areas where students would have an expectation of privacy, such as restrooms.

### *Purpose and Scope of Policy*

The College seeks to promote open communication among faculty, staff, and students, and to protect the integrity of classroom instruction and activities, clinical experiences, and externships. This policy governs all interactions on campus, including, but not limited to, classroom instruction, course materials presented by faculty, student presentations, and counseling sessions as well as off-campus student activities such as clinical instruction, clinical rotations, field trips, and externships.

The College adheres to California law related to wiretapping and two-party consent. Audio recording without consent of the other party is illegal. Faculty, staff, and students enjoy an expectation of privacy inside the College's campuses unless advanced consent to record is obtained from participants, or the campus has posted warnings advising that recordings are taking place.

### *Recording Policy*

Unless expressly allowed by the instructor and all participants, the College prohibits any recording (audio, video or photographic) of a class. . The recording may not be accessed or utilized by any other individual or replicated without the express permission of the instructor and all participants. Recordings shall not be posted to any form of digital/social media.

### *Accommodated Students*

For students who are permitted to make recordings of direct instruction as an approved disability accommodation, authorized recordings may be used only for the purpose of the student's study in the course and may not be replicated or shared with others on or off campus unless the instructor has given express permission to do so. Classes should not be recorded until the accommodation has been approved. Students needing a disability accommodation, including, but not limited to, the need to record a class session, should follow the Disability Accommodations policy.

### *Disciplinary Action*

Failure to adhere to this policy may result in the loss of recording privileges and subject the student to disciplinary actions pursuant to the College's Code of Conduct.

## APPENDIX B: COPYRIGHT POLICY

### *General Policy*

The College respects copyright laws and expects everyone to use copyrighted materials responsibly.

### *Copyright Basics*

- Copyright protection starts automatically when a work is created (e.g., writing a text or recording a song).
- Treat all works as copyrighted unless they are government documents or clearly in the public domain.
- The copyright holder (creator or rights holder) controls how the work is used and can charge fees.
- Assume all works are copyrighted, even if they don't have a copyright notice.
- Unauthorized copying or using copyrighted materials can lead to serious consequences for both the user and the College.

Contact a member of campus leadership if you're unsure about using copyrighted materials. The College prohibits using its computers or networks for unauthorized downloads or copies of copyrighted materials (e.g., movies, music).

Unauthorized use is considered misconduct and can lead to disciplinary action, including termination.

### *When to Seek Guidance*

Seek guidance from the College if you:

- Scan and post articles from online journals for students
- Copy worksheets or tests for students
- Use music or YouTube videos in presentations (unless for a class project and not for public or commercial use)

## APPENDIX C: 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 [cdc.gov/rabies/index.html](https://www.cdc.gov/rabies/index.html).

### *Animal Care and Use*

Carrington College strives to ensure that all animals used for teaching procedures on campus receive the highest quality treatment and care. Each campus complies 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 College's Student Code of Conduct.