



# Campus Student Handbook

*2024*

# campus

## Core Values

### **Student Success**

Our primary goal

### **Excellence**

Continually pursuing growth and improvement

### **Effective Communication**

Clear, honest and timely

### **Diversity**

Acknowledged, encouraged and celebrated

### **Teamwork**

Everyone contributing toward goals

### **Integrity**

Ethical, compassionate and fair

### **Competence**

Confident, knowledgeable and professional

### **Follow-through**

Always deliver on commitments

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## Welcome to Campus!

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Greetings!

Congratulations on your decision to attend Campus; you have made an excellent choice! Our vision for your time at Campus is one of a positive educational experience that includes personalized support and attention as you gain the skills, knowledge and confidence necessary for a good career. We applaud you for making this important investment in your future and see ourselves as your partner in turning your goals into reality!

We're looking forward to working with you to make this a worthwhile and rewarding experience.

*Michael Zimmerman, President  
Campus*

**campus**

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## Administrative and Support Services Directory

### Campus

5221 Madison Avenue  
Sacramento, CA 95841  
Main Number: (916) 339-1500  
Fax Number: (916) 339-0305  
[www.mticollege.edu](http://www.mticollege.edu)

### Email Address

#### Executive Committee

Michael Zimmerman	President	<a href="mailto:michael@campus.edu">michael@campus.edu</a>
Lawrence Richman	Campus Director	<a href="mailto:lawrence.richman@campus.edu">lawrence.richman@campus.edu</a>
Paula Perez	Chief Financial Officer	<a href="mailto:paula.perez@campus.edu">paula.perez@campus.edu</a>
Teri Dillon	Director of Education	<a href="mailto:teri.dillon@campus.edu">teri.dillon@campus.edu</a>

#### Admissions Department

Anita Pai	Director of Admissions	<a href="mailto:anita.pai@campus.edu">anita.pai@campus.edu</a>
Anthony Le	Admissions Advisor	<a href="mailto:anthony.le@campus.edu">anthony.le@campus.edu</a>
Rebecca Gilbert	Admissions Advisor	<a href="mailto:rebecca.gilbert@campus.edu">rebecca.gilbert@campus.edu</a>
Daniel Serrato	Admissions Advisor	<a href="mailto:daniel.serrato@campus.edu">daniel.serrato@campus.edu</a>
Kylie Panacek	Admissions Advisor	<a href="mailto:kylie.panacek@campus.edu">kylie.panacek@campus.edu</a>

#### Financial Aid Department

Kristina Chilton	Director of Financial Aid	<a href="mailto:kristina.chilton@campus.edu">kristina.chilton@campus.edu</a>
Karen Emch	Director of Student Accounts	<a href="mailto:karen.emch@campus.edu">karen.emch@campus.edu</a>

#### Business Office

Karen Fowler	Business Officer	<a href="mailto:karen.fowler@campus.edu">karen.fowler@campus.edu</a>
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#### Career Services Department

Michelle Davidson	Director of Career Services	<a href="mailto:michelle.davidson@campus.edu">michelle.davidson@campus.edu</a>
Alicia Garcia	Career Services Coordinator	<a href="mailto:agarcia@mticollege.edu">agarcia@mticollege.edu</a>

#### Community Outreach

Darlene Brooks	Community Outreach Developer	<a href="mailto:darlene.brooks@campus.edu">darlene.brooks@campus.edu</a>
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#### Technical Services Department

Tim Summers	Network Administrator	<a href="mailto:tim.summers@campus.edu">tim.summers@campus.edu</a>
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## Academics

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Kelly Denhart	Healthcare Department Chair	kelly.denhart@campus.edu
Teri Dillon	Director of Education/ BA2/GE/Math/Core/IT/Acct. Department Chair	teri.dillon@campus.edu
Gina Rallo-Williams	Paralegal Studies Department Chair	gina.rallo-williams@campus.edu
Nicole Montgomery	Director of Cosmetology	nicole.montgomery@campus.edu
Rebekah Serrato	Senior Student Support Coach	rebekah.serrato@campus.edu
Petetoria Arafiles	Student Support Coach	petetoria.arafiles@campus.edu
Megan Tran	Student Support Coach	megan.tran@campus.edu
Angela Pesce	Director of Student Support	angela.pesce@campus.edu

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**Attendance: If you are a Campus student and are unable to attend class, please contact your instructor.**

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### **On-Campus Emergency Contacts**

During the day:

	Phone
• Lawrence Richman, Campus Director	(916) 339-4371
• Michael Zimmerman, President	(916) 339-4360
• Campus Security	(916) 644-0442

During the evening:

• Campus Security	(916) 644-0442
• Lawrence Richman, Campus Director	(916) 339-4371
• Michael Zimmerman, President	(916) 339-4360

#### **Please Note:**

- Security personnel patrol the parking lot from 4:00 p.m. to 10:00 p.m. Monday through Friday and 8:00 a.m. to 4:00 p.m. Saturday and Sunday. In addition, late night patrols are conducted on a daily basis.
- Any of the emergency contacts can also be contacted through the front desk in the main building or by calling (916) 339-1500.

## Student Resource List

### Frequently Asked Questions

### Who Can Help?

<b>Academic Department</b>	
<ul style="list-style-type: none"> <li>• I have a question about my current or upcoming schedule.</li> <li>• Whom do I see for academic services?</li> <li>• Can I shorten or extend my graduation date?</li> <li>• Where do I get a signature for my attendance verification?</li> <li>• I'm interested in advancing to a 2<sup>nd</sup> year program.</li> <li>• Can I change my program?</li> <li>• Can I add or delete a class to my program?</li> <li>• Can I still get attendance credit for a class if I arrive late?</li> </ul>	<p><b>Director of student support:</b> Angela Pesce</p>
<ul style="list-style-type: none"> <li>• Whom do I contact if I can't make it to class?</li> </ul>	<p>Email your instructor.</p>
<ul style="list-style-type: none"> <li>• What if I forget my student ID number or password?</li> </ul>	<p>TSD</p>
<ul style="list-style-type: none"> <li>• Who can I talk to about the Test Pass Assurance (TPA) programs?</li> </ul>	<p>IT-related programs: IT Department Chair</p> <p>Healthcare-related programs: Healthcare Department Chair</p>
<ul style="list-style-type: none"> <li>• Help! I need tutoring or a study buddy!</li> </ul>	<p>Department Chair or Dean</p>
<ul style="list-style-type: none"> <li>• What do I do if I have a question or concern about my class?</li> </ul>	
<ul style="list-style-type: none"> <li>• When can I get into a math, English, or computer lab?</li> </ul>	
<b>Admissions Department / Student Accounts Department</b>	
<ul style="list-style-type: none"> <li>• Are there special services available to Veterans?</li> </ul>	<p><b>Admissions Director:</b> Anita Pai</p> <p><b>Student Accounts Coordinator:</b> Karen Emch</p>



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**Financial Aid Department**

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- Am I eligible for a grant or loan?
- I have questions about my grant or loan.
- When do I start repayments?
- Am I eligible for the Federal Work Study program?
- Do the grants go to the college or me?
- Are there special services available to Veterans?
  
- Where do I go for tuition breakdowns?
- Who handles payments for book, tuition, and registration fees?
- What is the status of my tuition payment schedule?

**Director:** Kristina Chilton

**Student Accounts:**  
Karen Emch

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**Business Office**

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- Where can I go to get information on textbooks?

**Business Officer:** Karen Fowler

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**Career Services Department**

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- Who do I see about finding a job once I graduate?
- Who do I see about finding a job while I'm in school?
- Who can help me with my resume and cover letter?
- Who can give me advice on interviewing techniques?
- Are Job Lines and Job Search Web Sites lists available?
- Where can I send my resume?

**Director:** Michelle Davidson

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**Other Resource Information:**

See Student Intranet, Campus website or the Informer for additional student resources and information

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- Where do I find information on Internships, job hunting tips or career fairs? Career Services
  
- Where do I find listings for part time jobs while I'm still enrolled? Part-time Job Board
  
- Is security on campus? Yes, on duty afternoons, evenings and on weekends

# 2023 Term Schedule & Holidays

Class Schedules Available	First Day of Term	Last Day of Term	Grades Available
12/7/2022	1/3/2023	2/10/2023	1/13/2023
2/1/2023	2/13/2023	3/24/2023	2/24/2023
3/15/2023	3/27/2023	5/12/2023	4/7/2023
5/3/2023	5/15/2023	6/23/2023	5/26/2023
6/14/2023	6/26/2023	8/4/2023	7/7/2023
7/26/2023	8/7/2023	9/15/2023	8/18/2023
9/6/2023	9/18/2023	10/27/2023	9/29/2023
10/18/2023	10/30/2023	12/15/2023	11/10/2023

## Holidays

Martin Luther King Day	January 16, 2023
Presidents' Day	February 20, 2023
Spring Break	April 3 – April 9, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
July 4 <sup>th</sup> Holiday	July 1-4, 2023
Labor Day	September 4, 2023
Veteran's Day	November 10 & 11, 2023
Thanksgiving Break	November 23-26, 2023
Christmas Break	December 18 - January 1, 2024
	*Classes resume January 2, 2024

## Campus Universal Outcomes

As a learner-centered institution, Campus is committed to preparing its students with the knowledge, skills, and confidence necessary for pursuing successful careers. While our programs are built around outcomes that are specific to the field of study, they also include outcomes that are more universal in nature—knowledge, skills, and confidence that apply to *all* students, regardless of their major. Campus graduates are expected to demonstrate proficiency in seven areas that are crucial to ensuring a satisfying and successful career.

- ***Graduates are proficient in written and verbal communication in their chosen field of study***

Graduates are able to communicate in the ways that count in their field; for example, System Engineers are able to document a network design in a way that will enable others to maintain the security and performance of the system. Paralegals are able to draft a brief or a memorandum. Medical Assistants can complete charts so that information is accurate and comprehensive. All Campus graduates are expected to communicate effectively in emails, face-to-face meetings, and other typical work situations.

- ***Campus graduates are able to solve problems that are characteristic of their profession***

The kinds of problems graduates encounter will vary from program to program. A Medical Assistant will face problems of getting information from people who can't or don't want to give it (like weighing a crying, squirming baby). A Technical Support Specialist may have to diagnose and solve a computer problem over the phone. It's not enough to have knowledge and skills. You have to know when and how to apply those skills to solve real problems in real work settings. Campus's graduates are expected to be able to solve real world problems.

- ***Campus graduates are proficient providers of internal and external customer service***

Dealing with customers in a way that produces a positive result is an important part of today's work world. It's a skill that's getting harder to find, and employers want to hire people who have that skill. Campus graduates can maintain a professional demeanor in difficult encounters and bring about a positive resolution to customer service problems.

- ***Campus graduates demonstrate responsibility and accountability for independent and group work products***

Employers want to know that you will come through, that you can get your work done with a minimum of supervision, and that the people you work with can count on you. Campus graduates are expected to be able to get the job done right, independently and as team members.

- ***Campus graduates are proficient in using the learning strategies necessary to keep current in their profession and become lifelong learners***

We are in what's called a knowledge economy; your value in the labor market will depend not only on what you know when you graduate, but also on how good you are at continually updating your knowledge and skills. Campus graduates are equipped to learn from all their experiences, whether in a course or on the job.

- ***Campus graduates are proficient at using the technology common to the current business environment to improve individual and organizational performance***

Whether you are entering a field that is considered technology-oriented or not, you will need to use technology in your work. Whether you create a database for a law office, or take over management of a website for a school district, your achievement of this outcome will enable you to demonstrate that your technological skill is an asset you bring to any job. Campus graduates are expected to use technology to improve their work and their organizations.

- ***Campus graduates demonstrate behavior that reflects confidence, competence, and professionalism***

Employers want to hire people they can count on. When you can demonstrate to an employer that you bring confidence, competence, and professionalism to your work, you will have an advantage over equally skilled and knowledgeable people who cannot provide evidence that they have these qualities. Campus graduates are expected to demonstrate the attitudes and habits that exemplify professionalism.

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## Class Schedules

### Schedules

At orientation you will receive your first Campus schedule. The schedule shows the classes, rooms, days, and times for your first set of classes. This schedule will be in effect for six weeks. Although we are on a 12-week quarter system, we also have classes that are six weeks in length. After the first six weeks you will view your new schedule on the student portal which will show both continuing and new classes. While the majority of classes follow the 6-week term schedule, portions of some programs (typically courses in the second year) will follow a schedule that is specifically tailored to the curriculum. Please refer to your class schedule for specific start dates.

Schedules are available during the fifth week of each term. Schedules may be viewed on the student portal <https://portal.mtfcn.app/>. If at any time you have questions regarding your schedule, see your dean or associate dean as soon as possible.

### Daily Schedule of Classes

AM Period	8:30 AM to 11:50 AM
PM Period	12:50 PM to 4:10 PM
LAB Period	4:20 p.m. to 5:50 p.m.
EVENING Period	6:00 p.m. to 9:30 p.m.

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## **Attendance Policy**

(Revised 2/2024)

Campus is committed to providing interesting and worthwhile class content to its students. Courses are built around specific learning outcomes that are tied directly to the knowledge and skills needed to succeed in your chosen field. Emphasis is placed on the achievement of these outcomes and on student proficiency.

Campus faculty strive to ensure that each class session is a valuable learning experience focused on helping students succeed. Campus measures student attendance in all online class sessions. Good attendance is a critical factor in accomplishing the outcomes in your program. Students are strongly encouraged to maintain good attendance in order to fully benefit from their courses and to successfully achieve all program outcomes.

### **Class Attendance Principles**

- Class attendance is recorded each class session.
- Students are responsible for catching up on any material or assignments they have missed.
- Students missing 50 percent or more of the class period will be marked absent.
- Students are expected to arrive on time and remain in class until the instructor dismisses them. Students arriving late or leaving before the instructor has dismissed them will have their attendance records marked as an 'early departure'.
- Students who are not in attendance for more than 14 consecutive days or who do not earn attendance in the first week of a new term may have their enrollment terminated.

### **Program-Specific Attendance Requirements**

- **Campus Scholars AA BA Program**
  - All Campus Scholars courses have a uniform active attendance policy. Active attendance is worth 10% of a student's grade in each course and class attendance is recorded every class session (lecture and TA discussion sections). Students who fail to attend, arrive late, or leave early will lose points for that class period.
  - In order to receive full attendance credit for a class period, students must participate fully in the class. This includes arriving on time, participating in class discussions, responding to in-class questions, prompts and polls, etc. Students who log into class but do not have their cameras on and/or do not fully participate will lose points for that class session.
- **Information Technology Courses and Programs**
  - Students who fail to attend the first session of a class may be dropped from the class.
  - Students who miss the entire first week of a class will be dropped from the class.
  - Students are required to maintain a minimum of 70 percent attendance in each of their classes. Please refer to the allowable absences chart below for how many class sessions this equates to. Exceeding the maximum allowed absences will result in being dropped from the class.
- **Medical Courses and Programs**
  - Students who fail to attend the first session of a class may be dropped from the class.
  - Students who miss the first and second sessions of a class will be dropped from the class.
  - Students who miss the entire first week of a class will be dropped from the class.

- For classes that meet once a week, the student cannot miss the first session. Missing the first session will result in being dropped from the class.
  - For clinical courses (MO171, MO181, and MO186), students who fail to attend the first session will be dropped from the course. Additionally, students are allowed a maximum of 3 absences in the class. Exceeding the 3 allowed absences will result in being dropped from the class.
  - For terminology of phlebotomy (PH050), students cannot miss the first day and are only allowed one absence. If the first day is missed or the one absence is exceeded, it will result in being dropped from the class.
  - For phlebotomy (PH100), students are only allowed one absence, on a non-lecture period. If a lecture period is missed or the one absence is exceeded, it will result in being dropped from the class.
  - Students are required to maintain a minimum of 70 percent attendance in each of their classes. Please refer to the allowable absences chart below for how many class sessions this equates to. Exceeding the maximum allowed absences will result in being dropped from the class.
- **Legal Courses and Programs**
    - Students who fail to attend the first session of a class may be dropped from the class.
    - Students who miss the entire first week of a class will be dropped from the class.
    - Students are expected to maintain a minimum of 80 percent attendance in their year 1 program to advance to the year 2 program.
    - For Legal year 2 courses, students are allowed a maximum of 2 absences in the class. Exceeding the 2 allowed absences will result in being dropped from the class.
    - Students are required to maintain a minimum of 70 percent attendance in each of their classes. Please refer to the allowable absences chart below for how many class sessions this equates to. Exceeding the maximum allowed absences will result in being dropped from the class.

**Chart of Allowable Absences**

<b># of Class Sessions</b>	<b>Maximum Allowable # of Absences</b>
<b>6 sessions .....</b>	<b>2</b>
<b>12 sessions.....</b>	<b>4</b>
<b>18 sessions.....</b>	<b>5</b>
<b>24 sessions.....</b>	<b>7</b>

**Program Attendance (Cumulative)**

- Program attendance for every student is measured cumulatively at the end of each term throughout the program.
- Students are expected to maintain a cumulative rate of attendance of 80 percent or better. Some programs may require higher attendance percentages for qualification.
- Only in cases where the student does not maintain compliance with Campus's Satisfactory Academic Progress policy will students be dropped for poor attendance.

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## Remote Learning

Many classes are presented in a remote learning format. It is important that students actively participate in a professional manner during course sessions. The following expectations are related to remote learning.

### Class Policies

- Respect the instructor and classmates by muting your voice connection while others are speaking.
- Webcam video may be required for class activities. Please dress appropriately and be aware of your visible environment.
- Within the class environment, please do not upload social media posts, graphics, or memes unrelated to class content.
- Attendance and participation online are based on consistent activity in text chats, voice participation, webcam video participation, and group channel participation for the full duration of the scheduled class time.
- Full participation during class sessions is required. Please schedule personal, household, and non-academic activities around your formal class time.
- All students are expected to conduct themselves in a professional manner and allow their peers to fully succeed in their class studies.

### Class Meeting Recordings

Class lessons may be recorded at the discretion of the instructor. Class meeting recordings are not obligatory and will not substitute for regular student attendance and participation. This is a notification to all students that the class session may be recorded and that their voice or video stream may be part of the recording. Recordings will be available only to students in the current class. Students may not record or transmit the information from the recordings to anyone outside of Campus.

## Student and Future Professional Dress Code

(Revised 3/2022)

### Policy:

Upon graduation, Campus's students and future professionals will enter a wide variety of work environments and must learn to dress and act accordingly. Current business and industry norms vary widely among professions. For example, the cosmetology work environment is very expressive and creative, the legal field is more formal and traditional, and the healthcare setting operates under specific guidelines to ensure the health and safety of its employees and patients. While on campus, students are expected to exercise good judgment and dress in clothing that is **neat, clean, modest, and non-offensive**.

Please note: Some programs may have additional limitations or requirements. You will be notified if additional dress guidelines apply to you and your program of study.



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## General Campus Dress Code

All clothing must be appropriate for school, clean, and free of stains and tears. Students must have good hygiene.

The following are considered unacceptable and not allowed on campus:

- Men – tank tops or sleeveless shirts.
- Exposed undergarments.
- Sleepwear or slippers.
- Offensive or gang-related tattoos and/or clothing.
- More than three small facial piercings.
- Gauged earrings larger than a dime.



**PLEASE NOTE:** Students are advised that visible tattoos on the hands, face or neck are detrimental to securing gainful employment.

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## Paul Mitchell Future Professional Dress Code

In addition to the General Campus Dress Code, the following dress code applies to Paul Mitchell future professionals:

These are the requirements and expectations of all future professionals as it relates to maintaining a Professional Image. All future professionals must adhere to the following professional dress code while in attendance, including student run team events. All future professionals are expected to arrive to school looking the part of an impeccable professional - hair, makeup and clothing included.

### Professional Attire

- Future professionals must wear black or gray in any combination.
- Phase Two future professionals may wear black, white and gray in any combination.
- Clothing must be clean, professional and free of odors.
- Shoes should be black/white, with a back strap (sandals), professional, practical, and comfortable.
  - Phase Two Future professionals MAY wear colored shoes
- All future professionals must wear their name tag and PMTS Campus provided lanyard while in attendance.
- Shorts, skirts and dresses must fall below the fingertips.
- Tights or leggings must be worn with skirts or dresses that fall below fingertips for all future professionals.
- Stylish hats, scarves, head wraps, beanies, baseball hats may not have any logo besides PM
- All clothes must be modest and well-fitting to portray a professional image.
- Rips in pants must fall at or below the knee



### Unprofessional Attire

- Sleeveless or tank tops, spaghetti straps, belly shirts.
- Smelling of marijuana, cigarette smoke or other offensive smells
- Visible logos other than Paul Mitchell
- Hooded tops/sweatshirts/ sweaters.
- Headphones, headgear/earphones are not permitted on the clinic floor or classrooms without a Dr note.

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- Sunglasses worn on the face or top of the head.
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## Medical Students Dress Code

When not in uniform Medical students will follow the General Campus Dress Code. After receiving their Campus-issued uniform, students are expected to wear their uniform to all medical classes except M0111. These guidelines follow the California Occupational Safety and Health Administration guidelines for students in allied health and apply to students while on campus as well as on externship assignment.

### Uniform

- All medical students must wear Royal uniforms with Logo, as approved by the school. Campus will issue two uniforms to all medical students and phlebotomy direct students will receive only one uniform. The uniforms must be pressed, clean and properly sized. Students may purchase additional sets of uniforms at their own cost.

**IMPORTANT:** Prior to receiving their uniform students are expected to follow the standard Campus dress code that applies to all students (see above). After receiving their uniform, students are expected to wear their uniform to all medical classes, including externship. Students must arrive for class in full uniform, complete with I.D. Badge. No student will be allowed in lab classes without regulation uniform. No exceptions will be made.



- A solid, white long-sleeve shirt may be worn under the uniform. No other outer garments may be worn with uniform.
- Shoes must be white leather or mock leather and closed toe. No other colors are allowed. Canvas shoes, platform shoes, clogs or any other shoes that do not appear like those of a nurse's uniform are prohibited. All parts of the shoe (including the tongue and laces) must be clean and well maintained. Shoes with color trim are not allowed. Logos or insignias on shoes must be smaller than a silver dollar. White socks or stockings must be worn at all times.

### Jewelry

- In order to perform vital signs, students should make every effort to wear an analog watch with a second hand.
- Students may wear a wedding band or ring and a maximum of two small earrings no larger than a quarter in the ear lobes only. Dangling and hoop earrings are not allowed. Jewelry for nose, eyebrow, cheek, lip, tongue, or other visible anatomical piercings MUST be removed when in uniform and during the externship period.
- Other jewelry is not permitted when wearing your uniform.

### Personal Hygiene

- Students must be fastidious in their personal hygiene.
- Heavy fragrances and other odor producing applications must not be used.
- Fingernails should be clean, neatly manicured and should not exceed finger length.
- Makeup should be used appropriately to fit a professional working environment.
- Bright or dark nail polish is not permitted. Light, neutral colors or French-tip manicures are permitted. Acrylic, fiberglass, or silk nails are unacceptable in the medical field or in school per OSHA regulations as of July 8, 2002.

### Hair, Make-Up and Tattoos

- All students must make sure that their hair is clean, neatly combed, and arranged in a simple, professional style, which is away from the face. Ponytails or braids for long hair are required.

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Hair color should be natural shades only. Fluorescent colors and their variations are not permitted.

- There will be NO hair covers allowed i.e. hats, bandanas, etc.
- Men must be clean shaven or have neatly trimmed mustaches and beards.
- Tattoos must be covered with appropriate clothing, make-up or Band-Aid-type material. All students with noticeable tattoos are strongly urged to make arrangements to have tattoos removed.

**Procedure:**

- An admission advisor must seek an appeal to admit a prospective student who has a tattoo on his/her hands, face or neck. The prospective student must be exceptional and meet all other enrollment criteria in order to be considered for an appeal.
- The admission advisor must consult the director of admissions who will interview the prospective student to determine if an appeal will occur. Should the director approve the appeal process, the advisor will begin circulating the appeal through the admissions committee.
- It is the responsibility of the director of admissions to notify the prospective student of the appeal and to advise the student that visible tattoos on the hands, face or neck are potential barriers to securing employment.

Please contact the director of education or campus director if you have any questions or would like clarification.

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## **Student Conduct and Academic Honesty**

(Revised 05/2022)

### **Policy:**

#### **Student Conduct**

Campus recognizes students as responsible and dedicated individuals who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves, during the education process, in the same manner as will be expected in all employment situations.

Campus reserves the right to suspend or permanently dismiss any student whose conduct:

- is found to be disruptive to the training environment within the classrooms or on campus.
- interferes with the well-being of fellow students and/or faculty and staff members within Campus or at any Campus-sponsored activity or facility.
  - With respect to physical altercations, fighting, or any unwanted physical contact with any individual on campus, Campus has a zero-tolerance policy. Students found in violation will have their enrollment terminated immediately.
- causes damage to the appearance or structure of Campus or equipment therein.
- displays conduct detrimental to his or her own academic progress or ultimate success in the field for which they are being educated.
- involves cheating or plagiarizing assignments/projects (this would mean the student is not following the Academic Honesty policy as outlined below).

#### **Academic Honesty**

Campus places great value and importance on academic honesty and expects all students to conform to the principles and standards of academic honesty as upheld by the college. Academic cheating and plagiarism are cause for formal discipline which could include being placed on academic probation; earning no higher than a “C” in the class; receiving a failing grade for the assignment and/or the class; and/or being dropped from the program. A student who is suspected of cheating or plagiarism will be reported immediately to the dean. The matter will be investigated and addressed by the dean and the department chair.

#### **Understanding Academic Honesty**

Academic dishonesty comes in many forms. If there are any questions regarding the academic honesty policy or an instructor’s expectations, it is the student’s responsibility to seek clarification immediately. Lack of understanding of the policy or an instructor’s expectations is not an excuse for breaching academic honesty. In addition, any observed incidents of cheating or academic dishonesty should be reported immediately to the dean.

#### **Plagiarism**

Plagiarism occurs when a writer intentionally or unintentionally presents the work of another person as his/her own without properly acknowledging the source. It is expected that each student will assume full responsibility for the content and integrity of his/her work. In other words, any work submitted by a student must represent his/her own research, thinking and writing. If a student has questions or is confused about any aspect of citation or avoiding plagiarism, he/she is strongly encouraged to ask the instructor for help.

#### **Cheating**

Cheating occurs when a student uses, or tries to use, materials, notes, study aids or other assistance to complete an assignment or exam without the authorization or approval of his/her instructor. This includes, but is not limited to exams, quizzes and assignments to be completed in class or on a take-home basis. Students are expected to complete all coursework and assessments on his/her own accord

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unless otherwise allowed by the instructor. In addition, students are not to acquire and/or use information about an exam or assignment that has been obtained improperly.

### **Illegal or Unauthorized Downloading or Use of Copyrighted Materials**

Under copyright law, it is illegal to download or share copyrighted materials without the permission of the copyright owner. In support of this law, illegal or unauthorized distribution of copyright-protected materials, including unauthorized peer-to-peer file sharing is prohibited on the campus. Peer-to-peer file sharing is the ability to download a computer file by accessing more than one computer at a time. Downloading parts of a file from many different computers on the internet generally allows a user to obtain a file in a shorter period of time than it would take to get the same file from a single location. While on the campus, an individual's actions when downloading or sharing files using the Campus network are traceable. Students or employees engaging in illegal or unauthorized downloading or use of copyrighted materials using the Campus network, including unauthorized peer-to-peer file sharing, will be subject to disciplinary action including warning, probation, suspension of accounts, and dismissal or termination from the college depending upon the nature and severity of the violation. Violators may also be subject to civil or criminal legal action. Please refer to the Unauthorized Distribution of Copyrighted Materials (Including Peer-to-Peer File Sharing) policy for complete details.

If the student believes the action taken against them as a result of the alleged violation of the Student Conduct or Academic Honesty policy, they may appeal this decision to the following parties:

- Student Code of Conduct violations – Dean of Students
- Academic Honesty violations – Director of Education

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## **Academic Freedom Policy**

(Revised 05/16/2019)

In order to support the integrity of the teaching-learning process, Campus values and maintains an environment where academic freedom exists for all faculty members.

Faculty members will be protected from censorship, restraint, or dismissal as a result of discussions, studies, investigations, presentations, or interpretations of the facts and ideas within their assigned curriculum.

Faculty members have the right and responsibility to determine methods of instruction, planning, and presentation of course materials and equitable methods of student assessment in their teaching assignments. Faculty members are expected to adhere to the institution's procedures for using approved curriculum, course outlines, materials, and resources.

Faculty members are responsible for creating an environment of respect for diverse opinions. While faculty have the right to present ideas and conclusions which they believe to be in accordance with available evidence, they also have the responsibility to acknowledge the existence of different opinions and to respect the right of others to hold those views. Faculty members will respect the student's right to differ in opinion in any classroom discussion of controversial issues pertinent to the course being taught, without penalty, retaliation, or reflection in grading.

Faculty members must clearly differentiate to students their opinions from the presentation of objective theories, facts, or ideas. In addition, faculty members must clearly differentiate the expression of personal opinion from the policy of the institution.

Academic freedom and academic responsibility are interdependent, and this policy is intended to protect the former and promote the latter.

### **Procedure:**

The Academic Freedom policy applies to all Campus instructors. The policy is printed in the Faculty Policy and Procedure Manual which is given to all new faculty members upon hire. In addition, it is reviewed as part of the Teach-the-Teacher orientation for new instructors. If questions arise regarding Academic Freedom, it is the instructor's responsibility to seek clarification.

The Academic Freedom policy is to be reviewed and updated on a periodic basis by the Academic Team (ATM). Any updates must be approved by the Executive Committee and the Board of Trustees prior to dissemination and implementation.

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## Grading System

(Revised 1/7/2021)

Grades are earned based on student academic achievement and performance. Grades earned for a course consist of a letter grade and a point value which is used to calculate a student's grade point average (GPA).

Course grades of 'A', 'B', 'C' and 'D' are considered passing grades. An 'F' grade is not considered a passing grade and units will not be earned; however, the grade will impact the student's GPA. In Pass/Not-Passed grading situations, 'Pass' and 'Not Passed' grades earn credit but are not included in the GPA calculation. The 'NC' designation is used for courses that take more than one term to complete. The first half of the course appears on the schedule with an 'NC' designation (which carries no point value), with the final grade being assigned upon completion of the second half of the course. The dean of students will assign an 'NT' designation to any course(s) and/or externship in a student's program that were not taken at the time of graduation. No point value will be assigned, and the designation will appear on the official transcript.

Many prerequisite courses require a grade of "C-" or better in order to progress to the next class. In addition, the paralegal studies program requires that students receive a "C-" or better in all of the courses in the program in order to successfully complete the program.

In special situations, the dean of students may exercise discretionary authority to recommend a student for a diploma provided the student has completed at least 85% of his or her program with a minimum cumulative GPA of 2.0. Further, the student must have completed all program-specific courses, not including test-preparation courses. Examples of program-specific courses include but are not limited to courses with codes beginning in A for accounting, BA for business administration, MO or MB for medical, IT or TS for information technology, LA for paralegal studies, and C for cosmetology or barbering. Recommendations are evaluated on a case-by-case basis and must be approved by the director of education.

Limitations:

- Students enrolled in an Associate in Arts (AA) degree program must take and pass the specified general education courses in order to earn their degree.
- Students must complete all core program-related courses, not including test-preparation courses, to be eligible for consideration.

Students are responsible for maintaining personal grade records. A copy of an official transcript may be requested in writing for a nominal fee. There is no fee for unofficial transcripts. The U.S. Family Education Rights and Privacy Act of 1974 (FERPA) is observed.

## Grading Scale

Grades entered on student records are based on the following levels of performance. Not all instructors assign +/- grades. Please refer to your course syllabus for the applicable grading scale. For more information regarding grades and restarts, please refer to the college catalog.

Grade	Percentage	Points	Description
A	93.00-100.00	4.00	Excellent
A-	90.00-92.99	3.67	
B+	87.00-89.99	3.33	
B	83.00-86.99	3.00	Above Average
B-	80.00-82.99	2.67	
C+	77.00-79.99	2.33	
C	73.00-76.99	2.00	Average
C-	70.00-72.99	1.67	
D+	67.00-69.99	1.33	
D	63.00-66.99	1.00	Below Average
D-	60.00-62.99	.67	
F	0.00-59.99	0.00	A student who fails to complete course work successfully during a class will receive a grade of "F" if the instructor feels that there is too much work missing or the submitted work is substandard. If a student elects to drop a class after attending into the third week of class, the student will be given an "F" for the class. An F grade earns 0 units and will be included in the student's GPA calculation.
W	A "W" grade is assigned when a student is dropped from class during the first two weeks. The student can retake the class on a space-available basis without being charged.		
WV	Applies to keyboarding classes and is only to be used in situations where student is attending regularly and physically unable to meet the keyboarding requirement. Student will accrue units but no grade points.		
CR	Credit from prior education when there is a Campus-equivalent course. Transcripts must be approved by the director of education. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied.		
CCE	Credit from prior education when there is no Campus-equivalent course. This primarily applies to general education transfer credits that fulfill a GE category requirement. Transcripts must be approved by the director of education. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied. CCE is also used for Advanced Placement (AP) exam credit. An official AP score report from the College Board must be approved by the Admissions office. [ref: Transfer Credit policy]		
NC	The 'NC' designation is used for courses that take more than one term to complete. The first half of the course appears on the schedule with an 'NC' designation (which carries no point value), with the final grade being assigned upon completion of the second half of the course.		
NT	The dean of students will assign an "NT" designation to any course(s) and/or externship in a student's program that were not taken at the time of graduation. No point value will be assigned, and the designation will appear on the official transcript.		
Pass/ Not Passed	'Pass' and 'Not Passed' grades earn credit but are not included in the GPA calculation.		



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**Summary of Credits Attempted, Credits Completed and Grade Point Average –**

[reference: Satisfactory Academic Progress policy]

	Credit Attempted	Credit Completed	GPA
Earned grades (A-D)	Yes	Yes	Yes
Earned grades (F)	Yes	No	Yes
Withdrawal (W)	No	No	No
Waiver (WV)	Yes	Yes	No
Credit from Prior Education (CR) Used for transfer credits or successful course challenges where there is a Campus-equivalent course.	No	No	No
Course Category Equivalent (CCE) Used for transfer credits where this is no Campus-equivalent course, or for credit from Advanced Placement (AP) exams.	No	No	No
Not Complete (NC)	No	No	No
Not Taken (NT)	No	No	No
Pass/No Pass	Yes	Yes	No
Class Restart	Yes	Yes	Yes

**Failing Grades and Restarts****Failing Grades**

Any student who fails to complete coursework successfully during a class will receive a grade of 'F' if the instructor feels that there is too much work missing or the submitted work is substandard. A student has the option to drop a class and retake it if he/she is making unsatisfactory progress. If a student elects to drop a class after attending into the third week of class, the student will be given an "F" for the class.

**Grade Challenges**

Should a student disagree with the grade received for a particular course, the student will have a maximum of one (1) term – or six (6) weeks to submit a formal challenge to the course instructor for a change of grade. Any change of grade must be approved by the department chair and director of education.

**Coursework Deadline Extension**

An instructor may grant an extension for submission of work not to exceed one (1) week past the required submission of grades for that term.

**Class Restart**

In order to use a free restart, a student must earn a grade for the class – even if the grade is an 'F'. If a student elects to drop a class after attending into the third week of class, the student is given an "F" for the class and may use one of his/her free restarts to re-take the class at no charge. Restart will affect GPA, hours completed, and hours attempted. If a student repeats a course in order to get a higher grade, only the higher grade will be used in the computation of GPA. Credits attempted and credits completed will accumulate each time the student takes the class.

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## **Class Restart Policy**

Revised 2/16/2022

Students should make every effort to successfully complete each class in their programs in order to meet graduation requirements. However, circumstances may occasionally occur that make it necessary for a student to restart a class. While restarting a class is an option, it is one that should be pursued only after other alternatives have been explored with the dean of students, as restarting a class will likely extend the student's graduation date.

- Students enrolled in a diploma program will be allowed two free restarts with no more than five total restarts, and degree students will be allowed two free restarts and no more than five total restarts within each year of their programs. Under special circumstances, a student that has attempted their maximum number of restarts may appeal to allow them the opportunity for additional restarts.
- Students who have already used their two free restart options will be required to pay for any additional restart based on current school policy.

No more than two restarts will be accepted for a single class. If a passing grade cannot be achieved after taking the class three times, a failing grade will remain in place. This may jeopardize program completion if the respective course serves as a prerequisite class.

- Students who drop from school and return under the school restart policy are not allowed additional free class restarts. They will have the same number of restarts available to them as they had at the time of their drop. Students that re-enroll in Campus in a substantially different academic program will be provided the maximum number of restarts.
- In order to use a free restart, a student needs to earn a grade for the class – even if the grade is an 'F'. If a student elects to drop a class after attending into the third week of class, the student is given an "F" for the class and may use one of his/her free restarts to retake the class at no charge.
- If a student is dropped with a 'W' (withdrawal) during the first two weeks of a class, the student can retake the class without being charged. The class is not considered one of the student's free restarts, and the grade does not count toward his/her GPA. 'W' grades do not appear on the transcript but do show up on the grade report.
- MA+ students may restart their phlebotomy class. They will need to pay for the materials needed for the class. Phlebotomy direct students have one opportunity to retake their phlebotomy course, if there is room in the class. They will need to pay for the materials needed for the class.

All class restarts are scheduled on a space-available basis, with priority being given to students who are taking the class for the first time. Students are responsible for purchasing any books and materials that were not included in the original class. The student must see the Financial Aid Office if there are any costs associated with the restart.

Please note: Class restarts do not apply for externship assignments. Please refer any questions to the department chair.

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## Transfer of Credit

### Policy:

#### Transfer of Credit from Other Institutions

Campus's mission dictates that graduates entering the workforce should be fully prepared with the knowledge, skills, and confidence necessary to support their success. One way that Campus strives to ensure each individual student's success both in the classroom and on the job is by being an outcomes-based institution. This means that in order to receive Campus credit, students must demonstrate that they can perform the outcomes or skills associated with the Campus class.

In many cases, completion of a comparable class at an accredited institution is sufficient to demonstrate these skills. Thus, it is the policy of Campus to accept comparable credit hours earned in courses taken at accredited institutions provided that a grade of 2.0 (C) or above was earned. *Special conditions apply to program-specific classes, General Education classes, and skills-focused first-year classes. Credit for these courses will be considered on a case-by-case basis and must be approved by the department chair.*

The college reserves the right to accept or reject any or all credit hours earned at other collegiate institutions. Transfer credit hours that are more than 10 years old generally are not accepted. Students may not transfer credit for courses taken at another institution and also receive credit for the same course taken at Campus.

The number of credits transferred to the college for a degree program may not exceed 50% of the program's total credit hour content. *Note:* Students with a college degree (Associates in Arts or Associates in Science, or higher) or substantial college credit may be eligible to bypass the first year of the degree program, even in cases where credits exceed 50% of the program's total credit hours. For a diploma program, typically no more than 15 credit hours may be accepted as transfer credits. Transfer credits must be directly applicable to courses required in the Campus program.

Because the academic calendar is based on the quarter system, the conversion of clock hours to credit hours is 10 clock hours of lecture or 30 clock hours of lab for every hour of credit. Unless indicated otherwise, the college uses the Carnegie system for measurement of academic credit.

Transfer credits will be applied toward meeting graduation requirements and will be used in determining satisfactory progress, maximum program length, and eligibility for financial aid funds. To be considered, transcripts must be presented at the time of enrollment or within the first two weeks of the class to which the credit will be applied (please refer to the Program Change policy).

#### Transfer of Credit to Other Institutions

The transfer of credit from Campus to another college is entirely up to the receiving college. Campus does not guarantee or promote that any of its credits will be accepted by another postsecondary institution.

## Credit from Advanced Placement (AP) Exams

Students who have completed College Board Advanced Placement (AP) exams with scores of 3, 4 or 5 may receive credit for Campus courses as noted in the table below. The student will receive Course Category Equivalent credit (CCE) which appears on the student's transcript. Units are not counted as credits attempted or credits completed, and are not included in the grade point average (GPA) calculation.

General Education Credit	Advanced Placement (AP) Exam	Required Score
Communications	AP English Language and Composition AP English Literature and Composition	4 or 5
Humanities	AP Comparative Government and Politics AP United States Government and Politics AP Psychology AP Macroeconomics AP Microeconomics	3, 4, or 5
Social Science	AP European History AP Human Geography AP United States History AP World History AP Chinese Language and Culture AP French Language and Culture AP German Language and Culture AP Italian Language and Culture AP Japanese Language and Culture AP Latin AP Spanish Language and Culture AP Spanish Literature and Culture	3, 4, or 5
Natural Science	AP Biology AP Chemistry AP Environmental Science AP Physics C: Electricity and Magnetism AP Physics C: Mechanics AP Physics 1: Algebra- Based AP Physics 2: Algebra-Based	3, 4, or 5
Computation	AP Calculus AB AP Calculus BC AP Statistics	3, 4, or 5

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## Satisfactory Academic Progress

(Revised 2/2022)

### Objective

The primary objective of the programs at Campus is to qualify students for employment in the fields of law, information technology, business, healthcare, and cosmetology. Campus pledges to provide additional time to students if such time is needed to reach skill levels prescribed by the program's stated outcome. However, a student who has little or no hope of mastering employable primary skills within the allowable time period will not be allowed to continue. Therefore, the institution maintains a Satisfactory Academic Progress (SAP) policy. Satisfactory academic progress applies to all certificate, diploma, and degree program students, whether or not they receive federal financial aid.

### Minimum Requirements

Satisfactory academic progress is comprised of qualitative and quantitative measurements. While students are expected to maintain these standards, exceptions may be made as a result of extenuating circumstances. Students not meeting SAP standards, or granted an appeal, may be dropped from their program and/or lose eligibility for Title IV aid.

- **Qualitative measurement (GPA):** Student must maintain a minimum cumulative grade point average (GPA) of 2.0.
- **Quantitative measurement (Pace):** Student must be on pace to complete his/her program within 150% of the published program length (maximum graduation date).

### Qualitative Measure (GPA)

At the end of each grading cycle the dean verifies the GPA for all students to determine whether they are maintaining a minimum 2.0 GPA. An F grade is not considered passing and will not earn credit. Non-credit and remedial courses are not included in the computation of credits earned or GPA. If a student repeats a course in order to get a higher grade, only the higher grade will be used in the computation of GPA. Credits attempted and credits completed will accumulate each time the student takes the class. Transfer and challenge credits will be applied toward meeting graduation requirements and will be used in determining satisfactory progress, maximum program length, and eligibility for financial aid funds.

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## Summary of Credits Attempted, Credits Completed and Grade Point Average

[reference: Grading System policy]

	Credit Attempted	Credit Completed	GPA
Earned grades (A-D)	Yes	Yes	Yes
Earned grades (F)	Yes	No	Yes
Withdrawal (W)	No	No	No
Waiver (WV)	Yes	Yes	No
Credit from Prior Education (CR) Used for transfer credits or successful course challenges where there is a Campus-equivalent course.	No	No	No
Course Category Equivalent (CCE) Used for transfer credits where this is no Campus-equivalent course, or for credit from Advanced Placement (AP) exams.	No	No	No
Not Complete (NC)	No	No	No
Not Taken (NT)	No	No	No
Pass/No Pass	Yes	Yes	No
Class Restart	Yes	Yes	Yes

### Quantitative Measure (Pace)

Students who are scheduled for a full course load based on the established program template and who successfully complete all units attempted within each term can expect to complete their program within the published program length. However, students who successfully complete less than the scheduled number of units in any given term will experience a delay in their graduation date. In general, students who are scheduled for a full course load and successfully complete a minimum of 67% (two thirds) of units attempted can expect to complete their program within the maximum timeframe as long as they successfully complete any rescheduled courses within subsequent terms.

Students who are consistently scheduled for 67% (two thirds) of the established course load, based on the program template, must successfully complete all units attempted in order to complete their program within the maximum timeframe allowed. The dean will inform the student about the impact a partial schedule will have on his/her graduation date and will remind the student that the length of his/her program cannot exceed 150% of the published program length.

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## **Canceling Enrollment**

(Revised 7/2015)

### **Prior to Starting Class:**

If a student is not accepted into the college, the enrollment agreement will be cancelled and the college will refund all money paid within thirty days. A student may cancel the enrollment agreement at any time prior to starting school and any tuition paid will be refunded in full.

If a student is accepted into the college and subsequently cancels, the enrollment agreement will be cancelled and the college will refund all money paid within thirty days, less the \$50 registration fee.

### **After Starting Class:**

The institution provides to all students the right to cancel the enrollment agreement and obtain a refund of tuition charges paid through the second class period the student attends, or the 14th day after the student signs the enrollment agreement, whichever is later. The student is responsible for book charges unless he/she returns the books in re-saleable condition.

## **Withdrawal and Refund Policies**

(Revised 8/2015)

Students who are awarded Federal Title IV Financial Aid are subject to the provisions of the Return of Title IV Funds policy as well as the Institutional Refund Policy. A Return of Title IV Funds calculation is determined first, followed by an institutional refund calculation.

### **Return of Title IV Funds Policy**

Tuition charges and refunds made are determined based on the stipulations of this regulation, as outlined in the Higher Education Act of 1965, as amended.

The school must determine what percentage of the current payment period a student has completed, based on institutional records. If it is determined that aid has been unearned, Federal Financial Aid must be returned to the originating source based upon the unearned percentage. A portion of unearned aid may be the responsibility of the college and a portion may be the responsibility of the student. If it is determined that the student owes a Title IV refund, Campus will notify the student in writing with appropriate instructions. After 60% of the student's payment period has passed, all tuition charged for the payment period, and all Title IV aid disbursed, is considered earned.

### **Institutional Refund Policy**

For students enrolling utilizing an official Campus Enrollment Agreement, the following institutional refund policy applies:

When a student withdraws from a program, tuition charges are calculated using the student's Last Date of Attendance (LDA) based on institutional records. Tuition charges are computed on the basis of weeks attended versus the published length of the program as indicated on the student's enrollment agreement. If a student withdraws after completing 75 percent or less of length of the program shown on the agreement, the unused portion of the tuition will be refunded. If a student completes more than 75 percent of the program, no refund will be due. Additionally, an account reconciliation fee equivalent to 5% of program tuition may be applied. If the amount that a student owes is greater than the amount that he/she has paid, then it is the student's responsibility to make arrangements with the Student Accounts department to pay the outstanding balance. If the amount that the student has paid is greater than the amount owed, a refund will be made.

Programs will receive such funds in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans

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4. Federal Pell Program
  5. Federal SEOG Program
  6. Cal Grant
  7. Cash payment made on students' behalf
  8. Arnold E. Zimmerman Scholarship Program

Important notes regarding the Campus refund policy:

- The registration fee is a one-time, nonrefundable charge.
- Campus follows federal guidelines regarding the disbursement of financial aid for which a student is eligible. Certain financial aid funds received after a student's LDA may be retained by the school to apply against any outstanding balance.
- A student may have outstanding charges due after the calculation of the Return to Title IV Funds calculations. The student agrees that any monies owed to the school are payable within 30 days.
- If any funds could have been disbursed but were not disbursed by the student's LDA, the student could be eligible for Post-Withdrawal disbursement to cover any outstanding tuition balance.
- Students who attend with the assistance of Title IV aid will have any refunds made directly to the funding sources in which they participated.
- For Cal Grant recipients: Any funds remaining subsequent to a "Return to Federal Funds" refund, will be sent to the California Student Aid Commission.
- Prorated student charges, plus the account reconciliation fee, will not exceed the "Total Charges" as outlined on the front of the student's enrollment agreement.

## **Readmission/Restart Policy**

(Revised 12/2021)

Should a student drop from Campus and wish to return at a later date to complete a program, a written request for readmission must be submitted to the director of admissions. If the request is approved, the student is responsible for any increases in tuition or book charges in effect at the time of his or her return. Tuition payments made in the original enrollment period will be credited toward that charge.

Appeals may be approved, approved with conditions, or denied.

- If the appeal is denied, the DOA sends the student a letter advising him/her of school's decision.
- If the appeal is approved and the student is not applying for financial aid, the financial aid staff determines the charges for the student as appropriate. The admissions department contacts the student to schedule an enrollment interview to complete the enrollment paperwork and pay the \$50 registration fee. (Veterans are exempt from paying the restart fee). Upon completion of the enrollment process, the student's administrative file is given to the appropriate staff member for entry into CampusNexus.
- If the appeal is approved and the student is applying for financial aid, the DOA informs the student of the approval and sets an appointment for the student to complete his/her FAFSA if there is not already one on file.
- Students are not allowed additional free class restarts. They will have the same number of restarts available to them as they had at the time of their drop (see Class Restart policy). Students that re-enroll in Campus in a substantially different academic program will be provided the maximum number of restarts.
- Students who are approved to re-enroll in the same or similar program will have their status in that program evaluated based on their overall GPA for that program.



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## Student Rights Under the Family Educational Rights and Privacy Act

(Revised 12/2017)

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Campus receives a request for access.

A student must submit to the dean a written request that identifies the record(s) the student wishes to inspect. The dean or another appropriate school official will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Campus to amend a record must submit a written request to the dean clearly identifying the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and of the student's right to appeal.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. A form to provide written consent may be obtained from the dean.

Under FERPA, Campus may disclose information from a student's education records without the student's prior written consent when the disclosure is to school officials with legitimate educational interests. A school official typically includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service or function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. In addition, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

Campus also may disclose a student's PII without consent and without violating the FERPA rules when such information is considered "directory information", unless the student has restricted access to their personal information. The following items are considered directory information for this purpose: student name, email address, address, telephone number, program and curriculum, enrollment status (e.g. actively attending), dates of attendance, participation in officially recognized activities, photography, receipt of diploma or degree, and academic awards received.

While attending, students may request to restrict the release of their directory information except to College officials with a legitimate educational interest. In order to restrict all information, a signed and dated request must be made in writing to the dean. The form may be obtained from the dean. Should the student graduate or otherwise leave the College, this restriction will remain in place until the student requests for it to be removed. Please note: If a blanket restriction makes a student's entire record confidential, no information can be shared about the individual without the student's written consent. In such a case, problems may occur thereafter when potential employers or other parties make inquiries about the student.

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The College is permitted to disclose personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. The College is required to maintain a record of disclosures of student information with the exception of 1) disclosures to school officials, 2) disclosures related to some judicial orders or lawfully issued subpoenas, 3) disclosures of directory information, 4) disclosures for which the student has given written consent, and 5) disclosures to the student (ref. § 99.32 of FERPA regulations). The request and the disclosure of information is to be documented by the dean in the FERPA Disclosure Log and in Anthology. Eligible students have a right to inspect and review the disclosure log which is maintained by the dean.

The College may disclose personally identifiable information from an education record of a student without the consent required by §99.30 if the disclosure meets one or more of the following conditions:

- To other school officials, including teachers, within Campus whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8)) *Please note: Campus will not release information under this condition without the student's consent.*
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or

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non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))

- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

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## Accommodation for Disabilities

(Revised 3/23/2022)

### Policy:

It is the policy of Campus to comply with state and federal regulations that prohibit discrimination on the basis of disability, including Section 504 of the Rehabilitation Act of 1973 (Rehabilitation Act). As such, faculty and staff have the responsibility to become familiar with Campus's policy and reasonably accommodate disabled students who have special needs that have been identified at the time of enrollment or while attending classes at Campus.

The Rehabilitation Act, states that, no qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives Federal financial assistance ("college, university or other post-secondary institution, or a public system of higher education"). Further, the act defines an individual as "handicapped" if he/she:

- Has a mental or physical impairment which substantially limits one or more of such person's major life activities (see below);
- Has a record of such impairment; or
- Is regarded as having such impairment.

### Definitions:

*Physical or mental impairment* means (A) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, digestive, genito-urinary; hemic and lymphatic; skin; and endocrine; or (B) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

*Major life activities* means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

*Has a record of such an impairment* means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major life activities.

*Is regarded as having an impairment* means (A) has a physical or mental impairment that does not substantially limit major life activities but that is treated by a recipient as constituting such a limitation; (B) has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such impairment; or (C) has none of the impairments defined in paragraph (j)(2)(i) of this section but is treated by a recipient as having such an impairment.

To summarize the above as it applies to Campus, as an institution participating in the federal financial aid programs, no qualified individual with a disability in the United States shall be excluded from, denied the benefits of, or be subjected to discrimination under any of Campus's programs or activities. For the purposes of this statement, "qualified" with respect to post-secondary educational services means a person who meets the academic and technical standards required for admission or participation in the educational program activity, with or without reasonable modifications to rules, policies or practices; the removal of architectural, communication or transportation barriers; or the provision of auxiliary aids and services.

Reasonable accommodation does not negate requirements for successful completion of a program, course, service and/or activity, adherence to generally acceptable standards of behavior and the College's stated student policies, and adherence to administrative and faculty/staff directions and instructions.

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In determining the College's ability to offer reasonable accommodation to an otherwise qualified student with a disability, each request for an accommodation will be evaluated on a case-by-case basis. Factors to be examined include among others:

- The academic and technical standards required for admission or participation in an educational program or service;
- The purpose and nature of the program, course, and/or service;
- The precise education-related abilities and functional limitations of the student and how those limitations could be overcome with reasonable accommodations;
- The nature and cost of accommodation required in relation to the College's financial resources;
- The consequences of such an accommodation upon the operation and educational mission of the College, course, program, service and/or activity;
- Other federal, state and local regulatory requirements.

An otherwise qualified student who requires attendant care services must make arrangements to provide for his/her own attendant care services. The College does not assume the coordination or financial responsibilities for attendant care services.

The College is not required to offer or provide accommodation, to admit or to continue to admit, an individual with a disability to any particular program, course, service, and/or provide educational opportunities and other services when:

- The educational standards or mission of Campus would be substantially altered;
- The nature of the program, course, service, and/or activity would be fundamentally altered;
- The student is not otherwise qualified (with or without accommodations) to meet the academic and technical standards required for admission or participation in an educational program, course, service and/or activity;
- The effects of the disability cannot be overcome even with reasonable accommodation;
- The individual would not be able to complete the program, course, service, and/or activity, even with reasonable accommodations;
- An undue financial or administrative hardship (college-wide) would be caused by the accommodation;
- The individual would still pose a direct threat to the health or safety of himself/herself or others.

Like every other Campus applicant for enrollment, individuals with disabilities must demonstrate an ability to benefit in order to be accepted into the college. In the event a student's request for reasonable accommodation is denied, the student has the option to appeal the decision to the campus director.

#### Disclosure

The Department of Labor's equal opportunity regulations 29 CFR Part 37.37 (b)(2), require the collection and retention of demographic information about individuals participating in programs or activities funded by the department, such as race, ethnicity, age, gender and disability status. Services cannot be denied to students who decline to indicate their disability status. Requesting this information is not in conflict with the Rehabilitation Act as long as there is no evidence of denial of services as a result of providing the information, or of a student declining to identify a disability.

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**Procedure:**

Campus provides evaluation of individual needs, advisement, and appropriate support for academic programs of persons identified as disabled.

**New Student**

- If the student is new to Campus, it is his/her responsibility to contact the director of admissions (DOA) who is responsible for the initial assessment and enrollment of students with special needs.
- The student must complete the Campus Student Disability Accommodation Request Application and submit it to the DOA. The student may also be asked to provide a Campus Student Medical Evaluation Report that has been completed by a physician.
- The DOA is responsible for documenting the date the accommodation documents were provided to the student, and the date the completed documents were returned. Documentation is to be made in the document tracking section of the contact manager in Campus Nexus.
- If the student fails to return the application and supporting documentation, the DOA will contact the student to verify that the need still exists and offer assistance if necessary.
- When the application and supporting documentation are received from the student, the DOA will forward them to the campus director for evaluation and decision.

**Existing Student**

- If the student is an existing student, it is his/her responsibility to contact the dean of students or student success advisor who is responsible for initializing accommodation assessments for existing students.
- The student must complete the Campus Student Disability Accommodation Request Application and submit it to dean of students as appropriate. The student may also be asked to provide a Campus Student Medical Evaluation Report that has been completed by a physician.
- The dean of students or student success advisor is responsible for documenting the date the documents were provided to the student and the date the completed documents were returned. Documentation is to be made in the document tracking section of the contact manager in Campus Nexus.
- If the student fails to return the application and supporting documentation, the dean of students will contact the student to verify that the need still exists and offer assistance if necessary.
- When the application and supporting documentation are received from the student, the dean of students will forward them to the campus director for evaluation and decision.

**Evaluation and Documentation**

- The campus director will schedule an accommodations committee meeting consisting of the following:
  - Director of admissions
  - Student Success Advisor
  - Dean of Students
  - Program director or department chair
- The accommodations committee will determine if the College is able to make reasonable accommodations and what those accommodations will be.

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- The campus director will update Nexus with notes of the decision in the accommodations section.
  - Original accommodations forms will be kept in the student's administration file.
  - Scanned image(s) of the accommodation forms will be kept in a secure location on the network.

#### After the Decision is Made

- The campus director and the dean of students or DOA, as appropriate, will meet with the student.
- If the request is approved, the student will be advised of any provisions or limitations of Campus's accommodation.
- For new students, the DOA will communicate the student's needs to the appropriate dean of students who will notify faculty and make sure the student's identified needs are accommodated.
- The student is responsible for speaking with his/her instructor no later than the first day of each term to discuss his/her needs and the accommodation. The instructor will contact the dean to verify that the accommodation has been approved.
- The student is responsible for notifying the dean as soon as possible should any problems arise concerning his/her academic program.
- In the event a student's request for reasonable accommodation is denied, the student has the option to appeal the decision.
- Requests to appeal the denial must be submitted in writing to the CFO or the campus director.

Please contact the director of education or campus director if you have questions or would like clarification.

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## **Release of Official Transcripts and Diplomas**

(Revised 8/2020)

### **Policy:**

Official transcripts will be released for all former students upon request and payment of the transcript request fee.

A nominal fee will be charged for each official transcript requested. Diplomas issued to graduates prior to Campus obtaining WASC accreditation cannot be reprinted; however, graduates may obtain an official transcript from that time.

### **Name Change**

An existing student who legally changes his/her name may request to have his/her academic records updated with the new name. The student's new name will appear on his/her degree/diploma certificate and official transcript.

A graduate who legally changes his/her name may request a replacement diploma with his/her new name. The graduate's academic record; however, will not be changed.

The student must:

- Be in good standing
- Submit a written request to the student services assistant, including the reason for the change, dates of attendance, student ID#, current contact information.
- Provide proof of his/her prior name and new name (social security card, driver license, marriage certificate, court order, etc)
- Return the original diploma
- Pay \$10 fee for the new diploma

Copies of any documentation provided for official name changes must be forwarded to the director of financial aid.



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## **Device Usage Policy**

(Revised 5/30/2019)

The Campus learning experience includes daily use of computer technology. With this privilege comes the responsibility of mature behavior and considerate conduct. This agreement outlines the following and represents the minimum standards for acceptable behavior:

- Reasonable rules of conduct to ensure all students will find the equipment in serviceable condition.
- Restrictions on software, hardware, and Internet usage in the school environment to ensure students, faculty and staff are not exposed to offensive material or disruptive operations.
- Prohibitions on certain types of computer activities so both the student and school are protected from loss or damage.

Violations of the device usage policy may result in disciplinary action ranging from oral or written reprimand to dismissal from Campus.

### **Student Privileges**

- Currently enrolled students may use Campus computer systems and software on campus during scheduled class and lab periods.
- Currently enrolled students may use personal devices (laptops, tablets, and smartphones) in classes when used for class-related purposes only, if approved by instructor.
- Graduates may use Campus computer labs only with prior approval from the Career Services Department. A Career Services representative will provide the graduate with a password to use while on campus.

### **Restrictions**

- Campus computer systems and software may be used only for the stated educational purposes; no non-instructional use is permitted.
- During class, internet access is limited to class assignments and research; no personal use like surfing the net, messaging, social networking, or downloading games is allowed.
- Campus maintains logs of all internet and network traffic (wi-fi and wired) associated with student name, student ID, and device IP address.
- Students will respect the privacy of students and faculty when posting text messages, photos, and videos on social media outlets or any online resource.
- Cyberbullying in any form will not be tolerated and may be grounds for dismissal from Campus.
- Students or employees engaging in illegal or unauthorized downloading or use of copyrighted materials using the Campus network, including unauthorized peer-to-peer file sharing, will be subject to disciplinary action including warning, probation, suspension of accounts, and dismissal or termination from the college depending upon the nature and severity of the violation. Violators may also be subject to civil or criminal legal action. Please refer to the Unauthorized Distribution of Copyrighted Materials (Including Peer-to-Peer File Sharing) policy for complete details.

### **Students Will Not... (Forbidden)**

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- Display sexually explicit or offensive materials or graphics.
  - Delete, print, change, or manipulate the structure or content of another user's files, password or network access authority.
  - Install any software without express direction of a Campus instructor or campus official.
  - Download and/or save software from the Internet.
  - Engage in illegal or unauthorized downloading or use of copyrighted materials
  - Modify any software/ hardware configuration.
  - Make copies of any software product(s).
  - Delete, erase, or alter any permanently installed Campus software.
  - Bring food or open drink containers into the computer labs.
  - Load printer paper trays or clear printer feeding jams (refer to instructor).
  - Use personal computers in class without the instructor's permission.
  - Remove any hardware or software from campus.
  - Post online images or video of Campus students or faculty without permission.

## **Student Assistance**

### **Academic Assistance**

If you need extra assistance or tutoring in a class, check with your instructor first. We offer supervised instructor-led lab periods where students can receive individualized help from an instructor. Schedules of lab periods organized by subject are available for pick up outside the day dean's office. Note that lab schedules change every term. You are encouraged to communicate with your instructor regarding academic issues. For additional academic advising, please see your dean.

If you are simply in need of extra lab time, or a quiet place to study or meet a classmate, please check with the Learning Resource Center for classroom/lab availability.

### **Christina Smith Memorial Fund**

The Christina Smith Memorial Fund was created in order to memorialize the helping hand that Christina Smith so often offered to her students in need. Christina was an admissions advisor at Campus for several years. Through her work as an admissions advisor, she helped, often at her own expense, numerous students through times of crisis and discouragement.

This fund provides resources for emergency situations that could prevent students from realizing their goals to graduate from Campus and secure good jobs. The Christina Smith Memorial Fund does not provide monies for tuition; instead its mission is to continue Christina's philosophy of offering a helping hand to students facing difficult financial situations. Awards have limitations. Consideration for an award will include the student's academic status, dean's recommendation; circumstances associated with the request, intended use of the award, and likelihood of the student being successful with his/her goals.

The fund is managed by Campus and administered by Christina Smith's mother, Regina Cascardo. Ms. Cascardo is the fund's prime supporter and decides on many of the award requests. Applications for an award from the Christina Smith Memorial Fund can be obtained from any Campus dean. A term of five business days may be required for award determination after an application has been received. Completed applications should be submitted to the dean's office.

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## Vaccination Requirements

Rev. 7/2022

The mission of Campus is to prepare its students with the knowledge, skills, and confidence necessary for pursuing successful careers. For our Medical Students, Campus has partnered with several well-renowned medical affiliates that provide our students with the opportunity to gain hands-on experience in the students' field of study at a highly respected medical facility.

### Required Vaccinations for Medical Students

All Medical Assisting, Phlebotomy and Medical Billing and Coding students must provide proof of all childhood immunizations, including MMR, chicken pox or Varicella vaccine, DTaP and the Hepatitis B vaccination. MA and MA+P students must provide proof prior to starting the Laboratory Assisting II class. MBCP students must provide proof no later than six weeks prior to beginning the externship. In addition, all students must have a negative tuberculosis (TB) screening within 3 months prior to starting an externship. Students with a positive skin test must provide a chest x-ray showing negative results. Additionally, some sites request that students have a flu shot if an externship is scheduled between October and April. Failure to comply on a timely basis may delay a student's graduation date.

### Covid Vaccinations

Due to the high risks in contracting COVID-19 in the medical field as a Medical Professional, on August 5, 2021, the California Public Health Officer issued an Order mandating that **all healthcare workers be fully vaccinated against COVID-19**. Similarly, on November 5, 2021, the Federal Government, through the authority of the Secretary of Health and Human Services enacted a mandate, 86 Fed. Reg. 61555<sup>1</sup> (the "Federal Vaccine Mandate"), also requiring all healthcare workers to be fully vaccinated against COVID-19. Because Medical Externs are considered healthcare workers of the affiliate externship site, pursuant to **both** state and federal law, externs must all also be fully vaccinated against COVID-19 prior to beginning their externship. Additionally, in compliance with both state and federal law, all of Campus's medical affiliates **require** externs to be fully vaccinated against COVID-19 as part of the medical affiliate's own policies and procedures.

The requirement that all externs be fully vaccinated against COVID-19 is the law for which Campus has no control. Accordingly, please note that the ability of a Medical Student to obtain an externship with one of Campus's medical affiliates can be hindered should a student refuse to become fully vaccinated against COVID-19. In the event that a Medical Student cannot complete their externship because the student has refused to become fully vaccinated against COVID-19, the Medical Student will not be able to complete their field of study.

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<sup>1</sup> See also *Biden v. Missouri* (2022) \_\_\_\_\_ U.S. \_\_\_\_ [upholding the Federal Vaccine Mandate as to healthcare workers.]

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## Healthcare Programs - Frequently Asked Questions

Here are a few answers to questions commonly asked by students in Campus's healthcare programs. For additional information, please contact the department chair of healthcare programs.

What immunizations do I need?

Hepatitis B (series of 3), MMR, Varicella, TDaP, TB test, Flu shot (if externship is between the months of October-April), Full vaccinated for COVID prior to externship.

2. Where do I turn in documentation of my immunizations?

Please email immunizations records to Carly Tammar at [ctammar@mtcollege.edu](mailto:ctammar@mtcollege.edu) Make sure that the subject line is your first and last name with your student number.

3. What is the deadline for the immunizations?

All immunizations must be turned in prior to your last clinical (MO186).

4. When and where do I get sized for my scrubs?

Medical Assisting students will receive 2 sets of royal blue scrubs on the first day of their first on campus clinical class (MO171).

Medical Billing and Coding Professional students will receive 1 set of royal blue scrubs the week prior to their externship, if required/requested.

7. What do I need to do to qualify for the medical assistant (MA) externship? How long is the externship?

The minimum requirements to qualify for the MA externship are: 3.0 GPA and 85% attendance. The externship is 160 hours in length and is scheduled during the day.

8. What do I need to do if I am interested in the Phlebotomy class?

During the MO186 Laboratory Assisting II class, students must apply to advance to the Phlebotomy program. Due to the limited availability of externship site locations, advancement will be determined by an evaluation of the student's transcript, GPA, attendance, clinical skills and other factors. To be eligible for *consideration*, students are expected to maintain a minimum 3.5 GPA and 90% attendance in the Medical Assistant program.

9. What do I do if I'm not enrolled in the MA+ program, but I'd like to take the phlebotomy class and externship?

Reach out to the deans to discuss a program change and the corresponding requirements.

10. What do I need to do to qualify for the phlebotomy externship?

To qualify for the phlebotomy externship, students must earn an "A" in the PH100 Phlebotomy class and must maintain a minimum of 90% attendance. Some externship sites require a higher rate of attendance in order to be eligible. Students may NOT miss any lecture days or they will be dropped from the class.

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10. How long is the phlebotomy externship?

The phlebotomy externship consists of the following: 40 hours of practical training, and a minimum of 50 successful draws. Failure to complete a phlebotomy externship will render the student ineligible for state certification and licensure as a phlebotomist. The 40 hour externship is completed in one week, Monday-Friday from 8am-5pm, with no exceptions.

11. What certifications will I qualify for?

Medical Assistant students can apply for the NCMA (Nationally Certified Medical Assistant) certification. Phlebotomy students are required to obtain the CPTI (Certified Phlebotomy Technician) certification in order to obtain employment as a phlebotomist. Medical Billing and Coding students can choose between the CCA (Certified Coder Associate) and the CMRS (Certified Medical Reimbursement specialist) certifications.

Note: On August 5, 2021, the California Public Health Officer issued an Order mandating that all healthcare workers must be fully vaccinated against COVID-19. Similarly, on November 5, 2021, the Federal Government, through the authority of the Secretary of Health and Human Services enacted a mandate, 86 Fed. Reg. 61555 (the "Federal Vaccine Mandate"), also requiring all healthcare workers to be fully vaccinated against COVID-19. Medical externs are considered healthcare workers of the affiliate externship site and therefore are required by both state and federal law to be fully vaccinated

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## **On-Campus Expectations**

### **Homework**

In addition to time spent in class, students should expect a minimum of two hours of homework for each hour of classroom or direct faculty instruction. The actual time will, of course, vary. From time-to-time students may also be expected to complete research and/or other types of homework assignments at off-campus libraries.

### **Grades**

Grade reports are available on the Wednesday of the third week of the term. Day & evening students can pick up their grades in the Learning Resource Center.

Students must successfully complete all prerequisite coursework in order to advance in the curriculum. A student will not be allowed to continue attending a class whose prerequisites have not been met. This could result in last minute schedule changes and a delay in graduation.

### **Food in Classrooms**

The Campus staff works hard to keep your campus clean and well maintained. Food and beverages (other than water) are prohibited in the classrooms. Water is allowed in the classrooms only if it is in a container with a lid. Please do not dispose of food or liquids in classroom wastebaskets. Food and beverages are allowed in the student lounge and in Room 111 during the lunch period only.

### **Electronic Devices**

In order to avoid distracting fellow students, disrupting the class, or compromising academic integrity, cell phones, pagers and other electronic communication devices are to be turned off during the class or lab period. All electronic devices are to be put away during class unless otherwise allowed by your instructor. All phone calls are to be made outside or in the student lounge. No calls or text messaging are allowed during the class or lab period. Please wait until the break to retrieve messages or return any calls. In addition, in order to keep noise to a minimum, cell phones should not be used in hallways or open classrooms. Failure to follow this policy will affect the student's professionalism grade.

### **Care of Equipment**

The care of your school equipment is very important. When in doubt about equipment operation, stop and ask an instructor. *PLEASE DO NOT ATTEMPT TO OPERATE EQUIPMENT ON WHICH YOU ARE NOT QUALIFIED or AUTHORIZED.*

There may be times when you feel the temperature or lighting in the room needs to be adjusted. Please report any problems to your instructor or other staff member promptly and do not attempt to adjust or repair the temperature or lighting controls yourself.

### **Class Evaluations**

At the end of each class, students have the opportunity to provide direct feedback to their instructors and the college regarding their learning experience. These evaluations are completed using an online evaluation tool that students can access from any computer on campus. Please take the time to complete these course evaluations as we count on your thorough and honest feedback regarding the quality of our programs. Instructions for completing the evaluations are located in the Quick Reference section of this handbook.

### **Appearance**

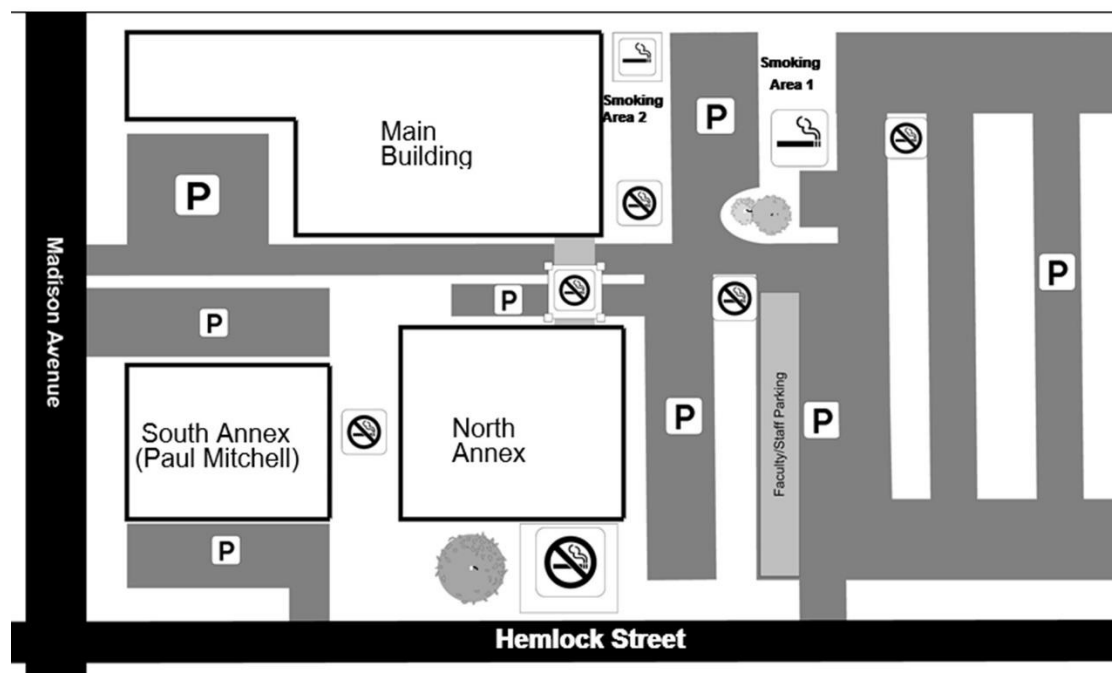
Students will be neatly dressed in accordance to the dress code, and practice proper hygiene at all times. Every effort should be made to learn business dress habits and apply them while attending school. In addition, students are asked to refrain from chewing gum in class.

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### Smoking and Tobacco Use

All forms of smoking and tobacco use, including e-cigarettes and vaping, are prohibited inside the school buildings and are permitted **only** in designated outside smoking areas where receptacles are located. See the map on the back cover. This policy includes, but is not limited to, all tobacco products such as cigarettes, cigars and chewing tobacco, and to electronic (or vapor) cigarettes. Please help us keep the campus grounds clean by disposing of cigarette butts in the proper receptacles and not on the ground or in the flowerbeds.

## campus SMOKING AREAS



### Children and Pets on Campus

Children and pets are not allowed to attend classes with you or wait on campus while you are in class. Please make alternate arrangements for your children or pets.

### Student Records

Attendance records, payment records, and related materials are on file in the administrative office. Students having questions regarding any of these records may schedule an appointment with an advisor by contacting the receptionist. Questions regarding grades should be directed to the appropriate instructor or dean.

### Tuition Payment Schedule

At the time of your enrollment, a tuition schedule was set up in the Enrollment Agreement. Normally, payment of tuition is required on or before the date stipulated. In accordance with your Enrollment Agreement, Certificates of Completion, Diplomas, or Degrees cannot be issued until your tuition payment schedule is current. If any difficulty should arise, please contact Student Accounts.

### Food/Student Lounge

The Student Lounge, located on the ground floor of the North Annex building, is designed to be a comfortable place for students to relax between classes. Vending machines with soft drinks and snacks are available in addition to microwaves. In addition, there are several eating establishments within a short walk or drive from the college.

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**Security**

Campus employs a security service to patrol the parking lot during evening classes. If you notice any suspicious activity occurring on campus, please report it immediately to your instructor or any other Campus employee.

**Personal Property**

Please keep track of your personal belongings and never leave them unattended. Write your name on all your property in case items are misplaced. Campus is not responsible for any loss or damage to property belonging to a student.

**Campus Expectations for Graduates and Visitors**

Campus is proud of its past graduates and considers them a part of the Campus Community long after they leave the college. The college is happy to assist graduates and welcomes them on campus to take advantage of services that extend beyond their time as students, such as assistance offered through Career Services and select refresher courses available to graduates.

Out of consideration for current students, the following expectations have been established for graduates and other visitors while on the campus.

Graduates and visitors are asked to:

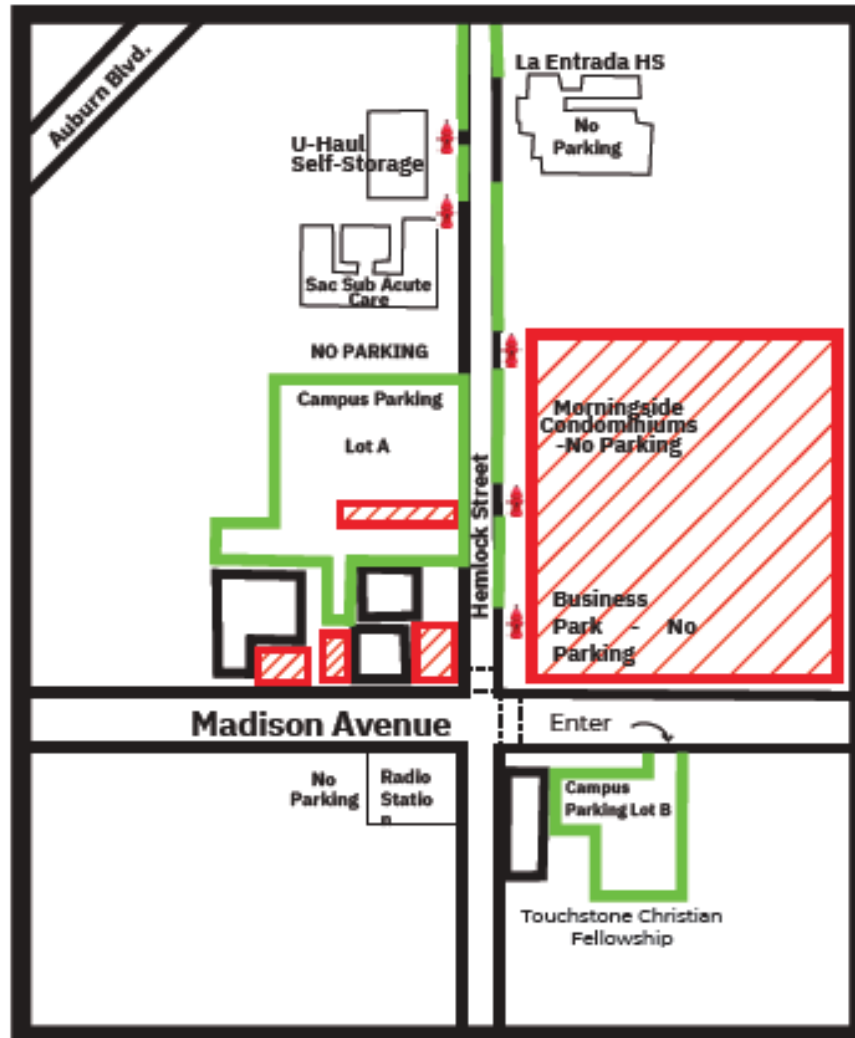
- Check in with the receptionist at the front desk upon arrival.
- Refrain from loitering or participating in on-campus activities unless invited by a Campus employee.
- Refrain from entering the classrooms and labs, or using equipment or other resources unless pre-arranged with a Campus employee.
- Limit visits to the purpose at hand.
- Be respectful of current students and Campus employees at all times.

The college reserves the right to ask any graduate or visitor who fails to cooperate with the preceding expectations to leave the premises.



## Student Parking

The entrance for the student parking lot is located on Hemlock Street. Please avoid parking in reserved visitor spaces or in those designated for staff / faculty and be sure to lock your vehicle and remove any valuables from view. In the event that the parking lot is full, street parking is available on Hemlock Street.



## Parking at Campus

Campus offers two FREE lots for the convenience of all students. Parking Lot B is located across Madison Avenue and is shared with Touchstone Christian Fellowship. Lot B is open Monday-Friday from 8:00am to 5:30pm and students must obtain an annual permit from the church office prior to using the lot. Permits can be obtained Tues-Fri from 10am to 6pm.

In addition to Campus's free lot parking, please note that free street parking is available along Hemlock Street. Please avoid parking in the lots of our neighboring businesses. Your vehicle may be towed if found within a private lot.

Neither Campus nor Touchstone Christian Fellowship are liable for any theft or damage to vehicles in any of the available parking lots. Please do not leave valuables in your vehicle. Any Campus vehicles still in the Touchstone lot after 5:30pm may be towed at the owner's expense.



### Beware of hydrants!

Be sure to park at least 15 feet away from all hydrants - even if the curb is not painted red.



Lot and street parking available



No student parking

Revised 1/4/23

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## **Drug & Alcohol Policy for a Drug-Free Campus and Workplace**

(Revised 3/9/2022)

Campus is committed to providing a safe and healthy environment for all members of our campus community. In accordance with this commitment, Campus expressly prohibits the unlawful possession, use, or distribution of any illicit drug (including marijuana), alcohol, or other controlled substance by students or employees on college property or at college-sponsored activities or events including Campus graduation ceremonies. Further, this policy expressly prohibits students and employees from being under the influence of any of the above listed items while engaged in work, study or college-sponsored activities on or off campus. This does not include the use of legally prescribed medication that does not adversely affect work or study ability, job or classroom performance, or the safety of the individual or others. Please note: While the possession and use of marijuana is legal in the state of California, it is still not legal under federal law and is therefore covered under this policy.

All students and employees are required to notify Campus of a student's or employee's use of drugs or alcohol on campus or in the workplace in violation of the policy outlined above. Any student or employee found to be in violation of the Campus Drug and Alcohol policy may be subject to a reasonable suspicion drug and/or alcohol test, and will be subject to disciplinary action up to and including termination of employment or enrollment. Specific disciplinary action will be based upon the severity of the policy breach as well as the student or employee's past disciplinary record.

As an institution of higher learning which participates in federally funded and/or guaranteed student loan programs, Campus is subject to and committed to complying with the provisions of the Drug Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. In accordance with the requirements contained in those Acts and Campus's commitment to maintaining a Drug-Free Campus and Workplace, all students and employees must abide by the above standards of conduct as a condition of enrollment and employment. In addition, all students and employees are required, as a condition of their school admission or employment, to notify the Personnel Officer of any criminal drug statute conviction for a violation occurring during a period of enrollment or in the workplace, such notice to be no later than five days after such conviction.

### **Reasonable Suspicion Drug and/or Alcohol Testing**

Where there is a reasonable suspicion that a student or employee is impaired while on campus due to illegal drug and/or alcohol use, the student or employee may be required to submit to a drug and/or alcohol test. A reasonable suspicion means that there are reasonable grounds to suspect that a test will provide evidence that the student/employee has violated school policy. Reasonable suspicion may be based on, among other things, physical symptoms and abnormal behavior including but not limited to the following:

- Odor of alcohol or marijuana on the body or breath with observed behavior issues
- Slurred speech
- Unsteady standing or walking
- Impaired manual dexterity
- Inability/difficulty completing routine tasks
- Disorientation or confusion
- Erratic or unusual behavior
- Drowsiness/sleepiness
- Unusually aggressive behavior
- Rapid changes in mood
- Dilated pupils

Please Note: The symptoms listed above can be attributed to causes other than drugs or alcohol. Primary concern should be on the individual and the specific changes in his/her behavior or performance, rather than suspicions of drug or alcohol use.

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### **Legal and Other Sanctions Relating to Drug and Alcohol Violations**

Campus has attached a list describing the applicable legal sanctions under local, State, or Federal law for the unlawful use, possession or distribution of illicit drugs or alcohol. Any staff, faculty, or student violating any of the described laws could be subject to fines and imprisonment. Further, any staff, faculty, or student who violates Campus's stated Drug-Free Campus and Workplace policies shall be subject to corrective action, such as completion of a substance abuse program or counseling at the employee's or student's expense, or disciplinary action up to and including the possibility of termination of employment or dismissal from the institution, as well as referral for criminal prosecution. Finally, all students should be aware that a conviction for any offense, during a period of enrollment for which the student was receiving federal financial aid program funds, under any federal or state law involving the possession or sale of illegal drugs, will result in the loss of eligibility for any federal student grant, loan, or work-study assistance (HEA Sec. 484(r)(1)); (20 U.S.C. 1091(r)(1)).

### **Health Risks**

The abuse of drugs or alcohol can cause serious health problems for an individual, and their use and abuse are not compatible with the campus or workplace environment at Campus. In addition to being extremely harmful to a person's health, use of drugs and alcohol interfere with productivity, alertness and the ability to make good decisions. This makes learning or working under the influence of either drugs or alcohol a danger to both the student or employee and those who are around him. Campus has attached a list enumerating many of the specific health risks associated with the use/abuse of the more common controlled substances and alcohol. Awareness of the health risks involved in the use of drugs and alcohol will hopefully make each student and employee make better decisions regarding their use.

### **Drug or Alcohol Counseling, Treatment, or Rehabilitation Programs**

Campus has attached a list of local drug or alcohol counseling, treatment, and/or rehabilitation programs that are available to students and employees at the student's or employee's expense. Some offer residential treatment options while others have outpatient services. Some also offer sliding fee schedules based on ability to pay. Students or employees with substance abuse and dependency problems are encouraged to seek assistance voluntarily from providers on this list or from any number of others offering help in this area.

### **Procedure:**

#### **General**

In accordance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Campus provides its Drug-Free Campus and Workplace Policy to each student and employee in several ways:

- The full version of this policy is in the Student Handbook and the Campus Health and Safety Manual which are located on the elearning site.
- The personnel manual contains a brief summary of the policy and a reference to the full policy which is located in the Student Handbook and Campus Health and Safety Manual.
- New employees receive a full version of the policy upon hire and are required to sign an acknowledgement of receipt as part of their new employee orientation.
- The full policy is distributed annually via campus email to students.
- Faculty and staff review a copy of the Campus Health and Safety Manual each year during their evaluation and sign an acknowledgement of receipt and review statement.
- The Drug and Alcohol policy is located on the Campus website.
- Campus's Drug and Alcohol policy will be reviewed biennially to determine the policy's effectiveness and to implement changes if any are needed, to determine the number of drug and alcohol related violations that occurred on campus or at Campus activities and were reported to Campus, to determine the number and type of sanctions imposed, and to ensure

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the sanctions were consistently enforced. Drug-related instances will be tracked by the campus director and reviewed once a year.

- Employees are allowed to drink alcohol upon completion of an MTI event such as graduation; however, the spirit of Campus's commitment to a safe and healthy environment still applies and employees are expected to practice restraint and good judgment.
- If an employee suspects that a student or fellow employee is under the influence of drugs and/or alcohol in violation of this policy, the employee is to immediately notify his/her supervisor. If the individual suspected of being under the influence is an instructor or a student, the director of education must also be alerted. If the supervisor, department chair or director of education is unavailable, the employee may contact the dean, campus director, president or CFO.
- When informed that a student or employee is suspected of being under the influence of drugs and/or alcohol in violation of this policy, the supervisor or administrator receiving the report is to speak to the individual immediately to assess the situation and determine if a reasonable suspicion exists. The College requires that at least one supervisor or administrator concurs that there is a reasonable suspicion.
- In all cases, regardless of whether or not the student or employee is sent for testing, the supervisor or administrator is to document the situation, including the facts that led him/her to believe the individual was impaired; test results, if applicable; and the consequences, if any. In order to maintain the student or employee's confidentiality, related documentation is to be kept in a separate file.

**On a case-by-case basis, if it is determined that a reasonable suspicion exists, one or more of the following may occur:**

- The student or employee may receive a written warning and/or be placed on probation.
- The student or employee may be sent home for the rest of the day.
  - An individual suspected of being under the influence is not to be allowed to drive him/herself home.
  - Alternate transportation arrangements must be made. A Campus employee is not allowed to drive the individual while the employee is on duty.
- The student or employee may be sent for drug and/or alcohol testing.
  - The campus director, president or CFO must be informed prior to sending a student or employee for testing. The exception is those students enrolled in the Healthcare programs which are subject to testing as outlined in the Medical Program Drug Testing Policy.
  - The College shall arrange for the student or employee to be safely transported immediately to and from a designated testing laboratory for the drug and/or alcohol test. A Campus employee is not allowed to drive the individual while the employee is on duty.
  - The student or employee will be asked to consent to the drug and/or alcohol test and release the resulting information to Campus.
  - A student or employee who refuses to consent will be advised that no test will be conducted; however, refusal to consent shall have the same force and effect as a positive test result and may result in disciplinary action up to and including termination of employment or enrollment.
  - If the student or employee receives notice that his/her test results are confirmed positive, the student or employee will be given the opportunity to explain the positive result.
  - An employee who is sent for drug and/or alcohol testing may be placed on PTO (or unpaid leave if no PTO exists) pending the outcome of the test.

Please contact the director of education or campus director if you have questions or would like clarification.

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## List of Legal Sanctions

The following is not a comprehensive list of all criminal statutes and penalties related to drug and alcohol violations. This is only an overview summary focusing on unlawful possession and distribution and does not encompass enhanced penalties for subsequent offenses.

- California Business & Professions Code, Section 23301: it is illegal to sell alcohol without a valid license or permit. The violator is guilty of a misdemeanor or a felony.
- California Business & Professions Code, Section 25658: it is illegal to sell, furnish or give any alcoholic beverage to anyone under 21 or to anyone who is obviously intoxicated. The violator is guilty of a misdemeanor, assessed a \$1,000 fine and must perform 24 hours of community service. In addition, anyone under 21 who purchases or consumes any alcoholic beverage in any on-sale premises is also guilty of a misdemeanor, is assessed a \$250 fine or must perform 24-32 hours of community service.
- California Business & Professions Code, Section 225662: any person under 21 who has any alcoholic beverage in their possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor. The penalty is a fine of \$250 or 24-32 hours of community service.
- California Business & Professions Code, Section 26665: it is illegal for anyone under age 21 to enter or stay in a place licensed to sell liquor without a lawful reason to be there. The violation is a misdemeanor and the penalty is a fine of \$200.
- California Vehicle Code, Section 23152: it is unlawful to operate a vehicle while under the influence of alcohol (.08 blood alcohol level) or drugs or under their combined influence. The penalty is imprisonment in the county jail for a minimum of 96 hours (maximum 6 months), and a fine of \$390 to \$1000, suspension of driving privileges, and surrender of driver's license to the court. The driver must also complete a three month driving under the influence program and the court may order a locking ignition system.
- California Vehicle Code, Section 23221 – 23223: no driver or passenger shall drink any alcoholic beverage while in a motor vehicle upon a highway or possess an open container of alcohol while in a motor vehicle upon a highway or on any lands.
- California Penal Code, Section 647(f): an individual found in any public place under the influence of alcohol, any drug, or controlled substance who is unable to care for their safety or the safety of others or interferes with or obstructs a sidewalk, street, or other public way is guilty of disorderly conduct, a misdemeanor.
- California Health & Safety Code, Sections 11350 et seq., 21 USC Section 841, 844: the possession, sale, furnishing, or dispensing of any controlled substance or drug paraphernalia, or growing of a controlled substance as defined by the California and federal laws is unlawful. For simple possession of a small amount of a controlled substance, the federal penalty is a maximum one year imprisonment and a minimum fine of \$1,000. Possession of larger quantities for distribution carries much more severe penalties, with imprisonment for ten years or more and very large fines. Conviction may also bar receipt of benefits from Federal programs including student grants and loans. The State penalties include varying terms in county jail and /or state prison, as well as significant fines. Both the federal and state penalties are enhanced (doubled in many cases) when the offense occurs on or within close proximity to a school.

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## List of Health Risks

### Tobacco and Nicotine

Smokers are more likely than nonsmokers to contract heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy also poses risks, such as spontaneous abortion, pre-term birth, and low birth weights. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Nicotine is both psychologically and physically addictive.

### Alcohol

Low doses significantly impair the judgment and coordination needed to operate vehicles. Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, and loss of memory and the ability to learn and remember information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

### Cannabis

(Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol)

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long term use may result in possible lung damage, reduced sperm count and sperm motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

### Inhalants

(Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)

Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

### Cocaine (Crack)

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

### Stimulants

(Amphetamines, Methamphetamines, Crank, Ice)

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination,

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and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

### **Depressants**

(Barbiturates, Methaqualone, Tranquilizers)

Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result. The use of depressants can cause both physical and psychological dependence.

### **Hallucinogens**

(PCP, LSD, Mescaline, Peyote, Psilocybin)

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

### **Narcotics**

(Heroin, Methadone, Codeine, Morphine, Meperidine, Opium)

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes and itching. Overdoses may produce respiratory depression, clammy skin, convulsions, coma and death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Use of narcotics can cause physical and psychological dependence.

### **Designer Drugs**

(Analogues of Fentanyl, Analogues of Meperidine, MDMA, Ecstasy Analogues of PCP)

Many "designer drugs" are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogues can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analogues of PCP cause illusions, hallucinations, and impaired perception.

### **Anabolic Steroids**

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver cancer, including psychological as well as physical reactions. The liver and cardio-vascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior, known as "roid rage", and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

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### **References**

U.S. Dept. of Education (1989). What Works: Schools Without Drugs. (Rockville, MD: National Clearinghouse for Alcohol and Drug Information, 1989), pp 61-72.  
National Institute on Drug Abuse, NIDA Capsules, (Rockville, MD: Press Office of the National Institute on Drug Abuse, 1986).

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**Drug or Alcohol Counseling, Treatment or Rehabilitation Programs**

New Dawn Treatment Centers - Sacramento Addiction Recovery  
Multiple Locations  
(916) 260-2624; [www.newdawntreatmentcenters.com](http://www.newdawntreatmentcenters.com)

Azure Acres Recovery Center - Sacramento Outpatient Treatment  
2641 Cottage Way #8, Sacramento, CA 95825  
(916) 974-9067

Fair Oaks Recovery Center  
2221 Fair Oaks Blvd, Sacramento, CA 95825  
(888) 989-9690; [www.fairoaksrecoverycenter.com](http://www.fairoaksrecoverycenter.com)

Sacramento Recovery House  
4049 Miller Way, Sacramento, CA 95817  
(916) 451-9312

Bridges Professional Treatment Services  
3600 Power Inn Rd C, Sacramento, CA 95826  
(916) 450-0700

MedMark Treatment Centers Sacramento  
7240 E Southgate Dr Ste G, Sacramento, CA 95823  
(916) 391-4293

River City Recovery Center  
500 22nd St, Sacramento, CA 95816  
(916) 442-3979

Diamond House Detox  
6808 Fleming Ave, Sacramento, CA 95828  
(888) 205-9346

SBAC Sobriety Brings Change  
4600 47th Ave #102, Sacramento, CA 95824  
(916) 454-4242

Sacramento Treatment Clinic  
7225 E Southgate Dr, Sacramento, CA 95823  
(916) 394-1000



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## Statement of Nondiscrimination

(Revised. 2/2022)

Campus is committed to providing a work and school environment free of unlawful harassment or discrimination. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law.

In accordance with Title IX of the Education Amendments of 1972, the College strictly prohibits sexual harassment and sexual violence. Sexual harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

The College complies with and carries out its responsibilities to prevent discrimination (including sexual harassment and sexual violence) in accordance with applicable federal, state or local laws, ordinances or regulations, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and the Vietnam Era Veterans Readjustment Assistance Act.

The complete Student and Employee Anti-Harassment and Discrimination policy ("Title IX Policy") which includes descriptions of the types of conduct it covers, may be found online at: <https://mticollege.edu/wp-content/uploads/Student-Employee-Anti-Harassment-and-Discrimination-Policy.pdf>. The Title IX Policy is fully incorporated into the Campus Catalog herein by reference.

If any student wishes to file a complaint covered by the above-stated regulations, he/she must follow the grievance procedures of the College. The College investigates all complaints in a thorough, impartial and timely manner, including those of discrimination on the basis of sex (including sexual assault and harassment), The College takes prompt and equitable action to investigate and address any reports or complaints that come to the attention of school personnel, either formally or informally. If an allegation is determined to be credible, the College takes immediate steps to eliminate the harassment, prevent its reoccurrence, and address its effects as appropriate.

Title IX or affirmative action-related questions or complaints may be directed to the Title IX Coordinator or the Title IX Deputy Coordinator located on the Campus at 5221 Madison Avenue, Sacramento, CA 95841:

Eric G. Fernandez, Esq., Title IX Coordinator – [efernandez@mticollege.edu](mailto:efernandez@mticollege.edu) or (916) 339-4371

Lawrence Richman, Title IX Deputy Coordinator – [lrchman@mticollege.edu](mailto:lrchman@mticollege.edu) or (916) 339-4371

Questions may also be directed to the U.S. Department of Education's Office for Civil Rights (<https://ocrcas.ed.gov/contact-ocr>).

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## Procedures for Reporting an On-Campus Crime or Emergency

(Revised 2/2022)

### Policy:

Students, faculty, staff, and guests of Campus are strongly encouraged to report all crimes and other public-safety related incidents to campus safety authorities as follows:

- All life-threatening emergencies and serious crimes requiring immediate assistance should be reported by first dialing 911 and then notifying the campus director, director of operations or CFO during the daytime or the evening dean, or campus security after 5pm.
- Other crimes and safety related incidents should be reported to the college campus director, director of operations or CFO during the daytime and to the evening dean or campus security after 5pm. This includes any individuals acting suspiciously or other questionable activities observed on campus.

### On-Campus Emergency Contacts

During the day:	Phone
• Lawrence Richman, Campus Director	(916) 339-4371
• Michael Zimmerman, President	(916) 339-4360
• Campus Security	(916) 233-4700
During the evening:	
• Campus Security	(916) 233-4700
• Lawrence Richman, Campus Director	(916) 339-4371
• Michael Zimmerman, President	(916) 339-4360

Security personnel patrol the parking lot from 4:00 p.m. to 10:00 p.m. Monday through Friday and 8:00 a.m. to 4:00 p.m. Saturday and Sunday. In addition, late night patrols are conducted on a daily basis.

When reporting a crime, every effort should be made to preserve any evidence for the investigative authorities. Also, when dialing 911 for immediate assistance, callers are reminded to be prepared to provide a clear location for the emergency response authorities. Campus employees who observe or become aware of an alleged incident or crime involving a Campus student, campus visitor or employee are required to report it to the campus director, president, or CFO. If the incident or crime involves sexual violence, including dating violence, domestic violence, or stalking, the following Title IX coordinator and/or Title IX Deputy Coordinator must also be notified:

- Eric Fernandez, Title IX Coordinator [efernandez@mtcollege.edu](mailto:efernandez@mtcollege.edu) (916) 339-4371
- Lawrence Richman, Title IX Deputy Coordinator – [lrichman@mtcollege.edu](mailto:lrichman@mtcollege.edu) or (916) 339-4371

In the event of sexual assault, the victim's physical and emotional well-being is the first priority. The Title IX Coordinator and/or Title IX Deputy Coordinator will provide assistance and information on resources and services that are available.

On an annual basis, the college submits its crime report to the Department of Education. This information is available to students for review and is maintained in a binder kept in the Financial Aid office.

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## Safety and Security Tips

- Personal
  - Stay alert and tuned in to your surroundings.
  - Communicate that you are calm, confident and know where you are going.
  - Stay away from isolated areas.
  - Stay on the part of sidewalks furthest away from shrubs, dark doorways and alleys.
  - Walk with a companion whenever possible.
  - Check the back seat before getting into a car. Keep doors locked while driving.
  - Don't overload yourself with packages or wear shoes or clothing that restricts movement.
  - Avoid displaying large amounts of cash or jewelry.
  - Carry a purse close to your body. Carry a wallet in an inside coat or front trouser pocket.
  - If you think someone is following you, abruptly switch directions and walk toward an open store, restaurant or lighted home.
  - Don't hitchhike or pick up hitchhikers.
  - Park in well-lighted areas.
  - Avoid isolated bus stops at times when few other people are around.
  - Do not reveal your name, phone number or address to strangers.
  - Never admit that you are alone or that you will be away from home.
  - Keep an eye on neighbors' homes or apartments while they are away and have them do the same for you.
  - Keep your local police department's phone number next to your phone.
- Residence
  - Keep doors locked at all times
  - Draw shades and curtains whether or not you are at home
  - Keep money and jewelry locked in a safe place
  - Leave a light on while you are away or use a timer
  - Secure sliding glass doors with commercially available locks or a rigid wooden dowel in the track
  - Don't hide spare keys in mailboxes, planters or under doormats
  - Make a record of your valuables and keep it in a safe spot
  - Don't leave a note that says you are not in
  - Never prop doors open
  - Keep ladders and tools in a locked area
  - Have someone cut your lawn while you're on vacation
- Vehicle
  - Always lock your car and remove the keys. Make sure the windows are closed
  - Lock all valuables, bags and cases in the trunk when you leave your car
  - Never leave an ID tag on your key ring
  - Leave only the ignition key with parking attendants
  - Park in well-lit areas
- Office
  - Keep your purse, wallet and other valuable items with you at all times or locked in a drawer or closet
  - Never leave keys lying out
  - Never leave change or cash on the desk or in a top drawer
  - Notify security personnel of any suspicious persons or vehicles
  - Lock doors when working after normal hours
  - Report any broken or flickering lights, and doors that don't lock properly

[Source: [www.chamberlain.edu](http://www.chamberlain.edu)]

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## Emergency Response and Evacuation

(Revised 1/29/2021)

The safety and well-being of Campus students, employees and guests is of utmost importance. The following procedures have been created to make employees aware of what to do in the event of an emergency. During an emergency situation, staff and faculty are expected to work together to ensure the welfare and safety of each other as well as any students and visitors on campus. While the following emergency procedures are in place and apply campus-wide, Campus staff and faculty are expected to cooperate fully with police, fire or rescue personnel in the event that alternate instructions are given.

At the conclusion of any emergency situation, the Campus Director shall be responsible for communicating with Campus and the surrounding community regarding the event(s) which have taken place and the measures that were taken to ensure safety.

### Procedures:

#### Tips for Calling 911

Whenever help is needed in an emergency situation, **Call 911**.

- Stay calm and speak clearly.
- State your emergency.
- Give your name and the address and phone number from which you are calling.
- Allow the 911 dispatcher to direct the conversation.
- Answer the dispatcher's questions clearly and calmly.
- Follow any directions the dispatcher gives you.
- Listen carefully and ask questions if you do not understand.
- Remain on the telephone. Do not hang up until directed to do so by the dispatcher.

#### Contact the Emergency Coordinator

Campus maintains three Emergency Coordinators on campus to act as primary points of contact in the event of an emergency. When a situation arises, contact an Emergency Coordinator immediately. You may ask someone else call while you are talking to 911 dispatch.

#### **Campus Emergency Coordinator(s) and Contacts**

During the day:

- |                                     | Phone          |
|-------------------------------------|----------------|
| • Lawrence Richman, Campus Director | (916) 339-4371 |
| • Michael Zimmerman, President      | (916) 339-4360 |
| • Campus Security                   | (916) 233-4700 |

During the evening:

- |                                     |                |
|-------------------------------------|----------------|
| • Campus Security                   | (916) 233-4700 |
| • Lawrence Richman, Campus Director | (916) 339-4371 |
| • Michael Zimmerman, President      | (916) 339-4360 |

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## Evacuation Procedures

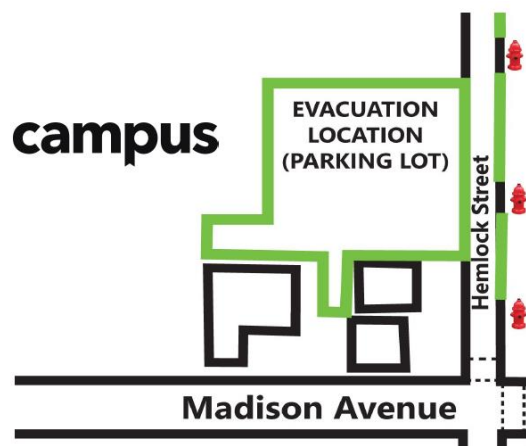
In the event of an emergency, the Campus Director or a designated backup will determine if it is necessary to evacuate the campus. If a complete evacuation is necessary, the Campus Director or designee will activate the fire alarm in each building which will signal to staff and faculty to inform students and begin exiting the buildings. If only a portion of the campus needs to be evacuated, the Campus Director or a designee will communicate directly with the staff and faculty who are involved.

### When evacuating the buildings:

- Take personal belongings.
- Walk (*do not run*) to the nearest stairway or exit.
- Do not use the elevator.
- Exit the building and proceed to the designated evacuation location.
- Leave walkways and driveways open and clear for arriving fire and rescue personnel.
- Follow directions given by fire, police, or rescue personnel.
- Do not leave the evacuation location until you are told it is OK to do so.

### Designated Evacuation Location

The designated meeting place is located at the north end of the main parking lot, furthest away from the buildings. The campus director or designee will adjust the evacuation location as necessary to best ensure the safety of all.



### Fire Extinguishers

Fire extinguishers are located throughout each building in hallways, laboratories, mechanical rooms, and other areas. Report missing, discharged or damaged fire extinguishers to the college president as soon as possible. If a fire extinguisher is used, do not return it to its cabinet or bracket. Report the used fire extinguisher to TSD immediately so it can be replaced.

### Fire Extinguisher Locations

Main Building	.....	Outside rooms 100, 104, 109, 110, and in Financial Aid hallway
North Annex (Downstairs)	.....	Outside rooms A19, A20, and student lounge
North Annex (Upstairs)	.....	Outside rooms B10, B11, B14, and across from elevator
Paul Mitchell Building (Downstairs)	.....	Outside CORE classroom and next to side door on clinic floor
Paul Mitchell Building (Upstairs)	.....	Outside Project Room

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## Medical Emergencies

A student or employee who observes an injury or who becomes injured while on campus grounds should immediately report the incident to an instructor, staff member or the campus director. The individual receiving the report will determine the immediate needs of the victim and will make arrangements to address those needs as appropriate.

- When there is an individual who is ill or injured, the following steps should be taken:
  - Keep the victim as comfortable as possible.
  - Do not move the victim any more than is necessary for his/her safety.
  - Never administer liquids to an unconscious victim.
  - Do not remove objects that may be embedded in the victim's skin.
  - Secure the accident scene.

## First Aid Kit Locations

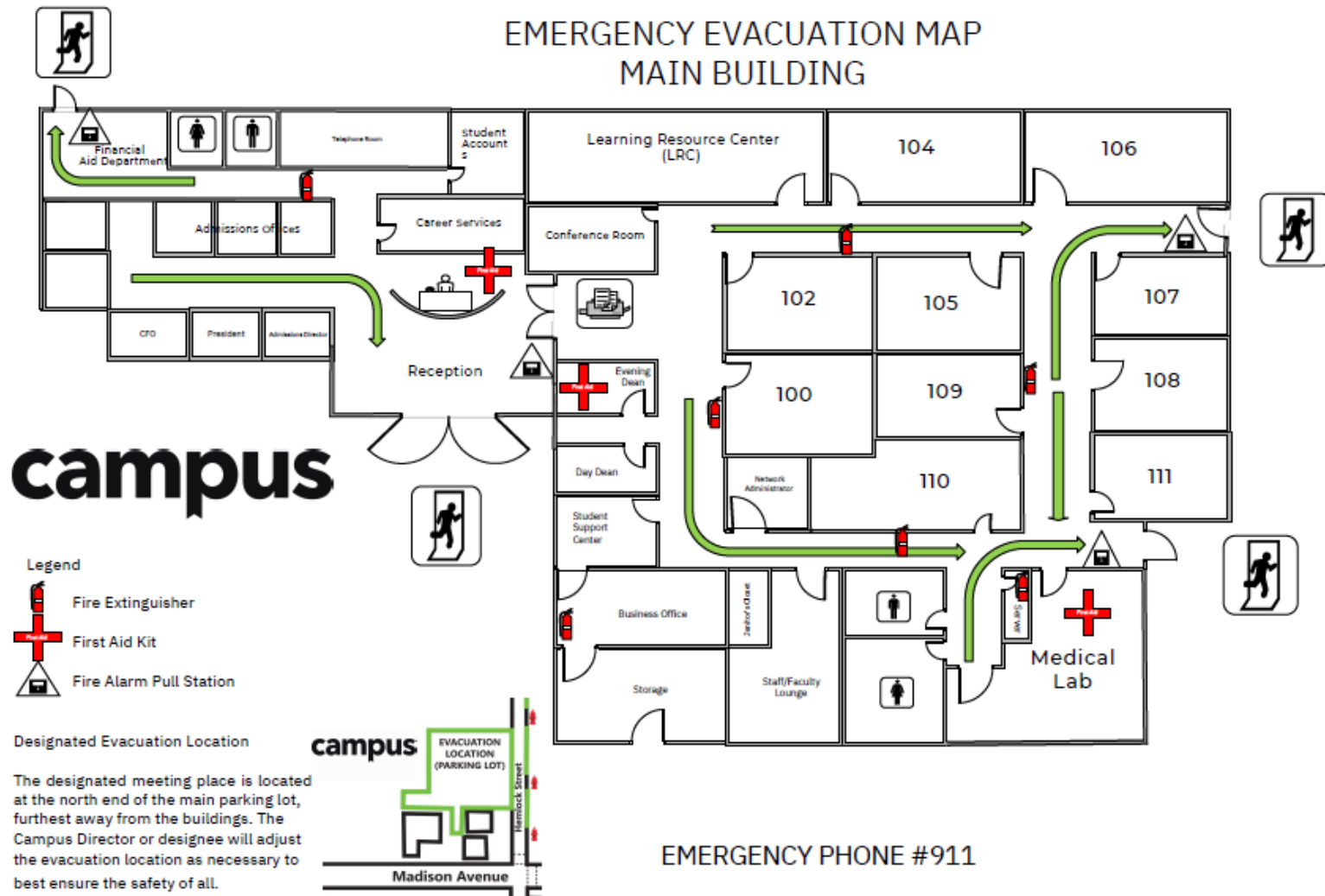
Main Building	Front Desk, Room 114, and Associate Dean of Evening Students' office
North Annex (Downstairs)	Institutional Support Coordinator's office (in director's hallway, behind lobby)
Paul Mitchell Building (Downstairs)	Receptionist's Desk

## Persons Acting Suspiciously

If a person is acting suspiciously on or near campus property:

- Notify an Emergency Coordinator immediately.
- Provide a complete description of the person, including what he/she was doing, his/her last known location and direction of travel.
- Call 911 to make a report.

# EMERGENCY EVACUATION MAP MAIN BUILDING



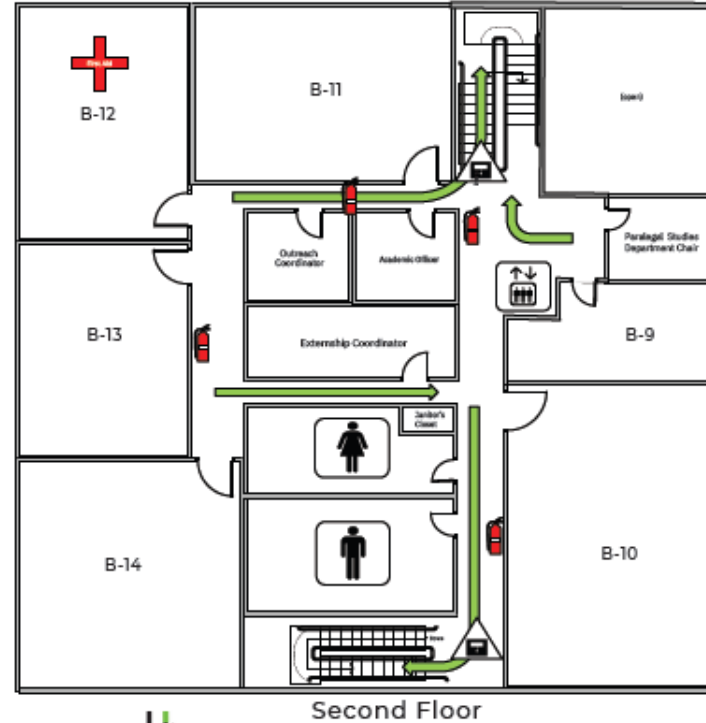
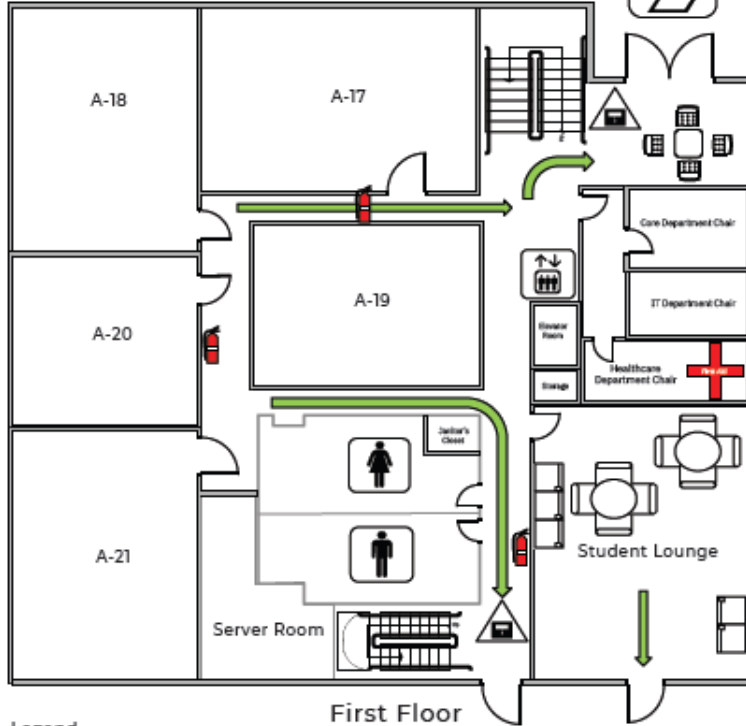
# EMERGENCY PHONE #911






IN CASE OF FIRE, USE STAIRS.  
DO NOT USE ELEVATOR.

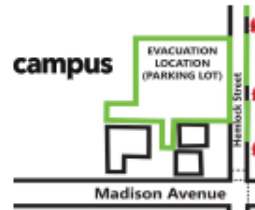
# EMERGENCY EVACUATION MAP NORTH ANNEX

# campus



### Legend

-  Fire Extinguisher
-  First Aid Kit
-  Fire Alarm Pull Station



### Designated Evacuation Location

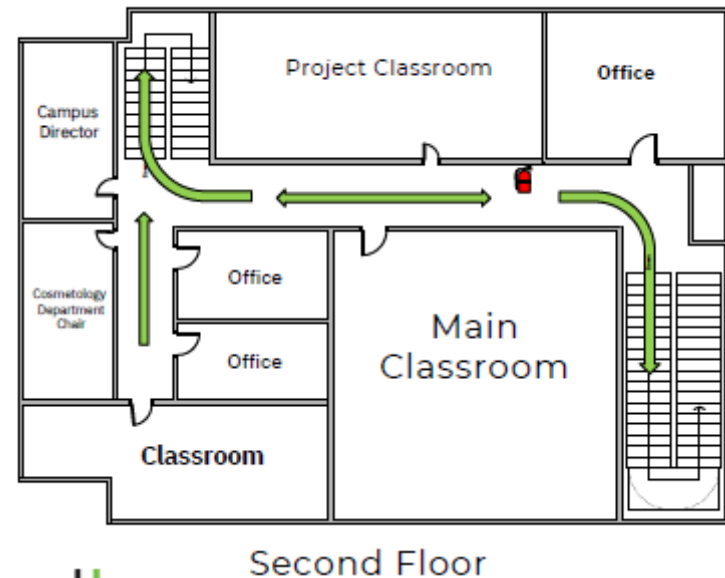
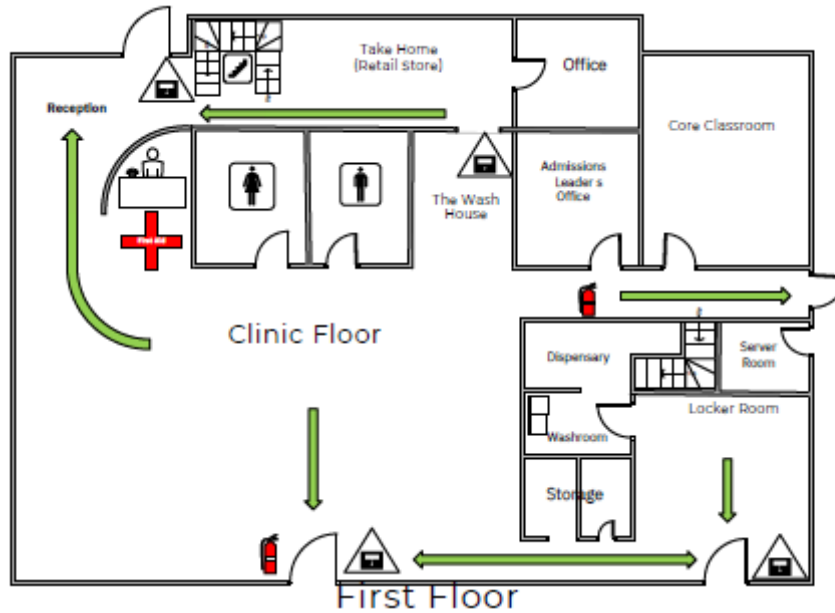
The designated meeting place is located at the north end of the main parking lot, furthest away from the buildings. The Campus Director or designee will adjust the evacuation location as necessary to best ensure the safety of all.






# EMERGENCY EVACUATION MAP PAUL MITCHELL BUILDING

# campus

EMERGENCY PHONE #911

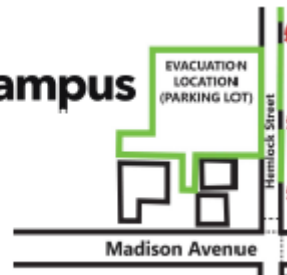


**Legend**

-  Fire Extinguisher
-  First Aid Kit
-  Fire Alarm Pull Station



campus



**Designated Evacuation Location**

The designated meeting place is located at the north end of the main parking lot, furthest away from the buildings. The Campus Director or designee will adjust the evacuation location as necessary to best ensure the safety of all.

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## **Weapons on Campus**

(Revised 2/2022)

Unauthorized possession or use of firearms, replicas, ammunition, explosives, fireworks, knives, or other weapons on campus or at a college-related activity is strictly prohibited and cause for disciplinary action up to and including termination or expulsion. In addition, any act or threat of physical intimidation, harassment, or violence against any person, groups of people or personal property will not be tolerated. Appropriate disciplinary action up to and including termination or expulsion will be taken where evidence of physical intimidation, harassment or violence is found.

Possession of a firearm is allowed only if the college president or an equivalent authority has granted permission in writing, even if the individual has a concealed weapon permit. California law requires that concealed weapons license holders obtain written permission from authorized school officials before carrying firearms or ammunition onto a college campus, unless the unloaded firearm or ammunition is kept in a locked container or within the locked trunk of a motor vehicle.

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## Student Complaint and Grievance Procedure

(Revised 5/9/2022)

### Policy:

At Campus, we believe that student satisfaction is closely tied to student success. Because of this, we will go to great lengths to resolve any issues or complaints that are brought to our attention. We encourage students to voice their concerns and we recommend the following steps for students to achieve a successful resolution to their complaint:

Step 1 – Speak to the staff or faculty member who you feel can immediately resolve your concern. Share your concerns and reasons for why you feel a correction of some order is necessary. If this effort is not successful or appropriate, please go to Step 2;

Step 2 – Contact the campus director (916-339-4371) or dean (916-339-4338) and ask for their assistance in resolving your concern. If this effort does not produce a satisfactory resolution to your concern, please go to Step 3;

Step 3 – Complete a Request for Grievance. This easy-to-complete form is available from the dean's office or online at: <http://www.mticollege.edu/services/student-concerns/>. Please return the completed form to the campus director or dean. Once your request is received, you will be contacted within 2 business days regarding the next steps.

The grievance hearing allows the student to present his or her case before a panel consisting of a student, an instructor, and an administrator, all of whom will be impartial when reviewing the facts and reaching a decision. A student may challenge a panel member(s) for cause if the student has had a previous interaction with the panel member(s) and reasonably believes that the panel member(s) cannot be impartial during the grievance hearing. During the hearing, the student may present written evidence and call live witnesses in support their grievance. In evaluating such evidence, emphasis will be placed on the interpretation and application of school and academic policy. The student will be notified of the outcome of his or her grievance within one week of the hearing. All parties understand that the decision of the grievance hearing is final. The details of this procedure are outlined in the *Grievance Committee Procedures* document.

In the unlikely event that Campus is unable to resolve your complaint, the following California agencies, accrediting and approval bodies have processes available for receiving and responding to student complaints. Those listed below oversee Campus and/or have a clear understanding of specific programs and service areas offered to our students.

Students may acquire assistance from one or more of the following agencies:

For issues or complaints regarding....	Please contact...
Institutional Complaints	Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges (WASC) 10 Commercial Boulevard, Suite 204 Novato, CA 94949 <a href="http://www.accjc.org/complaint-process">http://www.accjc.org/complaint-process</a>
Financial Aid or Cal Grant	California Student Aid Commission PO Box 419026 Rancho Cordova, CA 95741 <a href="http://www.csac.ca.gov">http://www.csac.ca.gov</a>
Veterans	California State Approving Agency for Veterans Affairs 1227 O Street, Suite 314 Sacramento, CA 95814 <a href="https://www.calvet.ca.gov/CSAAVE">https://www.calvet.ca.gov/CSAAVE</a>

For issues or complaints regarding....	Please contact...
Cosmetology Program	California Board of Barbering and Cosmetology PO Box 944226 Sacramento, CA 94244-2260 <a href="http://www.barbercosmo.ca.gov">http://www.barbercosmo.ca.gov</a>
Paralegal Program	American Bar Association 321 N. Clark Street, 19th Floor Chicago, IL 60654-7598, <a href="http://www.americanbar.org/groups/paralegals/contact_us.html">http://www.americanbar.org/groups/paralegals/contact_us.html</a>
Phlebotomy Program	California Department of Health Services Lab Field Services 320 W. Fourth Street, Suite 890 Los Angeles, CA 90013 <a href="http://www.cdph.ca.gov/programs/lfs">http://www.cdph.ca.gov/programs/lfs</a>

An individual may contact the Consumer Information Division, Department of Consumer Affairs for referral of a complaint. A copy of the complaint will be provided to the United States Department of Education, and may be referred to another entity to review, investigate, and resolve. The Department may be contacted at 1625 North Market Blvd., Suite N 112, Sacramento, CA 95843, (800) 952-5210 or [dca@dca.ca.gov](mailto:dca@dca.ca.gov).

**Procedure:**

Please contact the campus director or president if you have questions or would like clarification.

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## **Campus Activities**

### **Work Study Program**

The Federal Work Study (FWS) program offers a great opportunity for students to gain work experience and supplement their income while in school. Students interested in participating in the Federal Work Study program should inquire about eligibility and job availability at the Financial Aid office. Students are eligible to participate if they have financial need as determined by their Student Aid Budget. Typically, students participating in the FWS program will work at the college or at a local non-profit public service organization. All participants must maintain good academic progress in order to ensure their continued FWS employment status.

### **Student Advisory Focus Groups**

Student Advisory Focus Groups were created to provide a forum for students to discuss concerns, share ideas, make requests and offer suggestions. The focus groups offer students the opportunity to communicate directly with faculty, staff and administrators and participate in Campus's planning and improvement processes. Meetings are scheduled on an as-needed basis and all students are welcome to participate.

### **Graduation Ceremonies**

The college hosts two graduation ceremonies each year to honor students who have earned their diplomas or degrees. These exciting events (with nearly 1000 guests) are typically held in the spring and fall and include student speakers and award presentations in addition to the commencement exercise. Family and friends are encouraged to attend so they can celebrate with the graduates who are dressed in the traditional cap and gown.

Students must be attending the final classes of their diploma or degree program in order to participate. In other words, students completing their first year of a two-year degree are not eligible to walk -- they must wait until their second year is completed before they can participate. Students eligible to participate will be contacted with details regarding the upcoming ceremony. For additional information, please contact your dean.

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## Campus Service Learning

Campus Service Learning provides you with an excellent opportunity to get involved and improve your local community, help others, and practice important networking skills. Campus encourages all students to explore and choose the service path that best suits individual interests and abilities. We hope that you find this experience both fun and rewarding!

### How Does It Work?

- **Step One:** Choose a Community Service

Review community service opportunities in your local community or elsewhere. For ideas, take a look at the community service links on Campus's e-learning website (<http://elearning.mticollege.edu>). Find an organization that shares your values and look at ways you can help. Also, keep your eyes peeled for opportunities right on the campus. Campus offers food drives, blood drives, and other events on a regular basis.

- **Step Two:** Complete your Service

Go out and help your community with your volunteer effort. Have fun! This is what this program is all about! **Obtain written documentation** from the volunteer organization as evidence of your efforts.

- **Step Three:** Turn in Your Verification to the student success coordinator.

**Visit the Student Support Center** to obtain credit for your community service. The student success coordinator will record your service and keep a copy of your documentation. Congratulations! You have earned your Campus Service Learning credit and most of all, you helped your community!

- **Step Four:** Keep it Going!

It doesn't have to end here! Now that you see all of the opportunities to help your community, realize that your help is valued any time of year. Try helping again whenever you're able. Being a positive force in your community is a great trait of many successful professionals.

Please note: When you follow these steps, your community service participation will be noted on your transcript. In addition, a list of community service events and their dates will appear on your transcript when you actively participate and volunteer one hour or more of your time. Remember, the events do not necessarily have to be connected with Campus, and you must provide evidence of your participation.

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## Student Recognition

### Outstanding Graduates

The Outstanding Graduates award is an opportunity for Campus to celebrate our spectacular students! The primary purpose of this award is to celebrate and commend students whose positive attitude, strong work ethic, and professional behavior has led to their success at Campus. Students are nominated by their instructors and/or department chair for this award. The Outstanding Graduates are announced during the graduation ceremony and receive an award of recognition and have their photo displayed in the Hall of Fame.

### Excellent Attendance Award

A student who has achieved an overall attendance of 98% or higher for their entire time at Campus are eligible for the Excellent Attendance Award and may request a certificate at the completion of his/her program. Those students are recognized at the graduation ceremony.

### Perfect Attendance List

The Perfect Attendance List is posted after each term, and students are encouraged to review it. If they are not on the list and believe they have not missed any class time in the previous term, they are advised to see one of the deans' or the student success coordinator to report a possible discrepancy in the record. Copies of the list are available for students to place in their portfolios.

### President's and Deans' Lists

In order to appear on either of these honor roll lists, students must have completed a minimum of 12 units. Those on the President's List will have earned a GPA of 4.0, while Deans' List requires a minimum GPA of 3.5. Copies of the list are available for students to place in their portfolios.

## Frequently Asked Questions (FAQ)

### Deans' & President's Lists

1. When do the Deans' and President's Lists become available and where can I get a copy?

The lists are available on Thursday of the third week of the term and may be picked up in the deans' offices and the Student Support Center.

2. When and how can I get my Deans'/ President's List certificate?

You may sign up in the Student Support Center to request a certificate when you are attending the Career Preparation class(es), or any time after that. If you do not have to take Career Preparation, certificates may be requested while in your last term. You only have to sign up one (1) time. Once your name falls off the Deans'/President's List and your name is on the request list, a certificate will be printed for you within 2-4 weeks.

3. What happens if I have already graduated and am unable to pick up the certificate when it is ready?

When you sign up to request it, make a notation that you will need it mailed. Otherwise, contact the student success coordinator to make the request by phone or email.

### Perfect Attendance List and Excellent Attendance Award

1. How do I qualify for the Excellent Attendance Award?

You must have an overall attendance of 98% or higher at the end of your program in order to be eligible.

2. I have been on the Perfect Attendance List; can I get a Perfect Attendance Award?

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No, while we commend your perfect attendance, we only acknowledge attendance as “Excellent” for award purposes.

3. Will I be on the Perfect Attendance List if I was only late one time?

No, the Perfect Attendance List only acknowledges students who never missed any class time—no tardies or early departures.

4. Are there any excused absences? What if I have court, jury duty, or have to be hospitalized and can bring in my documentation?

No, the only excused absence is when you are at a Campus event, such as the graduation ceremony. However, students are encouraged to share their documentation with instructors, as it may impact eligibility to make up missed exams, etc...

5. I know I had perfect attendance, but my name is not on the list. What can I do?

If your name is not on the list, it is because the computer system has record of time you were marked absent. You are advised to see one of the deans or the student success coordinator to get a printout of your attendance for the term in question. Clear any time absent with the instructor who marked you absent and notify the student success coordinator once cleared so the record may be corrected.



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## Career Services

The Career Services Department offers resources that are designed to support your efforts in preparation for the workforce. Career development is a lifelong process you unfold, and build upon, and turning employment possibilities into reality takes a lot of work, perseverance, and intent. They will work with you to develop your professional goals, support your career development, and fine-tune your job search techniques/strategies.

### Career Services offers services that:

- Provide career advising through scheduled appointments and drop-ins
- Help students explore careers through part-time employment and full-time employment
- Help students develop and apply job-search competencies and decision-making skills
- Help students establish and sustain direct links to potential employers and employment opportunities
- Help students understand the potential benefits and pitfalls of social media and the importance of a positive Internet “footprint.”

### Resources Available:

- **Student Assistant Work** – Program designed to provide students with part-time work opportunities with the State of California related to their field of study.
- **How to get a job with the State** – Information covering steps, exams, the application process, and frequently asked questions.
- **Volunteer Information** – A way to gain experience on your resume, network, and gather letters of recommendation.
- **Certification Information** – Certifications demonstrate your commitment to superior professionalism, upholding industry standards, and continued learning.
- **Guarantee Graduate Program** – The program is not a guarantee to graduate or to find a job, but Campus shows our confidence in our graduates through this program.
- **Resume Assistance** – Learn how to create a winning resume that will grab the reader’s interest. Learn how to focus on accomplishments and skills.
- **Cover Letter Assistance** – Learn how to inspire the reader to look at your resume and learn how to match your skills to the requirements of the job.
- **Interview Tips** – Do’s and Don’ts, phone interviewing tips with a worksheet, and interview questions with answers.
- **Mock Interview** – A mock interview mirrors an actual job interview. It gives you an opportunity to practice what to say and do during an interview and get feedback.
- **On-site Events** – These events are designed to help you gather information and to explore future career opportunities.

**REMEMBER:** Believe in yourself! Follow your dream. Do what you love, and success and satisfaction will follow.

Contact us at [careerservices@mtcollege.edu](mailto:careerservices@mtcollege.edu)

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## Quick Reference

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## Things to Expect When You Are a New Student

1. **BE PATIENT WITH YOURSELF** - It takes most students at least one week, others longer, to get accustomed to learning something new.
2. **DON'T COMPARE YOURSELF WITH OTHERS** – Everyone learns differently. For some, it just takes a little longer to understand and process new information. Never short change your intelligence.
3. **FIND ANOTHER STUDENT TO SHARE YOUR STUDIES WITH** – Pair up with a study buddy. It sometimes helps to have someone to share your school work with.
4. **ASK FOR HELP**- If you don't understand something, don't be afraid to ask. We are here to help you. If you need tutoring, we will arrange a tutor for you.
5. **GET PLENTY OF SLEEP AND EAT WELL** – How you treat your body will play a big part on how your brain will tolerate studying and remembering new information.
6. **UNDERSTAND YOUR LIFE IS GOING TO CHANGE** – Realize that things in your life are going to be different. It's all about prioritizing and reorganization. Make a list of what is really important today and what can wait.
7. **ASK YOUR FAMILY AND FRIENDS FOR SUPPORT** – People are generally willing to help out if you ask. Let someone make a meal for you, baby sit your child, or help you with household chores. Your family and friends know you are working on improving your life and understand that you can't do everything by yourself all of the time!
8. **THERE IS LIGHT AT THE END OF THE TUNNEL**- Campus is geared to provide not only a start date but a graduation date. If you follow through with the curriculum, you will know exactly when you will be completed. Most colleges can give you a start date but few will provide an end date.
9. **REMEMBER TO KEEP YOUR EYE ON THE PRIZE** – Life happens and with that comes good days and unfortunately bad days. When things get tough and you feel like quitting, remember why you are here and what you want in your life. We are here to help you keep the momentum going and to support and guide you towards your goal of graduation.
10. **A NEW CAREER AWAITS YOU** – Feel the excitement of what a new career will bring you. Do you want to buy a new car or a brand new wardrobe, what about a house or new things for your children? Campus offers lifetime career assistance! Think of all the wonderful things that a new career can bring to you.

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## Student Computer Login Instructions

Use the login procedure below the ***first time you log in only!*** Once you have created a new password, you will use that new password from then on.



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**Example:** Your name is John Smith, Student No. 51220

**User name:** 51220 (*This is your 5 or 6 digit student ID number*)

**Password:** MTIcollege.edu (*This is case sensitive and must be displayed exactly as shown*)

After using MTIcollege.edu for your first password, you will be prompted to create a new password. This password will be used in the future.

Note: This password and the password used in Moodle may not be identical. Be sure to keep track of your password system and always use strong passwords to protect your information.

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**NOTE:** If you are unable to gain access after three attempts, request help from your instructor.

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## Campus e-learning Website


(<http://elearning.mticollege.edu>)

**campus** Home Dashboard My courses Site administration

Home Settings Participants Reports Question bank More ▾

Campus (formerly known as MTI College)

Welcome to the Campus e-learning site!



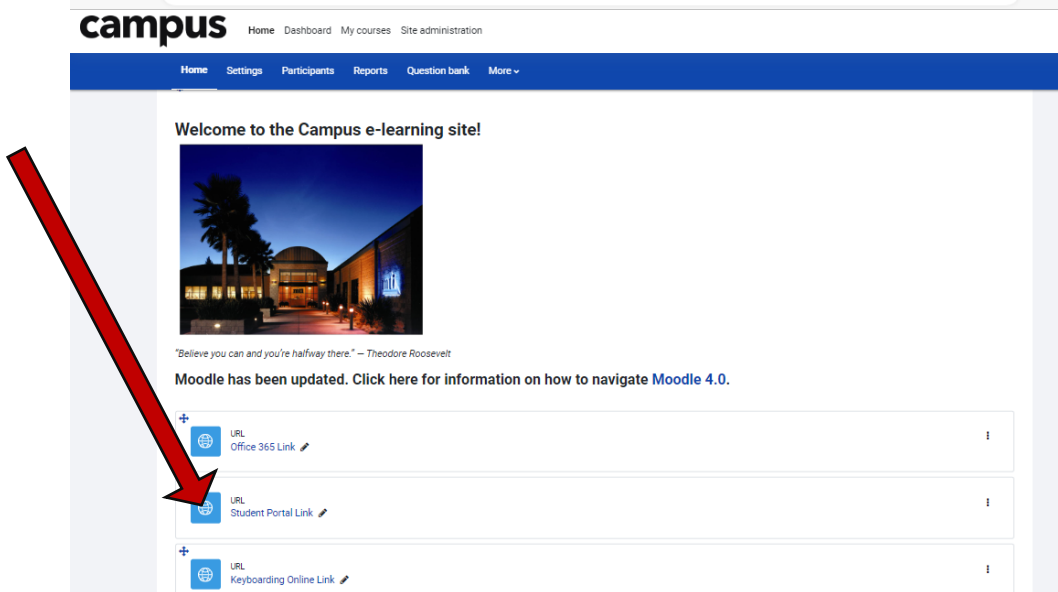
*"Believe you can and you're halfway there." – Theodore Roosevelt*

The e-learning website is a valuable resource that includes access to courses and learning resources, weekly announcements, a calendar with upcoming events, the student handbook, and access to important student policies and procedures. The site is updated regularly, so students are encouraged to visit the e-learning on a regularly to stay up to date with the latest information. All classroom computers are configured with the e-learning website as the internet homepage.

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## Student Portal

The student portal gives student instant access to their schedules, grades, financial aid information and other important information. To access the portal, Click here → [Login to Student Portal](#) or here



There are resources on Moodle to help students become familiar with the student portal. Click here → [Student Portal Training](#)

To log in to the portal students will use their student ID numbers as their ID. The password will be the one that students set up when students set up their accounts. If students need assistance with passwords, they can contact TSD at [help@mticollge.edu](mailto:help@mticollge.edu).

Once in the portal, students can access their schedule by clicking on the “**Academics**” link on the left menu. They would then click on the “**Your Class Schedule**” link. Students will see a pdf file called “**Class Schedule.**” When students click on this, it should open their schedule. If this does not work, you can reach out to TSD for help at [help@mticollge.edu](mailto:help@mticollge.edu)

**How to access your grades:** Log in, click on “**Academics**” on the left. Then, click on “**Unofficial Transcript.**” You will see a pdf file called “**Unofficial Transcript.**” Click on this and it should open your grades.

**If you have any questions regarding your schedule, please contact: Student Services.**

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## Online Course Evaluations

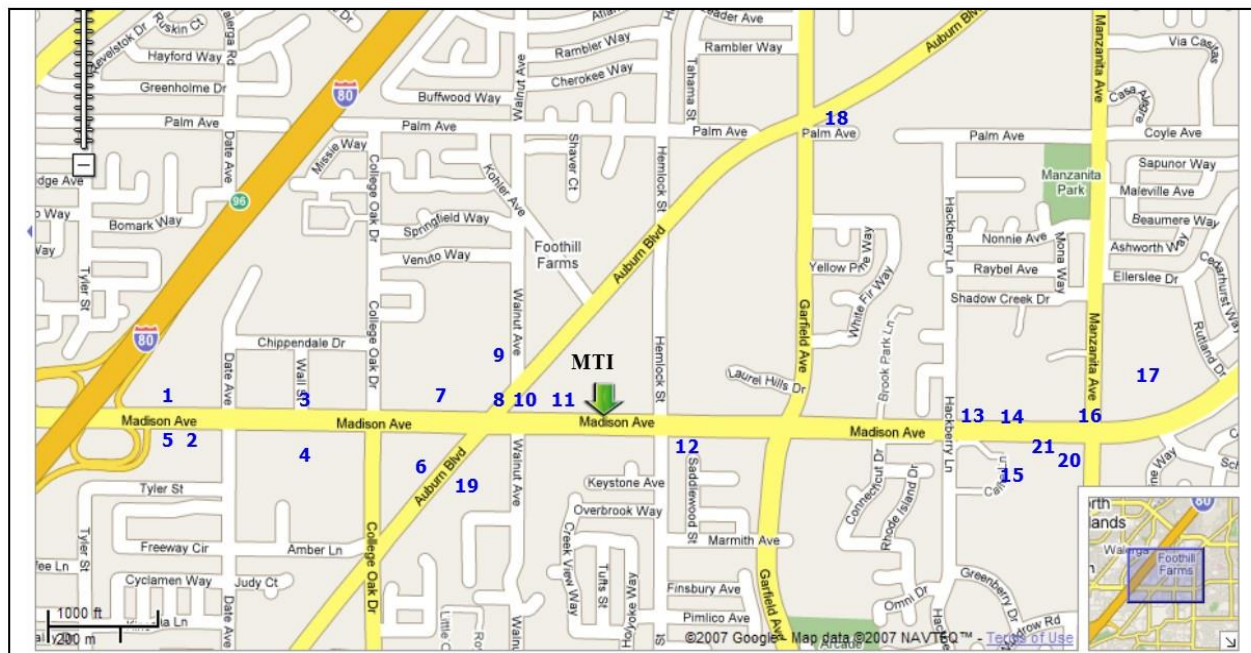
At the end of each class, students have the opportunity to provide direct feedback to their instructors and the college regarding their learning experience. These evaluations are completed using an online survey that students can access from any computer with Internet access. Please take the time to complete these course evaluations as we count on your thorough and honest feedback regarding the quality of our programs.

Please complete a course evaluation survey for each of your current classes during the last two weeks of your class.

To complete a survey, follow the appropriate link to launch the survey. Select your course name and your course instructor's name to begin.

Links to all surveys are available on the Campus e-learning site in the "Student Information, Resources, Policies and Procedures" section. You will be asked to enroll yourself in this area. This is the link for that area: <https://elearning.mtcollege.edu/course/view.php?id=1121#section-2>

## Restaurants Close to Campus



**1 Panda Express**  
4701 Madison Avenue  
(916) 348-1452

**2 Boston Market**  
4644 Madison Ave  
(916) 331-2500

**3 Jack in the Box**  
4849 Madison Ave  
(916) 338-5159

**4 Strings Italian**  
4848 Madison Ave  
(916) 348-1925

**5 In-n-Out Burger**  
4600 Madison Ave  
(800) 786-1000

**6 McDonalds**  
5008 Auburn Blvd.  
(916) 332-6951

**7 El Pollo Loco**  
5055 Auburn Blvd  
(916) 344-7939

**8 Weinerschnitzel**  
5100 Auburn Blvd.  
(916) 332-9404

**9 Taco Bell**  
5210 Auburn Blvd  
(916) 348-8203

**10 MAD Subs**  
5133 Madison Avenue  
(916) 339-9999

**11 Wiener Works**  
5207 Madison Ave #C  
(916) 334-8711

**12 La Bou Deli**  
5420 Madison Ave  
(916) 349-1002

**13 Sizzler**  
5815 Madison Ave  
(916) 348-3396

**14 Arby's**  
5845 Madison Ave  
(916) 344-8381

**5 Hings Chinese**  
800 Madison Ave #Q  
(916) 334-0760

**6 Carls Jr.**  
935 Madison Ave  
(916) 348-7735

**7 Garcias Mexican**  
049 Madison Ave  
(916) 344-3177

**8 Mountain Mike's Pizza**  
640 Auburn Blvd  
(916) 331-1150

**9 Chipotle Mexican Grill**  
040 Auburn Blvd  
(916) 334-5200

**0 Madison Station**  
800 Madison Ave  
(916) 338-2100

**1 Starbucks**  
149 Manzanita Ave  
(916) 332-6927



**Financial assistance, food pantries, medical care, and other free or reduced-cost resources.**  
<https://www.findhelp.org/>

## **Resources for Victims of Domestic Violence/Sexual Assault**

### **Sacramento**

**WEAVE, Inc.** Provides counseling and other services such as shelter, clothing, food and legal services to victims of domestic violence and sexual assault. This agency also provides counseling to the families of victims

Crisis Line: (916) 920-2952 or (866) 920-2952  
Website: [weaveinc.org](http://weaveinc.org)  
Languages: English, Spanish

Midtown Office  
Business Phone: (916) 448-2321  
Address: 1900 K Street, Sacramento, CA 95811

South Office  
Address: 7600 Hospital Drive, Sacramento, CA 95823

Thrift Office  
Business Phone: (916) 643-4606  
Address: 2401 Arden Way, Sacramento, CA 95825

### **Placerville**

**Center for Violence-Free Relationships**  
Crisis Line: (530) 626-1131 or (916) 939-6616  
Business Phone: (530) 626-1450 or (916) 939-4464  
Website: [thecenternow.org](http://thecenternow.org)  
Languages: English, Spanish  
Address: 344 Placerville Drive, Suite 11, Placerville, CA 95667

### **Grass Valley**

**Community Beyond Violence**  
Crisis Line: (530) 272-3467 or text at (530) 290-6555  
Business Phone: (530) 272-2046  
Website: <https://www.cbv.org/>  
Languages: English, Spanish  
Address: 1020 McCourtney Road, Suite C, Grass Valley, CA 95949

### **Woodland**

**Empower Yolo**  
Crisis Line: (530) 662-1133 or (916) 371-1907  
Business Phone: (530) 661-6336  
Website: [empoweryolo.org](http://empoweryolo.org)  
Languages: English, Spanish  
Address: 175 Walnut Street, Woodland, CA 95695

### **Other Locations:**

D-Street House  
441 D Street

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Davis, CA 95616  
530-757-1261

KL Resource Center  
9586 Mill Street  
Knights Landing, CA 95645  
530-661-5519

West Sacramento  
1025 Triangle Court, Suite 600  
West Sacramento, CA 95605  
916-873-8824

## **Auburn**

### **Stand Up Placer**

Crisis Line: (800) 575-5352  
Business: (530) 823-6224  
Website: [standupplacer.org](http://standupplacer.org)  
Languages: American Sign Language, English, Spanish  
Address: PO Box 5462, Auburn, CA 95604  
Note: Formerly named Peace for Families Administrative Office

Auburn Direct Services Office  
Business Phone: (530) 885-0443  
Address: 11985 Heritage Oaks Place, Suite 200, Auburn, CA 95603

Roseville Direct Services Office  
Business Phone: (916) 773-7273  
Address: 300 Derek Place, Roseville, CA 95678

Thrift Shop  
Business Phone: (916) 771-4941  
1740 Santa Clara Drive, Suite 100-C, Roseville, CA 95661

## **Additional Resources for Victims of Sexual Offenses**

### **RAINN (Rape, Abuse & Incest National Network) - <https://www.rainn.org/>**

RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE and [online.rainn.org](http://online.rainn.org)) in partnership with more than 1,100 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. RAINN also carries out programs to prevent sexual violence, help victims and ensure that rapists are brought to justice.

- Safety Planning  
<https://www.rainn.org/get-information/sexual-assault-prevention/safety-plan>
- What Consent Looks Like  
<https://www.rainn.org/get-information/sexual-assault-prevention/what-is-consent>
- If Someone is Pressuring You  
<https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-pressure>
- Steps You Can Take to Prevent Sexual Assault  
<https://www.rainn.org/get-information/sexual-assault-recovery/protecting-your-friends>
- What Can Bystanders Do?  
<https://www.rainn.org/get-information/sexual-assault-prevention/bystanders-can-help>

**Clery Center - <http://clerycenter.org/>**

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Focused on advocacy, education and collaboration, the Clery Center for Security on Campus is a nonprofit organization dedicated to safe campus communities nationwide. Their mission is to work with college and university communities to create safer campuses.

**The National Sexual Violence Resource Center ([www.nsvrc.org/](http://www.nsvrc.org/))**

The NSVRC’s Mission is to provide leadership in preventing and responding to sexual violence through collaboration, sharing and creating resources, and promoting research. The center believes that it is imperative to improve responses to those who have been victimized by sexual violence in order to ensure that they are believed, helped, and supported throughout their recovery process.

**Free Food, Clothing, and Other Referral Services**

**2-1-1 Sacramento Resource Info Line** ..... 1(888) 546-1464 or (916) 498-1000  
[www.211sacramento.org](http://www.211sacramento.org)

Serving Sacramento and Yolo Counties, Dial 2-1-1 for free, 24-hour information on community, health and social services. 2-1-1 is a one-stop source of information for people looking for community services and resources, especially for those who need essential services, such as food, shelter, counseling, employment assistance, and more. Callers receive personalized information from a live resource specialist. 2-1-1 is confidential and available in more than 150 languages.

**Chicks in Crisis** ..... (916) 896-0031  
<http://www.chicksincrisis.org>

Chicks in Crisis reaches out to teens, women, youth, and emancipated foster youth who are pregnant, parenting, or at-risk, helping them to become responsible parents and leaders in our community. They create a foster-free future by helping them make positive choices in a non-judgmental environment. Chicks in Crisis is widely known throughout the Greater Sacramento area as the organization to contact for pregnant teens and young women in crisis. We work closely with CPS, hospitals, and foster care social workers to meet their needs. As a partner with Sacramento 2-1-1, ours is the most distributed number to callers looking for baby supplies in the area.

**Department of Human Assistance** .....(916) 874-2072 or (209) 744-0499  
<http://www.dha.saccounty.net>

The Sacramento County Department of Human Assistance brings together more than 2,000 skilled and dedicated employees each day to plan, implement and oversee a spectrum of programs and services designed to move people from public assistance to independence. DHA's mission of fostering self-sufficiency among those it serves touches every facet of daily life, from employment, housing and health care to transportation, education and child care.

**Sacramento Food Bank and Family Services** ..... (916) 456-1980  
[www.sacramentofoodbank.org](http://www.sacramentofoodbank.org)

SFBFS offers free educational services along with emergency goods such as food and clothing.

**Women, Infants and Children (WIC)** .....(916) 558-1784 or 1(888) 422-4255  
[www.wicworks.ca.gov](http://www.wicworks.ca.gov)

WIC is a federally-funded health and nutrition program for women, infants, and children. WIC helps families by providing nutrition education, issuing checks for healthy supplemental foods, and making referrals to healthcare and other community services. Participants must meet income guidelines and be either pregnant women, new mothers, infants, or children under age five. In California, 84 WIC agencies provide services locally to over 1.3 million participants each month at over 600 sites throughout the state.

**Legal Resources**

**Sacramento County Bar Association**

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<https://sacbar.org/legalassist>The Sacramento County Bar Association is not operating a lawyer referral service at this time and cannot refer individuals to lawyers. However, please visit the above website for links to legal services and other lawyer referral information.

**McGeorge School of Law Community Legal Services** ..... (916) 340-6080  
<https://law.pacific.edu/law/legal-clinics/community-legal-services>Our on-campus clinics (Immigration Law, Elder and Health Law, and Bankruptcy), referred to collectively as "Community Legal Services (CLS)" have been serving our community since 1964. Students are placed in the role of an attorney in a law office setting serving low-income clients. Students take major responsibility for real cases under careful faculty supervision, deal with the particular issues in the pending cases, and then use those real-life experiences to discuss in an academic setting the issues that lawyers face in their legal careers.

**Northern California Legal Services** ..... (916) 551-2150  
<http://www.lsnclaw.org>  
The LSNC provides quality legal services to empower the poor to identify and defeat the causes and effects of poverty within their community efficiently utilizing all available resources.

**Self-Help Center - Family Law Facilitator**  
<https://www.saccourt.ca.gov/family/self-help-center.aspx>  
The Self-Help Center offers assistance with the completion of legal forms and provides procedural guidance in most areas of Family Law, including: child support, spousal support, child custody, visitation, dissolution, legal separation, nullity, establishment of paternity, domestic violence restraining orders and probate guardianships

**Unlawful Detainer Information (landlord/tenant)**  
<https://www.saccourt.ca.gov/ud/ud.aspx>

**Capital Pro Bono** ..... (916) 551-2102  
<https://capitalprobono.org/> Capital Pro Bono offers free civil legal services pertaining to debtor debt collection, employment law, criminal misdemeanor expungements, guardianships & conservatorships, family law, and estate planning & probate. Capital Pro Bono does not assist with criminal matters, representing minors, or representing creditors.

## Medical Care

**Free HIV and STD Testing**  
Center for AIDS Research, Education, and Service (CARES) ..... (916) 443-3299  
<https://oncommunityhealth.com/>

**Dignity Health**  
Dignity Health offers medical care to low-income, uninsured families in the greater Sacramento County. Please visit their website at <https://www.dignityhealth.org/sacramento/locations> to see a list of locations serving the Greater Sacramento Area.

## Temporary/Emergency Housing

**Next Move** .....(916) 454-2120 or (916) 443-2646  
<http://www.nextmovesacramento.org>

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Next Move operates The Family Shelter, 30-day shelter that serves families with children and single women. It's one of only two shelters in Sacramento County that accepts two-parent families, single fathers, and sons over the age of 14. And it's the only shelter with private rooms for families.

**Home Start – Transitional Housing**..... (916) 265-3400  
<https://www.voa-ncnn.org/homestart>

Roseville Home Start is virtually the only transitional housing program in Placer County serving families exclusively. We accept families headed by single fathers, single mothers, couples with children and even grandparents raising their grandchildren. We also work with parents who are regaining custody of their children through Child Protective Services (CPS). Preference is given to Placer County residents.

**Lazarus Project – Transitional Living** ..... (916) 772-6833

To provide housing and support services to individuals who are homeless and at risk of becoming homeless. Program participants, including those who may be diagnosed with mental illness and/or substance abuse issues are provided support services that will enable them to become self-sufficient. Ultimately, through the development of life skills and utilizing community resources participants of the program maintain self-sufficiency.

**Salvation Army – Auburn (Emergency Housing for 1 Week)**..... (530) 889-3990  
286 Sutter Street, Auburn, CA 95603

**Salvation Army – Roseville** ..... (916) 784-3382  
100 Lincoln Street, Roseville, Ca 95678

**Center of Hope Men’s and Women’s Shelter**  
1200 North B Street, Sacramento CA 95811

**St. John’s Shelter for Women & Children**..... (916) 453-1482  
4410 Power Inn Road, Sacramento, CA 95826

**St. Vincent de Paul - (Placer County Only)**..... (916) 781-3303  
503 Giuseppe Court #8, Roseville, CA 95678

**The Salt Mine** ..... (916) 645-3778  
Public Charity, 590 G Street, PO Box 155, Lincoln, CA 95648

**Union Gospel Mission** ..... (916) 447-3268  
400 Bannon St., Sacramento, CA 95811  
<http://www.ugmsac.com> The mission offers meals to the homeless, a place to sleep, a clothes closet, a warming center and a mailroom for those who don't have an address among other services.

Campus has attached a list of local drug or alcohol counseling, treatment, and/or rehabilitation programs that are available to students and employees at the student's or employee's expense. Some offer residential treatment options while others have outpatient services. Some also offer sliding fee schedules based on ability to pay. Students or employees with substance abuse and dependency problems are encouraged to seek assistance voluntarily from providers on this list or from any number of others offering help in this area.

### **Drug or Alcohol Counseling, Treatment or Rehabilitation Programs**

- Sacramento County Alcohol and Drug Services ..... (916) 874-9754  
3321 Power Inn Road, Suite 20 Sacramento, CA 95826

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- Another Choice, Another Chance ..... (916) 388-9418  
7000 Franklin Blvd., Sacramento, CA 95823
  - California Department of Health Care Services, SUD Non-Emergency  
Treatment Referral Line ..... (800) 879-2772  
1500 Capital Ave., Sacramento, CA 95814
  - Gateway Foundation Women’s Residential Treatment for Drugs and Alcohol ..... (916) 451-9312  
4049 Miller Way Sacramento, CA 95817
  - New Dawn Treatment Center ..... (916) 260-2624  
Multiple Locations. Please visit [www.newdawntreatmentcenters.com](http://www.newdawntreatmentcenters.com) to find most convenient  
location.
  - Oak House (Residential Treatment Center for Men) ..... (866) 578-7471  
7919 Oak Avenue Citrus Heights, CA 95610
  - Pathways Recovery Residential Detox ..... (916) 713-3582  
775 Sunrise Ave, STE 210, Roseville, CA 95661
  - CalWORKs Wellness Team ..... (916) 875-8600
  - Strategies For Change ..... (916) 473-5764  
4441 Auburn Blvd., Suite E Sacramento, CA 95841

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## Service Member Resources

As an institution founded by a veteran and one that serves many service members, Campus understands that military service members sometimes face choices and circumstances that are not typical of other college students. With this in mind, Campus has compiled this list of on and off-campus resources that are available to service members facing a variety of different circumstances.

## Veterans' Resources

**Department of Veterans Affairs** ..... (888) 442-4551  
[www.gibill.va.gov](http://www.gibill.va.gov)

**Campus VA Certifying Official, Karen Emch** ..... (916) 339-4337  
[kemch@mticollege.edu](mailto:kemch@mticollege.edu)

- **VA ACE - Suicide Prevention Hotline** ..... (800) 273-8255 (press 1 for vets)  
[www.mentalhealth.va.gov](http://www.mentalhealth.va.gov)
- **Veterans Community Center** ..... (916) 806-4852  
6921 Sylvan Road, Citrus Heights, CA 95610  
[www.veteranscommunitycenterch.com](http://www.veteranscommunitycenterch.com)
- **The Soldiers Project**  
[www.thesoldiersproject.org](http://www.thesoldiersproject.org)

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## Local Veteran Centers

Veteran centers offer readjustment counseling; which includes a wide range of psycho social services offered to eligible veterans and their families in the effort to make a successful transition from military to civilian life.

Services include:

- Individual and group counseling for veterans and their families
- Family counseling for military related issues
- Bereavement counseling for families who experience an active duty death
- Military sexual trauma counseling and referral
- Outreach and education including PDHRA, community events, etc.
- Substance abuse assessment and referral
- Employment assessment & referral
- VBA benefits explanation and referral
- Screening & referral for medical issues including TBI, depression, etc.

Locations:

Sacramento Veterans Center

[Sacramento Vet Center | Veterans Affairs \(va.gov\)](#)

*1111 Howe Avenue Suite #390*

*Sacramento, CA 95825*

Citrus Heights Veterans Center

[Citrus Heights Vet Center | Veterans Affairs \(va.gov\)](#)

*5650 Sunrise Boulevard*

*Citrus Heights, CA 95610*



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## Reference Information for Drug-Free Campus and Workplace

(Revised 5/2018)

### Legal and Other Sanctions Relating to Drug and Alcohol Violations

The following is not a comprehensive list of all criminal statutes and penalties related to drug and alcohol violations. This is only an overview summary focusing on unlawful possession and distribution and does not encompass enhanced penalties for subsequent offenses.

- California Business & Professions Code, Section 23301: it is illegal to sell alcohol without a valid license or permit. The violator is guilty of a misdemeanor or a felony.
- California Business & Professions Code, Section 25658: it is illegal to sell, furnish or give any alcoholic beverage to anyone under 21 or to anyone who is obviously intoxicated. The violator is guilty of a misdemeanor, assessed a \$1,000 fine and must perform 24 hours of community service. In addition, anyone under 21 who purchases or consumes any alcoholic beverage in any on-sale premises is also guilty of a misdemeanor, is assessed a \$250 fine or must perform 24-32 hours of community service.
- California Business & Professions Code, Section 25662: any person under 21 who has any alcoholic beverage in their possession on any street or highway or in any public place or in any place open to the public is guilty of a misdemeanor. The penalty is a fine of \$250 or 24-32 hours of community service.
- California Business & Professions Code, Section 25665: it is illegal for anyone under age 21 to enter or stay in a place licensed to sell liquor without a lawful reason to be there. The violation is a misdemeanor and the penalty is a fine of \$200.
- California Vehicle Code, Section 23152: it is unlawful to operate a vehicle while under the influence of alcohol (.08 blood alcohol level) or drugs or under their combined influence. The penalty is imprisonment in the county jail for a minimum of 96 hours (maximum 6 months), and a fine of \$390 to \$1000, suspension of driving privileges, and surrender of driver's license to the court. The driver must also complete a three month driving under the influence program and the court may order a locking ignition system.
- California Vehicle Code, Section 23221 – 23223: no driver or passenger shall drink any alcoholic beverage or smoke or ingest marijuana or any marijuana product while in a motor vehicle upon a highway or possess an open container of alcohol, or open receptacle containing cannabis or cannabis products, or possess loose cannabis flower not in a container while in a motor vehicle upon a highway or on any lands.
- California Penal Code, Section 647(f): an individual found in any public place under the influence of alcohol, any drug, or controlled substance who is unable to care for their safety or the safety of others or interferes with or obstructs a sidewalk, street, or other public way is guilty of disorderly conduct, a misdemeanor.
- California Health & Safety Code, Sections 11350 et seq., 21 USC Section 841, 844: the unlawful possession, sale, furnishing, or dispensing of any controlled substance or drug paraphernalia, or growing of a controlled substance as defined by the California and federal laws is unlawful. For simple possession of a small amount of a controlled substance, the federal penalty is a maximum one year imprisonment and a minimum fine of \$1,000. Possession of larger quantities for distribution carries much more severe penalties, with imprisonment for ten years or more and very large fines. Conviction may also bar receipt of benefits from Federal programs including student grants and loans. The State penalties include varying terms in county jail and /or state prison, as well as significant fines. Both the federal and state penalties are enhanced (doubled in many cases) when the offense occurs on or within close proximity to a school.

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## Health Risks Associated With Abuse of Drugs or Alcohol

### Tobacco and Nicotine

Smokers are more likely than nonsmokers to contract heart disease. Lung, larynx, esophageal, bladder, pancreatic, and kidney cancers also strike smokers at increased rates. Thirty percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases, such as emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy also poses risks, such as spontaneous abortion, pre-term birth, and low birth weights. Fetal and infant deaths are more likely to occur when the pregnant woman is a smoker. Nicotine is both psychologically and physically addictive.

### Alcohol

Low doses significantly impair the judgment and coordination needed to operate vehicles. Small amounts can also lower inhibitions. Moderate to high doses cause marked impairments in higher mental functions, and loss of memory and the ability to learn and remember information. High doses cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation.

### Cannabis

(Marijuana, Hashish, Hashish Oil, Tetrahydrocannabinol)

Physical effects of cannabis include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, reduce ability to perform tasks requiring concentration and coordination, and impair driving ability. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana, hashish, THC, etc., can also produce paranoia and psychosis. Long-term use may result in possible lung damage, reduced sperm count and sperm motility, and may affect ovulation cycles. Cannabis can also be psychologically addictive.

### Inhalants

(Nitrous Oxide, Amyl Nitrite, Butyl Nitrite, Chlorohydrocarbons, Hydrocarbons)

Immediate effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain damage. Deeply inhaling vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing oxygen in lungs. Long-term use can cause weight loss, fatigue, electrolyte imbalance, muscle fatigue, and permanent damage to the nervous system.

### Cocaine (Crack)

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause nasal irritation; chronic use can ulcerate the mucous membrane of the nose. Crack or freebase rock is extremely addictive. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by cardiac arrest or respiratory failure.

### Stimulants

(Amphetamines, Methamphetamines, Crank, Ice)

Stimulants cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. Users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and physical collapse. Amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to physical effects, feelings of restlessness, anxiety, and moodiness can result. Use of large amounts over a long period of time can cause amphetamine psychosis.

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that includes hallucinations, delusions, and paranoia. The use of amphetamines can cause physical and psychological dependence.

### **Depressants**

(Barbiturates, Methaqualone, Tranquilizers)

Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. Combination of depressants and alcohol can multiply effects of the drugs, thereby multiplying risks. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after birth. Birth defects and behavioral problems may also result. The use of depressants can cause both physical and psychological dependence.

### **Hallucinogens**

(PCP, LSD, Mescaline, Peyote, Psilocybin)

Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls intellect and instinct. PCP blocks pain receptors, and users can have violent PCP episodes resulting in self-inflicted injuries. Lysergic acid diethylamide (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

### **Narcotics**

(Heroin, Methadone, Codeine, Morphine, Meperidine, Opium)

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes and itching. Overdoses may produce respiratory depression, clammy skin, convulsions, coma and death. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms. Use of narcotics can cause physical and psychological dependence.

### **Designer Drugs**

(Analogues of Fentanyl, Analogues of Meperidine, MDMA, Ecstasy Analogues of PCP)

Many "designer drugs" are related to amphetamines and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain. Narcotic analogues can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. Analogues of PCP cause illusions, hallucinations, and impaired perception.

### **Anabolic Steroids**

Steroid users subject themselves to more than 70 side effects, ranging in severity from acne to liver cancer, including psychological as well as physical reactions. The liver and cardio-vascular and reproductive systems are most seriously affected by use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects in both sexes include very aggressive behavior, known as "roid rage", and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

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### **References**

U.S. Dept. of Education (1989). What Works: Schools Without Drugs. (Rockville, MD: National Clearinghouse for Alcohol and Drug Information, 1989), pp 61-72.  
National Institute on Drug Abuse, NIDA Capsules, (Rockville, MD: Press Office of the National Institute on Drug Abuse, 1986).

## **Student and Employee Anti-Harassment and Discrimination**

(Revised 3/2022)

Campus is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students and employees are required to take the

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mandatory sexual harassment and prevention training upon starting in school or employment at Campus, respectively. Campus's policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by the federal, state, or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Campus prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and Campus has jurisdiction over the investigation of Title IX complaints.

Title IX applies to all of Campus's educational programs or activities, whether such programs or activities occur on-campus or at an off-campus events. Campus's anti-harassment policy applies to all persons involved in the operation of Campus and prohibits unlawful harassment by any employee of Campus, as well as students, customers or service guests, third parties, vendors, or anyone who does business with Campus. It further extends to prohibit unlawful harassment by or against students.

Any employee, student, or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer or service guest, vendor, or other person with whom Campus does business engages in unlawful harassment or discrimination, Campus will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic, or other programs operated or sponsored by, or related to, Campus, whether the programs take place on the campus of Campus, during a school-sponsored field trip, or during other off-campus events.

As part of Campus's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to the community through publications such as the catalog, website, new employee orientations, student orientations, and other appropriate channels of communication. Campus will provide training to key staff members to enable them to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. Campus will respond quickly to all reports, and will take appropriate action to prevent, to correct, and, if necessary, to discipline behavior that violates this policy.

### **Definitions Regarding Sex Discrimination**

*Dating violence* is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.

*Domestic violence* includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

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Sex discrimination is defined as treating individuals differently on the basis of sex with regard to any aspect of services, benefits, or opportunities Campus provides, such as:

- Treating a person differently in determining whether he or she satisfies any requirement or condition for the provision of an aid, benefit, or service.
- Providing different aid, benefits, or services, or providing aid, benefits, or services in a different manner.
- Denying any person an aid, benefit, or service.
- Subjecting any person to separate or different rules of behavior, sanctions, or other treatment in providing an aid, benefit, or service.
- Aiding or perpetuating discrimination against any person by providing significant assistance to any agency, organization, or person, which discriminates on the basis of sex in providing any aid, benefit, or service to students or employees.
- Otherwise limiting any person in the enjoyment of any right, privilege, advantage, or opportunity.

Sexual harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

1. An employee of Campus conditioning the provision of an aid, benefit, or service of Campus on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). The federal definitions identified in this paragraph are included as a part of Campus's policy.

Examples of conduct which may be sexual harassment include, but are not limited to:

- direct propositions of a sexual nature;
- sexual innuendoes and other seductive behavior, including subtle pressure for sexual activity such as repeated, unwanted requests for dates, and repeated inappropriate personal comments, staring, or touching;
- direct or implied threats that submission to sexual advances will be a condition of employment, promotion, grades, etc;
- conduct (not legitimately related to the subject matter of a course or curriculum, if one is involved) that has the effect of discomforting, humiliating or both, and that includes one or more of the following:
  - comments of a sexual nature, including sexually explicit statements, questions, jokes, anecdotes, or graphic material (e.g., visuals, such as screen savers, which are sexually explicit);
  - unnecessary or unwanted touching, patting, massaging, hugging or brushing against a person's body or other conduct of a physical nature;
  - remarks of a sexual nature about a person's clothing or body;

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- insulting sounds or gestures, whistles, or catcalls;
  - invading someone's personal space or blocking her/his path;
  - unwelcome and inappropriate letters, telephone calls, electronic mail, instant or text messaging, or other communications;
  - displaying sexually suggestive objects, pictures, cartoons or posters (e.g. screen savers);
  - a consensual romantic or sexual relationship which:
    - causes adverse treatment of third parties; or
    - creates a hostile or intimidating working or learning environment for third parties;
    - stalking (which is also criminal behavior);
    - sexual assault (which is also criminal behavior).

Sexual violence is defined as physical sexual acts engaged in without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or suffer substantial emotional distress.

### **General Definitions**

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator/Title IX Deputy Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient.

Campus is defined as any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Complainant is defined as an individual *who is alleged to be the victim* of conduct that could constitute sexual harassment. Any third-party, as well as the complainant, may report sexual harassment. While parents and guardians do not become complainants (or respondents); however, Campus recognizes the legal rights of parents and guardians to act on behalf of parties (including by filing formal complaints) in Title IX matters.

Consent is informed, voluntary, and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats, or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

Corrective measures are defined as actions taken to address a security breach or privacy violation, with the intent to counteract the breach or violation and reduce future risks. Campus's owner and Director are Campus's designated officials who have the authority to institute corrective measures.

Formal complaint is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Campus investigate the allegation of sexual harassment.

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Non-campus building or property is defined as any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public property is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Respondent is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Responsible Employees is any employee who (1) has the authority to take action to redress sexual violence; (2) has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX coordinator/Title IX Deputy Coordinator appropriate school officials; or (3) a student, staff or faculty member that could be reasonably believed to have authority or duty to report

Sexual assault is defined as an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

Supportive measures are defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Rape Shield Protections limit or prohibit the use of evidence of a victim's past sexual history to undermine that victim's credibility. The purpose of rape shield laws is to protect victims from the emotional distress of being cross-examined about their sexual history on the witness stand. Evidence regarding the victim's reputation and evidence of past sexual behavior not related to the rape accusation at hand is prohibited.

## **Prohibited Conduct**

Title IX protects students' rights to educational opportunities free from sex discrimination. This policy strictly prohibits sexual or other unlawful harassment or discrimination, as well as sexual violence, dating violence, domestic violence and stalking, as defined above. Sexual or other unlawful harassment or discrimination that includes any verbal, physical, or visual conduct, racial epithets, slurs and derogatory remarks, stereotypes, jokes, posters or cartoons based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information, or any other basis protected by the federal, state, or local law basis if:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
- An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (quid pro quo);
- Submission to, or rejection of, such conduct by an individual is used as a basis for decisions concerning that individual's education or employment; or
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's

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education program or activity. It creates a hostile or offensive environment, which means the alleged conduct is sufficiently serious to limit or deny a student or student's ability to participate or benefit from the student's education program.

Sexual harassment is conduct based on sex, whether directed toward a person of the opposite or same sex, and may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing," practical jokes, jokes about or displays of obscene printed or visual material, questions about sexual fantasies, preferences, or history, and physical contact, such as patting, pinching, or intentionally brushing against another person's body. Gender-based harassment, including acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping are strictly prohibited, even if those acts do not involve conduct of a sexual nature.

### **Complaint/Grievance Procedure**

The following grievance procedures shall be used to address sex discrimination complaints filed by students/ employees or complaints filed on their behalf against employees, other students, or third parties.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator/Title IX Deputy Coordinator, or by any other means that results in the Title IX Coordinator/Title IX Deputy Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed below for the Title IX Coordinator/Title IX Deputy Coordinator. Only a complainant may file a formal complaint that initiates a Title IX grievance procedure.

If you believe that you have experienced or witnessed harassment or sexual violence, you need to notify the Title IX Coordinator/Title IX Deputy Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor, customer or service guest, or other person who does business with Campus is exempt from the prohibitions in this policy. The Director or Education Leader, if they are informed of a Title IX complaint will refer all harassment complaints to the Title IX Coordinator/Title IX Deputy Coordinator. In order to facilitate the investigation, your complaint should include details of the incident or incidents, dates and times, names of the individuals involved, and names of any witnesses. A sex discrimination complaint should be filed within seven (7) days from the date of the alleged discriminatory incident in order for Campus to take timely and appropriate action. All documentation pertaining to the complaint/grievance process will be confidential. The complaint/grievance once received will be maintained in the Title IX Coordinator's office, which has limited staff access.

All complaints involving a student, employee, contract worker, vendor, customer or service guest, or other person who does business with Campus will be referred to the campus's Title IX Coordinator/Title IX Deputy Coordinator to begin the complaint process outline in this policy. The Title IX Coordinator/Title IX Deputy Coordinator is listed below and has the responsibility of Intake reports and complaints, initiating the formal complaint process, and providing supportive measures to both the complainant and respondent.

If Campus has actual knowledge of sexual harassment in an educational program or activity at Campus, against a person in the United States, they will respond promptly in a manner that is not deliberately indifferent. A school is considered deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.

The grievant/complainant may use the Title IX Grievance Form, but it is not required, to file a Title IX discrimination complaint.

*Title IX Coordinator*  
ERIC G. FERNANDEZ



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(916) 339-4371  
5221 MADISON AVENUE, SACRAMENTO, CA 95841  
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*Title IX Deputy Coordinator:*  
LAWRENCE RICHMAN  
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Campus ensures that its Title IX Coordinator(s), Investigator(s), Decision-Maker(s), and Informal Resolution Facilitator(s) have adequate training on what constitutes sexual harassment, including sexual violence, dating violence, domestic violence, sex discrimination, and stalking, and that they understand how Campus's grievance procedures operate. Please refer to the end of this policy for a listing of the various roles of individuals involved in the Title IX process, their responsibilities, and training requirements.

### **Roles in the Process**

#### **Title IX Coordinator**

- Oversees Title IX Compliance
- Ensures prompt and equitable resolutions
- Establishes a centralized reporting process for all sexual harassment/ misconduct allegations on campus
- Conducts ongoing and annual climate checks, tracking, and monitoring of sexual harassment/ misconduct allegations on campus
- Coordinates all training, education, and prevention efforts

#### **Title IX Investigator**

- Supports the Title IX Coordinator with investigations
- Serves as a non-decision making fact finder in the process
- Conducts interviews and collects evidence
- Identifies relevant witnesses
- Compiles findings into a formal investigative report

#### **Advisor**

- Accompanies the reporting and responding parties in the process, but does not serve as an advocate or representative
- May be a person of the parties' choosing, including an attorney; if not chosen, an advisor may be assigned for a live hearing
- Asks questions on behalf of the parties in the cross-examination portion of the live hearing

#### **Decision-Maker**

- Serves as the decision-maker in the process once it reaches a live hearing
- May not have any conflict of interests or biases in favor of or against either party
- May not be the Title IX Coordinator, Investigator, or Advisor for either party

#### **Appeals Panelist**

- Serves as the decision-maker in the student process after (1) the dismissal of a formal complaint or any included allegations and/or (2) determination regarding responsibility
- May not have any conflicts of interests or biases in favor or against either party
- May not be the Title IX Coordinator, Investigator, or decision-makers

#### **Reporters**

We encourage all individuals who have a Title IX complaint to meet with the Title IX Coordinator to begin the formal complaint process. If a Responsible Employee, who are not Title IX Coordinators, are informed of a Title IX complaint they must notify the Title IX Coordinator of the complaint immediately, as long as they have the Complainant's consent that they can report the incident to the Title IX Coordinator. Responsible Employees are the only school employees that a Complainant may discuss Title IX

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allegations with that are required under Campus's policy to be obligated to inform the Title IX Coordinator of information that they received, as long as the Complainant grants that authority. Once any of these reporters are notified of complaint allegations, the notice triggers the start of the complaint process by the Title IX Coordinator.

### **Anonymous Reporting**

Any individual may make an anonymous report concerning an act of sexual harassment or other forms of misconduct (e.g., dating or domestic violence or stalking). An individual may report the incident without disclosing his/her name, identifying the Respondent or requesting any action. Depending on the level of information available about the incident or the individuals involved, however, Campus's ability to respond to an anonymous report may be limited. Anonymous reports may be the Title IX Coordinator/Deputy Title IX Coordinator.

### **Interim Protections/Corrective Measures**

Once a report has been made, Campus will take steps to reasonably protect employees and students during an investigation and/or student discipline process. Upon receipt of a report, Campus will provide interim support and reasonable protective/corrective measures to provide a safe educational and work environment. Campus will determine the necessity and scope of any interim measures keeping in mind both the Complainant's and Respondent's respective positions. Even when a Complainant or Respondent does not specifically request that protective/corrective action be taken, Campus may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader College community or the integrity of the review process. The range of interim measures may include no contact directives, changes in class or work schedules, interim suspension or other measures as necessary. Students seeking such assistance should speak with the Title IX Coordinator, who will coordinate such requests on the behalf of the student. Campus will maintain contact with the parties to ensure that all safety, emotional, and physical well-being concerns are being addressed.

### **Formal Complaint**

A "formal complaint" is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Campus investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of Campus. A formal complaint may be filed with Campus's Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information located in Campus's policy. The phrase "document filed by a complainant" means a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

The Title IX Coordinator/Deputy Title IX Coordinator will meet with the complainant to explain the process of filing a formal complaint. The complainant must be the alleged victim unless the parent or legal guardian has a legal right to act on their behalf. Anyone may report a Title IX violation; however, only a complainant may file a formal complaint that initiates a Title IX grievance procedure. The Title IX Coordinator will defer to the complainant's wishes as to whether or not they want to file a formal complaint.

If the Title IX Coordinator is the one who signs and initiates a formal complaint, the Title IX Coordinator is not a complainant or a party during a grievance process and must comply with requirements for Title IX personnel to be free from conflicts of interest and bias.

Campus's Title IX Policy provides for a consistent, transparent grievance process for resolving formal complaints of sexual harassment. Campus's policy is required to treat complainants equitably by providing remedies any time a respondent is found responsible and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process prescribed in Campus's policy. Any remedies, which are required to be provided to a complainant when a respondent is found responsible, will be designed to maintain the complainant's equal access to education and may include the same individualized services described as supportive measures; however, any remedies imposed do not need to be non-disciplinary or non-punitive and need not avoid burdening the respondent.

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Once a formal complaint has been filed, Campus will provide a written notice to each of the parties involved, which will include a copy of Campus's written Grievance Process, a list of the allegations, including specific information regarding the allegations, and a notice that the parties have a right to an advisor. The advisor does not need not be a lawyer. If during the investigation additional allegations are investigated, then a new notice must be provided to the parties, which identifies the new issues.

### **Retaliation and/or Violation of Interim Protections**

Campus prohibits any form of retaliation, intimidation, threats, coercion, discrimination, or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination or any other violations of College policies, including but not limited to Campus's Code of Conduct. This prohibition includes threats or other forms of intimidation and/or retaliation against the family or friends of a student or employee who brings a complaint under Campus's Title IX Policy, or those who assist a student or employee in bringing a complaint, or those who participate in an investigation and/or student discipline process for an alleged violation of Campus's Code of Conduct or other College policy. Actions do not have to be on the basis of sex or involve sexual harassment to constitute retaliation. Retaliation complaints may use the same grievance process as sexual harassment complaints. Any individual who believes he or she has been subjected to retaliation may file a separate complaint under this procedure. Campus will keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding, which does not constitute retaliation.

The following circumstances do not constitute retaliation:

1. Exercising one's rights protected under the First Amendment.
2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.
3. Charging an individual with code of conduct violations that do not involve sexual harassment but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment; however, for the purpose of interfering with any right or privilege secured by Title IX does constitute retaliation.

It is a violation of Campus's policy to retaliate in any way against an individual or a group because the individual or group of individuals reported an allegation of sexual harassment or misconduct. Campus recognizes that retaliation can take many forms, may be committed by an individual or a group against an individual or a group, and that a Respondent can also be the subject of retaliation by the Complainant or a third party. Campus will take immediate and responsive action to any report of retaliation and may pursue disciplinary action as appropriate.

Not only is retaliation a violation of Campus's policy but may also be a violation of the law. An allegation of retaliation constitutes an independent basis for investigation and imposition of sanctions on the retaliating student or employee if determined to have occurred. All conduct that is believed to constitute retaliation should be reported immediately to Eric G. Fernandez, Title IX Coordinator, at (916) 339-4371 or at [Efernandez@mticollege.edu](mailto:Efernandez@mticollege.edu); or to Lawrence Richman, Deputy Title IX Coordinator at (916) 339-4371 or [Lrichman@mticollege.edu](mailto:Lrichman@mticollege.edu).

The reporting procedures described in this Policy also apply to allegations of retaliation.

### **Grievance Process**

Campus's grievance procedures are designed to ensure that the Title IX complaint process is free from conflicts of interest and to treat everyone equally during the process, which requires Title IX personnel (Title IX Coordinators, Investigators, Decision-Makers, and people who facilitate any informal resolution process) to be free from conflicts of interest or bias for or against complainants or respondents. In order to accomplish this, we have put into place the following requirements.

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1. All Title IX personnel must include training on the definition of sexual harassment, the scope of Campus's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
  2. Campus provides all decision-makers with training on any technology to be used at a live hearing. In addition, Campus's decision-makers and investigators receive training on issues of relevance, including how to apply the rape shield protections provided (only for complainants), prior to participating in any Title IX investigation.
  3. The federal regulations governing Title IX allegations requires that there is a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. Campus may remove a respondent from the recipient's educational program or activity on an emergency basis, provided that Campus undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. In the case of a School employee, Campus may place the individual on mandatory administrative leave.
  4. All of the materials that Campus uses to train Title IX personnel are located on Campus's website under the Required Disclosures section on the home page.
  5. Once the hearing takes place, the Decision-Maker may take the following actions against the respondent: dismiss the complaint; place the individual on probation; suspend the individual; terminate the individual; require the individual to go to counseling; change the respondent's schedule; or require the individual to retake the Title IX training.
  6. Campus may provide the following remedies to a complainant: an escort; removal from shared classes; academic support services, such as tutoring; and medical or counseling services.
  7. Campus has chosen to use the preponderance of the evidence standard, for all formal complaints of sexual harassment (including where employees and faculty are respondents).
  8. Upon completion of the Title IX process, either party may file an appeal of the decision. Campus's appeal process is outlined below.
  9. Throughout the grievance process Campus will not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
  10. All provisions, rules, or practices that are a part of Campus's grievance process for handling formal complaints of sexual harassment apply equally to both parties.

To initiate a criminal investigation, reports of sexual violence should be made to "911" or local law enforcement. The criminal process is separate from Campus's disciplinary process. To the extent that an employee or contract worker is not satisfied with Campus's handling of a harassment or discrimination complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

Campus will also notify Complainants of the right to proceed simultaneously with a criminal investigation for incidents of sexual harassment or misconduct that may also be crimes under the law and a Title IX complaint. Campus will not wait for the criminal investigation or criminal proceeding to be concluded before beginning its own investigation. In every case of sexual violence, Campus will notify the Sacramento Sheriff Department of the allegations. Campus will provide a Complainant information concerning how to make a criminal report. In the event that law enforcement agencies pursue the complaint, Campus will cooperate to the extent permitted by law.

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## **Investigation of Complaints**

Campus will investigate **every reported complaint** of unlawful discrimination or harassment. In response to all complaints, Campus promises prompt, thorough, professional and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. Campus will follow its written grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. During this process Campus will not restrict an individual's rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.

The federal regulations require a school to investigate sexual harassment allegations in any formal complaint, which can be filed by a complainant, or signed by a Title IX Coordinator. The regulations affirm that a complainant's wishes with respect to whether Campus investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

If the allegations in a formal complaint do not meet the definition of sexual harassment, or did not occur in Campus's education program or activity against a person in the United States, Campus must dismiss such allegations for purposes of Title IX but may still address the allegations in any manner Campus deems appropriate under Campus's own code of conduct, which is published in Campus's catalog. Campus may also dismiss a complaint if: the complainant withdraws the complaint; if the respondent is no longer enrolled or employed at Campus; or if circumstances prevent institution from being able to investigate the complaint allegations. In this case, each party needs to be notified that the complaint has been dismissed and the reasons why it has been dismissed.

The time necessary to conduct an investigation will vary based on complexity of the allegation but will generally be completed within sixty (60) days of receipt of the complaint, which includes appeals and informal resolutions, with an allowance for short-term and good cause delays or extensions of the time frame. If a complainant requests confidentiality, Campus will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that their name or other identifiable information not be disclosed to the alleged perpetrator, Campus will inform the complainant that its ability to respond may be limited.

The preponderance of the evidence standard will apply to investigations, meaning Campus will evaluate whether it is more likely than not that the alleged conduct occurred.

During the investigation, Campus will provide interim/protective measures, as necessary, to protect the safety and well-being of students and/or employees involved and are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party and to protect the safety of all parties, Campus's educational environment, or deter sexual harassment.

The Title IX Coordinator/Title IX Deputy Coordinator will promptly contact the complainant confidentially to discuss the availability of supportive measures; consider the complainant's wishes with respect to supportive measures; inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and explain to the complainant the process for filing a formal complaint. Campus will offer supportive measures, at no cost, to the person alleged to be the victim (referred to as the "complainant"), which may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures to help protect the alleged victim and deter sexual harassment. The respondent is also eligible for the same supportive measures that the complainant has available. Campus will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of Campus to provide the supportive measures. Campus's Title IX Coordinator is responsible for coordinating the effective implementation of all supportive measures that will be provided before sanctions in any grievance procedure are imposed.

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Campus will investigate the allegations in any formal complaint and send written notice to both parties (complainants and respondents) of the allegations upon receipt of a formal complaint. The Title IX Coordinator/Title IX Deputy Coordinator has the responsibility of investigating the complaint allegations; however, if it is in the best interest of the parties involved Campus may choose another employee or hire a third-party to conduct the investigation.

During the grievance process, and when investigating the complaint allegations, Campus will abide by the following procedures:

1. Campus will apply a presumption that the respondent is not responsible during the grievance process (presumption of innocence). The burden of gathering evidence and burden of proof is the responsibility of Campus, not on the individual parties.
2. Campus will provide equal opportunity for the parties involved to present fact and expert witnesses and other inculpatory and exculpatory evidence. Witnesses cannot be anonymous.
3. Campus will not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no “gag orders”) to support their case.
4. Both parties to the complaint will have the same opportunity to select an advisor of the party’s choice who may be, but need not be, an attorney.
5. Campus as a part of the investigative process will send written notice of any investigative interviews, meetings, or hearings to both parties. Any interviews that occur can have both parties’ advisors present.
6. Campus will send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence provided.
7. Campus will send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond to the report.
8. Campus will dismiss allegations of conduct that do not meet the definition of sexual harassment or did not occur in a school’s educational program or activity against a person in the U.S. Such dismissal is only for Title IX purposes and does not preclude Campus from addressing the conduct in any manner Campus deems appropriate.
9. Campus may, in their discretion, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by Campus, or if specific circumstances prevent Campus from gathering sufficient evidence to reach a determination.
10. Campus will give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
11. Campus may, in their discretion, consolidate formal complaints where the allegations arise out of the same facts or circumstances, whether it is complaints against multiple respondents or by multiple complainants.
12. Campus will protect the privacy of a party’s medical, psychological, and similar treatment records by stating that MTI cannot access or use such records unless Campus obtains the party’s voluntary, written consent to do so.

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## **Live Hearings**

Campus's Title IX grievance process provides for a live hearing. If the complaint goes to a live hearing, then each party must have an advisor. The appointed Decision-Maker is the individual who will be conducting the hearing. The following conditions will apply for a live hearing:

1. The Decision-Maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility.
2. Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by either the complainant or respondent personally.
3. At the request of either party, Campus will provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
4. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
5. The live hearing provides for the opportunity for all parties' advisors to examine and cross-examine witnesses, including challenging the credibility of witnesses. Hearsay statements and irrelevant information is are not permitted.
6. Campus's process provides for rape shield protections for complainants deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
7. If either party does not have an advisor present at the live hearing, Campus will provide, at no cost to that party, an advisor of Campus's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party. Only the advisor may cross-examine the witnesses.
8. If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
9. Live hearings may be conducted with all parties physically present in the same geographic location or, at Campus's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
10. As a part of the process, Campus will create an audio or audiovisual recording, or transcript, of any live hearing, as a part of the record.

## **Final Determination of the Investigation**

Campus's grievance process uses the preponderance of the evidence standard to determine responsibility. Campus's grievance process uses the same standard of evidence for all formal complaints of sexual harassment whether the respondent is a student or an employee (including faculty member). The Decision-Maker(s) in the process are required to objectively evaluate all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.

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The Decision-Maker in all instances cannot be the Title IX Coordinator or the investigator in order to ensure that the investigative process is fair and free of bias. The Decision-Maker will issue a written determination regarding responsibility with findings of fact to include the following:

1. Must identify the standard of evidence used based on Campus's written policy.
2. Identify the allegations that constitute sexual harassment.
3. Describe the procedures Campus used from the filing of the formal complaint through the hearing process.
4. Make findings of fact and conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation.
5. Include the imposition of any sanctions or disciplinary actions imposed on the respondent, and whether any remedies will be provided to the complainant.
6. State the procedures to file an appeal and the allowable bases for an individual to appeal the decision.
7. Upon conclusion the written determination will be sent simultaneously to the parties.
8. The Title IX Coordinator is responsible for implementation of any remedies imposed by the Decision-Maker.

### **Appeal Process**

Campus will allow either or both parties the opportunity to appeal the Decision-Maker's determination regarding responsibility from a school's dismissal of a formal complaint or any allegations therein. Either party can appeal based on the following:

1. Procedural irregularity that affected the outcome of the matter;
2. Newly discovered evidence that could affect the outcome of the matter; and/or
3. The Title IX personnel had a conflict of interest or bias, that affected the outcome of the decision.

### **Informal Resolution**

Campus provides the opportunity for the parties involved in the formal complaint allegations to facilitate an informal resolution, such as mediation, so long as both parties give voluntary, informed, written consent to attempt an informal resolution. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. Campus will provide written notice to the parties of the allegations, requirements of the resolution process, and any limitations.

If the complaint allegations are in regard to an employee of Campus sexually harassing a student, the opportunity for an informal resolution is not available.

A School may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, a School may not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

### **Final Corrective Measures**

If the final decision is that unlawful discrimination or harassment occurred, Campus will initiate corrective action, as appropriate under the circumstances. For employees, the corrective action may range from verbal warnings up to and including termination from employment. For students, the corrective action may range from verbal warnings up to and including expulsion. If the individual found to have engaged in



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the unlawful discrimination or harassment is not an employee or student of Campus, corrective action within the reasonable control of the College, and as appropriate under the circumstances, will be initiated.

The employee or student who raised the complaint will be advised of the results of the final decision, unless doing so is prohibited by FERPA or other applicable law. Similarly, an employee or student who is accused of the unlawful discrimination or harassment will be advised of the results of the final decision.

## **ADDITIONAL CONSIDERATIONS**

### **Confidentiality**

Consistent with the requirements of this Policy, Campus shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. This means that Campus will protect the party's privacy consistent with this Policy but may disclose information to those who have a legitimate need to know and in order to process complaints under this policy.

***Please be advised that confidentiality is not absolute.*** Where criminal conduct has occurred, or where the health and/or safety of others in the community may be in danger, it may be necessary for Campus to take appropriate steps to protect the safety of its students and employees, including the person who has reported the misconduct (see Reporting Requirements below).

***Please also note*** that physicians may keep the confidentiality of statements made to them in their role as medical professionals, but are required by law to report:

1. treatment of an injury sustained during a sexual assault, and
2. suspicion of a sexual assault committed against a person under 18 years of age.

Information shared with other individuals is not legally protected from disclosure. For example, if a report is made to one of the College's Deans, the Dean may need to inform other individuals to protect their safety or rights, in fairness to the persons involved, or in response to legal requirements. In addition, Campus is required by law to report to the police certain information about incidents occurring on campus. Such reports are for statistical purposes only and do not include individual identities (see Clery Reporting below).

Sometimes a student may wish to report an incident of sexual misconduct, domestic violence, dating violence or stalking without pursuing disciplinary or legal action. Campus will seek to respect the wishes of the student when possible, recognizing that the College has a legal obligation to review all reports of sexual misconduct. However, even if a student does not want to proceed, Campus may be legally obligated to proceed, nonetheless. Depending on the circumstances such as the severity of the event, the respective ages and roles of the parties, whether there have been prior complaints against the accused, and right of the accused to be informed of the allegations against him/her, Campus may determine it is necessary to proceed with a disciplinary response or implement other appropriate remedies. In such cases, the Campus will notify the Complainant.

Students are urged to keep in mind that reporting acts of sexual violence, dating or domestic violence and stalking can help prevent future similar acts.

### **Conduct That May Appear to Be Consensual May Also Be Unacceptable.**

Sex/gender-based discrimination, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on a person's gender or gender-based characteristics, but not involving conduct of a sexual nature (e.g., the repeated sabotaging of female students' laboratory experiments by male students in the class), may be a form of sex discrimination prohibited by law. While sex/gender-based discrimination may be distinguished from sexual harassment, acts of sex/gender-based discrimination may contribute to the creation of a hostile work or academic environment. Thus, a determination of whether a hostile environment due to sexual harassment exists may take into account acts of sex/gender-based discrimination.

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Not all sexual harassment occurs between persons of differing power. Sexual harassment may also occur between peers. In addition, while the majority of reported cases of sexual harassment involve a male harassing a female, sexual harassment may also involve a female harassing a male, or an individual harassing a person of the same gender.

Employees who engage in conduct in violation of this policy are acting outside the scope of their employment responsibilities and, in addition to discipline including termination of their employment, may be subject to individual legal liability and damages for their actions.

### **Reporting Requirements Re Threat of Bodily Harm or Danger to Others**

Victims of sexual misconduct should be aware that school administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community. Campus will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. Campus reserves the right to notify parents/guardians of dependent students regarding any health or safety risk or a change in student status.

Any allegations or violations of Title IX will be reported to Campus's Clery Act coordinator to be included in Campus's annual reporting requirements (see below).

### **Clery Reporting**

Campus is required to document all reports of sexual misconduct, including but not limited to domestic and dating violence and stalking, to satisfy the College's obligation to report statistics of crime on campus consistent with the Clery Act. No personally identifiable information about the Complainant will be shared for the purpose of maintaining these statistics. Identities and specific fact patterns will remain anonymous.

### **Intentionally False Reports**

Discriminatory activity and harassment, and particularly sexual harassment or assault, often is not witnessed by others, and reports of such activity cannot always be substantiated by additional evidence. Lack of any such additional evidence should not discourage an individual from reporting any incident in violation of this Policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously, without regard for truth, may be subject to disciplinary proceedings.

### **Truthfulness**

All individuals participating in the complaint process, including but not limited to making an initial report or complaint, are expected to tell the truth in all disciplinary matters. In order to ensure this is possible, individuals participating in student discipline hearings regarding an alleged violation of Campus's Anti-Harassment and Discrimination Policy will not be charged and held responsible for minor violations of the College's Code of Conduct or other policy.

### **Record Keeping**

All records of the Title IX formal complaint including, the investigation, evidence, decision making process, hearings, and decision letters will be maintained by Campus for at least 7 years.

### **Required Training**

Campus's Title IX Coordinator/Title IX Deputy Coordinator, Investigator, Decision-Maker, or any person designated by Campus to facilitate an informal resolution process, must not have a conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent. Each individual that is part of the Title IX process is required to take training that includes how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Part of the required training is to ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, receive training on the definition of sexual harassment, the scope of Campus's education program or activity, how to serve impartially, how to make relevancy determinations, how to conduct an investigation and grievance process including hearings, appeals and informal resolution.

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Campus has retained the services of Van Dermyden Makus to serve in the roles of Investigator and Decision-Maker (“VDM”). Campus represents and warrants that VDM’s Investigators and Decisions-Makers are sufficiently trained on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Campus also represents and warrants that VDM’s Investigators have been properly trained on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, Investigators, Decision-Makers, and any person who facilitates an informal resolution process, must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

- **Training material for Campus’s Title IX Coordinators can be found here:**  
<https://training.paulmitchell.edu/courses/title-ix-coordinator-training-updated-2020/lessons/title-ix-coordinator-training/topic/training-the-title-ix-coordinator-tutorial/>
- **Title IX Training material for Campus’s Students and additional Title IX Information for Students can be found on:**  
<https://elearning.mticollege.edu/mod/folder/view.php?id=285803>

*A full and complete copy of Campus’s Student and Employee Anti-Harassment and Discrimination Policy (Title IX Policy) can be found on Campus’s website at: <https://mticollege.edu/about/disclosures/>*

#### **Additional Information**

Employees and students may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

### **COMMON TITLE IX QUESTIONS & ANSWERS**

#### **What is Title IX Sexual Assault Prevention?**

Sexual violence, as that term is used, refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (e.g., due to the student’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

#### **What is the College’s obligation under Title IX Sexual Assault with regard to staff and faculty?**

Staff, faculty, guests and visitors are all covered under Title IX Sexual Misconduct policies. Issues regarding staff, faculty, guests, visitors and other non-students should be reported to the Title IX Coordinator/Title IX Deputy Coordinator.

#### **What are Campus’s basic responsibilities to address student-on-student sexual violence?**

When a school knows or reasonably should know of possible sexual violence, it must take immediate and appropriate steps to investigate or otherwise determine what occurred (subject to the confidentiality provisions). If an investigation reveals that sexual violence created a hostile environment, the school must then take prompt and effective steps reasonably calculated to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and, as appropriate, remedy its effects.

Title IX requires a school to protect the complainant and ensure their safety as necessary, including taking interim steps before the final outcome of any investigation. The school should take these steps promptly once it has notice of a sexual violence allegation and should provide the complainant with periodic updates on the status of the investigation. If the school determines that the sexual violence occurred, the school must continue to take these steps to protect the complainant and ensure their safety, as necessary. The school should also ensure that the complainant is aware of any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health

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and mental health services, and legal assistance, and the right to report a crime to campus or local law enforcement.

If a school delays responding to allegations of sexual violence or responds inappropriately, the school's own inaction may subject the student to a hostile environment. If it does, the school will also be required to remedy the effects of the sexual violence that could reasonably have been prevented had the school responded promptly and appropriately. For example, if a school's ignoring of a student's complaints of sexual assault by a fellow student results in the complaining student having to remain in classes with the other student for several weeks and the complaining student's grades suffer because he or she was unable to concentrate in these classes, the school may need to permit the complaining student to retake the classes without an academic or financial penalty (in addition to any other remedies) in order to address the effects of the sexual violence.

### **What procedures must a school have in place to prevent sexual violence and resolve complaints?**

The Title IX regulations outline three key procedural requirements. Each school must:

1. Disseminate a notice of nondiscrimination
2. Designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX
3. Adopt and publish reporting procedures providing for the prompt and equitable resolution of student and employee sex discrimination complaints

### **Can Faculty Serve as a Confidential Recourse?**

In short, NO. Faculty are considered responsible employees who have a duty to report. Accordingly, faculty cannot serve as confidential resources.

### **Does Title IX protect all students from sexual violence?**

Yes. Title IX protects all students at recipient institutions from sex discrimination, including sexual violence. Any student can experience sexual violence: from elementary to professional school students; male, female and non-binary students; straight, gay, lesbian, bisexual and transgender students; part-time and full-time students; students with and without disabilities; and students of different races and national origins.

### **How should a school respond to sexual violence when the alleged perpetrator is not affiliated with the school?**

The appropriate response will differ depending on the level of control the school has over the alleged perpetrator. For example, if a third-party vendor sexually assaults a student on campus, Campus may not be able to discipline or take other direct action against the third-party vendor. Notwithstanding, Campus would still be required to conduct an inquiry into what occurred and should report the incident to the appropriate authority and/or the third-party vendor's employer and encourage the employer to take appropriate action to prevent further sexual violence. Campus would also notify the student of any right to file a complaint with local law enforcement. Campus may also decide to terminate its contractual relationship with the third-party vendor to ensure that the vendor's employees are no longer invited on campus.

Even though a school's ability to take direct action against a particular perpetrator may be limited, the school must still take steps to provide appropriate remedies for the complainant and, where appropriate, the broader school population. This may include providing support services for the complainant and issuing new policy statements making it clear that the school does not tolerate sexual violence and will respond to any reports about such incidents.

### **Who has specific duty to report or investigate an incident involving sexual assault?**

- Individuals with a Duty to Report:
  - Campus Safety Authorities as per the Jeanne Clery Act
  - Responsible Employees (Title IX)
- Offices with a Duty to Investigate:

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- Human Resources
  - Student Services

**How do I determine who is a campus safety authority?**

A campus safety authority is a person or offices responsible for campus security: People or offices to which campus policy directs that crimes be reported; Officials with significant responsibility for student and campus activities. This means work that focuses on student activities. The focus is on function, not title. Examples include anyone who has line of responsibility, (Student Services, Human Resources, etc. or anyone with regular contact with students, beyond the classroom).