



# Academic Catalog 2020–2021



California  
Community  
Colleges

Online Community  
College District

**CALBRIGHT**  
COLLEGE

# ADDENDUM 2020-2021

The current Calbright College catalog covers the period 2020-2021. Calbright College will not produce a new catalog this year but, rather, this addendum which reflects all changes or corrections through Fall 2020. Students are strongly encouraged to seek advice from their Academic Success Counselor. Additional information and publications will be made available to students throughout the year as appropriate.

## Updated Sections

<b>Career Services</b>	<b>15</b>
<b>Student Success</b>	<b>16</b>
<b>Diversity, Equity, and Inclusion</b>	<b>26</b>
<b>Calbright College Community</b>	<b>61</b>

# TABLE OF CONTENTS

<b>ADDENDUM 2020-2021</b>	<b>1</b>
Updated Sections	1
<b>PRESIDENT &amp; CEO'S MESSAGE</b>	<b>4</b>
<b>HISTORY OF CALBRIGHT</b>	<b>6</b>
<b>ACCREDITATION</b>	<b>6</b>
<b>COLLEGE MISSION, VALUES &amp; GOALS</b>	<b>6</b>
<b>INSTITUTIONAL LEARNING OUTCOMES</b>	<b>7</b>
<b>SKILLS-BASED TRAINING</b>	<b>9</b>
<b>ABOUT CALBRIGHT PROGRAM</b>	
<b>PATHWAY OPTIONS</b>	<b>10</b>
Medical Coding for Professional Services*	11
Introduction to Information Technology Support (A+)	13



Introduction to Cybersecurity (Security+)	14
Awarding of Certificates	15
What Are Noncredit Courses and How Does Noncredit Work?	15
How Do Noncredit Courses Benefit Students at Calbright?	15
<b>CAREER SERVICES</b>	<b>15</b>
<b>CALBRIGHT STUDENTS</b>	<b>16</b>
Student Success	16
Library and Tutoring Services	17
Student Services	17
Accessibility Services	17
Digital Access & Equity	17
Terms of Use	17
<b>ACADEMIC CALENDAR</b>	<b>18</b>
<b>ADMISSIONS AND REGISTRATION</b>	<b>19</b>
Tuition and Fees	19
Eligibility for Admission	19
Residence Requirements	19
California Residents	20
Military Personnel and Dependents	20
Military Veterans Residence Status	20
Registration Procedures	21
Enrollment Procedure	21
Financial Aid	22
Updating Student Records	22
Transcripts, Certificates, and Verification of Enrollment	22
<b>COURSE CATALOG DESCRIPTION</b>	<b>22</b>
<b>APPENDICES</b>	<b>24</b>
Academic Policies	24
Nondiscrimination and Complaints of Discrimination	26
Prohibition of Harassment	31
Online Education	34
Standards of Student Conduct	36
Student Discipline Procedures	40
Student Rights and Grievances	47
Safety	52



Student Equity and Achievement Program Rights and Responsibilities	52
Student Records, Directory Information, and Privacy	55
<b>CALBRIGHT COLLEGE COMMUNITY</b>	<b>61</b>
Board of Trustees	61
Administration	61
Medical Coding Pathway	62
Essential Skills & Workforce Readiness	62
Information Technology Pathways	62
Workforce Development	64
External Affairs	64
Finance, Administration & Human Resources	64
Student Success	65
Technology	65

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It may be necessary for the College to make additions or revisions in response to changes or updates in governmental regulations, or college policies and procedures. The College will make every reasonable effort to adhere to this catalog or to inform students of any significant changes that occur after the publication of this document. Any addenda will be added to the official online catalog PDF.





## PRESIDENT & CEO'S MESSAGE



Welcome, and congratulations on taking your first big step toward achieving your goals. I'm Ajita Talwalker Menon, President & CEO of Calbright, and my job is to make sure you're prepared for a new career—a mission now more urgent than ever as California seeks to reopen the economy safely and equitably in light of the COVID-19 crisis.

I believe in building an affordable, accessible, online public alternative to for-profit education, and I'm glad you're here.

Our dedicated Student Support Specialists are standing by to answer all of your questions and help you from registration to graduation and beyond. If you need to get in touch with me, please send an email to [ceo@calbright.org](mailto:ceo@calbright.org).

Onward and upward,

A handwritten signature in black ink that reads "Ajita Menon".

**Ajita Talwalker Menon**  
**President & CEO**



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Refer to **[calbright.org](http://calbright.org)** for live student support, staff availability and business hours



## HISTORY OF CALBRIGHT

Calbright College was established to increase Californians' access to skills-based credentials and certificates, helping to address the state-wide issue of income inequality. In 2018, legislation was passed into law to establish the California Online Community College District, later officially named Calbright College. On October 1, 2019, Calbright opened the application process for its first student cohort.

Calbright is the 115th California Community College, and our key program elements include:

- Freedom from fixed-term academic calendars
- Flexible instruction based on mastery of specific skills
- Industry-recognized, online certificate programs
- Wraparound coaching and advising

## ACCREDITATION

Calbright College is a public higher education institution authorized by the State of California. As a new college, Calbright College is **not accredited** at this time. Calbright is currently seeking accreditation through a U.S. Department of Education recognized accrediting agency.

## COLLEGE MISSION, VALUES & GOALS

### Mission

Calbright College is committed to student learning and offers industry recognized certifications. Calbright's mission is committed to increase economic mobility for working adults who lack easy access to traditional forms of higher education. The College will offer flexible, affordable skills-based programs that provide tangible economic value for both working adults and hiring managers.

### Vision

Calbright College is guided by the values of integrity, partnership, possibility, equity, and dignity in all its internal and external work.



## Goals

### Preparing Californians for Tomorrow's Jobs

Under- and unemployed Californians need stable, upwardly mobile careers – especially in light of the COVID-19 crisis. We develop our programs with an eye toward the future of work, and how the skills we teach apply across individual jobs.

### Promoting Our Students

We support students throughout their education journey, including admissions, enrollment, completion, and job readiness training. We aim to provide economic mobility for working adults who might lack easy access to traditional forms of higher education, and connect students to labor marketplaces and potential employers.

### Positioning Our Students

Calbright readies students who have demonstrated mastery of their program's skills for successful careers. We work to connect students with resources and organizations who can help advance their professional goals

## INSTITUTIONAL LEARNING OUTCOMES

Calbright College ensures that each program offered provides students with the opportunity to gain and strengthen core skills that cross multiple fields of study and careers. These skills represent those most needed for success in learning, in work, and in civic society. Together, they are Calbright's Institutional Learning Outcomes.

### Communication Skills

- Practice interactive communication through active listening, discussion, and presentation
- Demonstrate clear, logical, and substantially error-free writing

### Information Skills

- Find, identify, organize, and evaluate multiple information resources

### Quantitative Skills

- Interpret quantitative information on specific topics, including how calculations are used
- Create and explain graphs or other visuals
- Demonstrate mathematical functions essential to the area of study

### Analytic Inquiry Skills

- Identify problems and frame questions within the area of study
- Distinguish and choose appropriate approaches



- Plan and implement complex, multi-part tasks

### **Ethical Reasoning**

- Apply ethical principles and codes of conduct within the area of study
- Use ethical principles to inform decisions around common problems

### **Ability to Engage Diverse Perspectives**

- Describe how different cultural perspectives may impact interpretations of issues
- Explain and evaluate the source of one's own perspective and compare it with other views

### **Applied and Collaborative Learning Skills**

- Demonstrate the ability to work with others to identify, plan, and complete an assignment
- Describe how class learning can be applied to a workplace problem, and how workplace experience relates to class learning

### **Civic and Global Skills**

- Explain the importance of participating in the community, both for civic society and for personal development
- Describe one's own civic and cultural background, including assumptions and predispositions

Calbright's program pathway model is built on a foundation of empathy and equity. Our team studies labor market needs, researching which skills are needed to succeed in today's economy, and builds the learning experience with the goal of career advancement in mind.

Students who complete their pathways will develop skills that employers value. We will provide hands-on experience to enhance demonstration and practicality of skills for potential employers that can emulate real work scenarios.

At the present, Calbright programs are only available to residents of California who are not currently enrolled in a 2-year or 4-year college.

We offer a full range of supportive and learning services for adult students, from pre-enrollment through completion, to ensure they're prepared for better-paying, upwardly-mobile jobs.



<b>Employability</b>	<b>Accessibility</b>	<b>Accountability</b>	<b>Affordability</b>
Competencies can be designed by employers	Flexible options for students	Value clear to students	No fees for students
Ensuring students possess knowledge and skills needed to advance in the workplace.	Using technology with a flexible academic schedule designed to smooth over the challenges of attending classes.	Replacing grades with demonstrated mastery of a defined set of skills.	Increasing access for adult students who seek to maximize their personal and professional potential.

## SKILLS-BASED TRAINING

### What is Skills-Based Training?

- Calbright College programs are flexible. Students can enroll throughout the term. They can work around their own schedules to complete courses. There are no time specific classes to attend, and deadlines are personalized to meet students' needs.
- As a skills-based institution, if students have prior experience with the subject matter, they can complete the curriculum more quickly; if the subject matter is new the student can take more time to master the skills



# ABOUT CALBRIGHT PROGRAM PATHWAY OPTIONS

Program Pathways	Courses
<b>Medical Coding for Professional Services*</b>	<ul style="list-style-type: none"> <li>● College &amp; Career Essential Skills (Contextualized for Careers in Medical Coding)</li> <li>● Medical Coding Job Training (AAPC CPC Certification Preparation)</li> </ul>
<b>Introduction to Cybersecurity (Security+)</b>	<ul style="list-style-type: none"> <li>● College &amp; Career Essential Skills (Contextualized for Careers in Cybersecurity)</li> <li>● Cybersecurity Job Training (CompTIA Security+ Certification Preparation)</li> </ul>
<b>Introduction to Information Technology Support (A+)</b>	<ul style="list-style-type: none"> <li>● College &amp; Career Essential Skills (Contextualized for Careers in I.T. Support)</li> <li>● I.T. Support Job Training (CompTIA A+ Certification Preparation)</li> </ul>





### **Medical Coding for Professional Services\***

This skills-based, noncredit, program pathway prepares adult students for employment in the medical coding field. Students will progress through the program pathway by mastering entry-level competencies in medical law and ethics as related to medical billing and coding; medical terminology; pharmacology; anatomy and physiology for healthcare coding; disorders of the human body; diagnostic tests; treatment modalities; and CPT (Current Procedural Terminology), ICD-10-CM (International Classification of Diseases, Tenth Revision, Clinical Modification), and HCPCS (Healthcare Common Procedure Coding System) Level II coding. Students mastering these competencies will achieve a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional (physician) services. Upon completion, students will be prepared to take a national medical coding exam including, but not limited to, the AAPC CPC\*\* exam to achieve an industry-recognized certification.

\*\*American Academy of Professional Coders Certified Professional Coder



## Pathway Program-Level Student Learning Outcomes

- Demonstrate the ability to evaluate legal and ethical issues that apply to healthcare billing and coding.
- Analyze medical documentation and define medical terminology, diseases/disorders, procedures & treatment to identify appropriate CPT®, ICD-10-CM Code Set and HCPCS Level II codes.
- Distinguish the rules and procedures to effectively navigate and code from the CPT®, ICD-10-CM Code Set and HCPCS Level II books.
- Adapt principles of medical coding related to the three main code books: CPT®, ICD-10- CM Code Set and HCPCS Level II.
- Apply skills and knowledge needed as a professional medical coder to take a national certification exam.

### Core Courses

WF 500

MC 500

### Course Name

College and Career Essential Skills

Medical Coding for Professional Services (Outpatient Focus)

\* As of July 1, 2020 all open seats in our medical coding program pathway have been filled. Please contact [success@calbright.org](mailto:success@calbright.org) to inquire about the current status, or to be added to an interest list for possible future openings.





### **Introduction to Information Technology Support (A+)**

This skills-based, noncredit, program pathway is designed to prepare students to successfully complete the CompTIA A+ certification, which is an industry recognized certification. It will include study of the content found in the CompTIA A+ Exams (Exam 220-1001 & 220-1002), including practice examinations, as well as application of the material on the job. Subjects include hardware, operating systems, software, mobile devices, basic networking, basic security, operational procedures, printers, and troubleshooting. Students will gain a working familiarity with the concepts of documentation, safety procedures, and Small Office/Home Office (SOHO) technologies. Students will understand how to assemble components based on customer requirements, and also master the installation, configuration, and maintenance of PCs and Mobile devices. The basics of networking and security forensics will also be covered. Other subjects include application of troubleshooting methodology and provision of appropriate customer support. Networking and security forensics will be introduced along with the basics of scripting, virtualization, desktop imaging, and deployment, as well as basic cloud technology and deployment.

### **Pathway Program-Level student Learning Outcomes**

- Demonstrate the ability to identify issues across a broad range of computing skills, both in software and hardware.
- Implement solutions to common problems and issues raised by customers.
- Apply a wide variety of skills in customer support and troubleshooting, ranging from installation and configuration, to networking, operating systems, mobile devices, and security.

#### **Core Courses**

WF 500  
IT 500

#### **Course Name**

College and Career Essentials Skills  
Introduction to Information Technology Support





### **Introduction to Cybersecurity (Security+)**

This skills-based, noncredit program pathway prepares adult students for employment in the Information Security field. Students will progress through the program pathway by mastering a working knowledge of the fundamental principles and topics of information security and risk management, and demonstrate appropriate diagnostic, risk management, and solution application at the organizational level. This includes hardware, software, processes, communications, applications, and policies and procedures with respect to organizational cybersecurity. Students in this program pathway will be prepared to successfully complete the CompTIA Security+ certification exams (SY0)-501, which is an industry-recognized certification.

### **Pathway Program-Level Student Learning Outcomes**

- Describe key principles of information and risk management at the organizational level.
- Analyze a wide variety of technical issues in Information Security from networking, operating systems, mobile devices to various technical systems.
- Recommend and/or apply appropriate solutions at the policy, procedure communications, applications levels for hardware, software, and processes.

#### **Core Courses**

WF 500

IT 510

#### **Course Name**

College and Career Essentials Skills

Introduction to Cybersecurity



## Awarding of Certificates

A Certificate of Competency in a Calbright College noncredit program pathway confirms that the student has demonstrated successful achievement of the program outcomes. The program outcomes represent a set of competencies that prepare the student to progress in a career path and/or undertake degree-applicable or non degree-applicable credit courses. Calbright College will issue a digital certificate with a list of relevant competencies achieved by the student.

### For a Certificate of Competency, a student must:

1. Complete the courses as prescribed for the program pathway.
2. Complete all applicable assessments, as prescribed in the College catalog with a mark of “P” for pass.

## What Are Noncredit Courses and How Does Noncredit Work?

Noncredit instruction in California Community Colleges (CCC) offers students of all backgrounds access to learning that prepares them for work, life, and continued education. It offers students access to free courses focused on workforce preparation and short-term career education (CE),\* without the progress timelines and grade expectations associated with typical college credit programs.

## How Do Noncredit Courses Benefit Students at Calbright?

- Focus on skill attainment, not grades or units.
- Serve as a bridge to other educational/career pathways.
- Provide preparation, practice, and certification in many career fields.
- Offer preparation for entry into degree and certificate credit programs within the California Community College system.

*\*Adapted from the Program and Course Approval Handbook (6th edition).*

# CAREER SERVICES

Calbright offers students a wide range of career services to assist in building their professional networks. Calbright supports students and alumni by providing career navigation skills and strategies that are current to industry trends. Students will also connect with industry professionals to further their career awareness, discovery and job readiness skills. These services include:

- Professional Skillbuilding Workshops
- Webinar Panels with Industry Experts
- Virtual Career Fairs



- Mock Interviews
- 1:1 Career Coaching
- Access to an online job search marketplace platform

## CALBRIGHT STUDENTS

### Student Success

Calbright's Welcome Services team provides direction, guidance, and support for general questions ranging from basic tech issues to helping students with their next steps. Welcome Services support specialists provide a variety of services for applicants and students from application through enrollment. During the application and orientation phase, this will include (but is not limited to) information about our programs, assistance with filling out forms, referral to resources, and encouragement. The Welcome Services team is available via chat, telephone, email, or online video conference.

Students will discuss their educational goals with an Academic Success Counselor. Academic Success Counselors provide academic support by advising current and prospective students in selecting a program pathway that best fits their career goals. Students work with Counselors to develop a Student Educational Plan (SEP) and encourage students along their program pathway with success strategies and resources. Counselors check academic progress to help students adhere to their academic timelines. Additionally, Counselors will help students build life skills and establish personal milestones toward completion and job attainment. All Calbright alumni will have access to coaching services to support their career goals.

Once a student is enrolled in a program pathway, both the instructional and success teams will provide synchronous and asynchronous support to help students master the academic content.

The instructional team will:

- Orient students to online learning and Calbright's educational approach of skills-based Education.
- Engage with students by providing substantive academically-focused interactions through a variety of methods to ensure that students are engaged and meeting learning outcomes established in the Course Outline of Record.
- Assess and grade completed learning activities and provide substantive feedback to ensure students successfully master required competencies.

Calbright's instructional team will also help students with navigating the Learning Management System (LMS), and connecting with college resources and services such as Admissions and Records, Accessibility Services, Career Services, veteran services, mental health and tutoring.



Beyond personalized student support, the instructional and success team members will provide valuable moral support and encouragement.

### **Library and Tutoring Services**

Once students enroll at Calbright, they will have access to various support services via the college's web-based portal, including library resources and tutoring services. Library resources are designed to further support students' studies in their chosen program pathway and will be freely available online; the library will provide access to textbooks at no charge. Tutoring services offered by NetTutor are available to supplement class instruction with 24/7 tutoring support in reading, writing, math, or subject-specific support.

### **Student Services**

The Admissions and Records Department (A&R), performs a variety of functions and services including residency determination and reclassification, registration and program adjustments. A&R also processes grades, transcripts, certificates, enrollment verifications and determination of eligibility for veteran's benefits. For further assistance please email [\*\*admissions@calbright.org\*\*](mailto:admissions@calbright.org).

### **Accessibility Services**

Accessibility Services is dedicated to ensuring equal education access for all students. Accessibility Services provides support services, specialized

instruction, and educational accommodations to students with unique learning abilities.

For further information on accessibility services for students, email [\*\*accessibilityservices@calbright.org\*\*](mailto:accessibilityservices@calbright.org) or **call toll-free 1-833-956-0225**.

### **Digital Access & Equity**

Calbright offers a Device Lending program designed to meet students' technology needs, providing access for all students to the technology required for participation in Calbright programs. Through this program, eligible students may borrow a laptop and/or wifi hotspot to gain internet access, and keep it for the entire term.

### **Terms of Use**

Calbright College's Device Lending policy provides devices free of charge to all registered students. Students are responsible for the laptop and/or wifi hotspot at all times. Students are financially responsible for the replacement of all damaged, lost, or stolen computers and/or accessory parts (excluding normal wear and tear). Students are responsible for taking care of assigned equipment taking reasonable precaution to prevent spills and damage. Any problems with the laptop or accessories must be reported to the Calbright Success Team. Please review Calbright's administrative policies accordingly. Failure to return the laptop at the specific date and time may result in fines and other associated penalties.



# ACADEMIC CALENDAR

Calbright's non-credit program pathways are flexible. Students can study at their own pace, and set their own schedule, so that the program fits the way a student learns, works, and lives. Support includes access to learning resources, and the opportunity to complete online performance assessments any time, day or night, without regard to holidays and other significant dates. We keep track of student progress and offer on-going support to help students reach their goals. Most of our programs can be completed in under a year, but if a student needs more time they can enroll again and keep going, with no penalty.

Students will be considered provisionally enrolled for the first 30 days of enrollment or until they complete an academic activity. A student is considered an active student once they complete an academic activity during the first 30 days. An academic activity includes, but is not limited to, participation in an online discussion board, taking a quiz, or submitting an assignment. If a student does not become active within the first 30 days, they will be administratively withdrawn.

A student can start their program pathway at any time. Student terms start every Tuesday with a term length of six months. For example, if a student starts their program pathway on July 6, 2020 the term will end January 22, 2021.

## Student Term Calendar

Last day to drop without a "W" (withdraw)	End of 4th week from the student's enrollment date
Last day to withdraw with a "W" on student record	End of 14th week from the student's enrollment date
Appeals available for "W" due to extenuating circumstances	Week 15 through end of term
Academic progress mark assigned of Pass, No Pass, or Satisfactory Progress (P, NP, SP)	Week 15 through end of term



## 2020-2021 Academic Year

<b>July 3, 2020</b>	Independence Holiday (Observance)
<b>September 7, 2020</b>	Labor Day
<b>November 11, 2020</b>	Veterans Day
<b>November 26, 2020</b>	Thanksgiving Holiday
<b>December 24–31, 2020</b>	Winter Break (Online services will be available)
<b>January 1, 2021</b>	New Year's Day
<b>January 18, 2021</b>	Martin Luther King, Jr. Day
<b>February 12, 2021</b>	Lincoln Day
<b>February 15, 2021</b>	Washington Day
<b>May 31, 2021</b>	Memorial Day

## ADMISSIONS AND REGISTRATION

### Tuition and Fees

For 2020-2021, all students admitted to Calbright College will qualify for free tuition and fees, including access to textbooks and use of a laptop computer.

### Eligibility for Admission

The right of any person to attend Calbright College is conditioned by certain admission and residency qualifications as provided by state and federal law.

Admission to Calbright College is open to any California resident who possesses a high school diploma or equivalent (certificate of proficiency, GED), any California resident adult 18

years of age or older who may benefit from instruction offered, and any California resident who is an apprentice as defined in Section 3077 of the Labor Code.

For 2020-2021, Calbright is not admitting nonresident or international students.

### Residence Requirements

All questions as to legal residence and the exceptions allowed under California law shall be directed to Admissions and Records. The right of a student to attend any public community college in California is conditioned by certain residency qualifications set forth in the California Education Code. Residence



determination is based on state and federal law, and is subject to change without prior notification.

### **California Residents**

To qualify as a California resident, a student must be capable of establishing residency and have legally resided in California for one year and one day prior to the beginning of the term of planned attendance and must have taken actions that express intent to establish California residency.

### **Military Personnel and Dependents**

Military personnel and their dependents, military veterans, and their dependents are subject to the same criteria and regulations regarding the establishment of California residency as other nonresident students. The information provided herein refers to the assignment of California residency based on active-duty or discharged veteran status solely for the purposes of determining the tuition and fees for eligible service members, former service members and their dependents.

A student who is a member of the Armed Forces of the United States stationed in this state is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this state on active duty, is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

If that service member is subsequently transferred out of California on military orders but continues to serve in the U.S. Armed Forces, or is subsequently retired from military service, neither the service member nor dependent shall lose resident classification for tuition purposes so long as the service member remains continuously enrolled at the institution.

### **Military Veterans Residence Status**

In accordance with Education Code Section 68075.5(c), a full exemption from the nonresident fee for all students verified to be “covered individuals” per the criteria listed below and who qualify to use Montgomery GI Bill®-Active Duty or Post-9/11 GI Bill ® education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code) while living in California will be eligible for this exemption. A “covered individual” is defined in the VACA Act as:

1. A Veteran who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more;
2. An individual eligible for transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active duty service of 90 days or more;



3. An individual eligible for transferred Post-9/11 G.I. Bill® benefits while the transferor is on active duty who resides (lives) in California (regardless of their formal state of residence) as described in 38 USC 3679(c)(2)(B)(ii)(II).
4. An individual eligible for benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill ® benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who live in the state in which the institution of higher learning is located (regardless of their formal state of residence);
5. After expiration of the three-year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as continuous enrollment is maintained (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below:
  - a. Students eligible for VA education benefits must provide a “Certificate of

Eligibility” (COE) by the VA confirming the approved education benefits for the veteran or eligible dependent to basic educational assistance under chapters 30 and 33 of title 38, U.S. Code. The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a "DD 214", shows the effective date of the veteran's discharge from active service and may also need to be submitted to assist with confirming the “covered individual” status.

### Registration Procedures

Students must complete an online application, orientation, and an educational plan.

### Enrollment Procedure

A student enrolls in a term by meeting with their Academic Success Counselor. During the initial academic advising meeting, a student will sign an enrollment agreement and complete an educational plan that includes the desired start and completion date. A student must submit the enrollment agreement on or before the first day of the term.

See ***Student Equity and Achievement Program*** for more information.



### **Financial Aid**

Upon approval from an accrediting association Calbright College students will be eligible for federal financial aid.

### **Updating Student Records**

Once an application for admission has been submitted, any necessary communication with the student is conducted through the contact information provided (phone, e-mail, or text). Electronic communications will go through the free Calbright College email account provided to each student, or through the [calbright.org](http://calbright.org) Student Portal. It is important to keep the address, phone, and alternate email address updated and corrections

should be provided for student academic records as soon as possible. A student may update this information at any time by contacting Admissions and Records by emailing [admissions@calbright.org](mailto:admissions@calbright.org).

### **Transcripts, Certificates, and Verification of Enrollment**

To request transcripts and certificates please email Admissions and Records at [admissions@calbright.org](mailto:admissions@calbright.org). To verify enrollment please log into your student portal and find “Verification of Enrollment” under Frequently Asked Questions. Transcripts, certificates, and verification of enrollment are free of charge.

## **COURSE CATALOG DESCRIPTION**

### **Department and Course Number: Workforce Readiness, WF 500 College and Career Essential Skills - Noncredit**

This skills-based noncredit course is designed to prepare adult students to develop essential skills necessary for college and career success through contextualized academic preparation. In the area of college success, students will focus on the reading, writing, and math skills needed to be successful within an academic and professional environment. The course will focus on improving critical reading and writing as well as a conceptual understanding of basic math skills. In the area of career success, students will develop awareness and competency of the 21st Century employability skills identified by employers as essential to career success through flexibly-paced learning modules, self-exploration, and practiced-based exercises. *This course is equivalent to 3 units of credit at a traditional Community College (Title 5 section 55002.5).*



**Department and Course Number: Medical Coding, MC 500**  
**Medical Coding for Professional Services - Noncredit**

This skills-based noncredit education program prepares adult students for employment in the medical coding field. Students will progress through the program by mastering competencies in medical law and ethics; medical terminology; pharmacology; anatomy and physiology; disorders of the human body; diagnostic tests; treatment modalities; and CPT, ICD, and HCPCS coding. Students mastering these competencies will achieve a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional (physician) services. Upon completion, students will be prepared to take a national medical coding exam including, but not limited to, the AAPC CPC exam. This course is equivalent to 12 units of credit at a traditional Community College (Title 5 section 55002.5).

**Department and Course Number: Information Technology, IT 500**  
**Introduction to Information Technology Support (A+) - Noncredit**

This skills-based noncredit education program is designed to prepare students for the CompTIA A+ certification exams. It will include study of the content found in the CompTIA A+ Exams (Exam 220-1001 & 220-1002). Subjects include hardware, operating systems, software, mobile devices, basic networking, basic security, operational procedures, printers, and troubleshooting. Students will also learn the concepts of documentation, troubleshooting methodology, safety procedures, and Small Office/Home Office (SOHO) technologies. Students will understand how to assemble components based on customer requirements, and also master the installation, configuration, and maintenance of PCs and Mobile devices. The basics of networking and security forensics will also be covered. Other subjects include learning how to apply troubleshooting methodology and provide appropriate customer support. Other technologies covered will be the basics of scripting, virtualization, desktop imaging, and deployment, as well as basic cloud technology and deployment. *This course is equivalent to 8 units of credit at a traditional Community College (Title 5 section 55002.5).*

**Department and Course Number: Information Technology, IT 510**  
**Introduction to Cybersecurity (Security+) - Noncredit**

Co-Requisite(s): *CompTIA A+ or equivalent course/experience*

This skills-based non-credit education program prepares adult students for employment in the Information Security field. Students will progress through the program by mastering competencies in the fundamental principles and topics of information security and risk management at the organizational level. This includes hardware, software, processes, communications, applications, and policies and procedures with respect to organizational cybersecurity and risk management. Preparation for the CompTIA Security+ certification exams (SY)-501. *This course is equivalent to 8 units of credit at a traditional Community College (Title 5 section 55002.5)*



# APPENDICES

## Academic Policies

### Provisional and Active Enrollment

A student is considered provisionally enrolled during the first 30 days of enrollment until they have submitted an academic activity. An academic activity includes, but is not limited to, participation in an online discussion board, taking a quiz, or submitting an assignment. Students who do not submit at least one academic activity within 30 days of their provisional enrollment will be administratively withdrawn.

After submitting an academic activity a student is considered actively enrolled in their program and is responsible for completing the entire program pathway. All students are expected to have regular and substantive interaction with faculty and/or peers. Calbright provides student support services to help you along your academic journey.

Students are ultimately responsible for dropping a course if they are not able to complete their program pathway. Students should contact their Academic Success Counselor to request a drop form.

### Continuous Enrollment

Calbright is a “continuous enrollment” institution, which means a student will be automatically enrolled in a new term if they are maintaining “satisfactory progress” in their program pathway. Each student term is six months long. Longer terms and continuous enrollment allows a student to focus on their studies without breaks between terms. At the end of every six-month term, their Academic Success Counselor and Instructional Team will review a student's progress and update the student educational plan for the next six-month term.

Calbright requires that students make measurable progress toward the completion of their degree programs every term. A student's progress is measured by tracking the percentage of completed course objectives and demonstrated competencies.

### Grading System and Practices

In accordance with the California Education Code, and Title 5, Calbright has established a standard grading policy to determine a student's academic progress. Upon successful completion of a course, the student will receive a “P” (pass) on the student's record to indicate earned mastery in that course. A course in which an “NP” (no pass) is applied to a student's record indicates the student did not master all of the required competencies for the course.



- **P – Pass:** at least satisfactory, used to denote "passed with credit" when no letter grade is given.
- **NP – No Pass:** less than satisfactory.

### **Non-Evaluative Symbols**

The California Online Community College District Board of Trustees has authorized the use of the non-evaluative symbols of “SP,” “I,” “W,” and “MW” defined as follows:

#### **Satisfactory Progress (SP)**

The SP designation shows that students are progressing and have acquired some of the skills and knowledge needed to achieve course outcomes but still have work to do. The SP designation is therefore a reflection of student progress and success.

#### **Incomplete (I)**

This temporary grade is assigned to a course if a student cannot demonstrate satisfactory progress due to extenuating circumstances.

1. The student must satisfy an assigned “I” grade within the next 6 months.
2. An incomplete course for which satisfactory progress is not demonstrated by the end of 6 months will result in an “NP” grade.

#### **Withdrawal (W)**

Students may withdraw from their program pathway by completing a withdrawal form. A “W” will be posted to the academic record for withdrawals that occur through the 14th week of enrollment. 14 weeks is based on the date of enrollment. Students must re-enroll if they receive a “W.”

#### **Military Withdrawal (MW)**

Military Withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses.

#### **Administrative Drop (AD)**

A student may be administratively dropped for the lack of academic engagement.

#### **Requirements for Calbright College Program Pathways Certificates of Competency**

Students may be awarded a Calbright College Noncredit Certificate of Competency upon successful completion of both College and Career Essential Skills and their area of study (such as Medical Coding for Professional Services, Introduction to Information Technology Support, or Introduction to Cybersecurity).



### **Repeatability**

Noncredit courses are repeatable. Students are also allowed to repeat a course without petition when repetition is necessary to enable the student to meet a legally mandated training requirement as a condition of volunteer or continued paid employment.

Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.

### **Re-Enrollment**

Students who have been dropped or withdrawn from Calbright and wish to return to continue their studies in less than a year of their past date of enrollment, should reach out to a member of the College's success team at [success@calbright.org](mailto:success@calbright.org). Due to the changing nature of the College's curriculum, the student will need to meet their Academic Success Counselor prior to being re-enrolled. Students who wish to return more than a year after their last date of enrollment will need to reapply to Calbright.

### **International Travel and Class Access**

Students should notify the College if they plan to travel internationally while enrolled in a class with Calbright to ensure ongoing access to their class. A form will be available in the student portal to indicate countries and dates of travel which will be sent to the Information Technology team at Calbright.

### **Diversity, Equity, and Inclusion Task Force**

The purpose of the Diversity, Equity, and Inclusion taskforce is to promote strategies and best practices encompassing DEI. At Calbright this work will inform how we intentionally build an organizational culture without intersectional structural bias which seeks to address and promote DEI.

The taskforce will play an active role in establishing the College's DEI approach which includes, but is not limited to: gathering and evaluating baseline data within the current college practices and making recommendations on how we can build DEI awareness and cultural competency.

## **Nondiscrimination and Complaints of Discrimination**

### **Statement of Nondiscrimination**

The California Online Community College District (Calbright College) is committed to providing an equal opportunity environment for all students and employees. Calbright



shall provide access to its services, classes and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit courses, shall be conducted without regard to the gender of the adult student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

Calbright shall not prohibit any adult student from enrolling in any class or course on the basis of gender or gender expression. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to adult students which differs on the basis of gender in accordance with the requirements of Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972), sections 503 and 504 of the Rehabilitation Act of 1973 and the Rehabilitation Act Amendments of 1974, Executive Order 11246 (as amended by Executive Order 11375), and the Federal Age Discrimination Employment Act of 1967 and the Age Discrimination Employment Act Amendments of 1978 and the Americans with Disabilities Act of 1992. The Equity Officer is the Title IX Facilitator and the ADA/504 Coordinator and can be reached at [\*\*equity@calbright.org\*\*](mailto:equity@calbright.org).

The college’s policy on complaints of discrimination is included in full below, including the citations to law. Individuals seeking additional general information about this policy may contact the Equity Officer at [\*\*equity@calbright.org\*\*](mailto:equity@calbright.org).

#### Complaints of Discrimination

Any student, employee, or third party who believes that they have been discriminated against or who believes another has been discriminated against in violation of Board Policy 3410 on non-discrimination, should immediately report the incidents by following the Board Policy BP 3430 on Discrimination and Harassment Investigations. The Equity Officer is the "responsible officer" charged with receiving complaints of discrimination or harassment, and coordinating an investigation. They can be reached at [\*\*equity@calbright.org\*\*](mailto:equity@calbright.org).

#### References

*Title 2 Sections 10500 et seq., Title 5 Sections 59300 et seq.  
Education Code Sections 66250 et seq., 72010 et seq., 200 et seq.  
Penal Code Section 422.55 et seq.,  
Government Code Sections 11135, 12926.1, 12940 et seq.  
ACCJC Eligibility Requirements*



### **Delegation of Authority**

The Equity Officer shall be designated as the “EEO Officer” charged with overseeing the day-to-day implementation of the EEO Plan and programs.

In the event the Equity Officer is named in a complaint or implicated by allegations in the complaint, the College President/CEO shall appoint an outside investigator to review the complaint. In the event the College President/CEO is named in a complaint or implicated by the allegations in the complaint, the President Of the Board of Trustee shall appoint the investigator, will receive the report, and the Board of Trustees will make a determination on any final action.

### **Complaint Procedure**

The Equity Officer has been appointed as the "responsible officer," as described in Title 5, and is responsible for receiving complaints. Informal charges of unlawful discrimination should be brought to the attention of the responsible officer. The responsible officer shall oversee the informal resolution process. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract. An outside investigator must be used when the responsible officer is named in the complaint or implicated by the allegations in the complaint.

When a person brings charges of unlawful discrimination the responsible officer must:

- Undertake efforts to resolve the charge informally;
- Advise the complainant that he/she need not participate in an informal resolution of the complaint;
- Notify the complainant of the procedures for filing a formal complaint;
- Notify the complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education.

If the complainant, an adult student or an employee files a formal complaint, the responsible officer must also forward a copy of the complaint to the College President/CEO’s Office.

A formal complaint not involving employment must be processed if it is filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation.

A formal complaint alleging discrimination in employment must be filed within 180 days of the date of the alleged unlawful discrimination, unless the complainant first



obtained knowledge of the facts of the alleged violation after the expiration of the initial 180 days.

The complaint must be filed by someone who alleges that he/she has personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in their official capacity.

When a proper complaint is received, Calbright will begin an impartial fact-finding investigation, and notify the complainant that it is doing so.

When the investigation is done, the results must be set forth in a written report. The written report must include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.

In any case that does not involve employment discrimination, Calbright must provide the complainant with a copy or summary of the investigative report within 90 days from the date Calbright received the complaint. The complainant must also be provided with a written notice setting forth the determination of the Equity Officer as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the complainant's right to appeal to Calbright's Board of Trustees.

In any case that involves employment discrimination, within 90 days from the date Calbright received the complaint, Calbright must provide the complainant with a copy or summary of the report, and with written notice setting forth the determination of the Equity Officer as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the College's Board of Trustees, and to file a complaint with the Department of Fair Employment and Housing.

If the complainant is not satisfied with the results of the administrative determination, the complainant must be given the opportunity to submit a written appeal to the Board of Trustees within fifteen days from the date of the notice of the administrative determination. The Board must review the original complaint, the investigative report, the administrative determination, and the appeal and must issue a final decision within forty-five days of receiving the appeal.

In any case not involving employment discrimination, the complainant must be notified of their right to appeal. In any case involving employment discrimination,



a copy of the final decision must be promptly forwarded to the complainant. The complainant must be notified of their right to file a complaint with the Department of Fair Employment and Housing.

Where the Board does not act within forty-five days the administrative determination must be deemed approved and must become the final decision. Calbright shall promptly notify the complainant and in cases not involving employment discrimination, that the Board took no action and the administrative determination becomes the final decision. In cases not involving employment discrimination, the complainant must be informed of their right to appeal Calbright's decision to the California Community Colleges Chancellor's Office. In cases involving employment discrimination, the complainant shall be notified of their right to file a complaint with the Department of Fair Employment and Housing.

In cases not involving employment discrimination, the complainant must be given the right to file a written appeal with the California Community Colleges Chancellor's Office within 30 days after the Board issues the final decision, permits the administrative decision to become final or from the date that notice of the final decision was provided to the complainant pursuant to 5 CCR section 59338(b) or (d), whichever is later.

Calbright should retain and make available the original complaint, and copies of the final decision or a statement indicating the date on which the administrative determination became final, the notice given to the complainant, the complainant's appeal of Calbright's administrative determination, and the investigative report.

## **References**

*Education Code Section 87100 et seq.*

*Title 5 Sections 53000 et seq., 59300 et seq.*

*ACCJC Accreditation Standards*



## Prohibition of Harassment

Calbright is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff, instructional staff member, or adult student within Calbright.

This procedure and the related policy protects enrolled students, visitors online or in person at a Calbright office or facility, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, and other programs of Calbright, whether those programs take place in Calbright's facilities, via an online program or support mechanism, or at a class or training program sponsored by Calbright online or in person.

### Definitions

**General Harassment** – Harassment based on race, religion, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates Calbright policy. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

**Verbal** – Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.



Physical – Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person’s gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written – The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental – A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment – In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, progress, internship or volunteer activity;



- Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment (as more fully described below); or
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

- "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.
- "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's sex is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Complaints of Harassment from any adult student, employee, or third party who believes that they have been discriminated against or harassed by any adult student, employee, or third party or who believes another has been the victim of discrimination or harassment in violation of Calbright's policy should immediately report such incidents by following the procedures described in AP 3435 Discrimination and Harassment Investigations.

Consensual Relationships: Romantic or sexual relationships between supervisors and employees, or between administrators, instructional staff or staff members and adult students are discouraged. It is the policy of Calbright that no employee should enter into a consensual relationship with an adult student actually under that employee's authority and that no employee should participate in the supervision, hiring



committee, evaluation or decision pertaining to promotion for someone with whom that person has or has had a consensual relationship. There is an inherent imbalance of power and potential for exploitation in such relationships.

A conflict of interest may arise if the administrator, instructional staff or student success staff member must evaluate the adult student's or employee's work or make decisions affecting the employee or adult student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other adult students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, Calbright has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over an adult student. Such action by Calbright is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Intellectual Freedom – No provision contained here shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual Instructional or Success Team member or the educational, political, artistic, or literary expression of enrolled students in classrooms and public forums. Freedom of speech and intellectual freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

## Online Education

Calbright College provides access to education through the use of technology beyond the traditional patterns of campus-based education and programs. Courses are offered completely online. Courses are developed by the same qualified instructors and follow the same curriculum and standards as classroom-based courses. Online learning provides flexibility in scheduling and is especially helpful to self-directed students. It is recommended that students be comfortable with computers, particularly the internet, before taking an online course.

Regular Effective Contact Policy (“regular effective contact”) describes the minimum frequency of quality instructor-student interaction in a distance education class. “Quality interaction” between instructor and students is regular communication between the two parties. As in a face-to-face course, the instructor must be able to initiate and participate in discussions or the equivalent in an online environment via a variety of modalities in the district-provided Learning Management System (LMS). The instructor must regularly monitor and moderate any student activities in the online classroom in which students interact with each other. The instructor must be available to answer students’ questions about both the material and the course itself in an efficient and timely manner. The instructor must also provide regular and timely



feedback on, and assessment of, student work; for example, the instructor should respond to student emails within the instructor's stated availability contained in the syllabus; the instructor should provide feedback and/or evaluations on assignments within a week and/or within the instructor's stated availability contained in the syllabus. In the context of an online course, the instructor must spend approximately as much time on these interactions as would be spent for a face-to-face course.

The modes that the instructional staff can use to create regular effective contact are almost limitless but should be easily accessible for the student and, when in question, verifiable. Use of the district provided LMS provides both accessibility and verifiability. The district provided LMS and synchronous technologies includes: online chat (scheduled or unscheduled), telephone contact, video conferencing, virtual field trips, virtual meetings, or online presentation platforms such as ConferZoom; asynchronous technologies including email and other correspondence, discussion forums or boards, class announcements via the LMS homepage, websites, blogs, podcasts, voicemail, SMS/text messaging, or e-lectures. Neither of these lists is exhaustive, as there are always new learning technologies available online at any given time. Any accessible medium (in compliance with Section 508 of the Americans with Disabilities Act and the California Community Colleges Chancellor's Office Distance Learning Access Guidelines) is acceptable for facilitating regular effective contact.

### **Online Support Services**

Calbright College will utilize and develop comprehensive, specialized student supports that are technology-enabled for scale and focused on the student experience, including, but not limited to, pathway navigation, online tutoring, online mentoring, and online help desk support. These supports, as well as the instructional delivery, shall be made available during nontraditional working hours to promote student success.

- Online support for *pathway navigation* assists students through the onboarding and orientation process.
- Online support for *tutoring* provides students with access to tutoring through the California Virtual Campus - Online Education Initiative's (CVC-OEI) existing social and technological infrastructure for students, instructors, and administrators.
- Online support for *mentoring* provides students with access to an ADA- and FERPA-compliant software platform that creates the in-office experience for off-campus students. This leverages existing social and technological infrastructure provided by the Online Education Initiative (CVC-OEI) for students, instructors, and administrators.
- Online support for *technology* is offered in the form of a help desk service made available to students.



## Verification of Student Identity

Consistent with federal regulations pertaining (e.g. federal financial aid eligibility) the California Online Community College District must authenticate or verify that the student who registers in an online course or correspondence education course is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of enrollment a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity if any.

The Chief Learning Officer shall ensure the institution utilizes one or more of these methods to authenticate or verify student identity:

- Secure login and password to enable authenticated access to student information and course management system.
- Proctored examinations.
- New or other technologies and practices that are effective in verifying student identification.

## Standards of Student Conduct

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student:

- A. Causing, attempting to cause, or threatening to cause physical injury to another person;
- B. Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee, which is concurred in by the college President/CEO.
- C. Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.



- D.** Committing or attempting to commit robbery or extortion;
- E.** Causing or attempting to cause damage to District property or to private property on Campus;
- F.** Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District property or private property on campus;
- G.** Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the college or the District;
- H.** Sexual assault or sexual exploitation regardless of the victim's affiliation with the District;
- I.** Committing sexual harassment as defined by law or by District policies and procedures;
- J.** Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law;
- K.** Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying;
- L.** Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus;
- M.** Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel;
- N.** Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the District;
- O.** Lewd, indecent, or obscene conduct on District-owned or controlled property or at District-sponsored or supervised functions;
- P.** Engaging in expression which is obscene; libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District



administrative procedures, or the substantial disruption of the orderly operation of the District.;

- Q.** Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
- R.** Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any District policy or administrative procedure
- S.** Misrepresentation of oneself or of an organization as an agent of the District
- T.** Calbright students share a responsibility with their instructors for assuring that their education is honestly attained. Every instructor has the responsibility and authority to deal with any instances of Academic dishonesty. Academic dishonesty, includes, but is not limited to, falsification, plagiarism, cheating, or fabrication, which comprises the integrity of an assignment, student record, or program:
  - 1. Falsification:** Falsification involves any conduct in academic work, records, or programs that intention is to deceive, including, but not limited to, the following acts:
    - a.** Forging of signatures on official documents
    - b.** Changing or attempting to change official records without proper sanction
    - c.** Providing false information during admissions or enrollment process
    - d.** Falsifying one's identity or using someone else's identity
    - e.** Falsification of citation of data or information
    - f.** Submission of falsified, invented, or fictitious data or evidence , or deliberate knowing or concealment or distortion of the true, origin, or function of such data or evidence.
    - g.** Submitting work (assignments, quizzes, tests) prepared totally or in part by someone other than the student
  - 2. Plagiarism:** Plagiarism is the act of presenting someone else's work as one's own. Examples include:
    - a.** Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work;





- Disclose or in any way cause to be disclosed confidential or sensitive Calbright, employee, or student information without prior authorization from a Calbright administrator
- Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
- Engage in unlawful use of Calbright technology for political lobbying
- Infringe on copyright, license, trademark, patent, or other intellectual property rights
- Intentionally disrupt or harm Calbright technology or other Calbright operations (such as destroying Calbright equipment, placing a virus on Calbright devices, adding or removing a computer program without permission, changing settings on Calbright-issued devices)
- Install unauthorized software
- Invade the privacy of another
- Engage in or promote unethical practices or violate any law or Board Policy, Administrative Procedure, or Calbright practice
- Send unsolicited email messages, including advertising material and/or requests for fundraising for personal or private causes
- Complete port scanning or security scanning
- Introduce honeypots, honeynets, or similar technology

## References

*Education Code Sections 66300 and 6630*

## Student Discipline Procedures

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of student Conduct, which guarantees to the student or students involved the due process rights guaranteed by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

This administrative procedure is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state **and federal** constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

## Definitions

District – The California Online Community College District.



Student – Any person currently enrolled as a Student at any college or in any program offered by the District.

Instructor – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

Short-term Suspension – Exclusion of the student by the Student Success Administrator for good cause from one or more classes for a period of up to ten consecutive days of instruction.

Long-term Suspension – Exclusion of the student by the for good cause from one or more classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

Expulsion – Exclusion of the student by the Board of Trustees from all colleges in the District for one or more terms.

Removal from Class – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

Written or Verbal Reprimand – An admonition to the student to cease and desist from conduct determined to violate the Standards of student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

Withdrawal of Consent to Remain on Campus – Withdrawal of consent by a Student Success Administrator for any person to remain on District property (including online environments) in accordance with California Penal Code Section 626.4 where a Student Success Administrator has reasonable cause to believe that such person has willfully disrupted the orderly operation of the campus.

Day – Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.



## **Short-term Suspensions, Long-term Suspensions, and Expulsions**

Before any disciplinary action to suspend, or expel is taken against a student, the following procedures will apply:

- Notice – A Student Success Administrator will provide the student with written notice of the conduct warranting discipline. The written notice will include the following:
  - the specific section of the Standards of Student Conduct that the student is accused of violating;
  - a short statement of the facts supporting the accusation;
  - the right of the student to meet with a Student Services Administrator to discuss the accusation, or to respond in writing;
  - the nature of the discipline that is being considered.
- Time limits – The notice must be provided to the student within 10th of the date on which the conduct took place; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within 20th of the date on which conduct occurred which led to the decision to take disciplinary action.
- Meeting – If the student chooses to meet with a Student Success Administrator, the meeting must occur no sooner than 10 days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation, and must be given an opportunity to respond verbally or in writing to the accusation.

Short-term Suspension – Within 3 days after the meeting described above, the College President/CEO shall, pursuant to a recommendation from a Student Success Administrator decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the College President/ CEO's decision shall be provided to the student. The notice will include the length of time of the suspension, or the nature of the lesser disciplinary action. The College President/CEOs decision on a short-term suspension shall be final.

Long-term Suspension – Within 10 days after the meeting described above, the College President/CEO shall, pursuant to a recommendation from a Student Success Administrator , decide whether to impose a long-term suspension. Written notice of the College President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed, and a copy of these Student Discipline Procedures describing the procedures for a hearing.

Expulsion – Within 3 days after the meeting described above, the College President shall, pursuant to a recommendation from a Student Success Administrator, decide whether to recommend expulsion to the Board of Trustees. Written notice of the



College President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed, and a copy of these Student Discipline Procedures describing the procedures for a hearing.

Hearing Procedures – Within 5 days after receipt of the College President's decision regarding a long-term suspension or expulsion, the student may request a formal hearing. The request must be made in writing to the College President/CEO or designee.

Schedule of Hearing – The formal hearing shall be held within 20 days after a formal request for hearing is received.

Hearing Panel – The hearing panel for any disciplinary action shall be composed of two administrators, two faculty members and two students.

The College President/CEO shall establish a list of at least five persons who will serve on student disciplinary hearing panels. The College President/CEO or designee shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner, shall serve on a hearing panel.

Hearing Panel Chair – The College President/CEO shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by both other members of the panel to the contrary.

Conduct of the Hearing - The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be a Student Success Administrator..

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.



Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes their evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

The student may represent themselves, and may also have the right to be represented by a person of their choice. Except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than 20 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded via zoom by the District. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by zoom video, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Zoom recording shall remain in the custody of the District at all times, unless released to a professional transcribing service. The student may request a copy of the zoom recording.

All testimony shall be taken under oath; the oath shall be administered by the hearing panel chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not unavailable.

Within 5 days following the close of the hearing, the hearing panel shall prepare and send to the College President a written decision. The decision shall include specific factual findings regarding the accusation, and shall include specific conclusions regarding whether any specific section of the Standards of student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the



record of the hearing, and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

### **College President's Decision**

Long-term suspension – Within 3 days following receipt of the hearing panel's recommended decision, the College President/CEO or designee shall render a final written decision. The College President/CEO or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the College President/CEO or designee modifies, or rejects the hearing panel's decision, the College President or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the College President/CEO or designee shall be final.

Expulsion – Within 3 days following receipt of the hearing panel's recommended decision, the College President or designee shall render a written recommended decision to the Board of Trustees. The College President/CEO or designee may accept, modify, or reject the findings, decisions and recommendations of the hearing panel. If the College President or designee modifies, or rejects the hearing panel's decision, he/she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The College President/CEO or designee decision shall be forwarded to the Board of Trustees.

Board of Trustees Decision: The Board of Trustees shall consider any recommendation from the College President/ CEO or designee for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures. (Education Code Section 72122.)

The student shall be notified in writing, by registered or certified mail to the last address on file with the District, or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any students other than the student requesting the public meeting in closed session.



The Board may accept, modify, or reject the findings, decisions and recommendations of the College President/CEO or designee or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting, and the result of the action shall be a public record of the District.

**Immediate Interim Suspension (Education Code Section 66017):** The College President/CEO or designee may order immediate suspension of a student where he/she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion is recommended, will be afforded to the student within ten (10) days.

**Removal from Class (Education Code Section 76032):** Any instructor may order a student removed from their course for the day of the removal and the next day. The instructor shall immediately report the removal to the College President/CEO or designee and the Chief Learning Officer. The College President/CEO or designee shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the Chief Learning Officer shall attend the conference. The student shall not be returned to the class or course during the period of the removal without the concurrence of the instructor. Nothing herein will prevent the Chief Learning Officer from recommending further disciplinary procedures in accordance with these procedures based on the facts which led to the removal.

**Withdrawal of Consent to Remain on virtual online campus:** The Senior Vice-President of Student Services may notify any person for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be disconnected from the virtual learning environment. If consent is withdrawn by the College President/CEO or designee a written report must be promptly made to the Senior Vice-President of Student Services.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted no later than seven days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than no more than 14 days from the date upon which consent was initially withdrawn.



Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

## **Student Rights and Grievances**

The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected their status, rights or privileges as a student. The procedures shall also include, but not be limited to, grievances regarding:

- Sex discrimination in education programs and activities as prohibited by Title IX of the Higher Education Amendments of 1972 (see AP 3435 Discrimination and Harassments Complaints and Investigations BP5520 for sexual misconduct complaints under Title IX);
- Course grades, to the extent permitted by Education Code Section 76224 subdivision (a), which provides: "When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors;
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

This procedure does not apply to:

- Student disciplinary actions, which are covered under separate policies and procedures.
- Other matters and actions for which there is a specific procedure in place



## Definitions

**Party** – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

**College President/CEO**– The College President/CEO or a designated representative of the College President.

**Student** – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224 subdivision (a).

**Respondent** – Any person claimed by a grievant to be responsible for the alleged grievance.

**Day** – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

**Informal Resolution** – Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.

The College President/CEO shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated student Organization in attempting to resolve the grievance informally.

Informal meetings and discussions between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within 10 days of the incident on which the grievance is based, or 20 days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already



initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of their rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.

If at the end of 20 days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.

### **Grievance Hearing Committee**

The College President/CEO or designee shall at the beginning of each term, including any summer session, establish a standing panel of 6 members of the college community, including 2 students, 2 faculty members and 2 administrators, from which one or more Grievance Hearing Committees may be appointed. A Grievance Hearing Committee shall be constituted in accordance with the following:

- It shall include 2 students, 2 instructors, and 2 college administrators selected from the panel described above.
- No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the College President/CEO who shall determine whether cause for disqualification has been shown. If the College President/CEO feels that sufficient grounds for removal of a member of the committee has been presented, the College President/CEO shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.
- The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

### **Hearing Procedure**

The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.



The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.

Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.

Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.

Each party to the grievance may represent themselves, and may also have the right to be represented by a person of their choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than 20 days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the College President. Any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 20 days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.

The hearing shall be recorded by the Grievance Officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.



All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.

Within 5 days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the College President/CEO a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

College President's Decision: Within 20 days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the College President shall send to all parties their written decision, together with the Hearing Committee's decision and recommendations. The College President/CEO may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the College President/CEO or designee does not accept the decision or a finding or recommendation of the Hearing Committee, the College President/CEO or designee shall review the record of the hearing, and shall prepare a written decision which contains specific factual findings and conclusions. The decision of the College President/CEO shall be final, subject only to appeal as provided below.

Appeal: Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the College President within 20 days of that decision. The College President/CEO shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The College President/CEO's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Time Limits: Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

## References

*Education Code Section 76224 subdivision (a);  
Title IX, Education Amendments of 1972;  
34 Code of Federal Regulations Parts 106.1 et seq.*



## Safety

A Calbright safety plan shall be developed and provided to the College community in the annual security report (ASR) and will be disseminated by October 1st of every year beginning 2020.

Students who wish to report a safety concern should contact the Chief Finance & Administration Officer at [success@calbright.org](mailto:success@calbright.org).

NOTE: Education Code Section 67380 defines “hate violence” as: “any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.”

Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of “noncriminal acts of hate violence” (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, "hate crimes" include domestic violence, dating violence, and stalking.

### References

*Education Code Sections 212, 67380, and 87014;*

*Penal Code Section 245;*

*20 U.S. Code Sections 1092(f) and 1232g;*

*34 Code of Federal Regulations 668.46;*

*34 Code of Federal Regulations 99.31(a)(13), (14);*

*Campus Security Act of 1990*

## Student Equity and Achievement Program Rights and Responsibilities

The Student Equity and Achievement Program (SEA Program) formerly named Student Success and Support Program (SSSP) recognizes that student success is the responsibility of the district/college and its students. The program creates a framework for the provision of core matriculation services, including orientation, assessment and placement, and counseling/advising/educational planning services that are intended to increase student access and academic success. SEA program services also include the provision of intervention and follow-up services to academically at-risk students such as those that are on academic or progress probation, or are otherwise identified as at-risk students.



## **Orientation**

Calbright College provides students with information on a timely basis, as determined by the college, regarding policies, procedures and information including, but not limited to:

- Academic expectations and progress and probation standards
- Description of available programs, support services, financial aid assistance, and how they can be accessed;
- Academic calendar and important timelines;
- Registration and college fees, if any;
- Available education planning services.
- Other issues, policies, and procedures the college determines as necessary to provide a comprehensive orientation to students.

## **Assessment**

Calbright College will provide assessment and placement recommendations students wishing to enter a program pathway. This may include guided self-placement processes and review of previous learning where appropriate.

### **Counseling, Advising and Other Educational Planning Services**

Calbright provides counseling, advising and educational planning services which include, but are not limited to:

- Assistance to students in the identification of an education and career goal and course of study;
- The provision of information to serve a continuum of student needs and abilities to enable students to make informed choices;
- Guidance and assistance in the development of an education plan to accomplish a program pathway related to a student's education and career goals;
- Assistance to students in the exploration of education and career interests and aptitudes.

## **Student Education Plan**

Calbright shall provide students with an opportunity to develop a comprehensive Student Education Plan which is tailored to meet the individual needs and interests of the student for the enrollment term. It will address a student's education goal and program of study requirements, applicable course prerequisites or corequisites, assessment for placement results, potential transfer institutions, the need for basic



skills, and the need for referral to other support and instructional services as appropriate; and will include the steps the student needs to take on their educational path to complete their identified course of study. The planning process will take into account a student's interests, skills and career goals.

Calbright will ensure that comprehensive educational plans are accessible and recorded in electronic form, and will make a reasonable effort to not duplicate educational planning processes for students participating in special programs.

### **Student Follow-Up**

Calbright shall establish a process to ensure it is evaluating the academic progress of students, and providing appropriate student services. These services include, but are not limited to, academic or progress probation interventions, academic early alert systems, and referral to other support services.

### **Accessibility**

SEA Program services for students with disabilities shall be appropriate to their needs, and colleges shall, where necessary, make modifications to the services provided or use alternative tests, methods, or procedures to accommodate the needs of such students. Calbright may require students requesting such accommodations to provide proof of need. Participation in the DSPS program is voluntary and no student may be denied necessary accommodations in the assessment process because he or she chooses not to use specialized matriculation services provided by these programs. Calbright shall ensure that SEA Program (SSSP) services are accessible for English language students and are appropriate to their needs. Calbright shall, where necessary, make modifications to the services provided to accommodate the needs of such students.

### **Counseling**

The provision of counseling services is an integral component of Calbright's commitment to student success and completion of their educational goals. Counseling services are provided within the ethical guidelines of the profession and in concurrence with Calbright's Mission Statement.

### **Services Provided**

The counseling services available in Calbright include at least the following:

- Academic counseling, in which the adult student is assisted in assessing, planning, monitoring and implementing their immediate and long-range academic goals;
- Career counseling, in which the adult student is assisted in assessing their aptitudes, abilities, and interests, and is advised concerning the current and future employment opportunities;



- Personal counseling, including crisis intervention, in which the adult student is assisted with personal, family, or other social concerns, when that assistance is related to the adult student's education;
- Group counseling and workshop facilitation to assist adult students with orientation, registration, selection of academic program, and transferring;
- Dedicated counseling and support to specialized adult student populations.;
- Referring adult students to in-person and online services or resources which support adult students in achieving their educational goals, including but not limited to career assessment and job placement services, disability services, financial aid, health services, testing, transfer services and tutoring.

### **Confidentiality of Counseling Information**

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the College President/CEO or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the College President or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

### **Student Records, Directory Information, and Privacy**

#### **Privacy Rights Governing Student Records**

Pursuant to the Federal Educational Rights and Privacy Act (FERPA), the California Education Code (§76240 et. seq.), and the California Administrative Code Title 5, Student records are maintained in a manner to ensure the privacy of such records. Calbright College shall not, except as authorized, permit any access to or release of any information therein.

For purposes of this article and for use in the enforcement of FERPA procedures, a Student is defined as an individual who is or has been in attendance at Calbright College. "In attendance" is defined as an individual whose application has been accepted and entered into the college students database.



## **Collection and Retention of Student Information**

The District shall treat all students equitably in the receipt of all school services, including, but not limited to, the gathering of student and family information for the institution's benefit programs.

The Admissions & Records department shall maintain in writing District policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The District will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

The will provide students an opportunity to opt out of disclosure of directory information. Notices must describe the following:

- The kind of information that the school has identified as directory information;
- The eligible student's ability to refuse to let the school designate the information as directory information, which could be disclosed to outside entities;
- The period of time in which the eligible student has to notify the school in writing that he/she does not want the information designated as directory information; and
- That opting out by the noted deadline is the students' only way to prevent the release of directory information.

Any sensitive information, such as a student's, parent's, or guardian's social security number (SSN), any AB 540 determinations, or citizenship status information collected by the District or disclosed by the student, should be maintained only for as long as necessary.

If the District possesses information that could indicate immigration status or citizenship status, the District shall not consider the acquired information in admissions decisions or access to educational courses or degree programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The District shall not create a list of student names linked with immigration status.



District police or security departments shall not inquire into an individual's immigration status for immigration enforcement purposes.

District police or security departments shall not aid any effort to create a registry containing individuals' country of birth or based on any other protected characteristics of victims, witnesses, or suspects of crimes unless required by law for specified purposes.

### **Directory Information**

Calbright College does not identify or release any student record information as "directory information" except when legally required by law.

Release of student records: No instructor, official, employee, or governing board member shall authorize access to student records to any person except under the following circumstances:

- student records shall be released pursuant to a student's written consent. Contact [admissions@calbright.org](mailto:admissions@calbright.org) to obtain consent or student requests.
- "Directory information" may be released in accordance with the definitions in Board Policy
- student records shall be released pursuant to a judicial order or lawfully issued subpoena. All orders or subpoenas should be directed to the Chief Operating Officer at [success@calbright.org](mailto:success@calbright.org).
- student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- student records may be released to officials and employees of the District only when they have a legitimate educational interest to inspect the record.

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, or their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation, and enforcement of federal legal requirements. The Director of Admissions & Records is responsible for providing such information and defining procedures.



Student records may be released to officials of other public or private schools or school systems, including local, county, or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section 76225. The Director of Admissions & Records is responsible for providing such information and defining procedures.

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Director of Financial Aid is responsible for providing such information and defining procedures.

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering financial aid programs, and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it is conducted. The Director of Admissions & Records is responsible for providing such information and defining procedures.

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. The Director of Admissions & Records is responsible for providing such information and defining procedures.

The following information shall be released to the federal military for the purposes of federal military recruitment: student names, addresses, telephone listings, dates, and places of birth, levels of education, major(s), degrees received, prior military experience, and/or the most recent previous educational institutions enrolled in by the students.

#### Access to Student Records for Immigration Enforcement Purposes

The District must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a



court order or a judicial warrant, written consent must be signed and dated by the student, or (if the student is a minor) by the student's parent(s) or guardian(s), before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure, and the party or class of parties to whom the disclosure may be made.

If desired by the student, the District must provide a copy of the records to be released. The party to whom the information is disclosed may not re-disclose the information to any other party without the prior consent of the student or subsequent court order.

College personnel will not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available, or required by a court order or judicial warrant. All requests for information will be forwarded to Admissions & Records "Personal information" is defined as any information that identifies or describes an individual, and includes but is not limited to, a student's physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the District is served with a judicial subpoena or court order that by its terms prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

### **Charge for Transcripts or Verifications of Student Records**

Current and former students will be able to request transcripts and Verifications of Student Records free of charge.

### **Electronic Transcripts**

The District may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

### **Use of Social Security Numbers**

The District shall not do any of the following:

- Publicly post or publicly display an individual's social security number;
- Print an individual's social security number on a card required to access products or services;
- Require an individual to transmit their social security number over the internet using a connection that is not secured or encrypted;



- Require an individual to use their social security number to access an Internet Web site without also requiring a password or unique personal identification number or other authentication device; or
- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for:
- Application for enrollment purposes;
- To establish, amend, or terminate an account, contract, or policy; or
- To confirm the accuracy of the social security number.



# CALBRIGHT COLLEGE COMMUNITY

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Miami University, Oxford, Ohio

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Sr. Director of Communications  
Louisiana State University



## ***Instructional Team***

### **Medical Coding Pathway**

**Pam Sanborn, M.Ed.**

Learning and Instruction Lead  
Director of Program Pathways, Allied Health  
Concordia University, Curriculum and  
Instruction-Career and Technical Education

**Cindy Carney, M.A.**

Medical Coding for Professional Services  
Ashford University, Health Administration

**Kristina Perkins, B.S.**

Medical Coding for Professional Services  
Baker College, Health Services Administration

**Ayan Hill, M.S., R.H.I.A.**

Health Information Technology  
California State University, East Bay,  
Health Care Administration

### **Information Technology Pathways**

**Ben Ringgenberg, B.A.**

Introduction to Information Technology Support  
California State University Northridge, Literature  
Studies

**Chris Burk, M.B.A.**

Introduction to Cybersecurity  
California State University, San Bernardino,  
Business Administration, Cybersecurity  
Concentration

**Michael Stewart, M.A.**

Introduction to Information Technology Support  
California State University, Monterey Bay,  
Instructional Science & Technology

**Elizabeth Biddlecome, B.S.**

Computer Service Technology  
Rochester Institute of Technology,  
Applied Technical Leadership

### **Essential Skills & Workforce Readiness**

**Leena N. Her, Ph.D.**

College and Career Essential Skills  
Director of Program Pathways, Workforce  
Readiness Stanford University, Education

**Jerry Thao, M.S.**

College and Career Essential Skills  
San Francisco State University Counseling,  
Career and College Concentration

**Julian West, M.B.A.**

Workforce Readiness  
California State University of Bakersfield,  
Business Administration

**Ashley Odell, M.A.**

Workforce Readiness  
San Jose State University  
Educational Counseling



## **College Directory**

### **Workforce Development**

**Marjorie Yan, B.A.**

Director of Partnership Development

**Priya Sodha, M.S.**

Director of Partnership Development

### **External Affairs**

**Araceli Cruz, M.B.A.**

Senior Marketing Manager

**Benjamin Wachs, M.A.**

Communications Manager

**Raul Sarabia, M.P.A.**

Director of Outreach

### **Finance, Administration & Human Resources**

**Donald J. Grady, Sr., MSHRM, PHR**

Executive Director, Human Resources and  
Employee/Employer Relations

**Beth Price, B.A.**

Business Operations Administrator

**Hillary Washington**

Special Assistant to the President/CEO

**Jennifer Miller, B.S.**

Director of Finance, Controller

**Kathy Hennig, M.P.A., C.P.M.**

Acting Procurement Director

**Laura Martinez, M.A.**

Acting Senior Manager  
Strategy & Operations

**Michael Petersen, B.A.**

Special Assistant to the CFO

**Timea Iharosi, M.A.**

Human Resources Manager



## Student Success

**Agustin Cervantes, M.A.Ed.**  
Acting Academic Success Counselor

**Henry Santos Metcalf, Ph.D.**  
Academic Success Counselor (Accessibility/Disabled Students Programs & Services "DSPS")

**D. Denise Temal, M.S.**  
Academic Success Counselor

**Änya Elder, M.A.Ed.**  
Registrar

**Edwin Armenta**  
Student Support Specialist

**Ehboni Greer**  
Student Support Specialist

**Fernando Hernandez**  
Student Support Specialist

**Jamee Sarmiento, B.S.**  
Welcome Services Manager

**Jennifer Fung**  
Student Support Specialist

**Kip Nead, B.A.**  
Director of Admissions

**Mary Love, B.S.**  
Executive Administrator  
to the Chief Learning Officer

**Shemila R. Johnson, M.A.**  
Academic Success Counselor

**Tiffany Nakawatase, M.S.Ed.**  
Director of Access to Student Services

**Valerie Mondo, B.A.**  
Executive Assistant, Success Team

## Technology

**Carl Siva, A.A.S.**  
Director of Information Technology

**Denzel Codrington, B.A.**  
End User Support Technician

**Jarret McClain, B.A.**  
Security Analyst

**Jesse Lawson, M.A.**  
Process Automation Engineer

**Karen Snow, B.A.**  
Senior Research and Planning Analyst

**Suhel Pathan, B.S.**  
Salesforce Administrator

**Wesley Chang**  
Web Developer

