

PLATT COLLEGE

*Student and
Consumer Handbook*

Alhambra Campus

Revised January, 2012

Who is Available to Assist You?

Below is a list of the administrative offices and key contacts of the institution.

<u>Campus President:</u>	Nicholas Ewell
<u>Academic Dean:</u>	Lisa Sarkissian
<u>Admissions Office:</u>	Daryle Harper
<u>Career Services:</u>	Adriana Schaefer
<u>Financial Aid Office:</u>	Dolores Basilio
<u>Registrar:</u>	Lizzette Santayo
<u>Business Office:</u>	Tahina Gonzalez
<u>Student Affairs:</u>	Shana Alemzede

For a complete list of faculty by department, please consult the current Catalog Addendum that is available from the campus receptionist.

Academic concerns should be brought to the immediate attention of your instructor. However, the Department Head and staff of the Education Department are available to assist you with additional matters.

You are encouraged to consult the Campus President for assistance or information only after you have exhausted all attempts for assistance from the faculty and staff.

General Grievance Procedure

Students have the right to present problems and complaints. This includes, but is not limited to, charges of discrimination. (It should be noted that a filed complaint would have no adverse impact on a student's status.)

Informal Grievance Procedure

The student is encouraged to follow the following structure when addressing CLASS-related complaints:

1. Discuss the issue with your instructor. If you are not satisfied with the resolution within 3 school days, then
2. Discuss the issue with the Academic Dean. The Academic Dean will advise you immediately of whether they can resolve the issue, or whether you need to escalate the issue to the Campus President. If the issue requires the involvement of the Campus President, please follow the Formal Grievance Procedure explained below.

Formal Grievance Procedure

The student is encouraged to follow the following structure when addressing NON-CLASS-related complaints (School Administration issues such as the facility, parking, Financial Aid, Student Accounts, or other Platt College Staff or Policies) and CLASS-related complaints that cannot be resolved through the Informal Grievance Procedure.

Step 1:

Within fifteen (15) school days of the date of the event generating the complaint, a student will complete a Student Grievance Form (template included in a later page) and either:

- a) deliver the completed form to the Campus President, or
- b) submit the completed form to Feedback@PlattCollege.edu

The Student Grievance Form may be obtained from the Campus President, Academic Dean, or Student Services. It is also available on the student Intranet. The student's written notice will identify the nature of the alleged discrimination/complaint, the date(s) of occurrence and the student's expected outcome. Students filing a grievance are encouraged to completely fill out all fields of the form as this will improve the college's ability to respond effectively.

The steps below will be followed once the formal grievance is filed.

Step 2:

The Campus President (or his designee) shall respond in writing within five (5) school days (weekends excluded) regarding the process followed, persons involved and steps taken to try and resolve the alleged grievance.

Step 3:

If the student is not satisfied with the proposed solution, the student may appeal in writing to the Chief Executive Officer using the aforementioned Student Grievance Form and submit it through the Feedback@Plattcollege.edu address. The student should indicate on the form that he/she is appealing the decision reached by the Campus President. The Chief Executive Officer or designee will have five (5) school days upon receipt of the grievance to review the action(s) taken up to this point. The Chief Executive Officer will either concur with the action taken by the Campus President or offer an additional solution in writing to the student.

Step 4:

In the event the student is not satisfied with the actions taken in the grievance process or upon completion of Step 3, the student may file a complaint with the Accrediting Commission of Career Schools and Colleges (ACCSC). A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Campus President or visiting the ACCSC website at www.accsc.org.

A student may withdraw a complaint filed with the college at any time during the process by completing the Student Grievance Withdrawal Form that is attached.

Platt College

Student Grievance/ Complaint Form*

Student Name _____

Contact Information _____

(you may choose to remain anonymous, however this may make it difficult for Platt Administration to gather sufficient information to adequately resolve this issue).

Program _____ Date of Filing _____

Date of the event (If Appropriate) _____

Building, Place/Location of the event (If Appropriate) _____

Staff Person/s Involved _____

Witnesses/ students affected _____

Explain what happened. Be Specific.

What type of resolution do you think is appropriate given the nature of this situation?

Student Signature _____ Date _____

Signature of Platt Staff Receiving Form _____ Date _____

****This information can also be submitted via email to Feedback@PlattCollege.edu***

Student Disability Services

Platt College prohibits discrimination (including harassment) against any individual on the basis of race/color, national origin/ancestry, sex (including gender identity), religion, age, mental or physical disability, veteran status, medical condition, marital status, sexual orientation, or pregnancy (as stated in school catalog).

The Platt College's policy for students with disabilities is based on the provisions of Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title III of the Americans with Disabilities Act of 1990 (ADA). Section 504 states that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives federal financial assistance. Section 504 defines a "qualified individual with a disability" as an individual with a disability who meets the academic and technical standards requisite for admission or participation in the recipient's program or activity. Under Section 504, Platt College is required to provide reasonable and appropriate academic adjustments, auxiliary aids and services to qualified students with disabilities that are necessary to avoid discrimination on the basis of disability. Similar to Section 504, the ADA also prohibits discrimination on the basis of disability. Under the ADA, Platt College is required to provide auxiliary aids and services, and reasonable modifications to its policies, practices, and procedures that are necessary to avoid discrimination on the basis of disability.

As required by federal law, Platt College will provide academic adjustments, auxiliary aids and services (collectively, "academic accommodations") to ensure that it does not discriminate on the basis of disability. Academic accommodations are determined based on the student's disability and individual needs. Academic accommodations may include modifications to academic requirements that are necessary to ensure that students with disability are provided an equal educational opportunity. In providing academic accommodations, Platt College is not required to lower academic standards or modify academic requirements that can be demonstrated as being essential to the instruction being pursued by the student or to any directly related licensing requirement. In addition, Platt College is not required to provide academic accommodations that would fundamentally alter the nature of a service, program, or activity, or that would result in undue financial or administrative burdens taking into account Platt College's resources as a whole.

Platt College will not ask applicants or current students if they have a disability. The disclosure of a disability is voluntary on the part of the student. If a student with a disability wishes to receive academic accommodations, it is the student's responsibility to inform Platt College of the disability and to follow the procedures outlined herein to request the academic accommodations.

In addition, Section 504 and the ADA prohibit harassment based on disability that creates a hostile environment by interfering with or denying an individual's ability to participate in or benefit from a program, service, or activity. Platt College will promptly investigate any allegations of a hostile environment based on disability, take prompt and effective action to end the harassment and prevent it from recurring, and where appropriate, remedy the effects on the individual who was harassed. Individuals may file a complaint of disability harassment by using the grievance procedure referenced herein.

Please see the Academic Dean for specific information regarding implementation details of this policy.

Any inquiries concerning the implementation of the above policies should be directed to:

Platt College Los Angeles, LLC
Attn.: Akeem Ayeni
1000 South Fremont Avenue
Building A-9 West
Alhambra, CA 91803
Phone: 626-300-5444
Fax: 626-300-3978

Academic Information

Please see school catalog for specific information on academic programs offered and accrediting information. Additionally, the following programs have more detailed information in their respective Student Guidebooks available from the Program Directors: Diagnostic Medical Sonography, Respiratory Therapy, and Veterinary Technology.

Academic Integrity

Students who are suspected of and/or are accused of cheating, plagiarizing, stealing, or aiding a colleague to do the same, or are in any way disrupting the daily operation of the institution or classroom will be reported to the Campus President and will be subject to disciplinary action. Such behavior may result in academic probation, suspension, or dismissal from the institution and/or legal action.

Class Hours

Although schedules vary, morning classes are generally scheduled Monday through Thursday between 7:45 a.m. and 12:45 p.m. Afternoon classes are generally scheduled between 12:45 p. m. and 5:45 p.m. Evening classes are generally scheduled Monday through Thursday between 5:45 p.m. and 10:45 p.m. Friday, Saturday or Sunday classes or seminars may also be held (for specific programs). Please consult your Program Director for a current schedule.

Textbooks and Materials

Platt College will assist the student in obtaining the textbooks and materials required to complete each course. Some textbooks and/or materials may be designated as “classroom copies”. Damage to these classroom copies will result in additional charges to the student.

Leave of Absence

Written requests for a Leave of Absence will be considered under extenuating circumstances and may be granted to students at the discretion of the Academics Department. Leaves of Absence may be granted over a period of time not to exceed 180 days. In the case of a request for a leave for medical or disability reasons, Platt College will make any reasonable effort to accommodate each student’s request. During the Leave of Absence period, the student is obligated to and must sign a confirmation that they intend to return to their academic program, continue to make their normally scheduled student loan payments, and remain in contact with the institution. Students failing to return from a Leave of Absence as scheduled will be dropped from the program.

Internships/Externships

Students whose programs include an internship/externship or in-house clinic must speak to their Program Director in order to receive full information on the specifics and requirements of the internship/externship or in-house clinic procedure as early in their program as possible. This will provide adequate time to ensure the student has met all the prerequisites of the clinical experience without an interruption to their program completion. An Internship/Externship Coordinator is on staff to provide each student with assistance in coordinating his/her internship/externship position. **Students must be aware, however, that clinical experiences are scheduled during daytime hours, regardless of the student’s normal school schedule.**

Student Facilities

Handicapped Access

Platt College maintains handicapped parking, handicapped restroom facilities, and handicapped access to its buildings. Additional accommodations must be requested through the Academic Dean through the self disclosure of ADA conditions as described elsewhere.

Snack Area/Lounge

Platt College provides a lounge and snack area for students. Vending machines are also located within the facilities where students may purchase beverages and snack foods. The lounge facilities are available throughout the day.

Telephones

Students should not expect to receive telephone messages at the institution *except* in the case of an emergency. There are public phones available for student use. Use of cell phones in class rooms is NOT permitted.

The Learning Resource Center

Platt College has a learning resource center (LRC) that is managed by a degreed credentialed Librarian. The purpose of the LRC is to assist staff and faculty in scholarly endeavors, and to teach students to use the current periodicals, standard references, research journals, and other materials relevant to their field of study in successfully meeting the learning objectives for each program.

Learning Resource Center Availability

General Hours: Monday – Thursday 8:00 a.m. to 10:00 p.m.

- Any changes in the hours will be posted in advance on the Learning Resource Center door.
- Reference materials must be used in-house only.
- Newspapers and periodicals do not circulate.
- Loan period for circulating materials is 3 weeks.
- Lost items will either be replaced by the student, or the cost equivalency will be charged to the student's account.

Other Notes

- Library computers are for academic purposes only. Students will abide by the Internet usage policy, and copyright infringement prohibitions.
- Do not shelve books or periodicals after you have used them. Please leave them on the tables.
- Eating or drinking in the Learning Resource Center is not allowed.
- The LRC encourages students to make recommendations to the Education Department for new materials that will enhance the collection.

Internet Access

Platt College provides Internet access to its students in order to make available a vast array of information resources and to allow its students to become familiar with industry standard information and technology. Internet access is a privilege, not a right. Access entails responsibility. Access to the Internet is a valuable and limited resource. Students are expected to place a premium on the quality of its use and not take up valuable bandwidth and access time to pursue frivolous ends. Therefore,

- Students shall not use the Internet to annoy or harass others with language, images or other threats.
- Students shall not access or create any obscene or objectionable information, language or images.
- Students will refrain from downloading ANY copyright-protected material without paying related costs and/or registration fees.
- Students violating policies pertaining to standards of conduct for Internet use shall be subject to revocation of privileges and potential disciplinary action.

General Institution Rules and Regulations

Student Dress Code

Students are expected to dress comfortably and present a neat appearance. For more program specific information consult the Program Guidebooks for Diagnostic Medical Sonography, Respiratory Therapy, or Veterinary Technology.

Smoking Areas

Smokers are to use designated smoking areas outside the building, at least 25 feet from any building entrance. Please dispose cigarette butts in their proper receptacles.

Attendance

In education and in the workplace, regular attendance is necessary for individuals and teams to excel. Accordingly, Platt College requires regular consistent attendance of its students. Any student whose attendance falls below 80% (or the standard set for each course in that course's syllabus) will have their final grades reduced by an amount specified in the course syllabus. For more details, please review the Platt College catalog and contact your Program Director or Academic Dean. Students with perfect attendance receive recognition, whereas students who fail to meet our attendance standards may fail to maintain eligibility for student financial assistance and may be withdrawn from the institution. For further details refer to the attendance policy outlined in the college catalog.

Absence from Exams

Serious illness, death in the family and/or authorized, documented circumstances may be acceptable reasons for absence from a major examination, otherwise students failing to attend on the day of an exam will receive a failing grade on that exam. Students are expected to provide their instructor with complete documentation immediately in the event a legitimate circumstance unexpectedly arises as described above. In unusual, extenuating circumstances, the Academic Dean may excuse a student's absence, provided adequate documentation can be produced. Students must make arrangements with their instructor(s) for a make-up exam immediately upon their return to the institution if not sooner.

Student Identification Cards

Student Identification cards are required to be displayed at all times when on Platt College property. The Student Services Coordinator photographs students for their ID cards. The cost to replace a lost ID card is \$5.00. If visitor passes are used they must be returned when signing out and or leaving premises.

Cellular Phones/Beepers

The use of cell phones/beepers is prohibited in the classroom. Cellular phones and beepers must be turned either to vibrate or completely off. Use of these devices in a classroom is considered disruptive behavior and continued disregard of this rule may result in disciplinary action.

Computer Classrooms

Eating and/or drinking is prohibited in the computer classrooms. Each instructor may have their own classroom conduct policies, which will be provided in the course syllabus on the first day of class.

Copyright Infringement Policies and Sanctions (Including Computer Use and File Sharing)

Unauthorized duplication of copyrighted material including copyrighted computer software violates the law and is contrary to Platt College's standards of conduct. The College disapproves of such copying and recognizes the following principles as a basis for preventing its occurrence:

- Platt College will neither engage in nor tolerate the making or using of unauthorized software copies under any circumstances.
- Platt College will only use legally acquired software on our computers.
- Platt College will comply with all license or purchase terms regulating the use of any software we acquire or use.
- Platt College will enforce strong internal controls to prevent the making or using of unauthorized copies, including effective measures to verify compliance with these standards and appropriate disciplinary measures for violation of these standards.
- Violation of Platt College's copyright infringement policies will lead to disciplinary actions up to and including dismissal from school.
- In addition, there are severe legal penalties for violating federal copyright laws. Below is a legal definition of copyright infringement and the penalties that may apply:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Career Services

Platt College students are encouraged to register with the Career Service Department during their first term on campus. Several services are available to students and alumni to help increase their chances of securing employment in their field of choice upon program completion. This office generates information about both part-time jobs for current students and full-time employment opportunities after graduation. Students should notify the Career Services Office of interest in part-time employment as soon as possible.

During the academic year, a series of career development workshops are planned to assist students in resume development, job search methods, interview techniques, and other professional skills development. Prior to graduation, each student is required to complete an exit interview with the Director of Career Services. For further details see the school catalog.

Financial Aid Services and Information

We believe that the information contained in this guide is accurate at the time of publication. However, as regulations may change, some of the information contained in this guide is subject to change, and federal funding amounts may change during the course of your academic career at Platt College. Please contact the Financial Aid Office if you have questions or concerns.

What financial aid is available?

The following is a list of Federal Financial Aid Programs in which Platt College participates and the minimum and maximum award amounts. Awards are based in student's individual income levels, family information, and other eligibility criteria that students self-report on the FAFSA, and are based on federal guidelines established by the US Congress. For an estimate of your eligibility level, please schedule a meeting with your financial aid advisor who can assist you in making a preliminary determination :

- ***Federal Pell Grant*** – Available almost exclusively to undergraduates; Award amounts depend upon student eligibility but range from \$220 to \$5,550 for the 2011-12 award year.
- ***Federal Supplemental Educational Opportunity Grant*** – Exclusively for undergraduates with exceptional financial need; Priority is given to Federal Pell Grant recipients. Award amounts are based on program funding and availability of funds ranging from \$200 to \$600.
- ***Federal Work Study*** – This program provides part-time employment for undergraduate students to assist with the financial costs of their education. The program is based on student eligibility as determined by the Department of Education.
- ***Federal Direct Loans*** – There are two types of loans that a student can qualify for in this program.
 - A *Subsidized* loan is awarded on the basis of financial need. Interest does not accrue while in-school or during deferment periods. Repayment begins six months after graduation or after the last date of attendance, whichever comes first.
 - An *Unsubsidized* loan is not awarded on the basis of need. Interest accrues from the time the loan is disbursed until it is paid in full.

Direct Loan Limits

Year	Dependent Undergraduate Student (Note: Exception are students whose parents are not approved for PLUS Loans)	Independent Undergraduate Students (and dependent students whose parents are not approved for PLUS Loans)
First Year	\$5,500—No more than \$3,500 of this amount may be in subsidized loans.	\$9,500—No more than \$3,500 of this amount may be in subsidized loans.
Second Year	\$6,500—No more than \$4,500 of this amount may be in subsidized loans.	\$10,500—No more than \$4,500 of this amount may be in subsidized loans.
Third and Beyond (Each year)	\$7,500—No more than \$5,500 of this amount may be in subsidized loans.	\$12,500—No more than \$5,500 of this amount may be in subsidized loans.
Maximum Total Debt from Stafford Loans (Aggregate loan Limits)	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500—No more than \$23,000 of this amount may be in subsidized loans.

- **Federal PLUS Loan** – This is a credit-based loan program that enables parents to borrow funds to pay for educational expenses if the student is a dependent undergraduate enrolled at least half time. The lender deducts an Origination Fee of up to 4% of the loan. If the parent is denied a PLUS loan, the student may qualify for an additional \$4,000 in Unsubsidized Loans for the academic year.

Platt College also participates in the following State Financial Aid Programs:

- **California State Grants** – The state grant program provides grants to eligible California residents who are in need of financial aid. Platt College students who are eligible, are enrolled in a degree- granting program, and were enrolled at Platt College in the previous academic year may receive a state grant ranging from \$2,068 to \$15,012 as a full-time student in the 2011-12 academic year.

What are the costs associated with attending Platt College?

The actual costs associated with attending Platt College depend upon the individual student’s life-style. While tuition and fees are standard (please see the addendum to the college catalog for an updated tuition and fee schedule), a student’s living expenses (e.g., housing, food, transportation, personal expenses, etc.) may vary.

The following are estimated costs for full-time students living with their parents/guardians (dependent living with family) and full-time students not living with their parents/guardians (Independent). Estimated personal costs are based upon a 7.5 month academic year. Some programs have academic years less than 7.5 academic years in length. For these programs, personal costs have been adjusted to reflect the number of months for that particular program. For dependents living with family, food and housing costs are combined.

	Dependent Living With Family		Independent	
	First Academic Year (7.5 months)	Second Academic Year (7.5 months)	First Academic Year (7.5 months)	Second Academic Year (7.5 months)
Food	\$3,660	\$3,660	\$3,660	\$3,660
Housing			5,940	5,940
Transportation	900	900	900	900
Personal	2,348	2,348	2,348	2,348
Total Costs	\$6,908	\$6,908	\$12,848	\$12,848

Scholarships

Platt College has a limited number of institutional scholarships available based on demonstrated need. Inquiries regarding these scholarships should be made to the Campus President. Additionally many private local organizations offer financial aid programs. Students may contact local organizations such as foundations, religious, fraternal and community organizations, civic groups, and town or city clubs, regarding the availability of financial aid programs. Additionally, the local libraries usually have publications that list various private financial aid programs.

Also available are some free Internet addresses that provide access to over 500,000 national, state, and local scholarship awards. Some of these addresses are listed below:

Federal WEB Pages:

www.fafsa.ed.gov

Scholarship WEB search pages:

www.finaid.com
www.fastweb.com
www.scholaraid.com

How do students apply for financial aid?

To begin the Financial Aid process, a student must:

- Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell and FSEOG);
- Have (and provide proof of) a high school diploma or GED;
- Be a U.S. citizen or an eligible non-citizen. Verification of eligible non-citizen status will be required;
- Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education (by filling out the FAFSA);
- Maintain satisfactory academic progress;
- Complete and submit any of the requested documentation for the verification process and determination of dependency status in a timely manner.

To be eligible to receive federal financial aid, a student must also:

- Have a valid Social Security Number;
- Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- Be registered for the Selective Service, if required;
- Sign an updated Statement of Educational Purpose\Certification Statement on refunds and default.

Prospective students must also be aware that:

- Failure to complete and submit any of the financial aid documentation will delay processing and disbursement of eligible funds.
- Any changes in family financial circumstances should be reported immediately to the student's financial aid advisor.
- It is the student's responsibility to report and/or coordinate with the financial aid office any funding received through outside entities.

How is financial aid eligibility determined?

Eligibility for federal financial aid is determined based upon a formula established by the U.S. Congress. The FAFSA form is used to obtain the financial and family information necessary to apply this formula which determines the expected family contribution (the amount that the student and his/her family are expected to contribute to his/her education related expenses). Most federal financial aid is based upon financial need, which is determined based on the cost of attending the institution (tuition, fees, books, supplies, room, board, transportation, and personal expenses) minus the expected family contribution calculated using the federal formula. If there are special circumstances (e.g., unusual medical or dental expenses, recent unemployment, recent change in marital status, extraordinary expenses directly related to education), the student or prospective student should notify the Financial Aid Office.

How does the institution distribute financial aid among students?

The Federal Supplemental Educational Opportunity Grant program has limited funding. Therefore, not all otherwise eligible students may be awarded financial aid through this program.

Federal Pell Grant eligible students with the lowest estimated family contributions will be awarded Federal Supplemental Educational Opportunity Grants (FSEOG) first. If FSEOG funds remain after all Federal Pell Grant eligible students with the lowest estimated family contribution have been awarded, FSEOG will be awarded from lowest estimated family contribution until remaining FSEOG funds have been awarded. The amount of FSEOG awarded to any student is dependent upon remaining need and available funds.

The remaining financial aid programs are awarded based upon the eligibility criteria for the particular program.

How and when is financial aid distributed?

Financial aid funds are credited to each student's account **the later of the beginning of each term** or when the institution receives the funds.

Students enrolled at PLATT COLLEGE for the first time and who have not previously borrowed through the Federal Stafford Loan Program, will not have their first Federal Stafford Loan disbursement until 30 days after the beginning of their first term at the College. Students must be enrolled at least half-time at Platt College to receive the funds from the Federal Stafford Loan Program at the time of scheduled disbursement.

If a student's institutional charges have been paid-in-full for the term and financial aid funds remain on the student's account, those funds may be

- a) received by the student to pay other educational expenses or
- b) with the student's permission, remain on account, to be applied to charges for later terms, or
- c) be returned to the lender in order to minimize total student debt after graduation.

Upon graduation, any remaining funds will be automatically returned to lender.

What are a student's rights and responsibilities for receiving information about financial aid?

A student has the right to receive information about the institution and the financial aid process. This guide attempts to provide you with the information you have a right to receive. If you have any questions, please contact the Financial Aid Office. The Financial Aid Office is open on Monday and Tuesday from 8:00 a.m. until 8:00 p.m.; Wednesday and Thursday from 8:00 a.m. until 5:00 p.m. (Appointments available after 5:00 p.m. by request); Friday from 8:00 a.m. until 5:00 p.m.

In order to receive financial aid, it is your responsibility to:

- Accurately complete and submit all required documents to the Financial Aid Office within the required timeframes.
- Be present for an entrance interview during which information regarding any loans you have been awarded will be provided.
- Remain enrolled at least half-time at Platt College (under specific conditions, less than half-time students may receive a Federal Pell Grant).
- Maintain satisfactory academic progress towards a degree or certificate.

- Notify the Financial Aid Office if financial aid or other fund sources become available that were not previously reported to the Financial Aid Office.

Policies and Procedures for Verification

- All applicants must be prepared to have the information they provided on their FAFSA verified.
- Selected applicants must submit required verification documents within twenty-eight (28) days of notification.

REQUIRED DOCUMENTS

(The following documents are minimally required, additional documents may be required)

Independent Student

- Independent Verification Worksheet
- Student taxes
- Spouse taxes (if applicable)

Dependant student

- Dependant Verification Worksheet
- Student taxes
- Parent taxes

- If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided.
- If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the college. The student may re-enter the college only when he/she can provide required documentation.
- *Once documents have been received, aid will be processed and the student will receive a new award letter that indicates any award adjustments due to verification. The student will be notified once the new awards have been approved.*
- *If corrections are required as a result of documents received, the student can correct the information via FAFSA on the Web or allow the Campus Financial Aid Advisor to process the corrections by providing a signature.*
- The Student Financial Aid Office reserves the right to make exceptions to the above stated policies due to extenuating circumstances, on a case-by-case basis.
- Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission
- The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.
- Students will be informed of their responsibilities regarding the verification of application information, including the college's deadline for completion of any actions required.
- Students will be notified if the results of verification change the student's scheduled award.
- The college will assist the student in correcting erroneous information.
- Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a State or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
- No interim disbursements of Title IV aid will be made prior to the completion of verification.

What is the Refund, Cancellation & Termination Policy?

- Please refer to the school catalog.

What are the terms and responsibilities related to loan repayment?

When a student accepts a loan to assist with payment of his/her institution charges or other education related expenses, he/she also accepts the responsibilities associated with repayment of the loan or loans. The obligation to repay the loan is not affected by the borrower's degree of success in, or satisfaction with, the program or the institution. As a borrower, a student signs a promissory note, which is a legally binding agreement to repay the loan. The student borrower has the right to the following information:

- The full amount of his/her loan.
- The interest rate.
- When he/she must start repaying the loan.
- The effect borrowing will have on other types of financial aid.
- Any charges he/she must pay (loan fees) and how these fees are collected.
- The yearly and total amounts he/she may borrow.
- The maximum repayment period and the minimum repayment amount.
- An explanation of default and its consequences.
- An explanation of available options for consolidating or refinancing the loan.

Also, note that a student borrower may prepay his/her loan, without penalty, at any time.

Upon leaving the institution, the student borrower will receive the following information within 30 days:

- The total debt (principal plus interest), the interest rate, and total interest charges.
- Name, address, and telephone number of the holder of the student's loan and where to send payments.
- Fees that may be charged during the repayment period (e.g., late charges).
- An explanation of available options for consolidating or refinancing the loan.
- Each student should understand that even though the lender provides deferment and forbearance options (postponement of payments), **it is the student's responsibility to apply** and while awaiting approval he/she should continue to make payments to avoid delinquency or default.

The student borrower assumes certain responsibilities by accepting a student loan. Among those responsibilities are:

- Repaying the loan(s) according to the terms of the promissory note.
- Making scheduled payments even if a bill or repayment notice is not received.
- Continuing to make payments until notified that deferment or forbearance has been granted.
- Notifying the institution and lender when a student borrower graduates or withdraws from the institution; drops below half-time status; changes his/her name, address, or social security number; or transfers to another school.
- Appearing for an entrance interview when entering the institution and an exit interview when leaving the institution.

In addition to being an obligation, failure to repay a student loan can have serious consequences. If a borrower defaults on a student loan, the consequences may include:

- The defaulted loan balance will be reported to major credit bureaus which may impact the ability to obtain future credit.
- The defaulted loan balance may be collected from federal and state income tax refunds, garnished wages, and/or state lottery winnings.
- The student borrower is ineligible for any additional Federal financial aid funds.

How does satisfactory academic progress affect my eligibility for financial aid?

The satisfactory academic progress requirements for Platt College appear in the school catalog. There are no separate satisfactory academic progress requirements for financial aid. Therefore, as long as a student meets the satisfactory academic progress requirements to remain in the institution, the student may also be considered eligible for financial aid. Should the student fail to meet the requirements for Satisfactory Academic Progress, however, they will be placed on Financial Aid Probation **in addition** to Academic Probation.

Order of Return of SFA Program Funds

The US Department of Education mandates that Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

- Unsubsidized Stafford Loan Program;
- Subsidized Stafford Loan Program;
- Subsidized Direct Stafford loans;
- Unsubsidized Direct Stafford loans (other than PLUS loans);
- Federal Perkins Loan Program;
- Federal PLUS loans;
- Federal Direct PLUS loans;

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of funds is required;
- Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of funds is required;
- Other assistance under this Title for which a return of funds is required.

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or State programs will be paid within 45 days from the date of determination.

Return of Title IV Funds

All institutions participating in the SFA Programs are required to use a statutory schedule to determine the amount of SFA Program funds a student has earned when he/she ceases attendance based on the period the student was in attendance.

The Higher Education Amendments of 1998, in general, require that if a recipient of SFA Program assistance withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of SFA Program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA Program funds.

The percentage of the payment period or period of enrollment completed is determined by:

For schools that measure programs in credit hours -

The percentage of the payment period or period of enrollment completed is the total number of calendar days¹ in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days completed in that period as of the day the student withdrew.

¹ Days in which a student was on an approved leave of absence are not included in the calendar days for the payment period or period of enrollment. The day the student withdrew is counted as a completed day.

Campus Safety and Communications

Campus Security Personnel for the Alhambra Campus:

The following individual(s) are defined according to the Jeanne Clery Act as Campus Security Authorities for Platt College.

- **Individuals Designated by the Campus** - Any individual or organization specified in an institution's statement of campus security policy as one to which students and employees should report criminal offenses.

Campus President

Nicholas Ewell

Academic Dean

Lisa Sarkissian

Security Policies and Programs:

Platt College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that numerous security procedures are in place and are constantly tested and re-evaluated for their effectiveness.

The following information, in compliance with Federal, State, and Local statutes discloses the policies and procedures regarding campus security, as well as pertinent statistics reflecting incidents occurring on campus. This information is in compliance with the Crime Awareness and Campus Security Act of 1990 (amended in 1998 and 2008).

Reporting Crimes and Emergencies:

By federal law, all criminal actions, accidents, injuries, or other emergency incidents occurring on campus must be reported to the proper campus authorities and to appropriate outside agencies **immediately**:

Situations that pose imminent danger, or while a crime is in progress, should be reported to a **911** dispatcher from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred. Studies show that if police are able to respond within two minutes there is a good chance that any perpetrators involved will be apprehended, but the odds quickly decrease with each passing minute.

Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the individuals identified as campus security personnel on the preceding page. A Campus Incident Report must be completed by the individual(s) reporting the occurrence and signed by the campus personnel receiving the report. A copy of the completed report will be filed in the Campus President's office.

Appendix A contains a copy of the campus incident report form. Additional copies are available via the student Intranet as well as in the offices of the Campus President, Academic Dean and Student Services Coordinator.

Victims of crimes may also report the crime by contacting a designated security authority who will submit the incident report on their behalf. Reporting these crimes is essential in order for the campus administration to be able to monitor and address security risks to our campus community, and every effort will be made to preserve confidentiality. Anonymous/confidential incident reports can be made by filling out the campus incident report and submitting it via the Feedback@Plattcollege.edu e-mail address.

All suspected criminal actions are to be immediately reported to the Police Department. The campus administration will provide the individual(s) reporting the incident with means to contact the police, or any other appropriate law enforcement agency.

In many cases, a representative from the Police Department will visit the site and interview the individual(s) reporting the incident, appropriate school personnel, and any possible witness to the crime. If the incident is not serious, the individual will have the option to go directly to the police department and file a report at the station. An investigation/prosecution will be determined by the Police Department or other appropriate law enforcement agency. If a student or employee is suspected of committing a criminal act, he/she may be temporarily suspended from school/work. If a student or employee is convicted of a crime, he/she may be terminated from training and/or employment with the institution.

Additionally, any student that is the victim of stalking, or has a restraining order against another individual (whether or not that individual is also a student or member of the campus community) is highly encouraged to notify campus security of the threat and to provide a copy of the restraining order so that it may be enforced, if necessary.

Incident Investigation Process

Once a Campus Incident Report is filed, a copy of it is forwarded to the Campus President, who will designate the appropriate individuals to perform one or more of the follow-up procedures:

1. Obtain a Police Report
2. Complete and file injury report
3. Interview witnesses
4. Conduct other elements of investigation
5. Initiate disciplinary actions
6. Determine additional procedures
7. Document incident disposition
8. Inform appropriate campus staff of the incident

Building Security:

The campus facilities are accessible to members of the campus community and visitors during normal business hours Monday through Friday, and for certain classes and special events over the weekend. Access during non-business hours must be coordinated through the office of the Campus President. Exterior doors are locked and secured each evening by designated campus staff. Buildings are secured according to factors such as evening hour class times and library hours.

We ask that you stay aware and avoid circumventing policies that are meant to preserve your safety and that of others.

Keys to the offices, laboratories, and classrooms on campus will be issued to employees only as needed and after receiving the proper authorization. Each Department Supervisor is responsible for assuring his/her area is secured and locked.

Employees must adhere to policies stated in the Policies and Procedures Manual regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. Violation of these policies may lead to termination.

Students must adhere to the Student Conduct and Discipline policies listed in the school catalog and Student handbook, which include statements regarding theft of, or damage to school property, and any other criminal activity that occurs within campus buildings or on the grounds. Violations of these policies may lead to permanent suspension.

All individuals entering the building, who are not current students or staff, must check in with the front desk receptionist. Employee and student identification cards may be used to verify the identity of persons suspected to be in the building without permission.

Platt College does not maintain residence housing, therefore there are no policies regarding campus residences.

Building Closures:

Closure of campus facilities during periods of inclement weather, power outage, or other emergencies will be determined by the Campus President or his/ her designee. The decision to close will only be made under those extreme conditions which pose an immediate health/ safety hazard to members of the campus community. Conditions which may require the closure of the facilities may include (but are not limited to) hazardous weather conditions (tornadoes, etc.) flood, fire, chemical spills, civil unrest, or other emergencies.

The options for closure are:

- a) Closed for the day and evening
- b) Close at 4pm

Weather-related closure decisions will be made as early as possible to permit adequate communication to all affected parties. Authorized individuals will notify the media to publicize the closure.

General notification of the campus closure will be conducted via the Platt College website:
www.plattcollege.edu

Building Lock-downs:

In the event imminent danger prohibits staff and students from leaving the safety of the building/classroom they are in, the following procedures will be followed:

- Campus security authorities determining that there are precautionary reasons to order a lock-down will give the command via phone intercom for the Alhambra location.
- Campus facilities staff will lock exterior entrances. Students and staff are to remain in the classrooms they were in. Students and staff that were in common areas should proceed to the closest classroom. Each faculty member will make certain that their classroom remains secure, with classroom doors secured and lights turned off.
- No one should allow access to the building once it has been secured, as this will compromise the safety of those inside.
- All individuals should stay away from doors and windows, stay quiet, and keep movement to a minimum.
- Building occupants are free to leave the location they were in ONLY when they have been told to do so by faculty, and/or police or facilities staff has given the “all-clear” signal.

Building Evacuations:

Some emergency situations require building occupants to exit the building to ensure their safety. In the event an evacuation is ordered, the following procedures will be followed.

- Students and staff should shut off any equipment they are working on and if possible, unplug electrical connections from outlets.

- Staff and students should proceed to the nearest exit way, making sure they have collected their belongings, as they may not be allowed back into the building once it has been evacuated.
- Faculty/ staff in each classroom will ensure that any individuals that need special assistance are aided in safely exiting the building.
- Faculty and staff will proceed with students to the outside assembly area, and shall account for all of the occupants of the classroom there.
- Staff and students should wait in the assembly area for further instructions from the campus security authorities.

Campus Security and Safety Enforcement:

Platt College maintains an "open door" policy between all staff and students with the aim of encouraging open communication between students and their instructors, advisors, and other personnel. Students should never feel intimidated, embarrassed, or uncomfortable about reporting a suspected crime to any member of the Platt College staff. If a suspected crime is reported to a staff or faculty member by a student, the staff or faculty member may accompany the student to the office of the Campus President or Academic Dean to report the incident. The Campus President and/or the Academic Dean will then encourage the student to report the crime to the appropriate police agencies, and will provide the student with the means to do so.

Campus security authorities are responsible for not only responding in the event of a crime or emergency, but also to look for opportunities to deter and/or prevent crime. In an effort to improve safety on campus and to make the community aware of prevention services and reduce the incidents of crime, Campus security personnel may also provide the campus community with the following services:

- Respond to police, fire, emergency medical personnel
- Investigate incident reports and suspicious activities
- Prepare follow-up reports and document activities and results
- Assist victims of crime by providing resources and referrals
- Make recommendations in cases of disciplinary action
- Monitor campus for signs of intrusion, robbery, vandalism, and safety hazards
- Comply with federal, state, and local regulations regarding the release of information
- Assist with sick/ injured
- Provide security consultation to students and staff
- Present crime awareness and prevention program information
- Inform campus community of imminent danger
- Enforce regulatory standards for student safety and campus security

Emergency Notifications

Security and safety procedures are frequently discussed with new and continuing students and staff within each department of the school. This includes encouraging students to be alert to security situations and to assist the school in preventing crimes from occurring through awareness and communication. Students are highly encouraged to develop and present their own crime prevention programs to other students and staff.

The school may also periodically distribute memoranda and publications regarding security measures when deemed necessary and appropriate.

In addition to the orientation procedures described above, employees and students are informed about the prevention of crimes through written communication from school management, via campus postings, email distribution, or Internet/Intranet posting. Students and staff are encouraged to report suspicious behavior, and to file a report immediately with the school administration if they have been a victim of, or a witness to, criminal behavior.

Timely Warnings and Hazard Communications:

Campus security authorities will openly share crime information with the public whenever possible and legal to do so, in the interest of public safety. The Campus Crime Log is available for public inspection by appointment during normal business hours in the office of the Campus President.

In the event of severe weather or on-going threat, the campus security authorities will make public reports using a combination of the following methods to warn, depending on relevance and applicability, to members of the campus community:

- Press Releases
- Crime Advisories
- Campus web pages
- Local Media- newspapers, radio, television broadcasts
- Posting on campus
- Text messaging
- Individual distribution
- Class announcements

RESPONSIBILITIES OF THE STUDENT

Platt College expects students to uphold standards of personal behavior and integrity that are in harmony with the mission statement and educational objectives of the institution: to observe Local, State, and Federal laws, to respect the rights, privileges, and property of other people, to be conscience of the campus community and the well-being of fellow students and college staff.

The following Code of Conduct details the responsibilities that all students agree to uphold as outlined in the Student Academic Catalog:

1. To not act in such a manner as to bring unfavorable criticism upon the school, staff, or any fellow student.
2. Never to enter or attempt to enter or be upon any school property or to engage in any school, function while under the influence of alcohol, drugs or narcotics of any kind.
3. To cooperate fully with the school's staff and instructors, so as to successfully conclude the selected program or course within the scheduled training program.
4. To not sell or offer to sell to any student any commodities or services without written permission of the school administration.
5. To not interfere with the learning process of other students, classroom presentation, or individual instruction being conducted in any class or session of the school and to refrain from any form of cheating or unprofessional conduct.
6. To comply with the requests of the instructor relating to student conduct and the student dress code as stated in the student handbook.
7. To comply with all safety and health requirements of the school, local, state, and federal laws.
8. To not remove from the school any supplies, textbooks, equipment or property of the school without written permission from one of the school's administrators.
9. To refrain from using profane or abusive language while on the school premises or during any school function.
10. To refrain from bringing any weapon on school premises. A weapon includes any type of firearm, knife, switchblade, bomb, or incendiary devices.
11. To refrain from any disorderly, indecent, or obscene conduct or expression of sexual harassment.
12. To refrain from any type of rioting including aiding, abetting, or inciting riot.
13. To refrain from physical abuse, verbal threats, bullying, or intimidation directed toward other students, staff, or campus visitors.

14. To not obstruct pedestrian or vehicular traffic on college premises.
15. To refrain from any activity involving Platt College campus computing resources which knowingly interferes with someone else's academic freedom or rights to privacy, the institution's goals and policies, local state, or federal laws.
16. To not falsify, distort or misrepresent information to a college official or judiciary body.
17. To refrain from misuse of safety equipment, false bomb or fire alarms, or misinforming safety or security personnel.
18. To not furnishing false information or academic credentials with the intent to deceive or mislead college officials in making admissions, scholarship, and financial aid determinations on the student's behalf.
19. To comply with the rules and regulations as set forth in the school's catalog as well as those posted the school specific website: www.plattcollege.edu and notification boards, or otherwise distributed to students. Such published rules and regulations shall supersede those in the catalog in the event of a conflict of policy.
20. In addition to the foregoing, the student agrees to use his/her best effort to comply with the school's rules and regulations pertaining to grades. A student is eligible for graduation if:
 - A. The student has completed all courses required by his/her program in the College with a passing grade by the last day of the graduating term.
 - B. The student has accumulated the total number of credits required for graduation from his/her program of study.
 - C. The student has a cumulative grade point average of 2.0.
 - D. The student has made satisfactory arrangements with the Business Office to meet all financial obligations to the College.
 - E. The student may qualify for graduation while on academic probation if, at the end of the probationary term, the student meets the satisfactory progress requirements.
21. **Failure to comply with any of the foregoing requirements:**
 - Shall be cause for immediate termination of the student as such, without further obligation or liability on the part of the school or any of its staff or instructors, except compliance with state and federal refund policies.
 - Failure to maintain these standards may be documented as student disciplinary records, which are maintained by the Academic Dean, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1973, the Higher Education Act amendments, and the Platt College Student Rights and Responsibility policies.
 - A faculty member may also request the student remove themselves from the classroom for that class period. The faculty member shall immediately file an Incident Report. Permanent removal is handled through disciplinary hearings and procedures. The Campus President may also expel students exhibiting severe

behavioral problems, or those that pose a safety or security threat to members of the campus community.

- College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Student Conduct Code.
- Any person may file a written complaint against a student's misconduct or threatening behavior to the Campus Security personnel or anonymously on an Incident Report. All student complaints will be investigated by designated campus security personnel.

Convictions:

Any active student who is convicted of an off-campus violation of a controlled substance statute, as defined by law, whether it is local, state, or federal, is required to report each violation to the Campus President or an authorized administrator within 5 days of conviction. A detailed copy of this policy is available through the Academic Dean.

Disciplinary Actions:

Any student who is the subject of a formal complaint or disciplinary proceeding is subject to the following:

- A. The Campus President or their designee will notify campus security staff and any other relevant members of the faculty or administration of a potential threat posed by the student. The committee will meet to discuss disposition and determine the appropriate course of action.
- B. If the committee finds there is a need for precautionary measures or corrective action, they may bring formal charges against the student for code of conduct violations.
- C. The student may be notified of the charges made against him or her, depending on potential consequences and severity of claims.
- D. The campus security personnel may perform an investigation of the complaint to determine merit, and will determine further disposition of the claim.
- E. In the event of disciplinary hearings, the campus security personnel will present the student with a written statement of claims made against him or her and the potential consequences if the allegations are proved true. A hearing is scheduled for 5-15 days from the date the student receives the written notice.
- F. Disciplinary hearings shall be:
 - a. Conducted in private
 - b. Shall include a hearing committee of objective staff
 - c. Shall include all affected parties and necessary documentation and evidence to support both sides of the allegations presented
 - d. The complainant and the accused have the right to have advisors of their own choosing present, at their own expense, provided they have notified the hearing committee in advance of the name and address of that individual in writing.
 - e. The hearing committee shall determine by majority rule at the conclusion of the hearing whether the student has violated the code of conduct.
 - f. There shall be a record made of the proceedings- either an audio recording or minutes taken, which shall be the property of the college.

Fire Safety and Evacuation Plan

For the safety and well-being of our campus community, it is imperative that all students, guests, and staff follow the fire prevention guidelines and evacuation procedures. Institution facilities are protected by a fire prevention system with accessible extinguishers throughout the facility. In accordance with the fire safety regulations contained in the Higher Education Opportunity Act, each campus participates in extensive fire prevention and preparedness programs, including Fire Drills that are conducted throughout the year, as well as periodic training for campus staff.

Prevention and Protection:

- Be familiar with fire safety regulations and fire exit routes.
- Be conscientious when working with or around flammable substances and use appropriate precautions.
- Smoking is permitted in designated areas only.
- Always ensure that all entrances and exit routes remain clear of obstacles and are well-lit.

Reporting of Fires:

- Dial 911 for any fire that is not immediately extinguished.
- Report campus fires to the Campus President or Academic Dean.
- ALL Campus fires are required to be recorded and logged.

Response:

- Students are expected to collect their belongings and evacuate the building immediately when a fire alarm is sounded, and to check in at their designated assembly area as indicated on evacuation maps posted throughout the campus.

Because Platt College does not offer residential housing, we are not required to maintain fire incident logs, however records of any campus fires are maintained by the Campus President's office.

Arson and Vandalism:

These are serious crimes and will not be tolerated. Rendering inoperable or abusing any fire prevention or detection equipment is prohibited and subject to severe disciplinary sanctions and fines, as well as possible charges filed with law enforcement authorities.

Identity Theft and Information Security

Identity theft is becoming a pervasive white collar crime in the US, affecting more than 10% of the adult population every year. As an educational institution, we take every possible precaution in safe-guarding your personal information. However, we need your assistance and cooperation in assuring the success of our efforts in that regard.

- NEVER give any information to any person by phone or computer that you don't know, or whose credentials you have not verified.
- Don't open emails from persons you don't know, or companies that you have not established business relationships with.
- Regularly scan your computer for ad-ware and spy-ware programs
- Update your anti-virus software frequently and disconnect from the internet whenever you are not actively engaged on the web.
- Never leave your laptop unattended... theft of laptops is a growing threat on college campuses.
- Guard your personal information at all times. This includes:
 - Social security numbers
 - Bank account information
 - Credit card numbers
 - Insurance cards
 - Drivers license or passport information
 - School or work IDs
 - Military IDs
 - Other valuable identifying information

If you think someone may have stolen your identity:

1. Report it to local police – many credit card companies, for example, will need a copy of the police report.
2. Contact the fraud departments of each of the three major credit bureaus:
 - Equifax:www.equifax.com
 - Experian:www.experian.com
 - TransUnion:www.transunion.com
3. Call toll-free **1-877-ID-THEFT**
4. Report it to the Federal Trade Commission: <http://ftc.gov>

Weapons Policy

Platt College Policy on weapons/usage and possession:

- Platt College's policy regarding weapons is aimed towards providing a safe educational and work environment for all. This policy applies to all employees, temporary workers, visitors, students, and contractors on College property, regardless of whether or not they are licensed to carry a concealed weapon.
- No employee, student or visitor may enter Platt College property with any type of weapon. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. Possession of a valid concealed weapons permit authorized by the State is not an exemption under this policy. While this list is not all inclusive, weapons include firearms, knives, any explosive materials, or any other objects that could be used to harass, intimidate, or injure another individual. Mace, pepper spray and other protective devices are considered contraband and must be reported to a College administrator. Persons who carry these devices without permission will be considered to be in violation of this policy and will be subject to discipline, up to and including termination.
- Any employee who determines or speculates that an employee, student, or visitor is carrying any kind of weapon should notify a College administrator immediately. Individuals should not, under any circumstances, attempt to disarm another employee, student or visitor.
- The only exceptions to this policy are law enforcement officers in the execution of their duties, security guards, or other persons who have been given written consent by the College to carry a weapon on the property.
- Instructors who are active members of a law enforcement agency and authorized by that law enforcement agency to carry a weapon, must secure their weapons in their vehicles or, if the campus has a weapons locker, in the campus weapons locker. Unless they have the written permission of the Campus President, such instructors shall not carry their weapons within any classroom or in any other part of the campus building.
- Platt College property includes parking lots, buildings, company cars, cars being used for College business, and employees who are off campus but performing College business.
- **Employees who threaten another employee, supervisor, visitor, customer, or student with a weapon will be terminated and students who threaten another student or College staff member will be expelled. Those in violation of this policy will be asked to leave the premises immediately. Local law enforcement authorities may also be notified for possible criminal prosecution.**

Alhambra Campus Crime Statistics

Although located in an urban environment, Platt College has had a remarkable record of safety and security. This report is meant to inform the campus community of historical trends and the types of crimes that have occurred on campus grounds or within the immediate vicinity.

Time period is from calendar year 2007 through 2010

	2007	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses (Forcible)*	0	0	0	0
Sex Offenses (Non-forcible – incest, statutory rape, etc.)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	1	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Motor Vehicle Accidents	0	0	2	5
Harassment	0	0	1	1
Petty Theft	0	0	1	0

In compliance with P.L. 102-226, the following data on **hate crimes** – on-campus** is reported for your review:

	2007	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses (Forcible)*	0	0	0	0
Sex Offenses (Non-forcible – incest, statutory rape, etc.)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Motor Vehicle Accidents	0	0	0	0
Harassment	0	0	0	0
Petty Theft	0	0	0	0

In addition to the above crimes, the following **number of arrests – on campus** was made for these specific violations:

	2007	2008	2009	2010
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possessions	0	0	0	0

In addition to the above crimes, the following **number of disciplinary action/judicial referrals – on campus** was made for these specific violations:

	2007	2008	2009	2010
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possessions	0	0	0	0

In compliance with P.L. 102-226, the following data on **criminal offenses – Public Property** is reported for your review:

	2007	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses (Forcible)*	0	0	0	0
Sex Offenses (Non-forcible – incest, statutory rape, etc.)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	2	2
Arson	0	0	0	0
Motor Vehicle Accidents	0	0	0	0
Vandalism, Malicious Mischief, Graffiti	0	0	0	0
Harassment	0	0	0	0
Petty Theft	0	0	0	0

In compliance with P.L. 102-226, the following data on **hate crimes** – Public Property** is reported for your review:

	2007	2008	2009	2010
Murder/Non-negligent Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Sex Offenses (Forcible)*	0	0	0	0
Sex Offenses (Non-forcible – incest, statutory rape, etc.)	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Harassment	0	0	0	0
Petty Theft	0	0	0	0

In addition to the above crimes, the following **number of arrests – Public Property** was made for these specific violations:

	2007	2008	2009	2010
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possessions	0	0	0	0

In addition to the above crimes, the following **number of disciplinary action/judicial referrals – non campus** was made for these specific violations:

	2007	2008	2009	2010
Liquor Law Violations	0	0	0	0
Drug Abuse Violations	0	0	0	0
Weapons Possessions	0	0	0	0

- * In 1992, a legislative amendment deleted the category “rape,” and replaced it with “sexual assault” defined to include: forcible rape, forcible fondling, and nonforcible sexual assaults (incest and statutory rape).
- ** Crimes of murder, forcible rape, and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability are described by the Hate Crime Statistics Act (28 U.S.C. 534).

NOTE: This information is updated on an annual basis.

Sexual Assault and Harassment

Sexual Harassment:

Sexual harassment is illegal and will not be tolerated by Platt College.

Platt College intends to provide an educational environment that is free from harassment of students based on sex, race, color, religion, national origin, age, disability, veteran, or marital status. This policy prohibits any student, employee or visitor from harassing another student, employee or visitor at any College location on the basis of sex, race, color, religion, national origin, age, disability, or veteran or marital status.

1. Forms of prohibited harassment:

a) Any verbal, physical or other conduct based on a person's sex, race, color, religion, national origin, age, disability, or veteran or marital status that has the purpose or effect of threatening, or intimidating or coercing another, or impairing academic performance, career development, or any other aspect of education is prohibited harassment. This policy not only prohibits instructor harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

b) Prohibited harassment (including sexual harassment) does not refer to behavior or occasional compliments of a socially acceptable nature. However, some behavior that is acceptable in a social setting may not be appropriate in the workplace or school setting. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and, therefore, interferes with academic performance.

c) The victim does not have to be the person toward whom the unwelcome conduct is directed, but may be someone who is affected by such conduct when it is directed toward another person. For example, the harassment of an employee or student may create for another employee or student an intimidating, hostile, or offensive environment.

2. Definition of Sexual Harassment

a) Any act of "quid pro quo" ("something for something") sexual harassment, where a student, supervisor, instructor or other employee with the power or authority to grant or withhold benefits or privileges, demands sexual favors in exchange for benefits or privileges. No student or employee should so much as imply that another student or employee's "cooperation" with sexual demands will have any effect on academic performance, career development, or any other aspect of education.

b) Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for decisions or has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating or hostile environment.

c) Examples of conduct that is prohibited by this policy include, but are not limited to, the following conduct:

- Explicit or implicit demands for sexual favors in return for benefits or privileges.

- Unwelcome letters, e-mail communications, or telephone calls of a sexual nature.
- Distribution or display of materials of a sexual nature, including posters, screen savers or computer graphics, calendars, or pictures of men or women who are dressed in a suggestive manner.
- Utilizing Platt facilities, time or resources in relation to any form of entertainment, such as strippers or belly dancers, that tends to present men or women as sexual objects.
- Physical assaults of a sexual nature or coerced sexual contact.
- Unwelcome and deliberate touching, leaning over, cornering, pinching, or other untoward sexual behavior.
- Unwelcome sexually suggestive looks or gestures.
- Unwelcome pressure for sexual favors or dates.
- Unwelcome teasing, jokes, remarks, innuendo, insults, questions, or vulgar language that relates to or is based on a person's sex. Students and staff are asked to be mindful of others around them. Comments not intended as harassment, and not perceived as such by the person to whom they are directed, may be offensive and unwelcome to another employee or student who overhears them.
- Affording favorable treatment to those who grant sexual favors, or unfavorable treatment to those who refuse to submit to or reject requests for sexual favors.

d) This policy prohibits sexual harassment of people of the opposite sex (male toward female, female toward male) or people of the same sex (male toward male, female toward female). This policy not only prohibits instructor sexual harassment of students, it also prohibits misconduct by any member of our educational community toward an instructor, staff member, or a fellow student.

3. Student responsibilities for reporting prohibited harassment, including sexual harassment:

a) It is the duty and obligation of all students to comply with this policy and to report conduct that they believe to be prohibited harassment.

b) Any student who believes that he or she is being harassed is encouraged to confront the person or persons responsible for causing the offense. Often the simplest and most effective way to put an end to harassing behavior is to tell the harasser that the behavior is offensive and unwelcome and to stop.

c) If the misconduct continues, or if the student feels uncomfortable about confronting the harasser, he or she should bring the improper conduct to the attention of the appropriate member of management using the following complaint procedure:

Any student who believes that he or she is being harassed should promptly report their concerns to:

- The Program Director for the program he/she is enrolled in and/or
- The Academic Dean of the college and/or
- The Campus President or designee

It is the responsibility of each Supervisor within his or her area of control to report student complaints in writing to the Campus President.

Platt College authorities will investigate all harassment complaints; including interviewing witnesses as appropriate, and in doing so will make every effort to treat the complaint and resulting investigation discreetly and confidentially.

If the report of prohibited harassment is substantiated, Platt College authorities will take the corrective action it deems appropriate. Based on the severity of the offense in the case of an employee violator, the action may include, but is not limited to, oral or written reprimand, demotion, suspension, or termination. Based on the severity of the offense in the case of a student violator, the action may include, but is not limited to, oral or written reprimand, suspension or expulsion.

d) If students have any questions regarding sexual harassment in the workplace or this policy, they should contact the Program Director for the program in which the student is enrolled, or Campus President of the college.

e) The law prohibits retaliation for reporting any form of illegal harassment, or for filing a complaint, testifying, assisting, or participating in any manner in an investigation, proceeding, or hearing regarding any form of illegal harassment. Platt College will take appropriate measures to ensure that no such retaliation occurs.

f) Continued compliance with these policies will assure that the learning environment at Platt College remains harassment free and that employees and students treat each other with mutual respect.

g) False Claims – Given that harassment charges are taken extremely seriously, any person who knowingly makes a false claim of harassment may be subject to disciplinary action up to and including expulsion from the College.

Stalking:

Stalking is a crime in all states, and is on the rise in academic settings. Stalking is defined as: *Willful, malicious, and repeated following and harassment combined with a credible threat intended to cause the victim to be in fear for their safety.*

If you believe you are being stalked, let someone know- preferably the campus security authority. Document all activities related to the person you believe may be stalking you and report the incident to the police. Don't discount the situation and ignore "red flags" that your safety is in danger.

Sexual Assault:

Although no sexual assaults have been reported on Platt College campuses to date, our campus communities are committed to responding quickly and appropriately to all reports of sexual assault or harassment, and to work collaboratively with law enforcement, government, and community agencies.

The majority of sexual assaults that occur on campus communities are committed by people known by their victims. Often, these types of assaults are not reported to police or campus authorities, because victims falsely think that because they know the assailant, the unwanted sexual contact does not constitute sexual assault. By reporting these incidents, you will significantly decrease the likelihood that perpetrators can subject another person to this type of victimization.

Policy Statement:

Platt College expressly prohibits sexual assault, attempted sexual assault, and all other sexual offenses on any campus property, or at institutionally sponsored events or supervised activities. The Federal Bureau of Investigation's National Incident Reporting System of the Uniform Crime Report defines a sex offense in general as:

Any sexual act directed against another person, forcibly and/or against the Person's will: or not forcibly or against the person's will where the victim is incapable of giving consent.

Penalties for violations of this policy or the internal policies of Platt College by employees or students may include termination or expulsion for instances of sexual assault or attempted sexual assault, and lesser penalties, including formal reprimand, probation and suspension for other offenses, as appropriate.

To Prevent Sexual Assault:

Platt College provides ongoing education and awareness of Sexual Assault prevention through the following:

- Scheduled educational programming provided at the campus every year
- New student orientation information
- Information and Community resources located in the Student Services Office

Student awareness and behaviors are the best prevention, however, and we recommend that every student follow the guidelines below: In recent years, there has been an increase in the use of drugs that impair someone's ability to know what is going on and subsequently make them more vulnerable to sexual assault. "Date rape drugs" can be slipped into your food or beverages at any gathering or social setting. Some things that can be done to reduce the chance that you will unknowingly consume these substances are:

- Always keep your beverage in sight. Don't leave it while going to the bathroom, etc.
- At a club or restaurant, only accept drinks from a server or bartender.
- Avoid group drinks and punchbowls at social events where you don't know all the participants.
- Open your own containers.

If you experience the following symptoms, tell someone immediately or go to the hospital:

Dizziness, vomiting, extreme drowsiness, or any other sudden and unexplained symptoms.
Try to retain a sample of the beverage.

Disciplinary Action and Possible Sanctions for Sexual Assault offenses:

During a campus disciplinary proceeding, both victims and individuals accused of sexual assault are entitled to:

- Have an advisor and/ or support person present
- Be notified of the outcome of the proceeding

Victims of alleged sexual assaults can request changes in academic situations. Such changes will be accommodated whenever possible. The Academic Dean will inform victims of their options and available on-campus assistance and resources that will be made available in these situations.

If you are a Victim of a Sexual Assault:

To report a sexual assault, go to a safe place and call 9-1-1

It is imperative that victims of sexual assault try to preserve evidence that may be necessary to prove criminal sexual assault. The following guidelines may be helpful:

1. Do not remove clothing worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence.
2. Don't bathe or wash, or otherwise clean the environment in which the assault occurred.
3. Options for pressing charges can be deferred, if you go to the local hospital emergency room, and ask for an exam and for evidence of the sexual assault to be collected and sealed.

For local counseling and other health services, contact:

This information is required to be provided by each campus, and made available in the Student Services office.

General information regarding Sexual Assault and Prevention can be accessed at:

National Sexual Violence Resource Center: www.nsvrc.org

Violence Against Women Online Resources: www.vam.umn.edu

Victim's Rights:

Platt College is committed to providing timely information and support to persons who have been the victims of any crime within our campus community. Persons who have been victimized by fellow students may choose to report the crime to the local law enforcement authorities or the campus security personnel.

When dealing with campus staff or departments, the victim can expect:

- To be treated with respect
- To have confidentiality maintained (within bounds of the law and campus policies)
- To have criminal proceedings and/or campus policies and procedures fully explained.

- To receive assistance and resources that are made available to victims of crimes
- To receive referral information for support services
- To receive campus support to deter harassment and/or retribution

If campus disciplinary action is initiated against the assailant, the victim can expect:

- To be notified of scheduled disciplinary proceedings
- To be apprised of potential hearing outcomes
- To attend the disciplinary hearing, as a witness, if requested by the accused, or hearing officials,
- To provide a victim impact statement for consideration by the hearing panel
- To be informed of the general outcome of the hearing
- To be informed of the impending return of the accused on campus, if conditions were met that would allow their return.

Rights of the Accused:

If you are accused of committing a sexual assault, you can expect:

- To be notified of scheduled disciplinary proceedings
- To have the ability to have attorneys, parents, or other individuals present on your behalf.
- To have the ability to provide evidence in support of your defense
- To be treated fairly, and in accordance with all local laws and regulations, as well as school policies.

Sex Offender Registration Program for California:

How can I search for sex offenders?

Additional information and the sex offender registry are housed on the Office of the Attorney General website. The direct link is:

<http://www.meganslaw.ca.gov/>

Not every registered sex offender will appear on this Internet web site. Approximately 25% of registered sex offenders are excluded from public disclosure by law. Whether public disclosure is permitted is based on the type of sex crime for which the person is required to register. Additionally, not all sex offenders have been caught and convicted. Most sex offenses are committed by family, friends or acquaintances of the victim. Be sure to go to the California State website and click on the links to the left for more information on How to Protect Yourself and Your Family, Facts about Sex Offenders, Frequently Asked Questions, and Sex Offender Registration Requirements in California.

TO: Students, Faculty, and Staff – **PLATT COLLEGE**

FROM: **Nicholas Ewell, Campus President**

RE: **Drug-Free Schools and Campuses – Standards of Conduct**

This document was prepared to inform you of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and what PLATT COLLEGE requires of its students and staff.

Students and staff are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the Institution or when participating in any Institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

There are numerous legal sanctions under local, State, and federal laws which can be used to punish violators. Penalties can range from suspension, revocation, and denial of a driver's license to 20-50 years' imprisonment at hard labor without benefit of parole. Property may be seized. Community service may be mandated. Examples of penalties found in federal law for drug trafficking are included as Appendix A.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits such as Social Security, retirement, welfare, health, disability, and veterans' benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State are adequate to protect the innocent, but stringent enough to ensure that persons involved with the illegal dealing of drugs or excessive use of alcohol can be adequately punished. For example, a small amount of drugs found on a person may lead to an arrest that could require the person to make payment of all court costs as well as participate in mandatory community service. A person found with drugs with the intention to distribute could be imprisoned. A person found to be intoxicated while driving could be forced to pay court costs, lawyers' fees, participate in community service, receive an increase in the cost of automobile insurance or even lose their driver's license and end up in prison.

In addition to local and State authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are: The Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the U. S. Coast Guard.

Here are a few legal facts of which we should be aware. It is a crime to hold someone else's dope. It is a crime to sell fake dope. You can be arrested if you are in a house (or an institution) where people are using drugs, even though you are not. You can be charged with possessing dope even if it is not on you. You are considered to possess, under legal terms of "constructive possession," dope that is in your locker, purse, car, or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system and behavior. The abuse of drugs can affect a person's physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body as well as one's self. People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, slowed movement, inattentiveness, loss of appetite, sexual indifference, comas, convulsions, or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject himself to all sorts of health risks, drug use can and, in many instances does, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of 15-24 year olds. Appendix B provides a description of controlled substances and their effects.

In certain cases, students and employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment programs. Students and employees who believe that they have a substance abuse problem and are seeking treatment may contact the Campus President for referral assistance. All such matters will be handled confidentially.

There are also drug or alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. The yellow pages of the local telephone book are an excellent source. Look under the heading "Drug Abuse and Addiction – Information and Treatment."

There are national organizations one can contact for help. The Alcoholism and Drug Abuse Hotline is open 24 hours, 1-800-252-6465. The Cocaine Hotline, 1-800-444-9999, is also open 24 hours a day. The National Institute on Drug Abuse Hotline is available from 8:00 a.m. to 2:00 a.m., Monday through Friday, and 11:00 a.m. to 2:00 a.m. on weekends, 1-800-662-4357.

Dependency upon drugs can only lead to a life of misery and misfortune. The illegal use or abuse of drugs has a very high impact on our society and the types of crimes committed. To support a drug habit, people may resort to many things that can lead to a life of horror or, in some instances, death. The dollar costs can range from \$200 to \$3,000 per week to support a habit. More importantly, the drug habit impacts on a person's family, lifestyle, and career prospects as well as one's physical well-being and self-respect.

Treatment is available and may be expensive. For example, a typical live-in program lasting four (4) weeks can cost from \$5,000 to \$15,000. Outpatient programs cost from \$1,000 to \$5,000. Who pays for these treatments? There may be programs that cover the costs. One way or another, the person and the taxpayer pays! It has been proven that an individual "hooked" cannot just stop, but requires professional care to kick the habit.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one's use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or in school
- Continuing resistance to discipline at home or school
- Inability to get along with family or friends
- Regular temper flare-ups
- Increased borrowing of money
- Heightened secrecy/isolation
- Acquiring a whole new set of friends.

We recommend that any person observing any of the above changes in either students or staff behavior immediately notify the Campus President. Caution must be observed, however, to avoid wrongful accusation of a person suspected of taking drugs as an improper accusation could lead to embarrassment to both the individual and the Institution.

Once it has been determined by management that assistance to overcome the problem is indicated, the individual and his/her family should be counseled on the need for assistance. Records must be maintained of any such counseling provided to an individual.

There are clinics in the Institution's vicinity that can provide assistance. Treatment must be an expense borne by the patient. The Institution can only offer advice. If the individual is in immediate danger of harming himself/herself or others, local law authorities should be contacted immediately.

Students and staff who violate these standards of conduct subject themselves to disciplinary action.

Faculty, staff, and students employed under the Federal Work Study Program are issued a copy of this booklet to educate them to the provisions of the Drug-Free Workplace Act of 1988. (Institutions participating in campus-based programs must maintain drug-free workplaces.) Employees must notify the Campus President of the Institution in writing of a conviction of a criminal drug statute occurring in the workplace within five days after receiving the conviction. Disciplinary action will take place within 30 days of notification and can range from a letter of admonishment, suspension from school or work, and/or enrollment in a rehabilitation program to termination from school or employment.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL		
Area Affected	Effects	Consequences
BLOODSTREAM	95% of alcohol taken is absorbed into the blood	Slowing of circulation systems, deprivation of oxygen in tissues, the slowing of the white blood cells to engulf and destroy bacteria and the slowing down of the clotting ability of blood platelets
BRAIN	Dramatic and noticed effects	Lack of coordination, disorientation, confusion, stupor, anesthesia
HEART	Causes inflammation of heart muscle	Contributes to diseases of the heart
INTESTINES	Blocks the absorption of substances such as thiamin, folic acid, xyclose, fat, vitamin B1, vitamin B12 and amino acids	Can result in duodenal ulcers
LIVER	Inflames and destroys the cells of the liver	Can lead to prevention of liver of properly filtering bile through the liver, causing yellow jaundice
MOUTH & ESOPHAGUS		Burning sensation
PANCREAS	Irritates the cells of the pancreas	Can lead to acute hemorrhagic pancreatitis which destroys pancreas and crea lack of insulin
STOMACH	Irritates the stomach's protective lining	Can result in gastric ulcers
URINARY BLADDER & KIDNEYS	Irritates the linings of the bladder and the kidneys	Inflammation causes irritation in the bladder. In the kidneys causes an increased loss of fluids.

Alcohol Poisoning and Its Prevention:

Every year, hundreds of college students succumb to alcohol poisoning and its long term effects, many even die. Rapid intervention can mitigate the consequences if witnesses respond quickly and appropriately to incidents of suspected alcohol poisoning.

Symptoms include:

1. Person is unconscious or semi-conscious and cannot be awakened.
2. Cold, clammy, pale or bluish skin
3. Breathing can be slow, less than eight times per minute, or irregular, with ten seconds or more between breaths.
4. Vomiting while sleeping or passed out, and not waking up.

If anyone is suffering from one or more of these symptoms, he or she is suffering from acute alcohol poisoning. Respond by:

- Getting help: call 9-1-1
- Do not leave the person alone, Turn the victim on his or her side to prevent choking in case of vomiting.
- Always be “better safe than sorry”... don't ignore the situation!

Effects of Alcohol Abuse

The following section describes the effects and potential consequences of alcohol and other drug use.

Alcohol is a depressant drug that slows the nervous system.

Its physical effects include:

- increased heart rate
- loss of muscle control, leading to slurred speech and poor coordination o hangover, fatigue, nausea, headache
- blackouts (memory loss) or unconsciousness

Mental effects include:

- impaired judgment (of space and time)
- poor concentration, impaired thinking and reasoning processes
- loss of inhibitions and exaggerated feelings of anger, fear, anxiety

Potential consequences of alcohol abuse include:

- alcoholism
- damage to brain cells
- blackouts (memory loss) or poor concentration
- death (as a result of accidents or alcohol poisoning)

Special problems associated with alcohol abuse include:

- social conflicts
- accidents and injuries or vandalism
- sexual assault and violence
- increased risk of contracting sexually transmitted diseases, including HIV
- Drinking and driving - kills or seriously injures thousands of drivers and pedestrians each year, most of them young people. Even small amounts of alcohol can be deadly when mixed with driving.
- Trouble with the law - vandalism, violence, or serious crime-can result from the impaired judgment of alcohol abuse. The consequences of which can include arrest, a police record, and possibly a prison sentence for offenders, as well as suspension or termination from the College.
- Family problems can cause or be compounded by alcohol abuse. There are 28 million people who have grown up in families with alcohol-related problems, with approximately 12-15 percent of college students with this background. Those with the background have increased vulnerability which, without intervention, results in a four times greater risk of becoming an alcoholic.

Effects of Other Illegal Drugs on the Human Body*:

Illegal Drugs: Heroin

Heroin belongs to a group of drugs called opiates. Opiates are strong pain killers and are classified as depressants because they slow down the functions of the central nervous system. Heroin can be injected, snorted, or smoked. It usually comes in powder form and in different colors. It is illegal to possess, manufacture, supply, import, or trade heroin. Heroin can produce nausea and vomiting, as well as constipation and itching. At higher doses, the pupils of the eyes

narrow to pin-points, the skin becomes cold, and breathing becomes slower and shallower. Long term use of street opiates (heroin) and the associated lifestyle may result in damage to the veins, heart, and lungs. Women may experience irregular menstruation and possibly infertility, while men may experience impotence. Because heroin is usually injected, there is a particular risk for the user. Sharing injecting equipment - needles and syringes, spoons, sterile water, filters, alcohol swabs and tourniquets - greatly increases the risk of contracting diseases like tetanus, Hepatitis B, Hepatitis C and HIV.

Illegal Drugs: Cocaine

Cocaine is classified as a stimulant as it speeds up the nervous system. It is an addictive drug which comes from coca leaves or it is made synthetically and comes in the form of a white powder. Cocaine is highly addictive. The addiction can be almost immediate following the first use. Regular users almost always become addicted to cocaine. This addiction can cause problems with daily living including lying, stealing, flattened emotions, and problems with relationships. Cocaine is extremely dangerous and can cause death to the user. The effect of cocaine will depend on the amount taken, the quality, and the purity of the drug. Taking more of the drug may not increase the sensation, rather it increases the risk of overdose and negative health effects.

Illegal Drugs: Crack

"Crack" is the street name given to cocaine that has been processed from cocaine hydrochloride to a ready-to-use form for smoking. Rather than requiring the more dangerous method of processing cocaine using ether, crack cocaine is processed with ammonia or sodium bicarbonate (baking soda) and water. It is then heated to remove the hydrochloride, thus producing a form of cocaine that can be smoked. The term "crack" refers to the crackling sound heard when the mixture is heated, presumably from the sodium bicarbonate. On the illicit market, crack, or "rock," is sold in small, inexpensive dosage units. Smoking this form of the drug delivers large quantities of cocaine to the lungs, producing effects comparable to intravenous injection. These effects are felt almost immediately after smoking, are very intense, and do not last long.

Illegal Drugs: Marijuana

Marijuana is primarily a depressant; however it may have hallucinogenic effects. Marijuana comes from the dried leaves and flowers of the cannabis plant. The effects of marijuana will vary depending on the individual and the mood they are in. It will also depend on the strength and amount of the drug being used. In combination with other drugs or alcohol, the use of now much stronger hydroponically grown marijuana produces disturbing feelings of paranoia, hallucinations, and other symptoms of drug-induced psychosis. Drug use can lead to social and emotional problems that can affect a person's relationship with families and friends. For example, one of the effects of marijuana can be loss of inhibitions. This may lead to a person saying or doing something they would not normally do, or taking risks which may put them in danger. Marijuana can also make people less motivated.

Illegal Drugs: Meth

Meth is part of a group known as amphetamines. The effect of meth is that it stimulates the activity of certain chemicals in the user's brain. Meth is classified as a stimulant drug. Meth bought on the streets is usually a white or yellow powder. Meth can be swallowed, injected, smoked or snorted. Use of any drug can damage your health. Meth is often of a very poor quality and a 'dirty' hit can make users sick. Of course the effects of meth will vary from person to person depending on mood, physical size, personality, gender, the way they use it, quality of the drug and previous history of use. The immediate effects last between two and five hours.

(* From DrugRehab.Org)

Date Rape and “Club” Drugs-

Club drugs continue to grow in popularity with young people nationwide. While many users experience sensational highs accompanied by body stimulating effects, they may fail to recognize the dangers these drugs present. According to the National Institute on Drug Abuse, club drugs “can have a long-lasting negative effect on the brain that can alter memory function and motor skills”.

- Ecstasy (MDMA)- is an entactogen that is also called “E”, “X” “Clarity” and “XTC”. Use may result in decreased appetite, hallucinations, increased heart rate and blood pressure, muscle seizures, anxiety, and sweating. It also causes the body to overheat, which in turn leads to dehydration and hyperthermia, which have been fatal.
- Ketamine- is a dissociative anesthetic, sold legally to veterinarians. It is referred to as “K”, “Special K”, or “Vitamin K”. It is usually ingested in liquid or powder form, and is an extremely unpredictable, volatile drug. Effects are stimulated heart rate, blood pressure, and breathing to dangerously high levels. Panic, rage, paranoia, numbness, loss of coordination, and difficulty breathing are all additional symptoms.
- GHB- is a euphoriant depressant also known as “Liquid G” “Liquid X” and “Liquid Gold”. It is a powerful, fast-acting central nervous system drug. Symptoms include dizziness, nausea, slowed heart rate, and deep sleep. These symptoms become extremely dangerous when the drug is mixed with alcohol use. GHB is frequently used and implicated in date rape cases.
- Rohypnol- is a tranquilizer and sedative drug. It is colorless, odorless, and tasteless- and therefore makes it a convenient and pervasive date-rape drug nationwide. Rohypnol affects the brain’s memory processing and causes “retrograde amnesia”, which is similar to black-outs.

STATE OF CALIFORNIA SANCTIONS FOR DRIVING WHILE IMPAIRED*: V C Section 23152 Driving Under Influence of Alcohol or Drugs

23152. (a) It is unlawful for any person who is under the influence of any alcoholic beverage or drug, or under the combined influence of any alcoholic beverage and drug, to drive a vehicle.

(b) It is unlawful for any person who has 0.08 percent or more, by weight, of alcohol in his or her blood to drive a vehicle.

For purposes of this article and Section 34501.16, percent, by weight, of alcohol in a person's blood is based upon grams of alcohol per 100 milliliters of blood or grams of alcohol per 210 liters of breath.

In any prosecution under this subdivision, it is a rebuttable presumption that the person had 0.08 percent or more, by weight, of alcohol in his or her blood at the time of driving the vehicle if the person had 0.08 percent or more, by weight, of alcohol in his or her blood at the time of the performance of a chemical test within three hours after the driving.

(c) It is unlawful for any person who is addicted to the use of any drug to drive a vehicle. This subdivision shall not apply to a person who is participating in a narcotic treatment program

approved pursuant to Article 3 (commencing with Section 11875) of Chapter 1 of Part 3 of Division 10.5 of the Health and Safety Code.

(d) It is unlawful for any person who has 0.04 percent or more, by weight, of alcohol in his or her blood to drive a commercial motor vehicle, as defined in Section 15210.

In any prosecution under this subdivision, it is a rebuttable presumption that the person had 0.04 percent or more, by weight, of alcohol in his or her blood at the time of driving the vehicle if the person had 0.04 percent or more, by weight, of alcohol in his or her blood at the time of the performance of a chemical test within three hours after the driving.

(e) This section shall become operative on January 1, 1992, and shall remain operative until the director determines that federal regulations adopted pursuant to the Commercial Motor Vehicle Safety Act of 1986 (49 U.S.C. Sec. 2701 et seq.) contained in Section 383.51 or 391.15 of Title 49 of the Code of Federal Regulations do not require the state to prohibit operation of commercial vehicles when the operator has a concentration of alcohol in his or her blood of 0.04 percent by weight or more.

(f) The director shall submit a notice of the determination under subdivision (e) to the Secretary of State, and this section shall be repealed upon the receipt of that notice by the Secretary of State.

Repealed Ch. 708, Stats. 1990. Effective January 1, 1991. Operative January 1, 1992.

Amended Ch. 974, Stats. 1992. Effective September 28, 1992.

Amended Sec. 31, Ch. 455, Stats. 1995. Effective September 5, 1995.

NOTE: This section remains in effect only until notice by the Secretary of State, at which time it is repealed and the following section becomes effective.

23152 (a) It is unlawful for any person who is under the influence of any alcoholic beverage or drug, or under the combined influence of any alcoholic beverage and drug, to drive a vehicle..

(b) It is unlawful for any person who has 0.08 percent or more, by weight, of alcohol in his or her blood to drive a vehicle.

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(*From the State of California's Department of Motor Vehicle website: <http://dmv.ca.gov>)

STATEMENT OF INSTITUTIONAL SANCTIONS

Violation of this policy can result in a disciplinary action, up to and including termination of an employee or dismissal of a student, even for a first time offense.

PROCEDURES FOR MANAGEMENT

When an employee or student is suspected of being in violation of this policy, the individual making the observation should immediately consult with an appropriate member of management.

1. If an employee or student is suspected of using or being under the influence of alcohol or a legal or illegal drug or otherwise unable to perform his/ her job in a satisfactory manner, the employee or student will be requested to accompany a member of management to a medical facility for evaluation by a doctor, if available, and drug screening, which is to include obtaining of a blood or urine sample.

If the employee or student is unwilling to report to a medical facility for evaluation and screening or such facility is unavailable, the management person should require the employee or student to an office area or, if not available, to a safe, non-work or class area. If the management person has a reasonable doubt about the employee or student's ability to satisfactorily and safely meet their requirements, the management person shall place the employee or student on suspension pending the results of testing or other administrative determination.

If the employee or student is to go to a medical facility for evaluation or screening or to go home, the manager is to arrange for the employee's or student's safe transport.

2. If an employee or student is suspected of possession of alcohol contrary to policy or of selling, purchasing or transferring an illegal drug, the manager is to:
 - a) Seize any suspected alcohol or illegal drug which is in plain sight;
 - b) Secure any container or the like, where alcohol or illegal drugs may be present, for a subsequent search by appropriate personnel; and
 - c) Order the employee or student to report to an area in the facility where appropriate personnel can question the suspected employee or student **in private**.
3. Prior to initiating questioning relative to use or possession, the manager is to first consult with the Campus President if he/she is available. Otherwise, the manager is to have a witness present and, without other guidance, limit his/her questioning to that which determines the employee's or student's general condition (i.e., does the employee or student feel sick; does the employee or student know where he/she is; to whom he/she is talking; and what may be the cause of the employee's or student's present condition).
4. Managers are to restrict conversations concerning possible violations of this policy to those persons who are participating in any questioning, evaluation, investigation or disciplining action and who have a need to know about the details of the drug/alcohol investigation. This restriction includes not mentioning the name of the employee or student suspected of violating this policy. Management, supervisors, and investigators are to instruct other employees and students, except as stated above, not to talk about such possible violations.

REVIEW OF PROGRAM

It is the intent of PLATT COLLEGE's administration to review our Drug Prevention Program on a biennial basis to ensure:

- ✓ The effectiveness of the program and to modify where necessary.
- ✓ That sanctions are consistently enforced.
- ✓ A record of reviews will be kept. These reviews will be maintained and available to appropriate agencies as required.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

The Congress of the United States has established legislation, which requires educational institutions to provide information to students and employees regarding illicit drugs and alcohol abuse. This legislation is commonly referred to as the Drug Free Schools and Communities Act of 1989. Colleges and universities are required to certify that they attempt to prevent the unlawful possession, use, and/or distribution of drugs and alcohol by students and employees.

PLATT COLLEGE is committed to maintaining a drug-free environment for students and employees. Policies and information pertaining to alcohol and substance abuse are found in the Drug Prevention Program section of this book. Any students who would like to receive additional information or confidential assistance may contact the Campus President.

Student Records

Policies and Procedures

- Definitions
- Procedure to Inspect Education Records
- Limitation on Right of Access
- Refusal to Provide Copies
- Fees for Copies of Records
- Types, Locations, and Custodians of Education Records
- Family Educational Rights and Privacy Act
- Disclosure of Education Records
- Record of Request for Disclosure
- Directory Information
- Correction of Education Records

Definitions

For the purpose of this policy, PLATT COLLEGE has used the following definition of terms:

STUDENT: Any person who attends or has attended PLATT COLLEGE.

EDUCATION RECORDS: Any record (in handwriting, print, tapes, film, computer, or other medium) maintained by PLATT COLLEGE or an agent of the Institution which is directly related to a student, *except:*

1. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute for the maker of the record.
2. Records created and maintained by any law enforcement unit for law enforcement purposes.
3. An employment record of an individual, whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.
4. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatments.
5. Alumni records which contain information about a student after he/she is no longer in attendance at the Institution and which do not relate to the person as a student.

Procedure to inspect education records

1. Students may inspect and review their education records upon request to the appropriate records custodian.
2. Students should submit to the record's custodian or an appropriate Institution staff person a written request, which identifies as precisely as possible the record or records he/she wishes to inspect.
3. The records custodian or an appropriate Institution staff person will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected.
4. Access must be given in 45 days or less from the date of receipt of the request.
5. When a record contains information about more than one student, the student may inspect and review only the records which relate to him/her.

Limitation on right of access

PLATT COLLEGE reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents.
2. Letters and statement of recommendation for which the student waived his/her right of access, which were maintained before January 1, 1975.
3. Records connected with an application to attend PLATT COLLEGE if that application was denied.
4. Those records which are excluded from the FERPA (Policy Statement in compliance with "The Family Rights & Privacy Act of 1974" (Buckley Amendment) definition of education records.

Refusal to provide copies

PLATT COLLEGE reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

1. The student lives within commuting distance of PLATT COLLEGE.
2. The student has an unpaid financial obligation to the school.
3. There is an unresolved disciplinary action against the student.
4. The education record requested is an exam or set of standardized test questions. (An exam or standardized test that is not directly related to a student is not an education record subject to FERPA's access provisions.)

Fees for copies of records

The fees for copies will be 50 cents per page.

Types, locations, and custodians of education records

The following is a list of the types, locations, and custodians of records that the Institution maintains.

<u>Types</u>	<u>Location</u>	<u>Custodian</u>
Admission Records	Admissions Office	Director of Admissions
Cumulative Academic Records	Records Office	Registrar
Health Records, (<i>if applicable</i>)	Records Office	Executive Offices
Financial Records	Business Office	Student Accounts Clerk
Placement Records	Placement Office	Director of Career Services
Progress Records	Records Office	Registrar/Academic Dean
Disciplinary Records	Records Office	Registrar/Academic Dean
Occasional Records (<i>Student education records not included in the types listed above such as minutes of faculty committee meetings, copies of correspondence in offices not listed, etc.</i>)	The appropriate officials will collect such records, direct the student to their location, or otherwise make them available for inspection and review.	The Institution staff person who maintains such occasional system records.

Family educational rights and privacy act (FERPA)

Under the authority of the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), students have the right to inspect and review all of their educational records, except for the following (1) financial records of students' parents, (2) confidential letters or statements placed in the file prior to January 1, 1975, (3) psychiatric or medical records retained by a professional for medical purposes, (4) student records by instructors or administrators maintained and accessible only to instructors and administrators.

In relating to Anti-Terrorism Activities, the Federal Educational Rights and Privacy Act has been amended as follows:

FERPA does not require a school official to record a disclosure of information from a student's education record when the school makes that disclosure pursuant to an ex parte order. (Issued by a court of competent jurisdiction without notice to an adverse party)

FERPA permits educational agencies and institutions to disclose, without consent, information from a student's records in order to comply with a "lawfully issued subpoena or court order".

FERPA permits non-consensual disclosure of education records, or personally identifiable, non-directory information from education records, in connection with a health or safety emergency.

FERPA permits the disclosure of information from “law enforcement unit records” to anyone – including Federal, State or local law enforcement authorities without the consent of the parent or eligible student.

FERPA permits the disclosure of information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy.

FERPA permits an educational institution to release personally identifiable information of a student who has signed Form I-20 to the INS for the purpose of allowing the INS to determine the student’s nonimmigrant status.

Disclosure of education records

PLATT COLLEGE will disclose information from a student’s education record only with the written consent of the student, with the exception that records may be disclosed without consent when the disclosure is to PLATT COLLEGE officials who have a legitimate educational interest in the records.

1. A PLATT COLLEGE official is:

- A person employed by the Institution in an administrative, supervisory, academic or research, or support staff position.
- A person elected to the Board of Directors, if applicable.
- A person employed by or under contract to the Institution to perform a special task, such as an attorney or auditor.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another institution official in performing his or her tasks.

An Institution official has a legitimate educational interest if the official is:

- Performing a task that is specified in his/her position description or contract agreement.
- Performing a task related to a student’s education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.
- Maintaining the safety and security of the campus.

2. To officials of another institution, upon request, in which a student seeks or intends to enroll.

3. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities.

- In connection with audit or evaluation of certain state or federally supported education programs.

- In connection with a student's request for or receipt of financial aid to determine the eligibility, amount, or conditions of the financial aid or to enforce the terms and conditions of the aid.
4. To state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974.
 5. To organizations conducting certain studies for or on behalf of the Institution.
 6. To accrediting organizations to carry out their functions.
 7. To parents of an eligible student who is claimed as a dependent for income tax purposes.
 8. To comply with a judicial order or a lawfully issued subpoena.
 9. To appropriate parties in a health or safety emergency.
 10. To individuals requesting directory information so designated by the Institution.
 11. The results of any disciplinary proceeding conducted by the Institution against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Record of request for disclosure

PLATT COLLEGE will maintain a record of all requests for and/or disclosures of information from a student's education record. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record.

Directory information

PLATT COLLEGE designates the following items as Directory Information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (*e.g.*, undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. The Institution may disclose any of those items without prior written consent, unless notified in writing to the contrary 30 days after receipt of this policy.

Correction of education records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights.

Following are the procedures for the correction of records:

1. A student must ask the Campus President of PLATT COLLEGE to amend records. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his/her privacy rights.
2. PLATT COLLEGE may comply with the request, or it may decide not to comply. If PLATT COLLEGE decides not to comply, PLATT COLLEGE will notify the student of the decision

and advise the student of his/her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

3. Upon request, PLATT COLLEGE will arrange for a hearing and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. A hearing officer who is a disinterested party will conduct the hearing; however, the hearing officer may be an official of the Institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals, including an attorney, may assist the student.
5. PLATT COLLEGE will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If PLATT COLLEGE decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If PLATT COLLEGE decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
8. The statement will be maintained as part of the student's education records as long as the contested portion is maintained. If PLATT COLLEGE discloses the contested portion of the record, it must also disclose the statement.

Campus Locations

PLATT COLLEGE – Alhambra

Our Alhambra Campus is located in a beautiful campus setting just minutes off the 10 and 710 freeways at Fremont Avenue. Our facilities encompass approximately 33,000 square feet of classrooms, computer and design labs, library and administrative space. Students enjoy ample free parking directly at the school. Shopping and food are located directly across the street less than 3 minutes' walk from the classroom. Downtown Alhambra's Main Street is an easy 5 minute drive from campus.

PLATT COLLEGE – Ontario

Our Ontario Campus is located directly off the 10 freeway, between the 57 and 15 freeways, at Haven Avenue in the Inland Empire. Our facilities encompass approximately 41,000 feet of classrooms, computer and design labs, library and administrative space, with convenient free parking for students.

PLATT COLLEGE – Riverside

Our Riverside Campus is located near the intersection of the 60 and 215 freeways at Sycamore Canyon Drive. The Riverside campus encompasses 23,000 square feet of classrooms, computer and design labs, library and administrative space, with convenient free parking for students. The beautifully constructed, LEED certified building contains a dramatic fountain-centered lobby and glass throughout.

APPENDIX A – CAMPUS INCIDENT REPORT FORM



Today's Date: _____

This form should be completed within 24 hours after the incident. Reporting a false claim is a felony and may result in legal action. The Dean (or designate) should complete this form.

Required Personal Information

Student's Full Name (Last, First, MI) Date of Birth

Address (Street, City, State, Zip)

Home Phone Number/Cell Number Work Phone Number/Extension

Social Security Number Circle One: Male Female

Required Information

Program Start Date

Teacher's Name Shift

___ Full Time ___ Part Time Regular hours each day _____

Incident Information

What time did the student start school the day the incident occurred? _____

Was the student in class when the incident occurred? Yes or No

If no, please explain _____

Date of Incident _____ Time of Incident _____ Location of Incident _____

Has the student missed class time from work beyond their normal shift? Yes or No

If yes, expected date of return: _____ If yes, last day attended: _____

Incident Description: _____

Any Treatment Given (i.e. first aid): _____

Medical Information

Was the injured treated in an emergency room? Yes or No

Was the injured taken by ambulance? Yes or No

Name of Treating Doctor _____

Address _____ City _____ Zip _____

Phone Number _____

Treatment Received _____

Witness Information

Were there any witnesses to the incident? Yes or No

Name/Phone Number of Witnesses

Employee Signature _____ Date _____

Student Signature _____ Date _____