



**PLATT COLLEGE**

— it's all about your future —

***Jeanne Clery Disclosure of Campus  
Security Policy and Campus Crime  
Statistics Act  
Annual Security Report***

***Student Consumer Handbook***

***Ontario***

***December 2020***

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## **Requests for Annual Security Report Data**

The Campus Crime and Incident Log can be requested from the Campus President or Academic Dean in writing. Records for the most recent 60-day period will be open to public inspection during normal business hours. Any information older than 60 days will be available within two business days of the request for public inspection.

## **Distribution of the Annual Security Report**

The Annual Security Report is distributed annually on October 1<sup>st</sup> of each year. The Annual Security Report is available via direct link on the Platt College website. All prospective students are provided a direct web link from the admissions department via a Annual Security Report Handout that contains all required information and a paper copy upon request by the front desk. New students are provided the Annual Security Report during New Student Orientation by receiving an Annual Security Report Handout which includes a direct link to the Annual Security Report published on our website. New Student Orientation is often led by Career Services. New students are also notified they may request a paper copy at any time from the front desk, Academic Dean or Campus President. Continuing students are notified by flyers, email blasts, classroom announcements including Canvas, and the student intranet no later than October 1<sup>st</sup> of each year. These notifications include any of the following: a complete copy of the most current Annual Security Report, and/or a direct link to the Annual Security Report on our school website as well as a description of the information contained within the document. Students are also made aware that there is also a paper copy available upon request. Continuing student distribution is completed by Student Services, the Academic Dean, faculty and the Campus President no later than October 1<sup>st</sup> of each year. All prospective employees are provided a direct web link, are notified via the employment application of the direct web link and are given the option of receiving a paper copy. The Human Resources Manager is responsible for this process. New employees receive an electronic copy during their on-boarding process. They are also informed of the availability of a paper copy at the front desk. Continuing employees are notified by flyers, messages on their check stubs and a posting on the employee intranet. All employee notification take place on or before October 1<sup>st</sup> of each year. They are also given the option to request a paper copy. Human Resources, the Campus President and the front desk are responsible for this distribution process. It is important to note that all distributed materials and announcements regarding the Annual Security Report contain the direct web link to the document as well as a clear indication of the availability and manner for obtaining a paper copy. The distribution methods for students and employees are summarized below:

Students	Delivery Methods	Person Responsible
<b>Prospective Student</b>	<ul style="list-style-type: none"> <li>• Direct web link</li> <li>• Paper copy upon request*</li> </ul>	<ul style="list-style-type: none"> <li>• Admissions Department</li> <li>• Front Desk/Academic Dean/Campus President</li> </ul>
<b>New Student (includes re-entry and re-start)</b>	<ul style="list-style-type: none"> <li>• Annual Security Report Handout during New Student Orientation</li> <li>• Paper copy upon request*</li> </ul>	<ul style="list-style-type: none"> <li>• Career Service or other Orientation presenter</li> <li>• Front Desk/Academic Dean/Campus President</li> </ul>
<b>Continuing Student</b>	<ul style="list-style-type: none"> <li>• Flyers on campus</li> <li>• Email blast</li> <li>• Classroom Announcements</li> <li>• Student Intranet and Canvas posting of direct web link</li> <li>• Paper copy upon request*</li> </ul>	<ul style="list-style-type: none"> <li>• Student Services/Academics</li> <li>• Academics/IT</li> <li>• Academic Dean/Faculty</li> <li>• Academics/IT</li> <li>• Front Desk/Academic Dean/Campus President</li> </ul>

Employees	Delivery Methods	Person Responsible
<b>Prospective Employees</b>	<ul style="list-style-type: none"> <li>• Direct web link</li> <li>• Employment Application</li> <li>• Paper copy upon request*</li> </ul>	<ul style="list-style-type: none"> <li>• Human Resource Manager</li> <li>• Human Resource Manager</li> <li>• Front Desk/Human Resource Manager</li> </ul>
<b>New Employees</b>	<ul style="list-style-type: none"> <li>• Annual Security Report Handout during On-Boarding</li> <li>• Paper copy upon request*</li> </ul>	<ul style="list-style-type: none"> <li>• Hiring Manager or designee</li> <li>• Front Desk/Hiring Manager</li> </ul>
<b>Continuing Employees</b>	<ul style="list-style-type: none"> <li>• Flyers on campus</li> <li>• Check stub message</li> <li>• Employee Intranet posting of direct web link</li> <li>• Paper copy upon request*</li> </ul>	<ul style="list-style-type: none"> <li>• Campus President</li> <li>• Human Resource Manager</li> <li>• Human Resource Manager/IT</li> <li>• Front Desk/Hiring Manager</li> </ul>

\*All distributed material clearly indicates where a paper copy can be obtained.

## Requesting a Copy of the Annual Security Report

You may request a printed copy of the Annual Security Report by any of the following:

- In-person request with the Campus President or Academic Dean
- By mail at 1000 South Fremont Ave, Suite A9W, Alhambra CA 91803
- By email at [regulatory@plattcollege.edu](mailto:regulatory@plattcollege.edu)
- By phone at 626-300-5444

Platt College is committed to maintaining a safe and secure learning and working environment for all students and employees in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). All members of the Platt College community are encouraged to report all criminal actions, accidents, injuries, or other emergency incidents to those individuals that have been designated as campus security authorities. The Platt

College Annual Security Report (ASR) is intended to provide information about security on campus including: crime statistics on-campus and for public property surrounding the campus, policy information, crime prevention program information, safety tips, resource phone numbers, and a brief overview of the services provided by the institution. Information in this report is compiled from information provided by campus security authorities as described below.

## **Campus Security Authorities**

Students and staff are encouraged to report all criminal offenses and emergencies to one of the individuals who is a campus security authority (CSA). Anyone designated as a campus security authority will be able to assist a victim in filing a police report. The information will also be included in the campus crime statistics. At that time, Platt College will also determine whether there is a need for a timely warning to the entire campus or, in the case of an emergency, Platt College will determine whether an emergency notification should be issued.

If the individual who is reporting the crime is a victim and wishes that his/her identity remain confidential and desire no further investigation, the individual must inform the CSA to whom the crime is being reported. If confidentiality has been requested, the CSA will gather sufficient information to allow Platt College to implement crime alerts, if warranted, and to include the information in the statistical records maintained by Platt College.

The person designated to collect Clery information for Platt College is:

**Megan Clifton**  
**Director of Accreditation and Regulatory Affairs**  
[mclifton@plattcollege.edu](mailto:mclifton@plattcollege.edu)  
**951-572-4300**

## **Campus Security Authority Defined**

A campus security authority (CSA) is defined as: Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

**The following individuals are defined according to the Clery Act as Campus Security Authorities for Platt College.**

<b>Title</b>	<b>Name</b>	<b>Email</b>
Campus President	Martin Junta	<a href="mailto:mjiumta@plattcollege.edu">mjiumta@plattcollege.edu</a>
Academic Dean	Rigo Hernandez	<a href="mailto:rhernandez@plattcollege.edu">rhernandez@plattcollege.edu</a>
Human Resources Generalist	Monica Sandoval	<a href="mailto:msandoval@plattcollege.edu">msandoval@plattcollege.edu</a>
Each one can also be reached at: (626)300-5444		

## CSA Responsibilities

Any CSA who becomes aware of a Clery reportable crime must document the incident fully and notify the Director of Accreditation and Regulatory Affairs immediately. The following information must be reported for all Clery reportable crimes:

- The details of the incident(s) – sufficient to properly classify the type of crime
- The location of the incident
- The date and time of the incident
- The date and time the CSA was advised of the crime

In the event an incident involves an ongoing imminent threat to the College, the CSAs are encouraged to call 911.

## Persons Exempt from Reporting Clery-Reportable Crimes

The Clery Act excludes the following persons from Clery reporting requirements when the person is operating in the course and scope of their license:

**Pastoral Counselor** – a person who is associated with a religious order or denomination and is recognized by that religious order or denomination as someone who provides confidential counseling within the scope of their position as a pastoral counselor.

**Professional Counselor** – a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

However, Platt College does not employ Pastoral or Professional Counselors.

## Reporting Emergencies and Crimes

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 security procedures are in place and are regularly 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 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (amended in 1992, 1998, 2008, and 2013).

## **Campus Crime & Incident Reporting Form Procedures**

The Campus Crime & Incident Reporting Form will be used to record the occurrence of a crime or incident, the type of crime or incident that occurred and whether an arrest was actually made. A copy of the Campus Crime & Incident Reporting Form is maintained in the Academic Dean's office in a file labeled Campus Crime & Incident Reporting Forms. Additionally, each crime or incident must be documented in the Campus Crime & Incident Log.

### **Procedures for Campus Crime & Incident Reporting Form**

The Campus Crime & Incident Reporting Form is to be used to report all crimes and incidents on campus. Clery Crimes to be reported are criminal homicide, murder, non-negligent manslaughter, negligent manslaughter, sex offenses including rape, fondling, incest, robbery, aggravated assault, burglary, motor vehicle theft, arson, arrests/referrals for disciplinary action for liquor law violations, arrests/referrals for disciplinary action for drug law violations, arrests/referrals for disciplinary action for illegal weapons possession, larceny-theft, simple assault, intimidation, destruction/damage, vandalism of property, dating violence, domestic violence, stalking, and statutory rape. Also reported are hate crimes reported by categories of bias (i.e., race gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. Not all Clery crimes listed above fall under the hate crime category). Each crime is to be recorded on a Campus Crime & Incident Reporting Form irrespective of whether an arrest is made or not. All reports must be entered into the log within two business days of the reported information. The log includes the nature, date, time, and general location of each crime as well as the disposition of the complaint, if known.

As incidents are reported, the supporting documentation from the Campus Crime & Incident Reporting Form are kept on file and entered into the Campus Crime and Incident Log. Platt College will withhold information from the public log ONLY if there is clear and convincing evidence that the release of the information would –

- Jeopardize an ongoing criminal investigation or the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence

The Campus Crime & Incident Log is maintained in the Academic Dean's office.

The information on criminal offenses and arrests is updated on an annual basis by the Director of Accreditation and Regulatory Affairs. Statistics include those reported to local law enforcement agencies, designated campus officials (including but not limited to directors, deans, program chairs, faculty and staff). Each summer, the Director reaches out to local law enforcement agencies to obtain the statistics. The Director retains copies of the correspondence with the local law enforcement.



## **For Immediate Police, Fire, or Medical Response Dial 911**

By Federal law, all criminal actions, accidents, injuries, or other emergency incidents occurring on campus must be reported to the proper campus security authorities and to appropriate outside agencies **immediately. Platt College encourages accurate and prompt reporting of all crimes to the campus security authority and appropriate police agencies, when the victim of a crime elects to, or is unable to make such a report.** Please note that Platt College does not have on-campus police. Platt College does not have a formal relationship with local law enforcement agencies by way of written memoranda of understanding, etc.; however we do have an informal relationship with local enforcement agencies. From time to time, the local police and sheriff office's staff offer self-defense training as well as crime prevention workshops for the students and employees. We also reach out to the local police on an annual basis (each summer) to obtain crime statistics for the Annual Security Report. We have requested that the local police keep Platt College informed on an immediate basis of crimes that may require timely warning and we also seek their assistance should there be an emergency on-campus.

Platt College does not offer student activities at non-campus locations. Therefore, there is no monitoring or recording through local police agencies of criminal activities off-campus.

## **Emergency Notifications**

In compliance with Federal law, Platt College will immediately issue an Emergency Notification to the College campus once confirmation has been received by the CSA of any significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or faculty. The Campus President and/or Academic Dean will access available sources of information from other campus administrative staff and local authorities to confirm the existence of the danger and will respond by initiating an Emergency Notification without delay. The Campus President in conjunction with the Vice President of Campus Operations will determine who should be notified, the content of the notification, and initiate the notification system. The notification will target the specific portions of the impacted campus location(s), unless issuing a notification will, in the professional judgement of responsible authorities compromise efforts to assist a victim or to contain or respond to an emergency.

An Emergency Notification may be issued in one or more of the following methods to students, staff, faculty and the larger community as needed:

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

Emergency Notifications will be sent to all students, faculty and staff unless it is clear the event is limited to a specific area of the campus.

Campus-wide Emergency Notifications may only be issued by the following authorized individuals:

- Vice President of Campus Operations
- Campus President
- Director of Student and Academic Affairs

## Test of Emergency Notification System and Evacuation Procedures

Platt College will conduct an annual test of the Emergency Alert notification system. Each test of the emergency notification system and emergency evacuation procedure will be documented with a description of the exercise, the date, time, and whether the test was announced or unannounced. Evacuation procedures begin on page 12 of the Annual Security Report. Documentation and results from these annual tests will be kept in the Campus President's office, flyers will be posted on campus in common areas notifying students, faculty and staff of the results of all drills.

## Timely Warnings

In compliance with Federal law, Platt College will issue a Timely Warning to the entire Platt College campus when a Clery reportable crime occurs on campus or in an area surrounding the campus when the Vice President of Campus Operations or other senior level official determines that the situation represents a serious or continuing threat to the students, staff and faculty. The decision to issue a Timely Warning will be made on a case-by-case basis.

## Emergency Notifications or Timely Warning, Understanding the Difference

	Emergency Notification	Timely Warning
Recipients	The entire campus or a subset	The entire campus
Triggering incident	Any event that is currently Occurring on or imminently Threatening the safety and security of the campus community	Clery reportable crimes That have already occurred But are believed to present an ongoing threat to the community
Timeline for sending a Message	As soon as first-responders confirm significant emergency or dangerous situation	As soon as pertinent information is available

## General Campus Safety

### Accessibility to Facilities:

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 and Consumer 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 stated here.

Platt College encourages all students, faculty and staff to take an active role in their own security and the security of others. Stay informed, report suspicious behavior to a CSA immediately and participate in all Platt College sponsored safety and crime prevention events and trainings that happen annually throughout the year.

Platt College does not maintain any non-campus locations for student organizations; therefore, there are no monitoring activities at non-campus locations.

**Platt College conducts all maintenance of campus facilities during times of expected low population. If relocation of students, staff or faculty are needed notifications will be provided prior to the scheduled maintenance. Maintenance could include any combination of the following: lighting, plumbing, building repairs (painting, carpet cleaning) etc.**

## **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. Students, faculty and staff should check with local TV stations: KTLA and ABC7. Students can also log into the Student Intranet for current information regarding the campus and campus safety. Faculty and Staff can access the Employee Intranet for current information regarding the campus and campus safety.

## **Building Lock-downs:**

In the event imminent danger inhibits 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 the phone intercom or other campus announcement system.
- 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.

# Emergency Evacuation

## Platt College- Alhambra Site Evacuation Procedures

<b>1. Audible Fire Alarm OR Notice of Evacuation by Classroom Phone</b>	<p>When the audible fire alarm sounds, all occupants will immediately:</p> <ul style="list-style-type: none"> <li>• Collect their personal belongings around them, including coats, cell phones, keys</li> <li>• Evacuate to the nearest emergency exit of the classroom or office</li> <li>• Follow the route to the ground floor and exit the building</li> <li>• Go to their assigned Assembly Area</li> <li>• Provide their names to the Instructor or Supervisor</li> <li>• Wait for further instructions</li> <li>• <b><i>Students are NOT released from class during an evacuation and must wait for the ALL CLEAR or until told by their instructor that they can leave and/or reenter the building</i></b></li> <li>• <b><i>Employees are NOT released from work during an evacuation and must wait for the ALL CLEAR or until told by their supervisor that they can leave</i></b></li> </ul>
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<b>2. Classroom Evacuation Students and Instructors</b>	<p>When the fire alarm sounds, the students are to:</p> <ul style="list-style-type: none"> <li>• Collect their personal belongings around them, including coats and jackets</li> <li>• Evacuate out the classroom door and go to the nearest emergency exit</li> </ul> <p>Instructors are to:</p> <ul style="list-style-type: none"> <li>• Announce the evacuation</li> <li>• Assist students with evacuating the classroom</li> <li>• Gather their own personal belongings, including cell phones, keys, and personal items</li> <li>• Be the last person to leave the classroom- taking attendance sheet with them</li> <li>• Make a visual check of the room to make sure everyone has left</li> <li>• If anyone is injured or unable to self-evacuate, the Instructor contacts floor warden/ others to assist the person to evacuate, if possible</li> </ul>
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<b>3. College Office Areas Employees and Manager</b>	<p>When the fire alarm sounds, all employees are to:</p> <ul style="list-style-type: none"> <li>• Collect their personal belongings around them, including cell phones and keys</li> <li>• Go to the nearest emergency exit</li> </ul> <p>The Floor Warden or designated back-up will (there is one for each floor or separate office location):</p> <ul style="list-style-type: none"> <li>• Gather their own personal belongings, including jacket, coat and</li> </ul>
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	<p>personal items</p> <ul style="list-style-type: none"> <li>• Hold a flashlight</li> <li>• Walk through the office area and make a visual check to make sure everyone has left</li> <li>• Check any closed conference rooms, restrooms or other closed areas to make sure everyone has left</li> <li>• This check should take no more than one minute to complete</li> <li>• All occupants are told to leave immediately</li> <li>• If anyone is injured or unable to self-evacuate, the Office Manager calls 9-1-1 to report the emergency and gets help from others to assist the person to evacuate</li> <li>• Visitors and guests are directed to the nearest exit and asked to go to the assembly area</li> <li>• If an occupant refuses to leave, the Manager will continue with his or her own evacuation and notify the person in charge (PIC) once outside the building</li> </ul>
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<b>4. People with Disabilities or Mobility Impairments</b>	<p>If there is a mobility impaired or disabled student or instructor, the College will provide:</p> <ul style="list-style-type: none"> <li>• An assistant who will help the disabled person to the evacuation route</li> <li>• Information to the fire department on the location of the disabled person, if that person will be taking the elevator or will be waiting on the stairway landing</li> </ul> <p>If the person is in a wheel chair or otherwise unable to exit through stairwells, special permission may be given to use an elevator. The elevator should be ready to open when called.</p> <ul style="list-style-type: none"> <li>• If the elevator cannot be used and the person cannot get down the stairway, proceed to a stairway landing and remain out of the way of people evacuating down the stairs.</li> <li>• Call 9-1-1, report the situation and wait for assistance.</li> <li>• Do not leave a disabled person alone.</li> </ul>
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<b>5. College Assembly Areas – Students</b>	<p>All students and instructors are to go to the pre-designated assembly areas outside of the building. Instructors are to:</p> <ul style="list-style-type: none"> <li>• Account for all students who were present in the classroom at the time of the evacuation and note anyone who was present in the classroom but is not accounted for at the assembly area</li> <li>• Determine the student's location if possible</li> <li>• Go to the Staging Area and report the status count of the students, providing the name and last known location for unaccounted for students to the Academic Dean or their designee.</li> </ul>
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<b>6. Office Assembly Areas</b>	<p>All employees are to go to the pre-designated assembly areas outside of the building. Floor Wardens are to:</p> <ul style="list-style-type: none"> <li>• Account for all staff who were present at work at the time of the evacuation and note anyone who was present at work but is not accounted for at the assembly area</li> <li>• Determine the employee's location if possible</li> <li>• Go to the Staging Area and report the status count of the staff, providing the names and last known location for unaccounted for persons to the Campus President</li> <li>• Account for any visitors or guests</li> </ul>
<b>7. Staging Area</b>	<p>The Staging Area is a pre-designated location outside of the building(s) for:</p> <ul style="list-style-type: none"> <li>• The location of the Campus Emergency Response Team (CERT) for receiving reports from Instructors and Floor Wardens</li> <li>• The location or near to the Care Area for people with injuries or who are emotionally upset (the Fire Department will take care of people in need of any medical assistance.)</li> <li>• Location of the Staging Areas: <ul style="list-style-type: none"> <li>○ See map of "Refuge Area" located in the classroom.</li> </ul> </li> </ul>
<b>8. Campus President or Designated Person-in-Charge</b>	<p>The Campus President will report to the Staging Area. He/she will:</p> <ul style="list-style-type: none"> <li>• Receive Reports from Instructors and Floor Wardens on the status of all students, staff and visitors</li> <li>• Confirm that 9-1-1 has been called for the fire alarm and for any injuries or emergencies</li> <li>• Ensure that campus first aid personnel have been activated if necessary</li> <li>• Serve as the point of contact for the Property Manager (and confirm whether Property Manager contacted 9-1-1). If a Property Manager is on-site, that person serves as the primary point-of-contact for public safety agencies, including the Fire Department.</li> <li>• Report the crisis status and any requests for support to Platt Colleges Corporate</li> <li>• Check on the status of anyone who is injured or needs help and set up a Care Team location for helping people with injuries or who are emotionally upset</li> <li>• Check on the status of people with disabilities or mobility impairments</li> <li>• Report any missing people or people who did not evacuate to the Fire Department (or Property Manager, if on-site)</li> <li>• Contact the Property Manager to determine the status of building(s)</li> <li>• If the Property Manager is not on site, contact the Fire Department to determine the status of the building(s)</li> <li>• Receive the ALL CLEAR or NOT CLEAR from the Fire Department or Property Manager</li> <li>• Notifies Instructors and Managers if the building(s) will be closed</li> </ul>

<b>9. Care Area/ Care Team</b>	<p>If needed, the Campus President will establish a Care Area and assign a Care Team. The Care Team designates a Care Area for people with injuries or who are emotionally upset.</p> <p>The Care Team will:</p> <ul style="list-style-type: none"> <li>• Provide First Aid as required by OSHA regulations</li> <li>• Coordinate with the Fire Department for persons with injuries requiring additional care</li> <li>• Provide assistance to anyone who is emotionally distressed</li> <li>• Contact community mental health agencies as necessary</li> <li>• Confirm the identity of anyone who is treated, transported or referred to medical services</li> </ul>
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<b>10. ALL CLEAR</b>	The ALL CLEAR is given when the building(s) has been checked by the Fire Department and can be safely occupied.
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<b>11. NOT CLEAR – Building closed</b>	The NOT CLEAR indicates the building is not safe or will not be open for occupancy. The occupants will wait for further instructions from the PIC.
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<b>12. First Aid Supplies and Other Emergency Supplies</b>	<ul style="list-style-type: none"> <li>• First Aid Kits are located in the Dean and Campus President Offices</li> <li>• Flashlights and batteries are located with the floor wardens and in the copy rooms</li> </ul>
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## Emergency Resources

Urgent Medical Care	(909) 981-2273
Local Hospital (Alhambra Hospital)	(909) 391-0333
Animal Control	(800) 472-5609
Fire Dispatch (non-emergency)	(909) 395-2002
Hazardous Waste Disposal	(888) CLEAN LA (888) 253-2652
Poison Center	(800) 876-4766



Alhambra Police, Front Desk Dispatch (report crimes)	(909) 395-2001 (909) 986-6711
Southern California Edison (emergency, i.e. power outage, lines down)	(800) 611-1911
Southern California Gas Company (emergency shutoff)	(800) 427-2200
Traffic Safety	(909) 986-6711

## **Crisis Scenarios**

### **Earthquake**

- Identify if persons in your area are injured. Assess the severity of the injuries. Report or dispatch someone to report to the Campus President.
- Determine if there is structural damage to the area you are located in and report to the Campus President.
- Members of the Campus President will assemble in the administrative suite and conduct a swift assessment of the situation—injuries and facility condition.
- Follow first-aid procedures to handle injuries.
- If damage to the facility is extensive, the Campus President will order the evacuation of the facility.
- Assemble building occupants in a secure location. Instruct occupants not to attempt to leave area until surrounding area damage is known.
- The Campus President will contact emergency authorities and document community directives. Determine if the evacuees are able to get home – roads are passable, identify areas of damage and evacuation locations.
- The Campus President will report facility damage and condition to building management.
- Follow relocation and evacuation procedures.

### **Bomb Threat**

- Do not put the caller on hold.
- Treat all threats seriously. Follow the “Questions to Ask” form from the FBI Bomb Data Center.
- Do not delay reporting this incident directly to Campus Management. Wait for instructions from the Campus President. We do not want to cause undo panic, therefore, do not discuss the incident with anyone else unless directed by the Campus President.
- The Campus President will call 911.
- The Campus President will order the evacuation of the building, if necessary.
- Do not activate fire alarm for building evacuation as it may activate a bomb. The Campus President will go to classrooms and offices and notify people to evacuate.

### **Bomb Threat Questions to Ask**

## **FBI Bomb Data Center (Keep near phones)**

### **Questions:**

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What does the bomb look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

### **Threat Language**

- \_\_\_\_\_ Well spoken (educated)
- \_\_\_\_\_ Incoherent
- \_\_\_\_\_ Foul
- \_\_\_\_\_ Taped
- \_\_\_\_\_ Message read by threat maker
- \_\_\_\_\_ Irrational

### **Caller's Voice**

- |               |                       |
|---------------|-----------------------|
| _____ Calm    | _____ Clearing Throat |
| _____ Nasal   | _____ Laughter        |
| _____ Angry   | _____ Deep Breathing  |
| _____ Stutter | _____ Crying          |
| _____ Excited | _____ Cracking Voice  |
| _____ Lisp    | _____ Normal          |
| _____ Slow    | _____ Disguised       |
| _____ Raspy   | _____ Distinct        |
| _____ Rapid   | _____ Accent          |
| _____ Deep    | _____ Slurred         |
| _____ Soft    | _____ Familiar        |
| _____ Ragged  | _____ Whispered       |
| _____ Loud    |                       |

Who did he/she sound like? \_\_\_\_\_

### **Background Sounds**

- \_\_\_\_\_ Street noises
- \_\_\_\_\_ Factory machinery
- \_\_\_\_\_ Dishware
- \_\_\_\_\_ Animal noises
- \_\_\_\_\_ Voices
- \_\_\_\_\_ Clear
- \_\_\_\_\_ PA system
- \_\_\_\_\_ Static

\_\_\_\_\_ Music  
\_\_\_\_\_ Local  
\_\_\_\_\_ House noises  
\_\_\_\_\_ Long distance  
\_\_\_\_\_ Motor  
\_\_\_\_\_ Office machinery

Other comments: \_\_\_\_\_

**Write the exact wording of the threat:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Based on your best guess, fill in the following information about the caller.

Gender: \_\_\_\_\_  
Race/ethnicity: \_\_\_\_\_  
Age: \_\_\_\_\_  
Number at which  
call is received: \_\_\_\_\_  
Time: \_\_\_\_\_  
Date: \_\_\_\_\_  
Caller ID number  
displayed: \_\_\_\_\_

**Remarks:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone number: \_\_\_\_\_

**Report call immediately to Campus President, who will then call 911.**

**Suspicious Package**

- If you spot a suspicious object, package, etc. report it to Security Personnel or Campus President. Under no circumstances should you touch or move it in any way. A suspicious package may not contain a return address and may be delivered or discovered in an unconventional way.
- Evacuate area: Campus President will block off the immediate area around the package.
- Campus President will contact police/fire for assistance from bomb squad.
- Wait for trained police squad to examine and dispose of suspicious package.

## **Biohazards**

*Scenario: Employee or student is exposed to blood, vomit or other potentially infectious substances.*

Universal precautions will be observed by all Platt College employees to prevent contact with blood and other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids will be considered potentially infectious. The underlying concept of universal precaution is that all body fluids are considered to be infectious.

- Contact Academic Dean or designee for clean-up of any blood and/or body substance spills. Spills are to be promptly cleaned by gloved personnel using a bleach solution.
- Latex glove use is required for any contact with people or contaminated articles in which direct exposure to blood or other body substances may be anticipated. Gloves must be removed immediately, or as soon as feasible, after contact and followed by a 10 second hand wash.
- Equipment contaminated with blood or other potentially infectious substances must be cleaned and decontaminated with a bleach solution immediately or as soon as feasible.
- The Campus President or designee will arrange to dispose of the contaminated gauze, gloves and clean-up materials contained in a plastic bag and to secure/isolate the bag. The materials will be disposed directly into dumpster.
- Sharp items should be considered as potentially infected and be handled with extraordinary care to prevent accidental injuries.
- Call the Campus President or designee for removal and disposal of “sharp container”. Hypodermic needles should be handled carefully using tongs and gloved hands
- An Incident Report Form should be completed with the Academic Dean.

## **Fights**

- In the event that a fight occurs in the school, a staff/faculty member should try to diffuse the situation if possible. Once the situation is under control, escort the students to the Campus President.
- If the fight cannot be diffused, the staff/faculty member should immediately contact Campus Security or the Campus President and consider calling 911.

## **Suspect or Witness Crime**

*Scenario: theft, vandalism, drug use.*

- If an employee suspects a student or an employee is breaking the law, the employee should contact the Campus President.
- If the crime is in progress and if no foreseeable danger is apparent, try to diffuse the situation.
- If possible apprehend the perpetrator(s) and bring them to Campus President or Campus Security.

- If the crime is a violent crime, call **911 immediately** and notify Campus Security and the Campus President.
- An Incident Report Form must be completed with the Campus President.

## **Violent Crime**

*Scenario: A violent incident occurs on campus, such as gunfire, stabbing or sexual assault.*

- Do not attempt to apprehend or interfere with the assailant(s).
- Call 911 immediately and notify Campus Security and a CMT member. In the event of a reported sexual assault, the Campus President will assist the victim in reporting violations at their request.
- If possible, have someone stay with the victim(s) to provide emotional comfort and to monitor their condition.
- Before the police arrive, the Campus President will try to immediately isolate the incident or portion of the building and potentially evacuate the rest of the school.
- The police will determine the course of action to take to ensure the safety of those in the vicinity of the incident. If evacuation is necessary, no one is permitted back into the building until the police and the Campus President authorize re-entry.
- The Campus President will serve as lead contact for the authorities.
- The Campus President will act as a liaison with the authorities and will wait by the building entrance to meet and guide the emergency personnel.
- The liaison will identify key personnel to assist with authorities' directives. This may include Security and Campus President.
- The Campus President will provide a current copy of the floor plan of the building to the police, upon request.
- The Campus President will assist the authorities in collecting all evidence and obtaining witness statements.
- The Campus President will instruct the front desk receptionist on how to respond to phone calls regarding the situation.
- Campus President will be available to assist and provide counseling, emotional support and referral to local hospitals, crisis programs and sexual assault programs.
- The Campus President will prepare statements and plan for disseminating information to all audiences—students, parents/families, staff/faculty, media and the public.
- An Incident Report Form must be completed with the Campus President.

### **Once the immediate crisis is contained:**

- The Campus President should be notified if the alleged perpetrator is a student and Human Resources should be notified if it's an employee for further investigation and disciplinary action.
- For those indirectly affected by the incident, dismissal may be appropriate and should occur after an official announcement is made regarding what happened.

- For those directly affected by the incident: groups consisting of no more than 20 people will be de-escalated by the Campus President and given time to talk and express concerns or issues prior to dismissal.
- Review security measures and make any necessary adjustments.

## **Weapons**

*Scenario: Student, employee or visitor has a weapon, such as a gun or knife, on campus.*

Any situation involving a weapon is potentially dangerous. It is important to assess the individual's mental status before and during a confrontation and proceed only with caution. Consider the safety of yourself and those in the area.

### **Non-threatening situation: Possession of weapon is noted.**

- An individual aware of a weapon possession on campus should report the situation to Campus Security and Campus President.
- Campus President will make a determination regarding who, in addition to Campus Security, should confront the individual with the weapon. The police may be contacted, if appropriate to the situation.
- If the individual is a student or employee, he/she will be asked to remove the weapon from the premises. If the person is a visitor, he/she will be escorted out of the building by Campus Security.
- If the individual declines to remove the weapon from the premises, Campus Security or the police will escort him/her from the premises.
- Follow-up disciplinary action will be taken by the Campus President, if a student, or by Human Resources, if an employee. If the visitor was visiting students or employees, their host will be subject to disciplinary review by Campus President or Human Resources.

### **Threatening situations: A weapon is shown in a menacing manner on campus.**

- Do not attempt to apprehend or confront the person with the weapon.
- Attempt to retreat discreetly and assist or facilitate others to do likewise.
- As soon as safely possible, call 911, contact Campus Security and the Campus President. Provide them with your name, building address, location and information about the situation including type of weapon, physical description and mental state of person with weapon.

## **Elevator Breakdown**

*Scenario: The elevator has stopped operating and people are inside.*

- Individuals trapped inside the elevator should push the call button inside the elevator which immediately alerts Otis Elevator that there is a problem.
- Individuals who believe the elevator to be inoperable should immediately inform Campus Security Personnel and the Campus President.

- The Campus President will contact service to manage repair of the elevator and will communicate with those inside the elevator on status and timing.
- Instruct those inside the elevator not to pry the doors open or otherwise attempt to crawl out of the elevator.

## Violence Prevention

### Weapons Policy Usage & Possession

This policy applies to all employees, temporary workers, visitors, customers, and contractors on College property, regardless of whether or not they are licensed to carry a concealed weapon.

- No employee 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 has a reasonable belief 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 or visitor.
- The only exceptions to this policy are police 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 with a weapon 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.**

## **Crime Prevention Programs and Information**

### **Identity Theft**

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 means of 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
  - Driver's 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](http://www.equifax.com)
  - Experian: [www.experian.com](http://www.experian.com)
  - TransUnion: [www.transunion.com](http://www.transunion.com)
3. Call toll-free **1-877-ID-THEFT**
4. Report it to the Federal Trade Commission: <http://ftc.gov>



## Don't Ignore It, Report It

Report crimes or suspicious activity or behavior to the campus CSA immediately. This includes:

- Any activity or behavior that is threatening a person or property
- Use of drugs or alcohol or being under the influence while on campus
- Any other suspicious activity

**Primary prevention and awareness programs for all incoming students and new employees includes the following:**

- **All incoming students are given an overview of Platt College awareness programs during New Student Orientation.**
- **All new employees are given an overview of Platt College awareness programs during the New Employee on-boarding process with Human Resources.**

## Annual Trainings

Platt College offers annual trainings and informational fairs that cover a variety of topics including but not limited to crime prevention, bullying, conflict resolution, disaster preparedness, drug abuse, fraud and identity theft, hate crimes, internet safety, self-defense, and bystander intervention. In addition, Platt College participates in a variety of campaigns to promote the awareness of dating violence, domestic violence, sexual assault and stalking.

These trainings and events happen throughout the year and are often held in conjunction with National Awareness months. For more information or a calendar of events please contact Career Services.

Training/Campaign	Description	Frequency
Preventing Crime	National Crime Prevention Council <a href="http://www.ncpc.org">www.ncpc.org</a> programs are used on an annual basis at Platt College. An example of programs to look for are Circle of Respect, Fraud Prevention Program, Crime Prevention Month, etc. These programs are designed to empower students and employees on how to prevent crimes. Each session begins with a review of Platt College's security	Annually

	procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.	
<b>Bullying, Conflict Resolution, Self-Defense, Hate Crimes</b>	Using programs and tools from stopbullying.gov Platt College focuses on bully prevention with students, faculty and staff. Self-Defense classes are offered via local non-profit organizations for a nominal fee. Hate Crime awareness campaigns focus on educating our student body about acceptance. Each session begins with a review of Platt College's zero tolerance policy on bullying as well as the policy around conflict resolution.	Annually
<b>Disaster Preparedness</b>	Annual Emergency evacuations are held, and Platt College procedures are discussed and practiced. Safety tips are also displayed on campus for preparedness at home and in your car.	Annually
<b>Drug and Alcohol Awareness</b>	Platt College holds a Drug and Alcohol Awareness campaign that focuses on being drug and alcohol free and the expectation of a Platt College student by reviewing the Platt College Drug and Alcohol policies. The campaign also reminds everyone that Platt	Annually

	College is a drug and alcohol-free campus.	
<b>Violence Against Women -</b>	Platt College holds Violence Against Women campaigns that promote the awareness and primary prevention of dating violence, domestic violence, sexual assault and stalking. Educational handouts and videos are available on campus. These campaigns and training are in place to empower both women and men to have a better understanding of violence against women and how to be a supporter of change. Each campaign begins with a review of Platt College's zero tolerance policies and sanctions for violations of the published policies.	Annually

## Bystander Intervention

The role of a bystander (witness, defender or bystander) can be vital in crime prevention. Platt College supports Bystander Intervention and believes that important components of Bystander Intervention are:

- Awareness – heighten awareness of what is happening around you
- Sense of Responsibility – As a bystander understanding that you can are empowered to help your fellow classmates in their time of need by notify a CSA or other local law enforcement agency as needed.
- Weighing pros and cons – Being able to understand the pros and cons of getting involved in a potentially risky situation
- Confidence – Individuals that feel more confident are more likely to get involved and help others.

As a bystander, if you see something that concerns you, please speak with a CSA on your campus to have your concerns addressed.

## **Drug and Alcohol Policy**

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 and Alcohol Prevention Program described in the Student and Consumer Information section of this book.

Students and staff are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This policy also covers the improper use of all legal or prescription drugs that impair one's ability to perform safely and properly. This prohibition applies while on the property of the College or when participating in any Platt College activity. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion or termination from employment.

Platt College enforces federal, state and local laws regarding the use, sale, distribution, or manufacture of alcohol or any controlled substance, including the laws relating to underage drinking. Violations are subject to disciplinary action up to and including expulsion or termination from employment as well as possible criminal prosecution that can lead to fines or imprisonment.

## **Title IX Policy and Procedure**

The College intends to provide a work and school environment free of unlawful harassment, sexual violence or discrimination. The College prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex, military or veteran status, part- or full-time status, physical or mental disability, medical condition, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. In accordance with Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex, sexual harassment and sexual violence, which includes sexual assault, domestic violence, dating violence and stalking (collectively referred to as "sexual misconduct") and the College has jurisdiction over Title IX complaints.

All students and employees are required to undergo mandatory Title IX training. Upon starting with the College, students are provided Title IX training during new student orientation and generally every year thereafter. New employees are provided with Title IX training upon hire and generally every year thereafter.

This Title IX policy prohibits sexual misconduct by any employee, student, applicant for admission or employment, vendor, guest, contractor or anyone who does business with the College. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a vendor or other person the College does business engages in sexual misconduct, the College will take appropriate corrective action.

This policy is published on the College website and provided during new employee and student orientations. The College will respond promptly to reported violations and will take appropriate action to prevent, to correct, and discipline (if necessary) individuals who violate this policy.

If you believe that you have experienced or witnessed harassment or discrimination on the basis of a protected category other than sex, please follow the procedure outlined in the Non-Discrimination/Anti-Harassment policy located in the Student Catalog

## **Key Definitions**

**Sexual Harassment** unwelcome conduct of a sexual nature. Includes:

- a) Any act of “quid pro quo” (“this for that”) 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 College facilities, time or resources in relation to any form of entertainment, such as strippers or erotic 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.

**Sexual Violence :**

Sexual Violence is a form of sexual harassment. Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent).

Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purpose of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or

means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sexual assault occurs when a physical sexual activity is engaged in without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, and taking advantage of the other person's incapacitation (including voluntary intoxication).

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

**Retaliation:** Acts or attempts to retaliate or seek retribution. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence, reprisal and/or an adverse action related to employment or education. Retaliation may be committed by or against an individual or a group, and that a reporting party, responding party or third party may commit or be the subject of retaliation.

#### **Policy Statement:**

Platt College expressly prohibits crimes of dating violence, domestic violence, stalking, sexual assault, attempted sexual assault, and all other sexual offenses on any campus owned 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 suspension, probation and assessment of financial penalties for other offenses, as appropriate.

Platt College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is

deceased as a result of the crime or offense, Platt College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

### **To Report Sexual Misconduct:**

If you are a victim of or witnessed sexual misconduct, notify the Title IX Coordinator as soon as possible. All complaints involving a student will be referred to the Title IX Coordinator. All complaints involving an employee will be referred to both the Title IX Coordinator and to Human Resources. Your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

Platt College employees have a duty to report prohibited conduct to the Title IX Coordinator appropriate when they become aware of such conduct.

The Title IX Coordinator(s) has received training on what constitutes sexual misconduct, how to conduct an investigation and the Platt policy and procedure. Because reports can also be filed with an employee's supervisor or Human Resources, these employees also receive training on the College's procedures and any other procedures used for investigating reports of sexual misconduct.

A report may be made to either or both the police and the Title IX Coordinator. In order to ensure availability of witnesses and fresh memories of the alleged sexual misconduct, all reports should be made as promptly as possible after the alleged conduct. If there is a question about whether an incident of sexual misconduct occurred, a report should be made to the Title IX Coordinator for assistance in determining the nature of the incident.

Title IX Coordinator: **Megan Clifton**  
**6465 Sycamore Canyon Blvd Riverside, CA 92507**  
**mclifton@plattcollege.edu; 951-572-4300,**

The Title IX Coordinator oversees all Title IX complaints and is also responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Additional information regarding confidentiality is available in the College's Annual Safety and Security Report.

### **Investigations**

In response to complaints of sexual misconduct, the College will reach prompt and equitable resolution through a reliable and impartial investigation of complaints. The Title IX Coordinator will communicate with both the reporting party and responding party. Both parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary for the Title IX Coordinator to fully evaluate the alleged offense. Both the reporting party and the responding party will be afforded equitable rights and access during the investigative process. The College may not require a reporting party to participate in a formal investigation that he or she has initiated.

Generally, this investigation will consist of interviewing the reporting party, the responding party, and any witnesses. The Title IX Coordinator will, barring extenuating circumstance, complete the investigation and make a determination regarding any necessary discipline of the responding party and remedies to reporting party within sixty (60) days of the date that the report is first received by the Title IX Coordinator. Each party will be presented with the results of the investigation before the Title IX Coordinator finalizes disciplinary action—giving the parties the opportunity to respond to the investigative report in writing in advance of a decision. In the event of a delay, the Title IX Coordinator will provide written notice to the reporting party and the responding party explaining the reason for the delay. If there is a conflict of interest between the Title IX Coordinator and the reporting party/responding party, an alternative trained individual will conduct the investigation and determination (including disciplinary sanctions).



Both parties will receive simultaneous written notification of any disciplinary proceeding, if necessary, and the outcome of the complaint, including notification that the investigation results are final. Determination notices will be placed into the files of any student or employee. The Title IX Coordinator will determine if the incident is indicative of a systemic issue and, if so, work with the College staff to recommend changes to College policies, procedures or training to prevent re-occurrence.

To initiate a criminal investigation, reports of sexual violence should be made to “911” or local law enforcement. The criminal process is separate from the College’s investigation and disciplinary process.

#### **Requests for Confidentiality:**

If you would like Platt College to maintain your confidentiality, Platt College will limit who has access to the proceeding and review, however Platt College cannot guarantee complete confidentiality. Platt College will take all steps possible to protect the confidentiality of the victim and other involved parties, however Platt College cannot guarantee complete confidentiality. In cases where a student does not give consent for an investigation, the College will weigh the student’s request for confidentiality against the impact on College safety to determine whether an investigation must proceed. Complainants should be aware that in a formal investigation due process generally requires that the identity of the charging party and the substance of the complaint be revealed to the person charged with the alleged harassment.

#### **Interim Measures:**

Prior to or during an investigation, the College will provide interim measures, as necessary. Interim measures are individualized services offered, as appropriate, to either or both the reporting and responding parties involved in an alleged incident of sexual misconduct. Platt College will provide written notification to about options for, available assistance in, and how to request changes in academic situations, living, transportation and working situations or protective measures, where appropriate. Such changes will be accommodated, whenever possible, regardless of whether the victim chooses to report the crime to a campus security authority or local law enforcement. The Title IX Coordinator will inform victims of their options and available on-campus assistance and resources that will be made available in these situations.

Interim measures should be individualized and appropriate based on the information gathered by the Title IX Coordinator, making every effort to avoid depriving any student of her or his education. The measures needed by each student may change over time, and the Title IX Coordinator should communicate with each student throughout the investigation to ensure that any interim measures are necessary and effective based on the students’ evolving needs.

#### **Disciplinary Action and Possible Sanctions for Sexual Misconduct offenses:**

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

- Have an advisor and/ or support person present.
- Simultaneously be notified in writing of the outcome of the proceeding.
- All decisions made during the proceeding will be based on a “preponderance of evidence.” Meaning, more likely than not.

Through the investigation process, if the College determines that unlawful sexual misconduct has occurred, appropriate corrective action will be taken, including steps to prevent recurrence. Any employee determined by the College to be responsible for an act of sexual misconduct will be subject to appropriate disciplinary action, up to and

including termination. Remedies for student-related claims may include, but are not limited to, additional training, a restriction on contact, suspension, or termination. In addition, reporting parties who make accusations in bad faith may be subject to equivalent disciplinary action.

Disciplinary actions taken will be determined on a case-by-case basis.

### **To Prevent Sexual Assault:**

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

- Scheduled educational webinars offered every year
- Sexual Assault Prevent Pamphlets available on campus
- Information and community resources located in the Student Services Office
- **Yes means Yes – Affirmative consent** must be ongoing throughout a sexual activity and can be revoked at any time.

The educational programs and campaigns are designed to promote the awareness of dating violence, domestic violence, sexual assault, and stalking.

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 punch bowls 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.

### **If you are a Victim of a Sexual Assault:**

To report a sexual assault, go to a safe place and call 9-1-1. Should you wish assistance in notifying law enforcement authorities, contact the Title IX Coordinator.

The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. 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 will 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 including mental health, visa and immigration assistance and financial services, contact** [www.211.org](http://www.211.org) or dial 211 on any phone. Platt College does not employ any trained counselors but you can also stop by Student Services or the Registrar's office for additional assistance in identifying local programs or agencies that can help meet the student's specific needs or to pick up a 211 handout. 211 offers free, confidential referral and information helpline and website. 211 offers support in the following:

- Supplemental food and nutrition programs
- Shelter and housing options and utilities assistance
- Emergency information and disaster relief
- Employment and education opportunities
- Services for veterans
- Health care, vaccination and health epidemic information
- Addiction prevention and rehabilitation programs
- Reentry help for ex-offenders
- Support groups for individuals with mental illnesses or special needs
- A safe, confidential path out of physical and/or emotional domestic abuse
- Financial services/tax preparations
- Visa/immigration information

*Written information is provided to all students during New Student Orientation. Employees are notified annually during the release of the policy and procedure manual.*

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

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

Violence Against Women Online Resources: [www.vawnet.org](http://www.vawnet.org)

Local recourses can be located at <http://www.211.org/>

### **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 or they may choose to not report at all. When a student or employee reports to Platt College that student or employee has been a victim of sexual misconduct, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

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

- To be treated with fairness and respect.
- To have confidentiality maintained (within bounds of the law and campus policies). To protect the confidentiality of victims and other necessary parties, Platt College will complete publicly available recordkeeping, but will not include any personally identifying information about the victim.
- To have criminal proceedings and/or campus policies and procedures fully explained.
- To receive assistance and resources, about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, which are made available to victims of crimes.
- To receive referral information for support services.
- To receive campus support to deter harassment and/or retribution.
- To have requests for academic and working accommodations reviewed and considered by an unbiased college official.
- To have others present including an advisor.
- To protect any orders of protection, "no-contact" orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution.
- To maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of Platt College to provide the accommodations or protective measures.

**Pregnant and Parenting Students:**

In accordance with the Department's Title IX regulations, Platt College does not apply any rule concerning parental, family, or marital status that treats persons differently on the basis of sex; or discriminate against or excluding any student from its education program or activity, including any class or extracurricular activity on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom. Students requesting accommodations due to pregnancy/parenting should contact their Academic Dean and/or the Title IX Coordinator. The Academic Dean will contact the Title IX Coordinator.

**Campus Disciplinary Process:**

- Any student requesting a disciplinary proceeding in writing will have his/her case reviewed within 5 business days. The Director of Accreditation and Regulatory Affairs will review all evidence and a investigation plan will be established. . To formally file a complaint, the student needs to submit their complaint in writing to

the The Director of Accreditation and Regulatory Affairs either in person, by mail or electronic mail.

- The Director of Accreditation and Regulatory Affairs will review the complaint and launch an investigation. The investigation will be prompt, fair and impartial.
- During the investigation process the Director of Accreditation and Regulatory Affairs will communicate with both parties (i.e. the Complainant and Respondent) Both parties will receive equal opportunity to provide information including witness statements, evidence and other relevant information. The investigation will consist of interviewing the Complaint, Respondent and any witnesses.
- All information gathered will be given directly to the assigned Informal Resolution Facilitator Decision Maker.
- 
- The hearing officer who will generally be The Director of Accreditation and Regulatory Affairs will receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- All parties involved will be notified of the review proceeding and will be allowed to attend and bring one person to accompany them throughout the proceeding. All decisions will be based on the preponderance of evidence.
- Any student found guilty of sexual assault will be dismissed from Platt College for a first offense.
- Both the victim and the accused will be notified simultaneously of all decisions made at the same time in writing via email.
- Please note there is only one type of disciplinary proceeding regardless of the claim.

**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 bring their own representation once all FERPA requirements have been met. To provide a victim impact statement for consideration by the review committee
- To be informed of the general outcome of the review committee.
- To be informed of the impending return of the accused on campus, if conditions were met that would allow their return.
- To have any orders of protection reviewed and enforced where applicable.

**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 a support person of your choice present.
- 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.

Both the victim and the accused will be notified simultaneous via written notification. Both the victim and the accused will be provided with a prompt, fair and impartial proceeding that is conducted by hearing officials that have received annual training related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

All review meetings will be consistent with Platt College policies and transparent to the accuser and accused. Timely notice of the meetings will be provided to both the accuser and the accused. Timely and equal access will be given to both the accuser and the accused to any information that will be used during informal or formal disciplinary meetings. All meetings will be conducted by an official(s) who do not have a conflict of interest or bias for or against the accuser or accused, and by officials who receive annual training on the issues of dating violence, domestic violence and sexual assault.

All review meetings will occur within 5 business days of formal notification of the complaint.

All parties have the right to bring their own representation once all FERPA requirements have been met. Platt College will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding; however Platt College reserves the right to establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

### **Campus Disciplinary Hearing Outcome**

All results from a disciplinary hearing are considered final. There is no option for an appeal by either party.

### **Communication with Platt College Faculty and Staff**

All employees of Platt College are required to report all details of an incident (including the identities of all parties involved) to the Title IX Coordinator. An employee will complete an incident report and submit the information within 24 hours of the incident. To the extent possible, information reported to the Title IX Coordinator or other Platt College employee will only be shared with individuals responsible for handling the college's response to the incident. The nature of the incident may also result in it being reported in the Annual Security Report, however personally identifying information is never released. Victims of sexual misconduct should be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to other members of the campus community.

### **Retaliation Prohibited**

Retaliation against an individual for raising an allegation of sexual misconduct, for cooperating in an investigation, hearing or proceeding of such a complaint, advocating for others' Title IX rights or for opposing discriminatory practices is prohibited. If you believe you have been retaliated against, you should promptly notify the Title IX Coordinator.

## **False Claims**

Allegations are taken with tremendous concern, any person who knowingly makes a false claim of sexual misconduct may be subject to disciplinary action up to and including expulsion from the College.

## **Additional Information**

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>. To the extent that an employee or contract worker is not satisfied with the College’s handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## **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](#).*

## **Crime Statistics**

Platt College has had a good record of safety and security. This report is meant to inform the campus community of historical trends of the types of crimes that have occurred on campus grounds or within the immediate vicinity. Platt College works with the local law enforcement agencies as well as our designated Campus Security Authorities to ensure that all of the reported information is accurate.

### **Locations Defined:**

**Campus:** Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support, or in a manner related to, the institution’s educational purposes *Platt College – Ontario defines the campus as 3700 Inland Empire Blvd, Ontario, CA 91764*

**Non-campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonable contiguous geographic area of the institution. *Platt College does not have any non-campus property.*

**Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. *Platt College – Ontario defines public property as the parking facilities accessible from the front and rear entry/exit points of the building as well as the courtyards and sidewalks surrounding building. The streets surrounding the campus include Inland Empire Blvd.*

### **Crimes Defined:**

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Murder/Non-negligent Manslaughter:** The willful killing of one human being by another.

**Sexual Assault:** forcible rape, forcible fondling

**Non-forcible sexual assault:** Unlawful, non-forcible sexual intercourse includes:

***Incest:*** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

***Statutory Rape:*** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery:** The taking or attempt to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

**Motor Vehicle Theft:** The theft of a motor vehicle, including automobiles, trucks, motorcycles, golf carts, and mopeds.

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, or personal property of another.

**Hate Crime:** Any of the previously listed crimes and any other crime involving bodily injury, theft, intimidation, assault or destruction/damage/vandalism reported to the police or to a CSA in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability of the victim.

***Larceny – theft:*** the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

***Simple assault:*** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.



**Intimidation:** unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Destruction/damage/ vandalism of property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Arrest:** A person (juveniles included) taken into custody (jail) or a citation issued for violation of liquor, drug, or weapons laws.

**Disciplinary Referral:** The referral of any person to any campus official who institutes a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

**Liquor Laws:** The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Driving under the influence and drunkenness violations are excluded.

**Drug Laws:** Violations of laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (Morphine, Heroin, Codeine); marijuana, synthetic narcotic (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Weapons Laws:** The violation of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, knives, explosives, or other deadly weapons.

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Crimes defined by applicable jurisdiction:

### **Domestic or Dating Violence**

California Penal Code Section 13700.

(a) "Abuse" means intentionally or recklessly causing or attempting to cause bodily injury, or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.

(b) "Domestic violence" means abuse committed against an adult or a minor who is a spouse, former spouse, cohabitant, former cohabitant, or person with whom the suspect has had a child or

is having or has had a dating or engagement relationship. For purposes of this subdivision, “cohabitant” means two unrelated adult persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship.

## **Sexual Assault**

California Penal Code Section 243.4.

(c) Any person who touches an intimate part of another person for the purpose of sexual arousal, sexual gratification, or sexual abuse, and the victim is at the time unconscious of the nature of the act because the perpetrator fraudulently represented that the touching served a professional purpose, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

(d) Any person who, for the purpose of sexual arousal, sexual gratification, or sexual abuse, causes another, against that person’s will while that person is unlawfully restrained either by the accused or an accomplice, or is institutionalized for medical treatment and is seriously disabled or medically incapacitated, to masturbate or touch an intimate part of either of those persons or a third person, is guilty of sexual battery. A violation of this subdivision is punishable by imprisonment in a county jail for not more than one year, and by a fine not exceeding two thousand dollars (\$2,000); or by imprisonment in the state prison for two, three, or four years, and by a fine not exceeding ten thousand dollars (\$10,000).

(e) (1) Any person who touches an intimate part of another person, if the touching is against the will of the person touched, and is for the specific purpose of sexual arousal, sexual gratification, or sexual abuse, is guilty of misdemeanor sexual battery, punishable by a fine not exceeding two thousand dollars (\$2,000), or by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. However, if the defendant was an employer and the victim was an employee of the defendant, the misdemeanor sexual battery shall be punishable by a fine not exceeding three thousand dollars (\$3,000), by imprisonment in a county jail not exceeding six months, or by both that fine and imprisonment. Notwithstanding any other provision of law, any amount of a fine above two thousand dollars (\$2,000) which is collected from a defendant for a violation of this subdivision shall be transmitted to the State Treasury and, upon appropriation by the Legislature, distributed to the Department of Fair Employment and Housing for the purpose of enforcement of the California Fair Employment and Housing Act (Part 2.8 (commencing with Section 12900) of Division 3 of Title 2 of the Government Code), including, but not limited to, laws that proscribe sexual harassment in places of employment. However, in no event shall an amount over two thousand dollars (\$2,000) be transmitted to the State Treasury until all fines, including any restitution fines that may have been imposed upon the defendant, have been paid in full.

(2) As used in this subdivision, “touches” means physical contact with another person, whether accomplished directly, through the clothing of the person committing the offense, or through the clothing of the victim.

(f) As used in subdivisions (a), (b), (c), and (d), “touches” means physical contact with the skin of another person whether accomplished directly or through the clothing of the person committing the offense.

(g) As used in this section, the following terms have the following meanings:

(1) “Intimate part” means the sexual organ, anus, groin, or buttocks of any person, and the breast of a female.

(2) “Sexual battery” does not include the crimes defined in Section 261 or 289.

(3) “Seriously disabled” means a person with severe physical or sensory disabilities.

(4) “Medically incapacitated” means a person who is incapacitated as a result of prescribed sedatives, anesthesia, or other medication.

(5) “Institutionalized” means a person who is located voluntarily or involuntarily in a hospital, medical treatment facility, nursing home, acute care facility, or mental hospital.

(6) “Minor” means a person under 18 years of age.

(h) This section shall not be construed to limit or prevent prosecution under any other law which also proscribes a course of conduct that also is proscribed by this section.

(i) In the case of a felony conviction for a violation of this section, the fact that the defendant was an employer and the victim was an employee of the defendant shall be a factor in aggravation in sentencing.

(j) A person who commits a violation of subdivision (a), (b), (c), or (d) against a minor when the person has a prior felony conviction for a violation of this section shall be guilty of a felony, punishable by imprisonment in the state prison for two, three, or four years and a fine not exceeding ten thousand dollars (\$10,000).

## **Stalking**

California Penal Code 646.9:

(a) Any person who willfully, maliciously, and repeatedly follows or willfully and maliciously harasses another person and who makes a credible threat with the intent to place that person in reasonable fear for his or her safety, or the safety of his or her immediate family is guilty of the crime of stalking, punishable by imprisonment in a county jail for not more than one year, or by a fine of not more than one thousand dollars (\$1,000), or by both that fine and imprisonment, or by imprisonment in the state prison.

### **California Age of Consent Law:**

261.5

## **Consent**

Consent" shall be defined to mean positive cooperation in act or attitude pursuant to an exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.

A current or previous dating or marital relationship shall not be sufficient to constitute consent. Evidence that the victim suggested, requested, or otherwise communicated to the defendant that the defendant use a condom or other birth control device, without additional evidence of consent, is not sufficient to constitute consent.

**Time period is from calendar years 2017, 2018, and 2019.**

The following data on **criminal offenses - On-Campus** is reported for your review:

	2017	2018	2019
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0

The following data on **criminal offenses – On-Campus for Hate Crimes** is reported for your review:

	2017	2018	2019
Murder/Non-negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Hate Crimes are generally reported in one of the following Bias areas: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, National Origin

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

	2017	2018	2019
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	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:

	2017	2018	2019
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

In compliance, the following data on **criminal offenses – Public Property** is reported for your review:

	2017	2018	2019
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	1	0
Arson	0	0	0

In compliance, the following data on **hate crimes\*\* – Public Property** is reported for your review:

	2017	2018	2019
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0

Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Larceny-theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

Hate Crimes are generally reported in one of the following Bias areas: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, National Origin.

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

	2017	2018	2019
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

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

	2017	2018	2019
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possessions	0	0	0

The following are the number of **unfounded crimes – On-Campus**

	2017	2018	2019
None	-	-	-

**In compliance with the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (Campus SaVE), the following data on dating and sexual violence – on campus is reported for your review.**

<b>On-campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	1	0	0

<b>Public Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

- \* NOTE: The information on criminal offenses and arrests is updated on an annual basis by the Director of Accreditation and Regulatory Affairs. Statistics include those reported to local law enforcement agencies, designated campus officials (including but not limited to directors, deans, program chairs, faculty and staff). Each year, the Director reaches out to the local law enforcement agencies to obtain the statistics. The Director retains copies of the correspondence.



***PLATT COLLEGE***  
***STUDENT***  
***CONSUMER***  
***INFORMATION***

## ***Who is Available to Assist You?***

<b>Title</b>	<b>Name</b>	<b>Email</b>
<b>Campus President</b>	Martin Junta	<a href="mailto:mjiunta@plattcollege.edu">mjiunta@plattcollege.edu</a>
<b>Academic Dean</b>	Rigo Hernandez	<a href="mailto:rhernandez@plattcollege.edu">rhernandez@plattcollege.edu</a>
<b>Director of Admissions</b>	Omar Meza	<a href="mailto:omeza@plattcollege.edu">omeza@plattcollege.edu</a>
<b>Director of Career Services</b>	John Rubi	<a href="mailto:jrubi@plattcollege.edu">jrubi@plattcollege.edu</a>
<b>Financial Aid Manager</b>	Daniel Ramos	<a href="mailto:dramos@plattcollege.edu">dramos@plattcollege.edu</a>
<b>Registrar</b>	Norma Lopez	<a href="mailto:nlopez@plattcollege.edu">nlopez@plattcollege.edu</a>
<b>Student Accounts Representative</b>	Michelle Goetz	<a href="mailto:mgoetz@plattcollege.edu">mgoetz@plattcollege.edu</a>

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

### Education Department

Full-time Instructional Staff: This information is updated and kept current in the College Catalog Addendum- available from the Admissions Office

*Academic concerns are to 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 of concern.*

## **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.) The final authority in all cases rests with the Campus President.

### **Informal Grievance Procedure**

Students are encouraged to follow the listed procedure 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.

Students are encouraged to follow the procedures listed below 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):

## **Formal Grievance Procedure**

### **Step 1:**

Within fifteen (15) school days of the date of the event generating the complaint, a student will either:

- a) file a written notice with the Campus President, or
- b) file any complaints to [Feedback@PlattCollege.edu](mailto:Feedback@PlattCollege.edu)

The Student Grievance Form (see sample in Appendix A) may be obtained from the Campus President or Academic Dean. The student's written notice will identify the cause of the complaint, individuals involved (if applicable), the date(s) of occurrence and expected outcomes. The process below will be followed after a written complaint is received.

### **Step 2:**

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

### **Step 3:**

If the student is not satisfied with the proposed solution, the student may appeal in writing to the Department of Student and Academic Affairs. The Director of Student and Academic Affairs will have five (5) school days upon receipt of the grievance to review the action(s) taken up to that point. The Director of Student and Academic Affairs 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 action taken up to this point in the grievance process or upon completion of Step 3, the student may file a complaint with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

**A student may withdraw a complaint at any time during the process by completing the Student Grievance Withdrawal Form that is attached. (Appendix B)**

## **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 Handbooks available from the Program Directors: Diagnostic Medical Sonography, Respiratory Therapy, Vocational Nursing, Veterinary Technology and Occupational Therapy Assistant.*

## **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, day classes are generally scheduled Monday through Thursday between 7:45 a.m. and 12:45 p.m. Afternoon classes are generally scheduled Monday through Thursday between 12:45pm and 5:45pm. Evening classes are generally scheduled Monday through Thursday between 5:45 p.m. and 10:45 p.m. Friday or Saturday 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**

Platt College offers accelerated programs of study. As such, Leaves of Absence are discouraged, and are only granted for unusual mitigating circumstances. Written requests that are signed and dated and accompanied by all supporting documentation for the Leaves of Absence must be presented to the Academic Dean (or designee) prior to the end of the add/drop period of any module/term the student wishes to take a Leave of Absence. Students requesting an LOA must meet with the Registrar, Academic Dean, Financial Aid Office and Student Accounts Office before their request can be reviewed and considered for approval. A Leave of Absence may be granted for a maximum of 180 days in any 12-month period. The commonly acceptable reasons for a Leave of Absence are: medical emergency (including pregnancy), family emergency, military service. During the leave of absence period, the student is obligated to continue to make their normally scheduled Platt College in-school student payments and maintain contact with campus staff. Students failing to return from a Leave of Absence as scheduled will be withdrawn from Platt College. Students must have successfully completed two modules and be making satisfactory academic progress to be eligible for a Leave of Absence. All requests made for a Leave of Absence after the add/drop period will be treated as a drop request and will be withdrawn from Platt College. The student will be required to re-apply for admission to the program when he/she is ready to re-enroll in Platt College.

## **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. 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.**

## **Re-entry Policy**

Students that are dropped from their program may petition the Campus President for re-entry, but must remedy the issue causing their dismissal prior to starting, and may only be allowed to restart on a space-available basis and for a probationary period to be determined by the Campus President and Academic Dean. All dropped students applying for readmission must wait 30 calendar days or 1 module, whichever is greater from their date of determination before they can re-enroll.

## **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. 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 credentialed Librarian. The purpose of the LRC is to assist staff and faculty in orienting and teaching 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**

Monday – Thursday 7:15 a.m. to 10:30 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.

- **Other Notes**
- Library computers are for academic purposes only. Students will abide by the Internet usage policy, and copyright infringement prohibitions (copies are available in the library).
- 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. Certain programs require industry standard outfits. For more program specific information consult the Program Handbooks for Diagnostic Medical Sonography, Respiratory Therapy, Licensed Vocational Nurse or Veterinary Technology.

### **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 College Catalog:

1. Not to 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. Not to sell or offer to sell to any student any commodities or services without written permission of the school administration.
5. Not to 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. Not to 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 avoid physical abuse, verbal threats, bullying, or intimidation directed toward other students, staff, or campus visitors.
14. To avoid obstruction of 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 avoid falsification, distortion, or misrepresentation of information before a college official or judiciary body.
17. To avoid misuse of safety equipment, false bomb or fire alarms, or misinforming safety or security personnel.
18. To avoid 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 on the school specific website: [www.plattcollege.edu](http://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 or higher as required by their specific program.
  - D. The student has made satisfactory arrangements with Student Accounts 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.

**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 the state refund policy.
- 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 in conjunction with the Director of Accreditation and Regulatory Affairs.

### **Smoking Areas**

Smokers are to use designated smoking areas outside the building, at least 25 feet from any building entrance. E-cigarettes are not allowed in-doors. Any student wishing to use an e-cigarette must follow the same guidelines.

Please dispose cigarette butts in their proper receptacles.

### **Attendance**

Attendance is taken each day at Platt College. Attendance is tracked by the quarter hour. These increments accumulate over the length of the module and are added together to determine the total number of hours a student is absent. Students are responsible for notifying their instructor, Registrar and/or the Academic Dean if they are going to be absent from school. Students are encouraged to make non-school personal appointments at times that will not conflict with their scheduled classes. Platt College does not have an excused/unexcused absence policy. Students are responsible to attend all scheduled class sessions.

Students that are absent from school for fourteen (14) consecutive calendar days (excluding scheduled campus wide breaks that are greater than 5 days, and holidays) will be discontinued from their program for non-attendance at the end of day 14. Students will receive the appropriate grade of an F or W in accordance with Platt College's F/W policy. Students receiving Veterans Administration benefits who violate any provision of the attendance policy will have their Veteran's Benefits interrupted and the DVA will be notified. The Director of Student and Academic Affairs reserves the right to make final determinations based on the extenuating circumstances presented.

When determining DOD the following must be followed: Students absent fourteen (14) consecutive calendar days (excluding scheduled campus wide breaks greater than 5 days) will be the DOD.

Additional, program-specific attendance requirements are listed in the course syllabus and may also be found in the Veterinary Technology, Diagnostic Medical Sonography, Vocational Nursing and Respiratory Therapy Student Handbooks. These handbooks are available through their respective Program Directors.

### **Absence from Exams**

Students failing to attend on the day of an exam will receive a failing grade on that exam, unless if they have extraordinary circumstances, and they submit a request for attendance policy appeal, with relevant documentation, to the Program Director or Academic Dean as directed by the relevant program Handbook. Under extraordinary circumstances, the Academic Dean may accommodate a student's absence, provided adequate documentation can be produced. If

accommodation is approved by the Academic Dean, the student must make arrangements with their instructor(s) for a make-up exam immediately upon their return to the institution if not sooner.

### **Satisfactory Academic Progress (SAP)**

Students are expected to maintain satisfactory academic progress while enrolled at Platt College. Satisfactory academic progress includes maintaining a minimum Cumulative Grade Point Average (CGPA) and Program Completion Rate at the end of each evaluation period. The student is expected to complete his/her program within 150% of the normal time frame. The complete policy can be found in the Platt College Catalog.

### **Student Identification Cards**

Student Identification cards are required to be displayed at all times when on Platt College property. Platt College staff photographs students for their ID cards. If visitor passes are used they must be returned when signing out and or leaving premises.

### **Cellular Phones**

The use of cell phones 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 are prohibited in the computer classrooms. You are expected to notify your instructor immediately of any technical issues with computers or lab equipment of any kind. Each instructor may have their own classroom conduct policies, which will be provided along with the course syllabus on the first day of class.

## 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?

#### Need Based Funds:

Federal Pell Grants are available to those who qualify. These grant funds are awarded to students who demonstrate financial need as evidenced by a comparison of the Expected Family Contribution based on the information provided on the Free Application for Federal Student Aid (FAFSA) and Platt College's cost of attendance.\* These grant funds do not need to be repaid, unless you are over awarded. There is a lifetime limit of 600% eligibility for these funds. Pell Grants are only eligible to undergraduate students who have not completed a Bachelor's Degree or higher.

\$6345 is the maximum amount for 2020-2021 Pell Grant.

Calculating Pell Grant Lifetime Eligibility Used

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by a new federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100%, the six-year equivalent is 600%.

How is my Pell Grant Lifetime Eligibility Used calculated?

**Scheduled Award:** The maximum amount of Pell Grant funding you can receive is calculated for an "award year." An award year is a period of 36 quarter credit hours or 3 terms of full time enrollment. Your "scheduled award" is partially determined by using your expected family contribution (EFC) that is calculated from the information you (and your family) provided when you filed your FAFSA. Your scheduled award is the maximum amount you would be able to receive for the award year if you were enrolled full-time for the full school year. Your scheduled award represents 100% of your Pell Grant eligibility for that award year.

**Percent Used:** To determine how much of the maximum six years (600%) of Pell Grant you have used each year, the Department compares the actual amount you received for the award year with your scheduled award amount for that award year. Of course, if you receive the full amount of your scheduled award, you will have used 100%. Some students do not receive their entire scheduled award for an award year. There are a number of reasons for this, the most common of which are that the student was not enrolled for the full year or that the student was not enrolled full-time, or both.

If you did not receive the full amount of your scheduled award, we calculate the percentage of the scheduled award that you did receive. For example, if your scheduled award for an award year is \$5,000, but because you were enrolled for only one semester you received only \$2,500, you would have received 50% of the scheduled award for that award year. Or if you received only \$3,750 for the award year because you were enrolled three-quarter-time and not full-time, you would have received 75% for that year.

**Lifetime Eligibility Used (LEU):** The Federal Department of Education keeps track of your LEU by adding together the percentages of your Pell Grant scheduled awards that you received for each award year. You can determine how much Pell you have used and what you have remaining at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

**FSEOG Grants** are available to those who qualify. These grant funds are awarded to students who demonstrate financial need as evidenced by a comparison of the Expected Family Contribution based on the information provided on the Free Application for Federal Student Aid (FAFSA) and Platt College's cost of attendance.\* These funds do not need to be repaid, unless you are over awarded. FSEOG funds for an award year will be awarded to students with the lowest expected family contributions (EFC) with priority given to Pell Grant recipients in that award year. The award amount could range from \$200 to \$600 per academic year at Platt College based on its allocations.

**Federal Work Study** is available to those who qualify. These funds are awarded to students who demonstrate financial need as evidenced by a comparison of the Expected Family Contribution based on the information provided on the Free Application for Federal Student Aid (FAFSA) and Platt College's cost of attendance.\* The Federal Work Study Program (FWS) is a Campus-Based program. To receive FWS, a student must be enrolled or accepted for enrollment as an undergraduate student and must meet the general eligibility requirements to be eligible to receive Title IV funds.

**Cal Grants** are available to those who qualify. These grant funds are awarded to students who demonstrate financial need, which is determined by the results of the Free Application for Federal Student Aid (FAFSA) and the California Student Aid Commission (CSAC) income and asset ceilings limit (please refer to [www.csac.ca.gov](http://www.csac.ca.gov) for more information). These grant funds do not need to be repaid, unless you are over awarded. Both the FAFSA and the Cal Grant application must be submitted to the Department of Education and California Student Aid Commission by the deadline of March 2<sup>nd</sup>. Those that are eligible will be notified prior to the Fall of that same year. For more information, please visit [www.csac.ca.gov](http://www.csac.ca.gov).

**Direct Subsidized Loans** are available to undergraduate students with financial need as evidenced by a comparison of the Expected Family Contribution based on the information provided on the Free Application for Federal Student Aid (FAFSA) and Platt College's cost of attendance.\* Platt College determines the amount you can borrow based on the annual amount as determined in the Higher Education Act and the amount of a student's need., The U.S.

Department of Education pays the interest on a Direct Subsidized Loan while you are enrolled in school at least half-time, during the grace period of 6 months after you cease to attend Platt College on at least half-time enrollment, and during periods of deferment. Information on annual loan amounts, aggregate loan amounts, interest rates, and a sample repayment schedule is found below.

If you are a first-time borrower on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that you can receive Direct Subsidized Loans. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies to you, you may not receive Direct Subsidized Loans for more than 150 percent of the published length of your program. This is called your “maximum eligibility period.” Your maximum eligibility period is generally based on the published length of your current program as described in the Catalog.

For example, if you are enrolled in a four-year bachelor’s degree program, the maximum period for which you can receive Direct Subsidized Loans is six years (150 percent of 4 years = 6 years.) If you are enrolled in a two-year associate degree program, the maximum period for which you can receive Direct Subsidized Loans is three years (150 percent of 2 years = 3 years). Because your maximum eligibility period is based on the length of your current program of study, your maximum eligibility period can change if you change to a program that has a different length. Also, if you receive Direct Subsidized Loans for one program and then change to another program, the Direct Subsidized Loans you received for the earlier program will generally count toward your new maximum eligibility period.

Certain types of enrollment may cause you to become responsible for the interest that accrues on your Direct Subsidized Loans when the U.S. Department of Education usually would have paid it. Additional information can be found at <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>.

Under certain circumstances, you can receive a deferment or forbearance that allows you to temporarily postpone or defer your federal student loan repayments. Postponing or deferring your payments may help you avoid default. Additional information about the annual loan amounts, deferments, and repayment plans are described at [www. studentaid.ed.gov](http://www.studentaid.ed.gov)

Cost of Attendance is defined at Platt College per academic year of 3 terms, 30 weeks (cost is based upon average expenses comprised from California Student Aid Commission and if the student is living with parents or without parents).

2020-2021

Cost of Attendance per academic year:

	<b><u>Student not living with parents</u></b>	<b><u>Student living with parents</u></b>
Student registration fee	\$75	\$75
Student tuition	refer to catalog addendum for specific program	refer to catalog addendum for specific program
Student books and supplies	refer to catalog addendum for specific program	refer to catalog addendum for specific program
Student room and board cost	\$12,894	\$6,832
Student transportation cost	\$665	\$728
Student personal cost	\$2,940	\$2,506

Need is defined as the difference between the Cost of Attendance and the student's expected family contribution that is determined by the information included on the student's Free Application for Federal Student Aid (FAFSA), minus any other estimated financial assistance.

When a student is awarded financial aid, he or she is provided with a Budget Worksheet for the length of his or her program and an award letter for each academic year. If the student is otherwise eligible, financial aid is disbursed by crediting the student's account each payment period in which he or she is enrolled after the tuition and fees and books and supplies have been applied to the student's ledger at the beginning of the payment period. Books and supplies are provided to each student at the beginning of each payment period.

Non-need Based Funds:

**Direct Unsubsidized Loans** are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. Your school determines the amount you can borrow based on your cost of attendance and other financial aid you receive. You are responsible for paying the interest on a Direct Unsubsidized Loan during all periods. If you choose not to pay the interest while you are in school, during grace periods, and deferment or forbearance periods, your interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan). Please visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for more information.

### Annual Direct Loan Amounts:

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$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 Undergraduate Annual Loan Limit	\$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-Year and Beyond Undergraduate Annual Loan Limit	\$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.
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000—No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates—No more than \$23,000 of this amount may be in subsidized loans.

**Direct Parent PLUS Loans** are available to parents of dependent students who are credit worthy. Platt College determines the amount you can borrow, which is based on the difference between your cost of attendance and other financial aid you receive. The parent is responsible for paying the interest on a Direct PLUS Loan during all periods. If the parent chooses not to pay the interest while you are in school, during grace periods, and deferment or forbearance periods, the interest will accrue (accumulate) and be capitalized (that is, your interest will be added to the principal amount of your loan). You also have the option to postpone monthly payments towards this loan until the student's graduation date. This loan typically goes into repayment 90 days after the loan has been certified. More information on PLUS Loans is found at [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

**National Student Loan Data System (NSLDS)** Any student and/or parent who receives a Federal Loan while attending Platt College, Platt College is required to submit all loan information to the National Student Loan Data System (NSLDS) and will be accessible by guaranty agencies, lenders and schools determined to be authorized users of the data system. More information can be found at [www.nsls.ed.gov](http://www.nsls.ed.gov)

**Private or Alternative Loans** are available to undergraduate students who are credit worthy. Students and parents should avail themselves of any Federal loans that they might be eligible to receive before considering a private or alternative loan. The approved amounts of these loans are based on the applicant's credit. You have the option to add a credit worthy cosigner to lower

your interest rate. These loans typically go into repayment while you are in school. The interest rate and repayment plan are agreed upon between you and the lender. This information is not shared with the school. The borrower and/or co-borrower will receive the Truth and Lending Act disclosures before accepting any private loan. Platt College has a list of lenders for Private and Alternative loans. To qualify for the loan/s, the student must qualify with the lender based on the student's credit rating. These loans require Platt College to certify the student's cost of attendance. Platt College will complete the self-certification form on the lender's website (if approved by the lender) with the amount of the loans not to exceed Platt College's cost of attendance.

Both the Direct Parent PLUS Loan and the Private or Alternative Loans can be used to cover any institutional costs and any indirect costs of attendance components, such as room and board, transportation, and personal expenses, taking into account any other financial aid available to the student.

**Institutional financial assistance programs** are also available to those who qualify. There are no credit requirements for institutional financial assistance programs. These are typically offered to students who have financial gaps in their federal funding. Payments start while in school and are offered at 0% during a student's enrollment. If a balance is still owed 6 months after graduation, the interest rate changes to 8% or 4% with a cosigner. The borrower and/or co-borrower will receive the Truth and Lending Act disclosures before accepting any institutional financing. Platt College services out the institutional loan to a third-party company named TFC. All details of the loan and required disclosures will be available to the student during the loan process.

**Presidential Scholarships are institutional scholarships that** a student may apply that range from \$1000 to \$5000. The Presidential Scholarship is awarded to students based on financial need (need not to exceed cost of attendance) and a student essay that is included on the application. The scholarship application is available from the Financial Aid department and the Academic department reviews and awards the scholarships.

#### Repayment Charts:

**Interest** are amounts charged to a borrower for the privilege of borrowing loan funds. Interest is paid to a lender as a cost of borrowing money. Interest is calculated as a percentage of the unpaid principal amount. Unlike other forms of debt, such as credit cards and mortgages, Direct Loans are daily interest loans, which means that interest accrues (accumulates) daily. Depending on whether your loans are subsidized or unsubsidized, you may or may not be responsible for paying the interest that accrues during all periods.

If you choose not to pay the interest that accrues on your loans during certain periods when you are responsible for paying the interest (for example, during a period of deferment on an unsubsidized loan), the unpaid interest may be capitalized (that is, added to the principal amount of your loan).



More information on interest and to learn more about capitalization can be found at <https://studentloans.gov>

The interest rate varies depending on the loan type based on the first disbursement date of the loan. The table below provides interest rates for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS loans first disbursed on or after July 1, ~~2019~~ 2020 and before July 1, ~~2020~~ 2021.

<b>Interest Rates for Direct Loans First Disbursed on or After July 1, <del>2019</del> 2020, and Before July 1, <del>2020</del> 2021</b>		
<b>Loan Type</b>	<b>Borrower Type</b>	<b>Fixed Interest Rate</b>
Direct Subsidized Loans and Direct Unsubsidized Loans	Undergraduate	2.75%
Direct PLUS Loans	Parents and Graduate or Professional Students	5.30%

All interest rates shown in the chart above are fixed rates that will not change for the life of the loan.

This payment chart shows interest rates on Direct Stafford Loans and Parent PLUS Loans that are disbursed between 7/1/16 and 6/30/17. Example: If student borrows \$10,000 on 8/1/16 in Direct Subsidized and/or Unsubsidized loan and kept the loan on the standard repayment (default plan), in the course of 10 years (120 payments), the monthly payments would be projected at \$103 a month. If the student made the minimum payment of the \$103 a month, the student would have paid \$2,315 in interest with an interest rate at 3.76%.

Balance at Repayment	3.76%			6.31%		
	Direct Subsidized and Unsubsidized Rate			Direct Parent PLUS Rate		
	Payment	Months	Interest	Payment	Months	Interest
\$ 1,000	\$ 50	21	\$ 39	\$ 50	21	\$ 65
\$ 10,000	\$ 103	120	\$ 2,315	\$ 115	120	\$ 3,834
\$ 20,000	\$ 205	120	\$ 4,631	\$ 230	120	\$ 7,669
\$ 26,830	\$ 275	120	\$ 6,212	\$ 309	120	\$ 10,287
\$ 30,000	\$ 308	120	\$ 6,946	\$ 346	120	\$ 11,503
\$ 40,000	\$ 411	120	\$ 9,262	\$ 461	120	\$ 15,337
\$ 50,000	\$ 513	120	\$ 11,577	\$ 576	120	\$ 19,171

Any Federal Direct Student Loans first disbursed between 7/1/20 and 6/30/21 has an interest rate of 2.75% for Direct Subsidized and Unsubsidized Stafford Loans and 5.30% for Parent Direct PLUS Loans. All interest rates are fixed rates for the life of the loan.

More information on estimating your payments can be found at <https://studentloans.gov>

### Loan fees

Most federal student loans have loan fees that are a percentage of the total loan amount. The loan fee is deducted proportionately from each loan disbursement you receive while enrolled in school. This means the money you receive will be less than the amount you actually borrow. You're responsible for repaying the entire amount you borrowed and not just the amount you received.

The chart below shows the loan fees for Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS Loans first disbursed on or after Oct. 1, 2020.

Loan Type	First Disbursement Date	Loan Fee
Direct Subsidized Loans and Direct Unsubsidized Loans	On or after 10/1/20 and before 10/1/21	1.057%
	On or after 10/1/19 and before 10/1/20	1.059%
Direct PLUS Loans	On or after 10/1/20 and before 10/1/21	4.228%
	On or after 10/1/19 and before 10/1/20	4.236%

Loans first disbursed prior to October 1, 2019, have different loan fees.

## **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](http://www.fafsa.ed.gov)

Scholarship WEB search pages: [www.finaid.org](http://www.finaid.org)  
[www.fastweb.com](http://www.fastweb.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 aid financial 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 (within the loan period or award year) 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 Monday through Thursday from 8:00 a.m. to 7:00 p.m. and 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.

### **What is the Refund, Cancellation & Termination Policy?**

#### **Refund**

- Effective 10/7/00, all financial aid (Title IV) recipients who withdraw and have completed 60% or less of the payment period for which they have been charged, are subject to the new federal refund regulations per 34 CFR 667, 682, 685, published November 1, 1999. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid funds. Federal regulations state that the amount of a Title IV refund is based on the percentage of Title IV funds earned by the student at the time of withdrawal. Please refer to the school catalog for more information.

## **Cancellation**

- A student has the right to cancel his or her agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh (7th) day (business days) after enrollment, whichever is later. After the end of the cancellation period, the student also has the right to stop school at any time; and the student has the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the program's current payment period through the last day of attendance. Please refer to the school catalog for more information.

## **Termination**

- The student may withdraw from the school at any time after the cancellation period and receive a pro rata refund if the student completed 60 percent or less of the scheduled hours in the program's current payment period through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00 and less any deduction for equipment not returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way), within 45 days of withdrawal. If the student has completed more than 60 percent of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund. Please refer to the school catalog for more information.

### *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?*

Students are expected to maintain satisfactory academic progress while enrolled in their program at Platt College, which means that students must maintain a minimum Cumulative Grade Point Average and progress at a pace that would allow the student to successfully complete his or her program. Students must successfully complete their program within 150 percent of the normal time frame. The complete policy is available in the Platt College Catalog.

### **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 days<sup>1</sup> 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.

The Corporate Student Accounts Manager will review all Return of Title IV calculations and will ensure that the unearned Title IV funds are returned to the appropriate account. If a student or parent, in the case of PLUS loans has a post-withdrawal disbursement (PWD) that consists of loan funds, the Financial Aid department will contact the student and/or parent and explain the PWD and request the student and/or parent to put in writing their consent to obtain some or all of the PWD. If there is a grant PWD, Platt College may apply those funds directly to allowable charges or send directly to the student. If a student has a grant overpayment, the student is required to return any overpayment that is in excess of 50% of any grant(s) received by the student. For any overpayment of Federal Loans, the student and/or parent is required to return the loan in accordance with the terms and conditions of the Master Promissory Note.

### **Order of Return of Federal Student Financial Aid 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 Direct Stafford loans (other than PLUS loans);
- Subsidized Direct Stafford loans;
- Federal Perkins Loan Program;
- 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.

## **Student Accounts Information**

**Student Billing Information:** For any questions on your account, please see the Student Accounts Representative located in the Campus Administrative offices.

### **Tuition Payment policy:**

Tuition and fees for all programs are published in the catalog addendum, and available on Platt College's website, however Student Accounts will ensure the Tuition that is listed on each student's Enrollment Agreement is the final and appropriate amount that is entered into the student's payment plan in Campus Vue. This is available on page 1 of the Enrollment Agreement.

Students are responsible for repaying the loan amounts, plus any interest that have been incurred as of the date of withdrawal. Each student is liable for all charges in each payment period.

In order for Platt College to service our account(s) or to collect any amounts the student may owe, Platt College/assigns may contact the student by telephone at any telephone number associated with the students account, including wireless telephone numbers, which could result in charges to the student. Platt College/Assigns may also contact the student by sending text messages or e-mails, using any e-mail address the student has provided to Platt College. Methods of contact may include using pre-recorded/artificial voice messages and/or use of an automatic dialing device, as applicable.

Each Program's tuition and book charges are billed by term throughout the program. All charges are due within 7 calendar days of the start of the payment period and/or term. Tuition and book charges may vary by term.

**TUITION CHARGES ARE NOT DIRECTLY CORRELATED TO INDIVIDUAL STUDENT'S CREDIT HOUR ENROLLMENT.**

## **Career Services**

Platt College students are required to register with the Career Service Department during their first term on campus. Several services are available to assist students and alumni in securing employment in their field of choice. This office generates information about both part-time jobs for current students and in-field employment opportunities after graduation. Students should notify the Career Services Office of their 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 additional professional development skills. Prior to graduation, each student is required to complete an exit interview with the Director of Career Services. For further details please refer to the school catalog.

## Platt College - Completion and Graduation Rates by Campus

### Completion /Graduation Rates:

The completion and graduation rates listed below represent a cohort of certificate or degree seeking, first-time, full-time undergraduate students who entered Platt College for the first time September 1, 2013-August 31, 2014. These rates are calculated at 150% of normal time for completion and match the data provided to the National Center for Education Statistics' IPEDS surveys.

<b>PLATT COLLEGE CAMPUSES</b>	<b>ALHAMBRA</b>	<b>ONTARIO</b>	<b>RIVERSIDE</b>	<b>ANAHEIM</b>
<b>COMPLETION/GRADUATION RATE OVERALL</b>	73%	61%	70%	*
<b>TRANSFER OUT RATE</b>	0%	0%	0%	*
<b>MALE COMPLETION/GRADUATION RATE</b>	75%	62%	63%	*
<b>FEMALE COMPLETION/GRADUATION RATE</b>	73%	60%	72%	*
<b>HISPANIC/LATINO</b>	74%	60%	71%	*
<b>AMERICAN INDIAN OR ALASKA NATIVE</b>	75%	100%	100%	*
<b>ASIAN</b>	73%	100%	75%	*
<b>BLACK OR AFRICAN AMERICAN</b>	56%	60%	50%	*
<b>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER</b>	0%	NA	0%	*
<b>WHITE</b>	86%	58%	83%	*
<b>TWO OR MORE RACES</b>	67%	69%	56%	*
<b>NONRESIDENT ALIEN</b>	NA	NA	NA	*
<b>RACE AND ETHNICITY UNKNOWN</b>	100%	NA	NA	*
<b>RECIPIENT OF FEDERAL PELL GRANT</b>	56%	75%	79%	*
<b>RECIPIENT OF DIRECT SUBSIDIZED LOAN, WHO DID NOT RECEIVE A PELL GRANT</b>	3%	10%	5%	*
<b>DID NOT RECEIVE EITHER A PELL OR DIRECT SUBSIDIZED LOAN</b>	41%	16%	16%	*

\* Platt College - Anaheim did not enroll any first time full time undergraduate students in 2013-2014.

**Retention Rates:**

Platt College Retention Rate is 0% as reported to the National Center for Education Statistics For first-time, full-time bachelor degree seeking students. Please note that the majority of Platt College students enroll in our bachelor degree completion program(s) which requires the completion of an associate's degree prior to admission.

## JOB PLACEMENT RATES DISCLOSURE

Platt College calculates job placement rates for both ACCSC and BPPE. Both agencies methodologies for calculating placement rates are listed below.

### Accrediting Commission of Career Schools and Colleges (ACCSC)

ACCSC defines placement rate calculation as the number of graduates who complete their program within 1.5 times of the program length plus 3 months to find employment who were available for employment and found a job in their field of study, divided by the total number of graduates available for employment. The placement rate is required to be calculated by program at each Platt College location. Placement rates are reported annually and can cover a placement time frame from six months to four and half years (depending on the program length). The data listed below was reported in the 2020 ACCSC Annual Report. Please contact Career Services for more information.

Program	Alhambra ACCSC Placement Rate	Ontario ACCSC Placement Rate	Riverside ACCSC Placement Rate	Anaheim ACCSC Placement Rate
Business Management, AA	83%	88%	91%	100%
Business Management, Diploma	**	**	*	*
Business Management, BA	**	*	*	*
Business Management DE, BA	*	**	**	**
Certified Nurse Assistant, Certificate Part Time	79%	**	**	89%
Certified Nurse Assistant, Certificate Full Time	70%	**	**	91%
Criminal Justice DE, AA	*	**	**	**
Criminal Justice DE, BA		**	**	**
Criminal Justice, AA	*	*	*	*
Criminal Justice, BA	**	77%	100%	*
Criminal Justice, Diploma	88%	80%	57%	
Diagnostic Medical Sonography – Health Care Management, BS	*	72%	57%	*
Diagnostic Medical Sonography, AS	40%	50%	55%	71%
Exercise Science, Diploma	**	**	**	*
Graphic Design, AA	**	86%	**	**
Graphic Design, Diploma	**	*	**	**
Health and Fitness Trainer, AS	**	**	*	83%
Health Care Management DE, BA	33%	**	**	**
Health Care Management, BA	77%	75%	77%	0%
Hemodialysis, Certificate Full Time	73%	**	**	100%
Hemodialysis, Certificate Part Time	73%	**	**	40%
Information Technology, AS	80%	67%	27%	86%
Medical Administration Specialist, AS	100%	75%	70%	83%
Medical Assisting, AS	78%	89%	74%	75%
Occupational Therapy Assistant, AS	**	**	**	*
Pharmacy Technician, AS	**	**	*	*

<b>Respiratory Therapy DE, BS</b>	67%	**	**	**
<b>Respiratory Therapy, AS</b>	75%	71%	**	**
<b>Veterinary Technician Alt Route DE, Certificate</b>	76%	**	**	**
<b>Veterinary Technology DE, AS</b>	76%	**	**	**
<b>Veterinary Technology, AS</b>	84%	84%	97%	94%
<b>Visual Communications, BA</b>	**	80%	**	**
<b>Vocational Nursing, AS</b>	83%	*	*	*
<b>Vocational Nursing, Diploma</b>	50%	*	*	*
<b>Web Development Programming</b>	**	*	*	25%

**\*Program approved, but no data for reporting period**

**\*\*Program not approved/offered at this location**

### **Bureau for Private Postsecondary Education (BPPE)**

BPPE defines placement rate calculation based on students completing within a reporting calendar year. The placement rate is determined by dividing the number of graduates at 100% of the program length that are gainfully employed in the field by the number of graduates available for employment. Graduates must be employed within 6 months of graduating to be considered as employed for this calculation. If the program requires licensure examination the employment period will begin 6 months after the announcement of the examination results for the first examination available after a student completes an applicable program. Additional requirements are as follows:

Placement rate calculation based on the graduate is employed in a job classification under the United States Department of Labor's Standard Occupational Classification codes, using the Detailed Occupation (six-digit) level, for which the institution has identified in its catalog and in its employment positions list required by section 94910(f)(2) of the Code that the program prepares its graduates; and

(ii) The graduate is employed in a single position or concurrent aggregated positions totaling at least 30 hours per week for 5 weeks (35 calendar days), or totaling at least 20 hours per week for 5 weeks (35 calendar days) with a statement signed by the graduate stating that he or she chose to seek part-time employment rather than fulltime employment after graduation; or

(B) The graduate is employed by the same employer that employed the graduate before enrollment, and any of the following conditions are met:

(i) the graduate is employed in an occupation with a different Detailed Occupation(six-digit) level Standard Occupational Classification code than applies to the position in which the graduate was employed before enrollment; or

(ii) the employer or the graduate provides a statement to the effect that the employment after graduation was the result of a promotion with increased pay, due at least in part to graduation from the program;

(iii) the employer or the graduate provides a statement to the effect that the degree or the completed program was required as a condition of continued employment; or

(C) The graduate is self-employed or working freelance as reasonably evidenced by, but not limited to, a business license, fictitious business name statement, advertising (other than business cards), website, or business receipts or other evidence of income from business; or an attestation signed by the graduate of self-employment or freelance work and dated after graduation.

This data was reported for the 2019 graduates on the December 2020 School Performance Fact Sheets.

<b>Program</b>	<b>Alhambra BPPE Placement Rate</b>	<b>Ontario BPPE Placement Rate</b>	<b>Riverside BPPE Placement Rate</b>	<b>Anaheim BPPE Placement Rate</b>
<b>Business Management, AA (Ground &amp; DE ALH ONLY)</b>	29%	83%	45%	80%
<b>Business Management, Diploma (Ground &amp; DE ALH ONLY)</b>	*	**	*	*
<b>Business Management, BA (Ground &amp; DE ALH ONLY)</b>	*	*	*	*
<b>Certified Nurse Assistant, Certificate</b>	74%	**	**	92%
<b>Certification Prep and First Aid and CPR, Avocational</b>	**	**	**	*
<b>Criminal Justice, AA (Ground &amp; DE ALH ONLY)</b>	75%	*	0%	33%
<b>Criminal Justice, BA (Ground &amp; DE ALH ONLY)</b>	0%	36%	0%	*

<b>Criminal Justice, Diploma (Ground &amp; DE ALH ONLY)</b>	82%	29%	67%	67%
<b>Cybersecurity, BS</b>	**	*	**	**
<b>Diagnostic Medical Sonography – Health Care Management, BS</b>	20%	14%	15%	60%
<b>Diagnostic Medical Sonography, AS</b>	27%	43%	45%	54%
<b>Graphic Design, AA</b>	**	78%	**	**
<b>Graphic Design, Diploma</b>	**	*	**	**
<b>Health and Fitness Trainer, AS</b>	**	**	**	38%
<b>Health Care Management, BA (Ground &amp; DE ALH ONLY)</b>	70%	88%	55%	33%
<b>Hemodialysis, Certificate</b>	65%	**	**	40%
<b>Information Technology, AS</b>	55%	100%	13%	64%
<b>Medical Administration Specialist, AS</b>	93%	29%	62%	93%
<b>Medical Administration Specialist, Diploma</b>	*	*	*	*
<b>Medical Assisting, AS</b>	70%	73%	69%	50%
<b>Medical Assisting, Diploma</b>	*	*	*	*
<b>Occupational Therapy Assistant, AS</b>	**	**	**	*
<b>Paralegal Studies, AA (Ground &amp; DE ALH ONLY)</b>	*	*	*	*
<b>Paralegal Studies, BA (Ground &amp; DE ALH ONLY)</b>	*	*	*	*
<b>Paralegal Studies, Diploma (Ground &amp; DE ALH ONLY)</b>	*	*	*	*
<b>Pharmacy Technician, AS</b>	**	**	**	*
<b>Respiratory Therapy, AS</b>	63%	66%	**	**
<b>Respiratory Therapy, BS (Ground &amp; DE ALH ONLY)</b>	75%	**	**	**
<b>Veterinary Technician Alt Route, Certificate (</b>	78%	**	**	**
<b>Veterinary Technology, AS (Ground &amp; DE ALH ONLY)</b>	62%	74%	78%	84%
<b>Visual Communications, BA</b>	0%	25%	**	**
<b>Vocational Nursing, AS</b>	0%	**	**	**
<b>Vocational Nursing, Diploma</b>	0%	*	*	*
<b>Web Development Programming</b>	*	*	*	0%

\*Program approved, but no data for reporting period

\*\*Program not approved/not offered at this location



## Programmatic Placement

Platt College reports programmatic placement rates to Commission on Accreditation for Respiratory Care (CoARC).

CoARC defines placement based on a three-year average of students graduating that have passed their required licensure exam and have gained employment in their field of study by the time of the report. The report is typically issued by March of the following year.

This data was reported in the 2020 annual report and covers the period from 2017-2019.

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Programmatic	Alhambra Placement Rate	Ontario Placement Rate	Riverside Placement Rate	Anaheim Placement Rate
CoARC – Advanced Respiratory Therapy, AS	72%	71%	-	-

## Graduate/Professional Education Disclosure

Programs offered at Platt College are generally considered to be terminal programs. Graduates from Platt College tend to **not** continuing on to graduate school.

## Student Disability Services

### **General Information:**

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 disabilities 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 during the enrollment process 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 contacting [Feedback@PlattCollege.edu](mailto:Feedback@PlattCollege.edu).

For further information on Student Disability Services please see the most current Platt College Catalog or speak with the Academic Dean.

### **ADA Grievance Procedure:**

Platt College is committed to a policy of nondiscrimination 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. Any allegations of discrimination will be promptly and fully investigated, and appropriate action will be taken in a timely manner. Any student, employee, or guest of Platt College may file an anonymous complaint at [Feedback@PlattCollege.edu](mailto:Feedback@PlattCollege.edu)

Any student or employee who believes that Platt College has discriminated against him or her may file a grievance using the aforementioned grievance procedure.

In addition, students may be able to file a complaint with the United States Department of Education, Office for Civil Rights. They can contact the Office for Civil Rights for more information at the following:

**United States Department of Education**

Office for Civil Rights

50 Beale Street, Suite 7200 • San Francisco, CA 94105

(415) 486-5555 • [www.ed.gov/ocr](http://www.ed.gov/ocr)

## **Platt College DRUG AND ALCOHOL PREVENTION PROGRAM**

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 and State law for drug trafficking are found below and included in Section A. Please see the Federal Trafficking Penalties chart for more detailed information on Federal penalties. Section B describes the State of California Sanctions.

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 old's. Section C provides information about the physical effects of alcohol and illegal drugs.

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.

#### **Local Treatment Centers:**

##### **Inland Valley Recovery**

[www.inlandvalleyrecovery.org](http://www.inlandvalleyrecovery.org)

916 N. Mountain Avenue, Suite A

Upland, CA (909) 581-8631

##### **Sunrise Recovery**

[drugrehabbranch.crchealth.com](http://drugrehabbranch.crchealth.com)

6690 Limonite Avenue

Riverside, CA (855) 625-0359

**Matrix Institute on Addictions**

(909) 989-9724

9375 Archibald Avenue

Rancho Cucamonga, CA

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. Section C provides the Drug-Free Workplace Statement. 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.

## **SECTION A**

### **Federal Trafficking Penalties Chart 1**

Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)				
Schedule	Substance/Quantity	Penalty	Substance/Quantity	Penalty
II	Cocaine 500-4999 grams mixture	<b>First Offense:</b> Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	Cocaine 5 kilograms or more mixture	<b>First Offense:</b> Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs., and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>2 or More Prior Offenses:</b> Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
II	Cocaine Base 28-279 grams mixture		Cocaine Base 280 grams or more mixture	
IV	Fentanyl 40-399 grams mixture		Fentanyl 400 grams or more mixture	
I	Fentanyl Analogue 10-99 grams mixture		Fentanyl Analogue 100 grams or more mixture	
I	Heroin 100-999 grams mixture		Heroin 1 kilogram or more mixture	
I	LSD 1-9 grams mixture		LSD 10 grams or more mixture	
II	Methamphetamine 5-49 grams pure or 50-499 grams mixture		Methamphetamine 50 grams or more pure or 500 grams or more mixture	
II	PCP 10-99 grams pure or 100-999 grams mixture	PCP 100 grams or more pure or 1 kilogram or more mixture		
Substance/Quantity		Penalty		
Any Amount Of Other Schedule I & II Substances		<b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.		
Any Drug Product Containing Gamma Hydroxybutyric Acid				

Flunitrazepam (Schedule IV) 1 Gram	<b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.
Any Amount Of Other Schedule III Drugs	<p><b>First Offense:</b> Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.</p>
Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)	<p><b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p><b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.</p>
Any Amount Of All Schedule V Drugs	<p><b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p><b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>

## **Federal Trafficking Penalties Chart 2**

<b>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</b>	
Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants	<p><b>First Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.</p>
Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants	<p><b>First Offense:</b> Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.</p> <p><b>Second Offense:</b> Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$8 million if an individual, \$50million if other than an individual.</p>
Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants	<p><b>First Offense:</b> Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.</p> <p><b>Second Offense:</b> Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.</p>



## **SECTION B**

### **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.

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

*New DUI Law for 2012:*

*Section 23579 has been added to the California Vehicle Code, which authorizes courts to revoke a driver's license for 10 years if a person is convicted of three or more DUIs. Motorists may apply for reinstatement of their license with the DMV after five years, if the driver installs an Ignition Interlock Device (IID) in their vehicle.*

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

## SECTION C

### Information about the Physical Effects of Alcohol

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 a 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 o vandalism
- sexual assault and violence
- increased risk of contracting sexually transmitted diseases, including HIV o drinking and driving
- 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 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. There is increased vulnerability without intervention that results in a four times greater risk in becoming 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.

## 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 students 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 DRUG AND ALCOHOL PREVENTION 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 the biennial reviews are maintained and available to appropriate agencies as required by contacting the Director of Accreditation and Regulatory Affairs

### **SECTION D**

#### **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.

PLATT COLLEGE is committed to maintaining a drug-free environment for students and employees. Any students who would like to receive additional information or confidential assistance may contact the Campus President.

In compliance with Federal Law Platt College conducts a biennial review of the College's drug and alcohol abuse program. The results of that review are available upon request from the Director of Accreditation and Regulatory Affairs



## Notification of Rights under FERPA

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

1. The right to inspect and review the student's education records within 45 days after the day the Platt College receives a request for access. A student should submit to the registrar, Academic Dean, or Campus President a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Platt College to amend a record should write Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Platt College decides not to amend the record as requested, Platt College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Platt College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within Platt College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## Platt College – Student Body Diversity

### Student Body Diversity Rates:

The student body diversity rates listed below represents the Undergraduate Student Enrollment and Characteristics for all certificate or degree seeking undergraduate students as reported in the Fall 2019 Enrollment Survey. These rates match the data provided to the National Center for Education Statistics' IPEDS surveys.

<b>PLATT COLLEGE CAMPUSES</b>	<b>ALHAMBRA</b>	<b>ONTARIO</b>	<b>RIVERSIDE</b>	<b>ANAHEIM</b>
<b>MALE</b>	25%	24%	16%	25%
<b>FEMALE</b>	75%	76%	84%	75%
<b>HISPANIC/LATINO</b>	61%	61%	61%	47%
<b>AMERICAN INDIAN OR ALASKA NATIVE</b>	0%	1%	1%	1%
<b>ASIAN</b>	12%	5%	2%	12%
<b>BLACK OR AFRICAN AMERICAN</b>	4%	9%	8%	4%
<b>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER</b>	1%	1%	1%	1%
<b>WHITE</b>	12%	19%	20%	26%
<b>TWO OR MORE RACES</b>	4%	4%	6%	7%
<b>NONRESIDENT ALIEN</b>	0%	0%	0%	0%
<b>RACE AND ETHNICITY UNKNOWN</b>	5%	0%	2%	2%
<b>FEDERAL PELL GRANT RECIPIENTS</b>	56%	75%	79%	71%

## **Textbook Information**

Textbooks and or eBooks are automatically provided to all students in class within 1 week of the module start date. Students whose programs have been changed over to eBooks will be provided with a Chromebook within the first week of the class. All eBooks are mapped to the students' courses within the learning management system.

Should a student prefer to purchase textbooks on their own, they may do so. Any student wishing to opt out of the Platt College provided textbooks will be required to follow the following process. In order to receive a credit on your Ledger Card for purchasing textbooks on your own, you must complete the *Textbook Credit Request* form which is available with the Librarian. Platt College publishes the required textbook list on the Student Intranet.

- The Librarian is responsible for ensuring that the correct Platt Textbook Cost and the amount to be credited to the students account are listed on the form.
- The Campus President must review the form and ensure that it is filled out completely and accurately. Prior to the forms submission to Student Accounts for processing.
- Student Accounts is responsible for ensuring that all required information is on the form and applying the credit to the students account.

Please note that the credit will be applied for the textbook during the module the book is required for the class.

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## **Credit Transfer Policy**

Transferring Credits to Platt College the Dean of Academics evaluates transcripts from other institutions and determines the transferability of credits into Platt College degree programs. Following is a list of conditions that must be met before granting transfer credits:

- The courses were completed at an accredited college or university.
- The courses were completed within the previous 8 years
  - For the Vocational Nursing program, all courses completed within the previous 5 years, with a grade of "C" or better are eligible for consideration.
- The courses are equivalent in content and number of credit hours to those offered by Platt College.
- The courses considered for transfer are at the appropriate college year.
  - Freshman or sophomore year courses may be considered for waiver of Platt College Associate Degree level courses, only

- Junior or senior level courses may be considered for waiver of Platt College Associate Degree or Bachelor Degree level courses
- At no time may one transferred course be used to waive more than one Platt College course
- The student achieved a minimum grade of “C” or 2.0 for the courses considered for transfer.
- To be accepted as waiver of Platt College courses, a student must submit official transcripts for transfer credit consideration; without receipt of official transcripts, Platt College will not issue Transfer Credit for any of its courses.
- Students wishing to transfer credits into Platt College for any program must deliver an official transcript to the Dean of Academics, or designee, within the first thirty (30) days from the day they start their program.
- Students MUST not attend or be scheduled for any class or classes that they are requesting a transfer credit. Once attendance has been posted a TC credit CANNOT be applied.
- Exceptions to any provision within are considered on an individual basis.

Transfer Credits are not calculated into the student’s grade point average.

### **Experiential Learning:**

**An applicant with the appropriate amount of industry experience may be qualified for waiver of Platt College courses by Experiential Learning. Experiential Learning will be evaluated based on a review of documented work experience and successful completion of relevant standardized tests.**

**The following criteria must be met for an applicant to qualify for Experiential Learning:**

- Submit a resume detailing a minimum of two (2) years of industry experience.
- Submit a minimum of two (2) letters of professional reference.
- Depending upon the course the applicant wishes to waive, a professional portfolio must be submitted and reviewed by the Dean of Academics, or designee.
- Complete and pass with a grade of 3.7 or above (A- or above), the final examination for the course the applicant wishes to waive.

A grade of TC will appear on the student’s transcript once the waiver of the course through Experiential Learning is approved.

Application for waiver of Platt College courses through Experiential Learning must be submitted to the Dean of Academics or designee, within the first thirty (30) days of the student’s start date in their chosen program.

## **Maximum Number of Transfer Credits Allowed**

The number of Platt College credits waived through the transfer of college course credits from previously attended schools or through Experiential Learning **cannot amount to more than fifty-percent (50%) of the student's program**. Exceptions to any provision above may be considered on an individual basis with the Academic Dean, Campus President, and Director of Student and Academic Affairs.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Platt College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate that you earn in your program is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma or certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Platt College to determine if your credits, degree, diploma or certificate will transfer.

Articulation: Platt College sometimes maintains articulation agreements with select schools throughout Southern California. The schools with which Platt has current active agreements are listed in the Catalog Addendum. Students should be aware, however that program coursework and graduation requirements will vary considerable between schools. The Academic Dean or designee, will provide academic information to other institutions, upon request.

## **Copyright Infringement Policies and Sanctions**

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

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 website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

Unauthorized distribution of copyrighted material including copyrighted computer software and unauthorized peer-to-peer file sharing violates the law and is contrary to Platt College's standards of conduct. The College disapproves of such distributions and file sharing 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.



## Vaccination Policy

Vaccinations may be required prior to the start of a clinical assignment or off-campus clinical instruction exercise. Students will be notified in advance if a particular course or clinical assignment will require any specific immunizations. Students will be responsible for obtaining all immunizations. The following programs have vaccination requirements:

Program	Vaccination	Required By
<b>Respiratory Therapy</b>	MMR Varicella (Chickenpox) Hep B TB Influenza T-DAP	1 – 3 month(s) prior to Clinical Rotation 1 – 3 month(s) prior to Clinical Rotation 1 – 3 month(s) prior to Clinical Rotation 1 – 3 month(s) prior to Clinical Rotation 1 – 3 month(s) prior to Clinical Rotation 1 – 3 month(s) prior to Clinical Rotation
<b>Diagnostic Medical Sonography</b>	Hep B MMR Varicella (Chickenpox) Td tdap Influenza TB	3 months prior to Clinical Rotation 3 months prior to Clinical Rotation 3 months prior to Clinical Rotation 3 months prior to Clinical Rotation 3 months prior to Clinical Rotation 6 months prior to Clinical Rotation
<b>Medical Assisting</b>	Hepatitis B TB	6 months prior to Extern 1 – 3 months prior to Extern
<b>Medical Administrative Specialist</b>	Hepatitis B TB	6 months prior to Extern 1 – 3 months prior to Extern
<b>Vocational Nursing</b>	MMR Varicella (Chickenpox) Hep B TB Influenza T-DAP	1 month prior to Clinical Rotation 1 month prior to Clinical Rotation 1 month prior to Clinical Rotation 1 month prior to Clinical Rotation 1 month prior to Clinical Rotation 1 month prior to Clinical Rotation
<b>Hemodialysis</b>	MMR Varicella (Chickenpox) Hep B TB Influenza	Prior to Extern Prior to Extern Prior to Extern Prior to Extern Prior to Extern
<b>Certified Nurse Assistant</b>	TB Influenza	Prior to Extern Prior to Extern
<b>Veterinary Technology</b>	T-DAP	Beginning Core Coursework
<b>Veterinary Technology DE</b>	T-DAP	Module 12
<b>Occupational Therapy Assistant</b>	MMR Varicella (Chickenpox) Hep B TB Influenza T-DAP	1 month prior to Clinical Rotation 1 month prior to Clinical Rotation 1 month prior to Clinical Rotation 1 month prior to Clinical Rotation 1 month prior to Clinical Rotation 1 month prior to Clinical Rotation

## **Voter Registration**

Voter registration cards are available in the Library each day the Library is open. Additionally, links are included on the student intranet and Canvas to <http://www.rockthevote.com/> which will allow you the ability to register to vote online. Platt College also participates in National Register to Vote Day via <http://nationalvoterregistrationday.org/>.



Student Name		Student ID#	
Student Phone #		Student Email	
Program		Date	

Date of Event		Location Occurred	
Staff/Faculty Involved		Students Involved	
Witnesses (Staff, Faculty, Students)			

My complaint is in regard to:			
Academics	<input type="checkbox"/>	Facility	<input type="checkbox"/>
Career Services	<input type="checkbox"/>	Campus Safety	<input type="checkbox"/>
Financial Aid/Student Accounts	<input type="checkbox"/>	Other:	
Library	<input type="checkbox"/>		

Explain what happened, please be specific. Attach additional paper as needed.

I have attempted to resolve my concerns or complaints informally with the faculty or staff member most directly involved. The conclusion of the informal process is as follows:

What type of resolution do you think is appropriate?

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*This form can also be submitted via email to [feedback@plattcollege.edu](mailto:feedback@plattcollege.edu) .*

\_\_\_\_\_  
For Platt College Official Use Only

Date Received	
Received by (Name and Title)	

Date Resolved:	
Final Resolution	

\_\_\_\_\_  
Academic Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student and Academic Affairs Signature or  
Director of Accreditation and Regulatory Affairs

\_\_\_\_\_  
Date



## Crime and Incident Report

Name		Student ID#	
Phone #		Email	
Address			
Program		Date	

Nature of the Report	
Date of Incident/Crime	
Time of Incident/Crime	
Location of Incident/Crime	

### Involved Parties

Role (select one):	<input type="checkbox"/> Victim	<input type="checkbox"/> Alleged Offender	<input type="checkbox"/> Witness
Name			
Program			
Phone #			
Email			

Role (select one):	<input type="checkbox"/> Victim	<input type="checkbox"/> Alleged Offender	<input type="checkbox"/> Witness
Name			
Program			
Phone #			
Email			

Role (select one):	<input type="checkbox"/> Victim	<input type="checkbox"/> Alleged Offender	<input type="checkbox"/> Witness
Name			
Program			
Phone #			
Email			

If there are additional Involved Parties, please use the Additional Involved Parties form.

Please provide a detailed description of the incident/crime using specific concise, objective language. Include specific statements and observations. Attach additional paper as needed.

What resolution would you like to see based on the severity of the incident/crime listed above?

#### Medical Information

Was onsite treatment given (i.e. first aid)?	<input type="checkbox"/> Y <input type="checkbox"/> N If yes explain treatment given:
Was the injured person taken by ambulance?	<input type="checkbox"/> Y <input type="checkbox"/> N
Was the injured person treated in an emergency room?	<input type="checkbox"/> Y <input type="checkbox"/> N
Did the student waive the option of medical treatment?	<input type="checkbox"/> Y <input type="checkbox"/> N

## Crime Reporting Information

Was local law enforcement notified? <input type="checkbox"/> Y <input type="checkbox"/> N	Police Report #:
Was there any property damage	<input type="checkbox"/> Y <input type="checkbox"/> N
Were either drugs or alcohol involved?	<input type="checkbox"/> Y <input type="checkbox"/> N
Does this incident fall under Clery Crimes?	<input type="checkbox"/> Y <input type="checkbox"/> N

\_\_\_\_\_  
Academic Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Student and Academic Affairs Signature or  
Director of Accreditation and Regulatory Affairs

\_\_\_\_\_  
Date



# PLATT COLLEGE

— it's all about your future —

## Additional Involved Parties List

Role (select one):	<input type="checkbox"/> Victim	<input type="checkbox"/> Alleged Offender	<input type="checkbox"/> Witness
Name			
Program			
Phone #			
Email			

Role (select one):	<input type="checkbox"/> Victim	<input type="checkbox"/> Alleged Offender	<input type="checkbox"/> Witness
Name			
Program			
Phone #			
Email			

Role (select one):	<input type="checkbox"/> Victim	<input type="checkbox"/> Alleged Offender	<input type="checkbox"/> Witness
Name			
Program			
Phone #			
Email			

Role (select one):	<input type="checkbox"/> Victim	<input type="checkbox"/> Alleged Offender	<input type="checkbox"/> Witness
Name			
Program			
Phone #			
Email			

Role (select one):	<input type="checkbox"/> Victim	<input type="checkbox"/> Alleged Offender	<input type="checkbox"/> Witness
Name			
Program			
Phone #			
Email			

Role (select one):	<input type="checkbox"/> Victim	<input type="checkbox"/> Alleged Offender	<input type="checkbox"/> Witness
Name			
Program			
Phone #			
Email			