

# ***Student Handbook 2020-2021***

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## **WELCOME!**

The faculty, staff, and administration of City College are here to assist you in your educational process, maintain an environment which encourages the successful completion of your education programs, and to help you develop the skills needed to be successful in the profession you have chosen.

The College is in compliance with the following: Title IV (The Civil Rights Act), Title IX (Discrimination on the Basis of Sex), The Equal Credit Opportunity Act (Discrimination in Lending), and The Age Discrimination Act. City College, 2000 W. Commercial Blvd., Fort Lauderdale, FL; 7001 N.W. 4th Blvd., Gainesville, FL; 6565 Taft Street, Hollywood, FL, 177 Montgomery Rd., Altamonte Springs, FL and 9300 S. Dadeland Blvd., Miami, FL, admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the institution. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other institutionally administered programs.

Following are the rules and regulations that you, as a student, are expected to be aware of and adhere to.

## **CITY COLLEGE MISSION, GOALS AND OBJECTIVES, AND PHILOSOPHY**

### **MISSION**

The mission of City College is to educate and train students in their chosen majors for employment in specific career fields. The college awards Diplomas, Associate of Science and Bachelor of Science degrees based on the student's completion of required coursework.

### **GOALS AND OBJECTIVES**

The following goals are integral to the mission of the College:

- To maintain employer satisfaction within the community by providing professionally trained and educated graduates for industry, business, health care, and government.
- To encourage students to realize the importance of reaching personal and professional goals through self-motivation, individual growth, and the pursuit of excellence.
- To prepare students for employment in specific career fields.
- To facilitate entry of graduates into their chosen careers.
- To offer sound educational programs at the Diploma, Associate and Bachelor degree levels.
- To continually evaluate and appraise every facet of the College's programs to ensure relevance to the needs of the employment community, effective preparation of students for success in career and compatibility with the College's standards.

### **PHILOSOPHY**

City College is dedicated to the training and educating of men and women for a full life and a successful career in a number of career fields. The College offers its students a quality education in an atmosphere of personalized attention.

City College considers the student as an individual and strives to be aware at all times of the needs of each member of its student body. The College seeks to give students an understanding of and respect for their own and others' ideas and thoughts. All graduates of City College are imbued with the belief that they should understand and practice their responsibilities to family, individuals, and community by becoming an effective and contributing citizen.

## ACADEMIC AFFAIRS MISSION, VISION AND VALUES

### MISSION STATEMENT

The mission of Academic Affairs is to provide our students with an Extraordinary Educational Experience (E3). We do this through:

1. A curriculum comprised of professionally meaningful and purposeful learning activities.
2. A curriculum facilitated by motivated, student-centered academically and experientially qualified faculty
3. Preparing students to become qualified, competent and industry-ready graduates in an ever-changing environment.

### VISION STATEMENT

The vision of Academic Affairs is to develop and deliver programs in response to local community needs in a technologically advanced society.

### VALUE STATEMENTS

- We believe in delivering our curriculum with the Academic Integrity that encompasses the E3 environment.
- We believe every individual should aspire to enrich their life through personal and professional growth
- We believe in a learning environment that fosters strong, caring relationships for students, faculty and staff.
- We are accountable to our students, to each other, and the local community which we serve.
- We believe in an educational community which fosters respects, and values diversity.
- We believe technology should be used to support student learning and to enhance student success and satisfaction.
- We believe that an innovative and collaborative student-centered environment increases student learning and faculty and staff development.



## ACADEMIC ENTRANCE/PLACEMENT REQUIREMENTS

### ADVANCED PLACEMENT THROUGH CREDIT BY EXAMINATION

Students who have successfully completed specialized and/or advanced courses in high school, have gained certain skill competencies or have gathered significant life experiences may request advanced placement in a subject area under certain conditions. General Education courses are not eligible for Advanced Placement Credit by examination. Students may take the CLEP test to meet this requirement.

These conditions include:

1. The course is required in the program (including elective requirements).
2. The student can document established competency and has the approval of the Director of Education.
3. The advanced placement examination is taken within the first six (6) months of enrollment and must be taken prior to the student's registration for his/her final term.
4. A grade of 86% or better is scored on the advanced placement examination.
5. The advanced placement fee has been paid. The fee for the examination is \$150 for EACH examination or advanced standing credit requested. This fee is charged regardless of the outcome of the examination.

### **Advanced Standing for Professional Life/Work Experience**

City College offers applicants the opportunity to obtain college credit for previous employment experience. Credit is given to students who can demonstrate that the learning and skills they acquired from work, non-classroom study, etc. are equivalent to the learning outcomes expected for particular courses within the College.

Students who intend to obtain credit for prior learning and life experience must be in good academic standing and the course must:

- be required for degree completion.
- not have an advanced standing/credit by examination option.
- has not been an externship.

Students must submit an experiential portfolio for each course they wish to receive credit for, along with an Advanced Standing for Professional Life/Work Experience Request Form, to the Director of Education. The portfolio must be approved within the first six (6) months of enrollment and a student may only submit a portfolio once for each course they wish to receive credit for. The fee for the experiential portfolio review is \$75.00. This fee is charged regardless of the outcome of the portfolio review.

### ESSENTIAL COURSES

The College has developed courses to help students improve their skills in English, Mathematics, and Reading in order to be college ready. The score on the standardized skills assessment (TABE) determines placement into these courses. This placement testing is mandatory for all new students. The Director of Education may waive the testing requirement if a student has satisfactorily completed the minimum or equivalent of an Associate's degree at the post-secondary level, or has specific SAT ACT, or AP scores.

Essential courses are in addition to and do not fulfill the course requirements for any program of study. These courses are graded on a Pass/No Pass basis and are not computed in a student's



CGPA. A student may only take 36 credits of Essential courses. Earning a No Pass (NP) in the same course twice will result in academic dismissal.

## STUDENT EXTERNSHIP PROGRAM

Many City College programs have a required externship(s) component. Externship requirements vary by program. See the City College Catalog and program handbooks for specific requirements.

## INTERNATIONAL STUDENTS

City College is approved to issue I-20 from the U.S. Department of Homeland Security. International students are expected to know and adhere to all rules outlined by SEVIS to maintain their enrollment status. A basic overview is available at <https://www.ice.gov/sevis/students>

## BACKGROUND CHECK AND DRUG SCREENING

Students enrolling in programs (or externship opportunities) that require a background check and drug screening should be aware of the following:

1. The student is responsible for the cost of the background check and drug screening.
2. Annual background checks and/or drug screenings may be required by affiliation sites where you will do your clinical externships
3. City College reserves the right to do random drug screenings

## GENERAL CAMPUS INFORMATION

### DRESS CODE

Many City College majors require students to wear a designated uniform (inclusive of shoes) with the City College logo. Uniforms are available through the City College bookstore. The City College logo may not be used by any company or individual unless they have a signed agreement with the college to use the logo.

For students in programs that do not have a designated uniform, City College expects its students to maintain a neat, well-groomed appearance at all times. Students may dress comfortably but maintain a professional appearance.

- NO shorts or cutoffs
- NO tank tops or tube tops
- NO bare midriffs

Employers frequent the College campus. This presents an excellent opportunity for you to visit with employer representatives and you should be dressed appropriately for a meeting that could benefit your future.

The City College Student ID badge should be worn at all times and is a dress code requirement for all programs.

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## SMOKING

City College is designated as a non-smoking institution. Students who wish to smoke may do so in a designated smoking area.

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## DAMAGE OR DESTRUCTION OF COLLEGE PROPERTY

Students or student groups who damage furniture, building, grounds, equipment, or any other property belonging to the College or the staff, are responsible for replacing and/or repairing these items.

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## USE OF COLLEGE EQUIPMENT AND PROPERTY

College equipment and property are not to be removed from the building without the permission of the Director of Education or Department Chair. Students who wish to use the equipment during unscheduled class periods must receive permission from the Director of Education or a designated College official. If it is during a scheduled class time, the faculty member must also give permission.

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## E-MAIL AND INTERNET USAGE BY STUDENTS AT CITY COLLEGE

The E-mail system and Internet access is the property of City College and is being provided for educational purposes. All communication and information transmitted by, received from, or stored in this system are the property of City College. The use of E-mail for personal purposes is prohibited. The College reserves the right to monitor, access, retrieve, view, read and delete any item stored in the E-mail system without notice to or permission of any student.

Upon request, any password used by students must be revealed to the College administration, and E-mail files may be accessed by the College administration or staff. No E-mail system messages should be created, sent or received if they contain intimidating, hostile, or offensive material concerning sex, race, color, national origin, religion, sexual orientation, age, marital status, disability, or any other classification protected by law. The E-mail system may not be used to solicit for religion or political causes, commercial enterprises, outside organizations, or other non-educational related solicitations.

Approval by administration is required before any student can post information on the Internet. Lesson plans are not posted on the Internet. Entering "chat rooms" must be for educational purposes only. Viewing pornographic material is prohibited. Any student who discovers misuse of the E-mail or Internet system should immediately contact his/her faculty member or College administration.

Students should not expect any "privacy rights" with respect to the College's E-mail or Internet access. Violations of the College's E-mail and Internet policies may result in disciplinary action or possible dismissal from College by the College administration.

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## USE OF DRUGS AND ALCOHOL

In response to the requirement of the "Drug Free Schools and Communities Act Amendments of 1989" (Public Law 101-226) the following is the policy of City College campuses:

No employee or student of this College shall have in his or her possession any alcoholic beverage or controlled substance (illicit drugs) on College property or at any College

activity, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal.

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#### MEDICAL MARIJUANA POLICY

City College prohibits the possession and use of marijuana on all of its campuses. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus. In addition, many of the externship opportunities are at medical facilities and/or fire stations who may also view marijuana as a prohibited drug.

Drug tests are a program entry requirement in some programs and marijuana is included in the definition of a positive drug test. A positive drug test will preclude the potential student from matriculation in the college

Students who violate the college's drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana can be subjected to disciplinary action as detailed in the catalog and/or program handbooks.

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#### PARKING

Parking is available adjacent to the College. Students are required to have a parking permit (decal) visible on their vehicle. Parking decals are available in the Admissions Department. Students are asked to park within the lines of the designated parking spaces. Students may not park in the parking spaces designated for College visitors.

Please refer to your campus parking policy. On some campuses any car without a City College Parking sticker is subject to being towed.

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#### STUDENT LOUNGE

A student lounge is provided for students for use when classes are not in session and for break periods. Vending machines and a microwave are generally provided for the students' use. Students are expected to keep their lounge clean. **Food and drink are not permitted in the classrooms.**

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#### LOSS AND LIABILITY

The College does not assume responsibility for the loss of books or other personal property. Should you lose or find something, please take it to the library which maintains a Lost and Found.

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#### GUESTS/CHILDREN ON CAMPUS

Under no circumstances is the College to be used as a meeting place for students with their friends or family. Students are expected to be in class during their scheduled class period.

Minors are not allowed in class sessions or in the library. Unattended minors are not permitted

in any area of the campus.

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## DELIVERIES MADE TO THE COLLEGE

The College does not accept deliveries of any kind in the name of a student. This includes United States mail deliveries.

## ACADEMIC POLICIES AND INFORMATION

### SCHEDULING

Scheduling at City College is cohort graduate-driven with regard to quarterly course offerings. Consequently, not all classes are offered every quarter. Classes are scheduled so that students who remain "on track" may complete their education in a timely manner. The College cannot guarantee graduation on a specific date as there are many variables in determining completion dates. Factors that can delay graduation are: reduced course loads, withdrawal from a class or classes, failure of a class or classes, leave of absence and session changes.

### TRANSFERABILITY OF CREDITS

The philosophy of the College is to provide a well-rounded education to students resulting in increased marketability in a given career field. Most students come to City College seeking a specific skill that will enable them to enter the workforce upon graduation.

The College does not guarantee that credits earned at City College will transfer to another institution. Transferability of credits is always at the discretion of the evaluating institution. Many factors are reviewed in the evaluation of transfer credits. Policies on the similarity of programs, course content, credit or contact hours, and minimum academic standards may be set by each individual institution. Students interested in transferring credits to another institution should contact the transcript evaluator at that institution directly.

### FLORIDA STATEWIDE COURSE NUMBERING SYSTEM

City College participates in the Florida Statewide Course Numbering System. This common numbering system is used by all public postsecondary institutions in Florida and by twenty-six participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. For additional information relating to the Florida Statewide Course Numbering System, please refer to the City College Catalog.

### STUDENT RECORDS

Student records are permanently retained by the College. Confidentiality is maintained according to the Family Education Rights and Privacy Act (FERPA) of 1974 (otherwise known as the Buckley Amendment).

### TRANSCRIPTS

One copy of a student's transcript is available free of charge. Subsequent copies are available for a nominal fee. An official transcript will be mailed to a school or prospective employer within ten days of request and upon receipt of a signed release form. Additional copies are available for a nominal fee. Contact the campus registrar for additional information.

## PERSONAL INFORMATION CHANGES

When a student has a change of name because of marriage or divorce, or change of address or telephone number, it is imperative that these changes be reported to the Registrar's office. A name change requires proper documentation for the file. The College frequently encounters the need to contact its students, by mail, phone, or e-mail. If the contact information is not correct, the student will not receive pertinent communication regarding classes, graduation, financial aid, etc.

## ATTENDANCE POLICY

Students are expected to attend all scheduled classes regularly and on time in order to achieve the learning goals for their program of study. In an online class the student is expected to log in daily and must do an activity at least twice a week.

Excessive absenteeism may result in course failure or withdrawal from the institution. Any student who does not attend classes for 14 consecutive calendar days may be removed from enrollment and dropped from all courses for that quarter. Students who are removed from enrollment prior to Week 7 will earn a W on their transcript. A "W" will have no impact on a student's CGPA, but will be computed in a student's maximum time frame calculation. Students who are removed from enrollment after Week 6 will earn an F on their transcript. An "F" will have an impact on a both a student's CGPA and maximum time frame calculation. Removal from enrollment may place a student on probation or in academic dismissal status. A student who is removed from enrollment for the quarter for failure to attend classes for 14 consecutive days may be permitted to apply for re-entry in the subsequent quarter, provided that the student is in good academic standing. Students removed from enrollment who seek re-entry in a subsequent quarter will be required to follow all re-entry guidelines.

*Mid-Quarter start attendance* - Students must attend classes no later than the second week of each mid-quarter.

***Any student who has 0 attendance in their courses for 14 consecutive calendar days will be removed from enrollment and dropped from all courses for that quarter.***

## ABSENCES

The College recognizes that students occasionally get sick, have family emergencies or personal reasons that cause them to be absent. However, students are being trained for employment in the professional sphere where excessive absenteeism and tardiness are not tolerated. Students who are absent are responsible for all class work missed. Additionally, students are required to contact their faculty to notify them of their absence(s) and the reason(s) why, in order to be eligible to submit late work or make up missed tests and examinations if the faculty member allows this. Refer to the classroom policies in your syllabus for rules regarding making up work or exams for your specific class.

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## ABSENCE ON EXAMINATION DAYS

It is imperative that students sit for all scheduled exams. If mitigating/extenuating circumstances exist which prevent attendance on an exam day, the respective faculty member must be notified by telephone and/or e-mail on or before the day of the exam and be provided with documentation substantiating the mitigating circumstances. Faculty members will inform each class of their policy on make-up exams. Mitigating circumstances may allow a student to make up an exam but if classroom policy states that exams cannot be taken on an alternate day then do not expect an exception.

## TARDINESS

Because City College students are preparing to work in a specific career field, professional behavior and habits are critical to academic success. It is important that classes are attended as scheduled. Dependability, attendance, punctuality, and a commitment to graduate are essential at all times. As a student preparing for professional career opportunities, you are expected to be here during all scheduled classes and to arrive on time.

## DROPPING OR ADDING COURSES

The first seven (7) days of each term are the add/drop period, including mid-quarters. Students may officially withdraw from class during add/drop period without punitive grades or financial obligations for the classes dropped. Please note that students may withdraw from an online course during the official add/drop period but they may not add online courses. Students must register for online courses a minimum of five days prior to class start (see Online course requirements). See the section on Course Withdrawals for additional information on adding/dropping courses.

## SATISFACTORY ACADEMIC PROGRESS

Students enrolled at City College must be making measurable progress toward the completion of his or her program of study. The College has established satisfactory academic progress (SAP) standards that stipulate students must achieve (a) a minimum cumulative grade point average (CGPA), according to a prescribed schedule of evaluation points, and (b) complete their programs of study within a maximum time frame (MTF) that is one and one-half times the number of credit hours required for his/her program of study. Standards of satisfactory academic progress, as defined in this catalog, apply to all students. Failure to maintain in SAP may result in loss of financial assistance.

### Minimum Standards of Satisfactory Academic Progress for Degree Programs

Term	Minimum Required CGPA	Minimum Required % of Credits Completed to Credits Attempted (Completion Rate)
1	1.5	40
2	1.65	40
3 <sup>1</sup>	1.8	50
4-5	1.8	55
6 <sup>2</sup> -9 <sup>2</sup>	2.0	60
Each Subsequent Term <sup>2</sup>	2.0	60

<sup>1</sup> Student not meeting standards does not have to be dismissed; probation is required.

<sup>2</sup> A student not meeting standards is not eligible for financial aid and must be dismissed OR may remain in an extended enrollment status; probation is not allowed at this point.

## Minimum Standards of Satisfactory Academic Progress for Diploma Programs

Term	Minimum Required CGPA	Minimum Required % of Credits Completed to Credits Attempted (Completion Rate)
1 <sup>1</sup>	1.8	60%
2	2.0	60%
Each Subsequent Term <sup>2</sup>	2.0	60%

<sup>1</sup> Student not meeting standards does not have to be dismissed; probation is required.

<sup>2</sup> A student not meeting standards is not eligible for financial aid and must be dismissed OR may remain in an extended enrollment status; probation is not allowed at this point.

### ACADEMIC PROBATION

Student has not met the stated minimum requirement of academic progress, but is being allowed a term to correct the academic issues of either CGPA and or MTF in order to meet the SAP requirement and remain eligible for enrollment.

### ACADEMIC DISMISSAL

Student has failed to meet the stated minimum requirement of academic progress and is being academically dismissed from the program. A student may be academically dismissed without being placed on probation or after the probationary period based on when they fall below the minimum SAP requirements (See Eligibility for Extended Enrollment).

### STANDARDS OF SATISFACTORY PROGRESS FOR STUDENTS RECEIVING VA EDUCATIONAL BENEFITS

In addition to adhering to the general standards of satisfactory progress, students receiving Veteran's Administration (VA) educational benefits (VA students) must maintain a minimum cumulative grade point average (CGPA) of 2.0 at the end of each term. In terms 1 through 5 a VA student who falls below a 2.0 will be put on academic probation. If in the following term they still have not achieved a 2.0 they will be placed on a second and final academic probation. Failure to achieve a 2.0 at the end of the second consecutive term of academic probation will result in the student's VA educational benefits being terminated. In term 6 and all subsequent terms a VA student must meet the City College SAP requirements and achieve a 2.0 or may be academically dismissed from the program. A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the institution to be recertified to receive VA educational benefits after one term has elapsed and after attaining a CGPA of 2.0. Students using veteran benefits must consult with the Director of Education for advisement prior to changing programs of study.

Please refer to the Academic Catalog for additional information regarding Satisfactory Academic Progress (SAP) including policies on course withdrawals, incompletes grades and other items affecting or effected by SAP.

### GRADING SYSTEM

Students at the College receive grades based on classroom participation, laboratory and project work and written examinations. Final grades are issued at the end of each quarter based on the following criteria:

A (90-100) equals 4.0 quality points



B	(80- 89)	equals 3.0 quality points
C	(70- 79)	equals 2.0 quality points
D	(60- 69)	equals 1.0 quality points
F	(below 60)	equals 0.0 quality points
I	(incomplete)	equals 0.0 quality points
W	(withdrawal)	equals 0.0 quality points
S	(satisfactory)	equals 0.0 quality points
T	(transfer credit)	equals 0.0 quality points
P	(pass)	equals 0.0 quality points
NP	(no pass)	equals 0.0 quality points

The number of quality points awarded in a course is determined by multiplying the number of credit hours for that subject by the number of quality points earned in the course. Grades of “W”, “S”, “I”, “T”, “N” and “NP” are not used in the GPA calculation.

The Grade Point Average (GPA) is computed by dividing the total number of quality points by the total number of credit hours attempted. Grade reports are issued to the student each quarter. A student may appeal a final grade only within the first week of the following quarter.

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#### INCOMPLETE GRADE

An incomplete grade or an “I” may be given to a student who has not completed his/her required course work within the allotted time due to **extenuating circumstances**. These circumstances must be documented and communicated to the appropriate faculty member. This grade can only be issued by the faculty member. The student must make up all work within two weeks of the quarter end. If he/she does not complete the work, then he/she may receive an “F” for that course.

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#### GRADE PENALTY

For a student who totally withdraws from the College or is dismissed by the College, the last day of physical attendance determines whether or not grades are recorded for that quarter. If the last date of attendance is within the first half of the course (through week 6), a grade of “W” is earned. If the last day of attendance occurs within the last half of the course (after week 6), an “F” will be assigned to each requirement that is not completed and averaged in with the grades earned for completed work.

#### HOMEWORK

Homework is a natural part of the educational process. As a professional student, you should realize the importance of completing your assignments on time as required by your faculty member. Each syllabus lists specific homework requirements. In most courses, homework will account for at least 5% of the final grade. An average amount of time that you will spend doing out of class work is two hours for each hour of a lecture course and one hour for a lab class. This includes reading, assignments, and study time.

#### REPEATED COURSES

Students may repeat coursework as necessary to meet academic requirements. A student may repeat courses for which an “F,” “D,” or “W”, “NP” was earned. When a student repeats a course for the purpose of raising a failing grade, the highest grade will be used in calculating the



student's cumulative grade point average. However, all courses taken are calculated into credit hours attempted for the purpose of the student's Maximum Time Frame for completion. Financial aid may be received as long as all other eligibility requirements are met.

A student making a grade of "D" (where a "D" is considered passing) may advance if desired. It is recommended that the course be repeated if it is in the student's major area of study. Courses that are taken and then retaken are both counted towards attempted hours, and the highest grade will be used in calculating the student's Cumulative Grade Point Average (CGPA). Essential courses may be taken no more than two times.

**Repeated Courses in EMS - "Three Strike Rule"**: A grade of C, D, F, NP in core courses will require an EMS student to repeat a course. EMS students cannot repeat more than two core courses during the entire program. An individual course may be repeated only once. (See the SAP Policy/Guidelines in the City College Catalog).

In addition, students in the EMS program must get a grade of C or higher in all general education classes.

Students who are dismissed for a violation of the three strike rule are not eligible for extended enrollment status.

**Repeated Courses in Nursing – "Two Strike Rule"**

1. A minimum of a "B" is required to pass ALL core courses in the Nursing programs. A grade of "C", "D", "F", or "NP" is considered unsatisfactory and therefore non-passing. No more than one (1) core course may be repeated in the Nursing program. Nursing students cannot advance in their programs with a grade of NP. Receiving an unsatisfactory or non-passing grade will affect the student's progression to any course for which that course is a prerequisite.
2. Only one repetition of any core course may be attempted. A second failure of the same course will result in academic dismissal.
3. Failure of a second core course will result in dismissal from the program.
  - a. NUR2210 Beginning Medical Surgical Nursing: A student must receive a satisfactory grade of "A" or "B" in first attempt of course, the course may not be repeated. A grade of "C", "D", "F" or "NP" is considered unsatisfactory and will result in dismissal from the program. Students may withdraw from the course by Week 6 and receive a grade of W. Students may only register for this course twice.
  - b. NUR2811 Professional Nursing Roles and Leadership: A student may repeat one (1) time, even if it is the second core class failed on first attempt. A grade of "C", "D", "F", or "NP" is considered unsatisfactory and therefore non-passing. A second failure of the same course will result in dismissal from the program. Students who are dismissed for a violation of the two strike rule are not eligible for extended enrollment status.

**Repeated Courses in Veterinary Technology Program:** A minimum grade of a "C" (70%) is required to pass ALL core courses (labeled ATE) in the Veterinary Technician program. A grade of "D", "F", "NP", or failure to achieve minimal objectives for the course is considered unsatisfactory and therefore non-passing. A student who receives a non-passing grade will be required to repeat the course(s). The student must receive a "C" or better in the repeated course. A second failure of the same course will result in dismissal from the program. A third and final attempt at the same course may be granted if a student appeals the dismissal and documents extenuating circumstances to the Program Chair. Receiving an unsatisfactory or non-passing grade will affect the student's progression to any course for which that course is a prerequisite.

## STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals related to final grades, must be submitted in writing on an Academic Appeal Form to the Director of Education. All other appeals should be submitted via a standard letter. The appeal must include:

- The specific academic issue the student is experiencing
- The date of the decision
- The reason(s) the student believes the decision was incorrect
- The informal steps taken to resolve the disagreement over the decision (meeting with faculty, department chair, etc.)
- The resolution sought

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Appeals must be submitted within five (5) calendar days of the date the student has notice of the adverse academic decision; or, five (5) calendar days after unsatisfactory resolution with faculty and/or Department Chair.

*Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.*

The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter.

(Appeals committee must render a decision within 10 days of student submission of Appeal)

Copies of all documents relating to the appeal (excluding information which might violate FERPA or student confidentiality -information related to disability or medical documents) shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the student information system.

If a student still deems that the decision rendered is not a satisfactory one, the Director of Education may forward the appeal and all documentation to the Vice President of Academic Affairs within 10 days of the decision of the Appeals Committee. The Senior Management Team will at that time verify that all the correct procedures were followed and are in compliance with the City College Academic Grievance Policy. The Senior Management Team will have 10 days to verify the Appeals process and ensure compliance with City College Policy. At this point, the decision of the Appeal Committee is final (having been upheld by the Senior Management team), and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

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#### ASSIGNMENT/TEST GRADES

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Department Chair.

Students are always expected to first attempt to resolve the issue with the faculty member. If the student is unable to get satisfactory resolution, then they should take the matter to the Department Chair. If they are still unable to get satisfactory resolution, then the student should embark upon a formal appeal process. Only final course grades are eligible for appeal.

#### LATE WORK

City College online requires that students post assignments on or before the due dates. City College online instructors have the ability to open and close assignments. Once an instructor closes an assignment, a student will not be allowed to post that assignment without the instructor's permission and/or approval. If an instructor decides to accept a late assignment because the student has demonstrated **verifiable** mitigating circumstances from the such as death, illness, unplanned event, natural disaster, and or technical issues, late work will be have 10% of the grade deducted for each day that the assignment is late. No assignments will be accepted past the third day the assignment was originally due.

Online courses do not "close" for holidays. Due dates that occur on a holiday are expected to be posted that day.

#### MAKEUP POLICY

If a student is unable to either (a) complete an examination during the allotted time assigned by the instructor or (b) after beginning an examination, the student must let the instructor know immediately. Failure to do so will mean the student will forfeit the right to request a makeup examination. Makeup examinations are given at the discretion of the instructor and based upon **verifiable** mitigating circumstances from the student such as death, illness, unplanned event, natural disaster, and or technical issues. Make up examinations will not be the same examination given to other students during the normal examination period. The instructor can choose to give the student an alternate exam or an alternate assignment in lieu of the examination.

#### LEAVE OF ABSENCE POLICY

The College recognizes that personal situations arise which may require an extended period of time to resolve. It would not be to the student's benefit to maintain continuous enrollment when conflicting pressures prevent regular attendance.

Under this circumstance, a student may request a Leave of Absence. To initiate this, the student must submit a "Request for Leave of Absence Form" to the Director of Education. This form is available in the Registrar's Office. A leave of absence, instead of a formal withdrawal, indicates that the student sincerely intends to resume his/her education at a specified time, generally at the start of the next quarter. No leave of absence may exceed one (1) academic quarter within one academic year and a leave of absence can only be granted if the student completed at least one course for the quarter.

A student requesting a leave of absence does so with the knowledge that courses needed in his/her program may not be offered the term when he/she returns. Consequently a leave of absence may result in a delayed graduation date.

## WITHDRAWAL POLICY

If a student wishes to voluntarily withdraw from the College for any reason, the student must officially notify the College in writing. Students who wish to withdraw should address the letter to the Director of Education. Regardless of the circumstances for withdrawing or the date of notification, the official withdrawal date is the last date of class attendance. Any possible refund of tuition is based on the last date of attendance.

Students who wish to withdraw from a single class but remain registered for other classes are held responsible for tuition and fees for the total number of credit hours for which they originally registered. If the withdrawal from a single course occurs after add/drop week, no refund for the course will be issued.

Students may officially withdraw from class during the add/drop period (first week [7 days] of each term, including mid-quarter) without punitive grades or financial obligations for the classes dropped. The last day of physical attendance (LDA) determines whether or not grades are recorded for the quarter. If the LDA is within the first half of the course, a grade of "W" is given. If the LDA occurs within the last half of the course, the student will receive a final letter grade in each course. The grade of "W" has no effect on the student's cumulative grade point average or successful completion of courses. However, the grade of "W" is added to hours attempted within the specified maximum time frame.

## GRADUATION REQUIREMENTS

Every student who has successfully completed a course of study and fulfilled all obligations to the College will be awarded the appropriate Diploma, Associate of Science, or Bachelor of Science Degree during graduation exercises. Replacement cost for these documents is \$15.00. Graduation exercises are held annually, between June and July of each year. A graduation fee of \$150.00 is assessed to each graduating student, regardless of participation.

The candidate for a Diploma, Associate of Science or Bachelor of Science degree must:

1. Successfully complete all specified requirements for the degree.
2. Earn a cumulative grade point average of at least 2.0, "C", average. (*Emergency Medical Services and Nursing students must earn a minimum grade of B in all major and concentration core courses.*)
3. Achieve a specified level of performance in each skill area required for graduation.
4. Be free from all indebtedness to the College.

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## GRADUATION WITH HONORS

Students who meet the requirements for graduation and whose cumulative grade point average meets the following criteria are graduated with honors.

<u>Honor</u>	<u>Minimum grade point average</u>
Cum Laude	3.50 – 3.69
Magna Cum Laude	3.70 – 3.89
Summa Cum Laude	3.90 – 4.00

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## AWARDS AND RECOGNITION

Understanding that “exceptional achievement” is earned and should be recognized, the College awards individual certificates each quarter for the following:

- ▶ President’s List (*3.9 - 4.0 term average*)
- ▶ Executive Director/Vice-President’s Award (*3.7 - 3.89 term average*)
- ▶ Outstanding Academic Achievement (*3.5 - 3.69 term average*)
- ▶ Perfect Attendance

## COPYRIGHT COMPLIANCE

The copyright policy of the college is:

City College’s staff, faculty and students are expected to comply with U.S. Copyright Law, Title 17 of the United States Code, and to respect the intellectual property rights of others. Those who disregard the copyright compliance guidelines of the College place themselves at risk for possible legal action and may incur personal liability. Employees of the College who direct or require others to copy or distribute copyrighted material in any format including, but not limited to books, movies, music, paintings, photographs, and software, have a responsibility to discourage copyright infringement, and to inform those copying or distributing copyrighted material to do so in compliance with U.S. Copyright Law.

Infringements of the copyright laws (including P2P file sharing) will be viewed as a violation of the Student Conduct Policy. As such, the student is subject to the disciplinary sanctions of the Student Conduct Policy. Please refer to the City College Handbook for the complete Student Conduct Policy.

Peer-to-peer (P2P) file sharing technologies have some legitimate uses. However, often P2P technologies are used in activities that violate copyright laws. In addition, P2P file sharing can consume large amounts of network space and negatively affect regular business activities. As a result, the college makes every effort through filters, firewalls, and user privilege settings to block illegal P2P file sharing.

Under Federal law, there are both civil and criminal penalties for copyright infringement. Civil law allows the copyright owner to collect actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. Criminal penalties are up to five years in prison and up to \$250,000 in fines.

The City College library maintains a list of legal options to avoid copyright infringement. This information is available on the City College Library Resources website or by contacting a City College librarian.



## SAFETY AND SECURITY

### STUDENT CONDUCT POLICY AND ACADEMIC INTEGRITY

City College recognizes its students as responsible and capable adults and citizens preparing for a career. Students are, therefore, expected to conduct themselves appropriately during their education process in accordance of what will be expected of them upon graduation and entering the workforce. The City College Student Conduct Policy applies to all students and student organizations endorsed by City College. The Student Conduct Policy shall apply to all student conduct that occurs on a City College campus and/or an event sponsored by City College, inclusive of externships and clinical sites. At the discretion of the Executive Director and/or the Director of Education or his or her designee, the policy shall also apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

### ANTI-HAZING POLICY

It is the policy of City College that there will be no initiations (hazing) connected with any College-sponsored club/organization. All clubs/organizations formed by City College students must be approved by the Director of Education and are under the strict auspices of a staff or faculty member. Any deviation from this policy may result in immediate dismissal.

#### Definition of Terms

**Academic Integrity:** City College defines Academic Integrity as a code of ethics governing honesty in a student's pursuit of scholarly research and application. As such, infractions of City College's Academic integrity policy are deemed to be a form of academic dishonesty.

**Suspension:** Suspension is at the discretion of the Director of Education, Executive Director or the Disciplinary Appeals Panel. Suspension should not exceed two academic quarters. Students who are suspended are not eligible for a Leave of Absence and upon application for reentry to City College must pay the \$100 Re-start fee.

**Conduct Dismissal:** A student is administratively dismissed from the College for violation of the student conduct policy. The student is not eligible for re-entry into City College.

**Academic Honesty:** City College defines academic dishonesty as the "submission of work completed by another person as your own." All ideas, words or work from others that are included in a student's submitted work must be identified and cited. Failure to appropriately

identify the ideas, words or work of others included in a student's work is considered academic dishonesty and violates the conduct section of the catalog. Academic dishonesty may result in a zero on the graded activity, or suspension and/or termination from one or more of your courses or your entire program of study.

Ideas, words or work that require citation include, but are not limited to, hard copies or electronic publications, whether copyrighted or not, and visual and verbal communication that clearly originates from an identifiable source. This policy applies to all courses whether taught in residence or online and all sources whether electronic or hardcopy.

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## DISCIPLINARY OFFENSES

### Infractions of Academic Integrity

- a. Plagiarism, for example:
  - Submit work completed in whole or in part by another person as if it were your own.
  - Restate or paraphrase another writer's work without acknowledging the source.
  - Copy another student's homework and submit the work as if it were the product of your own labor.
  - Attempt to gain an advantage by using another student's work, revealing the questions or answers on quizzes to other students, or viewing quiz questions or answers obtained by another student.
  - Whenever you conduct research, you **MUST** include references to the sources you used. The most common method is to write "Work Cited" at the end of your submission, and then list the URL's for websites you used or quoted. If you use text or graphics from a website or any other source and do not cite the source, you will receive a grade of zero for the assignment.
- b. Cheating on assignments or examinations
- c. Engaging in unauthorized collaboration on academic work
- d. Use of test materials without authorization
- e. Submitting false or incomplete records of academic achievement
- f. Altering, forging or misuse of academic records
- g. Falsifying data, research, procedures or data analysis
- h. Deceiving the college and/or college officials
- i. Violation of technology policies, for example:
  - theft or abuse of computer, email or internet or intranet resources
  - unauthorized entry into a file, to use read or change the contents
  - unauthorized electronic file transfers
  - unauthorized use of another individuals identification and/or password
  - using computing facilities to interfere with the work of another student, faculty member, or school official.
  - using computing facilities to send obscene or abusive messages
  - using computing facilities to interfere with normal operation of the schools' computing system.

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## DISRUPTIVE, DISORDERLY, THREATENING OR AGGRESSIVE CONDUCT



Any student who engages in behavior which interferes with the normal operations of the college, inclusive of classes and administrative functions is subject to disciplinary procedures.

- a. Disruptive classroom conduct which inhibits student learning or the instructors ability to teach.
- b. The use of lewd or indecent language and/or conduct.
- c. Breach of peace inclusive of verbal and physical altercations with other students, faculty or administrative staff.
- d. Use of threats by any means of communication including but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees.
- e. Any conduct that threatens the health or safety of another individual.
- f. Theft, attempted theft, vandalism/damage or defacing of college property, college-controlled property; or the property of another student, staff member or guest.

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#### ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF WEAPONS

Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likeness of weapons, is prohibited on college property, school sponsored events, except where possession is required by law.

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#### ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF ALCOHOL, CONTROLLED AND/OR ILLEGAL SUBSTANCES

In response to the requirement of the “Drug Free Schools and Communities Act Amendments of 1989” (Public Law 101-226) the following will be the policy of City College Ft. Lauderdale, Gainesville, Hollywood, Miami and Altamonte Springs campuses:

No employee or student of this College shall have in his or her possession any alcoholic beverage or controlled substance (illicit drugs) on College property, any College activity, or at any college sanctioned event, inclusive of externships and clinical sites, whether for personal consumption or distribution to any other personnel or student. Any infraction of this policy will be grounds for immediate dismissal.

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#### FALSIFICATION

Falsification is deliberately providing City College and/or its officials with false or misleading information. Inclusive of forgery, alteration and misuse of college documents, records or identification with an intent to defraud or misinform.

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#### VIOLATION OF FEDERAL OR STATE LAWS

Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college sponsored events, inclusive of externships and clinical sites is prohibited.

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#### UNAUTHORIZED USE OF COLLEGE FACILITIES



Unauthorized entry and use of college property, inclusive of medical labs, simulation labs and/or equipment, computers, computer labs and data and voice communication networks is forbidden.

## DISCIPLINARY PROCEDURES

Any City College staff or faculty member may file a complaint that a student is in violation of the student conduct policy.

- a. The complaint must be prepared in writing by completing the Disciplinary Notice Form.
- b. The complaint should include the nature of the infraction, the date, time, location. The names of students, faculty and/or staff or witnesses should be included.
- c. Complaints should be submitted in a timely manner and should account for no more than 48 hours after the alleged infraction, unless there are extenuating circumstances requiring more time which should be documented.

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## DISCIPLINARY SANCTIONS

For cases of infractions of academic integrity, faculty members have two options.

*For the first infraction:*

- a. The student may either fail the assignment and lose the grade for that assignment without the possibility of replacing that grade; or
- b. The student may fail the course and be required to re-take the course.

The Director of Education must approve the decision of the instructor. A copy of the Disciplinary Notice form and any decision made will be placed in the student academic file.

*For a second infraction,* the student is subject to either

- a. Suspension from the college or
- b. Conduct Dismissal from the college.

For a second infraction, the decision for suspension and/or dismissal will reside with the Director of Education, since faculty members may not be aware of a student's prior infraction. A copy of the Disciplinary Notice form and any decision made will be placed in the student academic file along with the letter to the student indicating that they have either been (a) suspended or (b) Dismissal from school for violation of the Student code of conduct.

**Special Note:** *Egregious behavior on the part of a student can result in immediate dismissal from the college.*

For all other infractions, the final decision rests with the Executive Director

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## APPEALS

A student who has been found to be in violation of the City College Code of Conduct will have the opportunity to appeal the decision made. The student's appeal must be in writing and within 14 days of the college's decision. The student will then present their case to the **Disciplinary Appeals Panel** which may consist of the following members:

Campus Executive Staff

- a. Campus Staff
- b. Faculty and/or Students

The decision of the Disciplinary Appeals Panel is final.

## GRIEVANCE PROCEDURES

City College defines a grievance as any situation arising from a college action which a student deems to cause them academic, financial or emotional distress. A grievance procedure is available to any student who believes a College decision or action has adversely affected his/her status, rights or privileges as a student. The purpose is to provide a prompt and equitable process for resolving student grievances.

Any student who has an ACADEMIC GRIEVANCE must follow this procedure:

1. A student who has an issue with the decision of a faculty member on grades or attendance must first address the issue with the faculty member.
2. If the student is unable to resolve the issue with the faculty member, then the student should elevate the matter to the program director.
3. If the matter is still not resolved to the student's satisfaction, the student may then take the grievance to the Director of Education with a written statement. This statement may be submitted in person or via email. The student should ensure that they have all the documentation to substantiate their grievance. The faculty member should also have all their materials to substantiate their position on the student's grievance.

The written statement should include the following:

- Nature of the issue
- Date of the issue
- Person(s) involved
- Steps already taken
- Key area(s) of concern
- Desired outcome

The Grievance will be reviewed by appropriate members of the Academic team not limited to faculty, Program Chairs, the Director of Education and the Executive Director. The student in addition to the written statement will have the opportunity to present their case to the specific team reviewing their grievance if they so desire. The decision of the Executive Director is final. In some circumstances, the input of the Vice President of Academic Affairs or the President may be sought. In these cases, their decision will be final.

Any student who has a NON-ACADEMIC GRIEVANCE must follow this procedure

1. For any issue with academics not related to grades or attendance, the matter should be addressed to the Director of Education for that campus.
2. For an issue with Financial Aid, the matter should be addressed the Director of Financial Aid.
3. For all other issues, not covered under grades, academics or financial aid, the matter should be addressed to the Executive Director for that campus.

The student should prepare a written statement which should include the following:

- Nature of the issue
- Date of the issue
- Person(s) involved
- Steps already taken
- Key area(s) of concern
- Desired outcome

The Grievance will be reviewed by the campus Management team. The student in addition to the written statement will have the opportunity to present their case to the management team reviewing their grievance if they so desire. The decision of the Executive Director is final. In some circumstances, the input of the Vice President of Academic Affairs or the President may be sought. In these cases, their decision will be final

Students who feel a grievance is not resolved by the college to their satisfaction may refer their grievance to: Executive Director, Commission for Independent Education, 325 W. Gaines Street, Suite 1414, Tallahassee, Florida, 32399-0400, (888) 224-6684 and/or ABHES, 7777 Leesburg Pike, Suite 314 N, Falls Church VA 22043; (703) 917-9503

Distance Education students, who have completed the internal institutional grievance process and the applicable state grievance process, may appeal non-instructional complaints to the FL-SARA PRDEC Council. For additional information on the complaint process, please visit the FL-SARA Complaint Process page.

## CAMPUS EMERGENCY AND CRIME REPORTING PROCEDURES

To insure a safe and secure school, students, faculty and staff are encouraged to report crimes and incidents to College key staff; Campus Executive Directors, Directors of Education, Directors of Admissions, Directors of Career Services, Directors of Financial Aid, Department Chairs or Coordinators, and Security personnel (if applicable).

We encourage anyone who has witnessed or has been a victim of a crime to immediately report the incident by dialing 911 or for non-emergencies you may report an incident in person or by calling the main number for the campus and asking to be transferred to one of the above mentioned staff. Crimes can be reported on a voluntary, confidential basis for inclusion in the Annual Security Report. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All College employees are required to report any crime that occurs on the campus to local law enforcement agencies.

<b>Table 1.1 – Emergency and Non-Emergency Numbers</b>		
<b>Emergency? Dial 911</b>		
<b>Non-Emergency</b>		
<b>Altamonte Springs- Campus- 407-831-9816</b>		
Seminole County Police Department	407-665-6650	<a href="http://www.seminolesheriff.org/en-us/">http://www.seminolesheriff.org/en-us/</a>
<b>Fort Lauderdale – Campus- 954-492-5353</b>		
Fort Lauderdale Police Department	954-828-5700	<a href="http://flpd.org/">http://flpd.org/</a>
<b>Gainesville – Campus- 352-335-4000</b>		
Alachua County Sheriff’s Office	352-955-1818	<a href="http://www.alachuasheriff.org">http://www.alachuasheriff.org</a>
<b>Hollywood – Campus - 954-744-1777</b>		
Hollywood Police Department	954-967-4636	<a href="http://www.hollywoodpolice.org/">http://www.hollywoodpolice.org/</a>
<b>Miami – Campus – 305-666-9242</b>		
Miami Police Department	305- 579-6111	<a href="http://www.miami-police.org/index.asp">http://www.miami-police.org/index.asp</a>

City College does not recognize any student organizations with off-campus locations.

City College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible ex offense, the results of any disciplinary proceedings conducted by City College. If the alleged victim is deceased is a result of the crime or offense, the next of kin may request in writing the results of the disciplinary proceedings.

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#### ANNUAL CRIME REPORT

City College publishes an Annual Crime report in accordance with the Clery Act. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by City College, and on public property within or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting Student Services or on the City College website, <http://www.citycollege.edu/student-consumer-information/>

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#### CAMPUS SECURITY PERSONNEL POLICY AND PROCEDURES

During public business hours, the campuses are open to students, guests, employees, contractors and invited vendors. During non-public business hours, the campus’ are secured with a security system and access to the campus is limited to employees with key and security access only.

Staff with access to the campus during non-public business hours is instructed in the appropriate security procedures before being given access.

At the Fort Lauderdale campus, there is a mobile campus security patrol who have the authority to (a) ask persons for identification and to determine whether individuals have lawful business at City College; (b) ask persons who have been determined to not have lawful business at the College to leave and (a) tow unauthorized vehicles at the request and direction of key City College staff members and personnel. Persons who have their cars towed are responsible for the costs of towing, storage and recovery. The Fort Lauderdale campus security officer(s) do not possess arrest power. Campus Security in Fort Lauderdale maintains a log of security issues. There is also a no trespass order on file with the Fort Lauderdale police department and posted signage. Criminal incidents are referred to the local police who have jurisdiction on the campus. During non-business hours the campus is secured by a security system

At the Gainesville campus, during non-business hours, the campus is secured by a security system. Criminal incidents are referred to the local police who have jurisdiction on campus.

At the Hollywood campus, during non-business hours, the campus is secured by a security system. All visitors to the campus check in at the front desk, sign in and are issued a visitor's pass. Criminal incidents are referred to the local police who have jurisdiction on the campus.

At the Miami Campus, City College does not own or manage the building. However, the building management provides security for the campus. Visitors to the campus are expected to sign in at the front desk when they arrive on campus. Criminal incidents are referred to the local police who have jurisdiction on the campus. During non-business hours the campus is secured by a security system.

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## SECURITY AWARENESS

The security awareness programs and information described below are designed to inform the community, students and employees about campus security procedures and practices. City College encourages students and employees to be responsible for their own security and the security of others. Take time to learn about crime prevention and safety – for yourself and your fellow community members. Information and awareness are your best weapons against crime and accidents.

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## CAMPUS LIGHTING AND PHYSICAL PLANT

The Campus Executive Director is responsible for maintaining City College (campus) buildings and grounds with a concern for safety and security. Campus facilities and lighting are regularly surveyed by staff. City Campus Crime Report 10/1/2017 4

College managers and staff on duty assist the Executive Director by reporting potential safety or security concerns. Anyone noticing a safety or security problem with the physical plant or campus landscaping should contact the Executive Director, managers or staff members.

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## TIMELY WARNINGS

In the event that a situation arises that may pose a serious, ongoing threat, as determined by the Campus Executive Director or his/her designee, a “timely warning” will be issued. One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty and visitors at City College:

- City College website: [www.citycollege.edu](http://www.citycollege.edu)
- Student and faculty portals
- Broadcast emails
- Broadcast text messages
- Broadcast voicemails
- Internal Emergency Notification System

## EMERGENCY RESPONSE

The Campus Emergency Guidebook for City College campuses includes information about management of emergency response of a variety of situations, operations, and communication responsibilities. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

The institution has general evacuation guidelines, in the event that a segment of the campus needs to be evacuated. Evacuation routes are posted throughout the campuses in the hallways and/or classrooms.

City College expects members of the community to follow the instructions of first responders on the scene.

City College community members are encouraged to notify a member of the college administration of any situation or incident on campus that may involve an immediate threat to the health and safety of students and/or employees on campus. City College has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, City College has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

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## HURRICANE POLICY

In the event of emergency due to a hurricane threat, the following procedures will take effect:

After a hurricane *warning* the President and the Executive Director will make a decision regarding the timing of the closing of the school and/or facility. Facilities other than the main campus may be required to adhere to the evacuation requirements of the building owners.

Full-time faculty and staff should report to work as usual unless a HURRICANE WARNING is issued for your respective county. (Not a tropical, storm watch/warning and not a hurricane watch). Full-time staff and faculty may be asked to report to work even though classes are cancelled, provided they can do so safely.

An automatic telephone message\* will be sent to employees and students of the campuses specifically impacted by the closing decision.

Phone, email, and text notifications will be made to students, faculty and staff. Local radio and television stations that accept closing information will be notified. Information will also be posted on the school's website. A second telephone, email or text message will be sent when the school/facility re-opens.

\*All employees should insure that a valid telephone number with voice mail capability is on file in their ADP account.

## FIRE EMERGENCY PROCEDURES

Any student trapped by smoke or fire in corridors and who cannot leave by normal exits should:

1. Stay in or return to the classroom or some other smoke and fire-free area. Shut the door and remain there until rescued.
2. If smoke enters the room from under or around the door, place sheets, blankets or clothing around the door to seal it as securely as possible.
3. Open windows from the top in order to evacuate any smoke that may enter.
4. Try to stay calm and signal firefighters of your location.

## CITY COLLEGE POLICY AND PROCEDURES – VIOLENCE AGAINST WOMEN ACT (VAWA)

City College supports the Federal Campus Sexual Assault Victims' Bill of Rights:

- Survivors shall be notified of their options to notify law enforcement.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

City College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. The definitions of these offenses, as defined in the Florida State Statutes, are as follows:

**Domestic Violence-(FSS 741.28)** any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

**Dating Violence (FSS 784.046)** violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

**Sexual Assault (FSS794.011)** also called sexual battery - means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose

**Stalking (FSS784.048)** Any person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person. "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.



**Consent** (FSS794.011) means intelligent, knowing, and voluntary consent, and does not include submission by coercion. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Further, consent cannot be inferred from silence, passivity, or lack of active resistance. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. By definition, there is no consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological. A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct. Intoxication is not an excuse for failure to obtain consent. A person incapacitated by alcohol or drug consumption, or who is unconscious or asleep or otherwise physically impaired, is incapable of giving consent.

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## PREVENTION AND DETECTION

Everyone at City College, students, faculty, staff and administration are responsible for prevention and detection of violence on campus. If you see something, say something. There are four "D's" for a safe and positive bystander intervention:

1. **Direct:** Step in and address the situation directly. This might look like saying, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.
2. **Distract:** Distract either person in the situation to intervene. This might look like saying, "Hey, aren't you in my Spanish class?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted than those that are sober.
3. **Delegate:** Find others who can help you to intervene in the situation. This might look like asking a friend to distract one person in the situation while you distract the other ("splitting" or "defensive split"), asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you didn't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can go talk to their friend, text their friend to check in, or intervene.
4. **Delay:** For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, ask them, "Are you okay?" or "How can I help you get out of this situation?" This could also be done by texting the person, either in the situation or after you see them leave and asking, "Are you okay?" or "Do you need help?"

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## WARNING SIGNS OF ABUSIVE BEHAVIOR

Knowing the warning signs of abusive behavior is important to mitigate your risk. The following are just a few behavioral signs:

- *Jealousy* – excessive questions about who a partner spends time with



- *Controlling Behavior* – not allowing a partner to make personal decisions
- *Isolation* – curtailing a partner's social interaction
- *Verbal Abuse* – saying things about or to a partner that are meant to be cruel
- *Blame-shifting* for feelings and problems – blaming a partner, family, or the University for one's own inabilities or lack of responsibility
- *Making threats of violence* – saying things like "If you talk to him/her again, I'll kill you." Or "If you leave me, I will kill myself."

Never put yourself at risk. If the situation escalates, call the police.

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## REPORTING SEXUAL MISCONDUCT

Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred.

1. Get to a safe place
2. Get medical attention.
3. It is strongly recommended that you allow evidence to be collected even if you currently choose not to report the incident to law enforcement. To do this you should make every effort to save anything that might contain the perpetrator's DNA. Do Not:
  - Bathe or shower
  - Use the restroom
  - Change clothes
  - Comb hair
  - Clean up the crime scene
  - Move anything the offender may have touched

Excerpted from: [RAINN.org](http://rainn.org)

If you are the victim of sexual assault it is recommended that you call the National Sexual Assault Hotline – 1-800-656-4673 - which is open 24 hours a day and has counselors available to answer questions. They can assist you in finding a local health facility, local resources for healing and recovery, referrals for longer term support, review basic medical concerns. All calls are confidential. Additionally they offer online chat at <http://online.rainn.org>.

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## SUPPORT SERVICES FOR VICTIMS

Upon request, the College will make reasonable accommodations to adjust student's academic schedules who report alleged sexual offenses while the matter is under investigation.

While the College does not have mental health counselors, substance abuse counselors or psychologists on staff, a number of community and state services are available to assist students, faculty or staff who may become the victim of a sexual crime on campus. In addition to prompt and professional emergency medical services provided by police, fire department, ambulance, hospital or clinics, victims will be directed to local agencies for assistance and counseling.

In cases of criminal activity, information regarding victims' rights and the steps followed by the criminal justice system to address their case is available from local law enforcement agencies.

A good resource for information (including a directory of rape crisis centers) may be found at the Florida Council Against Sexual Violence website <http://www.fcasv.org/> or by calling (850) 297-2000. In addition the Florida Department of Children & Families, <http://www.dcf.state.fl.us/programs/domesticviolence/>, has a Domestic Violence Hotline (800-500-1119) and information on local Domestic Violence Centers.

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## RESOURCES FOR MEDICAL CARE

It is especially important for students who have been sexually assaulted to seek immediate and appropriate medical treatment. While the College staff is unable to perform procedures related to the collection of evidence for the purposes of pursuing criminal prosecution, they can provide assistance and support when a student requests or requires transportation to the hospital or assistance with notification of appropriate authorities.

Under Florida law, the tests and procedures at the hospital are free of charge if treatment is sought within 96 hours of the assault. Emergency Room staff may ask if the student wishes to speak to the police; this decision is up to the student. Current students may seek counseling at any time, whether it is days, months or years after the incident.

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## FILING A CAMPUS REPORT OF SEXUAL MISCONDUCT

The College will take seriously every report of sexual misconduct it receives by conducting an investigation and working to ensure that both complainants and accused students are given appropriate support. City College encourages students to report all incidents of sexual misconduct. Any threat of retaliation or other attempt to prevent the report of an incident of sexual misconduct is itself prohibited and will result in disciplinary sanctions.

Reporting sexual assault is a choice the victim makes but City College strongly encourages you to report the sexual assault to law enforcement authorities which may be on campus security or local police. The victim may request to be assisted by campus authorities in notifying law enforcement. Such requests should be made to the Executive Director or Director of Education. If the student decides not to report the assault to law enforcement authorities they may still make a confidential report to the College. If you wish to make a confidential report, you may do so with the Title IX Administrator. The report will contain details of the incident but the identity of the victim will not be revealed. A confidential report allows the College to insure the safety of the victim and others.

Regardless of whether the student chooses to report the assault to law enforcement, a victim may request that actions are taken to prevent contact with the alleged assailant(s). The college will provide the victim written notification about options, available assistance and how to request changes to academic situations, living situations, transportation situations, working situations, and protective measures. The college does not provide residential or transportation facilities and so may refer the student to local community resources to assist in areas where the college does not have control or jurisdiction. In addition, the victim has the right to pursue orders of protection, “no-contact” orders, restraining orders, or similar lawful orders in a criminal, civil or tribal court.

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## PRIVACY AND CONFIDENTIALITY

City College reports incidents of sexual assault, dating violence, domestic violence, or stalking as required by law in the annual Clery Act reporting. The report does not include any personally identifying information about individuals involved in the incident(s).

Confidentiality is maintained by restricting access to any written reports, or court orders to key campus administrators (i.e. Title IX Administrator, Executive Director and Director of Education)

The College encourages the reporting of all incidents of sexual misconduct. To the extent possible, the College will protect the privacy of all parties in a complaint of sexual misconduct.

Under federal law, if a student makes a formal report about a sexual assault to a College official (e.g., officials within Student Affairs, Directors of Education, Department Chairs, campus security personnel (if applicable), and certain other administrators with supervisory responsibilities), the College has an obligation to investigate the complaint.

If the College receives a formal report, it will be evaluated by the Title IX Administrator and treated in a confidential manner. However, information will be shared as necessary in the course of an investigation with people who need to know such as investigators, witnesses, and the accused.

When the College, through a report from a College official, becomes aware of an incident of sexual assault that occurred on-campus, there is a potential for bodily harm or danger to members of the campus community. The College administrators must issue a timely warning to the campus. While the College will provide enough information to safeguard the campus community, a student's name or other personally identifying information will not be disclosed. Under Florida law, if a student wants the details of an incident be kept strictly confidential, she or he can speak with College officials or off-campus rape crisis resources. All College officials who come in contact with victims will honor confidentiality unless there is an imminent danger to the student or to others.

Additional information obtained via the investigation will also be sent to the corporate office as deemed necessary. The City College President will investigate a report when it is deemed appropriate.

Any accommodation or protective measures provided to a victim will be confidential unless confidentiality would impair the ability of City College to provide the accommodations of protective measures.

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#### DISCIPLINARY PROCESS FOR SEXUAL MISCONDUCT COMPLAINTS

If a student chooses to proceed with a disciplinary complaint, he or she will prepare a written report of the incident, and the student's role within the disciplinary process will be that of a "complainant." In some instances, the College may, in its discretion, choose to initiate a disciplinary complaint on its own. The College may ask local law enforcement officials to conduct further investigation before proceeding with the disciplinary process in some cases.

An accused student will be informed of the nature of the charges by a designated College official, and may, in instances where there is a student complainant, obtain a copy of the complainant's written statement after preparing his or her own written description of the incident. In turn, the accused student's written description will be shared with the student complainant, if any.

Reports of sexual misconduct by a student shall be addressed through the College's student disciplinary process which is described in the City College Student Handbook.

The following disciplinary actions and sanctions may be imposed, as appropriate, if a person is found to have committed a sexual offense or an act of sexual violence:

- Suspension
- Expulsion
- Termination of employment

Perpetrators of crimes may also be subject to criminal prosecution.

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#### EDUCATIONAL PROGRAMS AND PREVENTION SERVICES

City College encourages community educational sexual assault programs aimed at the prevention of sex offenses. Such programs as Rape Aggression Defense (RAD) program as well as personal safety lectures are available from local law enforcement agencies and outreach programs on how to avoid sexual assaults and what to do if one is the victim of such crimes.

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#### SEX OFFENDER REGISTRY IN FLORIDA

The Florida Department of Law Enforcement provides a website for the data warehousing of sexual offenders and predators. Information can be obtained by going to the website: <http://offender.fdle.state.fl.us/offender/Search.jsp>

<b>Law enforcement contact information for each City College campus</b>		
<b>Altamonte Springs</b>		
Seminole County Police Department	407-665-6650	<a href="http://www.seminolesheriff.org/en-us/">http://www.seminolesheriff.org/en-us/</a>
<b>Fort Lauderdale</b>		
Fort Lauderdale Police Department	954-828-5700	<a href="http://flpd.org/">http://flpd.org/</a>
<b>Gainesville</b>		
Alachua County Sheriff's Office	352-955-1818	<a href="http://www.alachuasheriff.org">http://www.alachuasheriff.org</a>
<b>Hollywood</b>		
Hollywood Police Department	954-967-4636	<a href="http://www.hollywoodpolice.org/">http://www.hollywoodpolice.org/</a>
<b>Miami</b>		
Miami Police Department	305- 579-6111	<a href="http://www.miami-police.org/index.asp">http://www.miami-police.org/index.asp</a>

#### TITLE IX - NON-HARASSMENT STATEMENT

City College is committed to addressing and eliminating harassment and sexual harassment wherever it occurs.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based upon a person's protected status, such as gender, color, race, religion, creed, ancestry, national origin, age, physical or mental disability, marital status, sexual orientation, gender identity or other protected group status. Additionally, the College will not tolerate harassment based on an individual's physical characteristics.

Sexual harassment deserves special mention. Sexual harassment encompasses a wide range of unwanted, sexually directed behavior.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment,
- submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonable interference with an individual's educational or work performance or creating an intimidating, hostile or offensive working environment

Sexually harassing behavior can include, but is not limited to, the following: verbal behavior such as negative or offensive comments, jokes, or suggestions about another employee's gender, sexuality or gender identity; threats related to sexual conduct; unwelcome sexual flirtations, advances or propositions; demands for sexual favors; subtle pressure for sexual activity; obscene or lewd sexual comments; unwelcome physical behavior; other forms of personal attention which are inappropriate to the academic or employment setting and which may reasonably be perceived as sexual overtones or denigration.

Contact information for the Title IX administrator:

<b>Title IX Administrator Contact Information</b>	
<b>Title IX Administrator for ALL City College Campuses</b>	
Shondra Saunders-Russell Phone: 954-492-5353 ext. 4222	Email: <a href="mailto:ssaunders-russell@citycollege.edu">ssaunders-russell@citycollege.edu</a>

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Each profession has its own occupational hazards and risks. Health related fields are no different. What you do as a health professional should consider minimizing risk, to you, your patient and others.

Standard precautions apply to blood, all bodily fluids and/or secretions (except sweat), nonintact skin and mucous membranes. To reduce the risk of transmission of microorganisms personal protective equipment (PPE) should be available this includes the following:

1. Protective gloves
2. Masks and protective eyewear
3. HEPA and N-95 respirators
4. Gowns
5. Resuscitation equipment
6. Hand-washing supplies

These are minimum PPE. In certain situations additional precautions may be necessary and you will be advised of protocols should these occur.

## RADIATION DISCLOSURE

Students attending a clinical rotation in a medical facility may encounter exposure to ionizing radiation (e.g. X-rays), volatile anesthetic gases, and chemical substances which may cause bodily harm. Some campuses/programs utilize X-ray machines in a laboratory setting and the same potential exposures exist in this setting.

If exposure to ionizing radiation is to occur, the student must wear an appropriate lead apron, thyroid shield, gonadal shield, and/or pregnancy lead (wrap around lead apron). These safety items are supplied by the clinical site when needed. The safety equipment is mandatory. If exposure to ionizing radiation occurs in the clinical setting without the proper protection being worn the student must report this incident to the clinical preceptor ASAP as well as the Program Lead Instructor and/or Program Chair.

If exposure to any volatile anesthetic gases and/or chemical substances occurs while attending clinical rotation the student must report this incident to the clinical preceptor ASAP as well as the Program Lead Instructor and/or Program Chair.

To limit the exposure to anesthetic agents and other chemical substances; the student must always wear the correct Personal Protective Equipment (PPE) to limit the exposure that might occur. Please refer to “Initial Response to Exposure” section of this handbook for detailed information.

## INFECTIOUS DISEASES GUIDELINES

Students in programs that have clinical requirements may be exposed to infectious agents which cause disease.

Each clinical facility is expected to practice universal precaution procedures in the care of patients with infectious diseases. The student is educated in, and is expected to be knowledgeable in the practice of these precautions and care for these patients.

- Clinical grades are awarded according to student performance. Refusal to render care to any patient in a manner which follows the clinical facilities guidelines may result in dismissal from the program.

## BLOODBORNE PATHOGENS / NEEDLESTICK POLICY

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Students must comply with current CDC and OSHA guidelines for infectious disease control. Students receive updated information of standard precautions as they become available. Universal Precautions, CDC and OSHA Guidelines are reviewed annually and a post-test will be kept in the student file for documentation of clinical compliance.

In keeping with standard precautions, blood and certain body fluids of all clients are considered potentially infectious for human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens. All nursing students and faculty are professionally and ethically obligated to provide client care with compassion and respect for human dignity. No nursing student or faculty may refuse to treat a patient solely because the patient is high risk for contracting, or is HIV positive, or has hepatitis, or any other infectious disease. The CDC recommends that standard

precautions apply to blood and to body fluids containing visible blood, as well as semen and vaginal secretions, to tissues and to the following fluids: cerebrospinal, synovial, pleural, peritoneal, pericardial and amniotic.

Standard precautions do not apply to nasal secretions, sputum, saliva, sweat, tears, urine, feces and vomitus unless they contain visible blood. However, current infection control practices already in existence include the use of gloves for digital examination of mucous membranes and endotracheal suctioning, and hand washing after exposure to saliva.

Students with exudative lesions or weeping dermatitis should refrain from all direct client care and from handling client-care equipment.

#### POST-EXPOSURE PROTOCOL FOR PROPHYLAXIS OF HBV AND HIV

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The use of personal protective equipment, appropriate engineering controls, and proper work practices must be continually reinforced among faculty and students to prevent exposure incidents to blood or other potentially infectious materials (OPIM). However, if an incident occurs, faculty and students should report the incident as soon as possible and be thoroughly familiar with the procedures for testing, evaluation, and treatment. A potential exposure incident can include:

- Percutaneous inoculation – needle stick or sharps
- Non-needle percutaneous injury – open cuts or abrasions
- Direct mucous membrane contact – accidental splash
- Non-intact skin contact with blood or OPIM.

#### INITIAL RESPONSE TO EXPOSURE

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1. Immediately apply first aid as needed:
  - Allow to bleed freely; clean with 70% alcohol (for needle stick/puncture injury)
  - Wash thoroughly with soap and water
  - Mucous membrane: flush copiously with water
  - Eyes: irrigate and/or flush copiously with water
2. Document the incident, including:
  - Route of exposure
    - How and when exposure occurred
    - Identify source individual, if known
  - Report exposure immediately to nursing instructor and appropriate supervisor in school or the clinical agency.

Every student should familiarize themselves with the CDC “Exposure to Blood What Healthcare Personnel Need to Know”, [http://www.cdc.gov/HAI/pdfs/bbp/Exp\\_to\\_Blood.pdf](http://www.cdc.gov/HAI/pdfs/bbp/Exp_to_Blood.pdf).





## STUDENT SERVICES

### SERVICES AVAILABLE FOR STUDENTS WITH DISABILITIES

In compliance with the Americans with Disabilities Act (ADA), City College provides reasonable accommodations to students with professionally diagnosed and documented disabilities. The Executive Director for each campus serves as the ADA Coordinator for that campus. (see the City College Catalog for more information on the Disability Policy).

### BULLETIN BOARDS

There are bulletin boards in the student lounge and classrooms (if applicable) where students may post notices. All student notices must be dated and approved by the Director of Education. Each department has a bulletin board displaying various sources of information. Bulletin boards in the Career Services area are updated by the Career Development Department and show job listings, agency openings and articles. No student notices are to be posted on these bulletin boards; there is a board for student notices in the Student Lounge.

### STUDENT ACTIVITIES

The College has an organized program of activities listed quarterly on each campus. Each campus will sponsor and encourage activities that the student body desires, field trips, events, professional groups, etc. Interest and demand will determine activities held. Students should contact their department chair and the Director of Education to create or participate in activities.

All student organizations must secure a faculty sponsor and a letter of approval from the Director of Education prior to the 20<sup>th</sup> day of the preceding month. Recognized student organizations must receive permission to use the College facilities from the Director of Education and or the Executive Director.

The College's Accounting Office is required to audit financial records of any student organization once a year and retains the right to perform audits at any other time. Campaigns and pledge activities should appear on the approved calendar. Signs, banners and advertisements should be in good taste and are subject to approval of the group sponsor(s).

### COMMUNITY RESOURCES

If you are in need of community resources, such as access to food banks, counseling, housing, the Career Services office maintains a list of local resources and can assist you in connecting with the right services for your circumstance.

### CAREER ASSISTANCE AND DEVELOPMENT- "CAREER SERVICES"

The College provides all graduates with career assistance. The Director of Career Assistance and Development assists graduates to obtain the best position in keeping with their preferences, talents, and special skills. The College does not guarantee employment to the graduate but can provide contacts and guidance which have proven successful.

It is the student's responsibility to periodically contact the Career Assistance and Development



Office and share the results of all interviews. Students must register with the Director of Career Assistance and Development before their last quarter.

The Career Assistance and Development Office offers the following services:

1. Assists the student in arranging personal interviews between the student and a prospective employer.
2. Advises the student on how to contact other representatives of industry or government agencies.
3. Retains student's credentials and assists him/her as an alumnus in obtaining or changing employment.
4. Assists the student in preparing a resume and cover letter.
5. Assists the student in preparation for a job interview, i.e. interviewing skills, appearance, etc.

## FINANCIAL AID

In order to receive financial aid, **every** year you must:

- File your federal tax return if required
- Complete the FAFSA (Free Application for Federal Student Aid)
- Make an appointment with Financial Aid to review your new plan
- Check your account in the student portal for alerts and information regarding your account and financial aid.

For other information, please see the catalog or contact the financial aid department at your campus.

Scholarships offered by City College are listed on the college website, <http://www.citycollege.edu>. Make sure you check them at least once a year to see if you might qualify for any of them.

## STUDENT RESOURCE CENTERS

### LIBRARY

The Library at City College is the center for information resources related to all program areas. Students and faculty have access to up-to-date information that will assist them in their chosen field of study, and also in becoming life-long learners. In addition, the libraries provide students access to printing, photocopying and computers with Microsoft Office and Internet access.

Each City College library is staffed by a professional librarian who holds a Master's Degree in Library Science. The librarians offer assistance one-on-one, over the phone, and in class in order to provide a personalized learning experience for students.

When students use the library, they must follow the instructions that are posted. All books taken must be checked out, and periodicals and reference materials must remain in the library.

In addition to the above resources City College offers access to online eResources. These consist of a variety of resources from dictionaries to journal articles. Information about how to access the eResources is available at the library. In addition, a collection of online tools to assist

students in learning how to cite sources, basic math, English and other academic topics are available on the Learning Resources site, <http://citycollege.libguides.com>.

Library contact information and links to the library online catalogs are available from the homepage of the Learning Resources site.

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#### BOOKSTORE

The College has a bookstore that is available as a just in time on ground facility weeks 10, 11 and 1, 2 of each quarter. In addition, students have access to an online bookstore which is available prior to the on-ground bookstore and after the on-ground store closes, <http://mybookstore.citycollege.edu/>.

The bookstore offers books at competitive prices and a variety of options. Used books are available through the bookstore for many of the courses. In addition, lease and eBook options are available. The bookstore has the City College uniforms and other required materials that students will need.

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#### CENTER FOR ACADEMIC EXCELLENCE

Each City College campus has a Center for Academic Excellence which offers tutoring, and other academic assistance. All services are free of charge. The center is staffed by faculty and student tutors. If a student needs assistance in any course, they should notify the faculty member, the Department Chair or the Director of Education. Regular class attendance is a prerequisite for tutoring.

#### COLLEGE HOURS

Please refer to the website for current hours for each campus.

The College does reserve the right to establish and alter the scheduled hours of class meetings.

## CALENDAR

### HOLIDAYS

*\*Academic holidays note:*

- Holiday class times may be made up on Fridays and/or Saturdays prior to the week of final exams. All EMS classes that occur on a Holiday will be made up.
- Holidays may not apply to clinical and/or externship schedules -\* Employee Holidays

### 2020 ACADEMIC CALENDAR

YEAR:	2020		Holidays-no Classes
Winter	Classes Begin	Wednesday, January 08, 2020	New Year's Day is Wednesday 1/1/2020*
	Drop/add ends	Tuesday, January 14, 2020	MLK Monday 1/20/2020-No Classes
	MQ Classes Begin	Tuesday, February 18, 2020	Presidents Day Monday 2/17/2020-No Classes
	MQ Drop/add	Monday, February 24, 2020	
	End	Tuesday, March 24, 2020	
	Break	Wednesday, March 25, 2020	
Spring	Classes Begin	Monday, April 06, 2020	
	Drop/add	Sunday, April 12, 2020	Memorial Day Monday 5/25/2020*-No Classes
	MQ Classes Begin	Wednesday, May 13, 2020	
	MQ Drop/add	Tuesday, May 19, 2020	
	End	Saturday, June 20, 2020	
	Break	Sunday, June 21, 2020	
Summer	Classes Begin	Monday, June 29, 2020	
	Drop/add	Sunday, July 05, 2020	
	MQ Classes Begin	Wednesday, August 05, 2020	
	MQ Drop/add	Tuesday, August 11, 2020	Labor Day Monday 09/7/2020*-No Classes
	End	Saturday, September 12, 2020	
	Break	Sunday, September 13, 2020	
Fall	Classes Begin	Monday, October 05, 2020	
	Drop/add	Monday, October 12, 2020	
	MQ Classes Begin	Thursday, November 12, 2020	Veterans Day Wednesday 11/11/2020-No Classes
	MQ Drop/add	Tuesday, November 17, 2020	Thanksgiving Thurs-Fri 11/26/2020-11/27/2020*
	End	Saturday, December 19, 2020	
	Break	Sunday, December 20, 2020	Christmas Thurs-Fri 12/24/2020-12/25/2020*

2021 ACADEMIC CALENDAR

<b>YEAR:</b>	<b>2021</b>		<b>Holidays- No classes</b>
Winter	Classes Begin	Wednesday, January 06, 2021	New Years Day is Friday 1/1/2021*
	Drop/add ends	Tuesday, January 12, 2021	MLK Monday 1/18/2021-No Classes
		Monday, February 15, 2021	No Classes- Presidents Day
	MQ Classes Begin	Tuesday, February 16, 2021	
	MQ Drop/add	Sunday, February 22, 2021	
	End	Tuesday, March 23, 2021	
	Break	Wednesday, March 24, 2021	Easter Sunday 4/4/2021
		Monday, May 31, 2021	*No Classes- Memorial Day
Spring	Classes Begin	Monday, April 05, 2021	
	Drop/add	Sunday, April 11, 2021	
	MQ Classes Begin	Wednesday, May 12, 2021	
	MQ Drop/add	Tuesday, May 18, 2021	
	End	Saturday, June 19, 2021	
	Break	Sunday, June 20, 2021	
Summer	Classes Begin	Wednesday, June 30, 2021	
		Monday, July 5, 2021	*No Classes-Independence day holiday
	Drop/add	Tuesday, July 06, 2021	
	MQ Classes Begin	Monday, August 9, 2021	
	MQ Drop/add	Sunday, August 15, 2021	
		Monday, September 6, 2021	*No Classes- Labor Day
	End	Tuesday, September 14, 2021	
	Break	Wednesday, September 15, 2021	
Fall	Classes Begin	Monday, October 04, 2021	
	Drop/add	Sunday, October 10, 2021	
	MQ Classes Begin	Wednesday, November 10, 2021	
		Thursday, November 11, 2021	No Classes- Veteran's Day
	MQ Drop/add	Tuesday, November 16, 2021	

		Thursday and Friday November 25 & 26, 2021	Thanksgiving-*No Classes
	End	Saturday, December 18, 2021	
	Break	Sunday, December 19, 2021	Christmas Fri-Sat 12/24- 12/25/2021*