

- Creating, displaying, viewing, transmitting, or e-mailing racist, sexist, discriminatory, threatening, obscene, abusive or harassing language or materials.
- Use of computing facilities to interfere with the work of other students or the normal operation of the school.
- Use of another's password or account.
- Installation or removal of software without permission.
- Use or copying of any software product in violation of the applicable license agreement.
- Downloading copyrighted material.
- Violation of any local, state, or federal laws.
- Reconfiguration of any part of the machine unless directed by an instructor as part of a class assignment.

This list may not cover every situation and may be modified as needed. Failure to comply with the guidelines may result in disciplinary action or termination.

SEXUAL HARASSMENT

Utah Career College regards sexual harassment of others by employees or students as unacceptable behavior that is just cause for disciplinary action up to and including termination. It is punishable under both federal and state laws. The school's full sexual harassment policy is located in the Disclosures section of this catalog.

WEAPONS AND FIREARMS

Illegal or unauthorized possession of firearms, other weapons, explosives, or dangerous chemicals is prohibited on college premises. Students found in violation will be subject to termination.

DRUGS AND ALCOHOL

The unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and/or alcohol is prohibited anywhere on school property or during any school activity.

TERMINATION DECISIONS

Decisions to terminate a student for inappropriate conduct will be made by a committee consisting of the Campus Director, Dean of Students, Director of Financial Aid, and the student's Program Director, or their designees. Students being considered for termination will be able to meet with the committee before a decision is made.

DISCLOSURES AND ADDITIONAL POLICIES

NON-DISCRIMINATION POLICY

Utah Career College does not discriminate on the basis of race, color, sex, religion, age, sexual orientation, national origin, ethnic origin, physical or mental disabilities, gender identity, or veteran status in any of its programs or activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Compliance Officer, 1902 West 7800 South, West Jordan, UT 84088. Phone: (801) 304-4224.

For further information on non-discrimination, you may also contact: Office for Civil Rights, 1244 Speer Boulevard, Suite 310, Denver, CO 80204. Phone: (303) 844-5695.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of a request for access. A student should submit a written request to the Dean of Students that identifies the record(s) the student wishes to inspect. The Dean of Students will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request an amendment of the student's education records if the student believes the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student should submit a written request to the Dean of Students that clearly identifies the part of the record the student wants changed, and specifies why it should be changed. If the college decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The following are examples of instances in which information may be disclosed without consent:
 - a. Disclosure to school officials with legitimate educational interests. A school official is a person employed by the college in an administrative, supervisory, academic, or support staff position; a person or company with whom the college has contracted to provide a service (such as an attorney, auditor, or collection agent); or a student serving on an official committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the college.
 - b. Disclosure of "directory information," which includes the student's name, address, e-mail address, telephone number, degrees, honors, and awards received, participation in officially recognized activities, date and place of birth, program of study, dates of attendance, and the most recent educational institution attended, unless the student has given written notification to the Dean of Students within 30 days of enrollment not to disclose directory information.
 - c. Disclosure to officials of another school in which a student seeks or intends to enroll.
 - d. Disclosure to authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of Education, or state and local educational authorities.
 - e. Disclosure in connection with financial aid that the student has applied for or received.
 - f. Disclosure to accrediting organizations to carry out their accrediting functions.
 - g. Disclosure to parents of a dependent student as defined in section 152 of the Internal Revenue Code.

- h. Disclosure to comply with a judicial order or lawfully issued subpoena. The school will make a reasonable effort to notify the student in advance, unless the court has ordered that the existence or contents of the subpoena or order not be disclosed.
 - i. Disclosure in connection with a health or safety emergency.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

STUDENT RIGHT TO KNOW DISCLOSURE

Schools that participate in Student Financial Aid are required by the Department of Education to disclose information about completion rates to current and prospective students. Of the first-time freshman, certificate or degree seeking, full-time undergraduate students who entered Utah Career College (West Jordan) during 2001, twenty-nine percent completed the program they enrolled in. Completion data for Layton and Orem are not yet available because they began operation in 2007 and 2008, respectively.

COPYRIGHT

The Administration of Utah Career College expects all students, staff, and faculty to abide by all copyright laws as expressed in Title 17 of the U.S. Code. Illegal copying of any kind, including photocopying, electronic copying, printing, and videotaping, is prohibited. All original works, including writing or graphics found on the Web, are copyrighted even if they contain no copyright notice. The "Fair Use" doctrine allows limited copying for educational purposes in some circumstances. Questions about what is permissible can be directed to the school's Compliance Officer.

CRIMINAL BACKGROUND CHECK

Students should be aware that future employers may elect or be required to perform criminal background checks on prospective employees. These also may be required for externships and are required for all nursing clinical rotations. It is the student's responsibility to be aware of the possibility of background checks, determine if and when they are required, and arrange and pay for the required background checks.

CRIMINAL RECORD

Students who have been convicted of a misdemeanor or felony may not be eligible to take certain certification examinations or to receive certain required licenses. A misdemeanor or felony conviction may negatively affect a student's ability to find a job after graduation.

NURSING DISCLOSURE

The Nursing program is a full-time program, and courses must be taken as shown by the Suggested Course Sequence. Because of limits on cohort and course sizes, students who withdraw from or fail any course, or otherwise do not successfully complete a course in the quarter specified by the Suggested Course Sequence may not be able to complete the program.

Nursing students may be exposed to partial or full nudity for educational purposes.

PARALEGAL STUDIES DISCLOSURE

Paralegals may not provide legal services directly to the public except as permitted by law.

PHARMACY TECHNOLOGY DISCLOSURE

Utah law allows only one year for students to complete core pharmacy coursework, sit for the PTCB exam, and submit the state licensure packet.

MASSAGE THERAPY DISCLOSURE

After reading this disclosure, students may find the Massage Therapy program to be unsuitable because of medical, religious, or other personal reasons.

Students are expected to be of high moral character and must represent themselves and the school in a professional manner when working with students, instructors, clients, and third parties. Students are expected to adhere to the AMTA Code of Ethics, which includes keeping all session information in strict confidence, and not communicating any situation, statement, treatment, condition, personal information or opinion to those outside the confines of the instructor/student or patient/client relationship.

While in massage therapy courses or clinicals, students may not wear jeans, tight or revealing clothing, or obstructive jewelry. Hair must be pulled back, and closed-toed shoes with socks must be worn. In addition, students should pay careful attention to breath and body odor.

Students will perform massage on and receive massage from a variety of individuals. All areas of the body will be massaged EXCEPT the buttock crease, areola and nipple area of the breast, and genitals. Nontransparent covering (draping) to these areas will be utilized AT ALL TIMES. Those receiving massage have the option of remaining in their underpants, but removal is preferred. Students may disrobe underneath draping material or behind screens/ curtains. If at any time the draping or technique is deemed inadequate and/or inappropriate, the student is to immediately inform the person giving the massage and the instructor for resolution. Students may be exposed to partial or full nudity for educational purposes.

To ensure safe application of massage, health information will be shared among fellow massage students/instructors. It is the student's responsibility to inform the instructor of any medical history, conditions, or changes immediately so massage modifications can be made if necessary. Modifications may include the amount of pressure, speed, direction, positioning, use of or avoidance of body areas, use of or avoidance of certain lubricants/aromas, or alteration of a massage technique. The instructor has the right to request a physician's diagnosis with permission/omission of massage if a condition is in question. Additionally, the instructor reserves the right to require "observation only" or dismiss students from class if they have a cold, respiratory infection, contagious condition, or fever, or are coughing or sneezing excessively.

All massage students are advised to have a thorough medical exam at the student's expense prior to entrance into the program to ensure that they do not have any conditions that would prevent full participation in receiving or giving massage. The school will

use a health questionnaire to assist in identifying any potential conditions that might limit participation in the Massage Therapy program.

All students are expected to participate in public massage with diverse populations and in different settings, which may include athletes, geriatrics, pregnant women, infants/children, the terminally ill, the physical/mentally challenged, and those with medical conditions.

Advanced standing tests, online courses, and transfer courses occurring within the massage curriculum *may* result in the ineligibility to sit for the National Certification Exam and obtain a massage therapy license. It is the student's responsibility to maintain eligibility status. Minors may have difficulty finding employment because of city ordinances; therefore, minors must receive written parental approval for participation in the program.

DRUG-FREE WORKPLACE ACT

Utah Career College is a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988 (P.L. 101-690). Schools that participate in campus-based programs (e.g., FSEOG) must provide information to its employees that meet the requirements of the law. A notice has been provided to all UCC employees listing unlawful activities and the actions the school will take against an employee who violates these prohibitions. A copy of the notice is available from the Compliance Officer.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

The Drug-Free Schools and Communities Act (P.L. 101-226) requires schools participating in federal student financial aid programs to provide information to its students, faculty, and employees to prevent drug and alcohol abuse. This information is below, is distributed annually to all students via e-mail, and is available from the Dean of Students.

Utah Career College strictly adheres to the requirements of the Drug-Free Schools and Communities Act. Employees and students are prohibited from the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activity. Students who violate this policy will be subject to disciplinary action up to and including expulsion from school. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment. In addition, students or employees who violate this policy will be reported to the appropriate law enforcement officials and will be subject to criminal sanctions.

Under federal law, illegal possession of a controlled substance is punishable by up to 1 year imprisonment and at least a \$1,000 fine for the first offense, up to 2 years imprisonment and at least a \$2,500 fine for the second offense, and up to 3 years imprisonment and at least a \$5,000 fine for subsequent offenses. Special sentencing provisions for crack cocaine call for a mandatory 5 to 20 years in prison for the first offense of possessing 5 or more grams. Possession offenses can also result in forfeiture of personal property and real estate, and denial of federal benefits including student loans. Possession includes not only having your own drugs on your person, but also carrying drugs for someone else, being in the presence of someone using drugs, or having drugs on or in your personal property.

Criminal penalties for distributing a controlled substance can be even more severe depending on the type of drug, the amount, and whether any injury or death results from the distribution. Distributing even small amounts of drugs such as methamphetamines, heroin, cocaine, PCP, or LSD carries a mandatory sentence of 5 to 40 years, increasing to 20 years to life if injury or death results. Distribution of any amount of marijuana, steroids, or prescription drugs can lead to a sentence of 5 years.

The State of Utah has strict Driving Under the Influence of Alcohol (DUI) laws. A first offense of driving with a blood alcohol concentration (BAC) of 0.08% or more will result in 24 hours of community service or 2 days in jail, up to \$1,850 in fines, 16 hours of alcohol treatment education, 12 months probation, and driver's license suspension. Depending on your weight and gender, you could have a BAC of 0.08% after just 2 drinks. If you have had a DUI conviction, it is then illegal to drive with *any* alcohol in your system; the penalty is 240 hours of community service or 10 days in jail, plus the fines, education, probation, and license suspension.

It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal.

The use of alcohol and illicit drugs can have serious health effects. Alcohol consumption causes a number of changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of an accident. Poor decisions and aggressive acts such as sexual assault are often associated with alcohol use. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering the ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain and the liver. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, irreversible physical abnormalities or mental retardation.

Marijuana can cause disorders of memory and mood. All forms of cocaine are highly addictive, and may produce fatal cardiac rhythm disturbances. Amphetamines and their derivatives "crystal," "ice," and Ecstasy, are very addictive and may produce psychotic and violent behaviors. LSD and PCP (hallucinogens) can cause poor decision making which can lead to accident or death. They can cause psychosis in some individuals. Valium, barbiturates, etc. (depressants) are highly addictive, and can cause seizures in individuals who take them over long periods. These drugs can be fatal if mixed with alcohol or other depressants. Heroin, codeine, etc. (narcotics) are some of the most addictive substances known. Withdrawal can produce convulsions or even coma. Overdose is common and can result in death. Needle drug users are in a high-risk group for infection with human

immunodeficiency virus (HIV), which is the cause of AIDS. Many medications and drugs have the potential for abuse. If you have concerns or questions, ask for professional advice.

Any student or employee who suspects that they or someone else may have a problem with illicit drug or alcohol use is invited to seek assistance from the Dean of Students, who is the contact person available to provide information on drug and alcohol education and services in the community. Issues discussed with the Dean or Student Service Coordinator will be kept confidential.

These agencies offer prevention and treatment programs:

- Utah Division of Substance Abuse (801) 538-3939
- S.L. County Substance Abuse Services (801) 468-2009
- Salt Lake Alcoholics Anonymous (801) 484-7871
- Salt Lake Narcotics Anonymous (801) 296-4044
- Alcoholism & Drug Abuse Hotline (800) 252-6465

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics is printed below. All students are sent updated information via e-mail by July 1 of each year. Any student may request a copy of the most recent report from the Dean of Students.

Reporting a Crime

Students and faculty members who need to report a crime should notify the Campus Director or Compliance Officer as soon as possible after the occurrence of the suspected crime. Students who wish to report a crime or who need immediate assistance and cannot locate an administrator should go to the main reception desk. All incident reports filed are voluntary and are kept confidential in nature, except if a report is made to the police, in which case the report is public record. Utah Career College does not have licensed counselors or pastoral counselors on staff.

Security Phone Numbers

West Jordan Police Department	(801) 256-2000
Layton Police Department	(801) 497-8300
Orem Police Department	(801) 229-7070
Emergency	911

Response to a Reported Crime

School officials and administrators will notify appropriate law enforcement upon being informed of a crime. Non-emergency notifications will be made through the Campus Director. Emergency notifications and any crime requiring immediate investigation will be reported directly to the West Jordan, Orem or Layton police departments. A record of all reported crimes will be maintained in the office of the Campus Director. School officials will notify the students and employees of Utah Career College regarding the occurrence of a crime within 72 hours. This notification will be sent via email to all employees and students.

Access to Facilities

Hours of operation of the school are listed in this catalog. Only students, employees, and individuals with official school business are allowed in the educational facilities. Other individuals will

be asked to leave and, if necessary, will be escorted from the premises by school personnel. The school does not have any campus residences.

Law Enforcement Authority

The ultimate authority for law enforcement on the campuses are the West Jordan, Orem and Layton police departments. Utah Career College officials have the authority to (a) detain suspected criminal offenders and contact the police, and (b) contact police to request assistance in preventing or reacting to crime within or in the immediate vicinity of school facilities. College officials do not have the authority to arrest individuals. Campus departmental directors are to be considered the security authority on campus. The Compliance Officer is the coordinator of security issues. The officials at Utah Career College have a strong working relationship with local and state police departments and work in partnership to offer students and employees the safest possible environment. These relationships also ensure that the statistics disclosed to students and employees are accurate and ensure that should there be a risk to the campus community, Utah Career College can issue timely warning reports to the campus community.

Programs on Campus Security Procedures and Crime Prevention

At the time of enrollment/employment and annually thereafter, students and employees of Utah Career College receive information regarding campus security procedures and practices. The Dean of Students will present information regarding the prevention of crimes at quarterly orientation sessions. All new students are required to attend. The Dean of Faculty will present information regarding the prevention of crimes at quarterly faculty orientation sessions. All new faculty are required to attend.

Students and school employees are encouraged to be aware that they are responsible for their own security and the security of others. School officials and local police officers are available to discourage crime on campus and assist crime victims, but individuals should be aware that the best prevention for crime is to avoid at-risk situations. The following guidelines can help decrease the potential of being victimized:

1. Do not leave personal items unattended.
2. Do not bring expensive items or larger than necessary amounts of money to school.
3. Minimize time spent alone in isolated areas.
4. Know where and how to obtain assistance if you need it.
5. Safety in numbers - If you have a concern for your personal safety while on campus, see the receptionist and an escort will be provided for you.
6. Report suspicious and unusual activity to a school administrator or the receptionist. The receptionist will immediately pass along this information to the appropriate authorities.
7. Lock your car and take the keys with you.

Monitoring and Recording of Criminal Activity

All reported crimes and other security problems are directed to the office of the Compliance Officer for entry into the official school crime log. Statistics are gathered on a quarterly basis from the police departments of West Jordan, Orem, Layton, and from the Utah State Police to ensure the accuracy and timeliness of the information provided to the campus community. The

timely reporting requirement is to provide the information to the campus community should there be some degree of risk to the campus community. This information is sent electronically to students and instructors. The Compliance Officer and Campus Director are responsible for collecting and disseminating this information. In addition, information is compiled annually in compliance with definitions used in the Federal Bureau of Investigation's Uniform Crime Reporting System, Hate Crime Data Collection Guidelines and the Training Guide for Hate Crime Collection. This information is reported electronically to the Department of Education in the annual security report that is due October 1 of each year and contains the required crime statistics for the three calendar years preceding the year in which the report is filed.

Policy on Possession, Use, and Sale of Drugs and Alcoholic Beverages

Utah Career College is a drug-free campus and complies with Utah's underage drinking laws and all federal and state laws. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any school property. In addition to prosecution by appropriate civil authorities, students found in violation will be treated as having violated the institution's student conduct policy and will be subject to disciplinary action up to and including termination.

The Education Team provides counseling and periodic awareness programs on substance abuse for students in need of such services. Additionally, student, faculty and staff are required to observe the local, state and federal regulations regarding the possession, use and sale of alcohol. Failure to abide by these regulations, in accordance with the schools' Code of Conduct, may result in disciplinary action up to and including termination.

Each year, the school prepares a report on drug and alcohol abuse prevention, including a statement of the School's Drug and Alcohol Abuse Policy. A copy may be obtained from the Dean of Students or the Campus Director upon request.

Off-Campus Student Organizations

The school does not have any off-campus organizations.

Sexual Assault Policies and the Rights of Victims

Each quarter during new student orientation, Utah Career College provides information on preventing the occurrence of sexual assault, rape, acquaintance rape and other forcible and non-forcible sex offenses.

Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- In order to preserve evidence, do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risks of pregnancy and venereal disease.
- A medical examination is the only way to ensure you are not injured. An examination could also provide valuable evidence should you decide to prosecute.
- Call someone to be with you, as you should not be alone.
- Please contact the police and report the assault or rape.
- Filing a police report does not obligate you to prosecute.

If you request, school personnel will assist in notifying the proper authorities. The school's contact person is the Dean of Students, who is available to assist students with identifying off-campus counseling or mental health services. The school has no on-campus counseling.

After any campus sexual assaults are reported, the victims of such crimes have the right to request that school personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants. On-campus disciplinary procedures against students will be in accordance with the school's published Sexual Harassment/ Sexual Violence Policy that appears in the student catalog. Both parties have the right to have others present in any school's disciplinary proceeding that the institution permits the accused; and the right to be notified of the outcome of such proceedings. Sanctions the school may impose as a result of a disciplinary proceeding include warning, probation, suspension, or dismissal.

Registered Sex Offenders that May Be Present on Campus

For information regarding registered sex offenders, students can go to <http://www.cr.ex.state.ut.us>. Students are encouraged to use this website for information. Any questions regarding navigation of the website or a secure environment for viewing the website should be directed to the Dean of Students.

Occurrences of Crimes on Campus

Each campus posts in a conspicuous place a list of criminal offenses reported to campus authorities or local police agencies during the previous three-year period, as well as the number of arrests for and number of persons referred for campus disciplinary action for liquor law violations, drug law violations and illegal weapons possession on campus.

SCHOOL VIOLENCE PREVENTION

Utah Career College is committed to preventing workplace violence and to maintaining a safe and secure campus. We have adopted the following guidelines to deal with intimidation, harassment, violence or threats of violence that may occur during business hours or on our premises.

- Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from all school buildings. Students aware of the presence of these items on the campus should report it to Dean of Students or another member of management immediately.
- All employees and students should be treated with courtesy and respect at all times. Students are expected to refrain from fighting, "horseplay", or other conduct that may be dangerous.
- Conduct that threatens, intimidates or coerces another employee, student, or member of the public will not be tolerated. This prohibition includes all acts of harassment prohibited by federal, state or local laws, including harassment that is based on an individual's race, color, religion, sex, national origin, disability or age. All violence or threats of violence, both direct and indirect, should be reported as soon as possible to the Dean of Students or any other member of management. This includes threats by employees, students, visitors, or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

- All suspicious individuals or activities should be reported as soon as possible to the Dean of Students or another member of management.
- The school will promptly and thoroughly investigate all reported violence, threats of violence, suspicious individuals, and activities of concern. The identity of the individual making a report will be protected to the extent possible.
- In order to maintain employee and student safety and the integrity of its investigation, the school may suspend the students allegedly involved, pending investigation.
- Anyone determined to be responsible for violence, threats of violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination from school.
- The school encourages students to bring their disputes or differences with others to the attention of the Dean of Students before the situation escalates into potential violence. The school is eager to assist in the resolution of student disputes, and will not discipline students for bringing up such issues.

SEXUAL HARASSMENT

Members of an educational community must be able to work in an atmosphere of mutual respect and trust. Any violation of that respect and trust damages the educational process by undermining the essential freedoms of inquiry and expression and the institution's working environment. Students, instructors, staff and administration must feel personally secure for the mission of the school to be realized. Utah Career College must be free of sexual harassment and all forms of sexual intimidation and exploitation. All students, faculty, staff and administrators must be assured that Utah Career College will take action to prevent such misconduct and that anyone who engages in such behavior is subject to disciplinary procedures.

Statement of Policy

It is the policy of Utah Career College to prohibit sexual harassment of employees or students. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken. It is a violation of policy for any member of our school community to engage in sexual harassment, or to take action against an individual for reporting sexual harassment. This policy is related to and in conformity with the equal opportunity policy of the school to recruit, employ, retain and promote students and employees without regard to sex, age, race, color or creed.

Sexual Assault Programs

Utah Career College is committed to providing awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses. Newly enrolled students receive information to promote awareness of sexual harassment and violence. In addition, all students receive this information annually.

Definitions

The following types of conduct constitute sexual harassment:

- **Quid Pro Quo Harassment**--A school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical

conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

- **Hostile Environment Sexual Harassment**--Sexually harassing conduct (which can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or to create a hostile or abusive educational environment.

Utah law separately defines some sexual activity including but not limited to, sexual conduct, contact or penetration that is carried out under coercion or through a position of authority, or in certain other circumstances, as a criminal act.

Bringing a Complaint and Confidentiality

Students who believe they have been sexually harassed or have been the victim of sexual violence should bring a complaint according to the procedures below. The complaint shall remain strictly confidential. No specific circumstances, including the names of any people involved, will be reported to anyone else without the written permission of the person making the complaint. Complaints will be resolved as expeditiously as possible, and the student will be kept informed of the status of the complaint throughout the process.

Informal Complaint Procedure

1. A student may make an informal complaint to either the Dean of Students or Campus Director. The complaint may be verbal or in writing, and must specify the individual(s) involved and the alleged conduct. If the Dean of Students and Campus Director are both subjects of the complaint, the student should see any school official, who will refer the student to the most appropriate manager to oversee the procedure. The person to whom the student ultimately brings the complaint shall be referred to as the "Advocate."
2. The Advocate will give the complaining student a copy of this entire policy, and will present the student with options, such as changing classes, for remedying the situation while an investigation proceeds.
3. The Advocate will make whatever investigation he or she deems necessary without disclosing or revealing the identity of the complainant except with the permission of the complainant. If, after receiving permission, the Advocate speaks to the subject of the complaint, that person must sign documentation acknowledging that he or she was notified of the complaint. The investigation will be completed within 14 calendar days whenever possible.

After completing the investigation, the Advocate will write a finding containing investigative methods, the results of the investigation, and the proposed actions. The Advocate and the student will discuss the proposed actions, and the student will decide whether to agree with some or all of the proposed actions and close the complaint, or proceed to the Formal Complaint Procedure. The student's decisions will be added to the finding and the student and Advocate will sign the finding.

Formal Complaint Procedure

1. If the student has not yet done so, he or she must provide the Advocate with a written statement signed by the student specifying the individual(s) involved and the alleged conduct. The student must also give permission to share his or her name and the substance of the complaint to the person(s) complained about. A formal complaint cannot proceed without this permission, as the subject of the complaint must have the opportunity to respond; however, the school will still attempt to take steps to resolve the matter if possible.
2. Within three business days of the student's decision to proceed to a formal complaint and provide a written statement, the Advocate will appoint an impartial five-person panel and deliver the written complaint to the panel.
3. The panel will inform the subject of the complaint as soon as reasonably possible of the alleged conduct and the name of the person making the complaint. The subject of the complaint will sign an acknowledgement that he or she has been informed of the complaint.
4. The subject of the complaint will have the right to meet with the panel and/or prepare a signed, written statement within five business days of notification of the complaint to present his or her own facts.
5. If it is necessary for the panel to speak to any other persons to investigate the complaint, it will do so only after informing the complainant and the subject of the complaint. The panel will make every attempt to complete the investigation within twenty business days.
6. After completing the investigation, the panel will write a finding containing investigative methods, the results of the investigation, and:
 - a. a finding that there is insufficient evidence to support the complaint;
 - b. a resolution to the complaint that satisfies both the complainant and the subject of the complaint; or
 - c. a finding that there is sufficient evidence to support the complaint, with recommendations for discipline and other necessary steps to be taken.
7. The panel's recommendation will be delivered to the Campus Director (or President, if the Campus Director is the subject of the complaint), who will make a final decision and take action. Action will include ending any quid pro quo harassment, eliminating a hostile environment if one has been created, preventing the harassment from occurring again and, when appropriate, correcting its effects on the student who had been harassed. Other actions may include verbal or written reprimand of the harasser; suspension, termination, or transfer of the harasser; or any other appropriate action.
8. The complainant and the subject of the complaint will be informed of the institution's final determination with respect to the alleged offense and any sanctions that may be imposed. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act.

False Charges

If the Advocate or panel determines that a complaint was made with knowledge that the facts were false, the Campus Director or President will be notified and will take appropriate disciplinary action.

Retaliation

Utah Career College prohibits retaliation against an individual for bringing a complaint of sexual harassment. The college will see to the best of its ability that no harm comes to a student for reporting incidents of sexual harassment. The college will take strong disciplinary action if retaliation occurs.

Sexual Violence

If a complaint alleges facts that may constitute an act of sexual violence that occurred at the school facility, the complainant and/or advisor must immediately contact the Campus Director for assistance. Advisors are not to reveal the name of the complainant unless he or she chooses to be identified. The Campus Director shall, at all times, have available the names and contact numbers of local law enforcement agencies that are to be called for immediate help. No school community member shall attempt to resolve a possible sexual violence situation, but shall contact law enforcement officials through the Campus Director.

Rights of Harassment/Sexual Violence Victims

In addition to the procedures outlined in this policy, any victim of harassment or sexual violence has additional private rights and recourses. No member of the school community shall in any way discourage use of these private rights and recourses, and all members of the school community should cooperate with the complainant's pursuit of these additional remedies.

Employee Designated to Coordinate Compliance

The appointed advisor at Utah Career College is James Cox.