

RESOLUTION OF ALL DISPUTES

Disputes and civil claims between the student and Utah Career College, or any officer, director, shareholder, agent or employee of UCC that are not resolved informally or through the school's internal dispute resolution procedures shall be submitted to binding arbitration. This "Resolution of All Disputes" section shall be conducted in accordance with the Rules of Commercial Arbitration of the American Arbitration Association. Except for claims for nonpayment of tuition, this dispute resolution clause shall apply to ALL disputes and claims of any kind or nature whatsoever between the student and the school, regardless of when said claim arises or if the student is still enrolled at the school.

LIMITATION OF LIABILITY

Liability for damages arising from a claim brought by the student against the school shall be limited to the sum of money the student actually paid the school for tuition, fees, and books and to any actual costs and disbursements (not including attorney's fees) awarded the student by an arbitrator.

POLICY STATEMENT

Utah Career College has established policies to best serve its students in accordance with standard educational practices, state and federal laws and regulations, and accrediting standards. All policies are intended to be guidelines to assist the college in maintaining high standards, remaining compliant, and providing the opportunity for excellent outcomes for all students. Exceptions to policies may be made at the discretion of the Campus Director or his or her designee.

ADDENDA

Any addenda provided with or attached to the catalog are considered to be integral parts of the catalog. This includes, but is not limited to, information about tuition and fees, school calendars, and class schedules.

The information in this catalog is believed to be accurate at the time of publication. Students are responsible for meeting all requirements pertinent to their relationship with the school as published.

STUDENT CONDUCT

CONDUCT

Upon admission to the school, students agree to conduct themselves in a professional and responsible manner. A student who is vulgar, obscene, disruptive, argumentative, insubordinate, threatening, abusive, or acts in any way that the school management judges to be a violation of appropriate conduct will be subject to disciplinary action up to and including termination.

ACADEMIC DISHONESTY

Academic dishonesty includes cheating on tests or assignments, turning in work completed by others, turning in the same work or portions of the same work for different courses without the prior approval of the instructors, providing false or misleading information to a faculty or staff member, or plagiarizing. All work submitted must be in the student's own words AND must cite the source of the idea where applicable. Students who act dishonestly may have to repeat an assignment or test, receive a zero, or receive a failing grade for the course. Repeated or serious violations may result in termination.

HEALTH AND PERSONAL APPEARANCE

Appearance and dress at school should reflect that which is appropriate for the student's specific career. For safety reasons, there are certain rooms in which a strict dress code is enforced. In any medical or veterinary laboratory, shorts are prohibited, and closed-toed shoes and socks must be worn. Students must adhere to these guidelines when meeting in these rooms regardless of their programs.

DRESS CODE

Students in some programs must wear uniforms in certain courses, as follows:

- Medical Assistant students must wear scrubs (any color) in lab courses.
- Nursing students must wear wine-colored scrubs with the UCC patch sewn on the sleeve, a name tag, and clean white leather or vinyl shoes in skills laboratories, clinical labs, and clinicals.
- Pharmacy Technology students must wear gray scrubs, a white lab coat, and a name tag in lab courses.
- Veterinary Technology students must wear scrubs (any color) in all Veterinary Technology courses.
- Health & Exercise Science students must adhere to the dress code described in each course syllabus.
- Massage Therapy students must follow the policies stated in the Massage Therapy Disclosure in this catalog.

Students on clinicals or externships must remove any facial piercings; must cover any tattoos with clothing where possible; and may not wear dangling necklaces or earrings, extreme makeup, or extreme hairstyles.

CELLULAR PHONES/PAGERS

Cellular phones and pagers are to be turned off in classrooms and laboratories and may not be used during clinical/externship rotations. Students with valid reasons for having a cell phone on during class must notify the instructor. A courtesy phone for local calls is available in each Student Lounge.

CHILDREN/ANIMALS ON CAMPUS

Students may not bring anyone to class, including children, relatives, or friends. Students attending class may not leave children anywhere on campus. Students may not bring animals to class, except for those assisting disabled students.

FOOD AND DRINK

Absolutely no food or drink is allowed in any medical, veterinary, or computer laboratory. However, instructors may allow students to have food or drink in lecture rooms.

SMOKING

The Utah Indoor Clean Air Act prohibits smoking in any campus building, or within 25 feet of any entrance, exit, open window, or air intake.

USE OF TECHNOLOGY POLICY

Utah Career College provides students with access to technological resources for enhancing their educations. Use of these resources requires that students adhere to acceptable use policies. The following are examples of conduct that violate policy:

- Intentional damage to hardware, software, or security devices, or distribution of viruses or other forms of electronic vandalism.

- 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.