

## STUDENT SERVICES

### EMPLOYMENT ASSISTANCE

The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment.

When requested, the school will release directory information to third parties unless the student, in writing, requests a limitation of release.

In addition, the career services office will release information specific to a student or graduate's career search when the student or graduate has, in writing, granted consent to release information to potential employers. For more information about the release of records, review the Family Educational Rights and Privacy Act section of the course catalog.

### PART-TIME EMPLOYMENT

The school's career services department assists students in finding part-time work. Many students are able to defray part of their expenses by working while attending school.

### GRADUATE EMPLOYMENT

Students participate in a career development course, which covers job-seeking and job-keeping skills and techniques such as identification of individual skills; meeting employer expectations; interview preparation and presentation; and identification of potential employment opportunities in business and industry.

Students are advised of opportunities for job interviews and the requirements of business and industry, and are offered suggestions on conduct during personal interviews. Students compose resumes, cover letters, thank you letters and reference pages. They are offered helpful reference sources to assist them in locating firms and geographic areas offering employment opportunities related to their training. Students should feel free to consult the career services department for advice on career opportunities available to them upon successful completion of their programs. In order to continue to supply employers with qualified graduates and to maintain the effectiveness of our training, surveys of graduates and their first employers of record are prepared and sent six months after graduation.

In addition, graduates and employers are encouraged when appropriate to serve on program-specific advisory boards that perform program evaluations and make recommendations for maintaining programs that meet industry requirements.

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

#### Amended 10/01 to include the USA Patriot Act

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 the day the institution receives a request for access. The student, or in the case of the student being a minor, the parent, should submit to the registrar, education department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution 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 amendment of the student's education records that the student believes are inaccurate or misleading. When asking the institution to amend a record that the student believes is inaccurate or misleading, the student should write the school director, clearly identify the part of the record the student wants changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student along with notification of the right to a hearing.

calculation. The student will remain suspended from financial aid until meeting the minimum requirements specified for the next evaluation point.

In no case can a student exceed the maximum time frame/maximum credit limit (150 percent of program length) either as a regular student or in an extended enrollment status and receive the original credential for which enrolled.

### Reinstatement

A student who meets SAP requirements during the extended enrollment period will be reinstated as a regular student and will be eligible to receive financial aid.

### Appeals and mitigating circumstances

A student who disagrees with the application of satisfactory progress standards or feels that there are mitigating circumstances that warrant the waiving of satisfactory academic progress standards may appeal in writing to the dean of students. The appeal must be filed within two weeks after the student is placed on probation or financial aid suspension. A campus appeal committee will determine if the appeal is warranted.

Mitigating circumstances must consist of personal injury, poor health, family crisis or other unusual and significant occurrences outside the control of the student. Mitigating circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's satisfactory academic progress in the academic program. No waivers will be granted for graduation requirements.

A student who is granted a waiver of SAP policy will sign a consultation form stating the academic outcomes that must be met in order to remain in school. The student will be making SAP and will be eligible for financial aid as long as the conditions on the consultation form are met. Enrollment of a student who fails to meet those conditions will be terminated.

### Program transfer

A student interested in transferring between programs may do so two times or at the discretion of the dean of students. Only courses that may be applied toward the new program will be transferred and counted in SAP calculations. A student transferring between programs must complete a status change form with the academic department.

### Additional requirements for nursing students

All nursing program students must achieve a grade of "C" or above in all RN, medical technology and general education courses. Receiving a withdraw or a grade less than a "C" in an RN, medical technology or general education course will result in the student's being unable to progress in the nursing program. A student who withdraws or receives a grade less than a "C" will be required to meet with the dean of nursing and faculty committee regarding the student's status in the nursing program. Withdrawal from, or receiving a grade less than a "C" from, an RN, medical technology, or general education course will result in a delayed graduation date, dependent upon the student's eligibility to remain in the nursing program. No RN course may be repeated more than once due to withdrawal or receiving a grade less than "C." No RN course final theory exams can be retaken. A nursing program student will not be allowed to continue in the nursing program if the student has failed or withdrawn for academic reasons from the same nursing course more than once or from two different (RN) nursing courses over more than one quarter, including a course previously failed and repeated with a passing grade. Refer to the current Nursing Program Policy Manual for complete program policy regarding academic progression within the nursing program.

### Graduation requirement

In order to graduate, a student must attain a 2.0 cumulative grade point average and complete all program requirements within 150 percent of the maximum time frame/maximum credits.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

**Exceptions to consent of disclosure include the following:**

- Disclosure to officials with legitimate educational interests: A school official is a person employed by the institution in an administrative, supervisory, academic, research or support staff position; a person or company with whom the institution has contracted (such as an accrediting body, attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance 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 responsibility.
  - Disclosure – without the written consent or knowledge of the student or parent – of personally identifiable information from the student's education records to the Attorney General of the United States or to the Attorney General's designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b(g)(5)(B) and 2331 of title 18, U.S. Code: The institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment, it is not liable to any person for the disclosure of information.
  - Disclosure – without the written consent or knowledge of the student or parent – of information from a student's education records in order to comply with a lawfully issued subpoena or court order in the following three contexts:
    - a. Grand Jury Subpoena – The institution may disclose education records to the entity or persons designated in a federal grand jury subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
    - b. Law Enforcement Subpoena – The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with federal grand jury subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Notification requirements and recordation requirements do not apply.
    - c. All Other Subpoenas – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
  - Disclosure – without the written consent or knowledge of the student or parent – of information in education records to "appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals." Imminent danger to student or others must be present.
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 Southwest, Washington, DC, 20202-4605.

## DIRECTORY INFORMATION

Directory information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The institution requires that such requests be made in writing to the campus director within 15 days after the student starts classes.

The following items are maintained in all student files:

- Information to support evidence of admissions requirements, including: entrance or placement examination test scores; attestation statement; evidence of having received information on hepatitis A, B and C; evidence of payment of the application fee; signed enrollment agreement and arbitration agreement; and evidence of a personal interview with admissions
- Any test-outs, transcripts and/or supporting documents to support the application of transfer credits, prior learning assessment and/or advanced standing credit
- Any status change forms to support a change from the original enrollment agreement and/or to indicate date and reason of completion or termination of active student status
- Registration forms where applicable
- Other information pertinent to the student's education, contact information and permanent student file
- Student financial aid documents including ISIR, FAFSA, school application and promissory notes
- All verification documentation (taxes, worksheets, earnings records, etc.), professional judgment materials, student authorizations, scholarship applications, entrance and exit documents and/or materials to support fund source payments
- Record of any student grievance and subsequent resolution

After a period of five years from the student's last date of attendance, the file may be purged. The following information will be electronically maintained for a minimum of 50 years:

- Student transcript (showing dates of attendance and all grades received)
- Student ledger card (showing all charges and payments made by or on behalf of the student)

Directory information includes the student's: name, date of birth, address and e-mail address; course of study; extracurricular activities; degrees and awards received; last school attended; dean's list or equivalent; attendance status (full-time or part-time); and dates of attendance (the period of time a student attends or attended the college not to include specific daily records of attendance).

A student may restrict the release of directory information except to school officials with legitimate educational interests and others as outlined above. To do so, the student must give written notification to the Dean of Students within 30 days of enrollment not to disclose directory information.

Once filed, this becomes a permanent part of the student's record until the student, in writing, instructs the institution to remove the request.

## NURSING DISCLOSURE

The Nursing program is a full-time program, and courses must be taken as shown by the 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 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.