

# Academic Catalog 2024-2025



# ACADEMIC YEAR 2024-2025

The current Calbright College catalog covers the period 2024-2025. Students are strongly encouraged to seek advice from their Success Counselor for help understanding more about their program of interest. Additional information and publications will be made available to students throughout the year as appropriate.

It may be necessary for the College to make additions or revisions in response to changes or updates in governmental regulations or college policies and procedures. The College will make every reasonable effort to adhere to this catalog or to inform students of any significant changes that occur after the publication of this document. Any addenda will be added to the official online catalog PDF.



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## PRESIDENT AND CEO'S MESSAGE



Welcome, and congratulations on taking your first big step toward achieving your goals. I'm Ajita Talwalker Menon, President and CEO of Calbright College.


We recognize that life is busy and the job market is evolving daily, so we created a flexible, fully online and skills-based community college to work within your schedule and get you to where you want to go.

Our programs are designed to prepare you with the in-demand skills needed to succeed in today's workforce. Plus, we offer career readiness services and counseling to develop your networking and interviewing skills, make your resume stand out, and support your learning and career journey.

We're dedicated to designing a college that meets your needs. Our experienced support specialists are standing by to answer all your questions and guide you through your time with us and beyond.

Welcome to Calbright. We're so glad you're here.

Sincerely,



**Ajita Talwalker Menon**  
**President and CEO**

### **California Online Community College**

Calbright College  
1102 Q Street, Suite 4800  
Sacramento, CA 95811

Toll-free +1 (833) 956-0225

Business Hours:  
Monday through Friday: 9 am to 8 pm  
Saturday: 8 am to 5 pm  
Sunday: By appointment

[calbright.edu](https://calbright.edu)

[@GoCalbright](#) on social media

Refer to [calbright.edu](https://calbright.edu) for live student support.



## HISTORY OF CALBRIGHT

Calbright College was established to increase Californians' access to skills-based credentials and certificates and to help address the state-wide issue of income inequality. In 2018, legislation was passed into law to establish the California Online Community College, later officially named Calbright College. On October 1, 2019, Calbright opened the application process to its first students.

Calbright is the 115th California Community College, and our key program elements include:

- Freedom from fixed-term academic calendars
- Flexible instruction based on mastery of specific skills
- Industry-recognized, online certificate of competency programs
- Integrated student services, including counseling and career services

## ACCREDITATION

Calbright College is a California Community College established and approved to operate by the State of California (California Education Code § 75001).

Calbright College is accredited by the [Distance Education Accrediting Commission](#). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA).



1101 17th Street NW, Suite 808  
Washington, D.C. 20036  
(202) 234-5100  
[info@deac.org](mailto:info@deac.org) | [www.deac.org](http://www.deac.org)



# COLLEGE MISSION, VALUES AND GOALS

## **Mission**

Calbright College is committed to increasing economic mobility and closing equity gaps for working adults who lack easy access to traditional forms of higher education. The College offers online, flexible, affordable, skills-based programs that provide tangible economic value for both working adults and hiring managers.

## **Vision**

We at Calbright College envision a California in which everyone who strives for a brighter future for themselves and their families can achieve it.

## **Institutional Values**

Calbright College approaches our work through human-centered design, innovation and collaboration, and a focus on impact.

## **Goals**

### **Serve Students and Employers**

Strengthen student outcomes to meet adult learners' needs as well as those of employers and industry in order to support entry or advancement into the knowledge economy.

### **Drive Institutional Excellence**

Calbright aims to enhance its internal operations and to ensure the creation and implementation of robust structures, systems and processes. This will position the team for optimal performance and drive better student outcomes.

### **Amplify Our Innovative Approach**

The institution intends to utilize its comprehensive and differentiated approach as a blueprint that can serve as a foundation for competency-based education across the California Community Colleges system and nationwide.



# INSTITUTIONAL LEARNING OUTCOMES

Calbright College ensures that each program offered provides students with the opportunity to gain and strengthen core skills that cross multiple fields of study and careers. These skills represent those most needed for success in learning, in work and in civic society. Together, they're Calbright's Institutional Learning Outcomes.

## **Communication Skills**

- Practice interactive communication through active listening, discussion and presentation
- Demonstrate clear, logical and substantially error-free writing

## **Information Skills**

- Find, identify, organize and evaluate multiple information resources

## **Quantitative Skills**

- Interpret quantitative information on specific topics, including how calculations are used
- Create and explain graphs or other visuals
- Demonstrate mathematical functions essential to the area of study

## **Analytic Inquiry Skills**

- Identify problems and frame questions within the area of study
- Distinguish and choose appropriate approaches
- Plan and implement complex, multipart tasks

## **Ethical Reasoning**

- Apply ethical principles and codes of conduct within the area of study
- Use ethical principles to inform decisions around common problems

## **Diversity, Equity, Inclusion and Accessibility (DEIA) mindset**

- Describe how DEIA issues can manifest within the area of study
- Identify opportunities to develop DEIA skills within the area of study, such as implicit bias, cultural humility and equity-minded practices

## **Applied and Collaborative Learning Skills**

- Demonstrate the ability to work with others by engaging in virtual communities



- Describe how learning can be applied to a workplace problem and how workplace experiences relate to the learning.

Calbright's program model is centered on student needs and what works best for student success — all built on a foundation of empathy for what students experience and equity in outcomes. Our team studies labor market needs, researching which skills are needed to succeed in today's economy, and builds the learning experience with the goal of career advancement in mind.

Students who complete these programs will develop skills that employers value. We provide hands-on experience so you're ready on day one after completion to succeed in a new job.

We offer a full range of support and learning services for adult students, from pre-enrollment through completion, to ensure they're prepared for better-paying, upwardly mobile jobs.

## SKILLS-BASED TRAINING

### What Is Skills-Based Training?

Skills-based training is a form of competency-based education (CBE). CBE is a flexible approach to teaching and learning based on transparent and measurable knowledge and skills.

Progression is based on demonstrated mastery of what students are expected to know (knowledge) and be able to do (skills), rather than hours spent in class. Students progress after they convey mastery of skills, creating a flexible, personalized approach.

### CBE at Calbright

- At Calbright, we're dedicated to an equity-based approach in our CBE programs, ensuring that our offerings are accessible and provide equitable learning opportunities for everyone.
- Our programs are flexible and engaging, designed to address the needs and fit into the lives of our students: adults balancing competing responsibilities.
- Our CBE programs allow students to work at their own pace, moving more quickly through familiar material and taking the time they need when the content is more challenging or time-consuming.
- Calbright's distinctive approach integrates academic and career support from faculty and staff to position students for success.



- Our programs are connected to personalized student support and job preparation from day one, connecting course content and career goals, showing students how their newly acquired skills can help them thrive in a changing job market.
- Each program's online learning content and resources are developed based on market research and in consultation with industry leaders and experts in the field. This ensures students are prepared with the skills employers are looking for, in a language that hiring managers recognize.



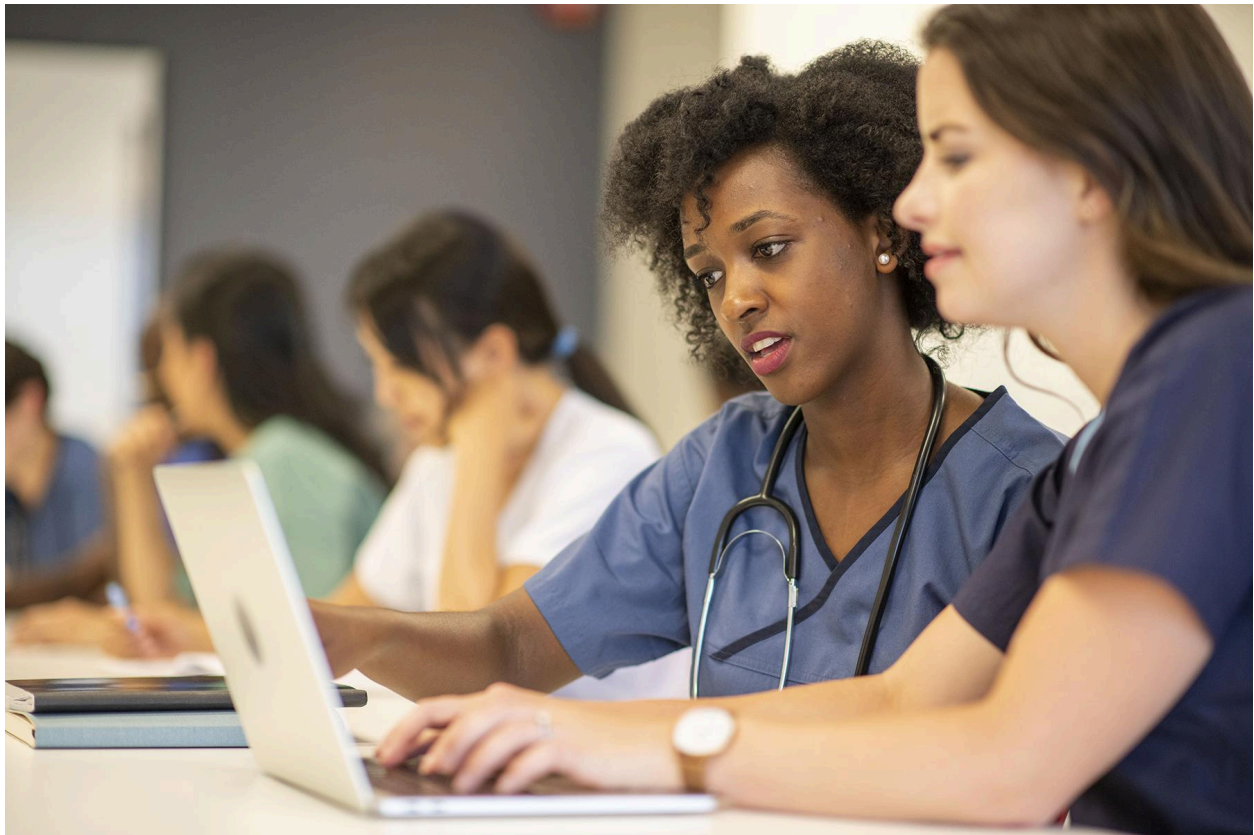
## CALBRIGHT PROGRAM OPTIONS

Programs	Courses
<b>Medical Coding for Professional Services</b>	<ul style="list-style-type: none"> <li>WF 500: Essential 21st Century Skills</li> <li>MC 500: Medical Coding Job Training (AAPC CPC Certification Preparation) <i>*industry certification exams are administered by third parties</i></li> </ul>
<b>Introduction to Information Technology Support (A+)</b>	<ul style="list-style-type: none"> <li>WF 500: Essential 21st Century Skills</li> <li>IT 500: IT Support Job Training (CompTIA A+ Certification Preparation) <i>*industry certification exams are administered by third parties</i></li> </ul>
<b>Transition to Technology: Introduction to Networks</b>  <b><i>Pilot Program Launch: Fall 2023</i></b>	<ul style="list-style-type: none"> <li>IT 532: Introduction to Networks (CompTIA Network+ Certification Preparation) <i>*industry certification exams are administered by third parties</i></li> <li>IT 533: Introduction to Networks Virtual Lab (CompTIA Network+ Certification Preparation) <i>*industry certification exams are administered by third parties</i></li> </ul>
<b>Introduction to Cybersecurity (Security+)</b>	<ul style="list-style-type: none"> <li>IT 510: Cybersecurity Job Training (CompTIA Security+ Certification Preparation) <i>*industry certification exams are administered by third parties</i></li> <li>IT511: Cybersecurity Analyst (CompTIA CySA+ Certification Preparation) <i>*industry certification exams are administered by third parties</i></li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>IT512: IT512 Penetration Testing (CompTIA Pentest+ Certification Preparation) <i>*industry certification exams are administered by</i></li> </ul>



	<i>third parties</i>
<b>Transition to Technology: Customer Relationship Management Platform Administration</b>	<ul style="list-style-type: none"> <li>• IT 520: Customer Relationship Management (CRM) Technology</li> <li>• IT 525: Customer Relationship Management (CRM) Platform Administration (Salesforce Certified Administrator Certification Preparation)</li> </ul> <i>*industry certification exams are administered by third parties</i>
<b>Data Analysis</b>	<ul style="list-style-type: none"> <li>• BUS 500: Introduction to Structured Data</li> <li>• BUS 501: Application of Structured Data</li> </ul>
<b>Project Management</b> <b><i>Pilot Program Launch: Spring 2024</i></b>	<ul style="list-style-type: none"> <li>• BUS 520: Project Management Foundations</li> <li>• BUS 521: Project Management Fundamentals</li> <li>• BUS 522: Project Plan Development</li> </ul>
<b>Calbright College Continuing Education Courses</b>	<ul style="list-style-type: none"> <li>• WF 510: Career Readiness</li> </ul>

*Note: While Calbright programs are flexibly paced, enrollment agreements are limited in duration. Students are enrolled in successive six-month terms for a maximum program length of three years.*



### **Medical Coding for Professional Services (AAPC CPC)**

This noncredit, competency-based education program prepares adult learners to start a career in the medical coding industry. Learners will progress through the program by mastering competencies in health information management law and ethics; anatomy and physiology; disorders of the human body; and diagnostic and procedural modalities using the CPT, ICD-10-CM and HCPCS medical code sets. Learners will apply accurate diagnostic and procedural coding by case-study-based medical documentation and assign the correct procedure and diagnosis codes for professional (physician) services. Upon program completion, learners will be prepared to sit for the American Academy of Professional Coders: Certified Professional Coder (AAPC CPC) certification exam and will be equipped for entry-level positions for physician coding in the health information management industry.

### **Program-Level Student Learning Outcomes**

- Interpret legal and ethical issues that apply to health information management.
- Identify coding guidelines and conventions from the CPT, ICD-10-CM and HCPCS to accurately code from paper coding manuals.

- Distinguish medical coding principles from the three code sets used in professional (physician) coding, the CPT, ICD-10-CM and HCPCS code sets.
- Apply concepts, skills and knowledge required as a professional medical coder to take the AAPC CPC certification exam.
- Apply job search and career readiness best practices to support employment in the health information management industry.

### **Core Courses**

WF500

MC500

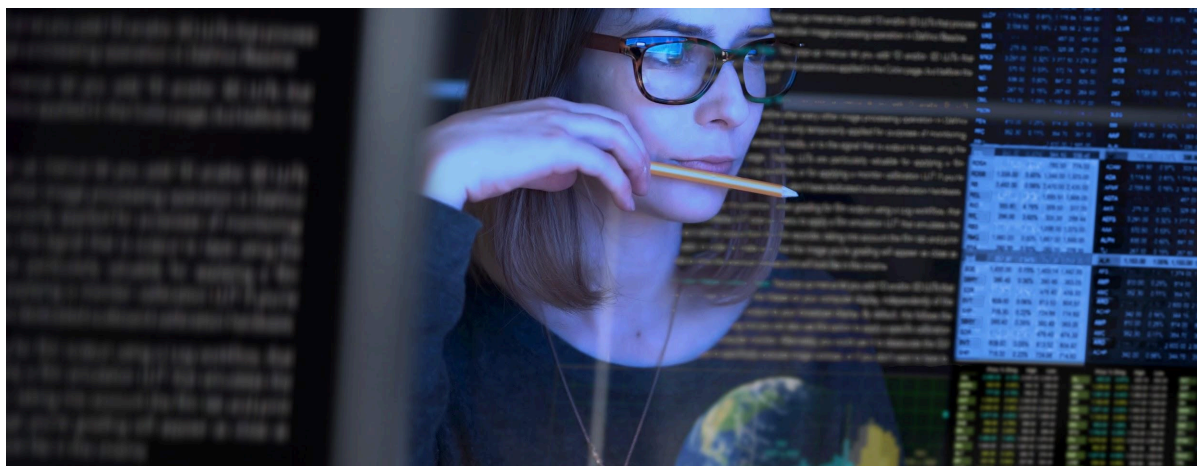
### **Course Name**

Essential 21st Century Skills

Medical Coding for Professional Services (Physician Focus)

\* As of July 1, 2020, all open seats in our medical coding program have been filled. Relaunch for new students is anticipated to be summer 2024. Please contact [success@calbright.org](mailto:success@calbright.org) to inquire about the current status or to be added to an interest list for possible future openings.





## Introduction to Information Technology Support (A+)

This skills-based, noncredit program is designed to prepare students to successfully complete the CompTIA A+ certification, which is an industry-recognized certification administered by a third party. It will include study of the content found in the CompTIA A+ Exams: Exam 220-1001 (Core 1) and 220-1002 (Core 2), including practice examinations, as well as application of the material on the job. Subjects include hardware, operating systems, software, mobile devices, basic networking, basic security, operational procedures, printers and troubleshooting. Students will gain a working familiarity with the concepts of documentation, safety procedures and Small Office/Home Office (SOHO) technologies. Students will understand how to assemble components based on customer requirements and also master the installation, configuration, and maintenance of PCs and mobile devices. The basics of networking and security forensics will also be covered. Other subjects include application of troubleshooting methodology and provision of appropriate customer support. Networking and security forensics will be introduced along with the basics of scripting, virtualization, desktop imaging and deployment, as well as basic cloud technology and deployment.

## Program-Level Student Learning Outcomes

- Demonstrate the ability to critically read and analyze documentation to offer problem-solving solutions.
- Demonstrate and apply ethical behaviors to analytical and decision-making skills.
- Demonstrate the ability to identify issues across a broad range of computing skills, both in software and hardware.
- Implement solutions to common problems and issues raised by customers.

- Apply a wide variety of skills in customer support and troubleshooting, ranging from installation and configuration to networking, operating systems, mobile devices and security.

**Core Courses**

WF500

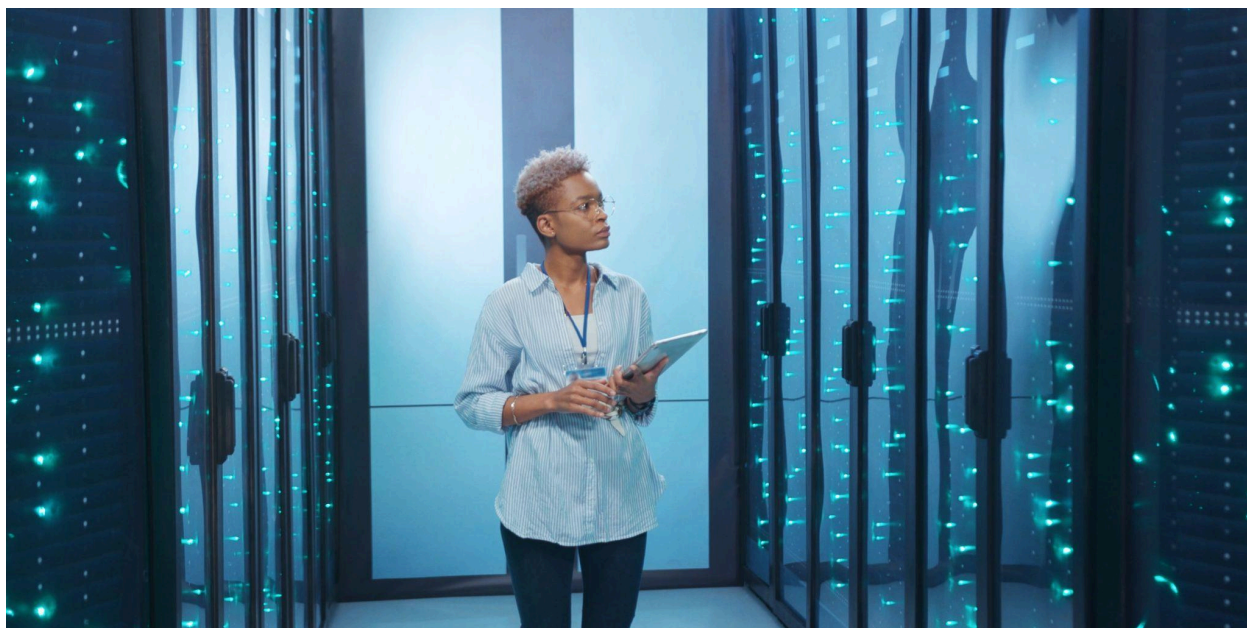
IT500

**Course Name**

Essential 21st Century Skills

Introduction to Information Technology Support





### **Transition to Technology: Introduction to Networks**

This skills-based, noncredit program is designed to prepare students for employment in the computer networking field and to successfully complete the CompTIA Network+ certification. Students will gain a solid foundation in networking architecture, models, protocol and hardware elements that connect users, devices, applications and data across modern computer networks. Throughout the program, students will benefit from a combination of theoretical knowledge and practical hands-on experience, preparing them for a variety of roles in the industry. Whether aspiring to become networking technicians or pursuing other IT technical positions, students will acquire the necessary skills and expertise to enter the dynamic IT field. By the end of the Network+ program, students will have developed a solid understanding of network infrastructure, troubleshooting techniques and network device management. Entry into this program requires prior IT or cybersecurity experience or CompTIA A+ or CompTIA Security+ certification. Enrollees must show proof that they have completed CompTIA A+ or CompTIA Security+ certification or completed Calbright's IT Support or Cybersecurity program or equivalent coursework, or have related job experience.

### **Program-Level Student Learning Outcomes**

- Develop and maintain network systems, processes and documentation.

- Apply network communication protocols, limitations and best practices.
- Implement network security standards and protocols.
- Install, configure, troubleshoot and manage common network devices, computers, mobile devices and enterprise network resources.

**Core Courses**

IT 532

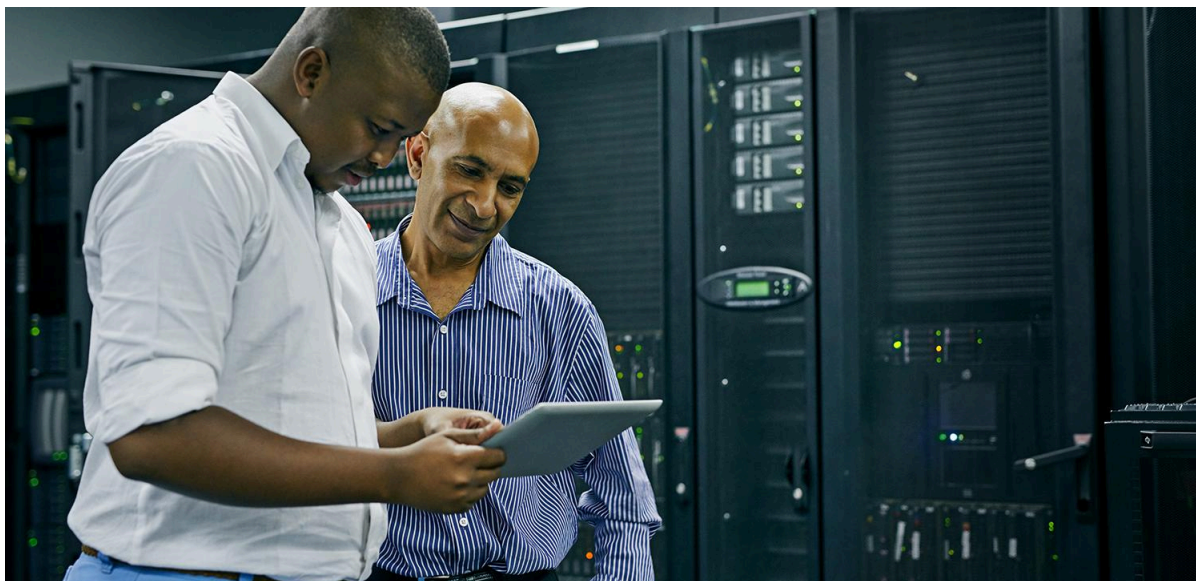
IT 533

**Course Name**

Introduction to Networks

Introduction to Networks Virtual Lab





## **Introduction to Cybersecurity (Security+)**

This skills-based, noncredit program prepares adult students for employment in the Information Security field. Students will progress through the program by mastering a working knowledge of the fundamental principles and topics of information security and risk management, and demonstrate appropriate diagnostic, risk management and solution application at the organizational level. This includes hardware, software, processes, communications, applications, and policies and procedures with respect to organizational cybersecurity. Students in this program pathway will be prepared to successfully complete the CompTIA Security+ certification exam (SY0-701), which is an industry-recognized certification administered by a third party.

In order to gain entrance into the Cybersecurity (Security+) program, applicants must first complete IT Support or Introduction to Networks or show proof that they have completed the CompTIA A+ or CompTIA Network+, have completed equivalent coursework or have two to five years of related job experience.

## **Program-Level Student Learning Outcomes**

- Demonstrate the ability to critically read and analyze documentation to offer problem-solving solutions.
- Demonstrate and apply ethical behaviors to analytical and decision-making skills.
- Describe key principles of information and risk management at the organizational level.

- Analyze a wide variety of technical issues in Information Security, from networking, operating systems and mobile devices to various technical systems.
- Recommend and/or apply appropriate solutions at the policy, procedure communications and applications levels for hardware, software and processes.

**Core Courses**

WF500

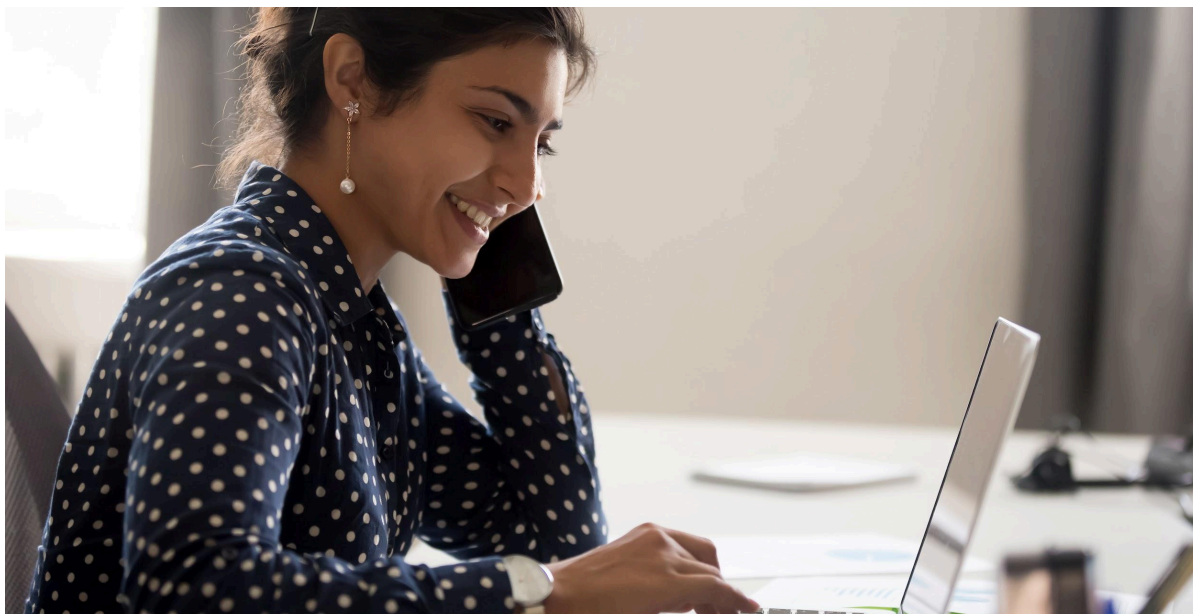
IT510

**Course Name**

College and Career Essentials Skills

Introduction to Cybersecurity





### **Transition to Technology: Customer Relationship Management Platform Administration**

This noncredit, competency-based education program is designed to prepare working adults with the skills needed to transition into a career in customer relationship management (CRM) platform administration. The program will cover concepts and skills commonly used by a CRM administrator in their day-to-day activities, as well as practical skills necessary for their transition into a new career upon program completion. In this program, students will learn how to use, configure, monitor, customize and secure the Salesforce CRM platform. Students will gain an in-depth understanding of the components and processes involved in customizing and administering the Salesforce CRM platform by working directly with scenarios and challenges in the Trailhead-based course modules. In addition, students will learn best practices for working in a distributed team, effective communication skills for workplace interactions and techniques to navigate the job interview process. After completing the CRM Platform Administration program, you will receive a Calbright College Certificate of Competency and be eligible to earn an industry-recognized Salesforce Certified Administrator credential administered by a third-party testing organization.

### **Program-Level Student Learning Outcomes**

- Demonstrate knowledge, skills, abilities and intellectual behaviors necessary for working as an individual contributor within a distributed team.

- Apply practical understanding of CRM platform functionality.
- Create basic CRM customizations and configurations.

### **Core Courses**

IT520

IT525

### **Course Name**

Customer Relationship Management (CRM) Technology

Customer Relationship Management (CRM) Platform

Administration (Salesforce-Certified Administrator

Certification Preparation)





## Data Analysis

This program will introduce students to data analytics and equip learners with some of the most in-demand skills in today's economy. This noncredit, competency-based education program consists of two courses and is designed to prepare working adult learners with the skills necessary to transition into the data analytics field. The program covers introductory data analysis concepts such as spreadsheets, SQL and essential business communication skills. Upon enrollment, students will have an individual mentor, an expert in the industry, who will provide regular guidance and feedback on a real-world data project. This project-based experience will help students apply their knowledge and gain the skills necessary to transition into entry-level roles in data analysis across any industry.

## Program-Level Student Learning Outcomes

Upon successful mastery of this course, students will be able to:

- Apply basic data management techniques.
- Identify and utilize the different types of data structures, file formats, sources of data and data repositories.
- Organize complex data using spreadsheets and SQL.
- Use data storytelling and visualization to inform decision-making.



- Apply knowledge, skills, abilities and behaviors to real-world experience.

<b>Core Courses</b>	<b>Course Name</b>
BUS 500	Introduction to Structured Data
BUS 501	Application of Structured Data



## **Project Management**

### ***Pilot Program Launch: Spring 2024***

This skills-based, noncredit program prepares adults with the essential concepts, skills and practical knowledge required for successful careers in project management. This program consists of three courses that progressively build upon each other, providing a holistic understanding of project management principles and practices. Upon completion of the project management program, students will possess a solid foundation in project management principles, methodologies and documentation. They will be equipped with the necessary skills to excel in project management-based careers across diverse industries, making valuable contributions to organizations through effective project planning, execution and control. By completing this certificate program, students will be well-positioned to pursue opportunities as project managers, coordinators or team members in both traditional and emerging fields.

## **Program-Level Student Learning Outcomes**



- Apply project management methodologies, including project life cycle phases, key project documentation and the impact of organizational factors on project success.
- Effectively manage project meetings, navigate project stakeholders, communicate within the project context and create detailed project reports and plans.
- Apply project planning, including the ability to create project schedules and develop plans for resource allocation, risk management and quality control.
- Analyze and manage key components of a project, including identifying areas that require attention, project scope, budget planning and project deliverables.

<b>Core Courses</b>	<b>Course Name</b>
BUS 520	Project Management Foundations
BUS 521	Project Management Fundamentals
BUS 522	Project Plan Development



## **Calbright College Continuing Education Courses**

Calbright College Continuing Education Courses help workers stay current with the latest developments, skills and technologies required for their fields. Learning is an essential condition for an ever-changing economy, and dedicating time to continuing education contributes to personal development, new skill acquisition and preparation for a career transition and new career opportunities.

### **Course Offerings**

#### **WF510, Career Readiness - Noncredit**

This competency-based, noncredit course is designed to prepare adult learners to develop the skills, mindset and aptitudes necessary for success in their career and educational journey. Students will focus on three core areas: career exploration and development, job search and workplace readiness. In the area of career exploration and development, students will learn how to identify their own values, skills and interests and apply these to the career life cycle by using what they have learned to research career and educational opportunities. Students will develop tools and materials (resume, cover letter, references, networking approaches and interview

skills) to prepare them to be strong candidates when applying for jobs in their chosen fields. The course will feature topics such as workplace readiness, goal setting, decision-making, time management, organization, growth mindset, initiative, motivation, adaptability, professionalism, interpersonal skills, communication and work-life wellness. Course content will be offered in various modalities through self-directed learning competencies that include videos, activities, self-assessment, resources, career portfolio development and practical exercises.

Upon successful mastery of this course, students will be able to:

- Identify values, skills and interests and apply that self-knowledge to researching and pursuing job and educational opportunities.
- Have the tools, skills and materials to prepare them to be strong candidates when applying for jobs in their chosen fields.
- Demonstrate soft skills and foundational mindsets identified by employers and in research as essential to success on the job.

## AWARDING OF CERTIFICATES

A Certificate of Competency in a Calbright College noncredit program confirms that the student has demonstrated successful achievement of the program outcomes. The program outcomes represent a set of competencies that prepare the student to progress in a career path and/or undertake degree-applicable or non-degree-applicable credit courses. Calbright College will issue a digital certificate with a list of relevant competencies achieved by the student.

For a Certificate of Competency, a student must:

- Complete the courses as prescribed for the program by demonstrating completion of assigned activities and assessments within courses.

### **What Are Noncredit Courses and How Does Noncredit Work?**

Noncredit instruction in California Community Colleges (CCC) offers students of all backgrounds access to learning that prepares them for work, life and continued education. It offers students access to no-cost courses focused on workforce preparation and short-term career education (CE),\* without the progress timelines and grade expectations associated with typical college credit programs.

### **How Do Noncredit Courses Benefit Students at Calbright?**

- Focus on skill attainment, not grades or units.
- Serve as a bridge to other educational/career pathways.
- Provide preparation and practice for third-party industry certification exams in many career fields.
- Offer preparation for entry into degree and certificate credit programs within the California Community College system.

*\*Adapted from the Program and Course Approval Handbook (6th edition).*

## COUNSELING AND CAREER SERVICES

Calbright offers students a wide range of counseling and career services to help them build their academic, life, and career readiness skills.

Success Counselors provide holistic, personalized support for basic needs, skill development, academic planning and career readiness, including initial resume development.

Career services specialists are available to assist students with career navigation skills and strategies such as general career guidance, finalizing a resume, job search strategies, building a LinkedIn profile and more.

Calbright supports students and alumni by providing career navigation skills and strategies that are current to industry trends. The Counseling and Career Services Department offers a wide range of workshops and special events. Workshops cover everything you need to know to be successful in your job search. Special events are designed to give students insights from recruiting and industry experts. Workshops and special events are designed to further student career awareness and provide opportunities to learn and refine career readiness skills. These workshops and special events include:

- Career readiness and job search skill-building workshops
- Events with industry experts
- Mock interviews
- Access to an online job search platform and resource library

## STUDENT SERVICES AND SUPPORT

### Student Success

Calbright's Enrollment Services team provides direction, guidance and support for general questions ranging from basic tech issues to helping students with their next steps toward becoming a Calbright student. Support specialists provide a variety of services for applicants and students, from application through enrollment. During the application and onboarding phase, this will include (but is not limited to) information about our programs, assistance with filling out

forms, referral to resources and encouragement. The Enrollment Services team is available via chat, telephone, email or online video conference.

Success Counselors provide holistic personal, academic and career support to enrolled students in achieving their academic and career goals. Students meet with their assigned counselor to collaboratively develop success strategies, career planning and

referrals to resources. Additionally, counselors will help students build life skills and establish personal milestones toward completion and job attainment.

Once a student is enrolled in a program, both the instructional and success teams will provide support to help students master the academic content.

The instructional team will:

- Orient students to online learning and Calbright's educational approach of skills-based education.
- Engage with students by providing substantive academically focused interactions through a variety of methods to ensure that students are engaged and meeting learning outcomes established in the Course Outline of Record.
- Assess and grade completed learning activities and provide substantive feedback to ensure students successfully master required competencies.

Calbright's instructional team will also help students navigate the Learning Management System (LMS) and connect with college resources and services, such as Admissions and Records, Accessibility Services, Career Services, veteran services, wellness services and tutoring.

## **Tutoring and Learning Center Services**

Once students enroll at Calbright, they will have access to various support services via the college's web-based portal, including library resources and tutoring services. Library resources are designed to further support students' studies and will be freely available online to all active students. Tutoring services are offered by the staff of the Tutoring and Learning Center. For further information on tutoring services for students, email [tutoring@calbright.org](mailto:tutoring@calbright.org).

## **Admissions and Records**

The Admissions and Records Department (A&R) performs a variety of functions and services, including residency determination and reclassification, registration and program adjustments. A&R also processes grades, transcripts, certificates, enrollment verifications and determination of eligibility for veteran's benefits. For further assistance, please email [admissions@calbright.org](mailto:admissions@calbright.org).

## **Accessibility Services**

Accessibility Services is a voluntary and confidential program serving eligible students with disabilities at Calbright. It aims to ensure registered students with disabilities have the necessary academic accommodations and individualized services to participate fully and access equitably all educational and programmatic opportunities in pursuit of their educational goals at Calbright.



Examples of services offered include but are not limited to:

- Disability counseling and advocacy support
- Extended testing time
- Assistive technology and training
- Alternate media
- ASL interpreting
- Real-time/closed captioning
- College and community-based referrals

For further information on accessibility services for students, email [accessibilityservices@calbright.org](mailto:accessibilityservices@calbright.org)

(Students with a verifiable disability who don't wish to register with Accessibility Services but who require accommodations should contact the ADA coordinator Ava Burns at [aburns@calbright.org](mailto:aburns@calbright.org).)

## **Veteran Services**

The Veteran Services program serves military-affiliated students at Calbright. It offers specialized guidance, counseling and support services while fostering a sense of community and belonging. The program aims to support students' educational and career goals for success at and beyond Calbright. Services offered include specialized counseling and individualized referrals to college and community resources that address the unique needs of

military-affiliated students enrolled at Calbright.

For further information on veteran services, email [veteranservices@calbright.org](mailto:veteranservices@calbright.org).

## **Digital Access and Equity**

Calbright offers a device lending program designed to meet students' technology needs, providing access for all students to the technology required for participation in Calbright programs. Through this program, eligible students may borrow a laptop and/or Wi-Fi hotspot to gain internet access, and use it for the duration of their enrollment.

## **Terms of Use**

Pursuant to its [Computer and Device Policy](#), Calbright College lends devices to all registered students. Students are responsible for the laptop and/or Wi-Fi hotspot at all times and for complying with Calbright College's [Acceptable Use Policy](#). Students are financially responsible for the replacement of all damaged, lost or stolen computers and/or accessory parts (excluding normal wear and tear). Students are responsible for taking care of assigned equipment and for taking reasonable precautions to prevent spills and damage. Any problems with Calbright devices must be reported to the Calbright Success Team. Please review Calbright's administrative policies accordingly. Students will be invoiced for any loaned devices that

aren't returned once the specific due date and time have passed.

# ACADEMIC CALENDAR

Calbright’s noncredit programs are flexible. Students can set their own schedules and study at their own pace, so learning fits into their lives. Support includes access to learning resources and the opportunity to complete online performance assessments any time, day or night, 24/7, year-round. We keep track of student progress and offer ongoing support to help students reach their goals. Most of our programs can be completed in under a year, but if a student needs more time, they can keep going with no penalty.

Students are considered “provisionally enrolled” for the first 30 days of enrollment or until they complete an academic activity. A student is considered “actively enrolled” once they complete an academic activity in the first 30 days of enrollment. An academic activity includes but is not limited to participation in an online discussion board, taking a quiz or submitting an assignment. If a student does not become active within the first 30 days, they will be administratively withdrawn.

A student can start their program at any time. Students are enrolled in successive six-month terms for a maximum program length of three years. Student terms start every Tuesday. For example, if a student starts a program on June 18, 2024, the term will end December 16, 2024.

Student Term Calendar	
Last day to drop without a “W” (withdraw)	End of 4th week from the student’s enrollment date
Last day to withdraw with a “W” on student record	End of 14th week from the student’s enrollment date
Appeals available for “W” due to extenuating circumstances	Week 15 through end of term
Academic progress mark assigned of Pass, No Pass or Satisfactory Progress (P, NP, SP)	Week 15 through end of term

## 2024-2025 Academic Year

<b>July 4, 2024</b>	Independence Holiday
<b>September 2, 2024</b>	Labor Day
<b>November 11, 2024</b>	Veterans Day
<b>November 28, 2024</b>	Thanksgiving Holiday
<b>November 29, 2024</b>	Day after Thanksgiving
<b>December 24, 2024</b>	Day before Christmas
<b>December 25, 2024</b>	Christmas
<b>January 1, 2025</b>	New Year's Day
<b>January 20, 2025</b>	Dr. Martin Luther King, Jr. Day
<b>February 14, 2025</b>	Lincoln Day (Observance)
<b>February 17, 2025</b>	Washington Day
<b>March 31, 2025</b>	Cesar Chavez Day
<b>May 26, 2025</b>	Memorial Day
<b>June 19, 2025</b>	Juneteenth Holiday

## ADMISSIONS AND REGISTRATION

### Tuition and Fees

For 2024-2025, all students admitted to Calbright College will qualify for no-cost tuition and fees, including access to textbooks and use of a laptop computer and/or hotspot.

### Eligibility for Admission

The right of any person to attend Calbright College is conditioned by

certain admission and residency qualifications as provided by state and federal law.

Admission to Calbright College is open to any California resident who possesses a high school diploma or equivalent (certificate of proficiency, GED), any California resident adult 18 years of age or older who may benefit from instruction offered, and any

California resident who is an apprentice as defined in Section 3077 of the Labor Code.

Calbright College requires students to self-certify completion of their high school diploma or its equivalent. The College only requires students to submit official transcripts if the information provided prompts the Enrollment Services Office to question the validity of the education completed. For students who complete their high school diploma or its equivalent at an institution that did not deliver instruction in English, they must submit official transcripts to a member listed on the National Association of Credential Evaluation Services (NACES) website, and confirmation of equivalency should be sent to the College for confirmation.

For 2024-2025, Calbright is not admitting nonresident or international students.

### **Residence Requirements**

All questions as to legal residence and the exceptions allowed under California law shall be directed to Admissions and Records. The right of a student to attend any public community college in California is conditioned by certain residency qualifications set forth in the California Education Code. Residence determination is based on state and federal law and is subject to change without prior notification.

### **California Residents**

To qualify as a California resident, a student must be capable of establishing residency and have legally resided in California for one year and one day prior to the beginning of the term of planned attendance. The student must also have taken actions that express intent to establish California residency.

### **Military Personnel and Dependents**

Military personnel and their dependents and military veterans and their dependents are subject to the same criteria and regulations regarding the establishment of California residency as other nonresident students. The information provided herein refers to the assignment of California residency based on active-duty or discharged veteran status solely for the purposes of determining the tuition and fees for eligible service members, former service members and their dependents.

A student who is a member of the Armed Forces of the United States stationed in this state is entitled to resident classification only for the purpose of determining the amount of tuition and fees.

A student who is a natural or adopted child, stepchild or spouse who is a dependent of a member of the Armed Forces of the United States stationed in this state on active duty is entitled to resident classification only for the



purpose of determining the amount of tuition and fees.

If that service member is subsequently transferred out of California on military orders but continues to serve in the U.S. Armed Forces, or is subsequently retired from military service, neither the service member nor the dependent shall lose resident classification for tuition purposes so long as the service member remains continuously enrolled at the institution.

### **Military Veterans Residence Status**

In accordance with Education Code Section 68075.5(c), a full exemption from the nonresident fee for all students verified to be “covered individuals” per the criteria listed below and who qualify to use Montgomery GI Bill®-Active Duty or Post-9/11 GI Bill® education benefits (Chapters 30 and 33, respectively, of Title 38, U.S. Code) while living in California will be eligible for this exemption. A “covered individual” is defined in the VACA Act as:

1. A veteran who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more;
2. An individual eligible for transferred education benefits who lives in the state in which the institution of higher
- learning is located (regardless of their formal state of residence) and enrolls in the school within 3 years of the transferor’s discharge from a period of active duty service of 90 days or more;
3. An individual eligible for transferred Post-9/11 G.I. Bill® benefits while the transferor is on active duty who resides (lives) in California (regardless of their formal state of residence) as described in 38 USC 3679(c)(2)(B)(ii)(II).
4. An individual eligible for benefits under the Marine Gunnery Sergeant John David Fry Scholarship (provides Post-9/11 GI Bill® benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of their formal state of residence);
5. After expiration of the three-year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain “covered individual” status as long as continuous enrollment is maintained (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if



they enroll in multiple programs, and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below:

- a. Students eligible for VA education benefits must provide a Certificate of Eligibility (COE) by the VA confirming the approved education benefits for the veteran or eligible dependent to basic educational assistance under chapters 30 and 33 of title 38, U.S. Code. The DD Form 214, Certificate of Release or Discharge from Active Duty, generally referred to as a “DD 214,” shows the effective date of the veteran’s discharge from active service and may also need to be submitted to assist with confirming the “covered individual” status.

## Registration Procedures

Students must complete an online application, complete onboarding and sign their enrollment agreement.

## Enrollment Procedure

A student enrolls in their program by attending an onboarding session. During onboarding, a student will sign their enrollment agreement.

See **[Student Equity and Achievement Program](#)** for more information.

## Satisfactory Academic Progress Policy

Calbright College allows students to enroll in flexibly-paced programs at any time. Satisfactory Academic Progress (SAP) is a measure of student progress toward the completion of a program and is assessed through qualitative (competencies mastered at 80 percent or higher) and quantitative (progress-based) measures. Calbright College evaluates these measures at the end of each completed six-month term for all programs and at the time of withdrawal from the College. This policy applies to all students, regardless of program.

## Qualitative Measure

Calbright College defines competency mastery (a grade of “pass”) as a grade equivalent to a “B” or better (3.0 on a 4-point scale). Students receive a mark of “pass,” “satisfactory progress,” “no pass,” or “withdraw” on their permanent academic record for any courses for which they enroll in a six-month term. Students must demonstrate mastery of five competencies per six-month term to demonstrate satisfactory academic progress. Students who are withdrawn from the College or course before the end of the six-month term may receive a “withdraw” grade. A course with a grade of “no pass” or “withdraw” is considered an attempted and not completed course and is counted



against SAP. “Incomplete” grades are temporary and don’t impact SAP.

### **Quantitative Measure**

Calbright College defines a quantitative measure as the completion of 66.67 percent of all competencies attempted. The College determines this percentage by dividing the number of competencies completed by the total number of competencies for which a student enrolled cumulatively across the student’s program at Calbright College. Completing at least 66.67 percent of all competencies means the student is on track to complete the program within the required 150 percent of the published length of the program, as measured in competencies.

Attempted competencies are defined as any unlocked competencies following full matriculation (30 days after initial enrollment) and after the student submitted/completed at least one substantive academic activity (SAA). Courses not successfully completed may be repeated for SAP improvement.

### **Updating Student Records**

Once an application for admission has been submitted, any necessary communication with the student is conducted through the contact information provided (phone, email or text). Electronic communications will go through the free Calbright College email account provided to each student, or through the [calbright.edu](https://calbright.edu)

**Student Portal**. It’s important to keep the address, phone and alternate email address updated, and corrections should be provided for student academic records as soon as possible. A student may update this information at any time by contacting Admissions and Records by emailing [admissions@calbright.org](mailto:admissions@calbright.org).

### **Transcripts, Certificates and Verification of Enrollment**

Certificates of competency are automatically delivered upon program completion. To verify enrollment, request transcripts or access previously awarded certificates, students may log into their Student Portal and click on My Profile to access Admissions and Records Services. Transcripts, certificates and verifications of enrollment are free of charge.

### **Transfer Credit Disclosure**

The acceptance of transfer credit is determined by the receiving institution. Calbright College programs and noncredit courses aren’t transferable.

Calbright College does not consider or award transfer credit for students’ prior education.

### **Leave of Absence**

Eligibility for a leave of absence will depend on a student’s enrollment status:

*Actively enrolled* students can request one 30-day leave of absence and one 30-day extension during their

six-month term. Please note, the last day to withdraw from a course is the end of the 14th week after a term begins. If a student does not return after their leave of absence and does not successfully withdraw from their program before the end of the 14th week, a grade of NP may be given by their instructor. It's recommended that students discuss their leave of

absence with their Success Counselor and/or instructor prior to submitting a request.

*Provisionally enrolled* students aren't eligible for a leave of absence. Students in this status may stop coursework at any time and re-enroll in Calbright College when able to attend.



## COURSE CATALOG DESCRIPTION

### **Department and Course Number: Workforce Readiness, WF500**

#### **College and Career Essential Skills - Noncredit**

This skills-based, noncredit course is designed to prepare adult students to develop essential skills necessary for college and career success through contextualized academic preparation. In the area of college success, students will focus on the reading, writing and math skills needed to be successful within an academic and professional environment. The course will focus on improving critical reading and writing as well as a conceptual understanding of basic math skills. In the area of career success, students will develop awareness and competency of the 21st-century employability skills identified by employers as essential to career success through flexibly paced learning modules, self-exploration and practiced-based exercises.

### **Department and Course Number: Workforce Readiness, WF510**

#### **Career Readiness - Noncredit**

This competency-based, noncredit course is designed to prepare adult learners to develop the skills, mindset and aptitudes necessary for success in their career and educational journey. Students will focus on three core areas: career exploration and development, job search and workplace readiness. In the area of career exploration and development, students will learn how to identify their own values, skills and interests and apply these to the career life cycle by using what they have learned to research career and educational opportunities. Students will develop tools and materials (resume, cover letter, references, networking approaches and interview skills) to prepare them to be strong candidates when applying for jobs in their chosen fields. The course will also help students develop the foundational mindsets and soft skills identified by employers as essential to allow them to flourish in the workplace. Workplace readiness topics include goal setting, decision making, time management, organization, growth mindset, initiative, motivation, adaptability, professionalism, interpersonal skills, communication and work-life wellness. Course content will be offered in various modalities through self-directed learning modules that include videos, activities, self-assessment, resources, career portfolio development and practical exercises.

### **Department and Course Number: Medical Coding, MC500**

#### **Medical Coding for Professional Services - Noncredit**

This skills-based, noncredit education program prepares adult students for employment in the medical coding field. Students will progress through the program by mastering competencies in medical law and ethics; medical terminology;

pharmacology, anatomy and physiology; disorders of the human body; diagnostic tests; treatment modalities; and CPT, ICD and HCPCS coding. Students mastering these competencies will achieve a broad knowledge in reviewing and assigning the correct procedure and diagnosis codes for professional (physician) services. Upon completion, students will be prepared to take a national medical coding exam, including but not limited to the AAPC CPC exam. Industry-recognized certification examinations are administered by a third party.

**Department and Course Number: Healthcare, HC501**

**Diversity, Equity and Inclusion in the Healthcare Setting - Noncredit**

This competency-based, noncredit course is designed to give students the knowledge, skills, abilities and behaviors needed to promote inclusive and equitable working environments where individual and group differences are welcomed and valued. Students will learn to embrace diverse perspectives and communities by intentionally practicing personal reflection and the acceptance and respect of others. Students will be able to apply their understanding of diversity, equity and inclusion to facilitate and advocate for community health equity and justice. This course must be taken as a corequisite to HC502.

**Department and Course Number: Healthcare, HC502**

**Upskilling Practical Application - Noncredit**

This competency-based, hands-on, noncredit course is a companion for courses within the program series Upskilling for Equitable Health Impacts. Students will apply newly acquired knowledge, skills, abilities and behaviors learned in the classroom to real-world experiences through structured learning activities. This course must be taken as a corequisite to HC501.

**Department and Course Number: Information Technology, IT500**

**Introduction to Information Technology Support (A+) - Noncredit**

This skills-based, noncredit education program is designed to prepare students for the CompTIA A+ certification exams, which are administered by a third party. It will include the study of the content found in the CompTIA A+ Exams (Exam 220-1001 and 220-1002). Subjects include hardware, operating systems, software, mobile devices, basic networking, basic security, operational procedures, printers and troubleshooting. Students will also learn the concepts of documentation, troubleshooting methodology, safety procedures and small office/home office (SOHO) technologies. Students will understand how to assemble components based on customer requirements and master the installation, configuration and maintenance of PCs and mobile devices. The basics of networking and security forensics will also be covered. Other subjects include learning how to apply troubleshooting methodology and provide appropriate customer support. Other technologies covered will be the basics of scripting, virtualization, desktop imaging and deployment, as well as basic cloud technology and deployment.

**Department and Course Number: Information Technology, IT532****Introduction to Networks - Noncredit**

This competency-based, noncredit course introduces the networking architectures, models, protocols and hardware elements that connect users, devices, applications and data through the internet and across modern computer networks. Students will learn to build out network infrastructure and troubleshoot, configure and manage common network devices. This course will help prepare students for an industry-recognized networking certification. Introduction to Networks serves as an entry point to necessary technical skills for students who want to move into careers as network technicians or those who want to work in other technical roles in IT.

**Department and Course Number: Information Technology, IT533****Introduction to Networks Virtual Lab - Noncredit**

This competency-based, noncredit course is the lab component of IT532: Introduction to Networks, which provides an introduction to the technical skills necessary for students who want to pursue careers as network technicians or other technical IT roles. Students learn these skills through interactive exposure to networking architectures, models, protocols and hardware elements that connect users, devices, applications and data through the internet and across modern computer networks. Students who complete this course will be able to build out network infrastructure and troubleshoot, configure and manage common network devices. Students participate in hands-on, lab-based learning activities to become familiar with enterprise network components and communications systems. The course will help prepare students for the CompTIA Network+ certification exams (N10-009). Industry-recognized certification examinations are administered by a third party.

**Department and Course Number: Information Technology, IT510****Introduction to Cybersecurity (Security+) - Noncredit**

Prerequisites(s): *CompTIA A+ or equivalent course/experience*

This skills-based, noncredit education program prepares adult students for employment in the information security field. Students will progress through the program by mastering competencies in the fundamental principles and topics of information security and risk management at the organizational level. This includes hardware, software, processes, communications, applications, policies and procedures with respect to organizational cybersecurity and risk management. The program includes preparation for the CompTIA Security+ certification exams (SY0-701). Industry-recognized certification examinations are administered by a third party.

**Department and Course Number: Information Technology, IT520****Customer Relationship Management (CRM) Technology - Noncredit**

This competency-based, noncredit course is designed to introduce adult learners to the concepts and skills necessary for their transition into customer relationship management (CRM) administration careers. In this course, students will learn best



practices for working in a distributed team, effective communication skills for workplace interactions and techniques to navigate the job interview process. Students will gain a basic understanding of the components and processes involved in a customer relationship management (CRM) platform. Upon completion of this course, students will be prepared to either enter into an employer-sponsored training opportunity where they will continue to build their skills, or to continue additional coursework where they will prepare to earn an industry-recognized CRM administrator credential. Industry-recognized certification examinations are administered by a third party.

**Department and Course Number: Information Technology, IT525**  
**Customer Relationship Management (CRM) Platform Administration - Noncredit**

This competency-based, noncredit course is designed to facilitate the transition of working adults into a career in customer relationship management (CRM) administration. The course will cover concepts and skills found in an industry-recognized CRM administrator certification exam, as well as practical skills necessary for their transition into a new career upon program completion. In this course, students will learn how to use, configure, monitor, customize and secure a CRM platform. Students will gain an in-depth understanding of the components and processes involved in customizing and administering a CRM. Upon completion of this course, students will be prepared to earn an industry-recognized CRM administrator credential. Industry-recognized certification examinations are administered by a third party.

**Department and Course Number: Business, BUS500**  
**Introduction to Structured Data - Noncredit**

Students will gain an understanding of basic methods and terminology used in data analysis and how data is generated and be able to organize and visualize data using spreadsheets and Structured Query Language (SQL). Students will begin preparing for the workplace by learning effective presentation and data storytelling techniques.

**Department and Course Number: Business, BUS501**  
**Application of Structured Data - Noncredit**

This course is designed to be an authentic experience where students apply the knowledge, skills and abilities learned in BUS500 to a real-world data project. Students will manipulate data using Structured Query Language (SQL) to tell a story and present the interpretation of data findings from the real-world project.

**Department and Course Number: Business, BUS520**  
**Project Management Foundations - Noncredit**



This competency-based, noncredit course introduces adult learners to the concepts and skills necessary to transition into project management-based careers. In this course, students will learn definitions and processes that contribute to the project management framework. The course will follow the project methodology of the Project Management Institute and explore the project life cycle, stakeholder management, how organizational culture affects project management, scope management and how a project is created. Students will prepare for the workplace by learning the foundations of project management and its critical role in all industries and work functions.

**Department and Course Number: Business, BUS521**  
**Project Management Fundamentals - Noncredit**

This competency-based, noncredit course is designed to introduce adult learners to the concepts and skills necessary for their transition into project management-based careers. The course outlines the knowledge areas needed to successfully plan for a project, including project scheduling, resource planning, budget planning, procurement planning, quality planning, communications and risk management. In this course, students will learn how to document the many facets of projects. Students will learn how to manage project meetings and effectively collaborate with project stakeholders. Students will prepare for the workplace by learning the fundamentals of project management and its critical role in all industries and work functions.

**Department and Course Number: Business, BUS522**  
**Project Plan Development - Noncredit**

This competency-based, noncredit course is designed to have students create a project plan and all of its components. Students will examine a practical project example, analyze the segments of the project and identify the key areas needed to manage the project. In this course, students will create a Business Case, Project Charter, Scope of Work (SOW), Work Breakdown Structure (WBS), Communications Plan, Risk Breakdown Structure (RBS), Budget Plan, Project Schedule, Change Log, and Closure Document.

# APPENDICES

## Academic Policies

### Provisional and Active Enrollment

A student is considered provisionally enrolled during the first 30 days of enrollment until they have submitted an academic activity. An academic activity includes but is not limited to participating in an online discussion board, taking a quiz or submitting an assignment. Students who do not submit at least one academic activity within 30 days of their provisional enrollment will be administratively withdrawn.

After submitting an academic activity, a student is considered actively enrolled in their program and is responsible for completing the entire program. All students are expected to have regular and substantive interaction with faculty and/or peers. Calbright provides student support services to help you along your academic journey.

Students are ultimately responsible for dropping a course if they're unable to complete their program. Students should contact their Academic Success Counselor to request a drop form.

### Continuous Enrollment

Calbright is a “continuous enrollment” institution, which means a student will be automatically enrolled in a new term if they're maintaining “satisfactory progress” in their program pathway. Each student term is six months long. Longer terms and continuous enrollment allow a student to focus on their studies without breaks between terms. At the end of every six-month term, their Academic Success Counselor and Instructional Team will review a student's progress and update the student educational plan for the next six-month term.

Calbright requires that students make measurable progress toward the completion of their programs every term. A student's progress is measured by tracking the percentage of completed course objectives and demonstrated competencies.

### Grading System and Practices

In accordance with the California Education Code and Title 5, Calbright has established a standard grading policy to determine a student's academic progress. Upon successful completion of a course, the student will receive a “P” (pass) on the student's record to indicate earned mastery in that course. A course in which an “NP” (no pass) is applied to a student's record indicates the student did not master all of the required competencies for the course.



- **P – Pass:** at least satisfactory, used to denote “passed with credit” when no letter grade is given.
- **NP – No Pass:** less than satisfactory.

### **Non-evaluative Symbols**

Calbright College’s Board of Trustees has authorized the use of the non-evaluative symbols “SP,” “I,” “W” and “MW,” defined as follows:

### **Satisfactory Progress (SP)**

The SP designation shows that students are progressing and have acquired some of the skills and knowledge needed to achieve course outcomes but still have work to do. The SP designation is therefore a reflection of student progress and success.

### **Incomplete (I)**

This temporary grade is assigned to a course if a student cannot demonstrate satisfactory progress due to extenuating circumstances.

1. The student must satisfy an assigned “I” grade within the next six months.
2. An incomplete course for which satisfactory progress is not demonstrated by the end of six months will result in an “NP” grade.

### **Withdrawal (W)**

Students may withdraw from their program by completing a withdrawal form. A “W” will be posted to the academic record for withdrawals that occur through the 14th week of enrollment. The 14th week is based on the date of enrollment. Students must re-enroll if they receive a “W.”

### **Military Withdrawal (MW)**

Military withdrawal occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses.

### **Administrative Drop (AD)**

A student may be administratively dropped for a lack of academic engagement.

### **Requirements for Calbright College Program Certificates of Competency**

Students may be awarded a Calbright College Noncredit Certificate of Competency upon successful completion of both College and Career Essential Skills and their area of study (such as Medical Coding for Professional Services, Introduction to Information Technology Support, or Introduction to Cybersecurity).

### **Repeatability**

Noncredit courses are repeatable. Students are also allowed to repeat a course without petition when repetition is necessary to enable the student to meet a legally

mandated training requirement as a condition of volunteer or continued paid employment.

Students may petition to repeat a course as a result of a significant change in industry or licensure standards such that repetition of the course is necessary for the student's employment or licensure. Students can repeat such courses any number of times.

### **Re-enrollment**

Students who have been dropped or have withdrawn from Calbright and wish to return to continue their studies within less than a year of their past date of enrollment should reach out to a member of the College's Success Team at [success@calbright.org](mailto:success@calbright.org). Due to the changing nature of the College's curriculum, the student will need to meet their Academic Success Counselor prior to being re-enrolled. Students who wish to return more than a year after their last date of enrollment will need to reapply to Calbright.

### **International Travel and Class Access**

Students should notify the College if they plan to travel internationally while enrolled in a class with Calbright to ensure ongoing access to their class. A form will be available in the student portal to indicate countries and dates of travel and will be sent to the Information Technology team at Calbright.

### **Diversity, Equity and Inclusion Task Force**

The purpose of the Diversity, Equity and Inclusion Task Force is to promote strategies and best practices encompassing DEI. At Calbright, this work will inform how we intentionally build an organizational culture that seeks to address and promote DEI without intersectional structural bias.

The task force will play an active role in establishing the College's DEI approach, which includes but is not limited to gathering and evaluating baseline data within the current college practices and making recommendations on how we can build DEI awareness and cultural competency.

### **Reference**

*Calbright Board Policy 3400*

### **Student Complaint Process**

Calbright College strives to maintain a safe, positive learning and working environment for all students, staff, faculty and community members. However, in the event a concern arises, including discrimination/hate crimes, disruptive behavior, academic grievances, personal wellness, Title IX (dating/domestic violence, sexual harassment/assault, stalking), threatening/violent behavior (written/verbal), Americans with Disabilities Act (ADA)/504/508 violation and other concerns or

complaints, the concern or complaint process can be initiated at <https://www.calbright.edu/report-a-concern/>.

## **Nondiscrimination and Complaints of Discrimination**

### **Statement of Nondiscrimination**

The California Online Community College (Calbright College) is committed to providing an equal opportunity environment for all students and employees. Calbright shall provide access to its services, classes and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability or pregnancy, or because someone is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

All courses, including noncredit courses, shall be conducted without regard to the gender of the adult student enrolled in the classes. As defined in the Penal Code, “gender” means sex and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior, whether or not stereotypically associated with the person’s assigned sex at birth. Students who wish to report a concern may do so at <https://www.calbright.edu/report-a-concern/>.

### **References**

*Calbright Board Policy 3410*

## **Prohibition of Harassment**

Calbright is committed to providing an academic and work environment free of unlawful harassment. Calbright has put in place Administrative Procedures that define sexual harassment and other forms of harassment and set a procedure for the investigation and resolution of complaints of harassment by or against any staff, instructional staff member or adult student within Calbright. Students can begin the complaint process at <https://www.calbright.edu/report-a-concern/>. All participants are protected from retaliatory acts by Calbright College and its employees, learners and agents.

### **References**

*Calbright Board Policy/Administrative Policy 3430*

## **Online Education**

Calbright College provides access to education through the use of technology beyond the traditional patterns of campus-based education and programs. Courses

are offered completely online. Courses are developed by the same qualified instructors and follow the same curriculum and standards as classroom-based courses. Online learning provides flexibility in scheduling and is especially helpful to self-directed students. It's recommended that students be comfortable with computers, particularly the internet, before taking an online course.

Calbright's "Regular Effective Contact Policy" describes the minimum frequency of quality instructor-student interaction in a distance education class. "Quality interaction" between instructors and students is regular communication between the two parties. As in a face-to-face course, the instructor must be able to initiate and participate in discussions or the equivalent in an online environment via a variety of modalities in the college-provided Learning Management System (LMS). The instructor must regularly monitor and moderate any student activities in the online classroom in which students interact with each other. The instructor must be available to answer students' questions about both the material and the course itself in an efficient and timely manner. The instructor must also provide regular and timely feedback on, and assessment of, student work; for example, the instructor should respond to student emails within the instructor's stated availability contained in the syllabus; and the instructor should provide feedback and/or evaluations on assignments within a week and/or within the instructor's stated availability contained in the syllabus. In the context of an online course, the instructor must spend approximately as much time on these interactions as would be spent for a face-to-face course.

The modes that the instructional staff can use to create regular effective contact are almost limitless but should be easily accessible for the student and, when in question, verifiable. The College-provided LMS provides both accessibility and verifiability. The College provided LMS and synchronous technologies, including online chat (scheduled or unscheduled), telephone contact, video conferencing, virtual field trips, virtual meetings and online presentation platforms such as ConferZoom; and asynchronous technologies, including email and other correspondence, discussion forums or boards, class announcements via the LMS homepage, websites, blogs, podcasts, voicemail, SMS/text messaging and e-lectures. Neither of these lists is exhaustive, as there are always new learning technologies available online at any given time. Any accessible medium (in compliance with Section 508 of the Americans with Disabilities Act and the California Community Colleges Chancellor's Office Distance Learning Access Guidelines) is acceptable for facilitating regular effective contact.

### **Online Support Services**

Calbright College will utilize and develop comprehensive, specialized student supports that are technology-enabled for scale and focused on the student experience, including but not limited to program navigation, online tutoring, online mentoring and online help desk support. These supports, as well as the instructional

delivery, shall be made available during nontraditional working hours to promote student success.

- Online support for program navigation assists students through the onboarding and orientation process.
- Online support for tutoring provides students with access to individual and small-group tutoring in reading, writing, math, digital literacy and course content. Program faculty provide additional academic tutoring focused on certification exam preparation, final exam preparation and other course-related assessments.
- Online support for technology is offered in the form of a help desk service made available to students. Digital literacy tutoring is also offered to students. Calbright College also leverages existing social and technological infrastructure provided by the Online Education Initiative (CVC-OEI) for students, instructors and administrators.

### **Verification of Student Identity**

Primary identification verification is done during the application process by the California Community College systemwide application, CCCApply (See Exhibit 32 “ID Verification”). CCCApply currently employs ID.me to enhance fraud prevention. Under section 54300 of subchapter 4.5 of chapter 5 of division 6 of Title 5 of the California Code of Regulations, students are allowed to submit application and residency information online with an electronic signature verification. On the application, students enter demographic and educational background data and must positively consent to data sharing with federal and state agencies to comply with reporting requirements; with data matching services to measure student success in transfer to four-year universities; and with colleges, universities and government agencies to promote transfer to other colleges and universities. All data submitted is attested to as accurate by the student under penalty of perjury.

Once the application is accepted by the system and application data is transmitted to Calbright, the College uses the Google identity management system to provide single sign-on (SSO) credentialing, which must be acknowledged by the student, to all campus applications, including the student portal, Learning Management System and G-Suite applications. Our systems assure that the admitted student is the same student who completes coursework and assessments and is awarded credit by, in addition to associating each system account with the student’s unique statewide identifier via the CRM, employing single sign-on, which allows the student to log in once and have access to all their college-related systems and services.

## Standards of Student Conduct

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension or expulsion of a student:

- A.** Causing, attempting to cause or threatening to cause physical injury to another person;
- B.** Possession, sale or otherwise furnishing any firearm, knife, explosive or other dangerous object, including but not limited to any facsimile firearm, knife or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a College employee, which is concurred with by the College President/CEO;
- C.** Unlawful possession, use, sale, offer to sell or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5;
- D.** Committing or attempting to commit robbery or extortion;
- E.** Causing or attempting to cause damage to College property;
- F.** Stealing or attempting to steal College property or knowingly receiving stolen College property;
- G.** Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the College;
- H.** Sexual assault or sexual exploitation, regardless of the victim's affiliation with the College;
- I.** Committing sexual harassment as defined by law or by College policies and procedures;
- J.** Engaging in harassing or discriminatory behavior based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other status protected by law;
- K.** Engaging in intimidating conduct or bullying against another student through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyberbullying;



- L.** Willful misconduct that results in injury or death to a student or to college personnel or results in cutting, defacing or other injury to any real or personal property owned by the College;
- M.** Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, College personnel;
- N.** Dishonesty, forgery, alteration or misuse of college documents, records or identification; or knowingly furnishing false information to the College;
- O.** Lewd, indecent or obscene conduct on College-owned or -controlled property or at College-sponsored or supervised functions;
- P.** Engaging in expression that is obscene; libelous or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful College administrative procedures, or the substantial disruption of the orderly operation of the College;
- Q.** Persistent, serious misconduct where other means of correction have failed to bring about proper conduct;
- R.** Unauthorized preparation, giving, selling, transfer, distribution or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any College policy or administrative procedure;
- S.** Misrepresentation of oneself or of an organization as an agent of the College;
- T.** Calbright students share a responsibility with their instructors for assuring that their education is honestly attained. Every instructor has the responsibility and authority to deal with any instances of academic dishonesty. Academic dishonesty includes but is not limited to falsification, plagiarism, cheating or fabrication, which comprises the integrity of an assignment, student record or program:
  - 1. Falsification:** Falsification involves any conduct in academic work, records, or programs that's intention is to deceive, including but not limited to the following acts:
    - a.** Forging of signatures on official documents
    - b.** Changing or attempting to change official records without proper sanction
    - c.** Providing false information during admissions or enrollment process



- d. Falsifying one's identity or using someone else's identity
- e. Falsification of citation of data or information
- f. Submission of falsified, invented or fictitious data or evidence, or deliberate knowing or concealment or distortion of the true origin or function of such data or evidence
- g. Submitting work (assignments, quizzes, tests) prepared totally or in part by someone other than the student

**2. Plagiarism:** Plagiarism is the act of presenting someone else's work as one's own. Examples include:

- a. Copying and pasting text from websites or other electronic sources and presenting it in an assignment as your own original work;
- b. Copying and pasting text from printed sources (including books, magazines, encyclopedias or newspapers) and presenting it in an assignment as your own original work;
- c. Using another student's work and claiming it as your own original work (even if you have the permission of the other student).

**3. Cheating:** Cheating is the act of pretending (or helping others to pretend) to have mastered course material through misrepresentation. Examples include:

- a. Copying in whole or in part from another student's test or paper;
- b. Allowing another student to copy from your test or assignment;
- c. Using the textbook, course handouts or notes during a test without instructor permission;
- d. Stealing, buying or otherwise obtaining all or part of a test before it's administered;
- e. Selling or giving away all or part of a test before it's administered;
- f. Having someone else attend a course or take a test in your place;
- g. Attending a course or taking a test for someone else;
- h. Failing to follow test-taking procedures or other disruptive activity.

**4. Fabrication:** Fabrication is the intentional use of invented information. Examples include:

- a. Giving false information to college personnel;
- b. Answering verbal or written questions in an untruthful manner;
- c. Inventing data or sources of information for research papers or other assignments.

**U. Inappropriate use of Calbright-issued technology such as G-Drive, email, Learning Management Systems or devices. Violations include but are not limited to:**



1. Access, post, display or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening or disruptive
2. Access, share, transmit, post, display, publish or otherwise use material that could be construed as harassing or disparaging of another based on their race/ethnicity, national origin, sex, gender, gender identity, gender expression, sexual orientation, age, disability, religion or political beliefs
3. Send/transmit, download, upload or post messages that may be considered physically, sexually or verbally threatening or harassing via text, email, comment or post
4. Disclose or in any way cause to be disclosed confidential or sensitive Calbright, employee or student information without prior authorization from a Calbright administrator
5. Engage in personal commercial or other for-profit activities without permission of the Superintendent or designee
6. Engage in unlawful use of Calbright technology for political lobbying
7. Infringe on copyright, license, trademark, patent or other intellectual property rights
8. Intentionally disrupt or harm Calbright technology or other Calbright operations (such as destroying Calbright equipment, placing a virus on Calbright devices, adding or removing a computer program without permission or changing settings on Calbright-issued devices)
9. Install unauthorized software
10. Invade the privacy of another
11. Engage in or promote unethical practices or violate any law or Board Policy, Administrative Procedure or Calbright practice
12. Send unsolicited email messages, including advertising material and/or requests for fundraising for personal or private causes
13. Complete port scanning or security scanning
14. Introduce honeypots, honeynets or similar technology

## References

*Calbright Board Policy 5500*

*Calbright College's Acceptable Use Policy*

## Student Discipline Procedures

Calbright provides a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed by state and federal constitutional protections. Calbright's Student Discipline procedure will be used in a fair and equitable manner and not for purposes of retaliation. It's not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.



Calbright's discipline procedure is specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state **and federal** constitutions and by Education Code Section 76120, and won't be used to punish expression that is protected.

## **Student Rights and Grievances**

The student grievance process, definitions, and timelines are outlined in Administrative Procedure 5530 Student Rights and Grievances. The process for initiating a grievance is initiated on the college's [website](#). The grievance officer for Calbright College is the Vice President of Human Resources or their designee. The informal process described in Administrative Procedure 5530 is the quickest and most successful way of resolving issues involving the college. Students are encouraged to work through the informal campus complaint process first. If the informal process is unsuccessful, the student may then request a grievance hearing.

Issues related to harassment or discrimination are described in Administrative Procedure 3410 Nondiscrimination and Administrative Procedure 3430 Prohibition of Harassment. Complaints regarding potential discrimination or harassment may also be initiated with the [Report a Concern](#) form using the link located in the footer on every page of the College's website.

Most complaints, grievances or disciplinary matters should be resolved at the campus level. Issues that aren't resolved at the college or district level may be presented via resources provided by the California Community Colleges Chancellor's Office. Complainants can utilize the [online forms](#) provided by the California Community College Chancellor's Office to submit a grievance, or a complaint of discrimination, to the Chancellor's Office. A student may file a grievance or grieve an action or decision of the district when the student feels that their status and/or rights have been adversely affected.

## **Communication and Digital Citizenship Policy**

As a fully online community college, Calbright College student communication spaces, including email (@calbrightcollege.org accounts), Slack Workspace, Zoom and Learning Management Systems ("Communication Spaces"), have been established to facilitate communication between learners enrolled in Calbright College ("Students"), faculty, staff and administration in order to advance Calbright's mission. Calbright requires all Students to understand the expectations for appropriate behavior involving the use of these Communication Spaces. All learners who are enrolled in any Calbright program agree to abide by the following:

1. All Students shall abide by all applicable Board Policies, Administrative Procedures and the Standards of Student Conduct. All Board Policies and Administrative Procedures can be accessed through the **Policies** tab on Calbright's website. **Standards of Student Conduct** can be accessed through the Academic Catalog from the Calbright College homepage.
2. **Student Email:** The use of college email is one of the official means of communication with students at Calbright. Email ensures that learners are receiving important, time-sensitive messages from Calbright. Students may receive emails sent to their personal email account or Calbright-assigned email account. Students are expected to check their email (including junk/spam folders) regularly and respond to requests from Calbright faculty and staff.
3. **Digital Citizenship:** Students will use all Communications Spaces for Calbright-related purposes that Calbright faculty, administrators or employees have assigned or approved. Inappropriate uses include but are not limited to:
  - a) Access, post, display, or otherwise use material that is discriminatory, defamatory, obscene, sexually explicit, harassing, intimidating, threatening or substantially disruptive to the orderly operation of Calbright.
  - b) Access, share, transmit, post, display, publish or otherwise use material that could be construed as harassing or disparaging of another based on their race/ethnicity, national origin, sex, gender, gender identity, gender expression, sexual orientation, age, disability, religion or political beliefs.
  - c) Send/transmit, download, upload, or post messages that may be considered physically, sexually or verbally threatening or harassing.
  - d) Disclose or in any way cause to be disclosed confidential or sensitive Calbright, employee or learner information without prior authorization from a Calbright administrator or designee.
  - e) Engage in personal commercial or other for-profit activities.
  - f) Engage in unlawful use of Calbright technology for political activities or lobbying.
  - g) Infringe on copyright, license, trademark, patent or other intellectual property rights.
  - h) Intentionally disrupt or harm Calbright technology or other Calbright operations.



- i) Install unauthorized software.
- j) Invade the privacy of another.
- k) Engage in or promote unethical practices or violate any law or Board Policy, Administrative Procedure, Standards of Student Conduct or Calbright policy.
- l) Send unsolicited messages, including advertising material and/or requests for fundraising for personal or private causes.

If a Student is unsure whether a use is appropriate, they shall consult with a Calbright official prior to engaging in such use.

1. Calbright has the right to monitor the use of all Communication Spaces for improper use without advance notice or consent. Students understand and acknowledge that there is no reasonable expectation of privacy in Calbright-controlled Communication Spaces, and Calbright may revoke access to Communication Spaces in the event that there is a reasonable suspicion of inappropriate use.
2. Students who are in material breach of this agreement may be subject to disciplinary action and/or referral to law enforcement.
3. Indemnification: By participating on Slack, Students agree to reimburse and hold Calbright harmless from and against any and all liabilities, costs and damages (including attorneys' fees) that arise out of or relate in any way to the use of, or misuse of, Calbright communication software.

### **Online Etiquette for Students**

As a Calbright College student, it's important to follow proper online etiquette at all times. For example, students must:

- Treat all Calbright employees and students with courtesy and respect at all times.
- Avoid using offensive or discriminatory language.
- Be mindful of your communication style. Sarcasm or tone can be easily misinterpreted in an online environment.
- Respect the privacy of your classmates and employees by not sharing screenshots, recordings or any conversations without permission.



We're here to help you succeed. Should you require any reading or writing assistance, Calbright has an academic support team to help you.

Online etiquette, or “good” online behavior, is essential to maintaining a healthy and productive learning environment in an online setting.

## **Safety**

A Calbright safety plan shall be developed and provided to the College community in the annual security report (ASR) and will be disseminated by October 1 of every year beginning in 2020.

Students who wish to report a safety concern should contact the Chief Finance and Administration Officer at [success@calbright.org](mailto:success@calbright.org).

Note: Education Code Section 67380 defines “hate violence” as: “any act of intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group of persons or the property of any person or group of persons because of the ethnicity, race, national origin, sex, sexual orientation, gender identity, gender expression, disability, or political or religious beliefs of that person or group.”

Section 67380 requires reporting of both occurrences reported to campus police or safety authorities of and arrests for crimes that involve hate violence (Section 67380(a)(1)(A)) and of “noncriminal acts of hate violence” (Education Code Section 67380(a)(1)(B)).

For purposes of reporting under the Clery Act, “hate crimes” include domestic violence, dating violence and stalking.

## **Student Equity and Achievement Program Rights and Responsibilities**

The Student Equity and Achievement Program (SEA Program), formerly named Student Success and Support Program (SSSP), recognizes that student success is the responsibility of the college and its students. The program creates a framework for the provision of core matriculation services, including orientation, and counseling/career/educational planning services that are intended to increase student access and academic success. SEA program services also include the provision of intervention and follow-up services to academically at-risk students, such as those who are on academic or progress probation or are otherwise identified as at-risk students.

## **Enrollment Agreement**

During student onboarding, Calbright shall provide students with their enrollment agreement. It will address a student's education goal and program of study requirements, applicable course prerequisites or corequisites, guided placement, potential transfer institutions, the need for basic skills, and the need for referral to other support and instructional services as appropriate; and will include the steps the student needs to take on their educational path to complete their identified course of study. The planning process will take into account a student's interests, skills and career goals.

Calbright will ensure that the Enrollment Agreement is accessible and recorded in electronic form and will make a reasonable effort to not duplicate educational planning processes for students participating in special programs.

### **Student Follow-Up**

Calbright shall establish a process to ensure it's evaluating the academic progress of students and providing appropriate student services. These services include but are not limited to academic or progress probation interventions, academic early alert systems and referral to other support services.

### **Accessibility**

Services for students with disabilities shall be appropriate to their needs, and colleges shall, where necessary, make modifications to the services provided or use alternative tests, methods or procedures to accommodate the needs of such students. Calbright may require students requesting such accommodations to provide proof of need. Participation in the Accessibility Services program is voluntary, and no student may be denied necessary accommodations in the assessment process because he or she chooses not to use specialized matriculation services provided by these programs. Calbright shall ensure that services are accessible for English language students and are appropriate to their needs. Calbright shall, where necessary, make modifications to the services provided to accommodate the needs of such students. Additional information regarding Calbright's accessibility services can be found at <https://www.calbright.edu/about/web-accessibility/>.

### **References**

*Calbright Board Policy 5140*

### **Counseling**

The provision of counseling services is an integral component of Calbright's commitment to student success and completion of their educational goals. Counseling services are provided within the ethical guidelines of the profession and in concurrence with Calbright's Mission Statement.

### **Services Provided**

The counseling services available at Calbright include at least the following:

- Academic counseling, in which the adult student is assisted in assessing, planning, monitoring and implementing their immediate and long-range academic goals;
- Career counseling, in which the adult student is assisted in assessing their aptitudes, abilities and interests and is advised concerning current and future employment opportunities;
- Personal counseling, including crisis intervention, in which the adult student is assisted with personal, family or other social concerns, when that assistance is related to the adult student's education;
- Group counseling and workshop facilitation to assist adult students with orientation, registration, selection of academic program and transferring;
- Dedicated counseling and support to specialized adult student populations;
- Referring adult students to in-person and online services or resources that support adult students in achieving their educational goals, including but not limited to career assessment and job placement services, disability services, financial aid, health services, testing, transfer services and tutoring.

### **Confidentiality of Counseling Information**

Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the College President/CEO or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety or welfare of the student or other persons living in the college community; reporting information to the College President or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

### **Student Records, Directory Information and Privacy**

#### **Privacy Rights Governing Student Records**

Pursuant to the Federal Educational Rights and Privacy Act (FERPA), the California Education Code (Section 76240 et. seq.) and Title 5 of the California Code of Regulations, student records are maintained in a manner to ensure the privacy of such records. Calbright College shall not, except as authorized, permit any access to or release of any information therein.

For purposes of this article and for use in the enforcement of FERPA procedures, a student is defined as an individual who is or has been in attendance at Calbright College. “In attendance” is defined as an individual whose application has been accepted and entered into the college students database.

### **Collection and Retention of Student Information**

The College shall treat all students equitably in the receipt of all school services, including but not limited to the gathering of student and family information for the institution’s benefit programs.

The Admissions and Records department shall maintain in writing College policies and procedures for gathering and handling sensitive student information, and appropriate personnel shall receive training regarding those policies and procedures.

The College will provide students and families with annual notice, at the beginning of each school year, of institutional policies for student privacy and the abilities of parents or eligible students to inspect student information.

Any sensitive information, such as a student’s, parent’s or guardian’s social security number (SSN), any AB 540 determinations or citizenship status information collected by the College or disclosed by the student, should be maintained only for as long as necessary.

If the College possesses information that could indicate immigration status or citizenship status, the College shall not consider the acquired information in admissions decisions or access to educational courses and programs.

Students may elect not to provide immigration or citizenship status information to the institution, and this election shall not impede admissions or enrollment in educational programs.

The College shall not create a list of student names linked with immigration status.

College police or security departments shall not inquire into an individual’s immigration status for immigration enforcement purposes.

College police or security departments shall not aid any effort to create a registry containing individuals’ country of birth or based on any other protected characteristics of victims, witnesses or suspects of crimes unless required by law for specified purposes.

### **Directory Information**

Calbright College does not release any student record information as “directory information” except when legally required by law.

Release of student records: No instructor, official, employee or governing board member shall authorize access to student records to any person except under the following circumstances:

- Student records shall be released pursuant to a student’s written consent.
- Contact [admissions@calbright.org](mailto:admissions@calbright.org) to obtain consent or student requests.
- “Directory information” won’t be released unless legally required (Calbright Administrative Procedure 5040).
- Student records shall be released pursuant to a judicial order or lawfully issued subpoena. All orders or subpoenas should be directed to the Chief Operating Officer at [hr@calbright.org](mailto:hr@calbright.org).
- Student records shall be released pursuant to a federal judicial order that has been issued regarding an investigation or prosecution of an offense concerning an investigation or prosecution of terrorism.
- Student records may be released to officials and employees of Calbright College only when they have a legitimate educational interest to inspect the record.

Student records may be released to authorized representatives of the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, state education officials, their respective designees or the United States Office of Civil Rights, where that information is necessary to audit or evaluate a state or federally supported educational program or pursuant to federal or state law. Exceptions are that when the collection of personally identifiable information is specifically authorized by federal law, any data collected by those officials shall be protected in a manner that will not permit the personal identification of students or their parents by other than those officials, and any personally identifiable data shall be destroyed when no longer needed for that audit, evaluation and enforcement of federal legal requirements. The Dean of Enrollment Services, or designee, is responsible for providing such information and defining procedures.

Student records may be released to officials of other public or private schools or school systems, including local, county or state correctional facilities where education programs are provided, where the student seeks or intends to enroll or is directed to enroll. The release is subject to the conditions in Education Code Section

76225. The Dean of Enrollment Services, or designee, is responsible for providing such information and defining procedures.

Student records may be released to agencies or organizations in connection with a student's application for, or receipt of, financial aid, provided that information permitting the personal identification of those students may be disclosed only as may be necessary for those purposes as to financial aid, to determine the amount of the financial aid, or conditions that will be imposed regarding financial aid, or to enforce the terms or conditions of financial aid. The Dean of Enrollment Services, or designee, is responsible for providing such information and defining procedures.

Student records may be released to organizations conducting studies for, or on behalf of, accrediting organizations, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering financial aid programs and improving instruction, if those studies are conducted in such a manner as will not permit the personal identification of students or their parents by persons other than representatives of those organizations and the information will be destroyed when no longer needed for the purpose for which it's conducted. The Dean of Enrollment Services, or designee, is responsible for providing such information and defining procedures.

Student records may be released to appropriate persons in connection with an emergency if the knowledge of that information is necessary to protect the health or safety of a student or other persons, subject to applicable federal or state law. The Dean of Enrollment Services, or designee, is responsible for providing such information and defining procedures.

The following information shall be released to the federal military for the purposes of federal military recruitment per the Solomon Act: student names, addresses, telephone listings, dates and places of birth, levels of education, major(s), degrees received, prior military experience and/or the most recent previous educational institutions enrolled in by the students.

### **Access to Student Records for Immigration Enforcement Purposes**

The College must obtain a student's written consent before disclosing educational records, unless the information is relevant for a legitimate educational interest or includes directory information only. Neither exception permits disclosing information for immigration enforcement purposes; no student information shall be disclosed for immigration enforcement purposes without a court order or judicial warrant. Without a court order or a judicial warrant, written consent must be signed and dated by the student before disclosure of the information, and must specify the records that may be disclosed, the purpose of the disclosure and the party or class of parties to whom the disclosure may be made.

If desired by the student, the College must provide a copy of the records to be released. The party to whom the information is disclosed may not redisclose the information to any other party without the prior consent of the student or subsequent court order.

College personnel will not provide personal information about an individual for immigration enforcement purposes, unless that information is publicly available or required by a court order or judicial warrant. All requests for information will be forwarded to Admissions and Records. “Personal information” is defined as any information that identifies or describes an individual and includes but is not limited to a student’s physical description, home or work address, telephone number, education, financial matters, medical or employment history, and statements made by, or attributed to, the individual. This restriction does not apply to information regarding the immigration or citizenship status of an individual.

Unless the College is served with a judicial subpoena or court order that, by its terms, prohibits disclosure to the student, the student must be notified of any judicial order or subpoena before the institution complies with the order in accordance with FERPA.

### **Charge for Transcripts or Verifications of Student Records**

Current and former students will be able to request transcripts and Verifications of Student Records free of charge.

### **Electronic Transcripts**

The College may elect to implement a process for the receipt and transmission of electronic student transcripts contingent upon receipt of sufficient funding.

### **Use of Social Security Numbers**

The College shall not do any of the following:

- Publicly post or publicly display an individual’s social security number;
- Print an individual’s social security number on a card required to access products or services;
- Require an individual to transmit their social security number over the internet using a connection that is not secured or encrypted;
- Require an individual to use their social security number to access an internet website without also requiring a password or unique personal identification number or other authentication device; or

- Print, in whole or in part, an individual's social security number that is visible on any materials that are mailed to the individual, except those materials used for application for enrollment purposes; to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the social security number.



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HR Consultant, Misc. Companies

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Program and Revenue Platforms Solutions Manager, Google

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Director of Finance, RTX

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Community Health Worker, Los Angeles County Department of Mental Health

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### **Ahana Singh**

Clinical Services Project Manager, Community Clinic Association of Los Angeles County (CCALAC)

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Cybersecurity  
B.S., Rochester Institute of Technology  
A.S., City College of San Francisco

**Cindy Carney, M.A.**  
Medical Coding, Diversity, Equity and Inclusion  
M.A., Ashford University  
B.S., Ashford University

**Ashley Odell, M.A.**  
Workforce Readiness  
M.A., San Jose State University  
B.A., University of California, Berkeley

**Michael Stewart, M.A.**  
Introduction to Information Technology Support,  
Network+  
M.S., California State University, Monterey Bay  
B.A., San Jose State University

**Benjamin Riggerberg, B.A.**  
Customer Relationship Management  
B.A., California State University, Northridge

**Jessica Schaid, M.A.**  
Faculty, Curriculum and Assessment Development  
M.A., New Mexico State University  
B.A., University of Wisconsin- Eau Claire

**Shannon Reynolds, Ed.D.**  
Faculty, Instructional Design  
Ed.D., University of Texas at Rio Grande Valley  
M.Ed., University of Texas at Brownsville

### Full-Time Counseling Faculty

**Kellie Corbisiero, M.S.**  
Counseling  
M.S., California State University, Sacramento  
B.A., Humboldt State University

**Shemila Johnson, M.A.**  
Counseling  
M.A., Golden Gate University  
B.S. University of Phoenix

**Antoinette Magee, M.A.**  
Counseling  
M.A., University of Texas at Tyler  
M.A., California State University, Dominguez Hills  
B.A., San Francisco State University

**D. Denise Temal, M.S.**  
Counseling  
M.S., California State University, Long Beach  
B.S., University of California, Los Angeles

**Miesha Willis, Ed.D.**  
Counseling  
Ed.D., Argosy University  
M.S., University of Southern California  
B.A., University of California, Berkeley

**Rondy Yu, Ph.D.**  
Counseling  
Ph.D., University of California, Santa Barbara  
M.A., California State University, Sacramento  
B.A., University of California, Davis



B.A., University of Nevada, Las Vegas  
A.A., Fullerton College

**Arjen Booy**

Faculty, Instructional Design  
M.S., Radboud University Nijmegen  
B.S., Saxion University of Applied Sciences

**Felicia Harris-Foster**

Faculty, Instructional Design  
M.S., Golden Gate University  
MBA, Golden Gate University  
B.S., University of Phoenix

**Alex Mata**

Assessment and Open Education Librarian, Faculty  
M.A., California State University, Chico  
B.A., California State University, Chico

**Gustavo Demoner**

Department Chair, Business  
MBA, Saint Mary's College of California  
B.A., Federal University of Espirito Santo

**Timothy Perez**

Department Chair, Technology  
D.Sc., Dakota State University  
M.S., National University  
B.S., Chapman University  
A.S., Santiago Canyon College  
A.S., Santiago Canyon College  
A.A., Santiago Canyon College

**Errin Sullivan Arcos, M.S.**

Counseling  
M.S., California State University, Fresno  
B.A., California State University, Fresno  
A.A., Porterville Community College

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