



CARRINGTON
COLLEGE®

SUPPLEMENT TO THE 2020 CARRINGTON COLLEGE CATALOG

Effective July 30, 2020

This document is a supplement to the 2020 College Catalog and is provided for the purpose of notifying students of corrections and/or updates to College policy, programs, courses, admissions and graduation requirements which have occurred since the Catalog's publication.

This is a living document; changes will be added until publication of the next Catalog.



EDUCATION DELIVERY OPTIONS

The language in the education delivery options section has been updated as shown below. (Catalog p. 19, rev. **July 30, 2020**)

Instruction is delivered onsite, online and blended. Carrington College offers courses in a term format, with five weeks, six weeks, ten weeks, fifteen weeks, sixteen weeks, or eighteen weeks of education included in each term depending on the program. Some courses in several programs are delivered in a semester-length format. Term-based and semester-based courses may be delivered as:

Onsite

Campus-based instruction includes lectures, applications, laboratories and externships.

Blended

In blended courses, students meet with faculty onsite and online for academic instruction.

Online

In online courses, students access courses through the online delivery platform. Online courses are self-paced with weekly deliverables and structured using a linear, integrated approach.

The online learning platform – accessible 24 hours a day, seven days a week – offers:

- Course syllabi and assignments, Carrington College’s virtual library and other Web-based resources
- Email, threaded conversations and chat rooms
- Text and course materials, available through Carrington’s online bookstore
- Study notes or “instructor lectures” for student review

To ensure effective delivery of course materials and to facilitate participation from all class members, faculty teaching online complete specialized instruction to prepare them to teach via this medium. As a result, students are provided with a comprehensive learning experience that enables them to complete course content. Course descriptions for online courses begin on page 168**Error! Reference source not found..**

GENERAL EDUCATION FOR NON-DEGREE SEEKING STUDENTS

Dates for the science emphasis general education courses have been adjusted as shown below. (Catalog p. 163, rev. **July 2, 2020**)



Dates for science emphasis general education courses

Sacramento

December 9, 2019 – March 27, 2020

April 27, 2020 – August 14, 2020

June 22, 2020 – October 09, 2020

August 24, 2020 – December 11, 2020

October 19, 2020 – February 12, 2021

December 14, 2020 – April 09, 2021

February 15, 2021 – June 04, 2021

START DATES

A start date for the Medical Radiography program has been adjusted as shown below. (Catalog p. 228, rev. **June 15, 2020**)

Medical Radiography

October 14, 2019- February 14, 2020

February 24, 2020- June 12, 2020

June 29, 2020- October 16, 2020

October 19, 2020- February 19, 2021

Start dates for the Surgical Technology program have been adjusted as shown below. (Catalog p. 228, Rev. **July 2, 2020**)

Surgical Technology

Phoenix

August 3, 2020 – November 20, 2020

November 23, 2020 – March 19, 2021



Start dates for the Heating, Ventilation, Air Conditioning, and Refrigeration and Industrial Maintenance Technology programs have been adjusted as shown below.

(Catalog p. 228, rev. **July 2, 2020**)

Heating, Ventilation, Air Conditioning, and Refrigeration

Phoenix

June 22, 2020 – July 24, 2020 (Five Week Term)

July 27, 2020 – August 28, 2020 (Five Week Term)

August 31, 2020 – October 02, 2020 (Five Week Term)

October 05, 2020 – December 11, 2020 (10 Week Term)

December 14, 2020 – January 15, 2021 (Five Week Term)

Start dates for the Industrial Maintenance Technology program have been adjusted as shown below. (Catalog p. 228, rev. **July 30, 2020**)

Industrial Maintenance Technology

Phoenix

October 05, 2020 – December 11, 2020 (10 Week Term)

December 14, 2020 – February 19, 2021 (10 Week Term)

A start date for the Vocational Nursing program has been adjusted as shown below.

(Catalog p. 231, rev. **July 2, 2020**)

Vocational Nursing Associate of Science Degree (Science Emphasis)

Sacramento

December 9, 2019- April 10, 2020

October 14, 2019 – February 14, 2020

February 24, 2020 – June 12, 2020

April 27, 2020 – August 14, 2020



June 22, 2020 – October 09, 2020

August 24, 2020 – December 11, 2020

October 19, 2020 – February 12, 2021

December 14, 2020 – April 09, 2021

PHLEBOTOMY TECHNICIAN

The Phlebotomy Technician course is no longer being offered at the Mesa campus.

(Catalog pages 105, 106, 228, 243 and 256 rev. **June 15, 2020**)

PHARMACY TECHNOLOGY

Sacramento has been added as a location that offers the Pharmacy Technology Blended Certificate of Achievement program. The first start date will be 08/03/2020. (Catalog pages 102 and 243 rev. **June 15, 2020**)

Stockton has been added as a location that offers the Pharmacy Technology Blended Certificate of Achievement program. The first start date will be 08/03/2020.

(Catalog pages 102 and 243 rev. **July 2, 2020**)

American Society of Health System Pharmacists (ASHP) Accreditation:

Carrington College has voluntarily withdrawn American Society of Health System Pharmacists (ASHP) accreditation for the Pharmacy Technology program. Students enrolling into the Pharmacy Technology program with a program start date of August 3, 2020 or later; will no longer graduate from an ASHP accredited program.

(Catalog pages 9 and 100 rev. **July 2, 2020**)

ADMISSION REQUIREMENTS AND PROCEDURES

The following Arbitration and Class Action Waiver Disclosure has been added to the Admission Requirements and Procedures section. (Catalog page 239 rev. **July 14, 2020**)



Arbitration and Class Action Waiver Disclosure

Carrington College (“Carrington”) requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by Carrington prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Carrington’s Manager of Student Services, Leigha M. Bentz, 1001 W. Southern Avenue, Suite 130, Mesa, Arizona, (415) 635-2862, Lbentz@carrington.edu.

ACADEMIC POLICIES

The language in the attendance policy section has been updated as shown below.

(Catalog p. 249-250, rev. July 30, 2020)

Attendance Policy

Course schedules that include the day(s) and time(s) of a scheduled class is provided to the student. Regular attendance is essential to academic and professional success. Due to the concentration of course material, regular attendance is mandatory and becomes a part of the student’s permanent record. An absence rate of 20% or greater in any onsite course will impact the by a reduction of one letter grade.

Nursing students must meet with the Dean of Nursing when they reach a 10% absence rate in a nursing course to develop a student success plan to improve their attendance. Nursing students who exceed a 15% absence rate in a nursing course are issued a reduction in the overall course grade and will be placed on attendance probation. For Nursing students while on attendance probation, if any additional absences occur without proof of mitigating



circumstances, which may include but are not limited to, legal issues, military, accident or injuries, health issues, or care of critically ill family members, students will be withdrawn.

The course grade will be adjusted at the end of the term based on classroom attendance. Students may request a review by contacting the Campus Director or designee by week two of the subsequent term. Decisions by the Campus Director or designee will be final.

Courses that are blended, students meet with faculty onsite and online for academic instruction. Attendance for onsite academic instruction is recorded by the Instructor assigned to the course. Attendance for the online component of a course is tracked and recorded when the student completes an academic related event. Examples of academically related events include, but are not limited to, submitting a class assignment, participating in threaded discussions, or completing quizzes and exams. Student grades, however, are dependent on the completion of, and points earned for each academically related event.

Regular attendance/participation is essential in online courses as well. Student attendance is tracked and recorded on a course-by-course basis, and defined by logging in and completing a minimum of one academically related events. Examples of academically related events include, but are not limited to, submitting a class assignment, participating in threaded discussions, completing quizzes and exams. Student grades, however, are dependent on the completion of, and points earned for each academically related event.

Students are responsible for understanding the policy and being aware of their own attendance. Students who are unable to attend class during a period of 14 consecutive calendar days will automatically be withdrawn from the course or will be withdrawn from the institution if they have not attended all courses for a period of 14 consecutive calendar days.

Professionalism at the externship or clinical site is critically important. As a result, students are expected to adhere to common workplace attendance expectations such as informing both their faculty member and the externship or clinical site when ill, requesting time off well in advance if needed, and completing all scheduled hours. Program-specific information available from the Program Director or Campus Academic Dean.

The language in the tardiness section has been updated as shown below. (Catalog p. 251, rev. **July 30, 2020**)



Tardiness

Students arriving after the scheduled class starting time, leaving before the scheduled ending time, returning late from break or who are unprepared to begin class are considered tardy.

Assignments that are missed due to tardiness or leaving early may not be made up and may impact the final grade of the course. See the college attendance policy for the guidance on how absences affect course grades, completion, and enrollment in the program.