



# POLICY AGREEMENT

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## STATEMENT OF ACADEMIC FREEDOM

**California Trinity School of Business**, herein referred to as the **School**, is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

Students have the right to express their informed opinions which relate, directly or indirectly, to their academic activities, whether these opinions are expressed in the classroom, elsewhere on campus or at school-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

Protecting academic freedom is the responsibility of the school community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the school protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

## STATEMENT OF NON-DISCRIMINATION

It is policy of the school that applicants for admission shall not be discriminated against the basis of race, color, ethnicity, national origin, religion, gender, age and physical handicap. This admission policy, therefore, is in compliance with the following federal statutes prohibiting such discrimination; Title IV of the Civil Rights Act of 1964 (as amended); Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Age Discrimination Act of 1975 and the Americans with Disabilities Act.

## STUDENT CODE OF CONDUCT AND DISCIPLINARY POLICIES

Students are expected to conduct themselves in an ethical manner and to abide by the regulations of the school. A student who violates school regulations and the following Student Code of Conduct may require the school to impose such penalties as deemed appropriate from verbal warning to dismissal. Any such disciplinary action will follow the established due process. Students will be informed in writing of the nature of the charges against them and will be given a fair opportunity to refute them.

The *Student Code of Conduct* includes the following:

1. Cheating is defined as and includes the use of study aids, examination files, other related materials, and receiving unauthorized assistance during any academic exercise;
2. Fabrication is the falsification or invention of any information in an academic exercise;
3. Facilitating academic dishonesty is intentionally helping or attempting to help another student to commit an act of academic dishonesty;
4. Plagiarism is intentionally or knowingly representing the words, ideas, or work of another as the one's own in any academic exercise.

## STUDENT BEHAVIOR

The school will take appropriate action against any disruptive student behavior defined as: (1) preventing other students from learning; (2) preventing the teacher from teaching; (3) hurting, offending or threatening teachers, students or staff.

The Chief Academic Officer have the authority to expel a student at any time if their behavior disrupts class instruction. Disruptive behaviors which are not allowed at school may include, but are not limited to, showing disrespect or being impolite to teachers, students or staff. These can be in any of the following forms: (1) bothering other students, teachers and staff physically or verbally; (2) not cooperating in class; (3) not allowing other students to participate in class; (4) not bringing the textbook and materials to class; (5) sleeping in class; (6) placing another person in fear of imminent physical or bodily harm; (7) Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any persons on campus; (8) performing any actions, threats, gestures and/or words directed toward another person which have the purpose or which tend to incite a breach of peace, create a hostile environment, or cause emotional distress to that person because of humiliating, degrading, intimidating, insulting, coercive, ridiculing or alarming nature of the conduct; (9) repeatedly speaking one's native language during class; (10) performing any violent acts or any form of violence, threats, or sexual harassment which may result in expulsion from the program immediately; (11) having or showing sexually explicit or violent images in any form in class.

The behaviors above are not acceptable and may be dealt with in the following manner: (1) a verbal notice from the Professor or Administrative Official; (2) a written Student Warning notice or discussion with an Administrative Official; (3) expulsion, if the disruptive behavior is found to be continuing.

## DRUG, ALCOHOL AND TOBACCO POLICY

The school strongly supports the goals of "*Drug-Free Schools and Campuses*" and a "*Drug-Free Workplace*". It is the school's policy that no person shall manufacture, distribute, possess, or use illegal drugs, a controlled substance, on its premises or as a part of any of its activities. A controlled substance includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, "crack,"

amphetamines, barbiturates, LSD, PCP, and substances typically known as "Designer Drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The Director of Student Services shall act in all matters pertaining to the enforcement of this policy with regard to students and faculty to act in all matters pertaining to this policy in regard to staff. Whenever possible or reasonable school personnel will counsel offenders and make available sources of rehabilitative services. At the discretion of the administration, the school may impose the following sanctions: (1) A warning to the student, staff member, or faculty member; (2) Administrative suspension of the student or suspension of employment of the staff or faculty member; (3) Administrative dismissal of the student or termination of employment of the staff or faculty member.

School policies concerning the possession and consumption of alcoholic beverages do not contravene federal, state, or municipal law. "Drinking age" in the State of California is 21 and older. Gatherings on School premises or as part of School activities, at which alcoholic beverages are to be served, must receive prior approval from the President.

It is the policy of CTSB that smoking is prohibited while in the School building. Any smoking is to be done well away from the office building. Violations of the smoking policy may result in suspension or termination of academic status or employment.

## STUDENT RIGHTS

Students are entitled to the following rights:

1. The right to receive quality educational programs instructed by competent and qualified faculty.
2. The right to receive professional and friendly services from the University's administrative personnel and faculty concerning academic, financial, personal or any other matters that may require consultation by the students.
3. The right to inspection on all inquiries as they are related to the school and its educational programs; the right to receive informed, factual and prompt responses.
4. The right to cancel, withdraw and receive a refund in accordance with the *Cancellation, Withdrawal and Refund Policy* stated in the *Enrollment Agreement* and the *School Catalog*.
5. The right to inspect and review his or her records during the normal business hours and seek correction of errors in records through established administrative procedures.
6. The right to participate in all the student activities, school sponsored meetings and seminars and other co-curricular activities.
7. The right to call for a hearing in accordance with the procedures established for this purpose if student is subject to any School disciplinary action.
8. The right to contact or write to federal or state regulatory agencies to register complaints and seek remedial action.

## STUDENT WITH DISABILITY POLICY

The school is committed to complying with all the mandates set forth in Section 504 of the Rehabilitation Act and Americans with Disabilities Act. Disabled students may make any request for reasonable accommodations to the Director of Student Services and are required to provide medical certification of their disability. In certain circumstances, early registration may be available for students with disabilities. Students who wish to file any complaint should follow the Grievance Resolution Procedures.

## SEXUAL HARASSMENT POLICY

The school declares that it will not tolerate any sexual harassment by any instructor or student on another person. Alleged victims may file a written complaint to the Administrative office. Within two weeks of receipt of the complaint, the school shall give a written response to the complainant as the progress of the case. If any instructor or student is formally accused by an alleged victim, the school may hold an administrative hearing after giving notice due to the accused. The school may take a range of actions to deal with the offender above and beyond the civil/criminal penalties the offender is liable for: (1) verbal or written reprimand; (2) suspension for a period from the school, or; (3) dismissal.

## COMPLAINT AND GRIEVANCE POLICY

Students can initiate a complaint, or otherwise, dispute or appeal a disciplinary action or decision made by the school by filing a *Student Complaint Form* and following a formal complaint procedure. Prior to filing a formal complaint, it is recommended that the student first resolve the issue with the parties involved. Complaints are classified as either academic or non-academic. Academic complaints concern faculty, students, or to report any violations of the following policies described in the school catalog: (1) Academic Policies such as grades, tardiness, attendance, SAP, academic probation, academic dishonesty, among others; (2) Student Code of Conduct and Student Behavior; (3) Drug and Alcohol Policy; (4) Sexual Harassment Policy; and (5) Disciplinary Policies.

The Chief Academic Officer investigates, resolves and decides on all academic complaints. (1) Non-academic complaints concern, staff or administrative-related issues, application of policies or procedures, Student Services, or school facilities. The Chief Operating Officer investigates, resolves and decides on all non-academic complaints.

For the purpose of fairness and objectivity, a student who is a recipient of a decision from a previously filed complaint, or who is the subject of a disciplinary action or administrator order for violation of any of the following policies listed below has the right to file a dispute or an appeal: (1) Student Code of Conduct Violation; (2) Disruptive Student Behavior; (3) Academic Dishonesty; (4) Drug, Tobacco and Alcohol Policy Violation; (4) Sexual Harassment Policy Violation.

The Board of Directors will review and decide on complaints that have been decided on by either the Chief Academic Officer or the Chief Operating Officer. The Chief Academic Officer will review and decide on disputes and appeals to disciplinary actions initiated by the school against the student, and, if necessary, elevate the case to the Board of Directors.

The *Student Complaint Form* and filing procedure requires the following information: (1) documentation in writing of the nature of the complaint, dispute or appeal and shall include dates, time, location, and names of parties involved; (2) A brief statement on the ruling sought; (3) If

applicable, statement of a witness who can provide testimony to the complaint; (4) any information, evidence or documents to support the complaint, dispute or appeal.

Complaints, disputes and appeals will be reviewed and/or investigated by the respective school officials, and a response along with a decision will be given based on the following time-frame: (1) Non-Academic complaints will be decided on by the Chief Operating Officer within 14 business days; (2) Academic complaints, disputes and appeals to disciplinary actions imposed on students will be decided on by the Chief Academic Officer within 14 business days; (3) Disputes and appeals to decision for previously filed complaints academic/non-academic will be decided on by the Board of Directors within 30 calendar days.

Depending on the type of the academic complaint, a conference may be conducted to hear all parties involved prior to a decision. School officials will aim to resolve all complaints, disputes and appeals in a manner that is fair and just to all parties involved.

The student may appeal to the appropriate state regulatory agency in the event a complaint or dispute cannot be resolved to the complainants satisfaction.

BY SIGNING THIS FORM, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTOOD THE ABOVE-STATED SCHOOL POLICIES, AND THAT I AGREE TO AND ABIDE BY THESE POLICIES.

**Student's Name**

**Signature**

**Date**

Any questions a student may have regarding this Policy Agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) by mail at PO BOX 980818, W. Sacramento, CA, 95798-0818 or Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Telephone: (916) 431-6959 Fax: (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).