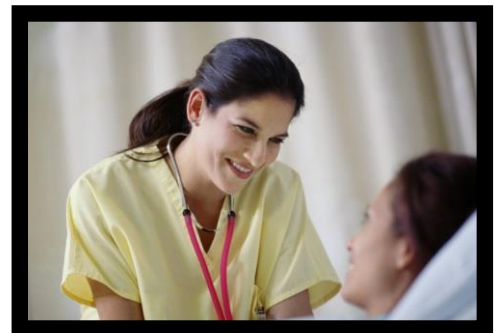




# CMAP STUDENT HANDBOOK

**EXCEPTIONAL EDUCATION FOR TODAY'S CAREERS**



**770 Mason Street, Suite 200  
Vacaville, CA 95688  
707-455-0557  
[www.blakeaustincollege.edu](http://www.blakeaustincollege.edu)**

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## MISSION

*Exceptional Education for Today's Careers*

## VISION

*Blake Austin College's mission is to provide each student a quality educational experience in a safe, supportive environment that promotes self-discipline, motivation, and excellence. Our hands-on approach supports the student from the introduction of training through the employment process. We are dedicated to providing educational programs that are relevant to current employment demands. Staff is challenged to administer to each individual and is receptive to their needs, ability, and capacity to learn. To do what is right for the right reason... to help a fellow human being succeed with confidence, respect, and dignity.*

## CORE VALUES

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*Integrity*

*Contribution to and Compassion for Human Welfare*

*A Focused Team*

*Risk Taking*

*Empowerment with Accountability*

## STUDENT LIFE

### STUDENT RECOGNITION AWARDS

Throughout the student's life at BAC, faculty and staff may recognize students who exhibit the College's core value(s). This type of recognition will occur at round-up.

Students are also recognized for Perfect Attendance, President's List (GPA of 3.8 and higher), and/or Dean's List (GPA of 3.5 – 3.79) at the end of each course/semester. A student may receive the core value of the month award at the discretion of their instructor. The student(s) must meet the attendance policy requirements in order to be eligible for an award.

Upon successful completion of the program, students with an overall 100% attendance, not including make-up time, will be recognized at graduation. Students achieving a cumulative grade point average (CGPA) of 3.70 or higher and overall attendance of 95% or higher (not including make-up time) will be provided with an honor cord for graduation.

## ACADEMIC AND ADMINISTRATIVE POLICIES

### ATTENDANCE

Blake Austin College (BAC) must be able to confirm to potential employers that a student will be a reliable employee. Punctual attendance is required at all classes, clinical rotations, and externships. Attendance is an absolutely crucial part of the program and a requirement for graduation. Regular attendance is an obligation assumed by every student at the time of enrollment. Regular class attendance and being on time helps students develop good habits and attitudes necessary to compete in the job market. Attendance is monitored and recorded daily. It is the responsibility of the student to notify the College in advance if they will be absent or late. Employment opportunities are often optimized for a student who demonstrates reliability and punctuality.

All absences must be reported, and the student must call BAC at least fifteen (15) minutes prior to the class start when the student will be absent or tardy. Failure to notify the College may result in disciplinary action. When calling in, students should provide their full name and program. Students are encouraged to schedule medical, dental, personal, or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. Excessive instances and violations of the attendance policy can be grounds for dismissal.

**Students who have been absent 14-consecutive calendar days, not including scheduled school holidays or breaks, will be dropped from the program.**

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### ATTENDANCE POLICY

Students are expected to achieve 100% attendance per course. Absences equal to or in excess of 10% of the scheduled hours of any course, may lead to attendance probation or dismissal from the college. Any student that is absent for more than three consecutive days will be reassessed and recommended for appropriate action based on grade and performance. Students on attendance probation who have failed to meet the probationary terms and/or attendance requirement may be dismissed from the program.

Students who are tardy and/or have absences in their first week of the program may be cancelled from the program. All students must achieve 100% attendance in prerequisite classes to continue in the program. Absences equal to or in excess of 10% of the scheduled hours of any course, may lead to attendance probation or dismissal from the college.

Any additional hours missed that are more than the allotted hours above will result in dismissal from the program. Exception will be positive for COVID-19 and documentation will be required.

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## TARDINESS & LEAVING EARLY

Tardiness is deemed unprofessional behavior. Students must be present in class at the time of the scheduled class, at the beginning of class and after breaks. A student arriving after the scheduled class starting time, leaving before the scheduled ending time, returning late from break, or who is unprepared to begin class is considered tardy. They will receive a tardy or leave early on their attendance record. For every fourth tardy or left early, students will be placed on a success plan for attendance violation. In addition, continuous tardiness/attendance concerns may lead to failure of the course and/or dismissal from the program. Tardy students will be admitted into the classroom upon the discretion of the instructor.

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## MAKE-UP WORK AND EXAMS

Students are required to make up all course work missed due to absenteeism. The instructor may assign additional work to be completed for each absence to meet the missed learning objectives. Students are responsible for getting missed assignments and arranging time with the instructor or designee for make-up work. A 10% deduction of the score will be applied to all make up work.

## QUIZ AND EXAM POLICY

Students must be present on the day of an assessment (exam or quiz) or the student will receive a zero. Assessments (exams or quiz) in any class cannot be made up if a student is absent on the day of the scheduled assessment (exam or quiz). If the absence is due to COVID, the student must present a positive printout of a COVID lab test result to the Program Director/Lead. Snapshots, pictures are not acceptable

Students will receive one attempt on all graded exams and quizzes. If a student does not pass a quiz and/or exam, the student will be placed on remediation. Please see the Student Success Plan section of the handbook.

## STUDENT EVALUATIONS

Students are evaluated at certain points during their program of study. The purpose of these evaluation points is to ensure student success. Students who are receiving Veterans' benefits may not be on probation longer than two (2) evaluation point periods. If the probation is extended past the second evaluation period, the student will lose any future Veterans' funding for that enrollment.

Evaluations reflect up-to-date attendance and grades for the current course. The length of each program is:

- Clinical Medical Assistant with Phlebotomy (CMAP): 46 weeks, 20 hours/week, 920 hours

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## EVALUATION POINTS

- CMAP: day 8 (4-week courses)

## CRITERIA

The criteria are listed below for the students to meet at each evaluation point. The criteria are broken down per program.

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## CMAP

- 90% attendance
- 75% current course grade

## EVALUATION OUTCOMES

If the student does not meet any of the criteria listed for his/her program at the time of evaluation, the following steps will be implemented:

- Complete advisement, Student Success Plan
  - 1<sup>st</sup> offense: At-Risk status
  - 2<sup>nd</sup> offense: Probation status
  - 3<sup>rd</sup> offense: Dismissal from the program

If the student meets the criteria at the evaluation point, the student is taken off At-Risk/Probation status.

## STUDENT SUCCESS PLAN

Student Success Plans are created to:

- 1) Identify problem areas that a student may be encountering, and
- 2) Take the necessary actions to correct the situation and promote student success.

Student Success Plans are also completed when a student violates any of the policies. The statuses for the Student Success Plan are:

1. Verbal
2. At Risk
3. Probation
4. Dismissal

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### VERBAL

In some circumstances, an instructor may deem that a student would benefit from specific verbal instruction aimed at correcting a problem/concern. In many instances, this may relate to conduct violations. Whenever an instructor gives a student verbal counseling, a note will be entered into the student's record so that other instructors and administrators are aware. In the vast majority of cases, verbal counseling is provided to ensure student success through identification of a problem and offering possible solutions rather than as a reprimand.

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### AT-RISK

Any time a student appears to be violating any of the policies; the student will be placed on "At-Risk" status. "At-Risk" status can extend from one course/session to another.

"At-Risk" status may occur, but is not limited to, the following reasons:

- Failure to meet attendance policy.
- Failure to attend mandatory lab: skills remediation; exam remediation; or make-up time.
- Failure to perform in a professional manner, code of conduct violation.
- Exam Score less than 75%.

Students will remain on "At-Risk" and attend remediation (if applicable) each week until the terms of the remediation have been met. Once the terms have been successfully met the student will be removed from "At-Risk". The instructor or designee will review the student's success, and both will sign in the appropriate areas. If the student fails to meet the terms of his/her "At-Risk", the student may be placed on "Probation".

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## PROBATION

Students who violate the attendance, academic, student conduct, performance Policies, or failed to meet the terms of their “At-Risk” status may be placed on Probation. Probation notifies staff and faculty that the student requires close monitoring in order to be successful. Probationary status can extend from one course/session to another.

- If the student fails to meet the terms of his/her “Probation”, the student may be dismissed from the program, or their “Probation” may be extended.

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## DISMISSAL

Dismissal occurs when the college determines that the student has not met or cannot satisfactorily meet the academic, attendance, conduct, or other performance policies of the program. A student may be dismissed for, but not limited to, the following reasons:

- Failure to meet attendance policy
- Failure to meet the terms of probation
- Failure to complete the program in 1.5 times the published length
- Failure to meet Satisfactory Academic Progress requirements
- Failure to meet financial obligations
- Gross violation of the Student Code of Conduct; or Drug policy violation.
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**NOTE: A student may be dismissed from the program at any point in the success plan stages if there is gross misconduct or failure to comply with the terms of the success plan or BAC Policies.**

## REMIEDIATION

Remediation is a time for additional instruction for any student that is in need of assistance in either theory or lab skills. It is not designed to be used as a one-on-one learning, but as an aide to provide the student with the tools to become successful. Students will be required to attend mandatory remediation if the student:

- Fails a skill in a skills-based course
- Requires remediation of a skill or clinical performance
- Exam scores less than 75%
- Is requested from an instructor if he/she feels that additional instruction is needed to ensure that a skill check-off is completed

Students may initiate the request with their instructor for remediation if the student feels the need for assistance in lab skills or understanding the theory.

## REPEATED COURSES:

A student who earns less than 75% in a course in their program of study must repeat the course. When a course is repeated, the original grade will be replaced by “FR” and is designated as a repeat course. All repeated courses count as credit/hours attempted in the maximum time frame evaluation for SAP. If a student fails the same course twice, the student will be dismissed from the program. Any student who has failed a total of three courses in his/her program of study and/or does not meet the SAP requirements will be dismissed from the program.



## RULES AND REGULATIONS

While on school grounds, all students shall conduct themselves in an appropriate adult manner and shall be prepared for class sober and attentive. Consideration and respect should be given to all people, including other students and staff. Inappropriate behavior resulting in a violation of this policy is grounds for suspension and/or dismissal.

### ETHICAL CODE OF CONDUCT:

The student:

- Will abide by all local, state and federal laws
- Will present him/herself in a professional manner
- Will abide by the Student Code of Conduct; and
- Will abide by all school policies and procedures

Students found guilty of violating the Ethical Code of Conduct, committing academic dishonesty or plagiarism, or failing to meet the professional standards of the College shall be liable for sanctions up to and including dismissal from the College. An investigation of suspected violation will be conducted and will be presented to the student. The student will have the opportunity to respond to the allegations in writing and/or in person. The position of the school may be to:

- Exonerate the student
- Issue a warning to the student
- Place the student on probation; or
- Dismiss the student from the College

Students will be informed in writing of the disciplinary action, as well as the conditions that must be met in order to remove the disciplinary status or complete the terms that must be met in order to continue enrollment.

### BAC HOUSE RULES:

- No foul language and/or cursing in classrooms, halls or around the building area. Please do not loiter in the hallways.
- Please dispose of all trash in containers. This includes, but is not limited to; soft drink cans, candy wrappers, and lunch take out containers. A recycle can is located in the kitchen area. If trash is full, please inform staff. Clean up after yourselves whether in the restroom, break areas or around the building.
- There is no eating in the classrooms or drinking permitted. Drinks must have a sports top or cap (non-spill proof) that must be put away and used only in the designated areas during breaks.
- No children are allowed in the classrooms.
- Harassment of any form will not be tolerated on BAC campus. Harassment will result in immediate dismissal.
- No illegal or outside software or disks will be used, installed, or loaded onto any BAC computer unless BAC owns or has the licensing rights to the software.
- Any student who is assigned software for use in the classroom shall not copy, install, or use the software on any other computer.
- No equipment, books or software are to leave the building without prior consent and checkout procedures completed.

## BULLYING

BAC believes that all students have a right to a safe and healthy college environment. Educational institutions along with the community have an obligation to promote mutual respect, tolerance, and acceptance. BAC will not tolerate behavior that infringes on the safety of any staff, faculty, or student.

## ANTI-BULLYING STATEMENT

Bullying can foster a climate of fear and disrespect which seriously impairs the physical and psychological health of its victims and creates conditions that negatively affect the learning and working environment. BAC is committed to maintaining high standards for behaviors where every member of the College community conducts oneself in a manner which demonstrates proper regard for the rights and welfare of others. This Anti-Bullying statement, therefore, seeks to educate the College community about bullying, and to promote civility and respect among all its members, including the administration, faculty, staff, and students.

## DEFINITION

Bullying is defined as the aggressive and hostile acts of an individual or group of individuals who are intended to humiliate, mentally or physically injure, intimidate, and/or control another individual or group of individuals.

Such aggressive and hostile acts can occur as a single, severe incident or repeated incidents, and may manifest itself in the following forms:

Physical Bullying includes direct physical contact such as hitting, shoving, pushing, kicking, poking, and/or tripping another; assaulting or threatening, a physical assault; damaging a person's work area, personal property or personal product.

Verbal/Written Bullying includes ridiculing, insulting, or maligning a person, either verbally or in writing; verbal assaults, teasing, name calling, using abusive language, threatening, gossiping, derogatory, pressuring an individual into committing an act they choose not to do, belittling or offensive remarks to a person; and/or attempting to exploit an individual's known intellectual or physical vulnerabilities.

Nonverbal Bullying includes directing threatening gestures toward a person, an eye roll, a glare, making faces, sneering, laughing at a student's comment in the learning environment, a dismissive snort, smirking, or invading personal space after being asked to move or step away, undesirable hurtful social isolation or repeated manipulating behavior.

"Cyber bullying" is defined as bullying and individual using electronic form, including, but not limited to, the Internet, interactive and digital technologies, chat boxes, group texts or mobile phones.

BAC will not tolerate behavior that infringes on the safety of any employee of BAC or student. BAC expects students and/or staff to immediately report incidents of bullying to the Program Director or designee. BAC employees who witness such acts will take immediate steps to intervene when safe to do so. Each complaint must be submitted on an incident report and/or email. Each complaint of bullying will be promptly investigated. This policy applies to students on campus grounds, while traveling to and from campus or at a campus-sponsored activity, during lunch breaks, whether on or off campus, and during any campus-sponsored preceptorship.

Instructors shall discuss this policy with their students in a respectful way and assure them that they need not endure any form of bullying. Students witnessing or experiencing bullying are strongly encouraged to report the incident immediately to the Program Director or Academic Director; such reporting will not reflect on the complainant or witness in any way. Students can rely on BAC employees to promptly investigate each complaint of bullying in a thorough and confidential manner. If the complainant feels that appropriate resolution of the investigation or complaint has not been reached, the student should contact the Campus Director. The college prohibits retaliatory behavior against any complainant or any participant in the complaint process.

Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion with or without written warning.

## CELLPHONE/PERSONAL ELECTRONIC/DIGITAL EQUIPMENT IN THE CLASSROOM USAGE

Personal electronic equipment such as recorders and phones are not to be used in the classrooms or clinical facilities. A success form will be issued if a student is in violation of the cellphone/personal electronic/digital equipment usage

in the classroom. Use of other electronic/digital device (smart watches) or cellphone during an assessment (quiz or exam) will be subject to disciplinary action, possibly resulting in dismissal from the program.

## TECHNOLOGY POLICY

If portable devices are required in the classroom, use must be limited for instructional and learning only. Personal use during instructional time may result in student being sent home.

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### STUDENT EMAIL ACCOUNTS

- @BACStudent.com emails (google accounts) will be provided for all students during the first two weeks of class.
- BAC Student emails will be the only email account used to communicate between instructor, staff, and students.
- The BAC Student email account will be utilized to connect with other eLearning resources.
- BAC Student emails will be used for Alumni to assist with job placement.
- BAC Student emails should be considered a professional email and used appropriately.

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### TEXT MESSAGING

BAC utilizes Text Messaging to share information with students, such as:

- Emergency school closures
- Schedule changes
- Urgent communication

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### E-LEARNING RESOURCES

BAC may utilize many diverse eLearning resources. Instructors will assist students with access, if applicable.

## POLICIES - GENERAL

### SMOKING

Smoking is **absolutely prohibited** in front of the College. This includes vapor and e-cigarettes. The smoking area is on the back side of the building. In accordance with California state law, no smoking is allowed within 20 feet of entry/exit doors. Students must practice good hygiene before returning to class after smoking.

### EXTERIOR DOORS

The door is to be locked for safety reasons at night after students have arrived.

### PARKING

Parking for students is located on the side of the building, front and back of the building. Students are encouraged to park in the back parking lot of the building. The college is not responsible for theft and/or damage to any vehicles and/or student property.

## FIRE DRILLS AND EMERGENCY PREPAREDNESS PROCEDURES

Fire drills are scheduled to be conducted during scheduled class time. Emergency Exits and Campus Emergency Procedures are posted throughout the campus. Each student should familiarize themselves with these exits and procedures.

## DRESS CODE POLICY

While attending classes on campus Students are expected to be in appropriate Blake Austin College attire such as a BAC t-shirt, BAC hoodie, etc. To complete the dress code students can wear blue jeans, or other appropriate pants. Students at externship are expected to dress in a BAC uniform. All clothing must be clean, wrinkle-free, not tight fitting, and odor free. The academic administration will assess as to neatness and cleanliness of wearing apparel and whether such apparel is appropriate, distracting, or in violation of health and safety rules. Students must always wear a campus-issued student ID badge card, above the waist and name with picture facing out, while on campus or at externship. Students will be advised to leave the campus and externship when not in appropriate attire and absences will be recorded for that class. Examples of inappropriate dress includes, but are not limited to, soiled shoes, colored "T" shirts, printed long-sleeved shirts, soiled shoelaces, multiple earrings, excessive jewelry, tongue or facial piercing, absence of College's identification name tag, etc.

1. BAC scrubs (no substitutions): appropriate length and fit. Student can wear long sleeve shirts in white or back (there should be no print on the sleeves). Uniform pants must be hemmed so they do not touch the ground and worn with the waistband at the waist. Uniform pants work such as hip-huggers or in a drop waist fashion, jogging type scrub pants are not allowed, and tight uniform pants are not allowed.
2. No sweaters, sweatshirts, hoodies, or non-nursing jackets at externship.
3. Students can purchase a black or white lab jacket can be worn with the college issued uniform.
4. Student ID badge must be worn and visible on the uniform.
5. Watch – with a second hand. No iPhone, android, fit bit, digital watch is allowed.
6. If clothing does not cover the tattoo, it must be covered with a plain neutral color sleeve, wrap, bandage or appropriate concealing makeup or per clinical site regulation.
7. Chewing gum or tobacco products are not permitted.
8. No headbands, caps, beanies, scarves, flowers in the hair, or hair bobbies allowed.
9. No tight-fitting clinical scrub shirt or pant.
10. Fingernails should be short and clean. No longer than  $\frac{1}{4}$ " beyond. Extremes in length are not permitted. **No artificial nails or wraps allowed.**
11. No nail polish of any color including neutral or clear.
12. No artificial eyelashes or eyelash extensions.
13. Jewelry:
  - a. An engagement ring and/or wedding ring is allowed
  - b. A watch with a second hand
  - c. No hoop or dangling earrings
  - d. Ear lobes that have be gauged/stretched must be covered
  - e. No tongue or other facial piercing jewelry allowed
14. Shoes and Socks –Mostly white or black leather shoes; clean white shoelaces, socks must be black or white. Footwear must be appropriate for the healthcare facility environment.
15. Hair – well groomed, contained, off the collar and face, no hair accessories. Ponytails and braids must be pinned up and off the collar. Long bangs must be pinned back so they do not fall into the face. Hairstyles and hair colors and other fashions or styles that are unconventional to the professional clinical environment are not allowed; appropriate headwear based on a student's religious affiliation or health status is allowed with the permission of the facility so as not to impeded standard precautions of care and preventing infection.

Violating the dress code policy will result in a Success Plan being issued. If actions are not corrected the Disciplinary process will be followed which could lead to dismissal from the program. If a serious violation has occurred, this could lead to immediate dismissal from the program.

#### NOTICE OF MODIFICATIONS AND/OR CHANGES

The College reserves the right to modify or make changes in faculty, program offerings, software course(s), books and/or materials, equipment, facility location, class schedules and hours, locations of equipment, classrooms, policies and procedures, student location, and other areas as it deems necessary to improve the quality of education the school provides. Consideration will be given to existing demands; however, changes may and will occur as necessary. All courses are formulated to incorporate the subject matter of the curriculum to be delivered in the format developed by the College (i.e., Instructor-Led or Open-entry, self-paced). Each course is developed to allow for the capacity of the classroom and/or Instructor-to-Student ratio. Calendars are provided as a guideline for instructors and students alike as the curriculum layout and when it should be delivered based on normal class conditions. Calendars are not to govern, but to guide.



STUDENT HANDBOOK ACKNOWLEDGEMENT

By signing below, I acknowledge that I have received the CMAP Student Handbook. I am aware that I am responsible for reading the handbook and complying with the contents therein. I understand that a copy is available on Blake Austin College's website under Consumer Information, <https://www.blakeaustincollege.edu/student-services/consumer-information/>

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date