



Consumer Information
2021-2022

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INTRODUCTION

The purpose of this handbook is to summarize important consumer information that NIMAA students should be aware of. It includes a summary of expectations for student conduct and behavior, and resources to support student success and safety. Please read this information carefully. If you have any questions or concerns, please contact a student services representative.

CIVIC INVOLVEMENT

Constitution Day

The United States Constitution was signed by 39 of the 55 Delegates to the Constitutional Convention on September 17, 1787. The law establishing the holiday was created in 2004 and mandates that all publicly funded educational institutions provide educational programming on the history of the American Constitution on that day. When Constitution Day falls on a weekend or on another holiday, schools and other institutions unofficially observe the holiday on an adjacent weekday.

NIMAA's goal for Constitution Day is to act as the catalyst for discussion about the U.S. Constitution on and off campus. As a result, each year, the School will present information and discussion opportunities related to the constitution and our nations' political governances. Examples of activities may include the following: social media posts, resources in the student center, and resource materials and discussion opportunities made available in the Student Center in the learning management system.

Voter Registration

On Constitution Day, NIMAA will encourage students to register to vote by providing email communication regarding the process for voter registration. For students interested in registering early on, please visit <https://vote.gov/register/co/>

EXPECTATIONS OF STUDENTS

Email

The NIMAA email provided to NIMAA students upon acceptance is the official mechanism for communication for the school and students/faculty/staff. School members are expected to read communications in a timely manner. Changes to email addresses should be immediately updated in student RegPack accounts and conveyed to instructors and student services staff.

Dress Code

A core component of the NIMAA curriculum is professionalism in the workplace. Accordingly, the following are the minimum NIMAA dress code standards. Additional standards will likely be set by the student's externship site and supersede NIMAA standards at all times. Repeatedly not meeting dress code standards could result in missed attendance, which could lead to academic warnings and/or probation for violation of the Code of Conduct.

- Clothing:

- The NIMAA jacket should be worn to externship wherever possible, unless otherwise directed by the externship site supervisor and/or instructor.
- Students who show up at clinical in violation of any uniform codes set by the externship site may be sent home.
- Uniforms and other clothing worn to the clinic must be freshly laundered and unwrinkled. Fit must be consistent with a professional appearance and sized adequately to allow for all movements necessary for patient care.
- Shoes: Clean shoes that fully enclose the foot should be worn. Open heel clogs are unacceptable.
- Undergarments will not be exposed through the uniform.
- Fingernails are to be clean, short, and smoothly rounded. Nail polish and/or artificial nails are not allowed in the clinical setting.
- Hygiene: Good personal hygiene including a neutral smelling deodorant is expected. Perfume or cologne is not allowed in the clinical setting.
- Makeup: Neutral colored makeup is permitted. Makeup must not be excessive.
- Hair: Hair must be clean, off the collar, neat, and worn away from the face. Hair should not be falling in your face or into your field when working with a patient. Long hair must be secured up and off the collar.

Vaccinations

In order to participate in the NIMAA program, students must meet the immunization and test requirements and timelines described in the NIMAA catalog, including for Tetanus, Varicella (Chickenpox), MMR (Measles, Mumps and Rubella), Influenza (Flu), Tuberculosis, and Hepatitis B. Externship sites may require students to have additional immunizations, as well.

Students who have not met the Immunization requirements will not be allowed to attend their externship. Continued failure to meet these requirements could result in the student not meeting externship attendance requirements, leading to potential dismissal from the program.

Exemptions

Any exemption due to medical or religious contraindications must be submitted to NIMAA's Student Services Manager *before the start of the program year*. Details regarding the process for requesting exemptions are provided in the NIMAA Student Catalog.

Electronic Use

NIMAA expects students, faculty, and staff to demonstrate responsibility, integrity, and confidentiality when utilizing resources, including electronic devices and networks. All activity on systems and networks, including the creation of documents, may be monitored by administrators. Unless permitted by the owner or law, personal software may not be used, installed, or copied on School electronic resources. NIMAA reserves the right to revoke the privileges of any staff or student found to be using School equipment and computer network inappropriately. Legal action may follow, if deemed necessary.

Students who violate the standards for the use of electronic devices during their externship experiences, as described in the NIMAA catalog, are subject to potential dismissal from NIMAA.

Copyright License

NIMAA adheres to the Higher Education Opportunity Act of 2008 (HEOA), which requires institutions to explicitly inform students that unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may be subject to civil and criminal liabilities.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. For legal alternatives to unauthorized downloading, visit www.educause.edu, and search "Legal Sources of Online Content" for a list of options.

Violations of the Code will be addressed with the sanctions listed under the Code of Conduct section of the NIMAA Student Catalog.

Code of Conduct

Students are expected to conduct themselves in a professional manner that is suitable to the program and that is in line with the policies of NIMAA's externship partners. A violation of any of the rules described in the Code of Conduct section of NIMAA's Student Catalog may result in disciplinary action, including dismissal. Inappropriate behavior that occurs outside of school and that involves law enforcement may also impact student enrollment status.

Consequences of Code of Conduct and Academic Integrity Violations

If the offense does not result in an immediate dismissal, the procedure and sequence of discipline shall be as follows:

- First offense: Verbal or written Student Disciplinary warning from the Associate Director of Education or Student Services Manager, including a grade of zero (0) for the assignment, if applicable (e.g. for Academic Integrity violations).
- Second offense: Written Student Disciplinary warning from the Associate Director of Education and/or Student Services Manager.
- Third offense: Dismissal from the program.

The Associate Director of Education may dismiss the student immediately, and file any appropriate charges with local authorities, if applicable (see ***Dismissal Policy***). Even upon dismissal for Code of Conduct violation(s), the student will be responsible to pay all outstanding tuition and fees, as described in the ***Refund Policy***.

Anti-Harassment Policy

Throughout this policy, the term bullying is used in place of harassment, intimidation and bullying. Bullying, harassment and intimidation is an intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once. The intentional act also includes violence within a dating relationship. The behavior causes mental or physical harm to the other student and is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. This behavior is prohibited both on school and externship clinic property.

Students found responsible for harassment, intimidation or bullying by an electronic act may be dismissed. Permission, consent or assumption of risk by an individual subjected to hazing, bullying and/or dating violence does not lessen the prohibition contained in this policy.

Prohibited activities of any type, including those activities engaged in via computer and/or electronic communication devices or electronic means, are inconsistent with the educational process and are prohibited at all times.

No administrative, instructional or other employee of NIMAA shall encourage, permit, condone or tolerate any hazing and/or bullying activities. No students are permitted to plan, encourage or engage in any hazing and/or bullying.

Administrators, instructors and all other NIMAA employees are particularly alert to possible conditions, circumstances or events that might include hazing, bullying and/or dating violence. If any of the prohibited behaviors are planned or discovered, involved students are informed by the discovering NIMAA employee of the prohibition contained in this policy and are required to end all such activities immediately. All hazing, bullying and/or dating violence incidents should be reported immediately to the Student Services Manager and appropriate discipline is administered.

Drug Free Policy

NIMAA's school environment is grounded in the principles of health and safety; regulations set forth below are to promote an academic environment conducive to student and career achievement and comply with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal, state, and local laws, NIMAA does not permit any student to possess, transmit, conceal, offer for sale, consume, show evidence of having consumed or used any alcoholic beverages, illegal drugs, prescription drugs for which the person does not have a prescription, look-alike drugs or any mind-altering substance during school hours and while at externship facilities. Included in this prohibition are any substances represented as a controlled substance, non-alcoholic beers, steroids, tobacco and tobacco products, and drug paraphernalia.

In compliance with federal, state, and local laws, NIMAA prohibits the unlawful manufacture, distribution, sale, possession, or consumption of narcotics, illegal drugs, prescription drugs for which the person does not have a prescription, or alcohol by students, employees, or contractors on any school property or school-sponsored event. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires that the school inform all members of the NIMAA community of the legal sanctions of illicit drugs and alcohol, which may include suspension/termination of employment and possible referral for criminal prosecution. Violations are recorded in the individual's file.

Students should be aware that those found guilty of violation of the Drug-Free Policy may lose financial assistance provided by the School. Furthermore, according to the Anti-Drug Abuse Act of 1988 (Section 5301), students who receive federal financial aid must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the aid. If students are convicted of drug distribution or possession, the court may suspend their eligibility for Title IV financial aid.

Staff and students who violate these standards of conduct subject themselves to disciplinary action. If suspected of being under the influence while engaged in clinical activity, a student may be required to submit to drug/alcohol testing.

STUDENT SAFETY, PRIVACY AND RESOURCES

FERPA

NIMAA complies with the Family Educational Rights in Privacy Act (FERPA). The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access. Students should submit to the Student

Services Manager or other appropriate official written requests that identify the record(s) they wish to inspect. The Student Services Manager will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom it should be addressed.

- The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the school to amend a record that they believe is inaccurate. They should write the school official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the student, the school will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic research, or support position. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school in which a student seeks or intends to enroll; to accrediting agencies; to comply with a judicial order or lawfully issued subpoena; in connection with financial aid for which a student has applied; in connection with a health and safety emergency; to military recruiters.

The Privacy Act specifically states that parents and other third parties may not have access to a student's educational records, unless the student gives written permission. The school reserves the right to make certain exceptions to the above for federal and state agencies that are gathering information for statistical purposes.

The NIMAA School Director may contact parents, legal guardians, or law enforcement as deemed necessary where there is a danger to a student or to others, or when a student is involved in alcohol and/or drug violations on campus.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by United School of Health and Beauty to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4065

Student Support Services

The NIMAA Student Services Manager provides guidance and program information for prospective and current students, as well as graduates. The Student Services Manager helps students in monitoring their educational progress and in providing non-academic support for student success, such as time management strategies.

The Student Services Manager can assist students in identifying and connecting to community support services such as substance abuse mental health support groups and counseling.

The Student Services Manager can be contacted at the following email: studentservices@nima.org.

Accessibility for Students with Disabilities

Students with disabilities who require assistance are encouraged to disclose this information to the Admissions representative in order to determine a plan of action for support services. Such requests should be made at the time of or prior to the enrollment process.

Clinical Externship sites are generally able to accommodate students with disabilities providing they do not limit the student's ability to do the core functions of the Medical Assistant position.