



LOMA LINDA UNIVERSITY HEALTH

San Manuel Gateway College

Loma Linda University San Manuel Gateway College Student Handbook

Acknowledgment

I hereby acknowledge that I have been informed that the Loma Linda University San Manuel Gateway College Student Handbook (2025-2026 edition) is available to me online at:

<https://sanmanuelgatewaycollege.llu.edu/student-handbook>.

I accept responsibility for understanding the policies, procedures, rules, and benefits; and I agree to abide by its contents, which set forth the terms and conditions of my enrollment. I further understand that it supersedes and replaces all previous Student Handbook editions.

I have also been informed that additional policies, procedures, rules, and benefits related to Loma Linda University can be accessed online at <https://llucatalog.llu.edu/about-university/student-life/> in the Loma Linda University Student Handbook.

I understand that if I have questions about the Student Handbook or its contents, I am to discuss them with the Executive Director or designee of my school.

Circumstances may require that the policies, procedures, rules, and benefits described in this Student Handbook change as the University/College deems necessary or appropriate. I understand that I will be notified of such changes and the dates of implementation by my University email account.

Signature: _____ Date: _____

Loma Linda University
San Manuel Gateway College
Student Handbook
2025 – 2026

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President's Welcome to Students

Welcome to Loma Linda University. We are honored to have you join our community of health professionals, scientists, and scholars. Our primary responsibility is to aid in your education. The faculty, staff, and administration desire to assist you in achieving your professional goals.



We celebrate the centrality of Christ in the mission of Loma Linda University. He is our Model, our Mentor, and our Motivation for service. Building upon the principles of faith, hope, and love, we embrace our core values of Compassion, Excellence, Humility, Integrity, Justice, Teamwork, and Wholeness.

We encourage personal and professional growth through the integrated development of your intellectual, physical, social, and spiritual dimensions. Competent professional development involves not only the acquisition of knowledge and skills; but also, the maturation of appropriate personal and professional attitudes and behavior, which are grounded in our core values.

We are united in our pursuit of excellence and in your preparation to enhance the quality of life for individuals in local, regional, national, and world communities—ever spreading the good news of a loving God. We encourage you to maintain and strengthen your commitment to serve others by remaining sensitive to the hurts and needs of individuals you encounter in your training and also by participating in service learning through such community outreach programs as the Social Action Clinics in our region and through the Students for International Mission Service.

We are enriched by the ethnic and cultural diversity of our students, faculty, staff, and administration. You, our students, come from many nations throughout the world. We promote an environment that reflects and builds respect for the diversity of humanity as ordained by God. May you daily experience the excitement of learning, the richness of friendship with peers and mentors, and the joy of God's personal love and care for you as you prepare to bring healing, health, wholeness, and hope to a needy world.

Sincerely,

A handwritten signature in black ink that reads "Richard H. Hart". The signature is written in a cursive style.

Richard H. Hart, M.D.,
Dr.P.H. President

Executive Director's Welcome to Students

Welcome to Loma Linda University Health San Manuel Gateway College. As stated by our President, Dr. Richard Hart, we are honored that you have chosen San Manuel Gateway College as your next educational step into the medical field. You are joining a family that has a primary purpose to support you in your growth as a care provider in your chosen pathway.



We are committed to our motto of "Making Man Whole." That commitment extends to you, our students at SMGC, to help you grow in knowledge, skills and purpose as you learn to serve your fellow man. You will be supported with experienced teachers, instructors and caring staff members. You will be taught in classrooms and clinical labs with up-to-date equipment and techniques. You will experience acceptance and personal support, as you become a compassionate caregiver in your chosen field.

"For I know the plans I have for you," declares the Lord, "plans to prosper you and not harm you, plans to give you hope and a future." Jeremiah 29:11.

We are committed to you as you fulfill your God given plan for your life. As we come along side of you, our hope and prayer will be that you experience the hope and future that is available here at San Manuel Gateway College.

Sincerely,

A handwritten signature in black ink that reads "Ehren Ngo". The signature is fluid and cursive.

Ehren Ngo, M.S.
Executive Director

SECTION I

INTRODUCTION

Loma Linda University

A Seventh-day Adventist Christian health sciences institution, seeks to further the teaching and healing ministry of Jesus Christ “to make man whole” by:

- EDUCATING* ethical and proficient Christian health professionals and scholars through instruction, example, and the pursuit of truth;
- EXPANDING* knowledge through research in the biological, behavioral, physical, and environmental sciences and applying this knowledge to health and disease;
- PROVIDING* comprehensive, competent, and compassionate health care for the whole person through faculty, students, and alumni.

IN HARMONY WITH OUR HERITAGE AND GLOBAL MISSION

- We encourage personal and professional growth through integrated development of the intellectual, physical, social, and spiritual dimensions of each member of the University community and those we serve.
- We promote an environment that reflects and builds respect for the diversity of humanity as ordained by God.
- We seek to serve a worldwide community by promoting healthful living, caring for the sick, and sharing the good news of a loving God.

TO ACHIEVE OUR MISSION, WE ARE COMMITTED TO

Our Students

Our primary responsibility is the education of students, who come from diverse ethnic and cultural backgrounds, enabling them to acquire the foundation of knowledge, skills, values, attitudes, and behaviors appropriate for their chosen academic or health-care ministry. We

nurture their intellectual curiosity. We facilitate their development into active, independent learners. We provide continuing educational opportunities for our alumni and professional peers. We encourage a personal Christian faith that permeates the lives of those we educate.

Our Faculty, Staff, and Administration

We respect our faculty, staff, and administration who through education, research, and service create a stimulating learning environment for our students. They contribute to the development of new understandings in their chosen fields. They demonstrate both Christian values and competence in their scholarship and professions.

Our Patients and Others We Serve

We provide humanitarian service through people, programs, and facilities. We promote healthful living and respond to the therapeutic and rehabilitative needs of people. We seek to enhance the quality of life for individuals in local, regional, national, and world communities.

Our God and Our Church

We believe all persons are called to friendship with a loving God both now and throughout eternity. We support the global mission of the Seventh-day Adventist Church by responding to the need for skilled Christian health professionals and scholars. We seek to honor God and to uphold the values of the Seventh-day Adventist Church and its commitment to awakening inquiry. We are drawn by love to share the good news of God expressed through the life and gospel of Jesus Christ and to hasten His return.

—a Seventh-day Adventist health sciences institution

revised November 2013

History of Loma Linda University

Loma Linda University is part of the Seventh-day Adventist system of higher education. In 1905, the University (formerly College of Medical Evangelists) was founded—through a series of divine providences—at Loma Linda, California, by the Seventh-day Adventist Church.

The School of Nursing began in 1905. In 1909, the College of Medical Evangelists received its charter as a medical school with the express purpose of preparing physicians who could meet the needs of the whole person. Both schools emphasized the need for healthful living as a part of medical care—a revolutionary concept in 1905.

The University was designated by the Seventh-day Adventist Church as a center for educating health professionals. The original schools—Nursing and Medicine—have been joined by Allied Health Professions, Behavioral Health, Dentistry, Pharmacy, Public Health, Religion, and the Faculty of Graduate Studies. The curricula of the University are approved by their respective professional organizations. From its small beginnings, the University has achieved widespread recognition—having sent more of its graduates into international service than has any other university. It remains committed to the vision of its founders and is sustained by its close association with the Adventist Church.

From 1918 to 1962, the University operated within health facilities in two cities: Loma Linda and Los Angeles. In September 1962, all health professional education was consolidated at Loma Linda. In 1967, Loma Linda University Medical Center opened in its three-tower facility, a landmark cloverleaf structure. The Medical Center continues on the cutting edge of health care, providing excellent service for patients and expanding educational opportunities for students.

A Unique Loma Linda University

Loma Linda University has always combined a devotion to academic excellence with a concern for spiritual values and a high sense of mission. The motto of the University, "To make man whole," illustrates the sense of destiny felt in the University community to act its part in God's ongoing plan for healing and restoring human beings to live with Him in wholeness, both now and in eternity.

While Loma Linda University has changed in many ways since its beginning in 1905, the biblical principles that provide its foundation have remained unchanged.

Seventh-day Adventist Heritage

Loma Linda University is owned and operated by the Seventh-day Adventist Church and has a deep commitment to respecting the rich diversity of its student body. It views respect and sensitivity for all people, regardless of their culture and ethnicity, as a part of true Christianity. We recognize that students come from many different faiths. This University has a tradition of religious liberty, and it highly respects students' religious values that differ from ours. We look upon the various perspectives of each spiritually committed student as enriching to our campus and educational environment.

Our unique features

Two distinctive features of the Seventh-day Adventist Church, which are part of the Loma Linda experience, become evident to first-time students. The first is the concept of Sabbath rest that reminds us of God as Creator. Adventists realize this in part by celebrating Saturday as the Sabbath from sundown Friday to sundown Saturday. During these hours, you will find that University offices, laboratories, libraries, study halls, and recreation facilities are closed to give time for physical and spiritual renewal and worship.

A second distinctive feature worth noting is an emphasis on health and wholeness. Students will be able to exercise in our recreation and wellness center, a health and fitness complex that received a national award for excellence in utility and design. The cafeterias on campus feature well-prepared vegetarian meals. Note that the University holds that a drug-, alcohol-, and tobacco-free lifestyle is essential for achieving the goal of "wholeness." This means that all students agree to refrain from the use of tobacco, alcohol, and other "recreational" drugs while enrolled at the University.

All students who choose Loma Linda as their university make a commitment to conduct their lives in a manner that reflects their sense of responsibility for the honor and integrity of the

University and for themselves as members of its community.

Vision and Faith of the University

Faith, hope, and love—these three express the essence of the understanding and experience of Loma Linda University, a Seventh-day Adventist institution. The greatest of these is love, which supports and guides faith and hope.

While faith and hope are the divinely inspired attitudes of people who serve God, love is a special attribute that humanity shares with God, for “God is love.”

Love

The center and circumference of Adventist Christian thought is that self-giving love, flowing from God and embodied in Jesus, is the law of life for the universe. This love has been contested by the forces of evil and, thus, a great controversy has raged in human history. The character of God has been misunderstood and misinterpreted.

It is the function of those who believe in God to represent in thought, life, and mission the true character of God—most clearly seen in Jesus Christ—and His saving purpose for this world. The love of God in Christ Jesus, experienced and expressed in God’s people everywhere, will answer all the charges of the evil one and bring closure to the great controversy.

When the saving activity of God has run its full course and restored the image of God in humankind, then not only the inhabitants of this world, but also those of the universe for whom the redemption of this world has been a lesson book, will confess that “God is love.”

Faith and Hope

The community of Loma Linda University affirms the following statements of faith. In harmony with scriptural teaching, we believe that:

1. The Bible reveals God’s way and will. Jesus Christ is the center point of this revelation. All are called to trust in Him.
2. God created the world and sustains it by His power. As part of this creation, people are made in the image of God and can freely reflect upon and communicate with God and represent Him in dominion over the earth. Human beings are thus the stewards of the created world.
3. Salvation is the gift of God’s grace to people of faith. The life, death, resurrection, and continuing ministry of Jesus and the work of the Holy Spirit bring freedom from guilt before God, transformation of character expressed in joyful obedience to God, and the sure hope of one day sharing the glory of God.
4. God created the seventh-day Sabbath as a time for personal rest and worship and for ministry and care to others. The Sabbath points back to God’s creative activity at the beginning of time and forward to God’s re-creative activity at the end of time when the promise of the weekly

Sabbath will be fulfilled in the eternal rest of the Kingdom of God. That which is vital is not merely keeping the law of the Sabbath but a personal relationship with the Lord of the Sabbath. Seeing Christ in the Sabbath, His people delight themselves in Him. The Loma Linda University community reveres the sacred hours of the Sabbath from sundown Friday to sundown Saturday and seeks to bring others within the purview of God's interest in human wholeness and healing.

5. A person is a unity in which mind and body—encompassing spiritual, physical, emotional, and relational—profoundly affect each other. One implication of this unity is that spirituality and healing go hand in hand. Another is that when death occurs, the entire person dies and, at the resurrection, the entire person is raised. Thus, death is swallowed up in victory.
6. The health sciences are an arm of God's saving activity in this world. Thus, the health professional is a co-worker with God and an envoy of Jesus Christ, who was not only a teacher of truth and a mediator of forgiveness, but also a healer of persons and a restorer of community. This personal and corporate work in the present is an integral part of, and prelude to, the ultimate renewal of all things by the power of God.
7. The coming of Christ and the restoration of the world to peace, justice, and the universal knowledge of God is the great hope of humanity. Until then, we are called to live in healing love in the service of the God of love.

Spiritual Life

Worship experiences represent a critical dimension of the educational experience at Loma Linda University and are available to the student many times throughout the week. In addition to regular Friday evening and Saturday services, many class, school, club, and University activities include a component of worship and praise to God.

University at Worship Services

In keeping with the commitment of our mission, Loma Linda University (LLU) students have special requirements—such as University at Worship attendance each Wednesday morning, except during Week of Renewal when these Chapel services are held daily. University at Worship, which is held in the University Church, provides a variety of opportunities to integrate faith and learning.

Religion Courses

Courses in religion are part of the core curriculum in each of the University's schools and programs. These courses focus on study of the Bible, ethics, clinical ministry (which concentrates on ways to understand and meet the spiritual needs of patients and clients in a manner that is noninvasive and individually appropriate), and a variety of other issues related to the student's field of study and personal spiritual journey.

About Loma Linda University Health

MOTTO

To Make Man Whole

MISSION

To Continue the Teaching and Healing Ministry of Jesus Christ

VISION

Innovating excellence in Christ-centered health care

VALUES

COMPASSION

Value Definition: Reflects the love of God with respect, mercy, and empathy.

Behavioral Attributes

- Listens to others with kindness and concern.
- Consistently treats others with courtesy.
- Encourages an environment that is inclusive.
- Anticipates and responds to the needs and suffering of others.

EXCELLENCE

Value Definition: Exceeds expectations with effectiveness, reliability, and efficiency.

Behavioral Attributes

- Carefully analyzes and balances all aspects of each decision.
- Establishes high standards for exceptional Mission-Focused Learning and quality health care.
- Participates in education and clinical care that is evidence-based.
- Takes all necessary measures to ensure personal and collective safe practices.

HUMILITY

Value Definition: Puts self-importance aside for the greater good of others.

Behavioral Attributes

- Relates to others with selfless caring.
- Learns from teachable moments.
- Treats everyone with thoughtfulness and patience.
- Lives life with a commitment to service.

INTEGRITY

Value Definition: Carries out actions with honesty and trustworthiness.

Behavioral Attributes

- Builds dependability through honest communication with others.
- Respects personal and academic freedom.

- Follows through on commitments.
- Holds self and others accountable for actions.

JUSTICE

Value Definition: Commits to diversity, equity, and inclusion.

Behavioral Attributes

- Considers how one's actions will affect others and the environment around.
- Calls out actions that are in conflict with our values.
- Supports efforts to remove systemic barriers.
- Protects the dignity and worth of all individuals.
- Works toward quality health-care access for all.

TEAMWORK

Value Definition: Collaborates to achieve a shared purpose.

Behavioral Attributes

- Recognizes, understands, and celebrates the unique strengths of all team members.
- Shares knowledge and learning opportunities for team growth.
- Recognizes the contributions of others and affirms their successes.
- Participates willingly whenever needs arise.

WHOLENESS

Value Definition: Loved by God, growing in health, living with purpose in community.

Behavioral Attributes

- Supports the spiritual value of faith-based education and health care.
- Demonstrates a positive, peaceful, and hopeful attitude.
- Promotes Christ's healing ministry through prayer, positive relationships, and a healthy lifestyle.
- Lives a life that is morally sound and moderate in all things.

About San Manuel Gateway College

San Manuel Gateway College (SMGC) was established in 2016 with a mission to provide the Inland Empire with entry-level job training and educational opportunities in the medical field. To build individual and community capacity for the purpose of creating workforce development, we have partnered with the San Manuel Band of Mission Indians to accomplish this goal. SMGC is an extension of the outreach mission of Loma Linda University to the underserved population of the Inland Empire. We are providing opportunities to be a part of the growing medical services field in the Inland Empire.

Motto

To make man whole

Mission

To continue the teaching and healing ministry of Jesus Christ

Vision

Transforming communities through gateways in education and healthcare

Institutional Learning Outcomes

Consistent with the Loma Linda University institutional learning outcomes (ILOs) and Performance Indicators, San Manuel Gateway College's ILOs for students are assessed throughout the certificate programs appropriate for the discipline and certificate. The Office of Educational Effectiveness works with these programs to guide their assessment.

Critical thinking: Students demonstrate beginning critical thinking through examination of ideas and evidence before formulating an opinion or conclusion.

Information literacy: Students demonstrate a beginning ability to identify, locate, evaluate, utilize, and share information.

Oral communication: Students demonstrate beginning college level effective oral communication skills in English.

Quantitative reasoning: Students demonstrate the ability to reason and develop evidence-based decisions using numerical information appropriate to their level of certification.

Written communication: Students demonstrate beginning college level effective written communication skills in English.

SECTION II

STUDENT SERVICES

Learning Environment

San Manuel Gateway College under Loma Linda University is committed to whole person student development. The co-curricular aspects of student life on campus are planned to assist students in achieving a healthy balance in every dimension of their lives by:

- fostering a caring Christian environment;
- encouraging a personal Christian faith;
- inspiring respect for and inclusion of diverse ethnic and cultural perspectives;
- providing opportunities for personal growth and development;
- nurturing the development of healthy relationships;
- assisting in the management of personal conflicts and crises;
- cultivating a lifelong commitment to altruism and service;
- promoting an active and healthy lifestyle; and
- establishing an environment that supports the pursuit of personal and professional excellence.

San Manuel Gateway College is dedicated to creating a learning environment that promotes the lifelong pursuit of knowledge, wisdom, and skills used for selfless service to mankind. Through intentional educational strategies, San Manuel Gateway College interweaves its vision, mission, and core values with its student learning outcomes. The College's mission of wholeness gives focus to the learning environment that balances mind, body, and spirit (psycho-social-physical-spiritual) and gives meaning to the phrase, 'mission-focused learning'. In this health care environment, critical and analytical thinking skills in the health, behavioral, and natural sciences are blended with a commitment to spiritual and moral development.

San Manuel Gateway College pledges to students, staff, faculty, alumni, and the local and global communities its commitment to upholding integrity, valuing diversity, engaging with the community in service-learning scholarship and honoring the process of ongoing self-assessment for the purpose of continuous quality improvement. The College provides clearly defined student learning outcomes and measurable performance indicators to create a learning atmosphere that is clear and focused.

The College is engaged in systematic academic program review. Curricular maps are maintained for each program to assure alignment between student learning outcomes and planned academic activities. Program review follows carefully developed schedules as outlined in school-specific assessment matrices. San Manuel Gateway College is committed to using assessment data to guide academic and fiscal master planning for the University.

The resources of the College offer a wealth of opportunity to the student with initiative and willingness to develop individual capacity to the fullest extent. The academic resources, affiliated clinical facilities, and community agencies constitute a rich educational environment both in classroom instruction and in guided experience.

Student Expectations

San Manuel Gateway College was established to provide education in a distinctively Christian environment. Students are expected to respect the standards and ideals of the Seventh-day Adventist Church. Prospective students have the freedom to choose or reject University or school standards, but the decision must be made before enrollment. Application to and enrollment in San Manuel Gateway College constitute the student's commitment to honor and abide by the academic and social practices and regulations stated in announcements, bulletins, handbooks, and other published materials; and to maintain a manner that is mature and compatible with the College's function as a professional health care institution.

It is inevitable that the student will come under question if academic performance is below standard; student duties are neglected; social conduct is unbecoming; or attitudes demonstrate deficiencies such as poor judgment, moral inadequacy, or other forms of immaturity.

Procedures for evaluation of academic and nonacademic performance—as well as for the student to exercise his/her right of appeal—are described in the current *Student Handbook*. Grievances regarding both academic and nonacademic matters must be processed according to these published grievance procedures. After a student files a grievance or an appeal, the faculty assesses the student's fitness for a career in the chosen profession and recommends to the Executive Director appropriate action regarding the student's continuance or discontinuance.

Prospective students who have questions concerning the College's expectations should seek specific information prior to enrollment.

Whole Person Health

The College regards the student from a cosmopolitan and comprehensive point of view. It is cosmopolitan in that historically the University's global mission has promoted bonds and opportunities in education and service without regard to gender or to national, racial, or geographical origin. It is comprehensive in that the University's concern for the welfare of the student traditionally has been an integrated concern for assisting the student toward whole person health—balanced development of spiritual, social, physical, and mental health. Cultivating the health of any one part enhances the health of all parts. Neglecting or abusing the health of one harms the health of all. Before one can experience whole person health, there must be a practical appreciation of the interdependent interaction of each part of the whole.

Spiritual Health

In addition to personal quiet times, opportunities for the student to further develop rich, personal spiritual resources are provided in scheduled religious exercises and activities and in informal association with others who cherish spiritual values. Classes are opened with a devotional thought and prayer with the goal to encourage students to strengthen their personal spiritual experience.

Social Health

Through activities and events, students can enrich their group interaction and leadership experiences, increase their enjoyment of and interest in fields outside their profession, develop their talents, enhance wholesome and memorable association with others, and cultivate supportive and lifelong social relationships.

Mental Health

The College promotes mental health by encouraging students to study and practice principles of sound psychological health and to access state-of-the-art counseling and mental health services, as needed.

Physical Health

The College promotes physical fitness by encouraging recreational interests and by providing students with access LLU athletic facilities. An effort is exerted to interest each student in some recreational and health-building activity that may be carried over to enhance future life.

Student Resources

Library Resources

San Manuel Gateway College provides students with digital academic resources and facilities for learning and collaboration, including study areas, collaboration rooms, and a computer lab. The mission of student academic resources is to provide students with relevant resources and supportive services to further their academic success, as well as to provide them with skills to continue that success as practicing health care professionals. Information about the student academic resources and facilities (hours, privileges, digital and computer access, etc.) will be available on the San Manuel Gateway College website.

Computers are provided in the Computer Lab for accessing electronic resources, and any computer with an Internet browser may access available resources. The Del E. Webb Memorial Library at main campus will aid by providing relevant resources to support the academic needs

of the students at San Manuel Gateway College. Students will be able to access online resources to supplement their learning through their student log-on and student IDcard.

Campus Store

The Campus Store is the official LLU college bookstore, located in the Campus Plaza. The store is operated by Barnes & Noble College, a subsidiary of Barnes & Noble, Inc. The Campus Store is the source for LLU apparel, gifts, and school spirit accessories. High quality products and services include digital textbooks, textbook rentals, and the Technology Store, iLLU. As an Apple-authorized campus store, iLLU is a licensed retailer of Apple technology products and an Apple-authorized service provider. Merchandise may be purchased using the following forms of payment: cash, check, Visa, MasterCard, Discover Card, or debit card.

To reach the Campus Store by telephone, call 909-558-4567 or visit their website at:
<https://llu.bncollege.com/>

Food and Dining at SMGC

The SMGC Student Lounge provides a place where students can store and reheat food (refrigerators and microwaves). Items left in refrigerator should be marked with a name and date; items left over one week will be discarded each Monday. Vending machines offering drinks and snacks are available on the first floor.

The LLUH main campus offers many dining options. Please refer to [this link](#) to locate the various services offered.

All school-sponsored events are to be in line with nutritional ideals valued by LLUH. Thus, all food that is served on campus will be vegetarian.

Security

The main office for the Department of Security at the San Bernardino Campus is located on the first-floor main entrance. Security Officers patrol the campus during business hours with primary focus on the protection of students, patients, visitors, and employees. Their secondary concern is for the prevention of property thefts and general needs. Security officers also respond to alarms and other requests for assistance.

Call 909-558-4320 or extension 44320 for all Department of Security services, including 24-hour public safety security services.

- **Emergencies**

In case of an emergency, dial 911. Emergency telephones are located at various locations on campus (including parking lots).

- **Non-Emergency Service (909) 558-4320**

Security Officers provide the following non-emergency services, as time allows:

- jump-starting cars;
- retrieving keys in locked cars;
- calling towing service for stranded motorists;
- escort services to vehicle

- **Lost and Found**

Items found at San Manuel Gateway College will be held in the Administration Office. Items found in other parts of the building will be held in the security office.

- **Reporting suspicious activity**

In order to make the University, Medical Center, and LLUH San Bernardino Campus a safe community in which to live, study, and work, it is essential that all suspicious persons or activities on campus be reported to the Department of Security.

- **Emergency notifications/ Timely warnings**

LLUH and SMGC are committed to the safety and well-being of campus and health-care facilities students, faculty, employees, patients, and visitors. We require students to keep their contact information updated at all times so communications can be delivered successfully. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of persons on the campus, LLUH will immediately notify the community using the emergency notification system, and other communication outlets to inform and advise of the situation—unless it is determined that notifications would otherwise compromise efforts to assist victims or contain or resolve the emergency. For this and other security-related information please visit the Department of Security Services website at <https://lluh.org/patients-visitors/visitors/security-services>

Vehicles/Motorcycles

The Department of Rideshare, Parking and Traffic Services is responsible for enforcing the Loma Linda University traffic and parking regulations and the State of California Vehicle Code, as they apply to moving and stationary vehicles, pedestrians, and animals on the campus. The Loma Linda University traffic and parking regulations are enforced under Section 21113 of the California Vehicle Code.

Parking Regulations

Students must register their cars and park in approved areas to avoid being ticketed, booted, and/or towed.

Contact the SMGC administration office for latest registration and parking information.

California State Vehicle Licensing Law

California state vehicle law requires that all residents who operate a vehicle have a California state driver's license, proof of auto insurance and any vehicle they own within the state of California must be registered with the California DMV. A car that is owned by an individual who resides out of state may not require California registration.

Student Identification (ID) Badge

A College identification badge will be issued to all on-campus students after completion of his/her initial registration. The identification badge allows access to various student services and/or building locations. Students must carry their ID badges while on campus at all times, and must be displayed prominently above the waist.

Students who are enrolled through employer training agreements must carry their employee ID as their student identification badge.

Student Access Policy

Student access to San Manuel Gateway College facilities, systems, and services by badge or password is authorized only to currently enrolled students and terminates upon the last day of enrollment, even if re-enrollment is anticipated in the future. The University has the discretion to revoke access authority at any time.

Student Health Service

Health Care

Students will be required to have health care insurance coverage, either through their parents' health care plan or individually. Documentation of health care coverage must be provided before students begin classes. The health care insurance must be continuous throughout the enrollment at San Manuel Gateway College (SMGC). Assistance in obtaining health care coverage can be obtained from the SAC Health, Community Resource Center.

For medical emergencies, call 911. For non-immediate medical needs, students should seek care from their primary care provider.

Malpractice Coverage

Students are covered by malpractice insurance while acting within the course and scope of any approved clinical assignment.

Counseling Services

Behavioral health counseling is generally available to students through their insurance. SMGC offers limited counseling services. Students may refer to the SMGC student support self-help Canvas page for details.

SECTION III
ACADEMIC
INFORMATION
and
COLLEGE
POLICIES

Admission Policies and Information

San Manuel Gateway College at Loma Linda University was established to provide professional health education in a distinctively Christian environment that prepares well-qualified, dedicated Christian health science professionals who are committed to fulfilling the mission of this University to serve humanity. Students at San Manuel Gateway College under Loma Linda University are expected to uphold the Christian ethical and moral standards of the Seventh-day Adventist Church while enrolled at SMGC.

The rights of the individual are recognized and respected; however, any conduct that is contrary to the principles governing a healthful and moral lifestyle is not acceptable for a San Manuel Gateway College student. The prospective student has the freedom to accept or reject these principles and practices prior to applying. Once application is made to the College, the applicant has chosen to abide by these principles and practices.

In selecting students for entrance to programs in the college, the admissions committees look for evidence of personal integrity, healthful lifestyle, self-discipline, self-direction, and service to others. An applicant accepted to SMGC must possess capabilities to complete the full curriculum in the allotted time at the levels of competence required.

Where to Apply

It is important to know the specifics of the application process and to begin this process well in advance of the date of anticipated or desired entrance. Application procedures and the application can be found online at <https://sanmanuelgatewaycollege.llu.edu/admissions>

Application Review Process

All completed applications are reviewed by the appropriate Admissions Committee, which recommends the final decision regarding acceptance.

Letters of Recommendation

Two letters of recommendation are required. Letters of recommendation must be from teachers, mentors, bosses, pastors, etc. Recommendations cannot be submitted by family members.

For all Community Health Worker Programs, letters of recommendation must include reference to at least one year of direct community work involvement and must come from the organization where services took place.

English Proficiency

English language proficiency is required for SMGC programs. Any applicant whose English competency is uncertain in regard to his/her professional success at SMGC may be required to pass a test of English proficiency.

Official Transcripts

Applicants to San Manuel Gateway College certificate programs are required to furnish evidence (transcripts, GED, CHSPE, or equivalent) of completion of high school to be granted admission. The final transcript must include the date of graduation or completion. Transcripts must be submitted either directly from the institution granting the transcript or hand carried by the student in a sealed envelope containing the transcript signed by the school official. (Exception: Surgical Technology A.S. degree transcripts may only be sent from institution to institution). Transcripts and evaluation results received by the College become the property of the College and will not be released to the student or forwarded to any other institution.

Applicant's Records

The application and all supporting records and documents become the property of the College. Transcripts and evaluation results received by the College become the property of the College and will not be released to the student or forwarded to any other institution.

Application Deferral

Applicants are accepted for a specified entering term. If the applicant does not enter the program at the time stated for admission, the application will become inactive unless the college receives a written request to defer the application. Not all programs permit an applicant to defer an application; however, for those that do, an application may not be deferred for more than one year. Previous acceptance does not guarantee acceptance at a later time. Deferral must be applicant-initiated. When deferring, individuals will be required to meet admission and graduation requirements (including, but not limited to changes in tuition rates) that are in effect for the school year to which they are deferring. After one year, a new application must be submitted.

Pre-Health Requirements

Prior to enrolling in classes, newly admitted students must fulfill specific health requirements. SMGC is committed to protecting the health of our students, the College community, and our patient population. These health requirements not only promote health but also accustom new students to the responsibilities of a health care professional.

These requirements must be met prior to the start of any program.

- **Health History** - completed by the applicant.
- **Physical Examination** is strongly recommended as part of best practices. Students are not required but may submit physical examination proof with a signed report by a physician or nurse practitioner confirming adequate health conditions and to meet immunization requirements.
- **Tuberculin Skin Test (TB/PPD skin test) Requirement:** Documentation of a negative PPD skin test, no more than one year prior to acceptance is required. Applicants with a history of a previous positive PPD will need to submit documentation giving the date of the most recent positive PPD with results in mm, a copy of a chest x-ray report taken within the past year, and a medical provider signature. Additionally, a TB test clearance is required within 6 months of clinical practicum.

Immunization Requirements: The following list of immunizations are not exhaustive. Students may be required to meet additional immunization requirements based on assigned clinical/practicum/externship sites for their respective programs.

- **MMR (measles, mumps, rubella):** Documentation of two MMR vaccinations given after age 1 year, or submit positive blood titer reports for each disease (must be quantitative IgG antibody titers)
- **Tdap** (tetanus, diphtheria, pertussis): A Tdap dose within the past 10 years OR a Td dose within the past 10 years and 1 dose of Tdap after age 18 years, or submit positive blood
- **Varicella** (chickenpox): Documentation of complete series (two immunizations required), or submit a positive blood titer report
- **Hepatitis B:** Documentation of a complete series (three immunizations required), or submit positive blood titer report (must be quantitative hepatitis B surface antibody)
- **Influenza:** Must provide documentation of annual influenza vaccine

All documentation of immunizations must be completed and turned in to the administration office prior to the beginning of the program.

Background Check

To comply with state and local regulations regarding background checks for health care providers, students considering admittance into San Manuel Gateway College, must complete background check clearance. Background checks are required in order to participate in clinical training. The initial background check will satisfy this requirement during continuous enrollment in the program. Should the educational process be interrupted, a new background check will be required.

Potential students who have convictions or have questions about their ability to obtain background clearance should talk with the Executive Director. They will receive counsel related

to their particular profession and questions and/or concerns.

Enrollment

Certificate Courses

Students will be enrolled in certificate courses by SMGC Administration. (Exception: Surgical A.S. degree program is co-hosted with the School of Allied Health Professions). They will follow the prescribed sequence of modules and courses based on the approved certificate program schedule. Variances of the program schedule will not be allowed.

College Transferable Courses

When enrolling in any college transferable course, such as religion co-requisites, students will be enrolled as non-degree students through the Loma Linda University Records Office, which may require additional documentation and processes to complete enrollment. Enrollment in these courses is provided to certificate students at no cost

Personal Leave of Absence

A leave of absence is defined as an approved interruption of coursework or academic responsibilities, not to exceed the agreed upon length of time (limited to one calendar year, or less per program requirements). Students must initiate the request and must present supporting documentation (as applicable) in writing. San Manuel Gateway College reserves the right to require students restart the program.

Administrative Withdrawal

When a student has abandoned the program (stops attending class or clinical training without prior arrangements, ceases contact with the college), the student will be administratively withdrawn from the program 30 days after the date of last contact. For students with financial aid, the last day of attendance will be reported and aid returned in accordance with SMGC tuition refund policies and student aid terms and conditions. Students wishing to return from an administrative withdrawal will be required to apply to the program again and may be required to restart the program. Scholarships and grants may be subject to termination and forfeiture.

Financial Policies and Information

The student will be responsible for the total cost of the program. Scholarship and/or financial arrangements to cover the cost of the program will be made prior to the start of the program. If the student is unable to complete their financial commitment prior to the completion of the program, their certificate of completion will be held until final payment is made.

San Manuel Gateway College require students to always keep his/her financial status current. Financial clearance is required for advancement at the end of each term, and before a certificate is received; or before a transcript, statement of completion, or other certification is issued to any person, organization, or professional board. If immediate processing of transcripts or diplomas is requested, student account balances must be paid by bank card, cashier's check, money order, or cash (no personal checks for immediate processing).

Refunds

San Manuel Gateway College does not offer refunds for tuition and fees for completed coursework due to unsuccessful academic outcomes, inability to progress in the program due to academic or financial disqualification, or withdrawal or abandonment of the program.

Financial Aid

Financial assistance is available to students with documented financial need on a limited basis through the generous support of donors to the San Manuel Gateway College Foundation. Students wishing to receive support from San Manuel Gateway College Foundation funds must complete a financial assistance application and provide supporting documentation for review and calculation of eligible aid. Additional financial assistance through other scholarship and grants may be provided as funding is made available. Contact the San Manuel Gateway College Administrative Office for more information.

San Manuel Gateway College does not maintain eligibility for Title IV Federal Student Aid.

Online Learning

San Manuel Gateway College offers courses in a variety of modalities to include in-person, fully online, and hybrid formats.

For online and hybrid courses, each "course week" begins on a Monday and ends on Sunday. Students are expected to log in several times throughout the week, and are responsible for joining all required live sessions on assigned times, to participate in online discussions and other activities. The College recommends that students complete the various readings and assignments in the order in which they are presented, but the format does allow some flexibility for students to modify their approach or even to work ahead.

Consistent attendance and active participation in every assignment and every online discussion is expected. Students should be careful of any assignments that have specific "opening" or

“closing” times, and they should regularly consult the Course Schedule in the Syllabus to ensure that they complete all work in a timely manner.

Students access all course materials via the Canvas site and application links within. Students are responsible to ensure they secure devices and minimum system requirements (including internet) as well as completing necessary orientation tutorials designed to equip class members for online study.

Academic Policies and Information

Orientation and Advisement

When questions arise relating to curriculum or policy requirements, students should always refer first to the College policies and the program requirements. They may also seek counsel from Program Directors and/or Director of Student Support Services.

Orientation sessions are mandatory for all new students. These sessions provide general guidance about the College and respective programs, including student services, library resources, safety and security, and academic policy.

Academic Authority

The Executive Director is the final authority in all academic matters, with the exception of general education requirements, and is charged with the interpretation and enforcement of academic requirements. Any exceptions or changes in completion requirements are not valid unless approved by the Executive Director. Any actions taken by individual faculty members with regard to these matters are advisory only and are not binding on San Manuel Gateway College unless approved by the Executive Director.

Copyright Violations

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Any materials generated, used and provided by San Manuel Gateway College must not be

distributed or shared without prior consent or authorization.

Communication Devices

All communication devices must be set to "off" or "vibrate" during class, laboratory, clinic, or chapel. No cell phones, calculators, laptops, or other electronic or communication items may be used in the classroom, testing facility, or laboratory unless specifically a part of that activity and approved by the faculty member in charge.

Grade Change

A grade may not be changed except when an error has been made in arriving at or recording a grade. Such changes are permissible up to the end of the succeeding term. The faculty member must obtain Executive Director's signature on the change of grade form after the initial grade has been entered.

Satisfactory Completion of Modules and Skills

The goal of the San Manuel Gateway College is to produce proficient and skilled workers in their chosen program. We realize that students learn at different rates and in differing ways. In the Practice Skills Lab students will be given opportunities to practice their skills and will receive support for gaining skill proficiency. However, all clinical skills must be demonstrated and signed off in the Practice or Basic Skills Lab or approved clinical setting by the clinical instructor. Student progress will be based on prompt attendance to all classes and clinical experiences, and on attaining a satisfactory score (minimum of 70%) on quizzes and exams. All absences from theory classes and clinical experiences must be made up during the scheduled make-up time at the end of the school week. Some programs do not offer make-ups. Absences exceeding 20% of theory and/or skills lab hours, even if extenuating circumstances, will require an Attendance Contract. If a student does not comply with the contract, the student will be dismissed from the program. Please refer to the Attendance section for further information.

Clinical progress is based on 100% participation in clinical sessions. Absences from clinical time must be made up either on an alternate clinical training day (if adequate student space is available) or at additional clinical training days scheduled at the end of the week or the end of each session. Unexcused absences and same day call-offs in excess of 20% from clinical rotations may result in immediate dismissal from the program.

Grades and Grade Points

The following grades and grade points are used at San Manuel Gateway College. Each course taught in the College has been approved for either a letter grade and/or an S/U grade.

A	4.0	Outstanding performance.
A-	3.7	
B+	3.3	
B	3.0	Very good performance.
B-	2.7	
C+	2.3	
C	2.0	Minimum level of satisfactory performance for successful completion.
C-	1.7	
D+	1.3	
D	1.0	
F	0.0	Failure; given for not meeting minimum performance required.
S	none	Satisfactory performance (equivalent to a grade of C [2.0] or better).
U	none	Unsatisfactory performance.

The S/U option is limited to elective and religion courses as well as those courses within the professional curriculum for which the program has determined that a letter grade is inappropriate for the course. Once this option is chosen and the grade is filed, it is not subject to change.

W	Withdraw; given in accordance with the time frames published by University Records. A student may withdraw only once from a named cognate course that she/he is failing at the time of withdrawal.
I	Incomplete; given for circumstances beyond a student's control. An incomplete (I) may be changed to a grade only by the instructor before the end of the following quarter. The instructor reports the I notation on the grade report form, as well as the grade the student will receive if the deficiency is not removed within the time limit.

Repeating

A student who receives an unsatisfactory grade in a required course and is required by the faculty to do additional work may pursue one of the following plans, on the recommendation of the program director and the consent of the Executive Director. In either plan, the student must reregister and pay the applicable tuition.

1. Review the coursework/tutorial under supervision, and makeup any pertinent and necessary coursework as deemed by instructor (usually not given before a minimum of two weeks of study). A passing grade resulting from a repeat examination will be limited to a C (2.0).
2. Repeat the course, attend class and/or laboratory, and take the final course examination. Tuition will be charged whether regular or occasional attendance is required.

A student who receives an unsatisfactory grade in a required clinical experience course and is required by the faculty to do additional work must reregister and pay the applicable tuition

Both the original and repeated grades are entered in the student's permanent academic record, but only the most recent grade is computed in the grade point average.

Promotion and Probation

Each student's record is reviewed quarterly by the faculty. Promotion is contingent upon satisfactory academic and professional performance, as well as upon factors related to aptitude, proficiency, and responsiveness to the established aims of San Manuel Gateway College and of the profession. As an indication of satisfactory academic performance, the student is expected to maintain the following grade point average for all programs at San Manuel Gateway College: 2.0.

Specifically, a student whose grade point average falls below the minimum required for the degree in any term, or who receives in any professional or required course a grade less than a C (2.0), or whose clinical performance is unsatisfactory, is automatically placed on academic probation. Continued enrollment is subject to the recommendation of the program. If continued enrollment is not recommended, the College will notify the student in writing.

If continued enrollment is recommended, the student will be required to institute a learning assistance program contract within the first two weeks of the following quarter and meet regularly scheduled appointments with the program director.

Student Responsibility

Application to and enrollment in the University signify the student's commitment to honor and abide by the academic and social practices and regulations stated in announcements, bulletins, handbooks, and other published materials, as well as maintain a manner that is mature and compatible with the University's function as an institution of higher learning.

A student who neglects academic or other student duties, whose social conduct is unbecoming, or whose attitudes demonstrate deficiencies such as poor judgment, moral inadequacy, or other

forms of immaturity inevitably will come under question. The department chair or designee then reviews the case, appraises the student's fitness for a career in this chosen profession, and determines appropriate action as to the student's continuance or discontinuance.

Policy for Monitoring Courses and Program

At the termination of each course students will participate in an anonymous course evaluation process offered online or via printed survey. The evaluation will include a combination of questions in which the students rate – Strongly agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree and respond to open-ended questions.

Administration Office: Student Records

San Manuel Gateway College Administration Office

The College maintains the official academic records of all students at SMGC. All student records are maintained in a secure environment at the College.

Requests for inspecting records should be made in writing to SMGC Administration Office. The director of the office has forty-five days to fulfill this request; however, requests are usually granted within two weeks. Any questions students may have concerning academic standing within the College should be directed to their Program Director or the Executive Director.

College Administration Office hours:

Monday through Thursday: 8:00 a.m. to 4:00 p.m.

Friday: 8:00 a.m. to 1:00 p.m.

Custodians of Education Records

For all admissions, school-based academic, financial, and disciplinary records, please submit request to the SMGC Administration Office. All transcript requests for LLU transferable courses are to be submitted through the SMGC Administration Office. Forms are available in the Administration Office. All documents and student records will be retained for a minimum of 5 years after completion of program.

Request for Verification of Program Completion and College Transcripts

Certificates and statements of completion will be issued only for students whose financial obligations to the College have been met. Requests for verification of certificate programs will be submitted to sanmanuelgatewaycollege@llu.edu.

Privacy Rights of Students in Academic Records (FERPA)

As an educational entity under Loma Linda University, San Manuel Gateway College adheres to the Family Education Rights and Privacy Act (FERPA), in managing student information and privacy.

Under the Family Education Rights and Privacy Act (FERPA), students have full rights of privacy with regard to their academic records, including their grade reports. For detailed FERPA information, visit: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The campus is authorized under FERPA to release directory information concerning students. The College has classified the following as student directory information that may be released: name, address (permanent and local), picture, marital status, birth date, school, program, class, previous college, and telephone number—unless the student specifically requests in writing that the information not be released. Directory information will be released only by the Executive Director's office. Requests for directory information received by other offices of the University will be transferred to the appropriate school office.

Name on Student Records

It is the student's responsibility to provide the College with an official government issued identification (driver's license, ID card). The name listed on this identification will be used on all College documents and correspondence and is essential for the following offices, organizations, and processes: College Records, Social Security Administration, preparation of certificates, and other legal processes.

Students should make certain that the spelling, capitalization, spacing, and order are accurate in College Records. The name spelling and format as it appears on the SMGC student records is the way it will appear on the certificate.

Change of Name

A student may change his/her name in their records at San Manuel Gateway College by submitting a "Name Change Request" form to SMGC Administration Office. This form must be accompanied by at least two items: (1) a certified copy of a marriage certificate, a court order, or a divorce decree and (2) an updated SSN card. All changes in vital records must be made through the College Administration Office.

Name changes received after the second week of a term will be processed after grades have been received for that term. Name changes for expected spring completion candidates must be received by the office of College Administration Office no later than the first week in January

preceding completion of the certification requirements.

Marriage

A student who marries or changes marital status during the academic year must provide the school with advance written notification of the change in status in order to keep school records correct and up to date. It is wise for students to make every effort to schedule their wedding ceremonies during academic recesses.

Grade Reports

Course grades are determined by the faculty member(s) who taught the course. The Administration Office posts all grades at the end of each academic term. Notices concerning academic probation and academic dismissal are issued from the office of the Executive Director.

Grade reports are not sent to parents. Students dependent on the support of parents should inform them of their academic progress.

If a student believes a grade was given in error, the instructor should be contacted. Grades are changed only when an error has been made in arriving at or recording a grade and must be submitted during the subsequent term. Students should feel free to discuss grades with their instructors.

Academic Due Process. If the student wishes to contest a grade, the following steps should be taken:

- Discuss the grade with the course instructor.
- If the matter is not resolved, the student should discuss the grade with the Program Director.
- If the matter still is not resolved, the student may appeal in writing to the Executive Director who will call an Academic Review Committee, whose decision is binding. The committee will review the student's written appeal and vote a decision.

Academic Integrity

San Manuel Gateway College adheres to the University Standards of Academic Conduct and related definitions (see Standards of Academic Conduct). As such, students are expected to be committed to the practice of honesty and to uphold the standards of professional and personal conduct, including behaviors and attitudes that are consistent with University values.

Students who do not adhere to these standards of academic conduct shall be subject to discipline for any form of academic dishonesty—including, but not limited to the following examples of serious breaches of integrity: falsifying reports, records, and the results of research; cheating, including copying from another's examination or allowing another to copy from one's own work; giving or receiving unpermitted aid on class work or take-home tests; and plagiarism—representing as one's own work the work of others, including artificial intelligence products, without giving credit (e.g., course assignments, agency materials, unpublished manuscripts, etc.); direct and substantial quotations without proper citation; and self-plagiarism (submitting previous course work in part or in whole without proper citation and/or permission of the professor involved).

Other examples that may appear to be minor but that constitute misrepresentations of truth, and thus indicate problems with academic integrity, include such actions as signing someone else's name on an attendance sheet (for a required class or meeting); or signing oneself in as present and then leaving, and falsification on clinical rotation documentation.

It is the responsibility of all students to avoid both dishonest practices and the appearance of dishonesty. In addition, students are expected to be accountable for their own conduct as well as to assume responsibility for the professional behavior of their colleagues. Assuming responsibility for the professional behavior of one's colleagues means exemplifying integrity in oneself; encouraging colleagues to be honest and responsible; and refusing to ignore or cover up breaches of integrity, as previously listed.

Acts of academic dishonesty, including but not limited to those previously listed, may be cause for dismissal from San Manuel Gateway College. In all incidents, both faculty and students are charged with the responsibility of reporting instances of such behavior to the Program Director for an investigation. Subsequently, the Executive Director conducts a thorough and objective investigation, while also paying close attention to confidentiality and limiting information to those "who need to know."

The Executive Director will review the evidence negating or verifying academic dishonesty and make a determination of the disciplinary action if applicable. The minimum disciplinary actions to be taken include: (first offense) a failing grade on the assignment or the equivalent; (second offense) a failure in the course or equivalent, without possibility of withdrawal; (third offense) dismissal from the program.

Professional Standards

Student Expectations

San Manuel Gateway College was established to provide education in a distinctively Christian

environment. Students are expected to respect the standards and ideals of the Seventh-day Adventist Church. Prospective students have the freedom to choose or reject University or school standards, but the decision must be made before enrollment. Application to and enrollment in San Manuel Gateway College constitute the student's commitment to honor and abide by the academic and social practices and regulations stated in announcements, bulletins, handbooks, and other published materials; and to maintain a manner that is mature and compatible with the College's function as a professional health care institution.

It is inevitable that the student will come under question if academic performance is below standard; student duties are neglected; social conduct is unbecoming; or attitudes demonstrate deficiencies such as poor judgment, moral inadequacy, or other forms of immaturity.

Procedures for evaluation of academic and nonacademic performance—as well as for the student to exercise his/her right of appeal—follow Loma Linda University and San Manuel Gateway College policies and procedures outlined here in the Student Handbook. Grievances regarding both academic and nonacademic matters must be processed according to these published grievance procedures. After a student files a grievance or an appeal, the faculty assesses the student's fitness for a career in the chosen profession and recommends to the Executive Director appropriate action regarding the student's continuance or discontinuance.

Prospective students who have questions concerning the College's expectations should seek specific information prior to enrollment.

Conduct

As trainees for the healthcare professions, it is expected that students will conduct themselves in a professional manner during their didactic training, as well as during clinical training.

Professional conduct includes, but is not limited to, punctuality and respect of other people, their property, and their right to learn. It also includes an appropriate respect for those in authority.

Students should conduct themselves at all times in a manner representative of their profession and school. Students share responsibility for maintaining an environment conducive to learning. Any activity that interferes with the learning processes vital to the practice of the chosen profession or that violates the integrity of the profession as a whole is not acceptable.

As future healthcare providers, students are expected to conduct themselves in a manner that will not bring criticism to themselves, the school, or the University. In any public place, students are potentially

exposed to patients' relatives and friends. Things said and the attitudes exhibited impact on those around them.

Loma Linda University requests that students observe the following:

1. Because a patient's medical problems are a very personal matter, it is imperative that any information given to students by a patient be held in strict confidence. Therefore, the discussion of patients' diagnosis and treatments, as well as other clinically related topics, should be extremely guarded. Patients' families and members of the community may be listening and wrongly interpret the things discussed. Careless talk may lead to malpractice litigation.
2. A joking or high-spirited attitude toward illness and medical treatment should not be exhibited. This can be extremely disturbing to the ill and suffering. Each program within San Manuel Gateway College may set more restrictive and/or additional standards that must be adhered to by all students within the program.

The following list is illustrative of the type of conduct that violates the University's expectation for student conduct and is cause for discipline up to and including dismissal. It is not an exhaustive or all-inclusive list but is stated here for purposes of illustration:

- failure to respect individual rights. This includes (a) physically or verbally abusing any person or engaging in conduct that threatens or endangers the health, safety, or wellbeing of others; (b) obstructing or disrupting the study of others; the performance of official duties by University personnel; teaching, research, disciplinary, administrative, or other functions of the University, or other authorized activities on University premises; and (c) slander and libel
- disrespect for individual and University property, including theft and vandalism
- refusal or failure to remediate documented unsatisfactory performance
- personal conduct that is incompatible with the standards of morality and propriety of the Seventh-day Adventist Church
- overt disharmony, subversion, or violation of the philosophy, objectives, and policies of the University—including those delineated in this handbook
- gambling or betting
- failure to obey, honor, and sustain civil law
- arrogance and insubordination
- patient abuse

Professional ethics consistent with the Christian understanding of the value and importance of all persons should be reflected in the relationship's students develop with each of their patients. While clinical activities will rightfully be focused on learning, the patient's needs should always be the primary concern. Altruism must be learned and practiced from the earliest moment of the student's

program and reinforced in all aspects of the professional training. Patient abuse will not be tolerated.

Patient abuse includes any behavior or act that might jeopardize the health or well-being of a patient. Examples of patient mistreatment or abuse include but are not limited to:

- unsupervised and/or unauthorized treatment of a patient
- treating a patient while the student is under the influence of alcohol or drugs
- failure to comply with clinic policies regarding patient treatment and documentation
- failure to comply with established protocols for infection control
- refusal to properly treat any patient for reasons of gender, race, color, religion, sexual orientation, national origin, financial status, handicap, or disability
- patient abandonment
- any breach of confidentiality, except as required by law or University policy
- failure to report an observed incident of patient mistreatment or abuse

Uniform Dress Code

San Manuel Gateway College identification badge shall be worn by students on campus and in the clinical training lab settings.

Professional dress code standards will apply to students when attending the SMGC and in the clinical training lab setting:

- The hairstyle shall be neat and conservative and of a natural color.
- Cosmetics and perfumes should be inconspicuous.
- Jewelry is allowed only in moderation. "In moderation" is defined as:
 - One ring (or wedding set) per hand
 - One set of small post-type studs not extending beyond the earlobe
 - Medic-alert bracelet(s), as appropriate
- Not permitted are earrings, neck chains, slogan pins, buttons, or badges.
- Nails should be clean, short, and manicured. Only natural appearing nail polish may be worn. No artificial nails are permitted in the clinical training lab setting.
- Body piercing and tattoos may be required to be covered and/or removed at the discretion of the school.
- Uniforms should be clean, shoes polished, and shoestrings clean.
- Optional undershirt, should match color of pants.

- The school uniform is required for clinical training lab experiences.
- Black, non-porous shoes are required. No flip-flops, sandals, open-toed, canvas-like shoes, are not permitted.

In addition to the above requirements, students will also be responsible for adhering to any additional dress policies of a particular program and/or clinical/practicum agency.

Alcohol, Controlled Substances, Marijuana, and Tobacco

Drug-Free Environment

As stated in its motto, “To make man whole,” Loma Linda University is committed to providing a learning environment conducive to the fullest possible human development. The University holds that a lifestyle that is free of alcohol, tobacco, marijuana, and recreational/ illegal drugs is essential for achieving this goal. University policy is that all students are expected to refrain from the use of tobacco, alcohol, and other recreational or unlawful drugs during the period of their enrollment at the University. Reasons for this policy include evidence that even small amounts of alcohol retard response times and can cloud judgment, and the fact that a high percentage of accidents and crimes (including crimes of victimization and abuse) occur while the perpetrators are under the influence of alcohol or drugs. In addition, available data indicate that approximately 14 percent of individuals who choose to use alcohol will, at some point, become problem drinkers. This policy is consistent with the beliefs and teachings of the Seventh-day Adventist Church that promote a healthy lifestyle. Students are notified of the University’s abstinence policy during the application process and indicate their agreement to abide by it as a condition of acceptance, and are responsible for complying with this policy while they are enrolled in the University. Failure to comply with this policy will result in discipline up to and including dismissal. A student convicted

for the possession or sale of illegal drugs, for an offense that occurred while receiving federal financial aid, will lose eligibility for any federal grant, loan, or work-study assistance.

Drug- and Alcohol-Testing Policy

Loma Linda University may require drug testing of students for clinical requirements and/or reasonable suspicion of impairment, which may occur at any time while the student is enrolled. Students must sign an acknowledgment that they are aware of this requirement; as well as consent to comply with this requirement of testing for alcohol, drugs, and controlled substances. Throughout the testing process, students’ privacy and confidentiality shall be maintained.

Non-negative drug test outcomes will result in additional testing of the original sample to assure

accuracy. In the event of confirmed positive test results, the student must be seen by a qualified medical examiner/certified substance abuse professional to determine if there is a valid explanation. These results will then be reported to the Office of Student Affairs in the requesting school. The Office of Student Affairs may follow up with referral for assessment and recommend treatment for students who test positive. A student enrolled in a mandated treatment program will be subject to the requirements of that program. A positive drug test may result in disciplinary action up to and including suspension or dismissal.

Prevention

The University provides an educational program to help students develop an awareness of the risks involved in alcohol, tobacco, and recreational/illegal drug use; and to promote the benefits of a lifestyle free of these substances. Schools within the University may provide therapeutic assistance for students who have demonstrated impaired function because of abuse of these substances.

Detection

The University reserves the right to investigate any student where reasonable suspicion exists of drug or alcohol involvement. This includes the right to search a personal office, locker, on campus vehicle or residence hall room, or personal property; and the right to require an appropriate drug test and confirmation by a retest. If a search is to be made, it must be authorized by the residence hall director, the dean or associate dean of a school, or the Loma Linda University vice president for enrollment management and student services. If unlawful possession of a controlled substance or drug paraphernalia is discovered, the University will confiscate the item(s), investigate the circumstances, and institute disciplinary actions. Initial identification of substance use or abuse may be made by a supervisor, faculty member, student colleague, or by self-referral from the user.

Confidentiality

All drug and alcohol investigation and drug-testing information is confidential and should be treated as such by anyone who is authorized to have access to such records.

Assessment

All assessments of substance use or abuse will be performed by a qualified professional. If there is reasonable suspicion of impairment or substance abuse, a suspension may be mandated until assessment is completed.

Treatment and Relapse Prevention

Students who suspect that they may have a problem with substance abuse or dependence are

encouraged to seek professional help through one of the confidential assessment and counseling programs available to students. Students who choose to self-refer because of substance abuse or dependency problems can call the University Student Counseling Service directly for an assessment and intervention. The assessment and any subsequent treatment will be kept confidential by the counseling center. When students self-refer, the school within which the student is enrolled will not be notified.

If the student does not self-refer but is assessed to have a chemical dependency where treatment is an appropriate option, he/she may be required to enroll in an outpatient or inpatient treatment program as a condition of further enrollment. The individual will be required to furnish evidence of compliance with the formulated plan of treatment. The treatment recommendations range from required attendance at community 12-step meetings and/or other treatment groups, individual outpatient counseling, or an inpatient treatment program. Random drug screening is a normal part of the treatment and follow-up process. A “positive” drug screen may require more intensive treatment for that student and/or result in further disciplinary action up to and including dismissal. If the student does not comply with the formulated plan of treatment, he/she will be subject to discipline up to and including dismissal.

A program of monitoring or testing for substance use may be required to prevent relapse for students who have a chemical dependency or a record of substance abuse. A recovery contract, including ongoing monitoring and relapse-prevention elements, will be formulated for each student. Each professional school may address relapse prevention in a manner consistent with the way that profession handles impaired professionals. If there is a diversion program already available for members of the profession for which the student is in training, and the program accepts students, the school may refer the student to that program. If a diversion program is not available, the student will be required to be under the supervision of the Student Counseling Center/Student Assistance Program (SAP) or suitable professionals, as determined by the school.

Discipline

If a student is involved in the use or distribution of drugs, alcohol, or tobacco at an on- or off-campus public or private social event, he/she will be subject to discipline, up to and including dismissal. In situations where there is a reasonable belief that a violation of law has occurred, cases may be reported to the appropriate law-enforcement agency for investigation and prosecution.

Drug- and Alcohol-Testing Policy

San Manuel Gateway College follows Loma Linda University’s policies and procedures for drug and alcohol testing, prevention, detection, assessment, treatment, and discipline.

Students confirmed to be under the influence of drugs or alcohol during clinical rotations are subject to discipline, up to and including dismissal from their program.

Student Mistreatment

Loma Linda University seeks to educate ethical and proficient Christian health professionals and scholars through instruction, example, and the pursuit of truth. In order to do this, Loma Linda University and its faculty are committed to the following fundamental values: compassion, integrity, excellence, freedom, justice, purity/self-control, and humility. These values may occasionally be formally taught by faculty; but more often they are learned informally by students through observation of models of professional behavior toward students, colleagues, and patients.

The development and nurturing of these values is enhanced by and based upon the presence of mutual respect between teacher and learner. The diversity of students, faculty, clinical instructors, residents, and staff combined with the intensity of their interactions may, however, lead to alleged, perceived, or real incidents of inappropriate behavior or mistreatment of students. Examples of such mistreatment include: (1) verbal and physical mistreatment, (2) discrimination, (3) excessive or unreasonable time demands, (4) sexual harassment, (5) and the use of grading or other forms of assessment in a punitive manner. Such behavior by faculty or staff, or other behavior that is inimical to the development of mutual respect, is unacceptable at Loma Linda University. While teachers do have the responsibility to motivate and correct students, when correction of an individual is needed, this is usually best done in private but always in a way that shows respect for the student as a person.

An important part of the teaching of mutual respect among professionals is the perception of students as they observe faculty in their interactions with each other. Therefore, faculty should be models of professionalism in all of their interactions and should avoid inappropriate behavior or mistreatment of other professionals and staff. This includes the avoidance of derogatory remarks about or attitudes towards individual colleagues, services, or departments.

Students also learn professional behavior and demeanor by observing their teachers as they interact with patients, clients, and all others. Such professional interactions should be courteous and respectful. Respect for individuals includes, but is not limited to, such things as punctuality, thoughtfulness, mindfulness of personal space; as well as manner and mode of address, appropriate and modest draping of patients, tone and content of verbal interchanges, and body language. In addition, discussion of patients out of their hearing should continue to show the same degree of respect and should not include contemptuous, derogatory, judgmental, or demeaning remarks.

If a student expresses an unwillingness to participate in an aspect of training or patient care as a matter of conscience, that stance should be explored in a nonjudgmental manner to ensure that the teacher and student fully understand the issue. The student's position on matters of conscience should be honored without academic or personal penalty, as long as it does not interfere with the welfare of the patient and the overall educational goals of Loma Linda University.

- Verbal or nonverbal mistreatment includes:
 1. demeaning language and communication, shouting, hostility, profanity, offensive gestures;
 2. repeated or blatant conduct directed towards any person that is intended to insult or stigmatize that person
- Physical mistreatment includes:
 1. physical punishment, such as hitting, slapping, pushing, kicking, or spitting;
 2. the threat of physical punishment;
 3. intentionally or negligently placing another at risk of physical harm.
- Discrimination includes disparate treatment based on gender, age, ethnicity, race, disability, or sexual orientation that stigmatizes or degrades that person.
- Unreasonable or unprofessional demands include:
 1. requiring a student to perform personal services, such as shopping or babysitting;
 2. requiring a student to perform menial tasks with the intent to humiliate the student.
- Sexual harassment: see LLU Policy Prohibiting Sexual Misconduct and Discrimination on the Basis of Sex (Title IX) in Student Handbook and /or Faculty Handbook. If the mistreatment involves sexual harassment, the procedure of the Title IX policy must be followed.

Procedures

Students who believe they have been mistreated have the right, and are encouraged, to initiate one or more of the following procedural options. If, however, the mistreatment involves sexual harassment, the procedure of the sexual harassment policy must be followed. Loma Linda University will ensure that this process occurs fairly and shall be free of retaliation.

Students who believe that they have been mistreated should report such conduct to the University or to school administration. Students may meet directly with the individual involved in the mistreatment and come to a mutually agreeable resolution. Students may choose to take someone with them, such as a faculty member, department chair, unit manager, clinical instructor, chief resident, or other individual. If the student is uncomfortable meeting with the individual involved, he/she is encouraged to follow the procedure below. Students are reminded that reporting inappropriate behavior is a personal and professional responsibility.

The procedure includes the following:

1. Report the incident(s) to the dean of the school in which the student has primary enrollment or to the office of the University's vice president for enrollment management and student services. A systematic method of reporting allows patterns of behavior to be considered in determining the course of action.

It is the responsibility of the dean to investigate, document, and coordinate immediate and appropriate corrective measures/protective actions that are reasonably calculated to end mistreatment, eliminate the hostile environment, and prevent reoccurrence.

2. In determining the actions to be taken, consideration will be given to frequency and/or severity of the conduct; as well as the position held by the accused. A primary objective will be to protect the student from adverse consequences for having reported the incident.

Confidentiality

The University shall protect the privacy of individuals involved in a report of mistreatment to the extent possible. Some level of disclosure may be necessary to ensure a complete and fair resolution. Disclosure may be made only on a need-to-know basis. In keeping with ideals of professionalism and courtesy, the student is advised to refrain from discussing the complaint with individuals not directly involved.

Retaliation Prohibited

All reasonable action will be taken to assure no retaliation against the student, witnesses, or anyone cooperating with the investigation.

Discipline and Appeal

Academic Probation

Each quarter, the faculty and Administrative Committee of San Manuel Gateway College review the grade and progress reports of all students. Students who have failed a required program course, whose cumulative GPA has fallen below the minimum of 2.0, or has not met a stated academic requirement, will be placed on academic probation. San Manuel Gateway College will then work with each identified student to develop an academic plan to meet program requirements, reviewed by the student, Program Director, and Executive Director with a signed

acknowledgment by all parties.

Following being placed on Academic Probation:

- A student that fails to pass the repeated coursework required by the program of study will be dismissed.
- A student that fails to meet the academic plan requirements in the term following being placed on academic probation, may be dismissed from the program.

Professional Performance Probation

When it is determined that a student demonstrates serious unacceptable behaviors or a pattern of behaviors or attitudes not in keeping with the values and ethics of the professional area of study and/or the University, they may be placed on professional performance probation (sometimes also referred to as clinical probation). Professional performance issues include, but are not limited to, substantial and/or unresolved behaviors that affect the student's ability to complete course and/or clinical requirements; or behaviors that seriously impact the student's interactions with faculty, staff, other students, university representatives, representatives of collaborating organizations and clinical training sites, and/or clients at clinical training sites. When any of these issues have been identified, the student will be placed on professional performance probation or will incur other sanctions as deemed appropriate, given the seriousness of the infraction and/or violation of University policies.

Academic and Professional Progressive Disciplinary Processes

Note: Not all phases of disciplinary action outlined may be applicable in all cases.

When a student fails to observe the academic or professional performance requirements of their program (and/or profession), San Manuel Gateway College, and/or the requirements and standards of the University; the following procedures apply:

1. Advisement. Academic or behavioral issues of students may have negative consequences on their current or future performance. If the issue does not rise to the level of a warning, Administration may ask the faculty advisor to speak with the student/s in a timely manner. The faculty member should put a note in the student's file documenting that they have met with the student.
3. Written Warning. The student is provided with an official written warning when previous situations or problems advised about have not been resolved, or are initially presented/exist that have the potential to jeopardize the academic or professional development, performance, and/or may impact the clients/consumers served by the student in their clinical experience. Based on the identified problem as defined by their

Program Director and these policies, students are expected to submit a written response to their program's academic standards committee written warning, detailing how they plan to correct the problem. The Executive Director is to be provided with a copy of the written warning sent to the student and the student's response.

4. Academic and/or Professional Performance Probation. Not all academic and clinical practicum/internship issues result in probation. However, students who have not attended to the self-imposed conditions of a written warning, or for whom a serious situation or problem is identified that has violated the San Manuel Gateway College Academic and/or Professional Performance criteria, will be placed on academic and/or professional performance/clinical probation following a full review and investigation of all issues by San Manuel Gateway College's Administrative Committee. In all cases, students are provided with an opportunity to provide a written explanation, and also provided a copy of the University's grievance procedures. Students placed on probation may continue to be enrolled in both course and practicum/internship experiences unless removal from their practicum/internship is deemed a necessary due to the nature of the identified issue as outlined in the Corrective Action Plan.
5. Dismissal. If the problem still remains unresolved or shows insufficient improvement to meet academic and/or professional standards and requirements, then San Manuel Gateway College's Administrative Committee may make a recommendation for dismissal and forwards this written recommendation directly to the Executive Director, with a copy to the Director of Student Support Services. The Executive Director will notify the student of dismissal in writing.

San Manuel Gateway College reserves the right to accelerate the progressive discipline process in cases of egregious or severe violations including, but not limited to behavior that represent violations of safety and security, gross negligence, malpractice, and/or intentional harm.

Grievance

A student dropped from school for academic or professional reasons and who contends that the appropriate procedure was not followed, may file an appeal to the Executive Director of the school. This appeal must be filed within one quarter from the date on which the Administrative Committee voted to drop the student from school. A grievance will be reviewed only if the appeal is filed within this time frame. The grievance process is not available to individuals who fail to achieve admission or readmission to the school, or who take exception to the terms and conditions of admission or readmission.

Process for Grievance

The student requests the Executive Director to appoint a Grievance Committee to evaluate the situation. This request must be presented in writing and must include pertinent information. Based on their review, the Grievance Committee makes a recommendation to the Executive Director:

- The Executive Director, upon receipt of a written petition for grievance, appoints a committee of two faculty members selected from faculty of the San Manuel Gateway College who were not previously parties to the review of this case.
- The third, nonvoting faculty member, from San Manuel Gateway College or Loma Linda University at-large, is also selected by the Executive Director to meet with the Grievance Committee.
- The Grievance Committee may interview the student, faculty, clinical faculty, or other individuals who may be knowledgeable about the situation. The student may be accompanied only by a faculty advisor—not by friends, family, or legal counsel.
- The Committee renders a written recommendation to the Executive Director upon completion of their review. After reviewing the findings and recommendations of the Grievance Committee, the Executive Director makes a decision, which is final and binding. The student is notified of the decision in writing.

Nondiscrimination Policy

Loma Linda University affirms that Christian principles are not compatible with various forms of discrimination that have divided societies. Loma Linda University further affirms that all persons are of equal worth in the sight of God and that they should be so regarded by all His people. Moreover, this nation was founded upon the ideals of equal worth of all persons and equal opportunity for each individual to realize his/her fullest potential. Therefore, the University is committed to teaching and observing the biblical principles of equality.

The free exercise of religion guaranteed by the Constitution of the United States includes the right to establish and maintain religious educational institutions. Loma Linda University is incorporated as a California religious nonprofit corporation, operated by the Seventh-day Adventist Church as an integral part of the Church's teaching and healing ministries. Federal and state guidelines clearly recognize the right of religious institutions to seek personnel and students who support the goals of the institution, including the right to give preference in employment of faculty and staff, as well as admission of students to members of the Church that sponsors the institution.

The University is committed to equal education and employment opportunities for men and women. While Loma Linda University (LLU) gives preference in its selection processes to students and employees who are aligned with the faith-based mission of the University and the Seventh-day Adventist Church, LLU does not and shall not unlawfully discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, medical condition, physical handicap, mental condition, veteran's status, or age, in the provision of any of its services.

Further, LLU is committed to providing a work environment that is free of unlawful discrimination and harassment. In keeping with this commitment, LLU strictly prohibits all forms of harassment, including but not limited to sexual harassment as well as harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, medical condition, physical handicap, mental condition, veteran's status, or age.

Also prohibited is retaliation of any kind against individuals who file complaints in good faith or who assist in an LLU investigation. These policies apply to admissions, financial affairs, employment programs, student life and services, or any University-administered program.

Policy Prohibiting Sexual Misconduct and Discrimination on the Basis of Sex (Title IX)

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination on the basis of sex in educational programs and activities at institutions receiving federal financial assistance.

Loma Linda University and its affiliated education sites adheres to all applicable federal, state, and local civil rights laws prohibiting discrimination and harassment in employment and education. The University does not discriminate in its admissions practices, employment practices, or educational programs or activities on the basis of sex. As a recipient of federal financial assistance for education activities, Loma Linda University is required by Title IX of the Education Amendments of 1972 (Title IX) to ensure that all of its education programs and activities do not discriminate on the basis of sex. Sex discrimination is prohibited under Title IX and by University Policy. Loma Linda University also prohibits retaliation against any person opposing discrimination or harassment or participating in any internal or external investigation or complaint process related to allegations of sex discrimination.

Questions regarding Title IX, including its application and/or concerns about noncompliance,

should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please visit the [Title IX Policy](#) or contact the Title IX Coordinator.

Mark Hubbard, Title IX Officer

197 East Caroline Street, Ste. 2300, San Bernardino, CA 92408

Email: Mhubbard@llu.edu

Sophia Hamilton, Title IX Coordinator

197 East Caroline Street, Ste. 2300, San Bernardino, CA 92408

Email: shamilton@llu.edu

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Opportunity Commission (EEOC), Office for Civil Rights (OCR) of the U.S. Department of Education and/or the Department of Justice.

U.S. Department of Education

Office for Civil Rights

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, D.C. 20202-1100

Customer Service Hotline: 800-421-3481

Facsimile: 202-453-6012; TDD: 877-521-2172

Email: OCR@ed.gov

Web: <http://www.ed.gov/ocr>

External inquiries regarding training pertaining to the medical school or medical center can be made externally to:

Centralized Case Management Operations

U.S. Department of Health and Human Services

200 Independence Avenue, S.W.

Room 509F HHH Bldg.

Washington, D.C. 20201

Toll-Free: 800-368-1019; TDD: 800-537-7697

Email: OCRMail@hhs.gov

Web: <https://ocrportal.hhs.gov/ocr>

Definitions of Title IX Terminology

Sexual violence involves conduct relating to an actual, attempted, or threatened sexual act against a person's will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or because of an intellectual or other disability). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse and sexual coercion. Examples include "date rape" or "acquaintance rape." Acts of sexual violence may also constitute violations of criminal or civil law subject to prosecution.

Consent is defined as agreement, approval, or permission as to some act or purpose that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Retaliation occurs when intimidation, threats, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation of a federal civil right. This includes formal or informal reports of a violation and reports regarding a violation of an individual's rights or the rights of others.

Sexual Assault Prevention and Response

Loma Linda University Health prohibits acts of sexual assault, domestic violence, dating violence, and stalking and offers educational and preventative information concerning sexual misconduct, alcohol, high-risk behavior, and related topics during new student orientation sessions and workshops. Throughout the year, other programs addressing sexual assault, date rape, and other

forms of sexual misconduct are offered to both male and female students in an effort to decrease the likelihood of rape and sexual assault.

Sexual assault is a crime of violence. Loma Linda University Health takes very seriously every reported case of rape, attempted rape, or other forms of sexual violence or abuse. If you are the victim of sexual violence, contact Security Services immediately. The department will notify law enforcement authorities, who will conduct a criminal investigation of the incident unless the victim voluntarily chooses otherwise. Timely reporting of an incident will enable law enforcement to conduct a thorough investigation and collect and preserve evidence. Even though law enforcement will take a report, they will strongly consider and respect your wishes on whether or not to pursue criminal charges.

The Office of Student Experience will also be notified to assist you in contacting professionals, family, or friends that you may need for emotional support. The Dean's Office will also make, or assist in making, any changes in the survivor's academic and/or living situations after an alleged sex offense if those changes are requested by the victim and are reasonably available.

A formal complaint filed with Loma Linda University Health will begin an investigation and campus disciplinary proceedings against the accused. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. A student found responsible for violating Loma Linda University Health's sexual misconduct policy could be criminally prosecuted and may be suspended or expelled from the University. Additional information on this process is contained in the Loma Linda University Student Handbook.

The organization will, upon request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the organization against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Victims have several reporting options, including those with confidentiality, and may pursue one or all of these options at any time. Victims have a right to have a friend, family member, sexual assault victim advocate, or other representative present while reporting the incident. They also have the right to have a sexual assault victim advocate and support person of their choice present

with them during a rape examination. The campus Title IX Coordinator can assist in notifying the police.

Remember, reporting the crime does not lock you into a course of action, but it does preserve your rights. You have the right to change your mind about participating in criminal or University proceedings at any time.

Importance of Preserving Evidence

It is important that you take steps to preserve and collect evidence; doing so preserves the potential options available following a sexual assault.

To preserve evidence:

- Do not wash your face or hands;
- Do not shower or bathe;
- Do not brush your teeth;
- Do not change clothes or straighten up the area where the assault took place;
- Do not dispose of clothes or other items that were present during the assault, or use the restroom; and
- Seek a medical exam immediately.

If you already cleaned up from the assault, you can still report the crime, as well as seek medical or counseling treatment.

Victims of dating and domestic violence and stalking should save other types of evidence such as:

- Text message conversations;
- Instant message conversations;
- Social networking pages;
- Call logs or any other types of communications; photographs or audio or video recordings; and
- Logs or other copies of documents.

Loma Linda University Health strongly encourages prompt reporting of all crimes and prohibited conduct. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. The ability to effectively investigate and respond may be limited by delay.

What to do if you have been sexually assaulted or experienced dating violence, domestic violence, or stalking:

- Go to a safe location.
- Preserve all physical evidence of the assault, even if you are unsure whether you want to report the crime. Do not shower, bathe, eat, drink, wash your hands or brush your teeth until you have had a medical examination.
- Get medical help as soon as possible.
- Call a trusted friend, family member or someone else who can provide emotional support.
- If off-campus, call 911 to reach the local law enforcement agency.

If on-campus, call Security Operations Center at 909-558-4320.

The Employee and Student Counseling Services offers numerous services from assessment and referral to crisis intervention and short-term counseling. If you are struggling with any issues that are impacting your ability to live your life to its fullest, you can find the [Employee and Student Counseling Services](#) at: 11360 Mountain View Avenue, Suite B, Loma Linda, and can be reached by phone at 909-558-6050.

Local Law Enforcement Involvement

A victim or witness has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, Loma Linda University Health will assist the individual in contacting law enforcement at any time. Under limited circumstances in which a perceived threat exists, Loma Linda University Health may independently notify law enforcement. Loma Linda University Health will comply with law enforcement request for cooperation and such cooperation may require Loma Linda University Health to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. Loma Linda University Health will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes three (3) to ten (10) calendar days, although the delay in Loma Linda University Health's investigation may be longer in certain instances.

Loma Linda University Health will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the Complainant(s) and the campus community and the avoidance of retaliation.

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- *Reprimand*: A formal statement that the conduct was unacceptable and a warning that further violation of any University Policy, procedure, or directive will result in more severe sanctions/responsive actions.
- *Required Counseling*: A mandate to meet with and engage in either University-sponsored or external counseling to better comprehend the misconduct and its effects.
- *Restrictions*: A student may be restricted in their activities, including, but not limited to, being restricted from locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership in student organizations.
- *Probation*: An official sanction for violation of institutional Policy, providing for more severe disciplinary sanctions in the event that the student is found in violation of any institutional Policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- *Suspension*: Separation from the institution, or one or more of its facilities, for a definite period of time, typically not to exceed two years, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension, on successfully applying for readmission, or upon a general condition that the student is eligible to return if the institution determines it is appropriate to re-enroll/readmit the student. The student is typically required to vacate institutional property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from institutional property, functions, events, and activities unless they receive prior written approval from an appropriate institutional official. This sanction may be enforced with a trespass action, as necessary.
- *Expulsion*: Permanent separation from the institution. The student is banned from institutional property, and the student's presence at any institution-sponsored activity or event is prohibited. This action may be enforced with a trespass action, as necessary.
- *Other Actions*: In addition to, or in place of, the above sanctions, the University may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in harassment (which by LLUH definition includes rape, acquaintance rape, and other forcible/nonforcible sex offense), discrimination, and/or retaliation include:

- *Verbal or Written Warning*
- *Performance Improvement Plan/Management Process*
- *Enhanced Supervision, Observation, or Review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Shift or schedule adjustments*
- *Reassignment*
- *Delay of (or referral for delay of) Tenure Track Progress*
- *Assignment to New Supervisor*
- *Restriction of Stipends, Research, and/or Professional Development Resources*
- *Suspension/Administrative Leave with Pay*
- *Suspension/Administrative Leave without Pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

Sex Offender Registry and Access to Related Information

The Federal Campus Sex Crimes Prevention Act went into effect October 28, 2000. This law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under State Law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The State of California maintains a sex offense registry known as the Megan's Law Sex Offense Registry. You may view this site at the following location:

San Bernardino County Sheriff's Department
 655 East 3rd Street
 San Bernardino, CA
 909-387-3545

You may also access this information by visiting <https://www.meganslaw.ca.gov>.

Other Resources

National Domestic Violence Hotline – Call: 800-799-SAFE (7233) or 800-787-3224 (TTY). A crisis intervention and referral phone line for domestic violence.

State Coalition List – Directory of state offices that can help you find local support, shelter, and free or low-cost legal services. Includes all U.S. states, as well as the District of Columbia, Puerto Rico and the Virgin Islands. (National Coalition Against Domestic Violence.)

Sexual Standards Policy

Faculty, staff, students, administrators, and trustees of Loma Linda University Health are expected to respect and honor Christian sexual standards as held by the Seventh-day Adventist Church. We believe that God’s ideal for sexuality is achieved when premarital and extramarital sexual expression and conduct are chaste, and behaviors that suggest otherwise are avoided.

All forms of sexual abuse and exploitation will not be tolerated and will result in disciplinary action.

Romantic Relationships and Dating

The University wishes to promote the ethical and efficient operation of its academic programs and business. In this setting, the University wishes to avoid misunderstandings; complaints of favoritism; romantic relationship issues pertaining to supervision, security, and morale; as well as possible claims of sexual discrimination and misconduct among its students, staff, and faculty. For these reasons:

- A faculty member is prohibited from pursuing a romantic relationship with or dating a student who is registered in any course or program or who is involved in any other academic activity in which the faculty member is responsible as an instructor, coordinator, mentor, or committee member for the duration of the course, program, or other academic activity.
- A staff member is prohibited from pursuing a romantic relationship with or dating a student who is registered in any course or program or who is involved in any other academic activity in which the staff member participates in any direct supporting role for the duration of the course, program, or other academic activity.

- A University administrator or supervisor is prohibited from pursuing a romantic relationship with or dating any employee of the University whom he/she supervises for the duration of the supervision.

For purposes of this policy, “romantic relationship” is defined as a mutually desired courting activity between two individuals. “Dating” is defined as a romantic social engagement arranged by personal invitation between the two individuals involved, or arranged by a third party. Faculty, staff, and administrators who violate these guidelines will be subject to discipline up to and including termination of employment and/or loss of faculty appointment. Students who participate in the violation of these guidelines will be subject to discipline up to and including discontinuance as a student at LLU. See *Seventh-day Adventists Believe*, Hagerstown, MD: Review and Herald Publishing Association, 1988:294; and Action from 1987 Annual Council of the General Conference: “Statement of Concerns on Sexual Behavior,” *Adventist Review*, January 14, 1998:21 for a position paper on this understanding.

Grievance

A student dropped from school for academic reasons and who contends that the appropriate procedure was not followed, may file an appeal to the Executive Director of the school. This appeal must be filed within one quarter from the date on which the Academic Review Committee voted to drop the student from school. A grievance will be reviewed only if the appeal is filed within this time frame. The grievance process is not available to individuals who fail to achieve admission or readmission to the school, or who take exception to the terms and conditions of admission or readmission.

Process for Grievance

The student requests the Executive Director to appoint a Grievance Committee to evaluate the situation. This request must be presented in writing and must include pertinent information. Based on their review, the Grievance Committee makes a recommendation to the Executive Director:

- The Executive Director, upon receipt of a written petition for grievance, appoints a committee of two faculty members selected from faculty of the San Manuel Gateway College who were not previously parties to the review of this case.
- The third, nonvoting faculty member, from the Academic Review Committee, is also selected by the Executive Director to meet with the Grievance Committee.
- The Grievance Committee may interview the student, faculty, clinical faculty, or other individuals who may be knowledgeable about the situation. The student may be accompanied only by a faculty advisor—not by friends, family, or legal counsel.
- The committee renders a written recommendation to the Executive Director upon

completion of their review. After reviewing the findings and recommendations of the Grievance Committee, the Executive Director makes a decision, which is final and binding. The student is notified of the decision in writing.

Accommodations for Disability

Section 504 of the Rehabilitation Act of 1973 states that: “No otherwise qualified person with a disability in the United States ... shall, solely by reason of ... disability, be denied the benefits of, or be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance.”

Loma Linda University supports the integration of all qualified individuals into the programs of the University and is committed to full compliance with all laws regarding equal opportunity for all students with a documented disability. At LLU, students, faculty, deans or dean’s designee, department chairs, and the Appeals Committee for Students with Disabilities (chaired by the vice president for student services) all play a joint role in ensuring equal access to campus facilities and programs.

Definitions

- An “individual with a disability” is someone with a physical or mental impairment that substantially limits one or more “major life activities.” Physical or mental impairments include, for example, specific learning disabilities, emotional or mental illness, visual impairments, deafness and hearing impairments, mobility impairments, and some chronic illnesses.
- “Major life activity” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning. A person is considered an individual with a disability and protected by the law if he/she has the disability, has a record of having the disability, or is regarded as having the disability.
- A “qualified person with a disability” means an individual who, with reasonable modifications or “accommodations” (if necessary) to rules, policies or practices, the removal of barriers, or the provision of auxiliary aids and services meets the eligibility requirements for receipt of services and participation in programs or activities.
- “Accommodation” refers to a change in the status quo. A “reasonable accommodation” in the student setting is a modification or adjustment to a course, program, activity, or building that allows the person with a disability to participate as fully as possible in the programs and activities offered by the University.

Overview

Students with disabilities are required to meet the same academic standards as other students at the University. Services that may be provided students with disabilities include, but are not limited to, advocacy and disability advising, classroom and testing accommodations, sign language interpreting, housing accommodations, taped/scanned books, assistive technology training, referral for testing or additional services, and an orientation workshop on services for incoming students.

The Office of the Executive Director at San Manuel Gateway College is responsible for evaluating and maintaining all disability records for students with disabilities. The office arranges for determining eligibility for services and provides verification of the disability based on the evaluation that the student may use to acquire a needed accommodation for specific courses. Students identify themselves to the dean's office at the individual school to request services or accommodations.

Documentation of a disability is required. All information regarding a disability is considered confidential. A student is responsible for arranging for accommodations by providing his or her instructors with a letter from the Office of the Executive Director at San Manuel Gateway College requesting the approved accommodations. Instructors are responsible for implementing accommodations as outlined in the Letter. (See "Accommodation Requests" below.)

Office of the Executive Director at San Manuel Gateway College is responsible for ensuring instructors and students are informed about Section 504 of the Rehabilitation Act of 1973, which states: "No otherwise qualified individual with a disability in the United States... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance and that faculty fulfill their roles in assisting with approved accommodations."

Only the Office of the Executive Director at San Manuel Gateway College has the right to waive, substitute, or adjust course or degree requirements. The vice president for student experience resolves conflicts in the provision of reasonable accommodations or denial of accommodations by the dean's office.

Students requesting accommodation should first contact the administrative office in the college, who will assist the student in obtaining appropriate documentation with recommendations for accommodation.

Loma Linda University is responsible for maintaining a grievance committee appointed and charged with reviewing the student's complaints regarding disability policies and procedures. The members of the grievance committee shall be appointed by the vice president for enrollment management and student services. Members of the grievance committee shall be comprised of

faculty, staff, and administrators in a variety of specialized areas—including but not limited to health care, counseling and educational psychology, educational assessment and measurement, disability issues, and student advisement from the school in which the student is enrolled. The committee shall primarily comprise faculty and staff from the school in which the student is enrolled.

Accommodation Requests

Only through a student's voluntary disclosure of disability and request for accommodation will LLU support disability-related needs. At LLU, students with disabilities who wish to request services or accommodations for their disabilities must identify themselves to the administrative office of the school where the specific course is taught. Students must submit a written request to the Office of the Executive Director. A disclosure of disability or request for accommodations made to an instructor or staff member will not be treated as a request for accommodations.

Requests for services or accommodations should be made as early as possible to allow time to review requests and documentation. The Office of the Executive Director will evaluate the medical documentation and determine a student's eligibility for services. If a physician, psychologist, or other qualified specialist documentation is needed, the dean's office will notify the student of such and the time frames by which the necessary supporting documentation must be provided.

If a student is approved by the Office of the Executive Director to receive certain services or accommodations, the Office of the Executive Director will prepare a letter setting out the approved services or accommodations to be provided to the student for specific courses. It is the student's responsibility to present a copy of the executive director's letter of approved accommodations to his or her instructors and make the necessary arrangements to receive the approved accommodations. The instructors will provide students with the approved accommodations. Only the Office of the Executive Director or their designees have the right to waive, substitute, or adjust course or degree requirements.

If the Office of the Executive Director denies a disabled student's request for accommodations, the Office of the Executive Director will notify the student in writing of the denial and the reason(s) for it. The student may informally resolve the denial by meeting with the executive director within 14 calendar days of the denial of the requested accommodations; or, the student may file a formal grievance with the vice president for student experience within 60 calendar days from the date the student knew or could reasonably be expected to know of the action that is the subject of the complaint.

Within 14 calendar days of receiving the student's written complaint or grievance, the vice president for enrollment management and student services will initiate the resolution process by

assigning someone to investigate the complaint or appoint a grievance committee to resolve the matter. Service animals specifically trained to aid a person with a disability are permitted on campus pursuant to LLU policy. Pets and other animals are not permitted.

Determining Accommodations

Appropriate documentation of the disability must be provided so that the Office of the Executive Director can determine the student's eligibility and the appropriate accommodations.

Accommodations are determined on a case-by-case basis, taking into account the learning needs of the student, the requirements of the learning task, the course standards and essential requirements, and the educational environment.

At LLU, the determination of appropriate and reasonable accommodations is based upon approved documentation and through interaction with the student. Specifically, accommodations are determined by the Office of the Executive Director in consultation with the student and may involve input from the instructors and staff, as needed. The Office of the Executive Director should communicate to the student whether the accommodations pertain to coursework, clinical placements, or other areas of the educational program.

Determining how students are to be evaluated in a course is an example of an area where instructor input would be solicited. In reviewing the specific accommodations requested by the student or recommended by the physician/evaluator, the Office of the Executive Director may find that, while a recommendation is clinically supported, the requested/recommended accommodations may not be the most appropriate—given the requirements of a particular student's academic program and the program's technical standards.

Limitations

Students are required to have essential physical abilities and competencies in reasoning and thinking to be able to pass competency evaluation exams for their respective programs. Essential skills are listed in each program's catalog entry.

Problems including but not limited to English as a second language (ESL), test anxiety, slow reading speed without an identified underlying physical or mental deficit, or failure to achieve a desired academic outcome are generally not covered by the ADA.

To be considered for accommodation based on a learning disability, a student must experience marked difficulty when compared with the average person in the general population, not just other students, in one or more academic areas as a result of a significant information processing or attention disorder. Students requesting accommodation must provide supporting documentation for the disability requiring accommodation, including:

- A report from a licensed professional approved by the school, completed within one year of the start of the program, identifying the diagnosed disability and the recommended accommodations.
- Record of any previous accommodation provided by educational institutions or other testing agencies.
- If no prior accommodations were provided, the licensed professional should include an explanation of why accommodations are now indicated.

Documentation will be reviewed by the San Manuel Gateway College Administrative Committee for approval. If further assessment is indicated, temporary accommodations will be granted for up to ninety days until permanent accommodations are determined and formally implemented. Students requesting accommodation are responsible for:

- Reporting their request for accommodation to the Office of the Executive Director.
- Providing the supporting documentation.

The Office of the Executive Director and Administrative Committee are responsible for:

- Recording the receipt and filing the accommodation documentation.

Providing the letter of support to course directors, including the nature and scope of the accommodation.

Information Systems Policy

The information systems at Loma Linda University (LLU) have been provided to serve the educational, clinical, research, professional service, and administrative activities of students, faculty, staff, and administrators. In order to foster optimum availability of the SMGC computers, LLU information, and networked resources to all members of the community, the following guidelines and policies are provided.

Scope

These policies govern the use of all computers, networked devices, and servers owned by the University; and all privately-owned computers that are connected to the University network or that access information stored on the University computers or servers. All users of University facilities are expected to be familiar with these guidelines and policies and to abide by them. This includes students, faculty, staff, administrators, volunteers, patients, visitors, and any others who use University facilities.

Supported Uses of the University's Computers and Information Systems

University faculty, staff, students, and administrators are encouraged to use the computer

systems for the following purposes:

- activities furthering the teaching and learning mission of the University
- activities furthering research related to the University's mission
- activities facilitating clinical and health care within the scope of the University's mission
- activities supporting professional or community service that is in concert with the mission of the University
- activities managing the business and administrative operations of the University
- communications that facilitate any of the activities listed above

All other activities are ancillary to the mission of the University and are therefore not supported.

Username and Passwords

All users are expected to adhere to the following appropriate use guidelines:

- Systems access is assigned to faculty, staff, and students as appropriate to their roles and responsibilities in the system. Others may be given access based on need and availability
- University passwords must be kept confidential. The University monitors and tracks electronic activity of each system by use of the username and password. Sharing usernames and passwords compromises network security and data integrity
- Users of the University's computers and information systems are to access systems using only usernames and passwords that have been assigned to them.

Inappropriate Uses of The University's Computers and Information Systems

The following activities may compromise the security or privacy of information or compromise the functionality of the University network or computer systems. Users of the University's computer and information resources must remember the following:

- Any activity that disrupts the computers or networks of others or that causes slowdown in the activities of others is prohibited. This includes sending unsolicited email unrelated to the University's mission.
- Any activity that does not comply with the mission of the University, policies of the University, or is incompatible with Christian and ethical values is prohibited. This includes viewing, storing, or transferring information that contains obscene, offensive, indecent, lewd, or pornographic material
- Use of University computer systems for commercial uses, except by organizations that are under contract with the University, is strictly prohibited. Such prohibited uses include, but are not limited to, development of programs, data processing, or computation for commercial use; and preparation and presentation of advertising material.
- Any advocacy for or against a candidate for political office or a political cause is prohibited as a violation of the University's nonprofit tax-exempt status.
- Unauthorized access to any computer system on or off campus is prohibited.

- Any activity that is illegal in nature or violates the spirit of local, state, federal, or international laws is prohibited.

University Ownership and Access to Computer Files

- Loma Linda University is the owner of all information and data stored on its computer systems, except as otherwise covered in the intellectual property policies.
- University administrators and computing personnel shall respect the privacy of data that is stored on individual computers, email accounts, and in secured server areas.
- University administration or computing staff will access files only for the following purposes:
 - a. to complete University business or academic functions,
 - b. to perform system diagnostic procedures,
 - c. to examine accounts suspected of unauthorized use or misuse,
 - d. to comply with government and legal requests

Remedies

Violations of the University information system policies or of any local, state, or federal laws relating to computer use can lead to discipline—including suspension or dismissal from the University and/or criminal prosecution.

Responsibility for Reporting

Anyone who becomes aware of unethical or forbidden use of University computer resources, including receipt of obscene or harassing messages, should notify one of the following: LLU Helpdesk, director of network administration, a system administrator for his /her area, a system administrator for the system involved, the dean of his /her school, or the vice chancellor for information systems.

Schools and other entities may provide additional computer use policies and/or guidelines that are related to the mission of the school or other entity and that are not in conflict with these policies.

University Email System

An LLU email account will be provided to each student. The University and SMGC administration will use this email account for official communications with students. This provides University faculty, staff, and students a single point of contact for email communications between the University and students. Students are responsible for all communications sent from the University to their University email account.

Students are not permitted to send mass emails unless specifically authorized by the SMGC administration.

LLU Secured Portal and Internal Web Pages

The University maintains a secured portal to facilitate internal and secured communication. These pages are prepared and maintained by designees of originating administrator, school, department, program, center, or association for use by students, faculty, staff, and approved others. Approved others must have recognized status on campus, that is, be working or studying on campus for a definable period of time (required by many software licensing agreements). The Canvas administrator should be contacted in order to set up a secured portal presence.

Social Media Policy

Loma Linda University Health (LLUH) encourages its employees, medical staff, faculty, and students (“individuals”) to post responsibly and exchange opinions and ideas in public forums in a way that is professional, constructive, and in compliance with all LLUH policies and codes of conduct. Accordingly, this policy is intended to set forth the terms of LLUH policy regarding use of various public media forums, e.g., radio/television appearances, newspaper editorials, conference presentations; as well as blogs, discussion forums, and other interactive websites.

This policy includes provisions for individuals creating, posting on, commenting on, or uploading to any Internet website, such as media sites, chat rooms, bulletin boards, newsgroups, discussion groups, e-mail groups, personal websites, video-sharing sites, picture-sharing sites, dating sites, and social-networking sites — e.g., Snapchat, Instagram, Facebook, Twitter, etc., whether or not such sites are set to private.

The policy entitled “Participation in Social Media and Public Forums” can be found in the sections of the policy that are excerpted in the following.

Specific Policies & Prohibitions

- Individuals shall use caution to not allow the informality of online public forums to lapse into rash postings, careless behavior, or improper comments; and they shall be expected to comment with respect.
- Individuals shall not post information that in any way discloses private or confidential information about employees, students, or patients of LLUH.
- Individuals shall not post information that in any way discloses private, confidential, or proprietary information; or trade secrets of LLUH, its employees, or any third party that has disclosed information to; LLUH; or any other information of LLUH protected by its policies.

- Individuals shall assume that all comments made in Public Forums will be made widely available at some point and attributed back to them.
- Individuals shall not engage in postings or comments that may harm or tarnish the image, reputation, and/or goodwill of LLUH or any of its students, employees, patients, or clients.

Online Public Forums — General

Individuals shall be prohibited from using any LLUH logo or from adding a link from an external Web page into an LLUH website in a way that would imply endorsement by LLUH.

Responsibility to Report

Any inappropriate blogs and/or postings that violate the provisions of this policy shall be reported to LLUH management/administration immediately. Questions and concerns shall be directed to the employee's supervisor, manager, and/or Human Resources Management Department (HRM).

Remedies

Failure to comply with LLUH policies regarding blogging and online posting shall be considered grounds for disciplinary action, including immediate termination.

Pornography

Statement of philosophy

Pornography is destructive, demeaning, desensitizing, and exploitative. It is a systematic practice of exploitation and subordination based on sex that harms its victims and subjects. It promotes injury and degradation such as rape, battery, and prostitution; and inhibits just enforcement of laws against these acts. It damages relationships and undermines individuals' equal exercise of civil rights and educational and work opportunities. As such, it has no place in the employment or learning environment of any LLUH entity.

Definition

For purposes of this policy, the term "pornography" shall include, but not be limited to, presentation or depiction of individuals—whether in pictures or in words—in a context that objectifies them as sex objects in scenarios of degradation, injury, or torture, in a context that makes these conditions sexual.

1. All LLUH entities
 - a. prohibit the possession, viewing, downloading, and exchange, transmission, storing, copying, or reading of pornography in the workplace or place of learning

or on any equipment that uses or accesses LLUH academic or patient systems.
NOTE: This list is not intended to be inclusive of all prohibited activity.

- b. require all persons in supervisory and administrative positions to be trained regarding their reporting and disciplinary responsibilities in the discovery of pornography in the workplace. NOTE: Such training may be presented in conjunction with sexual harassment-prevention training.
 - c. prohibit all employees or students from conducting research on pornography issues unless they obtain written authorization from their vice president or dean to conduct such research.
2. All violations of these policies shall be subject to disciplinary action, up to and including immediate termination of employment or student expulsion.
3. All suspected or alleged violations of this policy shall be reported immediately to:
 - a. the assistant vice president or manager of employee relations in the Human Resources Management (HRM) Department—whether the violation involves physicians, students, or employees.
 - b. the designated vice president of the entity, if an employee is involved.
 - c. the vice president for enrollment management and student services, if a student is involved.
4. At the discretion of the vice president, the Employee (EAP)/Student Assistance Program (SAP) may be notified and/or consulted. Employees or students may also be referred to the EAP/SAP for evaluation and/or referral.
5. All discoveries of involvement in child pornography shall be reported to the local police department by the entity employing the involved individual. The violation shall also be reported to:
 - a. the assistant vice president or manager of employee relations in the HRM Department—whether the violation involves physicians, students, or employees.
 - b. the dean of the academic school, if University personnel are involved.
 - c. the LLU vice president for enrollment management and student services, if students are involved.
6. No supervisor or administrator shall impede or inhibit the reporting duties required under the California Penal Code Section 11165 et seq. Persons making such a report shall not be subject to any sanction for making the report.
7. Students shall be required to adhere to the provisions of this policy and, more specifically, to the requirements in the Loma Linda University Student Handbook.

Communicable Disease Transmission Prevention

Loma Linda University is committed to providing a healthy environment for learning through a

comprehensive program to prevent communicable disease using the latest scientific information and procedures. This includes educating individuals regarding the reduction of communicable disease transmission, and the need for immunizations. The University will comply with state and federal regulations on communicable disease-transmission prevention and will maintain high legal and ethical standards to protect the confidentiality of individuals with communicable diseases, as well as their right for compassionate care—regardless of disease condition.

Premises

- The transmission of communicable infections can occur from patient to provider, provider to patient, and patient to patient. Preventive measures must, therefore, include providers and patients.
- A comprehensive communicable disease transmission-prevention policy must address the following infectious agents:
 1. blood-borne viruses—such as hepatitis B, hepatitis C, and human immunodeficiency virus;
 2. mycobacterium tuberculosis, including drug-resistant infections;
 3. vaccine-preventable diseases—such as chickenpox, measles, rubella, and mumps;
 4. acute, intermittent, and chronic bacterial or viral infections that are transmitted from person to person.
- Certain core infection control measures—such as hand washing and universal standard precautions—must be practiced appropriately in every patient-care situation.
- Specific techniques to prevent inadvertent exposure of high-risk patients to infectious agents are often mandated by state and federal regulations.
- Education of all health-care providers on the risks of communicable disease transmission and effective infection control techniques is critical to achieve a safe environment for health-care provider and patient alike.
- Policies regarding the admission, appointment, curriculum choices, or completion of matriculation for students or faculty who have communicable diseases will follow the most current scientific evidence and recommendations. Counselors guiding these individuals will make every effort to provide reasonable accommodation for the safe care of patients, students, faculty, and staff.

Procedures

- The University shall maintain a standing communicable disease committee, including representatives from Loma Linda University Medical Center and the Student Health Service, whose members will develop regulatory guidelines, procedures, and educational modules that apply throughout the University and affect every student, faculty, and staff.

This includes required immunizations, confidentiality, state and federal regulations, civil rights, and provisions for testing, treating, and counseling. Each school will implement these elements.

- The University's communicable disease committee is responsible for keeping abreast of the most current and reliable information, following CDC guidelines, and shall provide direction to the deans and committees of the various schools.
- Care providers—whether students, faculty, or staff—who do not follow recommended infection control policies and practices and are deemed to be a potential and serious hazard to patients and others will be subject to appropriate disciplinary action. These may include, but are not limited to, dismissal or restriction of clinical practice, which will be determined on a case-by-case basis by the **responsible** school or department.
- Each school is responsible for applying the guidelines of the communicable disease committee. Each school shall designate an individual from the school to serve as a liaison between the communicable disease committee and the Student Health Service.
- Each school shall cooperate with the clinical facilities or practice sites by encouraging students, faculty, and staff to attend training courses on infection control offered by the clinical facilities or practice sites.
- The clinical facilities or practice sites used by the schools shall have similar communicable disease policies and procedures and provisions for implementation.
- The University shall publish its communicable disease policy on its website.

Procedure following occupational exposure to blood/body fluids

If a student is exposed to another person's blood or body fluid (e.g., through a needle-stick injury or mucous membrane splash), he/she should take the following steps:

1. Remove the soiled clothing and wash the exposed area with soap and water.
2. Notify attending physician, resident, charge nurse, or site coordinator.
3. Obtain the name and medical record number of the source patient.
4. At LLUMC, report to LLUMC Emergency Department for evaluation and treatment. (If the exposure occurs at an off-campus site, present to the designated department at that site). It is vital that this be done in a timely manner. The Centers for Disease Control and Prevention recommends that treatment be obtained within two hours. If it is not possible to meet this timeline, treatment and evaluation should still be obtained as soon as possible. During this visit to the designated department for immediate intervention, the following will occur:
 - a. A risk assessment will be performed. This assessment will evaluate the type of exposure the student received and the benefits of treatment. Baseline blood testing will be performed.

- b. The student will be notified of the process to be followed for discovering the source patient's infectious status. If the patient's infectious status is not known, hospital personnel will ask the patient for consent for HIV blood testing; and specimens will be obtained to screen for HIV, hepatitis B, and hepatitis C. The student should not ask the patient for this consent or for information. The source patient should be consented and drawn by hospital personnel other than the student.
 - c. Information will be provided to assist the student in making an informed decision regarding postexposure prophylaxis.
 - d. Vaccinations will be updated as necessary.
5. If the exposure occurs while the student is at an off-campus site, steps 1–3 above should be followed and the student should then report to the LLUMC Emergency Department for post-exposure assessment and treatment.

Weapons Possession Policy

To provide a safe environment for students, faculty, employees, patients, and visitors, no patient, student, visitor, faculty, or other employee shall be allowed to have in his/her possession while on the Loma Linda University Health premises any firearms or any illegal weapons as defined by the California Penal Code without specific Loma Linda University Health approval. Law enforcement personnel conducting official business and on-site armed security services are the exception. All persons not in compliance with this policy will be asked to leave the premises or be taken into custody by Security if a clear violation of the law can be established. "Possession" for this policy is defined as on one's person or in one's motor vehicle, residence hall or work area. Any suspected or observed violation of this policy should be immediately reported to Security Services. Students found to be in violation of the Weapons Possession Policy will be subject to discipline up to and including dismissal and arrest.

SECTION IV

CERTIFICATE PROGRAMS

Medical Assistant Program

Program Director

Lisa Gayles

Medical assistants are vital members of the healthcare team who support physicians and other providers in outpatient or ambulatory care settings. They perform a wide range of administrative and clinical tasks, including scheduling appointments, managing patient records, taking vital signs, preparing patients for exams, and assisting with procedures. Their role requires strong communication, organizational, and technical skills, as well as a commitment to patient care and confidentiality. Medical assistants help ensure that healthcare environments run smoothly and that patients receive efficient, compassionate service.

The Program

The Medical Assistant Program is designed to prepare highly skilled professionals for careers in ambulatory care settings, where they will perform both administrative and clinical responsibilities. Graduates of the program will possess a comprehensive body of knowledge and specialized skills developed through rigorous academic instruction and hands-on experience. This foundation ensures they meet the professional standards required for entry into the field.

Professional Certification

Medical Assistant students who successfully complete program sit for the Certified Clinical Medical Assistant (CCMA) exam, administered by the National Healthcareer Association (NHA).

Program Modality

In-person, web-enhanced (hybrid)

The Medical Assistant Program follows a hybrid instructional model, combining in-person and online learning to support both practical and theoretical development. Students attend classes three days each week, which includes laboratory work to build hands-on skills. Additional course content is delivered online, utilizing online lectures, assignments, and activities. This flexible format allows students to engage with course content in a way that accommodates diverse learning styles and schedules. The program requires completion of an in-person practicum in an ambulatory clinical setting with a minimum of 160 hours.

Program Objectives

The objectives of the medical assistant program are:

1. To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
2. To provide academic assessment and development of critical thinking, effective communication, and personal and professional responsibility.
3. To prepare students who are professionally proficient to perform clinical and administrative duties of a medical assistant.
4. Based on domain competencies established by the Commission of Accreditation of Allied Health Education Programs (CAAHEP).
5. To serve the needs of the communities of interest through continuous program assessment and improvement while monitoring the ever-changing health-care environment.

Essential Skills for Medical Assistants

Medical assistants must meet minimum entry qualifications and demonstrate a range of physical and cognitive competencies essential to the profession. These skills are required of all applicants to the San Manuel Gateway College Medical Assistant Program and are categorized into four key areas:

Psychomotor (Physical) Skills

Medical assistants must be able to:

- Work effectively with equipment and instruments, including setup, operation, manipulation, and handling.
- Perform physical tasks such as standing, walking, sitting, lifting (up to 50 pounds), pushing, pulling, climbing, balancing, stooping, crouching, kneeling, turning, twisting, crawling, and reaching within a clinical environment.
- Use sensory abilities—sight, touch, taste, smell, and hearing—to assess and respond to patient needs.

Cognitive (Thinking) Skills

Medical assistants must be capable of:

- Working with abstract data including numbers, symbols, concepts, and ideas.
- Executing mental tasks such as problem-solving, prioritizing, measuring accurately, following instructions, and applying critical thinking to synthesize, coordinate, analyze, compile, compute, copy, and compare information.
- Communicating effectively using verbal and nonverbal methods; recalling and comprehending written and spoken instructions; writing clearly; and demonstrating skills in negotiation, instruction, explanation, persuasion, and supervision.

Affective (Interpersonal) Skills

Medical assistants are expected to:

- Engage positively with individuals and groups in both direct and indirect interactions.
- Manage emotions appropriately and handle stressful situations with professionalism.
- Accept constructive feedback and take responsibility for personal actions, behavior, and learning.
- Make sound decisions independently and ethically.

Task (Work Function) Skills

Medical assistants must be able to:

- Work independently and manage assigned tasks.
- Demonstrate awareness of safety protocols and identify potential hazards.
- Adapt to changing work conditions and maintain focus and attention as needed.
- Perform within defined limits and schedules, including consistent attendance.
- Carry a standard workload and seek assistance when appropriate.

Program Admissions Requirements

1. High School Transcript, High School Diploma, or GED Certificate

Unofficial transcripts can be electronically uploaded in the online form. Official transcripts must be mailed or hand-delivered to San Manuel Gateway College.

2. Two References

Applicants must provide contact information for two references. These can be from teachers (past or present), mentors, employers (past or present), spiritual leaders, etc. References cannot be family members or anyone under the age of 18.

3. Personal Statement

Applicants must respond to personal prompts within the application. These responses must be in brief paragraph/essay style format.

4. Ninth-grade level proficiency in English and Math.

Proficiency is evaluated at the time of applicant interview. Eligibility for government funded financial assistance may require separate evaluation (e.g., CASAS test).

Program Cost

2025-2026 Academic Year tuition fees are: \$7,800.00

*** Program tuition is inclusive of required textbooks, uniforms, exam review material, and cost of first attempt on the Certified Clinical Medical Assistant (CCMA) credential.*

Program Requirements

Term 1

GCMA 010	Fundamentals of Medical Assisting – Patient Care
GCPD 010	Professional Development Seminars
RELR 108	Jesus, Health, and Wholeness (Fall Cohort) <i>or</i>
RELT 107	World Religions (Spring Cohort)

Term 2

GCMA 011	Fundamentals of Medical Assisting in Front Office
GCMA 020	Professionalism and Preparation for Certification
RELR 105	Intro to Whole Person Care (Fall Cohort) <i>or</i>
RELE 106	Intro to Health-care Ethics (Spring Cohort)

Term 3

GCMA 030	Medical Assisting Practicum
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Program Specific Policies

Transportation Policy

Students are required to have their own transportation to and from classes, labs, and clinical sites.

CPR Certification Policy

Students will be provided with American Heart Association (AHA) Healthcare Provider BLS certification (CPR) as part of their training. Certification must be obtained prior to participating in clinical rotations.

Medical Assistant Curriculum Policy

The Medical Assistant curriculum follows the core standards set by the Medical Assisting Education Review Board (MAERB) and is developed by program leadership. Oversight is provided by the Executive Director of San Manuel Gateway College. Program quality is continuously evaluated through student feedback and input from the Program Advisory Committee (PAC).

Theory Instruction Policy

Theory instruction integrates cognitive content with psychomotor and affective competencies, delivered in a blended format (online and on-campus). Online theory exceeds MAERB's

minimum 50-hour requirement. Skills are introduced online, demonstrated in lab, and practiced only after competency is verified.

Clinical Rotation Policy

Clinical rotations are limited to four students per site and supervised by experienced Medical Assistants or LVNs. Oversight is provided by the Program Director. Rotations occur between 8:00 AM and 5:00 PM and require 160 hours for completion.

Basic Skills Evaluation Policy

Basic skills are evaluated on a pass/fail basis. Students attend in-person labs twice weekly and must demonstrate competency in all required skills. Each skill allows up to three attempts, with a minimum passing score of 70% within the allotted time.

Program Progression Policy

The Medical Assistant program consists of three terms. Upon completion, students are eligible to sit for the Certified Clinical Medical Assistant (CCMA) exam. Clinical experiences are introduced in the third term and align with the theoretical and lab-based instruction. Skills must be demonstrated and approved in the lab before being performed in a clinical setting, ensuring safe and competent practice.

Accreditation

The Medical Assistant Program at Loma Linda University is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350; website: <http://www.caahep.org>.

Course Descriptions

GCMA 010 Fundamentals of Medical Assisting – Patient Care

This course introduces core competencies required for entry-level medical assistants. Students learn infection control practices, including hand hygiene, PPE use, and biohazard disposal. Training includes patient screening, documentation of health histories, and preparation for routine exams and lab procedures. Medication administration covers pharmacology basics, dosage calculations, and oral/non-injectable techniques, with an introduction to injections. The course also emphasizes professional communication, cultural sensitivity, medical ethics, regulatory compliance, and time management. Integrated instruction in anatomy and physiology provides foundational knowledge of body systems and their functions.

GCMA 011 Fundamentals of Medical Assisting- Front Office

This course prepares students for front office responsibilities in ambulatory care settings, emphasizing patient interaction, accurate documentation, and administrative workflow. Students develop skills in medical terminology, electronic health records (EHR), appointment scheduling, insurance verification, billing and coding (ICD-10, CPT, HCPCS), and basic bookkeeping. Training includes business communication, HIPAA compliance, and the use of office technology across hybrid systems. The course also explores nutrition, patient education, and wellness counseling as part of routine care. Emergency response training includes CPR and First Aid certification, equipping students to respond appropriately in urgent situations.

GCMA 020 Professionalism and Preparation for Certification

This course prepares students for the Certified Clinical Medical Assistant (CCMA) exam administered by the National Healthcareer Association (NHA). Students review core competencies including clinical procedures, aseptic technique, infection control, diagnostic testing, patient care, communication, professionalism, and legal concepts. Additional topics include anatomy and physiology, medical terminology, pharmacology, and medical law and ethics. The course includes structured content review, practice exams, and test-taking strategies to support successful certification and entry into the medical assisting profession.

GCMA030 Medical Assisting Practicum

This supervised, unpaid clinical experience places students in an ambulatory healthcare setting to apply psychomotor and affective skills in real-world practice. Guided by qualified professionals, students complete 160 contact hours, reinforcing classroom learning and gaining exposure to daily clinical operations.

Pharmacy Technician Program

Program Director

Andrea Balog

Pharmacy technicians support licensed pharmacists in inpatient and outpatient settings by preparing and dispensing medications, managing inventory, and maintaining patient records. Clinical duties include measuring, packaging, labeling prescriptions, and performing sterile and non-sterile compounding under supervision. They also verify insurance, process billing, and assist with customer service. In inpatient environments, technicians may help distribute medications to care units and maintain automated dispensing systems. The role requires precision, knowledge of pharmacy operations, and adherence to safety and regulatory standards.

The Program

The Pharmacy Technician program is a seven-month certificate designed to prepare students for entry-level roles in a variety of pharmacy settings. The curriculum combines classroom and online instruction, simulation activities, and hands-on externship experience. The program provides a strong foundation in healthcare systems and pharmacy operations, equipping students with the skills needed to succeed in diverse clinical settings. Students gain practical training in settings such as community and hospital pharmacies, home care, specialty practices, and other environments where pharmacy technicians support medication dispensing and patient care.

Professional Certification

Pharmacy Technician students who successfully complete the program sit for the Pharmacy Technician Certification Board (PTCB) national certification exam, in addition to meeting all criteria to apply for California state licensure as a pharmacy technician.

Program Modality

In-person, web-enhanced (hybrid)

The Pharmacy Technician Program follows a hybrid instructional model, combining in-person and online learning to support both practical and theoretical development. Students attend classes three days each week, which includes laboratory work to build hands-on skills. Additional course content is delivered online, utilizing online lectures, assignments, and activities. This flexible format allows students to engage with course content in a way that accommodates diverse

learning styles and schedules. The program requires completion of an in-person practicum in an ambulatory clinical setting with a minimum of 160 hours.

Program Objectives

At the conclusion of the program, the student should demonstrate competencies in the following areas:

Foundational Knowledge

- Describe body systems as they relate to medications at a basic level.

Professionalism and Ethics

- Demonstrate ethical conduct in healthcare settings.
- Describe the pharmacy technician's role in medication safety.
- Demonstrate knowledge of pharmacy law.

Compounding and Calculations

- Demonstrate basic understanding and skills in sterile and non-sterile compounding.
- Perform pharmacy calculations accurately to ensure patient safety.

Pharmacy Operations and Workflow

- Describe the role of the pharmacy technician in the medication use process.
- Assist pharmacists in screening prescriptions and medication orders for accuracy and authenticity.
- Prepare medications for dispensing.
- Demonstrate proficiency in the use of drug names, descriptions, and classifications.
- Demonstrate ability to utilize technology and informatics related to medication dispensing.
- Maintain pharmacy equipment using appropriate cleaning and maintenance procedures.
- Describe proper disposal procedures for hazardous and non-hazardous materials.

Inventory, Billing, and Reimbursement

- Discuss effective inventory control processes in hospital and community pharmacy practice.
- Describe the process of billing and reimbursement for prescription drugs across various practice environments (e.g., community, hospital, specialty).

Essential Skills for Pharmacy Technicians

Pharmacy technicians must meet minimum entry qualifications and demonstrate a range of physical and cognitive competencies essential to the profession. These skills are required of all applicants to the San Manuel Gateway College Medical Assistant Program and are categorized

into four key areas:

Psychomotor (Physical) Skills

Pharmacy technicians must be able to:

- Work with inanimate objects, including setting up, operating, manipulating, and handling.
- Perform physical tasks such as standing, walking, carrying, sitting, lifting up to fifty pounds, pushing, pulling, climbing, balancing, stooping, crouching, kneeling, turning, twisting, crawling, and reaching within a clinical setting.
- Carry out tasks required for objective and subjective assessment of patient health.

Cognitive (Thinking) Skills

Pharmacy technicians must be able to:

- Work with intangible data, such as numbers, symbols, ideas, and concepts.
- Perform mental cognition tasks, including problem- solving, prioritizing, and accurate measuring; follow instructions; and use cognitive skills to synthesize, coordinate, analyze, compile, compute, copy, and compare.
- Communicate effectively using verbal and nonverbal skills. Recall written and verbal instructions, read and comprehend, and write clearly. Negotiate, instruct, explain, persuade, and supervise.
- Discern critical elements of a problem through observation.

Affective (Interpersonal) Skills

Pharmacy technicians must be able to:

- Interact positively with individuals and groups of people directly and indirectly.
- Control emotions appropriately and cope with stressful situations.
- Respond appropriately to criticism and take responsibility for personal actions, behaviors, and learning.
- Evaluate issues and make decisions without immediate supervision.

Task (work function) skills

Pharmacy technicians must be able to:

- Function independently on work tasks.
- Demonstrate safety awareness and recognize potential hazards.
- Respond appropriately to changes in work conditions.
- Maintain attention and concentration for necessary periods.
- Perform tasks that require set limits.
- Ask questions and request assistance appropriately.

- Perform within a schedule requiring attendance.

Program Admissions Requirements

1. High School Transcript, High School Diploma, or GED Certificate

Unofficial transcripts can be electronically uploaded in the online form. Official transcripts must be mailed or hand-delivered to San Manuel Gateway College.

2. Two References

Applicants must provide contact information for two references. These can be from teachers (past or present), mentors, employers (past or present), spiritual leaders, etc. References cannot be family members or anyone under the age of 18.

3. Personal Statement

Applicants must respond to personal prompts within the application. These responses must be in brief paragraph/essay style format.

4. Ninth-grade level proficiency in English and Math.

Proficiency is evaluated at the time of applicant interview. Eligibility for government funded financial assistance may require separate evaluation (e.g., CASAS test).

Program Requirements

Term 1

GCPT 010	Pharmacy Practice I (with lab)
GCPT 020	Introduction to Pharmacology I
GCPT 030	Top 200 Drugs and Terminology
GCPD 010	Professional Development Seminars
RELR 108	Jesus, Health, and Wholeness (Fall Cohort) <u>or</u>
RELT 107	World Religions (Spring Cohort)

Term 2

GCPT 012	Pharmacy Practice II (with lab)
GCPT 022	Introduction to Pharmacology II
RELR 105	Intro to Whole Person Care (Fall Cohort) <u>or</u>
RELE 106	Intro to Health-care Ethics (Spring Cohort)

Term 3

GCPT 040	Externship
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Program Cost

2025-2026 Academic Year tuition fees are: \$7,800.00

*** Program tuition is inclusive of required textbooks, uniforms, exam review material, and cost of first attempt on the Pharmacy Technician Certification Board (PTCB) national certification exam.*

Program Specific Policies

Transportation Policy

Students are required to have their own transportation to and from classes, labs, and clinical sites.

CPR Certification Policy

Students will be provided with American Heart Association (AHA) Healthcare Provider BLS certification (CPR) as part of their training. Certification must be obtained prior to participating in clinical rotations.

Pharmacy Technician Curriculum Policy

The Pharmacy Technician program follows the standards set by the American Society of Health-System Pharmacists (ASHP) and complies with California State Board of Pharmacy (CBOP) licensure requirements (Title 16 CCR §1793.6(c)). The curriculum includes a minimum of 400 hours over seven months, delivered through didactic, simulated, and experiential learning. Instruction is offered in face-to-face, online, and hybrid formats, with most in-person sessions held Monday through Friday, 8:00 AM to 5:00 PM.

Experiential Training Policy

Students must complete 160 hours of hands-on training at an approved externship site. This component is graded on a pass/no pass basis. Skills are practiced and assessed during clinical courses and verified by instructors and on-site trainers using a standardized checklist. Attendance records are maintained to document completion of required hours for licensure.

Course Descriptions

GCPT 010 Pharmacy Practice I (with lab)

This course provides an overview of the foundational concepts and practices in pharmacy. Students explore the history of pharmacy, principles of pharmaceutical care, and the ethical and legal standards that guide the profession, including the role of regulatory agencies. Key topics include patient and customer communication, pharmaceutical references, prescription processing, dosage forms, and routes of administration. The course also emphasizes workplace safety and introduces various pharmacy practice settings, including hospital, community, and specialty pharmacies. Instruction is delivered through a combination of classroom learning, online modules, simulation exercises, and hands-on skills labs.

GCPT 012 Pharmacy Practice II (with lab)

This course builds on foundational pharmacy concepts, focusing on insurance and billing, inventory management, medication safety, and quality assurance. Students review basic math skills and learn pharmaceutical calculations for oral, parenteral, and pediatric dosages. Instruction also includes extemporaneous prescription compounding, aseptic techniques, and sterile compounding. Learning is delivered through a combination of classroom instruction, simulation exercises, and hands-on skills labs.

GCPT 020 Introduction to Pharmacology I

This course introduces the fundamentals of pharmacology, focusing on drug classifications, mechanisms of action, therapeutic uses, side effects, and interactions of commonly prescribed medications. Students explore these concepts in relation to diseases and the structure and function of the nervous, musculoskeletal, endocrine, and respiratory systems. Instruction is delivered through a combination of classroom learning, simulation exercises, and hands-on skills labs.

GCPT 022 Introduction to Pharmacology II

This course provides a foundational understanding of pharmacology, emphasizing drug classifications, mechanisms of action, therapeutic applications, side effects, and potential drug interactions. Students will explore these concepts in the context of diseases affecting the cardiovascular, digestive, urinary, reproductive, immune, and integumentary systems, as well as the eyes, ears, and nose. The course also introduces complementary and alternative medicine approaches. Instruction combines didactic lectures, interactive simulation exercises, and hands-on skills labs to reinforce learning and practical application.

GCPT 030 Top 200 Drugs and Terminology

This course provides a focused study of the Top 200 prescribed medications, including brand and generic names, therapeutic uses, and common dosages. Content aligns with pharmacology instruction and reinforces key pharmaceutical terminology and abbreviations. The course supports foundational knowledge essential for pharmacy practice and certification preparation. *Spans Term 1 and Term 2.*

GCPT 040 Externship

This experiential course provides students with the opportunity to apply the knowledge and skills acquired throughout the program in real-world pharmacy settings. Under the supervision of a licensed pharmacist, students will complete 160 hours of hands-on training at one or more approved externship sites, fulfilling specific learning objectives aligned with industry standards. In addition, students will engage in a structured, module-based review of key topics covered in the Pharmacy Technician Certification Exam. Instruction is delivered through a blend of didactic teaching and guided self-study activities to support exam readiness and professional competence.

Surgical Technology A.S. Degree Program

Program Director

Oscar Bingcan

Clinical Coordinator

Albert Magdaleno

Advisory Committee

Kristine Bonnick

Atherine Chamber

Jeffery Hardesty

Brittany Jordan

Ehren Ngo

The surgical technologist is an integral part of the surgical team – working closely with surgeons, anesthesiologists, registered nurses, and other surgical personnel delivering patient care and assuming appropriate responsibilities before, during, and after surgery. The specialty of surgical technology is rapidly growing in hospital operating rooms and in outpatient surgery centers, as well as in a variety of settings that call for a sterile field, such as physicians' private-practice offices. Surgical technology professionals facilitate the surgery process by anticipating the needs of the surgeons, passing instruments, and providing sterile items in an efficient manner. Along with the circulator, they share responsibility for accounting for sponges, needles, and instruments before, during, and after surgery. They may hold retractors or instruments, sponge or suction the operative site, or cut suture materials as directed by the surgeon.

The program

The program in surgical technology, leading to the Associate of Science degree, is cohort based, in-person, full-time 21-month program that begins each Fall Term. The program includes clinical experience at Loma Linda University Health facilities and affiliated hospitals. Accreditation for the Surgical Technology Associate of Science degree program is provided by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) in collaboration with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Transportation

Students are required to have their own transportation to and from clinical sites.

CPR certification

Students are required to hold current certification in adult, child, and infant cardiopulmonary resuscitation (CPR) during all scheduled clinical experiences. Basic life-support CPR certification for health-care providers must be completed via the American Heart Association. Certification may be completed prior to beginning the program of study or may be obtained at Loma Linda

University. Classes are available on campus at Life Support Education, University Arts building, 24887 Taylor Street, Suite 102, Loma Linda, California.

Professional certification

The National Board of Surgical Technology and Surgical Assisting (NBSTSA), 3 West Dry Creek Circle, Littleton, CO 80120—provides the national certifying examination for graduates of CAAHEP-approved programs in surgical technology. Graduates who pass the CST examination are recognized by the council as certified surgical technologists (CST) or as certified first assistants (CFA).

Professional association

The Association of Surgical Technologists (AST) is the professional organization of the surgical technologist. The AST's primary concern is ensuring that surgical technologists are educationally qualified to provide quality patient care. The AST is also concerned with representing the interests of the profession in the legislative and regulatory arenas and in communicating information on the profession to the public and to the health care industry. The Association of Surgical Technologists encourages both students and graduates to become members and participate in national and local chapter meetings. The AST's aim is to foster professional growth, encourage education, and provide services and representation for its members. For further information, contact the national office, 6 West Dry Creek Circle, Suite 200, Littleton, CO 80120.

Program mission

To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Program learning outcomes

Upon completion of the program, the graduate should:

1. Demonstrate competence as a surgical technologist.
2. Comprehend and apply the knowledge and skills related to the performance of the duties of a surgical technologist.
3. Demonstrate behaviors consistent with health professionals in their duties as a surgical technologist.
4. Relate in an ethical manner to other members of the surgical health care team.
5. Maintain patient records and communicate relevant information to other members of the health team.

Accreditation

The Surgical Technology Program at Loma Linda University is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350; website: <http://www.caahep.org>. This accreditation is granted upon recommendation by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting. If needing to contact the program/institution directly, please call 855-558-1100 or email smgc@llu.edu

Admissions

Admission is based on a selective process. In addition to Loma Linda University requirements (p. 23) the applicant may enter the program in two ways and meet the following requirements:

1. Entry-level Option:
 - a. High School Graduate or (GED)
 - b. High School GPA of 2.5 or higher (3.0 or above to be competitive)
 - c. Two years high school mathematics with grades of C (2.0) or above or intermediate algebra in college
 - d. A personal interview
2. Transfer Option:
 - a. High School Graduate or equivalent (GED)
 - b. Have completed a minimum of 24 quarter units (16 semester units) units at an accredited college or university
 - c. Transfer of prerequisite courses from an accredited college or university. *Note: grades below C (2.0) are not transferable for credit.*
 - i. Two years high school mathematics with grades of C (2.0) or above or intermediate algebra in college
 - ii. Humanities, history, art, or language course
 - iii. General psychology or sociology
 - iv. Cultural anthropology or cultural diversity
 - v. English composition, complete sequence
 - vi. 1 Physical Education Activities
 - vii. Electives to meet requirements of 24 quarter units
 - d. A personal interview

Program Cost

2025-2026 Academic Year (Program Year 2) – Tuition: \$13,958; *estimated* fees: \$3,783

2026-2027 Academic Year (Program Year 2) – *estimated* Tuition: \$19,680; *estimated* fees: \$5,120

*** Program cost does not include the cost of required textbooks, room, board, or personal living expenses.*

Program requirements

Fall Quarter		Units
ENGL 111	College Writing I	3
AHCJ 124	Introduction to Medical Anthropology	4
AHCJ 110	Professional Development Seminars	1
SGTH 130	Orientation to Principles and Practices of Surgery	5

Winter Quarter

ENGL 112	College Writing II	3
RELT 100	Introduction to Bible	3
SGTH 115	Medical Terminology for Surgical Technicians	2
SGTH 225	A&P for Surgical Technicians I	4

Spring Quarter

ENGL 113	College Writing III	3
SGTH 226	A&P for Surgical Technician II	4
SGTH 235	Principles of ST with Microbiology & Pharmacology	4
SGTH 235L	Principles of ST with Microbiology & Pharmacology Lab	2

Summer Quarter

HUMN NNN	Humanities Elective	4
PEAC 110	Independent Activities	1
SGTH 241	Surgical Procedures I	6
SGTH 241L	Surgical Procedures I (LAB)	2

Fall Quarter

PSYC 101	Introduction to Psychology	4
RELE 155	Introduction to Christian Bioethics	3
SGTH 242	Surgical Procedures II	6
SGTH 242L	Surgical Procedures II LAB	2

Winter Quarter

RELT 275	Whole Person Care	2
SGTH 271	Clinical Practices in Surgical Technology	2
SGTH 291	Surgical Technology Clinical Externship I	8

Spring Quarter

HLSC 210	Portfolio	2
SGTH 292	Surgical Technology Clinical Externship II	8
SGTH 295	Practice of Surgical Technology Capstone	2

Total Units: **90**

A minimum grade of C (2.0) is required for all courses in the program.

Normal time to complete the program

1.75 years (Seven [7] academic quarters at LLU – full-time enrollment typical).

SURGICAL TECHNOLOGY COURSE DESCRIPTIONS

AHCJ 110 Professional Development Seminars (1 unit)

Covers strategies to support students' personal, academic, and professional growth in healthcare. Develops skills in digital literacy, communication, and learning strategies. Emphasizes learning styles, patient care issues, and long-term sustainability. Includes focused modules on personal financial literacy to help students manage financial well-being alongside their professional journey.

SGTH 115 Medical Terminology for Surgical Technicians (2 units)

An integrated study of medical language for surgical technology. Students learn to combine prefixes, roots, and suffixes to form surgical terms. Emphasizes pronunciation, spelling, word construction, and analysis. Covers definitions and usage of terms related to surgery and medical science. Terminology is correlated with body systems, focusing on medical language that supports functional knowledge of anatomy and physiology.

SGTH 130 Orientation to Principles and Practices of Surgical Technology (5 units)

Introduces surgical technician students to basic principles and practices of surgical technology and functioning in the OR. Covers legal concepts, risk management, and ethical issues. Explores patient perspectives on illness, rights, cultural and religious factors, special populations, and death in the OR. Discusses the physical environment of the OR and safety standards.

SGTH 225 Anatomy and Physiology for Surgical Technicians I (4 units)

An integrated study of selected anatomical and physiological systems to prepare for surgical procedures. Covers anatomical orientation, homeostasis, chemistry, cells, and tissues, with emphasis on the chemistry of life, cellular metabolism, and the integumentary, skeletal, and muscular systems. Analyzes structure, function, and surgical relevance of each system. Compares surgical pathologies and connects pathophysiology to surgical interventions.

SGTH 226 Anatomy and Physiology for Surgical Technician II (4 units)

Continues integrated study of anatomical and physiological systems for surgical procedures. Builds on concepts of orientation, homeostasis, chemistry, and cells/tissues, with emphasis on the nervous, endocrine, hematologic, cardiovascular, lymphatic, gastrointestinal, respiratory, urinary, and reproductive systems. Analyzes structure, function, and surgical relevance. Compares surgical pathologies and connects pathophysiology to surgical interventions.

SGTH 235 Principles of Surgical Technology with Pharmacology (4 units)

Establishes the principles and practices of surgical technology within a foundation of microbiology and pharmacology expanding to Biomedical Science and Minimally Invasive Surgery, Preventing Perioperative Disease Transmission, Emergency Situations and All-Hazards Preparation, Surgical Pharmacology and Anesthesia, Instrumentation, Equipment and Supplies, Hemostasis, Wound Healing, and Wound Closure and Surgical Case Management

SGTH 235L Principles of Surgical Technology with Pharmacology Lab (2 units)

This introductory lab immerses students in foundational skills essential to surgical technology. Students learn and practice aseptic technique, PPE use, hand hygiene, surgical scrubbing, gowning and gloving, and assisting team members. The course introduces basic surgical instrumentation, building a foundation for safe, effective participation in the OR. Emphasis is placed on core competencies that support success in clinical and surgical environments.

SGTH 241 Surgical Procedures I (6 units)

Applies anatomy and physiology knowledge to diagnostic exams and identification of anatomical structures, terminology, and pathologies in selected surgical procedures. Emphasizes procedural variations and patient care across pre-, intra-, and postoperative phases. Surgical cases include OB/GYN, ophthalmic, ENT, oral and maxillofacial, and plastic/reconstructive surgeries. Focuses on clinical application and surgical relevance of each body system.

SGTH 241L Surgical Procedures I Lab (2 units)

A hands-on lab offering practical experience in identifying anatomy, instruments, and procedural steps for OB/GYN, ophthalmic, ENT, oral/maxillofacial, and plastic/reconstructive surgeries. Students apply sterile technique, positioning, and setup in simulated scenarios. Emphasizes terminology, pathology, procedural variations, and patient care across all surgical phases. Develops critical thinking, teamwork, and accuracy through guided practice.

SGTH 242 Surgical Procedures II (6 units)

Applies foundational anatomy and physiology to diagnostic exams and identification of anatomical structures, terminology, and pathologies in selected surgical procedures. Emphasizes procedural variations and patient care across pre-, intra-, and postoperative phases. Surgical cases include genitourinary, orthopedic, cardiothoracic, peripheral vascular, and neurosurgery. Focuses on clinical application and the surgical relevance of each body system.

SGTH 242L Surgical Procedures II Lab (2 units)

A hands-on lab course applying advanced surgical concepts. Students gain proficiency in preparation, instrumentation, and procedural flow for genitourinary, orthopedic, cardiothoracic, vascular, and neurosurgical procedures. Simulated environments help students respond to patient care variations across all surgical phases. Emphasizes critical thinking, anatomical recognition, sterile technique, and teamwork. Skills are reinforced through guided practice, scenarios, and evaluations.

SGTH 271 Clinical Practices in Surgical Technology (2 units)

During Clinical Externship, students participate in weekly seminars to reflect on surgical suite experiences. Guided discussions focus on professional practice, teamwork, and communication. Topics include ethics, legal standards, documentation, risk management, OR environment, and healthcare facility structure. This reflective setting fosters critical thinking, professional growth, and a deeper understanding of the surgical technologist's role in the healthcare team.

SGTH 291 Surgical Technology Clinical Externship I (8 units)

Introduces students to real-world surgical environments to apply classroom and lab knowledge.

Under clinical preceptor supervision, students gain hands-on experience in general and specialty surgeries. Emphasizes foundational clinical performance, professional behavior, and accurate documentation. Students begin fulfilling AST Surgical Rotation Case Requirements, completing a portion of the 120 required surgical cases.

SGTH 292 Surgical Technology Clinical Externship II (8 units)

Continues clinical experience, allowing students to advance technical and professional skills in the OR. Building on Clinical Externship I, students complete remaining AST case requirements: 30 general and 90 specialty cases, including 20 first scrub general and 60 specialty cases. Limits include 10 second scrub general and 30 specialty cases. Emphasizes increased autonomy, refined surgical skills, and readiness for entry-level employment as a surgical technologist.

SGTH 295 Practice of Surgical Technology Capstone (2 units)

A capstone course allowing students to apply knowledge from theory, lab, and externship to professional and employability skills. Through presentations, discussions, and assignments, students connect curriculum concepts to real surgical scenarios and workplace readiness. Preparation for the CST exam includes topics such as pre/intra/postoperative procedures, documentation, sterilization, anatomy, microbiology, pharmacology, anesthesia, and healthcare team dynamics.

APPENDIX

Approving Agencies

The Medical Assistant Training Program is accredited with the Commission of Accreditation of Allied Health Education Programs (CAAHEP) and Medical Assistant Education Review Board (MAERB) as of 2019

The Surgical Technology program is accredited by the Accreditation Review Counsel on Education in Surgical Technology and Surgical Assisting (ARC/STASA, <http://www.arcstsa.org>) As of 2020. This approval process has been confirmed by the Commission on Accreditation of Allied Health Education Program (CAAHEP, <https://www.caahep.org>).

Clinical Affiliation Facilities

The following clinical facilities have a contractual relationship with San Manuel Gateway College:

LLUH Beaumont/ Banning
81 South Highland Springs Ave.
Beaumont, CA 92223

LLUH Children's
Hospital 11234 Anderson
St, Loma Linda, CA 92354

LLUH Neonatal Intensive Care Unit
(NICU) 11234 Anderson St.
Loma Linda, CA 92354

LLUH Outpatient Surgery Center
11370 Anderson St.
Loma Linda, CA 92354

LLUH Surgical Hospital
26780 Barton Rd.
Redlands, CA 92373

LLUH Transitional Care Management
11234 Anderson St.
Loma Linda, CA 92354

LLUMC
11234 Anderson St.
Loma Linda, CA 92354

LLUMC: Diabetes Treatment Center
11285 Mountain View Ave #40
Loma Linda, CA 92354

LLUMC East Campus
25333 Barton Rd.
Loma Linda, CA 92354

LLUMC Murrieta 28062 Baxter Rd.
Murrieta, CA 92563

Social Action Community Health Services
(SACHS)
250 South G Street
San Bernardino, CA 92410

Community Affiliation Facilities

Cathedral City Dreams Homes
Project through LLUH –
Institute for Community Partnerships (ICP)
11188 Anderson St.
Loma Linda, CA 92354

ALSAD SDA Spanish Church
11135 Mountain View Ave
Loma Linda, California 92354

Community Academic Partners in Service
(CAPS)
Councilors Student Pavilion
24945 Mound St., Room 1402
Loma Linda, CA 92354

LLUH Community Health Development
(Community Benefits)
11175 Mountain View
Loma Linda, CA 92354

LLUH School of Pharmacy
24745 Stewart St.
Loma Linda, CA 92350

San Bernardino Mexican Consulate
293 N D St.
San Bernardino, CA 92401

United Way – 211
9624 Hermosa Ave.
Rancho Cucamonga, CA 91730

Congregations Organized for
Prophetic Engagement (COPE)
1505 W. Highland Ave. Suite 1
San Bernardino, CA. 92411

San Bernardino City Unified
School District (SBCUSD)
*(through LLUH –Institute for Community
Partnerships - ICP)*
11188 Anderson St.
Loma Linda, CA 92354

Social Action Community
Health Services (SACHS)
250 South G Street
San Bernardino, CA 92410