

Everest

COLLEGE

2007-2008 CATALOG

Ontario Metro 121707

1819 South Excise Avenue
Ontario, CA 91761-8525
(909) 484-4311
(909) 484-1162 (fax)

A Branch of Everest College
1010 W. Sunshine
Springfield, MO 65807

www.everest.edu

Accredited by the Accrediting Council for Independent Colleges
and Schools (ACICS), www.acics.org

Publishing Date December 2007

Copyright © 2007 by Corinthian Colleges, Inc., Santa Ana, California

Effective December 17, 2007, through December 31, 2008

IMPORTANT - The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to make and designate the effective date changes in College policies and procedures at any time such changes are considered to be desirable or necessary.

MESSAGE FROM THE PRESIDENT

Dear Student:

Welcome to Everest College, Ontario, California. On behalf of the faculty and staff, I am pleased that you selected our college at which to earn your Associate's degree. At Everest College we provide a friendly, small-campus atmosphere where our educational approach is to place a high personal priority on your success. We want you to enjoy your educational experience as a student by receiving a progressive curriculum from a caring and dedicated staff.

Obtaining a college education will give you a competitive edge in your career field, and it will make a difference in your professional development. Our goal is to provide you with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to be successful in your chosen career field.

As a student you are expected to meet all of the academic requirements, including attendance, in each course as set forth by the College and the instructor. In the process you will discover that education can be fun.

As a customer, we value your opinion. We want to know how you feel about Everest College and how we can better serve you. During your education here, you will have several opportunities to comment about your level of customer satisfaction through survey instruments, faculty evaluations, and informal discussions with our professional staff.

As a student, you deserve to be treated with respect and dignity.

When you graduate from Everest College, you will be prepared for a rewarding career and career advancement. Our programs are designed for employment in the state of California, as well as other regions throughout the country. Our faculty and staff have a strong commitment to help you achieve academic success and to help you make your dreams come true.

You have my best wishes for a great educational experience at Everest College.

Sincerely,

A handwritten signature in black ink that reads "Richard Mallow". The signature is written in a cursive style with a large initial "R" and "M".

Richard Mallow
College President

Everest College was granted institutional approval from the Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94311. The Bureau's approval means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. Institutional approval must be re-approved every three years and is subject to continuing review. Approved are the following programs:

- Associate of Science in Accounting 96 Quarter Credit Units
- Associate of Science in Business 96 Quarter Credit Units
- Associate of Science in Criminal Justice 96 Quarter Credit Units
- Associate of Science in Paralegal 96 Quarter Credit Units
- Bachelor of Science in Applied Management 192 Quarter Credit Units
- Bachelor of Science in Business 192 Quarter Credit Units
- Bachelor of Science in Criminal Justice 192 Quarter Credit Units

Instruction is in residence with the facility occupancy level accommodating 400 students at any one time. California statute requires that students who successfully complete courses of study be awarded appropriate degrees verifying the fact.

Prospective students are encouraged to visit the physical facilities of the College and to discuss personal educational occupational plans with College personnel prior to enrolling or signing enrollment agreements.

This catalog is the official announcement of the programs, requirements, and regulations of Everest College. Students enrolling in the College are subject to the provisions stated herein and therefore should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of the College, and enrollment constitutes an agreement by the student to abide by them. Failure to read this catalog does not excuse students from the requirements and regulations described herein.

Everest College reserves the right to (1) change any provisions or requirements, including fees, at any time and (2) require a student to withdraw from the College for cause at any time. It may add or delete programs of study. Further, the College reserves the right to add or delete courses from published programs of study.

Admission to Everest College shall be based on merit, and there shall be no discrimination by race, color, creed, religion, sex, national origin, or sexual orientation.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Academic Dean or College President. Complaints not resolved within 30 days may be directed to:

Department of Consumer Affairs
Consumer Information Division
P.O. Box 980818
Sacramento, CA 95798
(800) 952-5210

TABLE OF CONTENTS

<p>ABOUT EVEREST COLLEGE1</p> <p>PHILOSOPHY.....1</p> <p>MISSION STATEMENT AND OBJECTIVES1</p> <p>STATEMENT OF NON-DISCRIMINATION.....1</p> <p>ACCREDITATION AND PROFESSIONAL RECOGNITIONS.....1</p> <p>LOCATION AND FACILITIES.....2</p> <p>STUDENT DISABILITY SERVICES/ACCOMMODATIONS2</p> <p>STUDENT LEARNING CENTER2</p> <p>ADMISSIONS..... 2</p> <p>ADMISSION POLICY2</p> <p>ABILITY TO BENEFIT POLICY.....2</p> <p style="padding-left: 20px;">GED Preparatory Program3</p> <p style="padding-left: 20px;">ATB Testing.....3</p> <p style="padding-left: 20px;">Retesting Requirements3</p> <p style="padding-left: 20px;">Retaking the CPAt.....3</p> <p style="padding-left: 20px;">Retaking the COMPASS/ESL.....3</p> <p style="padding-left: 20px;">Denial of Admission.....3</p> <p style="padding-left: 20px;">Delayed Admission3</p> <p>INTERNATIONAL STUDENTS3</p> <p>LANGUAGE PROFICIENCY3</p> <p>ADMISSION AND REGISTRATION PROCEDURES.....3</p> <p style="padding-left: 20px;">New Students.....3</p> <p style="padding-left: 20px;">Continuing Students.....4</p> <p style="padding-left: 20px;">Reentering Students.....4</p> <p style="padding-left: 20px;">Transfer Students.....4</p> <p>ACADEMIC POLICIES AND PROCEDURES 4</p> <p>GRADING SYSTEM4</p> <p style="padding-left: 20px;">GPA and CGPA Calculations4</p> <p style="padding-left: 20px;">Incompletes4</p> <p>DEFINITION OF CREDIT.....5</p> <p>CREDIT BY EXAMINATION.....5</p> <p>STANDARDIZED TESTING5</p> <p>TRANSFER OF CREDITS.....5</p> <p style="padding-left: 20px;">General Education.....5</p> <p style="padding-left: 20px;">Military Training5</p> <p style="padding-left: 20px;">Learning Assessment5</p> <p>ACADEMIC LOAD.....5</p> <p>ACADEMIC HONORS.....5</p> <p style="padding-left: 20px;">President's List Award.....5</p> <p style="padding-left: 20px;">Dean's List Award.....6</p> <p style="padding-left: 20px;">Perfect Attendance award6</p> <p style="padding-left: 20px;">Graduation Honors.....6</p> <p>WITHDRAWAL PROCEDURES.....6</p> <p>OUT-PROCESSING UPON WITHDRAWAL6</p> <p>DROP/ADD PERIOD.....6</p> <p>GENERAL EDUCATION REQUIREMENTS.....6</p> <p>ATTENDANCE6</p> <p style="padding-left: 20px;">Establishing Attendance / Verifying Enrollment6</p> <p style="padding-left: 20px;">Monitoring Student Attendance7</p> <p style="padding-left: 20px;">Consecutive Absence Rule (All Programs).....7</p> <p style="padding-left: 20px;">Percentage Absence Rule (Modular Programs).....7</p> <p style="padding-left: 20px;">Percentage Absence Rule (Quarter-based Programs).....7</p> <p style="padding-left: 20px;">Additional Requirements for Veteran Students7</p> <p style="padding-left: 20px;">Date of Withdrawal.....7</p> <p style="padding-left: 20px;">Date of Determination (DOD)7</p> <p style="padding-left: 20px;">Attendance Records8</p>	<p>STANDARDS OF SATISFACTORY ACADEMIC PROGRESS.....8</p> <p style="padding-left: 20px;">Evaluation Periods for Satisfactory Academic Progress8</p> <p style="padding-left: 20px;">GPA and CGPA Calculations.....8</p> <p style="padding-left: 20px;">Rate of Progress Toward Completion (ROP) Requirements.....8</p> <p style="padding-left: 20px;">Maximum Time in Which to Complete (MTF).....8</p> <p style="padding-left: 20px;">Satisfactory Academic Progress Tables.....9</p> <p style="padding-left: 20px;">Academic Probation.....9</p> <p style="padding-left: 20px;">Academic Suspension9</p> <p style="padding-left: 20px;">Academic Appeals9</p> <p style="padding-left: 20px;">Satisfactory Academic Progress (SAP) Appeals.....9</p> <p style="padding-left: 20px;">Reinstatement Following Suspension.....9</p> <p style="padding-left: 20px;">Academic Dismissal.....9</p> <p style="padding-left: 20px;">Graduation9</p> <p style="padding-left: 20px;">Application of Grades and Credits10</p> <p style="padding-left: 20px;">Transfer Credit.....10</p> <p style="padding-left: 20px;">Satisfactory Academic Progress and Financial Aid10</p> <p>SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS.....10</p> <p style="padding-left: 20px;">Previous Credit for Veterans Affairs Beneficiaries.....10</p> <p style="padding-left: 20px;">Make-Up Assignments10</p> <p style="padding-left: 20px;">Maximum Time Frame for Veteran Students.....10</p> <p style="padding-left: 20px;">Veterans Academic Probation10</p> <p style="padding-left: 20px;">Veterans Reinstatement after Successful Appeal of Termination11</p> <p>STUDENT ACADEMIC APPEALS POLICY11</p> <p style="padding-left: 20px;">Assignment/Test Grades11</p> <p style="padding-left: 20px;">Final Course Grades11</p> <p style="padding-left: 20px;">Attendance Violations11</p> <p style="padding-left: 20px;">Satisfactory Academic Progress (SAP) Appeals.....12</p> <p>STATEMENT OF ACADEMIC FREEDOM12</p> <p>REPEATING A CLASS12</p> <p>DIRECTED STUDY12</p> <p>ONLINE LEARNING12</p> <p>ADMINISTRATIVE STANDARDS12</p> <p>GRADUATION REQUIREMENTS13</p> <p>OUT-PROCESSING UPON GRADUATION13</p> <p>COMMENCEMENT CEREMONY.....13</p> <p>GRADUATION HONORS.....13</p> <p>ADMINISTRATIVE POLICIES 13</p> <p>CLASS SCHEDULES/SCHEDULE CHANGES.....13</p> <p>TERMS.....13</p> <p>MINI-TERMS13</p> <p>STUDENT CODE OF CONDUCT13</p> <p style="padding-left: 20px;">Background13</p> <p style="padding-left: 20px;">Student Conduct Code14</p> <p style="padding-left: 20px;">Student Conduct Code Violations/Formal Disciplinary Procedure14</p> <p style="padding-left: 20px;">Appeals.....14</p> <p style="padding-left: 20px;">Academic Integrity14</p> <p style="padding-left: 20px;">Alcohol and Substance Abuse Statement14</p> <p>SEXUAL HARASSMENT POLICY15</p> <p>STUDENT GRIEVANCE PROCEDURES15</p> <p>ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS15</p>
--	--

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA).....	15	Federal Perkins Loan.....	21
ORIENTATION.....	16	Federal Work Study (FWS).....	21
POLICY AND PROGRAM CHANGES.....	16	Federal Stafford Loans (FSL).....	21
CAMPUS SECURITY AND CRIME AWARENESS POLICIES.....	16	Federal Parent Loan for Undergraduate Students (PLUS).....	21
Statistical Information.....	16	ALTERNATIVE FINANCING OPTIONS.....	21
CAMPUS COMPLETION RATE REPORTS.....	17	Alternative Loan Programs.....	21
DRUG AWARENESS.....	17	Institutional Payment Plans.....	21
WEAPONS POLICY.....	17	GRANTS AND SCHOLARSHIPS.....	22
CANCELLATION OF CLASSES.....	17	Cal Grants.....	22
TELEPHONES.....	17	Imagine America Scholarships.....	22
SMOKING.....	17	STUDENT SERVICES.....	22
FOOD AND BEVERAGE.....	17	CAREER SERVICES.....	22
GUESTS/CHILDREN ON CAMPUS.....	17	TUTORIAL ASSISTANCE.....	22
LOST AND FOUND.....	17	STUDENT ADVISING.....	22
DRESS CODE.....	17	CLUBS AND ORGANIZATIONS.....	22
FINANCIAL POLICIES.....	17	STUDY GROUPS.....	22
TUITION AND FEES.....	17	PROGRAMS OF STUDY.....	23
STATEMENT OF FINANCIAL OBLIGATIONS.....	18	ASSOCIATE OF SCIENCE DEGREE PROGRAMS.....	24
CANCELLATIONS.....	18	ACCOUNTING.....	24
OFFICIAL WITHDRAWALS.....	18	BUSINESS.....	25
REFUND POLICIES.....	18	CRIMINAL JUSTICE.....	27
Date of Withdrawal versus Date of Determination (DOD).....	19	PARALEGAL.....	28
Effect of Leaves of Absence on Refunds.....	19	BACHELOR OF SCIENCE DEGREE PROGRAMS.....	29
Textbook and Equipment Return/Refund Policy.....	19	APPLIED MANAGEMENT.....	29
Federal Return of Title IV Funds Policy.....	19	BUSINESS.....	31
Institutional Refund Calculation.....	19	CRIMINAL JUSTICE (OPTIONAL CONCENTRATION IN CRIMINAL INVESTIGATION OR HOMELAND SECURITY).....	34
CALIFORNIA BUYER'S RIGHT TO CANCEL.....	19	COURSE OFFERINGS.....	37
REFUNDS.....	20	CORINTHIAN COLLEGES, INC.....	47
BUREAU FOR PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION REFUND POLICY.....	20	STATEMENT OF OWNERSHIP.....	48
SAMPLE CALCULATION.....	20	APPENDIX A: ADMINISTRATION AND FACULTY.....	49
REQUIREMENTS FOR GRADUATION.....	20	APPENDIX B: TUITION AND FEES.....	50
STUDENT FINANCING OPTIONS.....	20	APPENDIX C: ACADEMIC CALENDARS.....	51
FINANCIAL ASSISTANCE.....	20	APPENDIX D: OPERATING HOURS.....	52
STUDENT ELIGIBILITY.....	20		
FEDERAL FINANCIAL AID PROGRAMS.....	21		
Federal Pell Grant.....	21		
Federal Supplemental Educational Opportunity Grant (FSEOG).....	21		

ABOUT EVEREST COLLEGE

This College is a part of Corinthian Colleges, Inc. (CCI). CCI was formed in 1996 to own and operate colleges across the nation that focus on high-demand, specialized skills. CCI is continually seeking to provide the kind of education and training that will best serve the changing needs of students, business and industry.

The Ontario campus is a branch of Everest College in Springfield, Missouri. Historically the roots of Everest College in Springfield extend back to 1910. At that time the College was named the Springfield Business School. The College was acquired by CCI on October 17, 1996. The name of the College was changed to Springfield College at the time of acquisition. The name of the main campus in Springfield was subsequently changed to Rhodes College and in April of 2002 was changed back to Springfield College. The Ontario branch campus in Rancho Cucamonga, California opened in October 2000 as Rhodes College. In April 2002 this campus was renamed Everest College. And in March of 2006 the name of the main campus was changed to Everest College. In May of 2006 the Ontario Metro campus moved to a new building at 1819 South Excise Avenue in Ontario, California.

With headquarters in Santa Ana, California, and colleges in various states, CCI is dedicated to continuing this College's tradition of excellence in providing education and training to its community.

PHILOSOPHY

Everest College is dedicated to the ideal that every student should have the encouragement and opportunity to develop to his or her full potential. We believe that most students will succeed in a collegiate environment when they receive the proper motivation. We are dedicated to providing that motivation and assisting students in the achievement of personal, educational, career, and economic goals. Everest College maintains the belief that each student must be prepared for effective living as a contributing citizen in a rapidly changing society where lifelong learning must be viewed as a normal expectation. The College further believes that the life of an individual is enriched by the acquisition of knowledge and the attainment of useful skills.

MISSION STATEMENT AND OBJECTIVES

The College believes that educational programs must promote excellence based upon the optimum fulfillment of students' capabilities as determined by their experiences, needs, and incentives. It accepts the responsibility to provide the maximum opportunity for its students to acquire the basic skills and knowledge to be intellectually curious and aesthetically aware, to think and work creatively, to achieve self-discipline and economic sufficiency, to understand the obligations of democratic living, and to live in harmony with nature and others.

In the accomplishment of its mission, the College is constantly improving its educational programs; helping each student to develop into a well-adjusted, useful, intelligent, contributing citizen; maintaining constant involvement with all segments of the community; and providing effective management and utilization of human and financial resources.

In order to assure continued fulfillment of its mission, the College has established the following goals:

1. The College is committed to quality in teaching and excellence in education and to this means shall seek qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the student.
2. Through its academic progress, the College shall seek to impart essential skills, competencies, and attitudes that students need for successful careers and for continued study; to increase access for both traditional and nontraditional students; and to continually improve its educational process at all levels. The College's success in realizing these goals will be measured regularly through surveys of students, graduates and employers.
3. The College shall strive to develop in all students the intellectual potential that will lead them to realize their capacities for independent thinking, intelligent decision-making, and individual expression of opinions.
4. The College is committed to having its sites maintain a vital link to the communities they serve through inclusion of community and business leaders in survey and evaluation of its academic programs and graduate job performance. Fulfillment of this goal shall assure that the College, the community, and all citizens of the region served will be better prepared for the social and economic developments of the future.

STATEMENT OF NON-DISCRIMINATION

Everest College does not discriminate on the basis of race, color, religion, age, disability, sex, sexual orientation, national origin, citizenship status, gender identity or status, or marital status in its admission to or treatment in its programs and activities, including advertising, training, placement and employment. The College President is the coordinator of Title IX - the Educational Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provisions of Title IX should be directed to the College President. The College President must act equitably and promptly to resolve complaints and should provide a response within seven working days. Students who feel that the complaint has not been adequately addressed should contact the Student Help Line, (800) 874-0255.

ACCREDITATION AND PROFESSIONAL RECOGNITIONS

Accredited by the Accrediting Council for Independent Colleges and Schools to award Associate's and Bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. The Accrediting Council for Independent Colleges and Schools (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

Everest College in Ontario, California, is accredited as a branch of Everest College in Springfield, Missouri.

Everest College is approved to operate by the Bureau for Private Postsecondary and Vocational Education. Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. This college is not a public institution.

LOCATION AND FACILITIES

Everest College is located in Ontario, California. The campus is conveniently located between two major freeways, I-10 and SR60, providing convenient access to the College from throughout the area. The College is located on Excise Avenue, just west of Haven Avenue, which has exits from both the I-10 and SR60 freeways. There are adequate parking facilities and accommodations for staff, faculty, and students. All physical plant facilities are easily accessible to both day and evening students.

Educational facilities and equipment include four computer labs and 25 lecture rooms. The facility includes a student lounge and student restrooms. A bookstore with service counter is also available for students' convenience. The Student Learning Center includes collections appropriate and relevant to the educational programs offered by the College.

In addition to the educational facilities, the physical plant includes academic and administrative office areas, a conference room and a general reception area. The remaining space is allocated to a faculty and staff lounge, restrooms, and storage.

STUDENT DISABILITY SERVICES/ACCOMMODATIONS

This institution has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the institution will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President. Students will receive written notification of the determination within seven calendar days. Students may appeal an accommodation decision by following the student grievance procedure as stated in the "Student Academic Appeals Policy" section of this catalog.

STUDENT LEARNING CENTER

Everest College maintains an up-to-date, staffed Student Learning Center (library) for use by our students and faculty. The library is accessible during business hours (8:00 a.m. to 9:00 p.m.) and can also be made available before and after hours by arrangement through the Academic Department.

The library collection consists of reference works, periodicals, manuals, handbooks, business and technical texts, biographies, novels, fiction and non-fiction works. Audio-visual equipment is available for in-library use. In addition, the library has computers available for student use that are equipped with subscriptions to online databases related to the degree fields offered by the College for research purposes. Online resources are provided to support classroom activities and to provide students with access to virtually unlimited resources. Library computers are also provided as a convenience for students to complete or edit assignments; a 30-minute time limit may be imposed when students are waiting to use the computers.

The library computers are intended to be used for assignments and research. They are not intended for personal use, access to inappropriate Web sites, or access to personal email. Students are expected to have other computer resources and should not expect the library computers to be their only computer. For student convenience, there is a list of local libraries and vendors where students may also have access to computer resources.

Students also have access to a copier in the library. Copy cards can be purchased in the bookstore or through the Bookkeeper's office.

ADMISSIONS

ADMISSION POLICY

Graduation from high school or its equivalent is a prerequisite for admission to the College except for those students enrolled under the Ability to Benefit Provision (see below). Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. All applicants are required to successfully complete an assessment examination, the Career Programs Assessment test (CPAT), with a minimum score of 120. This standardized, nationally normed test is administered by the College and is designed to further ensure that the applicant has the skills necessary to pursue a college-level program.

Transfer students who are high school graduates or GED holders (or other recognized equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above-referenced test. Applicants who have completed the ACT with a composite score of at least 15 or the SAT with a score of at least 700 will not be required to complete the above-referenced test.

Applicants are informed of their acceptance status shortly after all required information is received and the student's qualifications reviewed. Students may apply for entry at any time.

ABILITY TO BENEFIT POLICY

Students who do not have a high school diploma or its recognized equivalent may still be admitted into certain programs at the school. However, before the school can accept a prospective student who is seeking federal financial aid and who does not have a high school diploma or its recognized equivalent, who is beyond the age of compulsory school attendance, federal law requires the school to determine whether the student has the ability to benefit (ATB) from training at the institution. Students enrolled in Bachelor's degree programs must have a high school diploma, GED or recognized equivalent. ATB students may not enroll in Bachelor's degree programs.

Although students may be admitted under the ATB provision, the school recognizes the additional benefits of a high school diploma or its recognized equivalent to the student. For this reason the school shall make available to all ATB students the opportunity to complete their GED and encourages their utilization of a GED completion program.

GED Preparatory Program

The institution provides to all students admitted under the ATB provision information on preparatory programs convenient to the students for completion of their GED, local testing sites and schedules, and tutorial opportunities. The institution takes reasonable steps, such as scheduling, to make the program available to its ATB students.

ATB Testing

Applicants enrolling in diploma or certificate programs under the Ability to Benefit (ATB) provision are required to achieve a passing score (as determined by the U.S. Department of Education) on an independently administered, standardized, nationally recognized test that is administered by a certified test administrator. Forms B and C of the Careers Program Assessment Test (CPAT) and the computer-based COMPASS/ESL test by ACT have been approved by the U. S. Department of Education for the assessment of ATB students. Either the CPAT or COMPASS/ESL test may be used. Passing scores on the CPAT are Language Usage 42, Reading 43, and Numerical 41. Passing scores on the COMPASS test are Numerical Skills/Prealgebra 25, Reading 62, and Writing Skills 32.

Retesting Requirements

An applicant who has failed either the CPAT or COMPASS/ESL may be offered a chance to retest when one of the following conditions is met:

1. The applicant's performance was influenced by factors other than ability, such as illness, cheating, interruption or improper administration of the exam, failure to time the exam correctly, or other factors that may have affected the applicant's performance; or
2. A significant change in the applicant's ability has occurred, such as the student has taken instruction to improve skills, or has participated in tutorial sessions on test taking and basic mathematical and language skills.

A student may not retest, unless the factor that affected performance has been resolved, or the action taken to improve the applicant's ability has been completed.

Retaking the CPAT

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam using the alternative form of the exam with no waiting period, except for applicants for diploma programs in California schools, who must wait seven calendar days. If the retest occurs before a full thirty (30) days have passed since the previous testing, an alternate form (i.e., a form on the approved ATB test list other than the one most recently administered) must be used for the retest. If a minimum of thirty (30) days have passed since the administration of a particular form, the examinee may be retested using the same form. However, no form may be administered to a student more than twice in a ninety (90) day period. A student may retake the exam up to three (3) times (4 times total) before being denied admission.

Retaking the COMPASS/ESL

Students who fail the first administration of this exam and qualify for a retest as outlined above may retake the exam at any time, except for applicants for diploma programs in California schools, who must wait seven calendar days. The student may retake the exam up to two times before being denied admission. If students feel that they have not performed well due to the on-line modality of the COMPASS test, they will be allowed to take the CPAT with one retest in lieu of retaking the COMPASS test. Applicants who have been denied admission for failure to pass the entrance exam after two retests on the CPAT must wait until 90 days have passed from the last taking of the exam before reapplying for admission.

Denial of Admission

A student who has been denied admission after four attempts at taking the ATB test must wait six months from the date the student first took the exam, or 90 days from the date the student was denied admission, whichever is later, before the student is eligible to reapply for admission.

Delayed Admission

Students who do not enter school following passing the exam, will not be required to retake and pass the exam prior to a delayed entry, so long as the passing test result is on file at the institution. Similarly, students who have enrolled and then withdrawn and wish to re-enter will not be required to retake and pass the exam prior to re-entry, if the original passing test result is in the student's academic file or if the student has earned a high school diploma or the equivalent.

INTERNATIONAL STUDENTS

The campus does not accept international students.

LANGUAGE PROFICIENCY

Courses are not offered in languages other than English, nor is English as a Second Language training offered. English language services (including instruction) are not available. If the results of the Entrance Examination described above indicate, in the judgment of the Academic Dean, that the applicant might not have language skills sufficient to master the required coursework, the applicant may be asked to take the TOEFL examination as a condition of acceptance to the College.

ADMISSION AND REGISTRATION PROCEDURES

New Students

High school graduation or its recognized equivalent (such as the GED) is a prerequisite for admission to the College except for students enrolled under the ATB provision. Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission. Applicants are advised that Everest College accepts students only after a personal interview with an Admissions Representative.

After the interview an application for enrollment is completed pending final acceptance by the College.

If other documents are required for enrollment and are not available at the time of application, students may be accepted for a limited period to allow time for receipt of official transcripts from colleges attended, College Level Examination Program (CLEP) scores, certificates of completion from military schools, and other required documents. Course work completed satisfactorily during this period will count toward graduation.

If the College accepts the applicant, the application for enrollment will be processed. The applicant will receive notification of times and places of orientation by mail or telephone. Attendance at an orientation session is mandatory for all new students. If the applicant is not accepted, he/she will be notified promptly.

Continuing Students

Prior to the end of the term, students will have had the opportunity to register for the next term. All students are expected to register during specified times. A late registration fee of \$25 will be assessed to students who fail to register during designated registration periods.

Reentering Students

Readmission to Everest College following withdrawal will be at the discretion of the Academic Dean or the College President. Readmission following dismissal for non-attendance, lack of academic progress, or misconduct will also be at their discretion. More than two reentries into the College will be considered on a case-by-case basis at the discretion of the Academic Dean or College President. Reentry in certain programs may be prohibited. Readmission to Everest College is granted in accordance with currently accepted admissions guidelines.

The applicant must submit a written application to the Director of Student Services and must receive initial approval from the Director of Student Finances. Applications will be considered on a case-by-case basis and approved at the discretion of the Academic Dean or College President. The College President has final authority for all decisions concerning re-entry to the College.

Transfer Students

Students who have attended another accredited institution and wish to transfer to Everest College may be admitted if the admission requirements are met. Please see "Transfer of Credits" section.

ACADEMIC POLICIES AND PROCEDURES

GRADING SYSTEM

Final grades are reported at the completion of each grading term and are provided to each student. If mailed, they are sent to the student's home address.

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
PE	Proficiency Exam	Not Calculated
PL	Prior Learning/Experiential Learning Credit	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated
WZ	Withdrawal Military	Not Calculated

GPA and CGPA Calculations

The grade point average (GPA) for each term and cumulative grade point average (CGPA) are calculated on residence courses taken at the College. The GPA for each term is calculated by dividing the quality points earned that term by the total cumulative credits attempted for the GPA. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for the GPA.

The number of quality points awarded for each course is determined by multiplying the points listed for each letter grade by the number of credits of the course. For example, a grade of A in a four-credit course earns 4 (credits) X 4.0 (quality points) for a total of 16.0 quality points, and a grade of C in a three-credit course earns 3 (credits) X 2.0 (quality points) for a total of 6.0 quality points.

Incompletes

An "Incomplete" cannot be given as a final grade. However, at the end of the term students may, with the instructor's approval, be granted a maximum extension of 14 calendar days to complete the required class work, assignments and tests. The extension cannot be used to make up accrued absences from class. If students do not complete the required class work, assignments and tests within the extension period, they will receive a failing grade of F for the course. The F will be averaged in with the students' other grades to determine the cumulative GPA.

DEFINITION OF CREDIT

Everest College grants academic credit in credit hours (credit hours referred to in this catalog are quarter credit hours). A credit hour is given for a minimum of 10 lecture hours of instruction, a minimum of 20 hours of developmental studies or laboratory instruction, or a minimum of 30 hours externship practice. The listing of credit hours is not meant to imply transferability into other college programs. A credit hour is a unit of measure, not necessarily an indicator of transferability of credit. The receiving institution, rather than the training institution, decides whether to accept credits for transfer.

CREDIT BY EXAMINATION

Students who feel they are sufficiently competent in a particular subject in the Everest College curriculum to justify the awarding of college credit in that subject may request credit by examination. A written request must be submitted to the Department Chairperson.

The examination may be written, oral, or both. Students failing the examination will not be allowed to take a second examination and will be expected to take the subject as a regularly scheduled course. A student must score 85% or above in order to receive credit, and the decision of the examining instructor will be final.

A maximum of 16 credit hours may be earned through "Credit by Examination" at the College, and an administrative fee will be charged for credit by examination. No letter grade is awarded for credit by examination, but the course credit is awarded toward graduation requirements. Credit by examination is generally not accepted for transfer by other institutions to which students may seek to transfer after graduation.

STANDARDIZED TESTING

The College accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain professional certification examinations recognized by the American Council of Education. Official test scores must be sent to the Office of the Registrar at the College of attendance.

TRANSFER OF CREDITS

Students with earned college credits from another accredited institution may apply for credit transfer to the institution. Credit will be accepted only for courses that are compatible with the student's program of study at this institution and for courses in which a grade of C or higher was earned. Students wishing to change campus locations must have official transcripts mailed directly to the Office of the Registrar. (See the table of CCI schools in the back of this catalog.) Grades earned more than 10 years ago are not accepted except to fulfill general education and college core requirements.

Students must complete at least 25% of all program hours in residence. Students wishing to transfer credits must have official transcripts mailed directly to the Office of the Registrar. Transcripts must be received prior to the end of the first term of enrollment. Transcripts received after the end of the first term may be considered at the discretion of the Academic Dean.

Students receiving veteran's benefits are required by the Veterans Administration to provide transcripts of credit from all schools previously attended. They must have all prior education and training evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified.

General Education

Subject to certain limitations and program requirements, coursework in general education subject areas (i.e., humanities, social sciences, mathematics, and science) may be transferred at the institution's discretion to fulfill the equivalent subject area general education requirements of the student's program of study. Details on this policy may be obtained in the Academic Dean's office.

Military Training

The institution may award credit for occupational experience and training courses completed while serving in the Armed Services of the United States as recommended by the American Council on Education. Veterans or active duty service members may submit the ACE military transcript applicable to their branch of service to the Office of the Registrar for evaluation.

Learning Assessment

The Institution accepts appropriate credits transferred from the College Level Examination Program (CLEP), DANTES subject testing, and certain other professional certification examination programs. Contact the campus Academic Dean for the current list of approved exams and minimum scores required for transfer. Official test scores must be sent to the Office of the Registrar.

ACADEMIC LOAD

All students at the College must be in full-time attendance unless they have approval to take less than a full load. A full-time student at Everest College is one who is enrolled in at least 12 credit hours per term. Students who have approval to take less than a full load must understand that any Financial Aid previously awarded may be reduced. Should students desire to accelerate their program, they are encouraged to increase their credit hours per quarter.

ACADEMIC HONORS

President's List Award

Everest College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 4.0 (A) grade point average for the term.

Dean's List Award

Everest College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during the term) who earn a 3.5 or higher grade point average for the term and have earned no grade lower than a C in any course that term.

Perfect Attendance award

The College recognizes the achievement of perfect attendance. Students whose attendance record reflects no incidence of absence, tardiness, or early departure from class during the quarter will be recognized each quarter. No exceptions will be made regardless of reason.

Graduation Honors

Students who graduate with outstanding academic achievement evidenced by a cumulative grade point average of 3.50 or higher are entitled to graduate with honors.

WITHDRAWAL PROCEDURES

Students finding it necessary to withdraw from the College should notify the College in writing as to why and when the withdrawal is necessary. A drop form must be completed with the Director of Student Services, and complete out-processing through the Academic Department and Student Finance Office must occur prior to dropping. Failure to provide written notification will result in a delay in out-processing and a delay in any refund due the student or the funding source. The Department Chair and/or Academic Dean must approve withdrawal from any individual course, and grades upon withdrawal will be assigned in accordance to the grading system indicated in this catalog.

OUT-PROCESSING UPON WITHDRAWAL

A student who must withdraw from Everest College prior to completion of degree requirements should: (1) contact the College and inform the Director of Student Services of plans to withdraw, (2) schedule an exit interview with the Department Chair and/or Academic Dean during which the student's reasons for withdrawal will be discussed, and (3) visit the Student Finance Director to insure that the student's financial obligation to the College has been met, up to and including the student's last day of class attendance. The student must make satisfactory financial arrangements with the Finance Director in the event of having an outstanding balance.

DROP/ADD PERIOD

The first 14 calendar days of each academic quarter are designated as the drop/add period. This period allows for adjustments to student schedules that may be necessary. This is the period when students may add or delete courses in order to finalize their schedules. Holidays that fall during this timeframe are not counted as part of the drop/add period. Students who wish to make course changes must request approval from the Academic Dean and the Student Finance Office.

The student charges for the term will be determined by the classes the student has attended by the end of the third week of the term. There are no charges for classes dropped during the drop/add period. A student who attends a class beyond the drop/add period or who attends a class and does not drop it within the drop/add period will be charged for the class. For this reason it is important that students drop classes in a timely manner.

For students enrolling in school during the mini-term, the first seven days of the mini-term are considered the drop/add period. Holidays that fall during this timeframe are not counted as part of the drop/add period.

GENERAL EDUCATION REQUIREMENTS

All degree programs at Everest College are designed to emphasize the student's major course work, which is structured to prepare the student for their chosen career opportunities. General education courses fall under the following three subject areas; Humanities, Social Sciences, and the Natural and Physical Sciences. Each program requires students to complete coursework from each of the subject areas as specified in the program outline. The general education component broadens the overall education orientation of each degree seeking student. A minimum of 24 credit hours must be completed from the overall general education component listed in the curriculum for each program of study.

ATTENDANCE

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal from a course or dismissal from a program of students whose absences from class exceed a set rate. Normally, a student is considered present if s/he is in the assigned classroom for the scheduled amount of time, i.e., neither late for class (tardy) nor leaving before the end of class (leave early). However, an instructor may consider a student present who does not attend the entire class session if (a) the criteria used to make the determination are stated in the course syllabus **and** (b) the amount of time missed does not exceed 50% of the class session.

A lack of student attendance is a basis for student academic advising. At the beginning of each course, faculty shall advise students of the following:

- The policy regarding absences
- The importance of regular attendance
- That attendance is required to receive credit for the course

Establishing Attendance / Verifying Enrollment

The schools will take attendance each class session beginning with the first day of scheduled classes. For programs with an add/drop period, the taking of attendance for a student enrolling during the add/drop period shall begin the first scheduled class session following the student's enrollment.

In programs without an add/drop period, students registered for a class shall attend by the first scheduled class session or be withdrawn.

Faculty are responsible for monitoring student attendance and advising students who have been absent from their classes.

Monitoring Student Attendance

Faculty shall monitor student attendance on the basis of both consecutive absences (the “Consecutive Absence Rule”) and absences as a percentage of the hours in the class/program (the “Percentage Absence Rule”). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy only if: (a) the student returns to class the next scheduled class session following the attendance violation and (b) the student has no absences while the appeal is pending.

Note: Should an appeal be granted, the student is not withdrawn, but shall be monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all classes for which the appeal was denied and shall not be charged for any attendance in those classes while the appeal was pending.

The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

Consecutive Absence Rule (All Programs)

When a student’s absences from any course or module exceed fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education, who shall be ultimately responsible for determining whether the student plans to return to school or has withdrawn. The following guidelines shall be followed:

- All students who state they will not return to class are determined to have withdrawn and shall be promptly withdrawn from class(es).
- All students who state they will return to class but have been absent for fourteen (14) consecutive calendar days must attend the next scheduled class session and file an appeal. See “Student Academic Appeals Policy.”
- Any student who has promised to return to school but who does not return on the next scheduled class session shall be withdrawn.
- A student must attend school while an appeal is pending, and failure to attend while an appeal is pending may be the basis for denying the appeal.
- An appeal may only be granted based on extenuating or mitigating circumstances. See “Student Academic Appeals Policy.”

Percentage Absence Rule (Modular Programs)

For students who **have not** previously been dismissed from the program for violating the attendance policy, the following rule shall apply:

Percentage	Action Taken
15% of the total program hours missed	Attendance warning letter sent
20% of the total program hours missed	Dismissed from the program

For students who **have** been dismissed for violating the attendance policy, or would have been dismissed but for a successful appeal, the following rule shall apply:

Percentage	Action Taken
15% of the remaining program hours missed	Attendance warning letter sent
20% of the remaining program hours missed	Dismissed from the program

Percentage Absence Rule (Quarter-based Programs)

For students in quarter-based programs, the following rule shall apply:

Percentage	Action Taken
25% of the course hours missed	Attendance warning letter sent
40% of the course hours missed	Withdrawn from the course
40% of the total hours for all courses in a term	Dismissed from program

Additional Requirements for Veteran Students

The Veterans Administration (VA) requires that students receiving funds based on their enrollment in school complete their course of studies in the standard length of the program. In order to meet this requirement, students must attend class on a regular basis. The VA requires that it be notified when a veteran student receives any type of probation or warning related to failure to attend. Such notification may result in the termination of veteran benefits. All attendance warnings or dismissals of students funded through the VA shall be reported to the VA by the certifying official for the school.

Date of Withdrawal

When a student is withdrawn for consecutive absences within the term or module, the date of the student’s withdrawal shall be the student’s last date of attendance (LDA). The LDA is the date that shall be reported on the Student Status Confirmation Report (SSCR). When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation, and shall be reported on the SSCR.

Note: The Date of Withdrawal shall be the earlier of a violation of the Consecutive Absence Rule or the Percentage Absence Rule.

Date of Determination (DOD)

The Date of Determination (DOD) shall be the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund and return to Title IV calculations. The DOD is the **earliest** of the following three (3) dates:

- The date the student notifies the school (verbally or in writing) that s/he is not returning to class;
- The date the student violates the published attendance policy;

- No later than the fourteenth calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

For students who fail to return after an official Leave of Absence (LOA), the DOD shall be the date the student was scheduled to return to class (for campuses that offer leaves of absence).

Attendance Records

Schools shall maintain attendance records in computer form for all programs required to take attendance. The computer attendance database is the official record of attendance. The official record may be challenged by filing an attendance appeal within five (5) calendar days following the end of a session. See Student Academic Appeal Policy. Without an appeal, after the fourteenth calendar day following the end of the session, the computer attendance database shall be considered final. Notwithstanding this requirement, any attendance roster that has been used to verify the accuracy of attendance as part of any audit procedure shall be maintained for eighteen (18) months.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress in order to remain eligible to continue as regularly enrolled students of the School. Additionally, satisfactory academic progress must be maintained in order to remain eligible to continue receiving federal financial assistance.

Accreditor and federal regulations require that all students progress at a reasonable rate (i.e. make satisfactory academic progress) toward the completion of their academic program. Satisfactory academic progress is measured by:

- 1) The student's cumulative grade point average (CGPA)
- 2) The student's rate of progress toward completion (ROP)
- 3) The maximum time frame allowed to complete the academic program (150% for all programs)

Evaluation Periods for Satisfactory Academic Progress

Satisfactory academic progress is measured at the end of each academic term, which includes the 25% point, the midpoint, the end of each academic year, and the end of the program. Should the 25% point or the midpoint occur within a term, the evaluation will occur at the end of the preceding academic term.

GPA and CGPA Calculations

At the end of each academic term, the student's cumulative grade point average (CGPA) is reviewed to determine the student's qualitative progress. When a student repeats a course, the student's CGPA will be recalculated based on the higher of the two grades earned. Grades for withdrawals, transfer credits, incompletes, non-punitive (Pass), and non-credit remedial courses have no effect on the student's CGPA.

Students must attain a minimum CGPA of 1.0 at the end of the first 25% of the program and a 1.5 CGPA at the midpoint of the program.

Rate of Progress toward Completion (ROP) Requirements

The school catalog contains a schedule designating the minimum percentage or amount of work that a student must successfully complete at the end of each evaluation period to complete their educational program within the maximum time frame (150%). Quantitative progress is determined by dividing the number of credit hours earned by the total number of credit hours in courses attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses. Non-credit remedial courses have no effect on the student's ROP.

Example: $\frac{12 \text{ credit hours earned}}{24 \text{ credit hours attempted}} = 50\% \text{ ROP}$

In order to complete the training within the specified time, the student must maintain a satisfactory rate of progress as defined below:

- Students who have reached the halfway point of their normal program completion time must have successfully completed 25% of the credit hours attempted.
- Students who have reached the halfway point of their maximum program completion time must have successfully completed 60% of the credit hours attempted.
- Students who have reached 75% of their maximum program completion time must have successfully completed 66.7% of the credit hours attempted.

Maximum Time in Which to Complete (MTF)

The maximum time frame for completion of all programs is limited by federal regulation to 150% of the published length of the program. The school calculates the maximum time frame using credit hours for courses attempted. The total scheduled credit hours for all courses attempted, which include completed courses, transfer courses, withdrawals, and repeated classes, count toward the maximum number of credit hours allowed to complete the program. Non-credit remedial courses have no effect on the student's ROP. A student is not allowed to attempt more than 1.5 times, or 150% of the credit hours in the standard length of the program in order to complete the requirements for graduation.

The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted clock hours are noted in the following tables.

Satisfactory Academic Progress Tables

96 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%

192 Quarter Credit Hour Quarter-Based Program. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	Probation if CGPA is below	Suspension if CGPA is below	Probation if Rate of Progress is Below	Suspension if Rate of Progress is Below
1-16	2.0	N/A	66%	N/A
17-32	2.0	1.0	66%	N/A
33-48	2.0	1.2	66%	50%
49-60	2.0	1.3	66%	60%
61-72	2.0	1.5	66%	65%
73-95	2.0	1.75	N/A	66%

Academic Probation

Probation is the period of time during which a student's progress is monitored under an advising plan. During the period of probation, students are considered to be making Satisfactory Academic Progress both for academic and financial aid eligibility. Students on probation must participate in academic advising as deemed necessary by the school as a condition of their probation. Academic advising shall be documented on an Academic Advising Plan and shall be kept in the student's academic file. The Academic Advising Plan will be updated at the end of each evaluation period that the student is on probation.

If, at the end of any evaluation period, a student falls below the required academic progress standards (CGPA, ROP, or other standards) for his/her program as stated in the school catalog, the student shall receive a written warning and be placed on probation. Probation will begin at the start of the next evaluation period. The student will remain on academic probation as long as his or her CGPA or ROP remains in the probation ranges specified in the school catalog. When both the CGPA and ROP are above the probation ranges, the student is removed from probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes.

Academic Suspension

If, at the end of any evaluation period, a student's CGPA or ROP falls into the suspension ranges specified in the school catalog, the student is considered not to be making SAP. Students not making SAP must be placed on suspension and withdrawn from the program.

Academic Appeals

Any student may submit an appeal of a decision of suspension or dismissal in accordance with the Satisfactory Academic Progress Appeals Policy.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending suspension/dismissal as of the date of the suspension/dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGAP, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGAP or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature which are not likely to recur

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an **Academic Advising Plan** in conjunction with their advisor, and place the student on probation.

Reinstatement Following Suspension

Students who successfully appeal a suspension or dismissal may return to school under the following conditions:

- The student must develop an academic advising plan with their advisor
- The student must bring their CGPA up to the probation range by the end of the evaluation period following the appeal

If the student meets the above conditions, s/he may remain in school, and is considered to be making SAP so long as the student's CGPA does not fall below the probation range.

Academic Dismissal

Students who have been readmitted following academic suspension who fail to improve their CGPA and/or ROP into the applicable probation range by the end of the first evaluation period after readmission must be dismissed from the program. Students who have been dismissed from a program are not eligible for readmission.

Graduation

Students must complete their program within the maximum time frame and with a 2.0/70% CGPA as stated in the school catalog in order to graduate.

Application of Grades and Credits

Transfer credits (T) are not included in the calculation of CGPA but are included in the "Total Number of Credit Hours Attempted" (see below) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credit hours attempted and successfully completed in calculating the rate of progress.

Developmental courses, non-credit and remedial courses are graded on a pass/fail basis and are not included in the calculation of progress toward completion or the student's CGAP.

When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total clock hours for the original course and the repeated course are included in the "Total Clock Hours Attempted" (in the charts above) in order to determine the required progress level. The clock hours for the original attempt are considered as not successfully completed.

For calculating rate of progress, F grades and WI (withdrawn) grades are counted as hours attempted but are not counted as hours successfully completed. Grades of I (incomplete) will also be counted as hours attempted but not as hours successfully completed; however, when the I is replaced with a grade, the CGPA and satisfactory academic progress determination will be recalculated based on that grade and the credit hours earned.

Transfer Credit

Students may receive transfer credit for courses taken at another school. Courses for which a student receives transfer credit are counted as attempted and successfully completed for purposes of satisfactory academic progress. As a result, courses for which a student receives transfer credit provide the student with advanced standing, which is applied to the student's progress in calculation of the percentage of maximum time frame for the program that the student has completed. For instance if a student enrolled in a 96-credit-hour program (with a maximum time frame of 144 credit hours) receives 12 credit hours of transfer credit and completes 12 credit hours in the first term of enrollment, the student will be evaluated as a student who is at the 25% point of the program ($24/96=25\%$) at the end of the first term. However, if a student receives 36 credit hours of transfer credit and will complete 12 credit hours at the end of the first term, the student will be evaluated as a student who is at the midpoint (50% point) of the program ($48/96 = 50\%$).

When a student transfers from or completes one program at the school and enrolls in another program, and all courses completed in the original program are acceptable for credit in the new program, all courses attempted and grades received in the original program are counted in the new program for calculation of the student's satisfactory academic progress in the new program. When a student transfers from or completes one program at the school and enrolls in another program at the school and all courses completed in the original program are NOT accepted for credit in the new program, all attempts of courses taken in the original program that are part of the new program will be counted in the calculation of the student's satisfactory academic progress upon entry into the new program, and the grades for the courses that are a part of the new program that were taken at the same institution will be used in the student's CGPA calculation.

Satisfactory Academic Progress and Financial Aid

Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the school.

The Financial Aid Office will provide details to all eligible recipients. Students should read these standards carefully and refer any questions to Academic or Financial Aid Office personnel. Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, rate of progress requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the satisfactory academic progress section of the catalog.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the School and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after readmittance following suspension or in the event the student's appeal results in readmittance.

SATISFACTORY ACADEMIC PROGRESS FOR STUDENTS RECEIVING VETERANS ADMINISTRATION BENEFITS

Previous Credit for Veterans Affairs Beneficiaries

All Veterans Affairs beneficiaries are required to disclose prior postsecondary school attendance and provide copies of transcripts for all postsecondary education and training. Upon enrollment, the School will request and obtain official written records of all previous education and experience, grant credit where appropriate, and advise the Veterans Affairs claimant and the Department of Veterans Affairs in accordance with VA regulations.

Make-Up Assignments

Make up work and assignments may not be certified for veteran students for Veterans Administration pay purposes.

Maximum Time Frame for Veteran Students

The maximum time frame for veteran students to receive veteran benefits is the standard length of the program, not time and a half. Students funded by the Veterans Administration must complete their programs within the program's standard time frame in order to receive veteran benefits. A veteran student may not be funded for benefits following the standard program length.

Veterans Academic Probation

A veteran student who fails to meet the minimum standards of satisfactory academic progress as stated in the institutional policy is automatically placed on academic probation for one grading period. Any change in enrollment status, including when a veteran is placed on academic probation, changes schedules, or terminates or is dismissed from training, will be reported to the Veterans Administration. The School retains documentation of probation in a student's file. Students on academic probation may be required to

participate in tutoring sessions outside class hours as a condition to continued enrollment. At the end of a probationary period, a student's progress is re-evaluated. If the student has met minimum standards for satisfactory academic progress and any written conditions of probation that may have been required, the student is removed from probation and returned to regular student status. A veteran who fails to regain satisfactory academic progress status after one grading period will be treated as all other students under the institutional policy described above, with one exception. A veteran who fails to meet satisfactory academic progress status following one grading period on probation will be reported to the Veterans Administration, and their benefits may be terminated.

Veterans Reinstatement after Successful Appeal of Termination

A student who successfully appeals termination from the School due to failure to maintain satisfactory academic progress may be reinstated. A reinstated student enters under an extended probationary period. This probationary period will extend for one grading period, after which a student must meet minimum standards of satisfactory progress to remain in school. The Department of Veterans Administration will determine whether or not to resume payments of Veterans Administration education benefits to a reinstated student.

STUDENT ACADEMIC APPEALS POLICY

Academic appeals include those appeals related to final grades, attendance violations, and academic or financial aid eligibility.

All formal academic appeals must be submitted in writing on an Academic Appeal Form to the Academic Dean/Director of Education within five (5) calendar days of the date the student has notice of the adverse academic decision. The appeal must include:

- The specific academic decision at issue;
- The date of the decision;
- The reason(s) the student believes the decision was incorrect;
- The informal steps taken to resolve the disagreement over the decision;
- The resolution sought.

The written appeal may be accompanied by any additional documentation (e.g., papers, doctor notes, tests, syllabi) the student believes supports the conclusion that the academic decision was incorrect.

Note: Once a formal appeal is filed, no action based on the adverse academic decision may be taken until the appeal process is complete. However, in cases involving financial aid eligibility, all financial aid disbursements shall be suspended until the matter is resolved.

Within five (5) calendar days of receiving the Academic Appeal Form, the Academic Dean/Director of Education shall convene an Appeal Committee, which should normally include the Department Chair, a member of the Student Services Staff, and a faculty member from another program. The Appeal Committee shall investigate the facts of the matter to the extent deemed appropriate under the circumstances. The Appeal Committee shall render a written decision within five (5) calendar days of the date the appeal was received by the Academic Dean/Director of Education, and shall forward the decision to the student and the instructor within five (5) calendar days thereafter. Copies of all documents relating to the appeal shall be placed in the student's academic file, and the decision of the Appeal Committee shall be noted in the official student information system. The decision of the Appeal Committee is final, and no further appeals are permitted.

Note: When an appeal is denied, the date of any suspension of financial aid or dismissal from the program shall be the date of the adverse academic decision. The student will not be charged for any attendance after the date of the adverse academic decision.

Assignment/Test Grades

Students who disagree with an assignment/test grade should discuss it with the instructor upon receipt of the grade. Assignments/test grades are reviewed at the instructor's discretion. If the instructor is not available, the matter should be discussed with the Program Director/Department Chair. Only final course grades are eligible for appeal.

Final Course Grades

Appeals of final course grades must be made within five (5) calendar days of the date the grade becomes final. The Academic Dean/Director of Education may direct a grade to be changed only when it is determined through the appeal process that a final grade was influenced by any of the following:

1. A personal bias or arbitrary rationale;
2. Standards unreasonably different from those that were applied to other students;
3. A substantial, unreasonable, or unannounced departure from previously articulated standards;
4. The result of a clear and material mistake in calculating or recording grades or academic progress.

Attendance Violations

Appeals of attendance violations must be made within five (5) calendar days of the violation. In order for an attendance appeal to be considered, the student must:

1. Have perfect attendance while the appeal is pending;
2. Submit a written plan to improve attendance with the Appeal Form.

Provided that no applicable state requirement would be violated by doing so, an attendance appeal may be granted if the student demonstrates that the absence was caused by:

1. The death of a family member;
2. An illness or injury suffered by the student;
3. Special circumstances of an unusual nature which are not likely to recur.

The Appeal Committee may, as a condition of granting the appeal, require the student to make up missed class time or assignments, place the student on probation and require the student to develop an Academic Advising Plan in conjunction with their advisor.

Satisfactory Academic Progress (SAP) Appeals

SAP appeals must be made within five (5) calendar days of the date the student was notified of the violation. The student is deemed to have notice of the pending dismissal as of the date of the dismissal letter. Provided that the student can complete their program within the maximum time frame with the required minimum CGPA, a SAP appeal may be granted if the student demonstrates that s/he is sincerely committed to taking the steps required to succeed in their program **and** that their failure to maintain the required CGPA or ROP was caused by any of the following mitigating circumstances:

1. The death of a family member
2. An illness or injury suffered by the student
3. Special circumstances of an unusual nature that are not likely to recur

The Appeal Committee shall, as a condition of granting the appeal, require the student to develop an Academic Advising Plan in conjunction with their advisor, and place the student on probation.

STATEMENT OF ACADEMIC FREEDOM

Everest College endorses and adheres to the concept of academic freedom and supports the instructor's privilege to function as a scholar in the interpretation and application of theories and ideas. While course content is mandated by catalog course synopses, course administration is not imposed. The College believes that students' interests are best served when instructors are given freedom concerning modes of teaching, specific course requirements, and course evaluation methods. The College recognizes, however, that academic freedom does not defend the teaching of doctrines inconsistent with the stated purpose of the College.

REPEATING A CLASS

A student may repeat a course taken at the College in order to improve the cumulative grade point average. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be calculated with the higher of the two grades. All repeats will be charged at the student's current tuition rate.

Externships, while not normally subject to being repeated, may be repeated only with the permission of the Department Chair and/or the Academic Dean.

DIRECTED STUDY

There may be times during the student's course of study that the student is unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts. Should such an instance arise, the student may request permission from the Department Chair and Academic Dean to complete a course through directed study. Directed study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through directed study may be applied to the major core of any Associate's degree. No more than sixteen (16) quarter credit hours earned through directed study may be applied to the major core of any Bachelor's degree. In addition, students may not take more than one directed study course in a single academic term without approval from the Academic Dean or College President.

If approved and scheduled for a directed study course, the student will be assigned to a faculty advisor who will provide the student with syllabus, assignments and directions for course completion. The student will meet with the faculty advisor on a weekly basis, complete all reading and writing assignments and examinations, and submit any required research or term papers, all of which will be used to determine the final course grade as defined in the syllabus.

ONLINE LEARNING

The institution may choose to offer certain courses online. Online courses are offered through the Internet, and interaction between the students and faculty occur using a "virtual classroom." Courses will generally be similar in content to the in-class mode, although more individual effort and initiative will be required to successfully master the material. Online courses will be designated on the class schedule so students may register during the normal registration period.

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment;
- Have Internet access and an established email account;
- Commence online contact with the course site within the first three days of the term;
- Understand that student participation and class activities occur weekly throughout the course;
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

Certain fees may be charged to students registered in online courses. Please refer to the schedule of fees in Appendix B for specific charges.

ADMINISTRATIVE STANDARDS

The Academic Dean and/or College President, after a review of the academic record and test scores of an incoming student, has the prerogative to refuse entry into a program that the Academic Dean and/or College President deems to be too rigorous for the student.

The College reserves the right to make changes at any time as necessary in the regulations and fees, and to cancel any course if registration does not justify continuance. Normally, a minimum of 15 students will be required for a class to be scheduled. All courses needed by students for their graduation will be offered during their normal attendance period.

GRADUATION REQUIREMENTS

Students at Everest College must have a minimum 2.0 cumulative grade point average in the required hours of the program they are pursuing to be eligible to graduate. All financial obligations, including tuition charges, fees, and other expenses, must be fulfilled before graduation. Formal out-processing is also required prior to graduation.

In order to maintain satisfactory status leading to graduation, a student must:

1. Have a minimum cumulative grade point average of 2.0;
2. Adhere to all College rules and regulations;
3. Adhere to the attendance policies and standards of conduct, as well as settling all financial obligations to the College and;
4. Complete the minimum course work and hours of credit required in the program in which the student is enrolled.

OUT-PROCESSING UPON GRADUATION

A graduating student must contact the Placement Director's office during the last term before completion of the student's degree requirements. This office will assist the student in applying for employment assistance. Students receiving an Associate of Science degree may be required to take a comprehensive examination in their respective programs. The student must complete a graduation petition within the term prior to completion of all academic requirements. The student will then see the Student Finance Office for financial aid repayment instructions (if any) and a determination of completion of the student's financial obligation to the College. Finally, the student must meet with the Registrar to ensure that all academic requirements have been satisfied. Upon completion of these requirements, the student may become an official graduate of Everest College.

COMMENCEMENT CEREMONY

Although students officially graduate from Everest College at the end of the term in which they have earned the required number of credit hours at a minimum overall grade point average of 2.0 or better, the College holds graduation ceremonies only twice each year, typically in October and April. The College reserves the right to change these dates. All students completing graduation requirements during the months prior to commencement are eligible to participate in the ceremony. Graduates will be assessed a graduation fee at the time of filing the graduation petition. This request must be completed within the term prior to completion of all academic requirements to participate in commencement.

GRADUATION HONORS

Students who graduate with outstanding academic achievement evidenced by a cumulative grade point average of 3.50 or higher are entitled to graduate with honors.

ADMINISTRATIVE POLICIES

CLASS SCHEDULES/SCHEDULE CHANGES

Everest College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held year round. Four weeks per year are set aside for breaks.

All students will be issued class schedules at the beginning of the term indicating day and time of class meeting. Pre-scheduling times (registration) are available for students to meet with academic officials each term. The Academic Dean must approve all changes in a student's schedule.

All full-time students are required to maintain a minimum load of 12 credit hours (eight credit hours during a mini-term). A student must be full-time to qualify for student awards programs such as President's List, Dean's List, and Perfect Attendance each term. Students who need to take less than two courses in a term must provide a written request to obtain approval from the Academic Dean or College President.

TERMS

The College is on the quarter system. Classes are held 12 months out of the year, and there are four full terms in each calendar year. The four full terms shall last approximately 12 weeks and normally begin in the following months each year:

- Winter Term January
- Spring Term April
- Summer Term July
- Fall Term October

MINI-TERMS

Six weeks into each of the four full terms listed above, a six-week mini-term begins, giving new and returning students the opportunity to get a "head start" on the next full term. During the mini-term, a student will take two courses that will meet two to four times weekly for six weeks. This helps many students phase into their return to college with a smaller load. It also enables many students to start their class earlier than if they waited until the next full term. At the end of the mini-term, the student then enters the next scheduled full term.

STUDENT CODE OF CONDUCT

Background

The College maintains professional-level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the student conduct code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given

every opportunity to change his or her behavior to meet the expectations of the College and to prepare for what the student might later expect to find in a professional-level work environment. The College maintains the right to discipline students found in violation of College policies in accordance with the procedures below.

- The student conduct code applies to all students, including students taking online courses or a combination of online and campus courses. College Work Study students who violate the student code of conduct in the performance of their college work study duties are subject to disciplinary action/procedures.
- The Campus President or designee (typically the Director of Education/Academic Dean or, in the case of online students, the Online Coordinator) has the authority to make decisions about student disciplinary action.
- Students are subject to the student conduct code while participating in any program externship, clinical rotation, or other College-related activity.
- All student conduct code violations shall be documented in the student's academic record.
- Students dismissed for violations of the student conduct code shall remain responsible for any financial obligations to the College.
- Students dismissed from one Corinthian Colleges, Inc. college for violation of the student conduct code shall not be eligible for admittance to another CCI college.

Student Conduct Code

Students must show respect toward and be cooperative with College faculty and staff during the performance of their duties, as well as show respect for fellow students and campus visitors.

Examples of conduct that may result in disciplinary action include, but are not limited to, behavior that is disruptive, intimidating, dishonest, or discourteous; and destruction, theft, or other misuse of College property.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College. Violations that warrant immediate dismissal include, but are not limited to: threatening the safety of others; possessing alcohol, drugs, dangerous weapons, or other foreign substances on campus; theft; vandalism or misuse of the College's or another's property; or harassment or intimidation of others. Students dismissed for the reasons outlined above will not be allowed back on campus property without express permission of the Campus President or a designated College official.

Student Conduct Code Violations/Formal Disciplinary Procedure

If the College has reason to believe that a student has violated the student conduct code, the College shall conduct an investigation and follow up with the student in the appropriate manner.

Violations that threaten the health and safety of campus employees, other students, or visitors shall result in immediate dismissal from the College.

Other student conduct code violations shall be governed by a *progressive disciplinary procedure*. For isolated, minor student conduct code violations, the College may decide to conduct academic advising and issue a verbal reminder of the student conduct code, or to provide the student with written notice, as the College deems appropriate. The College may also decide to suspend or place a student on probation for a specified period of time, pending a full investigation of student conduct code violations or as a form of corrective action short of dismissal from the College.

First Offense - A written warning. The student shall receive a letter that describes the specific examples of the student's misconduct and the consequences if further violations occur.

Second Offense - Student dismissal. Each student dismissed shall receive a dismissal letter from the campus, stating the reasons for dismissal and any applicable appeals procedures.

Threats to Health/Safety - Immediate dismissal. Dismissal letter within a reasonable period of time; student not allowed back on campus property without President's or designee's approval.

Appeals

A student dismissed for violations of the student conduct code may appeal the dismissal by submitting a letter to the College President for consideration. The appeal letter should include the reasons why the decision should be changed and the student allowed to return to school. The student must appeal the decision within 10 days or a reasonable period of time after the student receives notice from the College that he/she has been dismissed. Students should refer to the Campus Grievance Procedures in the College catalog. The student who appeals a dismissal shall receive written notice of the decision. The College President's decision on an appeal shall be considered final.

Academic Integrity

- Any form of deception in the completion of assigned work is considered a form of academic dishonesty. This includes, but is not limited to: copying another's work from any source; allowing another to copy one's own work whether during a test or in the submittal of an assignment; any attempt to pass off the work, data, or creative efforts of another as one's own; knowingly furnishing false information about one's academic performance to the College.
- If a student is found to have committed one or more of the acts listed above, the student may, at the Academic Dean's discretion, receive an F grade for the assignment or exam. If repeated offenses occur, the student may be dismissed from the College as per the disciplinary procedures outlined above.
- All violations of academic policy are documented and made part of the student's academic record.

Alcohol and Substance Abuse Statement

The College does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students or employees.

Possession of these substances on campus is cause for dismissal.

SEXUAL HARASSMENT POLICY

The College will strive to provide and maintain an environment free of all forms of harassment. Sexual harassment is a violation of Title IV.

The following guidelines are issued that legally define sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The College will not tolerate sexual harassment. Behavior toward any employee or student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances, including comments of a sexual nature, or inappropriate conduct, including the display of derogatory drawings, cartoons, or posters, will be dealt with quickly and vigorously and will result in disciplinary action up to and including termination or dismissal.

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the College President or Academic Dean. The College President or Academic Dean will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

STUDENT GRIEVANCE PROCEDURES

Persons seeking to resolve problems or complaints should first contact their faculty. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255 or by email at studentservices@cci.edu.

If a student feels that the College has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council for Independent Colleges and Schools. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4241
(202) 336-6780

ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the College computer system. Permanent records are kept in paper form, microfiche or microfilm. The College maintains complete records for each student, including grades, attendance, prior education and training, and awards received.

Student academic transcripts, which include grades, are available upon written request by the student. Student records may be released only to the student or his/her designee as directed by the Family Educational Rights and Privacy Act of 1974.

Transcript and diploma requests must be made in writing to the Office of the Registrar. Official transcripts will be released to students who are current with their financial obligation (i.e., tuition and fees due to the College are paid current per the student's financial agreement). Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

Students are provided an official transcript free of charge upon completing graduation requirements as stated in the previous paragraph. There is a fee for each additional official transcript requested. Normal processing time for transcript preparation is approximately three to five days.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the institution president written requests that identify the record(s) they wish to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Generally, schools must have written permission for the parents of minor students or eligible students in order to release any information from a student's educational record.

However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Additional FERPA information is available from the institution's Business Office.

ORIENTATION

Orientation is mandatory and is held for all applicants accepted for admission. Notification of time and place of orientation is delivered by mail or telephone to all applicants accepted for admission.

During orientation, students will be acquainted with the rules and regulations of the College, informed of student services available, familiarized with the College facilities, and introduced to various College personnel. Children may not attend Orientation. Students are advised to make appropriate arrangements for childcare prior to Orientation.

POLICY AND PROGRAM CHANGES

The College reserves the right to change any provision or requirements in this catalog at any time without notice. The College further reserves the right to require a student to withdraw from the College for just cause, defined as any cause deemed detrimental to the College, as determined by the President.

Failure to read this catalog and other published or posted material does not excuse students from the requirements and regulations described herein.

CAMPUS SECURITY AND CRIME AWARENESS POLICIES

As required by Public Law 101-542, as amended by Public Law 102-325, Title II, Crime Awareness and Campus Security Act of 1990, Section 294, Policy and Statistical Disclosures, the School has established policies regarding campus security.

The School strives to provide its students with a secure and safe environment. Classrooms and laboratories comply with the requirements of the various federal, state and local building codes, with the Board of Health and Fire Marshal regulations. Most campuses are equipped with alarm systems to prevent unauthorized entry. Facilities are opened each morning and closed each evening by administrative personnel.

The School encourages all students and employees to report criminal incidents or other emergencies that occur on the campus directly to the Campus President, student advisor or instructor. It is important that College personnel are aware of any such problems on school campuses. The Campus President is responsible for investigating such reports and taking legal or other action deemed necessary by the situation. In extreme emergencies, the Campus President may immediately contact law enforcement officers or other agency personnel, such as paramedics. The College will work with local and state law enforcement personnel if such involvement is necessary. A copy of the student's report and any resultant police report will be maintained by the College for a minimum of three years after the incident.

Students are responsible for their own security and safety both on campus and off campus and must be considerate of the security and safety of others. The College has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off College premises or during any College activities.

On May 17, 1996, the President of the United States signed Megan's Law into federal law. As a result, local law enforcement agencies in all 50 states must notify schools, day care centers, and parents about the presence of dangerous offenders in their area. Students and staff are advised that the best source of information on the registered sex offenders in the community is the local sheriff's office or police department. The following link will provide you with a list of the most recent updated online information regarding registered sex offenders by state and county: <http://www.safetypub.com/megan.htm>.

Statistical Information

The public law referenced herein requires the College to report to students and employees the occurrence of various criminal offenses on an annual basis. Prior to October 1st of each year, the College will distribute a security report to students and staff containing the required statistical information on any campus crimes committed during the previous three years. A copy of this report is available to students, employees, and prospective students and employees upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), an institution is required to annually prepare completion or graduation rate data regarding the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Institutions are required to make this completion or graduation rate data readily available to students approximately 12 months after the 150 percent point for program completion or graduation for a particular cohort of students. This completion rate report is available to students and prospective students upon request. Notice of the right to request this information is distributed annually.

DRUG AWARENESS

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires institutions receiving financial assistance to implement and enforce drug prevention programs and policies. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

This institution prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any College activity. If a student suspects someone to be under the influence of any drug (or alcohol), he or she should immediately bring this concern to the attention of the Director of Education or School President. Violation of the institution's anti-drug policy will result in appropriate disciplinary actions and may include expulsion of the student. The appropriate law enforcement authorities may also be notified.

In certain cases, students may be referred to counseling sources or substance abuse centers. If such a referral is made, continued enrollment or employment is subject to successful completion of any prescribed counseling or treatment program.

WEAPONS POLICY

No weapons of any type are allowed on campus. This includes, but is not limited to: hand guns, rifles, knives, and any other devices used to harm or intimidate staff or students. This institution maintains a threat-free learning environment. Violation of this policy may result in immediate dismissal from the institution and a complaint with local law enforcement.

CANCELLATION OF CLASSES

The College reserves the right to cancel any scheduled class in which there are an insufficient number of students enrolled.

TELEPHONES

No student will be called out of class for a telephone call, except in case of emergency. We request that family and friends be informed of this policy. There is a public telephone available in the student lounge. Cell phones and pagers may not be activated during class time; students are asked to wait until designated break times to place calls.

SMOKING

Because the health of our students and employees is very important, we maintain a smoke-free environment within the building.

FOOD AND BEVERAGE

Students may partake of food and non-alcoholic beverages in the student lounge. Food and beverages may not be taken into the computer labs or the library under any circumstances. Beverages may be permitted in classrooms at the faculty's discretion and must be properly disposed of prior to leaving the classroom. All students are encouraged to help keep the campus free of litter.

GUESTS/CHILDREN ON CAMPUS

An atmosphere conducive to learning must be maintained without disruption to the teaching and work environment. Therefore, it is the policy of the College that children, friends and/or relatives shall not be brought to classrooms, labs or the library and may not be left in lounges or offices.

Deliveries of messages, packages, or other items will not be made during class time. Students are advised not to have messages or deliveries of any kind requested during class. For the safety and security of all concerned, visitors to the College asking for a student will not be escorted to the student's classroom and will not be provided any information about the student's whereabouts.

LOST AND FOUND

The College maintains a Lost and Found at the reception desk. The College cannot assume responsibility for any student's property. Any property turned into the receptionist will be kept for a period of 30 days. Contact the receptionist regarding lost items.

DRESS CODE

Students are expected to dress in an appropriate manner that would not be construed as detrimental to the student body and the educational process at Everest College. Students are reminded that the College promotes a business atmosphere. Students are encouraged to remember that Faculty and visiting speakers are professionals and could be potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

FINANCIAL POLICIES

TUITION AND FEES

Tuition and fee information can be found in **Appendix B: Tuition and Fees** in this catalog.

Arrangements for payment of registration fees, tuition and book charges (if applicable) must be made in advance of the first day of classes for each term for which the student is enrolled. The College charges the student's tuition account for tuition at the beginning of each term for which the student is enrolled.

The minimum full-time course load is 12 credits per quarter. Non-credit-bearing coursework will be charged at the same rate as credit-bearing coursework. Textbook costs per quarter are dependent upon the classes for which the student is registered; however, the average has been \$200 to \$250 per quarter. All credits for which a student is registered are charged at the current rates, including any courses being repeated. Arrangements to cover the cost of tuition, books, and fees must be completed prior to registration each quarter.

The student's total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered at the end of the drop/add period by the then current tuition rate for that number of credit hours.

Tuition will be charged on a quarterly basis. The tuition and fees listed in Appendix B will be charged for the student's first quarter (or mid-term quarter start) in attendance. Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of that quarter.

STATEMENT OF FINANCIAL OBLIGATIONS

A student who has applied, is accepted, and has begun classes at the College assumes a financial obligation. Each student is legally responsible for his or her own college expenses for the contract period in which the student is attending.

A student who is enrolled and has made payments in full or completed other financial arrangements is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, having official transcripts sent, securing course credit, being graduated, and using the placement services.

Any student who is delinquent in a financial obligation to the College, including damages to the College and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the College. A student will not be allowed to re-enroll in the College nor will grades or transcripts be released as long as the student owes the College a balance for any current or past terms.

CANCELLATIONS

The Enrollment Agreement does not constitute a contract until it has been approved by an official of The School. If the agreement is not accepted by The School, all monies paid will be refunded. A student who has not visited The School prior to enrollment may withdraw without penalty following either the regularly scheduled orientation procedures or a tour of The School and inspection of the equipment. A student has the right to cancel the Enrollment Agreement until midnight of the fifth business day following the first scheduled class session.

Cancellation will occur when the student gives a signed and dated written notice of cancellation to the Director of Admissions or President at the address shown on the front of this agreement. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and if it states that the student no longer wishes to be bound by the Enrollment Agreement. A notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid.

OFFICIAL WITHDRAWALS

A student has the right to withdraw at any time. An official withdrawal must be documented in writing. An official withdrawal is considered to have occurred on the earlier of a) the date that the student provides to The School official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from The School are requested to notify the office of the Academic Dean/Director of Education by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official date of withdrawal and the reason for withdrawal in writing at the time of official notification. When the student begins the process of withdrawal, the student or the office of the Academic Dean/Director of Education will complete the necessary form(s).

Quarter-based Programs: After the cancellation period, students in quarter-based programs who officially withdraw from The School prior to the end of The School's official add/drop period will be dropped from enrollment, and all monies paid will be refunded.

Modular Programs: Although there is no add/drop period in modular programs, for students who officially withdraw within the first five class days (or for weekend classes within seven calendar days from the date they started class, including the day they started class), all monies paid will be refunded.

REFUND POLICIES

This School is certified by the U.S. Department of Education as an eligible participant in the Federal Student Financial Aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended (Title IV programs).

When a student withdraws, The School must complete both a "Return to Title IV" and a refund calculation.

- First, if the student is a Title IV recipient, The School must determine how much federal grant and loan assistance the student has earned under the Federal Return of Title IV Funds Policy. If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, The School, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable. The federal Return to Title IV policy is explained below.
- Second, The School must determine how much of the tuition and fees it is eligible to retain using the applicable refund policies. A refund will be calculated on the basis of the institutional refund policy and any applicable state refund policies. If a state or accrediting agency refund policy applies, it will be included on this agreement. (See below.)

The student will be given the benefit of the refund policy that results in the largest refund to the student.

Any unpaid balance of tuition and fees that remains after calculating the refund and applying the amount of SFA funds earned based on the Federal Return of Title IV Funds policy must be paid by the student to The School.

The refund calculation will be based on the date of withdrawal. Any monies due the applicant or student will be refunded within 30 days of the date of cancellation, termination, or determination of withdrawal. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the balance of funds will then be applied in the following order:

1. to pay authorized charges at the institution;
2. with the student's permission, applied to reduce the student's Title IV loan debt (not limited to the student's loan debt for the period of enrollment);
3. returned to the student.

In cases of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the program, The School will make a settlement that is reasonable and fair to both parties.

Date of Withdrawal versus Date of Determination (DOD)

The date of withdrawal for purposes of calculating a refund is the student's last date of attendance. The date of determination, from which The School has 30 days to issue a refund, is the earlier of the date the student officially withdraws or the date The School determines the student has violated an academic standard. For example, when a student is withdrawn for violating an academic rule, the date of the student's withdrawal shall be the student's last date of attendance. The date of determination shall be the date The School determines the student has violated the academic rule, if the student has not filed an appeal. If the student files an appeal and the appeal is denied, the date of determination is the date the appeal is denied. If the student ceases attendance without providing official notification, the DOD shall be no more than 14 days from the student's last date of attendance.

Effect of Leaves of Absence on Refunds

If a student does not return from an approved leave of absence (where applicable) on the date indicated on the written request, the refund will be made within 30 days from the date the student was scheduled to return (DOD), but the refund calculation will be based on the student's last date of attendance.

Textbook and Equipment Return/Refund Policy

If a student who was charged for and paid for textbooks, uniforms, or equipment, returns unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution shall refund the charge for the textbooks, uniforms, or equipment paid by the student. Uniforms that have been worn cannot be returned because of health and sanitary reasons. If the student fails to return unmarked textbooks, unworn uniforms or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal, the institution may retain the cost of the items that has been paid by the student. The student may then retain the equipment without further financial obligation to The School.

Federal Return of Title IV Funds Policy

Please refer to the catalog section entitled "Federal Return of Title IV Funds Policy" or see the Financial Aid Department at the respective campus indicated on the front of this agreement for further details that may affect the return of federal funds.

Return of Unearned SFA Program Funds

The School must return the lesser of:

- The amount of SFA program funds that the student did not earn; or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that were not earned.

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate, the amount by which the original overpayment amount exceeds 50% of the total grant funds received by the student for the payment period or period of enrollment, if the grant overpayment is greater than \$50.

(Note: If the student cannot repay the grant overpayment in full, the student must make satisfactory arrangements with the U.S. Department of Education to repay any outstanding grant balances. The Student Financial Aid Department will be available to advise the student in the event that a student repayment obligation exists. The individual will be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

Institutional Refund Calculation

The School will perform a pro-rata refund calculation for students who terminate their training before completing more than 60 percent of the period of enrollment. Under a pro-rata refund calculation, The School is entitled to retain only the percentage of charges (tuition, fees, room, board, etc.) proportional to the period of enrollment completed by the student. The period of enrollment completed by the student is calculated by dividing the total number of weeks in the period of enrollment into the number of weeks completed in that period (as of the withdrawal date). The percentage of weeks attended is rounded up to the nearest 10 percent and multiplied by the school charges for the period of enrollment. A reasonable administrative fee not to exceed \$75 or 5% of the total institutional charges, whichever is less, will be excluded from total charges used to calculate the pro-rata refund. The School may retain the entire contract price for the period of enrollment--including tuition, fees, and other charges--if the student terminates the training after completing more than 60 percent of the period of enrollment.

Modular Students Please Note: Since students enrolled in modular programs are charged tuition by academic year, the charges earned and amount due under the institutional refund policy is based on the charges for the portion of the academic year completed, rather than on the portion of the quarter completed.

CALIFORNIA BUYER'S RIGHT TO CANCEL

The student shall have the right to cancel an agreement for a program of instruction including any equipment, until midnight of the fifth business day after the day on which the student did any of the following:

- (A) Attended the first class of the program of instruction that is the subject of the agreement or received the first lesson in a home study or correspondence course.
- (B) Received a copy of the notice of cancellation as provided in Section 94868.
- (C) Received a copy of the agreement and the disclosures as required by subdivision (a) of Section 94859, whichever is later.
- (b) Cancellation shall occur when the student gives written notice of cancellation to the institution at the address specified in the agreement.
- (c) The written notice of cancellation, if given by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- (d) The written notice of cancellation need not take a particular form and, however expressed, is effective if it indicates the student's desire not to be bound by the agreement.
- (e) Except as provided in subdivision (f), if the student cancels the agreement, the student shall have no liability, and the institution shall refund any consideration paid by the student within 10 days after the institution receives notice of the cancellation.
- (f) If the institution gave the student any equipment, the student shall return the equipment within 10 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 10 day-period, the institution may retain that portion of the consideration paid by the student equal to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment within 10 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

REFUNDS

In addition to the refund calculated under the state policy below, The School will calculate the refund due under the institutional refund policy on the reverse of this agreement. The student will be given the benefit of the refund policy that results in the largest refund to the student.

CALIFORNIA REFUND POLICY

The School will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

1. Determine the total tuition for the program.
2. Divide this figure by the total number of hours in the program.
3. The answer to the calculation in step (2) is the hourly charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge of instruction and adding in any book or equipment charges.
5. The refund shall be any amount in excess of the figure derived in step (4) that was paid by the student.

SAMPLE CALCULATION

A student enrolls in a 720 clock hour program at a total tuition cost of \$8,500. The student drops from school after attending 300 hours of the program and has paid \$4,000 toward tuition. The student has also paid \$250 for books and equipment that were not returned for a total of \$4,250.

1. The total tuition is \$8,500 for 720 hours of instruction.
2. The total tuition divided by the total hours in the program equals the cost per hour of instruction.
3. \$8,500 divided by 720 equals \$11.80, which is the cost per hour of instruction.
4. The student owes \$3,540 (300 hours multiplied by \$11.80, the cost per hour) plus \$250 for books and equipment (\$3, 790 total).
5. Since \$4,250 was paid on the account, \$460 will be refunded (\$4,250 minus \$3, 790).

REQUIREMENTS FOR GRADUATION

A student must:

1. Successfully complete all courses in the program with a 2.0 (70%) grade point average within the maximum time frame for completion as stated in The School catalog.
2. Successfully complete all externship hours (if applicable).
3. Meet any additional program specific requirements as stated in The School catalog.

STUDENT FINANCING OPTIONS

The school offers a variety of student financing options to help students finance their educational costs. Detailed information regarding financing options available and the Financial Aid process can be obtained from the school's Student Financial Planning Brochure. Information regarding other sources of financial assistance such as benefits available through the Bureau of Indian Affairs, Division of Vocational Rehabilitation, Veterans Assistance and State Programs can be obtained through those agencies.

FINANCIAL ASSISTANCE

Financial assistance (aid) in the form of grants and loans is available to eligible applicants who have the ability and desire to benefit from the specialized program/training offered at the school.

STUDENT ELIGIBILITY

To receive financial assistance you must:

1. usually, have financial need;
2. be a U.S. citizen or eligible noncitizen;
3. have a social security number;
4. if male, be registered with the Selective Service;

5. if currently attending school, be making satisfactory academic progress;
6. be enrolled as a regular student in any of the school's eligible programs;
7. not be in default on any federally-guaranteed loan.

FEDERAL FINANCIAL AID PROGRAMS

The following is a description of the Federal Financial Aid Programs available at the school. Additional information regarding these programs, eligibility requirements, the financial aid process and disbursement of aid can be obtained through the school's Student Financial Planning Brochure, the school's Student Finance Office, and the U.S. Department of Education's Guide to Federal Student Aid, which provides a detailed description of these programs. The guide is available online at:

http://studentaid.ed.gov/students/publications/student_guide/index.html

Federal Pell Grant

The Federal Pell Grant Program is the largest federal student aid program. For many students, these grants provide a foundation of financial assistance that may be supplemented by other resources. Student eligibility for the Federal Pell Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be repaid.

Federal Supplemental Educational Opportunity Grant (FSEOG)

Undergraduate students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attending school.

Federal Perkins Loan

This low-interest loan is available to qualified students who need financial assistance to pay educational expenses. Repayment of the loan begins nine months after the student graduates, leaves school or drops below half-time status.

Federal Work Study (FWS)

The need-based program provides part-time employment to students who need income to help meet their costs for postsecondary education. Funds under this program are limited.

Federal Stafford Loans (FSL)

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment begins six months after the student graduates, leaves school or drops below half-time status. There are two types of Federal Stafford Loans available: Subsidized Loans and Unsubsidized Loans.

Federal Subsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Student eligibility for a Subsidized Stafford Loan is based on "financial need." The Federal government pays the interest while the student is in school at least half time, during the grace period and during periods of deferment.

Federal Unsubsidized Stafford Loan is a low-interest loan issued by a lender (bank, credit union, or savings and loan association). Students do not have to demonstrate "need" in order to obtain this loan. Interest accrues on this loan while a student attends school.

Federal Parent Loan for Undergraduate Students (PLUS)

The Federal Parent Loan for Undergraduate Students (PLUS) provides additional funds to help parents pay for educational expenses. Parents may borrow up to the cost of their dependent student's education minus any other aid the student is eligible for. The interest rate is fixed and interest accrues at the time of disbursement. Repayment typically begins within 60 days after the loan has been fully disbursed.

Note: Federal student loans are insured by state and private non-profit guarantee agencies.

Loan origination fees may be deducted from the loan by the institution making the loan as set forth by federal regulations.

ALTERNATIVE FINANCING OPTIONS

Should a student's primary source of financing not cover all their educational costs, the school offers affordable alternative financing options such as alternative loans and institutional payment plans. Each plan is offered as a secondary payment source to augment primary financing options such as cash, federal financial aid, state grants, agency contracts or employer billing. For detailed information regarding all financing options available please refer to the school's Student Financial Planning Brochure.

Alternative Loan Programs

Alternative loans are private loans offered by the school's preferred lenders. The criteria for preferred lender selection can be obtained from the school's Student Financial Planning Brochure. Alternative loan approval, loan origination fees, interest rates and loan terms are based on the applicant's credit and the lenders underwriting criteria.

Institutional Payment Plans

Cash Payment Plan - Under this plan, a student makes equal monthly payments over the length of the program. All payments are interest free and the first payment is due 30 days from the day the student begins school.

Extended Payment Plan - Under this plan a student makes equal monthly payments over the length of the program plus six extra months. The interest rate is fixed throughout the note term and the first payment is due 30 days from the day the student begins school.

Student Tuition Assistance Resource Program (STAR) - A student may qualify for the STAR Program if s/he is not eligible for one of the school's alternative loan programs. The interest rate is fixed throughout the term of the note and the first payment is due 90 days after the student graduates or leaves school.

GRANTS AND SCHOLARSHIPS

Cal Grants

California sponsors the Cal Grant programs through the Student Aid Commission. Students who are California residents seeking postsecondary education may qualify if they have not defaulted on a previous student loan and do not owe a refund on any state or federal educational grant. Awards are based on financial need, academic progress and program of study.

Imagine America Scholarships

This institution participates in the Imagine America scholarship program operated by the Career Training Foundation of Washington D.C.

Under this scholarship program two \$1,000 Imagine America scholarships are available at each participating high school and can be awarded to two graduating high school seniors from that school.

Scholarship certificates are sent directly to the high school from the Career Training Foundation of Washington D.C. The high school guidance counselor and the high school principal select the students of their choice to receive the award. Certificates have to be signed by the counselor and principal to be valid. The chosen high school seniors can each only receive one Imagine America scholarship.

Imagine America scholarship certificates are to be given to the Financial Aid Office, are non-transferable and cannot be exchanged for cash. Scholarship certificates will be accepted until October 31st of the year in which they are awarded.

STUDENT SERVICES

CAREER SERVICES

Everest College is dedicated to assisting graduates in securing employment in their chosen fields. Students must understand that securing of employment is a cooperative effort.

The College Career Placement Director promotes the availability of Everest College graduates for employment through personal contact, media advertising, announcement letters, and employment surveys. Assistance is given in the completion of employment applications, successful resume writing, and proper interviewing techniques.

Students must aid the employment effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations. Should a student fail to meet a scheduled employment interview without properly notifying the prospective employer and the College, or demonstrate unprofessional behavior during an interview scheduled by the College, the student may not be considered for subsequent employment interviews.

Everest College will prepare the students educationally for employment and will assist the student in all employment matters but does not, in any way, guarantee employment.

TUTORIAL ASSISTANCE

Everest College offers tutorial assistance at no charge to its students provided any student requesting such tutorial assistance meets the following criteria:

1. Is a student in regular attendance at the College;
2. Arranges for tutorial assistance through the office of the Academic Dean or Department Chair;
3. Schedules tutoring sessions on campus.

STUDENT ADVISING

Students are urged to seek assistance from those who are here to help. Students should feel free to go to their Department Chair, instructors, the Academic Dean or the College President with any problems.

Advising encompasses several important areas of student life. Academic advising is coordinated by the Academic Dean and includes satisfactory progress, attendance, and personal matters. The Academic Dean and Department Chairs serve as advisors and assist students in course selection and registration, dropping and adding courses, changing of major, and meeting graduation requirements.

Academic advisement is sometimes required when students are having difficulties with their studies. If a student is placed on academic probation, advisement is required before he can register for the next term. Disciplinary advisement is handled through the President's Office when behavioral problems arise in the classroom or on the campus.

CLUBS AND ORGANIZATIONS

Everest College encourages the establishment of clubs and organizations on campus to strengthen students socially, physically, spiritually, politically, and psychologically as they prepare to face career decisions after graduation. Students desiring to establish new organizations, should contact the Director of Student Services for further information and guidelines.

STUDY GROUPS

The College will provide on-site facilities as available for the use of students choosing to work in study groups. Assistance will be provided to students, on request, in identifying other students in similar educational programs interested in participating in study groups.

PROGRAMS OF STUDY

Program	Degree
Accounting	Associate of Science
Business	Associate of Science
Criminal Justice	Associate of Science
Paralegal	Associate of Science
Applied Management	Bachelor of Science
Business	Bachelor of Science
Criminal Justice	Bachelor of Science

ASSOCIATE OF SCIENCE DEGREE PROGRAMS

ACCOUNTING

Credential	Credit Hours	Length	Version
Associate of Science Degree	96	24 months	1-1

Accounting is the language of business and accounting procedures and records are the basic ingredients that provide students with a broad and diverse background in professional accounting, making a variety of entry-level positions in business, industry, and governmental accounting fields available to graduates of this program.

Course Code	Course Title	Associates Degree Quarter Credit Hours
College CORE REQUIREMENTS		
SLS 1105	Strategies for Success	4.0
CGS 2167C	Computer Applications	4.0
SLS 1321	Career Skills	2.0
Associate's students choose 8 credits from the following:		
LIS 2004	Introduction to Internet Research	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
MTB 1103	Business Math	4.0
OST 1141L	Keyboarding	2.0
CGS 2510C	Applied Spreadsheets	4.0
TOTAL QUARTER CREDIT HOURS		18.0
MAJOR CORE REQUIREMENTS		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
APA 2161	Introductory Cost/Managerial Accounting	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
APA 2141	Computerized Accounting	4.0
ACO 1806	Payroll Accounting	4.0
ACG 2551	Non-Profit Accounting	4.0
TAX 2000	Tax Accounting	4.0
MAN 1030	Introduction to Business Enterprise	4.0
BUL 2131	Applied Business Law	4.0
Choose two courses from the following:		
CGS 2510C	Applied Spreadsheets	4.0
FIN 1103	Introduction to Finance	4.0
ACG 2178	Financial Statement Analysis	4.0
MAN 2021	Principles of Management	4.0
TOTAL QUARTER CREDIT HOURS		48.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC 1101	Composition I	4.0
ENC 1102	Composition II	4.0
MAT 1033	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications [Ⓜ]	4.0
AML 2000	Introduction to American Literature	4.0
EVS 1001	Environmental Science	4.0
SLS 1505	Basic Critical Thinking	2.0
TOTAL QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

[Ⓜ] Online students will take POS 2041- American National Government

BUSINESS

Credential	Credit Hours	Length	Version
Associate of Science Degree	96	24 months	1-1

The Associate in Science in Business program is offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management.

Management

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry and government.

Marketing

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government.

Course Code	Course Title	Associates Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS		
SLS	1105 Strategies for Success	4.0
CGS	2167C Computer Applications	4.0
SLS	1321 Career Skills	2.0
Choose 8 credits from the following list:		
OST	1141L Keyboarding	2.0
MAN	2031 Let's Talk Business	2.0
OST	2335 Business Communications	4.0
LIS	2004 Introduction to Internet Research	2.0
MTB	1103 Business Math	4.0
OST	2725 Applied Word Processing	4.0
CGS	2510C Applied Spreadsheets	4.0
TOTAL COLLEGE CORE CREDIT HOURS		18.0
MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS		
MAN	1030 Introduction to Business Enterprise	4.0
MAN	2021 Principles of Management	4.0
BUL	2131 Applied Business Law	4.0
MAN	2300 Introduction to Human Resources	4.0
MAR	1011 Introduction to Marketing	4.0
APA	2111 Principles of Accounting I	4.0
APA	2121 Principles of Accounting II	4.0
TOTAL ALL CONCENTRATIONS CREDIT HOURS		28.0
AND ONE OF THE FOLLOWING 3 CONCENTRATIONS:		
BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS		
FIN	1103 Introduction to Finance	4.0
MAN	2727 Strategic Planning for Business	4.0
MAR	2305 Customer Relations and Servicing	4.0
Choose 2 of the following courses:		
APA	2161 Introductory Cost/Managerial Accounting	4.0
SBM	2000 Small Business Management	4.0
ACG	2178 Financial Statement Analysis	4.0
ACG	2021 Introduction to Corporate Accounting	4.0
TOTAL MAJOR CORE CREDIT HOURS		20.0
OR		
MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS		
MAR	2305 Customer Relations and Servicing	4.0
FIN	1103 Introduction to Finance	4.0
SBM	2000 Small Business Management	4.0
MAN	1733 Management Today	4.0
MAN	2604 Introduction to International Management	4.0

		TOTAL MAJOR CORE CREDIT HOURS		20.0
OR				
MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS				
MAR	2323	Advertising	4.0	
MAR	2141	Introduction to International Marketing	4.0	
MAR	2721	Marketing on the Internet	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
SBM	2000	Small Business Management	4.0	
		TOTAL MAJOR CORE CREDIT HOURS		20.0
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications	4.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
		TOTAL QUARTER CREDIT HOURS		30.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

CRIMINAL JUSTICE

Credential	Credit Hours	Length	Version
Associate of Science Degree	96	24 months	1-1

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security.

Course Code	Course Title		Associates Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4.0	
SLS	1321	Career Skills	2.0	
CGS	2167C	Computer Applications	4.0	
TOTAL QUARTER CREDIT HOURS				10.0
MAJOR CORE REQUIREMENTS				
BUL	2131	Applied Business Law	4.0	
CCJ	1017	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CJL	2134	Criminal Procedure and the Constitution	4.0	
CCJ	1610	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CJD	2250	Introduction to Interviews and Interrogations	4.0	
DSC	2002	Introduction to Terrorism	4.0	
TOTAL QUARTER CREDIT HOURS				40.0
Students will take 12.0 credits from following courses:				
CJE	2100	Policing in America	4.0	
CCJ	2288	Spanish for the Criminal Justice Professional	4.0	
CCJ	2679	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CJE	2670	Introduction to Forensics	4.0	
CCJ	1910	Career Choices in Criminal Justice	4.0	
TOTAL QUARTER CREDIT HOURS				12.0
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SLS	1505	Basic Critical Thinking	2.0	
AML	2000	Introduction to American Literature	4.0	
EVS	1001	Environmental Science	4.0	
TOTAL QUARTER CREDIT HOURS				34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION				96.0

PARALEGAL

Credential	Credit Hours	Length	Version
Associate of Science Degree	96	24 months	1-1

Graduates of the Paralegal program are prepared, under the direction of an attorney, to interview, gather, review and analyze factual situations; research the law; prepare and interpret legal documents; conduct day to day operations of a legal office. Graduates of the program may find employment in legal offices, state and federal government agencies, corporate legal departments, consumer groups, insurance companies, banks, title companies, and legal aid societies. The Paralegal program is a terminal degree in that it trains individuals for entry-level positions and is not a preparatory curriculum for law school.

Course Code	Course Title	Associates Degree Quarter Credit Hours
COLLEGE CORE REQUIREMENTS		
CGS	2167C Computer Applications	4.0
SLS	1105 Strategies for Success	4.0
SLS	1321 Career Skills	2.0
OST	2725 Applied Word Processing	4.0
TOTAL QUARTER CREDIT HOURS		14.0
MAJOR CORE REQUIREMENTS		
PLA	1003 Introduction to Paralegal	4.0
PLA	2363 Criminal Procedure and the Constitution	4.0
PLA	1105 Legal Research and Writing I	4.0
PLA	2106 Legal Research and Writing II	4.0
PLA	2273 Torts	4.0
PLA	2423 Contract Law	4.0
PLA	2600 Wills, Trusts, and Probate	4.0
PLA	2800 Family Law	4.0
PLA	2763 Law Office Management	4.0
PLA	2203 Civil Procedure	4.0
TOTAL QUARTER CREDIT HOURS		40.0
Students will take 8.0 credits from the following list:		
PLA	2460 Bankruptcy	4.0
PLA	2930 Contemporary Issues and Law	4.0
PLA	2433 Business Organizations	4.0
PLA	2483 Introduction to Administrative Law	4.0
PLA	2610 Real Estate Law	4.0
PLA	2631 Environmental Law	4.0
TOTAL QUARTER CREDIT HOURS		8.0
GENERAL EDUCATION CORE REQUIREMENTS		
ENC	1101 Composition I	4.0
ENC	1102 Composition II	4.0
SPC	2016 Oral Communications	4.0
SYG	2000 Principles of Sociology	4.0
MAT	1033 College Algebra	4.0
PSY	2012 General Psychology	4.0
SLS	1505 Basic Critical Thinking	2.0
AML	2000 Introduction to American Literature	4.0
EVS	1001 Environmental Science	4.0
TOTAL QUARTER CREDIT HOURS		34.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION		96.0

BACHELOR OF SCIENCE DEGREE PROGRAMS

APPLIED MANAGEMENT			
Credential	Credit Hours	Length	Version
Bachelor of Science Degree	182	48 months	1-1

The Bachelor of Applied Management integrates the technical knowledge gained through a diploma program or applied science degree with coursework designed to prepare the student for leadership roles in their chosen field. The curriculum emphasizes the critical thinking and analytical skills necessary to solve problems in today's complex work environment. The program is open to those who have earned an approved certificate, diploma, AS, or AAS degree in a field of applied science.

Course Code	Course Name	Bachelors Degree Quarter Credit Hours	
College Core			
CGS 2167C	Computer Applications	4.0	
MAN 2031	Let's Talk Business	2.0	
	Total College Core		6.0
Major Core			
MAN 2021	Principles of Management	4.0	
FIN 1103	Introduction to Finance	4.0	
MAR 1011	Introduction to Marketing	4.0	
SBM 2000	Small Business Management	4.0	
MAN 3344	Principles of Supervision	4.0	
MAN 3554	Workplace Continuity & Contingency Planning	4.0	
MAN 3100	Human Relations in Management	4.0	
ACG 3073	Accounting for Managers	4.0	
MAN 4701	Business Ethics	4.0	
MAN 4302	Management of Human Resources	4.0	
MAR 3310	Public Relations	4.0	
MAN 4734	Contemporary Management	4.0	
MANP 4501	Applied Management Senior Capstone Experience	4.0	
	Additional Major Core**	40.0	
	Total Major Core:		92.0
GENERAL EDUCATION			
SLSP 3130	Principles and Applications of Adult Learning	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications [Ⓜ]	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
	General Education Electives	24.0	
Must include at least one course from each of the following subject areas:			
	Communications/Humanities		
	Math/Science		
	Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:		54.0
ELECTIVE REQUIREMENT**		40.0	40.0
TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:			192.0

[Ⓜ] Online students will replace this course with an additional General Education Elective course.

General Education Requirements: In addition to the courses specified in the General Education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
may include ENC 3211, AML 2000
- Social Sciences
may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3015, ECO 3028
- Mathematics and Science
may include: STA 3014

****Additional Major Core:** Credit will be applied from the student's previously completed certificate, diploma, or associates program. Students who have fewer than 40 transferable major core credits will be required to select additional courses from the business and management areas.

In the event that a student transfers more than 40 major core credits, the Elective requirement may be reduced by an equivalent number of major core credits above the 40 credit requirement. For example, a student who transfers 50 major core credits may have his/her Elective requirement reduced by 10 credits.

Upper Division Requirement: Students must complete a minimum of 60 quarter credit hours in upper division coursework. The major core requires 36 credits of upper division, thus the remainder may come from the General Education and Elective areas. Upon admittance to the program, the student will work with an Academic Advisor to develop an approved plan to complete all requirements for the degree within the required time limits. This plan will be periodically evaluated and updated by the student and Academic Advisor.

BUSINESS

Credential	Credit Hours	Length	Version
Bachelor of Science Degree	192	48 months	1-2

The Bachelor of Science in Business programs are offered for those students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas of accounting, general business, management, marketing, human resources, computer applications, and business law. In addition, students will choose an area of concentration that will comprise the balance of the courses in the major. The following describes each area of concentration.

Business Administration:

The Business Administration concentration focuses on the structure, function, and procedures of standard business operations. The program prepares students for a variety of entry-level positions in areas such as sales, office supervision, and small business management. The Bachelor of Science in Business with Business Administration concentration offers additional coursework in finance and investments, management, strategic planning, and other advanced topics that will prepare the graduate of this program for entry to mid-level positions in business, industry, and government.

Management:

The Management concentration focuses on the fundamental business management principles utilized by today's businesses. The graduate of this program will be prepared for entry-level positions in supervisory roles in business, industry and government. The Bachelor of Science in Business with Management concentration offers advanced coursework in management and related topics, helping to develop the diversity of knowledge and skills necessary to attain success in the business management field. Graduates of this program will be prepared for entry to mid-level supervisory and management positions in business, industry, and government.

Marketing:

The concentration in Marketing is designed to provide students with a basic marketing background to prepare for entry-level positions in business, industry, and government. The Bachelor of Science in Business with Marketing Concentration offers additional studies in such areas as marketing research, consumer behavior, promotional strategies and international marketing. The graduate of this program will be prepared for entry- to mid-level marketing positions in business, industry, and government.

International Business:

International business is an important aspect of the business world today. This concentration equips graduates for employment in entry-level positions with companies engaged in international commerce. The Bachelor of Science Degree in Business with concentration in International Business provides students with business tools for understanding and dealing in foreign markets. The graduate of this program will be prepared for entry-level and middle management positions in companies involved in international business.

Course Number	Course Name	Bachelors Degree Quarter Credit Hrs	
College Core Requirements			
SLS	1105	Strategies for Success	4.0
SLS	1321	Career Skills	2.0
CGS	2167C	Computer Applications	4.0
Bachelor's students choose 10 units from below:			
OST	1141L	Keyboarding	2.0
MAN	2031	Let's Talk Business	2.0
OST	2335	Business Communications	4.0
LIS	2004	Introduction to Internet Research	2.0
OST	2725	Applied Word Processing	4.0
CGS	2510C	Applied Spreadsheets	4.0
MTB	1505	Business Math	4.0
		Total Quarter Credit Hours:	20.0
Major Core Requirements – All Concentrations			
MAN	1030	Introduction to Business Enterprise	4.0
MAN	2021	Principles of Management	4.0
BUL	2131	Applied Business Law	4.0
MAN	2300	Introduction to Human Resources	4.0
MAR	1011	Introduction to Marketing	4.0
APA	2111	Principles of Accounting I	4.0
APA	2121	Principles of Accounting II	4.0
Upper Division Major Core Requirements: All Concentrations			
SLS	1392	Workplace Relationships	2.0
MAN	3554	Workplace Continuity & Contingency Planning	4.0
Additional Major Core Requirements: Business Administration Concentration			
FIN	1103	Introduction to Finance	4.0
MAN	2727	Strategic Planning for Business	4.0

MAR	2305	Customer Relations and Servicing	4.0	
Choose 2 of the following courses:				
ACG	2178	Financial Statement Analysis	4.0	
ACG	2021	Introduction to Corporate Accounting	4.0	
SBM	2000	Small Business Management	4.0	
APA	2161	Introductory Cost/Managerial Accounting	4.0	
Upper Division Business Administration Major Core				
FIN	3006	Principles of Finance	4.0	
FIN	3501	Investments	4.0	
MAR	3310	Public Relations	4.0	
MAN	3344	Principles of Supervision	4.0	
MAN	4701	Business Ethics	4.0	
MAN	4764	Business Policy and Strategy	4.0	
MAN	4734	Contemporary Management	4.0	
GEB	4361	Management of International Business	4.0	
MAN	3100	Human Relations in Management	4.0	
Total Major Core Quarter Credit Hours:				90.0
Additional Major Core Requirements: Management Concentration				
MAR	2305	Customer Relations and Servicing	4.0	
FIN	1103	Introduction to Finance	4.0	
SBM	2000	Small Business Management	4.0	
MAN	1733	Management Today	4.0	
MAN	2604	Introduction to International Management	4.0	
Upper Division Management Major Core				
MAN	3100	Human Relations in Management	4.0	
MAN	3344	Principles of Supervision	4.0	
ACG	3073	Accounting for Managers	4.0	
MAN	4701	Business Ethics	4.0	
MAN	4302	Management of Human Resources	4.0	
MAN	4400	Labor Relations and Collective Bargaining	4.0	
MAN	4764	Business Policy and Strategy	4.0	
MAN	4734	Contemporary Management	4.0	
MAR	3503	Consumer Behavior	4.0	
Total Major Core Quarter Credit Hours:				90.0
Additional Major Core Requirements: Marketing Concentration				
MAR	2323	Advertising	4.0	
MAR	2141	Introduction to International Marketing	4.0	
MAR	2721	Marketing on the Internet	4.0	
MAR	2305	Customer Relations and Servicing	4.0	
SBM	2000	Small Business Management	4.0	
Upper Division Marketing Major Core				
MAR	3310	Public Relations	4.0	
MAR	3400	Salesmanship	4.0	
MAR	3503	Consumer Behavior	4.0	
MAR	4333	Promotional Policies and Strategy	4.0	
MAR	4613	Marketing Research	4.0	
MAR	4804	Marketing Administration	4.0	
MAR	3142	Global Marketing	4.0	
MAR	3231	Retailing	4.0	
MAR	4200	Marketing Channels and Distribution	4.0	
Total Major Core Quarter Credit Hours:				90.0
Additional Major Core Requirements: International Business Concentration				
MAR	2141	Introduction to International Marketing	4.0	
MAR	2721	Marketing on the Internet	4.0	
MAN	2604	Introduction to International Management	4.0	
GEB	2353	International Competitiveness	4.0	
BUL	2261	International Business Law	4.0	
Upper Division International Business Major Core				
FIN	3006	Principles of Finance	4.0	
FIN	4602	International Business and Finance	4.0	
GEB	4351	Import/Export Management	4.0	
GEB	4352	International and Comparative Industrial Relations	4.0	

GEB	4361	Management of International Business	4.0	
MAR	3503	Consumer Behavior	4.0	
MAR	3142	Global Marketing	4.0	
MAR	4156	International Marketing Analysis	4.0	
MAR	3310	Public Relations	4.0	
		Total Major Core Quarter Credit Hours:		90.0
General Education Requirements				
ENC	1101	Composition I	4.0	
ENC	1102	Composition II	4.0	
MAT	1033	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications [⌘]	4.0	
AML	2000	Introduction to American Literature	4.0	
AMH	2030	20 th Century American History	4.0	
STA	3014	Statistics	4.0	
ECO	3015	Macroeconomics	4.0	
ECO	3028	Microeconomics	4.0	
SOP	4005	Social Psychology	4.0	
CPO	4004	Global Politics	4.0	
SYG	2000	Principles of Sociology	4.0	
ENC	3211	Report Writing	4.0	
EVS	1001	Environmental Science	4.0	
SLS	1505	Basic Critical Thinking	2.0	
		Total Quarter Credit Hours:		62.0
Approved Elective Requirement				
To be selected in consultation with the Academic Advisor, Registrar,				
or Academic Dean to achieve a balanced education program in keeping				
with the personal objectives and career ambitions of the student. A minimum				
of 8.0 units must be selected from general business courses.				
			20.0	
		Total Quarter Credit Hours:		20.0
		Total Quarter Credit Hours Required for Graduation:		192.0

[⌘] Online students take POS 2141 American National Government

CRIMINAL JUSTICE (OPTIONAL CONCENTRATION IN CRIMINAL INVESTIGATION OR HOMELAND SECURITY)

Credential	Credit Hours	Length	Version
Bachelor of Science Degree	192	48 months	2-1

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level and middle management positions in probation, corrections, immigration, law enforcement, and/or security. The program is offered for students who have 36 or more transferable quarter (24 semester) credits. Students who have earned an approved Associate of Arts degree may be enrolled with Junior standing and can complete the bachelors with an additional 96 credits. Students also have the option to pursue a concentration in Criminal Investigations or Homeland Security. See next section for details. The Criminal Justice program is not a training program for law enforcement officers.

Course Number	Course Name	Bachelor's Degree Quarter Credit Hours	
MAJOR CORE			
CCJ 1024	Introduction to Criminal Justice	4.0	
CJL 2134	Criminal Procedure and the Constitution	4.0	
CCJ 1610	Criminal Investigations	4.0	
CJL 2130	Criminal Evidence	4.0	
CCJ 2306	Introduction to Corrections	4.0	
CJD 2250	Introduction to Interviews and Interrogation	4.0	
DSC 2002	Introduction to Terrorism	4.0	
CCJ 2358	Criminal Justice Communications	4.0	
CCJ 3450	Criminal Justice Management	4.0	
CCJ 4656	Gang Activity and Drug Ops	4.0	
CCJ 3334	Alternatives to Incarceration	4.0	
DSC 3214	Catastrophic Event Response Planning	4.0	
CJE 4668	Computer Crime	4.0	
CJL 3215	Concepts of Criminal Law	4.0	
CCJP4400	Criminal Justice Senior Capstone Experience	4.0	
CCJ 3675	Women, Crime, and Criminal Justice	4.0	
CCJ 3666	Victimology	4.0	
CCJ 4054	Criminal Justice Ethics and Liability	4.0	
CCJ 4129	Cultural Diversity for the Criminal Justice Professional	4.0	
CCJ 4127 [Ⓜ]	Criminal Justice in the Community -OR-	4.0	
CCJP 4550	Criminal Justice Externship	4.0	
INVP3100	Theoretical Aspects of Conspiracy Investigations	4.0	
INVP3500	Private Investigation I	4.0	
INVP3300	Methodology of Economic Crimes	4.0	
	TOTAL MAJOR CORE CREDIT HOURS:		92.0
GENERAL EDUCATION			
SLSP3130	Principles and Applications of Adult Learning	4.0	
ENC 1101	Composition I	4.0	
ENC 1102	Composition II	4.0	
SPC 2016	Oral Communications	4.0	
MAT 1033	College Algebra	4.0	
SLS 1505	Basic Critical Thinking	2.0	
PSY 2012	General Psychology	4.0	
EVS 1001	Environmental Science	4.0	
	General Education Electives*	24.0	
Must include at least one course from each of the following subject areas:			
	Communications/Humanities		
	Math/Science		
	Social Science		
	TOTAL GENERAL EDUCATION CREDIT HOURS:		54.0
	APPROVED ELECTIVE REQUIREMENT	46.0	46.0
	TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION:		192.0

[Ⓜ] Online students must take CCJ 4127 and are not eligible for CJ Externship

Associate of Arts Transfer Students: Students who enroll with an approved Associate of Arts degree* will have 96 transfer credits applied to the overall degree requirement of 192 quarter credits. Approval is based upon the degree being earned at an accredited institution, and includes a minimum of 36 semester or 54 quarter credits of general education coursework. Transfer students in this category have satisfied all elective and general education requirements, with the exception of SLSP 3130 --Principles and Applications of Adult Learning. Students successfully completing the remaining 96 credits in the program will fulfill all course requirements for the Bachelors degree.

All other students admitted to program: must complete the degree requirements as described below.

Credits requirements for degree: students must complete a minimum of 192 credits in the major core, general education, and elective categories.

***General Education Requirements:** In addition to the courses specified in the general education section of the program outline, students must complete a total of 24 credits from the following subject areas, with a minimum of 4 credits taken from each area:

- Communications/Humanities
 - may include ENC 3211, AML 2000
- Social Sciences
 - may include SYG 2000, SOP 4005, CPO 4004, AMH 2030, POS 2041, ECO 3015, ECO 3028
- Mathematics and Science
 - may include: STA 3014

Elective Requirements: Students may fulfill the balance of the credit requirements for the degree by taking up to 46 credits in the electives category.

*To include a minimum of 54 quarter credits of general education coursework taken from the Humanities, Social Sciences and Math/Science categories.

Concentration in Investigations

Students completing the following courses as part of the degree will receive a concentration in Criminal Investigations. These courses may be taken to fulfill a portion of the elective requirement. ☞ *These courses may be available only online.*

CJE 2678	Crime Scene Dynamics I	4.0	
CJE 2679	Crime Scene Dynamics II	4.0	
CJE 2673	Graphics and Documentation I	4.0	
CJE 2602	Graphics and Documentation II	4.0	
CJE 2690	Technology Crimes I	4.0	
CJE 2691	Technology Crimes II	4.0	
CJE 2676	Biological Evidence I	4.0	
TOTAL			28.0

Concentration in Homeland Security

Students completing the following courses as part of the degree will receive a concentration in Homeland Security. These courses may be taken to fulfill a portion of the elective requirement. ☞ *These courses may be available only online.*

CJL 1110	Civil & Criminal Justice	4.0	
DSC 1030	Tactical Communications	4.0	
DSC 1011	Domestic & International Terrorism I	4.0	
SCC 1102	Business & Ethics for Security Specialists	4.0	
DSC 2210	Emergency Planning & Security Measures I	4.0	
DSC 2008	Security: Principles, Planning & Procedures I	4.0	
DSC 2812	Information Technology Security I	4.0	
	Total		28.0

Master of Science in Criminal Justice Bridge Program

☞ *Participation in the Bridge Program will only be available to students through online delivery. Through the Bridge Program students are able to apply master's level courses taken on-line from Florida Metropolitan University to fulfill part of the bachelor degree program requirements. Upon completion of their bachelor degree, students are eligible to apply for enrollment in the online Master's degree program offered by Florida Metropolitan University and request transfer credit for the courses taken at this campus as part of the Bridge Program. The campus Department Chair will provide the students with the information for enrollment.*

The Criminal Justice Department offers eligible students the opportunity to accelerate the completion of both a Bachelor of Science in Criminal Justice and a Masters of Science in Criminal Justice. The Bridge Program is designed to improve access to graduate education and is intended to decrease the repetition of material learned in the undergraduate program. It provides students the opportunity to take graduate level coursework while pursuing the baccalaureate degree. Up to twelve graduate credits may be used toward the completion of the undergraduate degree.

Students with a CGPA of 3.0 or better are eligible to apply to this program in their junior year. Qualified students in the program may take masters level courses during their senior undergraduate year. Students may apply by submitting a written request to their Department Chair. The approval of the campus Dean is required.

An articulation of course equivalents ensures that prerequisite requirements are met. Students are assigned faculty advisors to facilitate entrance into the program. Upon completion of the baccalaureate degree and successful completion of the Bridge Program, students may be granted advanced placement within the Masters of Science Program.

Bridge Program - Replace following BS coursework with related MS Coursework

CJ BS Core			
CCJ 3666	Victimology	4	
CCJ 4054	Criminal Justice Ethics and Liability	4	
CCJ 3675	Women, Crime, and Criminal Justice	4	
MS Bridge Courses			
CCJ 5665	Victimology	4	
CCJ 5489	Ethics in Criminal Justice	4	
CJC 5672	Women, Crime, and Criminal Justice	4	

COURSE OFFERINGS

Course Numbering System

This institution uses the following course numbering system:

- Preparatory courses
- Lower division (first and second year) courses
- Upper division (third and fourth year) courses

Students enrolled in Associate's degree programs take courses in the lower division. Students enrolled in bachelor's level programs must take all required courses in the lower division before taking courses in the upper division.

Course Descriptions

<p>ACG 2021 Introduction to Corporate Accounting This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACG 2178 Financial Statement Analysis The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACG 2551 Non-Profit Accounting In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACG 3073 Accounting for Managers This course teaches the student how to use and interpret accounting information in day to day to day management. Emphasis is placed on the general knowledge and decision making practices used by managers when addressing issues in service, financial, not-for-profit and manufacturing companies. Prerequisite: APA 2161. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>ACO 1806 Payroll Accounting This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>AMH 2030 20th Century American History A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20th Century, and covers the political, social, and diplomatic developments including the populist movement, World War I, The Treaty of Versailles, the Jazz Age, the Great Depression, the New Deal, World War II, the Atomic Age, the Cold War, the Korean and Vietnam conflicts, the information age, civil rights and feminism. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>AML 2000 Introduction to American Literature This course concentrates on the major writers of Modern American literature. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA 2111 Principles of Accounting I Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA 2121 Principles of Accounting II This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA 2141 Computerized Accounting This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>APA 2161 Introductory Cost/Managerial Accounting This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>BUL 2131 Applied Business Law This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>
<p>BUL 2261 International Business Law This course provides a survey of international laws and regulations affecting the international business arena. A special emphasis will be placed on the evolving changes in international regulation and its impact on multinational companies. Prerequisites: None. Lecture Hrs: 40. Lab Hrs: 0. Other Hrs: 0.</p>	<p>4.0 Quarter Credit Hours</p>
<p>CCJ 1017 Criminology The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000</p>	<p>4.0 Quarter Credit Hours</p>

CCJ 1024 Introduction to Criminal Justice	4.0 Quarter Credit Hours
This course provides an overview and introduction to criminal justice. Focus on the nature of crime, law and criminal justice, the Police and Law Enforcement, the makeup of the courts, the adjudication system, the issues facing police, corrections, and a review of the nature and history of the juvenile justice system. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1610 Criminal Investigations	4.0 Quarter Credit Hours
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 1910 Career Choices in Criminal Justice	4.0 Quarter Credit Hours
This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2288 Spanish for the Criminal Justice Professional	4.0 Quarter Credit Hours
This course provides criminal justice professionals with a fundamental communication skill set in the Spanish language. Students will address Spanish phrases and terms that will enhance the ability to respond to emergencies and function in other justice related environments. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2306 Introduction to Corrections	4.0 Quarter Credit Hours
This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2358 Criminal Justice Communications	4.0 Quarter Credit Hours
This course will introduce the student to proper communication techniques within the community and the law enforcement environment. Interviewing techniques; written communication, report writing; and testimony will be a part of this course. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2679 Introduction to Victims Advocacy	4.0 Quarter Credit Hours
This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 2943 Current Issues in Criminal Justice	4.0 Quarter Credit Hours
This course presents an analysis of significant issues confronting modern day criminal justice practitioners including critical concepts of law enforcement, the courts, corrections, and juvenile justice. Prerequisite: CCJ 1024 (for CJ majors only). Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 3334 Alternatives to Incarceration	4.0 Quarter Credit Hours
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 3450 Criminal Justice Management	4.0 Quarter Credit Hours
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 3666 Victimology	4.0 Quarter Credit Hours
This course examines criminal victimization in the United States. Topics covered include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of the victimization experience, victim treatment at the hands of the justice system, and reforms implemented to enhance the justice-system response to victimization. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 3675 Women, Crime, and Criminal Justice	4.0 Quarter Credit Hours
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. In addition, theories of female criminality and the general social forces influencing the treatment of women as offenders, victims, and justice system staff will be covered. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4054 Criminal Justice Ethics and Liability	4.0 Quarter Credit Hours
The various forms of corruption, misconduct and abuse of authority that exist within the criminal justice system will be identified and analyzed. Areas of negligence, which lead to liability, will be explored. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4127 Criminal Justice in the Community	4.0 Quarter Credit Hours
This course explores the interrelationships and role expectations among the various administrations of justice practitioners, their agencies and the public. Principal emphasis will be placed upon the professional image of the system of justice administration and the development of positive relationships between members of the system and the public. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4129 Cultural Diversity for Criminal Justice Professional	4.0 Quarter Credit Hours
This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 4656 Gang Activity and Drug Operations	4.0 Quarter Credit Hours
This course focuses on the establishment of gangs, organizational structure, behavior patterns, and recruitment of members. The course also examines the criminal justice response to gang-related problems, including violence and drug trafficking. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CCJ 5665 Victimology	4.0 Quarter Credit Hours
Although most criminal justice courses are oriented around issues associated with the offender, this course will examine issues related to victimization. These topics include the historical role of victims in the formal and informal justice process, the nature and extent of modern criminal victimization, the victimization experience, victim participation in the justice system, and recent trends in transforming the role of the victim in the justice process. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	

CCH 5489 Ethics in Criminal Justice	4.0 Quarter Credit Hours
An overview of ethical theory, doctrines, and controversies in the field of criminal justice. Emphasis will be placed upon the dilemmas faced by criminal justice practitioners seeking to make appropriate ethical judgments and decisions. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJ 5672 Women, Crime and Criminal Justice	4.0 Quarter Credit Hours
This course provides an examination of the role women play as perpetrators of crime, crime victims, and professionals working in the criminal justice system. Theories of female criminality and the social forces influencing the treatment of women as offenders and victims will be covered. The continuing emergence of women in justice-related occupations will also be discussed. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJP 4400 Criminal Justice Senior Capstone Experience	4.0 Quarter Credit hours
The Senior Capstone course is designed to: (1) help seniors integrate the knowledge gained from their other required criminal justice courses, (2) assist them in developing analytical thinking skills through focusing on selected topics using a seminar approach, and (3) to support them in gaining a better understanding of the criminal justice profession and the role they may play in it. The capstone course will support students in learning to pose significant questions grounded in existing theory and inquiry, select and use methods appropriate to the question and research context, produce appropriate evidence, subject the evidence to analysis, respond to critiques and provide advice and comments for other's research, organize oral and written presentations in response to fair and open critiques. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
CCJP 4550 Criminal Justice Externship	4.0 Quarter Credit Hours
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a criminal justice agency or other suitable location for 120 hours. Lecture Hrs 000 Lab Hrs. Prerequisite: the student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and/or have approval of the Department Chair. Lecture Hrs: 040, Lab Hrs: 000 Other Hrs. 120	
CGS 2167C Computer Applications	4.0 Quarter Credit Hours
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lecture Hrs. 030 Lab Hrs: 20 Other Hrs. 000	
CGS 2510C Applied Spreadsheets	4.0 Quarter Credit Hours
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formulating, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2167C Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
CJD 2250 Introduction to Interviews and Interrogations	4.0 Quarter Credit Hours
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs 000	
CJE 2100 Policing in America	4.0 Quarter Credit Hours
This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2602 Graphics & Documentation II	4.0 Quarter Credit Hours
This course is a continuation of Graphics & Documentation I and will provide the students with a further understanding of the procedures of crime scene observation, note taking and documentation. Students will also be introduced to the preparation of visual exhibits for court presentation. Prerequisite: INV 2210. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2670 Introduction to Forensics	4.0 Quarter Credit Hours
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2673 Graphics & Documentation I	4.0 Quarter Credit Hours
This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2676 Biological Evidence I	4.0 Quarter Credit Hours
This introductory course will introduce the students to the types of biological evidence commonly found at crime scenes and how to collect it. Specific biological evidence discussed includes blood, semen, saliva, urine, feces, hair, and fingernails. Additional topics include autopsy, the basic departments of the crime laboratory, toxicology, forensic entomology, and uncollectible biological evidence. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2678 Crime Scene Dynamics I	4.0 Quarter Credit Hours
This course is designed to introduce the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	

CJE 2679 Crime Scene Dynamics II	4.0 Quarter Credit Hours
This course continues the introduction to the investigative concepts involved in the "Crime Scene Dynamics" of processing the aftermath of a criminal incident. The students will be exposed to how to respond to crime scenes, and examine the multitude of responsibilities involved, such as: the evidence must be identified and preserved, witnesses must be isolated and interviewed, the scene must be isolated and protected, fingerprints must be developed, and suspects must be identified and located. Prerequisite: CJE 2678. Lec. Hrs: 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2690 Technology Crimes I	4.0 Quarter Credit Hours
At the conclusion of this course, the students will have an understanding of technology-based crimes as they apply to modern criminal acts such as identity theft, extortion, intellectual property crimes, fraud, Internet pornography, and online gambling. Students will also examine issues of evidence involving crime scene management, chain of custody issues, and accepted investigative practices. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 2691 Technology Crimes II	4.0 Quarter Credit Hours
At the conclusion of this course, the students will have an understanding of procedural law issues, investigative issues and techniques, forensics, and communications skills required to describe technology-based crimes. Students will also be able to compare and contrast the roles and responsibilities of local, state, and federal agencies responsible for investigating technology-based crimes. Prerequisite: CJE 2690. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJE 4668 Computer Crime	4.0 Quarter Credit Hours
This course focuses on the use of the computer in committing crimes, both within organizations and among private entities. It will also examine the justice system's response to this new form of deviance. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 1110 Civil & Criminal Justice	4.0 Quarter Credit Hours
This course introduces students to the legal and procedural issues involved in safety and security operations which present a new challenge in the field of law. Topics include an introduction to criminal and civil law, constitutional law, search and seizure, and a discussion of employment law and liability. As the ever-growing number of agencies become involved in legal issues, it is important that the student be aware of the basis of the laws and regulations in order to prepare for changes in these areas. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2130 Criminal Evidence	4.0 Quarter Credit Hours
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 2134 Criminal Procedure and the Constitution	4.0 Quarter Credit Hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CJL 3215 Concepts of Criminal Law	4.0 Quarter Credit Hours
This course covers the historical development and philosophy of criminal law. Discussion includes definitions, legal classifications of crimes, Constitutional provisions, legal research, study of case law, and significance of law as a social force. Prerequisite: CCJ 1024. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
CPO 4004 Global Politics	4.0 Quarter Credit Hours
A study of the classical concepts and dynamic factors of international politics, and their reflection in the structures, institutions, and processes of contemporary international relations. Particular attention is paid to power, national interest, diplomacy, sovereignty, foreign policy formulation, alliances, war and peace, and the importance of ideological and economic factors. Prerequisite: None. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
DSC 1011 Domestic & International Terrorism I	4.0 Quarter Credit Hours
This course introduces participants to various aspects of domestic and international terrorist organizations in part I. The student will be introduced to basic principles of terrorist investigations, domestic security threats, and the motivational factors and tactics that drive these organizations. The student will learn techniques for evaluating their own organization's vulnerability against attacks that involve chemical, biological, HazMat, radioactive, or sabotage. Students will learn the roles and responsibilities of state, local and federal agencies in terrorism investigations and responses. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 1030 Tactical Communications	4.0 Quarter Credit Hours
This course is designed to introduce the student to basic communications ranging from a conflict to communication during a catastrophic event. Topics covered include radio and cell phone communications, and planning for communication alternatives when the traditional methods of communication fail. Other face-to-face communication tactics are covered including interview and interrogation, detecting deception, and handling a conflict with confrontation. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2002 Introduction to Terrorism	4.0 Quarter Credit Hours
Students in this course gain a valuable overview of terrorism: its history, current activities, and projected future. Topics include: domestic and international terrorism, terrorist training, weapons of mass destruction, defenses against terrorism, legal aspects, and the impact of the media. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2008 Security: Principles, Planning & Procedures I	4.0 Quarter Credit Hours
This course, in part I, introduces participants to a broad, in-depth look at security planning and procedures. Students will learn to develop skills in interviewing and interrogation techniques, intelligence gathering, surveillances, perimeter and crime scene security, criminal evidence preservation and collection, and principles of crowd and riot control. Additional topics include threat assessment and response, and facility security and vulnerabilities. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

DSC 2210 Emergency Planning & Security Measures I	4.0 Quarter Credit Hours
This course introduces emergency planning and security measures for corporate security. Students will cover emergency planning models, contingency planning exercises, incident command systems, damage assessment and disaster recovery planning, resource accountability, asset security matters, economic responses from attack (FEMA, state and local assistance), employee evacuation planning, and the development of a security plan. Students will learn the skills necessary for developing data survival tactics, best practices for avoiding disasters and safeguarding corporate assets, conducting risk analysis, identifying and prioritizing assets, and will identify general models for facility protection. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 2812 Information Technology Security I	4.0 Quarter Credit Hours
This course introduces students to the components of information security best practices. Topics covered include types of attacks on information, information security services, policy and law with regard to information security, risk assessment, and how to analyze and manage risk. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
DSC 3214 Catastrophic Event Response Planning	4.0 Quarter Credit Hours
This course examines the response protocol, logistics, responsibilities, interagency support, and concepts of front end planning involved in preparation for a catastrophic event. Students will be introduced to the development of an Emergency Response Plan that will include concepts such as lookout; awareness; communications; escape; safety (LACES); training; and various agency relationships. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ECO 3015 Macroeconomics	4.0 Quarter Credit Hours
This course is a study of economics and cultural changes within the economic system, its development by free competition under the capitalistic system, the nature and evolution of money, the banking system, price determination and wages, monopoly, the laws of supply and demand, and production control. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs.000	
ECO 3028 Microeconomics	4.0 Quarter Credit Hours
This course is the study of economic analysis and includes the market price theory, the theory of the firm, and the theories of production and distribution. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1101 Composition I	4.0 Quarter Credits Hours
This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 1102 Composition II	4.0 Quarter Credits Hours
This course builds the foundation of written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1101. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
ENC 3211 Report Writing	4.0 Quarter Credit Hours
Examination, analysis and preparation of written communicative techniques are presented. Emphasis is also placed on research gathering techniques, assimilation of data, and preparation written reports. Prerequisite: ENC 1102. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
EVS 1001 Environmental Science	4.0 Quarter Credit Hours
This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. environmental concerns are explored through readings, research, and discussion. Prerequisite: None. Lecture Hrs. 040 Lab Hrs 000 Other Hrs. 000	
FIN 1103 Introduction to Finance	4.0 Quarter Credit Hours
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
FIN 3006 Principles of Finance	4.0 Quarter Credit Hours
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Prerequisites: MAN 2021 or HFT 1211. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
FIN 3501 Investments	4.0 Quarter Credit Hours
This course is a study of securities and securities markets; analysis of various categories of corporate securities, public securities, and other investments; types of risks and taxes that affect investment policy timing, selection and investment values. Prerequisite: FIN 1103. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
FIN 4602 International Business and Finance	4.0 Quarter Credit Hours
This course is a study of financing international trade, the transfer of international payments, trade and payments, trade and payment restrictions, foreign exchange rates and investments. A survey of the European Economic Community and developing nations with particular attention to the Caribbean and South America is also included. Prerequisite: FIN 3006. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
GEB 2353 International Competitiveness	4.0 Quarter Credit Hours
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
GEB 4351 Import/Export Management	4.0 Quarter Credit Hours
This course covers the functions and range of traffic management services performed by freight forwarders; changing governmental restrictions, rules and regulations applicable to different countries, ports and trade routes; and complete documentation forms to facilitate and coordinate the movement of goods in international trade. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
GEB 4352 International and Comparative Industrial Relations	4.0 Quarter Credit Hours
Examines the selected industrial relations systems of Europe, Asia and the Americas with special emphasis on differences among systems and the reasons such differences exist. The industrial relations significance of the multi-international enterprise and management problems associated with operations in diverse systems are analyzed. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	

GEB 4361 Management of International Business	4.0 Quarter Credit Hours
This course is a study of the characteristics, operation, and function of business in the global marketplace of the 1990's. The following topics are included in the course; political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment. Prerequisites: MAN 1030 or MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
INVP 3100 Theoretical Aspects of Conspiracy Investigations	4.0 Quarter Credit Hours
This course is designed to provide students with a basic and philosophical understanding of the investigatory process regarding conspiracy crime(s). The students will explore the fundamental and advanced features of investigation, duties and responsibilities of relevant criminal justice entities, information-gathering skills, collection, preservation, and testing of evidence, use of technology, and types of evidence. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
INVP 3300 Methodology of Economic Crimes	4.0 Quarter Credit Hours
This course will explore current trends in economic crimes and the investigative techniques used to combat these offenses. Relationships between victims and offenders will be examined. Students will understand motives and common methods of operation associated with economic crimes. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
INVP 3500 Private Investigation I	4.0 Quarter Credit Hours
Upon successful completion of the course, the students will be able to understand the history of private investigations. The students will be able to compare and contrast the role of a private investigator to the role of government investigators. The students will also learn to identify strategies for business development and environment and be able to analyze ethical and liability issues involving private investigations. The student will develop skills for practice techniques and surveillance. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
LIS 2004 Introduction to Internet Research	2.0 Quarter Credit Hours
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to the Internet. Prerequisite: None. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
MAN 1030 Introduction to Business Enterprise	4.0 Quarter Credit Hours
This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing, and managerial functions within the business enterprise. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 1733 Management Today	4.0 Quarter Credit Hours
This course involves the examination and review of classical and contemporary managerial thought in strategy formulation, planning, leadership, and decision-making. Use of case studies emphasizes today's managerial practices. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2021 Principles of Management	4.0 Quarter Credit Hours
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2031 Let's Talk Business	2.0 Quarter Credit Hours
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
MAN 2300 Introduction to Human Resources	4.0 Quarter Credit Hours
This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2604 Introduction to International Management	4.0 Quarter Credit Hours
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAN 2727 Strategic Planning for Business	4.0 Quarter Credit Hours
This course is designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies which integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and ACG 2021. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs.000	
MAN 3100 Human Relations in Management	4.0 Quarter Credit Hours
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Prerequisites: MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 3344 Principles of Supervision	4.0 Quarter Credit Hours
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision making, and effective communication. Prerequisites: MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 3554 Workplace Continuity & Contingency Planning	4.0 Quarter Credit Hours
This course presents an introduction to workplace continuity and contingency planning. Topics include the need for planning, analyzing the worksite, employee safety and evacuation, risk and threat analysis, operational factors, back up of systems and data, government and corporate planning, prevention, incident response, relocation, and disaster recovery. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 4302 Management of Human Resources	4.0 Quarter Credit Hours
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Prerequisites: MAN 2300 or MAN 3100. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	

MAN 4400 Labor Relations and Collective Bargaining	4.0 Quarter Credit Hours
A study of the environmental, historical, and legal framework of union-management relations; union structure at all levels; and collective bargaining, with an emphasis on issues of wages, economic supplements, and union security. Prerequisites: MAN 2021 or HFT 1211. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 4701 Business Ethics	4.0 Quarter Credit Hours
This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 4734 Contemporary Management	4.0 Quarter Credit Hours
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Prerequisites: MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAN 4764 Business Policy and Strategy	4.0 Quarter Credit Hours
This course is a study of long-term strategy and planning management as it relates to the decision making process. Strategic management is introduced as the set of decisions and actions that will result in the design and activation of strategies to achieve the objectives of an organization. Prerequisites: MAN 2021. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MANP 4501 Applied Management Senior Capstone Experience	4.0 Quarter Credit Hours
The Senior Capstone course utilizes a portfolio approach to help seniors integrate the knowledge gained from their other required business and management courses. Students will conduct research on current industry trends in their chosen career field and will apply relevant business concepts to gain a better understanding of the factors that may affect long-term viability and growth. In addition, students will create a professional development plan tailored for their career field. Prerequisite: MAN 2021. Lecture Hrs: 040 Lab Hrs: 000 Other Hrs: 000	
MAR 1011 Introduction to Marketing	4.0 Quarter Credit Hours
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2141 Introduction to International Marketing	4.0 Quarter Credit Hours
Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011 Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2305 Customer Relations and Servicing	4.0 Quarter Credit Hours
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2323 Advertising	4.0 Quarter Credit Hours
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
MAR 2721 Marketing on the Internet	4.0 Quarter Credit Hours
This course is a study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet is discussed. Prerequisite: MAR 1011. Lecture Hrs. 030 Lab. Hrs. 020 Other Hrs. 000	
MAR 3142 Global Marketing	4.0 Quarter Credit Hours
The study of essential issues and the unique considerations confronting the marketing decision makers in a global environment. Comparative advantages, disadvantages, the interdependence of global marketing, and the importance of global research and market perceptions will be analyzed. Prerequisites: MAR 1011 or MAR 2141. Lecture Hrs: 40. Lab Hrs: 0.	
MAR 3231 Retailing	4.0 Quarter Credit Hours
The course gives an introduction to the nature and scope of retail merchandising as seen within the total economic structure of the market. Emphasis is placed on the many functions of a retail business including employee relations and customer relations. Prerequisites: MAN 1030 or MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 3310 Public Relations	4.0 Quarter Credit Hours
This course is a study of the principles and techniques involved in creating and maintaining a favorable public image. Various methods and factors involved in public relations are examined and discussed. Prerequisites: MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 3400 Salesmanship	4.0 Quarter Credit Hours
A study of the basic principles and techniques of selling. Effective presentations and communications in selling are emphasized. Selling is studied as a marketing process in retail and industrial markets. Prerequisites: None. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 3503 Consumer Behavior	4.0 Quarter Credit Hours
An extensive study of the behavioral aspects of the marketing process from producer to consumer. Emphasis is placed on the analysis of consumer motivation and factors leading to ultimate consumer buying decisions. Prerequisites: MAR 1011 or MAR 2323. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 4156 International Marketing Analysis	4.0 Quarter Credit Hours
Analysis of the structure of international markets. Study of the environmental factors affecting international market opportunities, threats and strategies. Application of the principles of marketing and marketing management on an international scale. Prerequisites: MAR 2141 or MAR 1011. Lecture Hrs 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 4200 Marketing Channels and Distribution	4.0 Quarter Credit Hours
An in-depth study of the physical distribution process, factors which determine selection of particular distribution modes, and marketing activities and relationships within channels. Emphasis is placed on the development of an understanding of the roles of agents, representatives, wholesalers, and brokers. Prerequisites: MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	

MAR 4333 Promotional Policies and Strategy	4.0 Quarter Credit Hours
An examination of the principles and techniques involved in establishing effective promotional policies and strategies employed in successful marketing. Included is a study of various promotional activities designed to influence consumer-buying decisions. Prerequisites: MAR 1011 and MAR 2323. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 4613 Marketing Research	4.0 Quarter Credit Hours
Research methods are applied to the functions of marketing, including sampling, collection, and analysis and reporting of data, sales forecasting, and market analysis. Prerequisites: MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAR 4804 Marketing Administration	4.0 Quarter Credit Hours
Analysis of the marketing effort with emphasis on planning, execution, and control of marketing strategy; examination of relationships of marketing activities and other marketing functions; and how this activity relates to overall organizational objective. Prerequisites: MAR 1011. Lecture Hrs: 040. Lab Hrs: 000. Other Hrs: 000.	
MAT 1033 College Algebra	4.0 Quarter Credit Hours
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. This course emphasizes critical thinking and problem-solving skills. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
MTB 1103 Business Math	4.0 Quarter Credit Hours
This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
OST 1141L Keyboarding	2.0 Quarter Credit Hour
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lecture Hrs 000 Lab Hrs. 040 Other Hrs. 000	
OST 2335 Business Communications	4.0 Quarter Credit Hours
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1101. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
OST 2725 Applied Word Processing	4.0 Quarter Credit Hours
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2167C. Lecture Hrs: 030 Lab Hrs 020 Other Hrs 000	
PLA 1003 Introduction to Paralegal	4.0 Quarter Credit Hours
This course introduces students to the paralegal's role and the nature of a career as a legal assistant. Legal procedures are presented in real-world context with a basic introduction to necessary skills, such as legal research, law office operations, technology in the law, and litigation. Vocabulary is learned in context. In-depth coverage is begun on legal ethics, professional regulation, trends and issues in the field, and the legal system. Career management for paralegal professionals is covered thoroughly. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 1105 Legal Research and Writing I	4.0 Quarter Credit Hours
This course covers the basics of legal research, legal writing, and legal analysis for the legal assistant. Students learn to use a law library, perform legal research, analyze legal problems, and write a legal memorandum. Students are taught to locate and use both primary, secondary, and CALR legal research sources to solve legal problems. Prerequisite: PLA 1003. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 2106 Legal Research and Writing II	4.0 Quarter Credit Hours
This course covers advanced aspects of legal research, legal writing, and legal analysis for the legal assistant, with an emphasis on legal writing and analysis of complex issues. Students strengthen their legal research skills using a variety of primary and secondary sources, analyze complex legal problems, and write a persuasive memorandum or brief. Students also develop skills in computer assisted legal research and are introduced to fee-based services such as Westlaw, LEXIS as well as free Internet legal sources. Prerequisite: PLA 1105. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
PLA 2203 Civil Procedure	4.0 Quarter Credit Hours
This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2273 Torts	4.0 Quarter Credit Hours
This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. The course provides opportunities for students to practice and improve their interviewing, investigation, document drafting, negotiation, and contract interpretation skills. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2363 Criminal Procedure and the Constitution	4.0 Quarter Credit Hours
There will be a discussion of the Constitutional aspects of criminal procedure. The student will learn procedural aspects of the criminal system from arrest or summons through pretrial motions, trial, post-conviction and appellate processes. A study of the Constitution at work in the court system with current applications. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2423 Contract Law	4.0 Quarter Credit Hours
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract Litigation is also covered. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2433 Business Organizations	4.0 Quarter Credit Hours
This course covers the principles of Business Organizations, including the formation, operation, and dissolution of various types of business organizations. Topics include sole proprietorships, corporations, partnerships, the law of agency, and employment agreements. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

PLA 2460 Bankruptcy	4.0 Quarter Credit Hours
Bankruptcy law and procedure, including commencement of a case, preparing schedules, operating and liquidating procedures, adversary matters and litigation in bankruptcy court, debtors' and creditors' rights and obligations, technical terminology, and practical direction for paralegals. Forms used in bankruptcy court and proceedings under Chapter 7, Chapter 13, and, to a lesser extent, Chapter 11 and proceedings under Chapters 9 and 12 are also covered. The rights of creditors, including secured transactions, consensual and nonconsensual liens, UCC transactions, and the unique position of real estate, will be reviewed. The course also teaches garnishments and other judicial attachments of property. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2483 Introduction to Administrative Law	4.0 Quarter Credit Hours
This course examines basic concepts of law and procedure in federal and state administrative agencies, with emphasis on the paralegal's role in the administrative process. Students will learn both formal and informal advocacy techniques, including representing clients before administrative bodies. Substantive topics will include administrative delegation of power, rulemaking, agency discretionary powers, remedies, open government, and judicial review. Procedural topics will include agency operation, adjudication, hearing preparation, and administrative and judicial appeals. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2600 Wills, Trusts, and Probate	4.0 Quarter Credit Hours
This course examines legal concepts of wills, trusts, intestacy, guardianships, and conservatorships: analysis of client needs: drafting of simple wills: and study of various types of trusts and their application to particular client needs. Study of probate procedures, the administration of assets, methods of compiling both probate and non-probate estate and simple tax implications. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2610 Real Estate Law	4.0 Quarter Credit Hours
This course is an introduction to Real Estate law. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgage financing, mortgages or deeds of trust, deeds, recording, settlement concepts, condominiums and cooperatives, leasing and other property concepts. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2631 Environmental Law	4.0 Quarter Credit Hours
This course examines the substantive and procedural laws that govern environmental litigation, including the history of environmental law and the procedural and practical skills required of an environmental paralegal. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2763 Law Office Management	4.0 Quarter Credit Hours
This course examines the fundamentals of law office management and organization. Subjects covered include basic principles and structure of law practice management, law practice structures, organization, and governance, client systems, timekeeping and accounting systems, human resources, marketing and strategic planning, administrative and substantive systems in the law office, and law practice technology. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2800 Family Law	4.0 Quarter Credit Hours
Students are instructed in the theory of law governing marriage, divorce, annulment, property settlement agreements, child custody and support obligations, paternity, adoption, alimony, pre-nuptial agreements, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PLA 2930 Contemporary Issues and Law	4.0 Quarter Credit Hours
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Prerequisite: PLA 1003. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
POS 2041 American National Government	4.0 Quarter Credit Hours
A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
PSY 2012 General Psychology	4.0 Quarter Credit Hours
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SBM 2000 Small Business Management	4.0 Quarter Credit Hours
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 0	
SCC 1102 Business & Ethics for Security Specialists	4.0 Quarter Credit Hours
This course introduces the student to business management, organizational leadership and business ethics. Topics will include corporate structure and values, strategic management, leadership, ethical values, and models of ethical decision making. Additional topics include leadership strategies, team development, corporate compliance issues, and ethical scenarios. Application projects will emphasize how business knowledge will help a Homeland Security Specialist. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SLS 1105 Strategies for Success	4.0 Quarter Credit Hours
This course is designed to equip students for transitions in their education and life. The course includes introduction to the College and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SLS 1321 Career Skills	2.0 Quarter Credit Hours
A course designed to assist students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lecture Hrs. 020 Lab Hrs. 000 Other Hrs. 000	
SLS 1392 Workplace Relationships	2.0 Quarter Credit Hours
This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None. Lecture Hrs. 010 Lab Hrs. 020 Other Hrs. 000	

SLS 1505 Basic Critical Thinking	2.0 Quarter Credit Hours
This course introduces the students to the concepts of critical thinking. Topics covered include self critique and understanding, fair-minded thinking, the levels of thinking, the parts and standards for thinking, and developing ethical and strategic thinking. Students will examine effective ways to think more critically, and will apply these tools in course assignments. Prerequisite: None. Lecture Hrs 020 Lab Hrs 000 Other Hrs 000	
SLSP 3130 Principles and Applications of Adult Learning	4.0 Quarter Credit Hours
This course offers an exploration of the principles and applications of adult learning theory, including goal-directed orientations to learning, participation factors for adult learners, and adult learner demographics. The course also addresses the connection between memory, cognition, and the brain, as they relate to the adult learning process. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SOP 4005 Social Psychology	4.0 Quarter Credit Hours
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Prerequisite: PSY2012. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SPC 2016 Oral Communications	4.0 Quarter Credit Hours
This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
STA 3014 Statistics	4.0 Quarter Credit Hours
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Prerequisite: MAT 1033. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
SYG 2000 Principles of Sociology	4.0 Quarter Credit Hours
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Prerequisite: None. Lecture Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
TAX 2000 Tax Accounting	4.0 Quarter Credit Hours
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Prerequisite: None. Lecture Hrs. 030 Lab Hrs. 020 Other Hrs. 000	

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:

Everest College

Alhambra, CA (main campus)
 Anaheim, CA (main campus)
 Arlington, TX (branch of Everest Institute, Rochester, NY)
 Arlington, VA (branch of Everest College, Thornton, CO)
 Aurora, CO (branch of Everest College, Thornton, CO)
 Bremerton, WA (main campus)
 Burr Ridge, IL (branch of Everest College, Skokie, IL)
 Chicago, IL (branch of Everest College, San Francisco, CA)
 City of Industry, CA (branch of WyoTech, Long Beach, CA)
 Colorado Springs, CO (main campus)
 Dallas, TX (branch of Everest College, Portland, OR)
 Everett, WA (branch of Everest College, Bremerton, WA)
 Fife, WA (branch of Everest College, Seattle, WA)
 Fort Worth, TX (branch of Everest College, Salt Lake City, UT)
 Gardena, CA (main campus)
 Hayward, CA (main campus)
 Los Angeles (Wilshire), CA (main campus)
 McLean, VA (branch of Everest College, Colorado Springs, CO)
 Merrillville, IN (branch of Everest Institute, Grand Rapids, MI)
 Merrionette Park, IL (branch of Everest University, Pompano Beach, FL)
 Mesa, AZ (branch of Everest College, Phoenix, AZ)
 North Aurora, IL (branch of Everest Institute, Brighton, MA)
 Ontario, CA (main campus)
 Ontario (Metro), CA (branch of Everest College, Springfield, MO)
 Phoenix, AZ (main campus)
 Portland, OR (main campus)
 Renton, WA (main campus)
 Reseda, CA (main campus)
 Salt Lake City, UT (main campus)
 San Bernardino, CA (main campus)
 San Francisco, CA (main campus)
 San Jose, CA (main campus)
 Seattle, WA (main campus)
 Skokie, IL (main campus)
 Springfield, MO (main campus)
 St. Louis (Earth City), MO (branch of Everest College, Bremerton, WA)
 Tacoma, WA (branch of Everest College, Bremerton, WA)
 Thornton, CO (main campus)
 Torrance, CA (main campus)
 Vancouver, WA (branch of Everest College, Portland, OR)
 Vancouver, WA (branch of Everest College, Seattle, WA)
 West Los Angeles, CA (main campus)

Everest Institute

Atlanta (DeKalb), GA (branch of Everest Institute, Cross Lanes, WV)
 Atlanta (Downtown), GA (main campus)
 Austin, TX (branch of Everest Institute, Southfield, MI)
 Brighton, MA (main campus)
 Chelsea, MA (branch of Everest College, Alhambra, CA)
 Chesapeake, VA (branch of Everest Institute, Newport News, VA)

Cross Lanes, WV (main campus)
 Dearborn, MI (branch of Everest Institute, Southfield, MI)
 Detroit, MI (branch of Everest Institute, Southfield, MI)
 Eagan, MN (branch of Everest Institute, Cross Lanes, WV)
 Gahanna, OH (branch of Everest College, Ontario, CA)
 Grand Rapids, MI (main campus)
 Grand Rapids/Southfield, Southfield, MI (branch of Everest Institute, Grand Rapids, MI)
 Houston (Bissonnet), TX (branch of Everest College, Renton, WA)
 Houston (Greenspoint), TX (branch of Everest Institute, San Antonio, TX)
 Houston (Hobby), TX (branch of Everest Institute, San Antonio, TX)
 Jonesboro, GA (branch of Everest Institute, Atlanta, GA)
 Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI)
 Marietta, GA (branch of Everest Institute, Atlanta, GA)
 Newport News, VA (main campus)
 Norcross, GA (branch of Everest College, Gardena, CA)
 Pittsburgh, PA (main campus)
 Portland (Tigard), OR (branch of Everest College, Seattle, WA)
 Rochester, NY (main campus)
 San Antonio, TX (main campus)
 Southfield, MI (main campus)
 South Plainfield, NJ (branch of Everest Institute, Southfield, MI)
 Silver Spring, MD (branch of Everest College, Portland, OR)

Everest University

Tampa (Brandon), FL (branch of Everest University Tampa, FL)
 Jacksonville, FL (branch of Everest University, Clearwater (Pinellas), FL)
 Lakeland, FL (branch of Everest University, Clearwater (Pinellas), FL)
 Melbourne, FL (branch of Everest University, Orlando, FL)
 North Orlando, FL (main campus)
 Orange Park, FL (branch of Everest University, Tampa, FL)
 Clearwater (Pinellas), FL (main campus)
 Pompano Beach, FL (main campus)
 South Orlando, FL (branch of Everest University, North Orlando, FL)
 Tampa, FL (main campus)

Las Vegas College

Henderson, NV (main campus)

National School of Technology

Fort Lauderdale, FL (branch of NST, Kendall, FL)
 Hialeah, FL (branch of NST, Miami, FL)
 Miami (Kendall), FL (main campus)
 Miami, FL (main campus)

WyoTech

Bedford, MA (main campus)
 Blairsville, PA (branch of WyoTech, Laramie, WY)
 Daytona Beach, FL (main campus)
 Fremont, CA (main campus)
 Laramie, WY (main campus)
 Long Beach, CA (main campus)
 Oakland, CA (branch of WyoTech, Fremont, CA)
 Sacramento, CA (branch of WyoTech, Laramie, WY)

STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, which is a wholly owned subsidiary of Corinthian Colleges, Inc., a Delaware corporation. Corporate offices are located at 6 Hutton Centre Drive, Suite 400, Santa Ana, CA 92707.

CORINTHIAN COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Terry O. Hartshorn	Terry O. Hartshorn	Chairman of the Board
Paul R. St. Pierre	Paul R. St. Pierre	Vice Chairman of the Board
Jack D. Massimino	Jack D. Massimino	Chief Executive Officer
Linda Arey Skladany	Peter Waller	President and Chief Operating Officer
Hank Adler	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
Alice T. Kane	Beth A. Wilson	Executive Vice President, Operations
Robert Lee	Mark L. Pelesh	Executive Vice President, Legislative and Regulatory Affairs
	William Buchanan	Executive Vice President, Marketing
	William Murtagh, Jr.	President, CSI Division
	David Poldoian	President, Pegasus Division
	Janis Schoonmaker	President, Everest University Division
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Paul T. Dimeo	Senior Vice President, Real Estate
	Robert C. Owen	Senior Vice President, Chief Accounting Officer and Assistant Secretary
	Anna Marie Dunlap	Senior Vice President, Investor Relations & Corporate Communications
	Fardad Fateri	Senior Vice President, Academic Affairs & Chief Academic Officer
	Carmella Cassetta	Senior Vice President and Chief Information Officer
	Jim Wade	Senior Vice President, Human Resources
RHODES COLLEGES, INC.		
DIRECTORS	OFFICERS	TITLE
Jack D. Massimino	Jack D. Massimino	President and Chief Executive Officer
Beth A. Wilson	Kenneth S. Ord	Executive Vice President and Chief Financial Officer
	Beth A. Wilson	Executive Vice President, Operations
	Stan A. Mortensen	Senior Vice President, General Counsel and Corporate Secretary
	Robert C. Owen	Treasurer and Assistant Secretary

APPENDIX A: ADMINISTRATION AND FACULTY

ADMINISTRATION

Richard P. Mallow	President	MA, California State University, Dominguez Hills BA, Chapman University
Keith White	Academic Dean	Ph.D., University of Kansas MA, Grace Graduate School MRE, Nazarene Theological Seminary BA, Friends Bible College
Wesley K. Sasano	Associate Academic Dean	MA, University of Southern California BA, California State University, Long Beach
Melissa Howlett	Director of Admissions	BA, Chapman University
Robert Pedraza	Director of Career Services	BS, California Polytechnic University, Pomona
Jason Granillo	Director of Finance	MBA, University of Phoenix BA, Azusa Pacific University
Gloria Phillips	Director of Student Finance	BA, Southern Illinois University
Janice Quick	Director of Student Services	BA, California State University, San Bernardino

DEPARTMENT CHAIRS

Name	Degree(s) Earned	Department Discipline
Barbara Balakrishnan	MA, California State University, Dominguez Hills BS, Chapman University	Criminal Justice
Kristie Camacho	MA, National University BA, National University	General Education
G. Michael Hale	MBA, American InterContinental University BBA, East Tennessee State University	Accounting/Business
Greta Sonnier	JD, University of LaVerne BS, University of LaVerne	Paralegal

FACULTY

Name	Degree(s) Earned	Teaching Discipline
Susan Donald	BA, California State University, Fullerton	General Education
Richard Garlinger	EJD, Concord Law School MS, Columbia Pacific University BS, Columbia Pacific University	Paralegal
Daniel Glaser	BA, California State University, San Bernardino	General Education
Denise Greco	BS, University of La Verne	Criminal Justice
Dale Jones	MS, California Polytechnic University, Pomona BS, California Polytechnic University, Pomona	Business
Melanie Larabee	MAOM, University of Phoenix BA, University of Redlands	Business
Stephanie Mendoza	JD, Whittier Law School BA, California State University, Pomona	Paralegal
Sharon L. Stein	M.Ed., University of La Verne B.A., Franklin Pierce College	General Education
Brenda Tucker	MAOM, University of Phoenix BA, Chapman University	Criminal Justice

APPENDIX B: TUITION AND FEES

Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR:
All Undergraduate Programs	Per credit	\$305.00
Effective date: July 16, 2007		

Additional fees, not included in the above costs, may be assessed. Information concerning additional fees may be found below.

ADDITIONAL FEES		
Registration Fee	\$25	each quarter
Proficiency Challenge Exam (non-refundable):	\$75	
Graduation Fee (non-refundable):	\$50	
Online Learning Fee	\$100	per course
Transcript Fee*	\$5	
Late Registration Fee	\$25	per quarter occurrence

*Exception: Students are provided one official transcript free of charge upon completing graduation requirements.

APPENDIX C: ACADEMIC CALENDARS

FY 2008 Academic Calendar				
Summer Term Starts		July	16	2007
Summer Term Drop/Add Deadline		July	28	2007
Mini-Term Starts		August	27	2007
Mini-Term Drop/Add Deadline		September	1	2007
Labor Day Holiday		September	3	2007
Summer Term Ends		October	6	2007
Fall Break	From:	October	8	2007
	To:	October	13	2007
Fall Term Start		October	15	2007
Fall Term Drop/Add Deadline		October	27	2007
Thanksgiving Day Holiday	From:	November	22	2007
	To:	November	24	2007
Mini-Term Starts		November	26	2007
Mini-Term Drop/Add Deadline		December	1	2007
Winter Holiday	From:	December	24	2007
	To:	January	1	2008
Classes Resume		January	2	2008
Fall Term Ends		January	12	2008
Winter Term Starts		January	14	2008
M.L. King Jr. Birthday Holiday		January	21	2008
Winter Term Drop/Add Deadline		January	26	2008
Presidents' Day		February	18	2008
Mini-Term Starts		February	25	2008
Mini Term Drop/Add Deadline		March	1	2008
Winter Term Ends		April	5	2008
Spring Vacation	From:	April	7	2008
	To:	April	12	2008
Spring Term Starts		April	14	2008
Spring Term Drop/Add Deadline		April	26	2008
Memorial Day Holiday		May	26	2008
Mini-Term Starts		May	27	2008
Mini Term Drop/Add Deadline		May	31	2008
Independence Day Holiday		July	4	2008
Spring Term Ends		July	5	2008
Summer Vacation	From:	July	7	2008
	To:	July	12	2008

FY 2009 Academic Calendar				
Summer Term Starts		July	14	2008
Summer Term Drop/Add Deadline		July	26	2008
Mini-Term Starts		August	25	2008
Mini-Term Drop/Add Deadline		August	30	2008
Labor Day Holiday		September	1	2008
Summer Term Ends		October	4	2008
Fall Break	From:	October	6	2008
	To:	October	11	2008
Fall Term Start		October	13	2008
Fall Term Drop/Add Deadline		October	25	2008
Thanksgiving Day Holiday	From:	November	27	2008
	To:	November	29	2008
Mini-Term Starts		November	24	2008
Mini-Term Drop/Add Deadline		December	2	2008
Winter Holiday	From:	December	24	2008
	To:	January	1	2009
Classes Resume		January	2	2009
Fall Term Ends		January	10	2009
Winter Term Starts		January	12	2009
M.L. King Jr. Birthday Holiday		January	19	2009
Winter Term Drop/Add Deadline		January	26	2009
Presidents' Day		February	16	2009
Mini-Term Starts		February	23	2009
Mini Term Drop/Add Deadline		February	28	2009
Winter Term Ends		April	4	2009
Spring Vacation	From:	April	6	2009
	To:	April	11	2009
Spring Term Starts		April	13	2009
Spring Term Drop/Add Deadline		April	25	2009
Memorial Day Holiday		May	25	2009
Mini-Term Starts		May	26	2009
Mini Term Drop/Add Deadline		June	1	2009
Spring Term Ends		July	2	2009
Independence Day Holiday		July	3	2009
Summer Vacation	From:	July	6	2009
	To:	July	11	2009

APPENDIX D: OPERATING HOURS

Office Hours

The Everest College administrative offices are open from 8:00 a.m. until 6:00 p.m. each school day and until 5:00 p.m. on Friday. We suggest calling for an appointment prior to visiting the College. Admissions appointments can be made on selected Saturday mornings from 9:00 a.m. to 1:00 p.m. Appointments with Financial Aid Officers, the Academic Dean or other administrative staff can also be made after 6:00 p.m. by appointment.

Class Hours

Everest College classes meet on Monday through Friday beginning at 8:00 a.m. Evening classes are offered Monday through Thursday, beginning at 6:00 p.m. Saturday classes begin at 8:00 a.m. and 12:00 p.m. Classes may be scheduled at other times when necessary to provide classes for all students. Specific times and locations of each class are available on the class schedule published prior to the beginning of each quarter.