

Everest

COLLEGE

ONTARIO METRO CATALOG 2015-2017

Everest College, Ontario Metro Campus
An Additional Location of Everest College, San Bernardino, CA
1819 South Excise Avenue
Ontario, CA 91761-8525
(909) 484-4311
(909) 484-1162 (fax)

www.Everest.edu

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Catalogs are provided to prospective students electronically via the institution's webpage, as well as in writing upon request.

Everest College does NOT have any pending petitions in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

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ABOUT EVEREST COLLEGE

CORINTHIAN COLLEGES, INC.

Everest College is a part of Corinthian Colleges, Inc. (CCi). CCi was formed in 1995 to own and operate colleges across the nation that focus on high-demand, specialized curricula. CCi is continually seeking to provide the kind of educational programs that will best serve the changing needs of students, business and industry.

With headquarters in Santa Ana, California, and colleges in various states, CCi provides job-oriented education and training in high-growth, high-technology areas of business and industry. The curricular focus is on allied health, business, and other programs that have been developed based on local employer needs. Students use modern equipment and facilities, similar to the kind they can expect to find on the job. CCi provides people entering or reentering today's competitive market with practical, skill-specific education vital to their success.

Corinthian Colleges, Inc. is dedicated to providing education and training that meets the current needs of business and industry. Under CCi ownership, the College maintains its long-standing reputation for innovation and high-quality private education.

EDUCATIONAL PHILOSOPHY

The Everest College philosophy is to provide quality programs that are sound in concept, implemented by a competent and dedicated faculty and geared to serve those seeking a solid foundation in knowledge and skills required to obtain employment in their chosen fields. The programs emphasize hands-on training, are relevant to employers' needs, and focus on areas that offer strong long-term employment opportunities.

To offer students the training and skills that will lead to successful employment, the schools will:

- Continually evaluate and update educational programs;
- Provide modern facilities and training equipment;
- Select teachers with professional experience in the vocations they teach and the ability to motivate and develop students to their greatest potential; and
- Promote self-discipline and motivation so that students may enjoy success on the job and in society.

MISSION

Everest is dedicated to the provision of an interactive learning environment created to support the professional career development of our students. The school was established to provide quality education and training designed to meet the needs of both students and employers. The school serves a diverse student population focusing on adults seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the school is committed to excellence in the following areas:

- The utilization of effective technology and teaching methods.
- The presentation of relevant career focused educational programs.
- Ongoing collaboration with businesses, employers and professional associations in the design, delivery and evaluation of effective programs.
- The provision of career development support services to students and graduates which assists them in securing employment in their chosen field.

OBJECTIVES

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

- The College is committed to provide quality teaching and excellence in education. This means the College will seek out qualified faculty who will bring excitement to the classroom and stimulate enthusiasm and eagerness for learning in the students.
- The College will seek to train its students in essential skills, competencies and attitudes. This will result in students who have successful careers and are committed to continued learning.
- The College will seek out both traditional and nontraditional students and will continually improve its educational process by working with employers, other educational institutions and education professionals. The College's success in realizing these goals will be measured by regularly surveying students, graduates and employers.
- The College will strive to develop all students in their intellectual potential, resulting in their independent thinking and intelligent decision-making.
- The College is committed to maintaining a strong link to the communities it serves by including the community and business leaders in surveys and evaluations of its academic programs and graduate job performance. By achieving this goal, the College, the students, the community, and all citizens of the region served will be better prepared for the technical, social and economic changes that will occur.

SCHOOL HISTORY AND FACILITIES

The Ontario Metro campus is an additional location of Everest College in San Bernardino, CA. Historically the roots of Everest College in Springfield extend back to 1910. At that time the College was named the Springfield

Business School. In April 2002, the Ontario Metro campus was renamed Everest College. And in March of 2006 the name of the main campus in Springfield was changed to Everest College. In 2015, the campus changed its affiliation to the San Bernardino, CA campus.

In May of 2006 the Ontario Metro campus moved to a new building where classes are held located at 1819 South Excise Avenue, Ontario, California 91761-8525. The campus is conveniently located between two major freeways, I-10 and SR60, providing convenient access to the College from throughout the area. There are adequate parking facilities and accommodations for staff, faculty, and students. All physical plant facilities are easily accessible to the 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.

The Nursing program at Ontario Metro has a Nursing Skills Lab with 8 beds, Simulators and equipment to enhance nursing student learning in preparing them for their clinical experiences. We also have computer labs and classrooms for the students to learn about nursing theory and applications for nursing practice.

Everest College, the facilities it occupies and the equipment it uses comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety and health.

LEARNING RESOURCE CENTER

The library is designed to support the programs offered at the campus. Students and faculty have access to a wide variety of resources such as books, periodicals, audio-visual materials and digital resources to support its curriculum. The library is staffed with librarians or trained professionals to assist in the research needs of students and faculty, and it is conveniently open to meet class schedules. Additionally, students are provided with log on credentials to access various online resources, including the Library and Information Resources Network (LIRN) and the Everest LibGuide.

ACCREDITATIONS, APPROVALS, AND MEMBERSHIPS

- 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 (ACICS) is located at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; (202) 336-6780.
- Everest College is a private institution approved to operate by the California Bureau of Private Postsecondary Education.
- The Associate Degree in Nursing program is approved by the California Board of Registered Nursing, P.O. Box 944210, Sacramento, CA 94244-2100, (916) 322-3350, www.rn.ca.gov.

Copies of accreditation, approval and membership documentation are available for inspection at the campus. Please contact the Campus President to review this material.

GAINFUL EMPLOYMENT DISCLOSURES

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our website at www.everest.edu/disclosures.

ADMISSIONS INFORMATION

All admissions materials, including program disclosures and enrollment agreements are presented in English only, since all programs are taught in English. Each admissions representative conducts interviews with prospective enrollees in English only as the method to determine that the prospective enrollee understands and can function in English. We do not make any accommodations to present materials or instruct courses in any other language. As part of the enrollment process, enrollees take the SLE assessment. If a student scores 12 or more, the student will proceed with standard coursework. If a student scores 9 to 11, it is recommended that the student attends math tutoring. If the score is 8 or below, it is recommended that the student attends tutoring to strengthen his/her skills in both English and Math. No English as a second language courses are offered by the campus.

REQUIREMENTS AND PROCEDURES

- High school diploma or a recognized equivalent such as the GED.
- Students must submit proof of high school graduation or a recognized equivalency certificate (GED) to the institution by providing the institution with the diploma, transcript confirming graduation, GED certificate or other equivalent documentation, a copy of which will be placed in the student file.
- If documents required for enrollment are not available at the time of application, applicants may be accepted for a limited period to allow time for receipt of all required documentation.

- Applicants are informed of their acceptance status shortly after all required information is received and the applicants' qualifications are reviewed.
- Upon acceptance into the school, applicants who are enrolling will complete an enrollment agreement.
- Students may apply for entry at any time. Students are responsible for meeting the requirements of the catalog in effect at the time of enrollment.
- Re-entry students are subject to all program requirements, policies, and procedures as stated in the school catalog at the time of re-entry. All re-entering students must sign a new enrollment agreement.

PROGRAM SPECIFIC ADMISSIONS REQUIREMENTS

CRIMINAL BACKGROUND CHECK

- Students enrolled in certain programs may be subject to a criminal background check prior to enrollment to ensure they are qualified to meet occupational or employment requirements, clinical or internship/externship placement requirements or licensure standards for many programs, including but not limited to those in the allied health or criminal justice fields.
- Enrollment for students may not be granted when the background check identifies a conviction, pending case, or unresolved deferral/diversion for any felonies or misdemeanors.
- A student's inability to obtain criminal background clearance may prohibit opportunities for program completion and job placement. It is the student's responsibility to contact the agency to verify conditions. The school cannot contact the background check agency.
- All students re-entering a program shall be required to complete a Criminal Background Attestation, attesting that they do not have a criminal background that would preclude them from obtaining licensure, externship or placement in their desired career field.

Associate of Science, Nursing

- High School Diploma or a GED certificate.
- Scoring a minimum 75% in each of the following four (4) academic categories on the Health Education Systems, Inc. (HESI) A2 Admissions Examination Assessment: Vocabulary and General Knowledge, Grammar, Reading Comprehension, and Math.
- Writing an essay as assigned and graded by the Nursing Department Director or designee.
- Completing a personal interview with the Nursing Department Director or designee.
- Passing a criminal background check and/or fingerprinting/drug screening.

NOTE: The policies in the Nursing Student Handbook will supersede all other Everest policies and procedures as outlined in this catalog. Each nursing student is given a copy of the Nursing Student Handbook.

ACADEMIC SKILLS ASSESSMENT

All students are required to go through the institution's assessment process. Students may be exempt from the assessment test if they provide official composite score of at least 15 on the ACT, a combined score on reading and math of at least 700 on the SAT, or proof of successful completion of a minimum of 36.0 quarter hours or 24.0 semester hours of earned college credit at an accredited postsecondary institution.

ABILITY TO BENEFIT GRANDFATHERING POLICY

Ability to Benefit students who were enrolled in an eligible educational program of study any time before July 1, 2012, may continue to be considered Title IV eligible under either the ATB test or credit hour standards if they meet the following two-part test set forth below:

1. The student attended, or was registered and scheduled to attend, a Title IV eligible program at an eligible institution prior to July 1, 2012; and
2. The student established qualification as an ATB student by documenting one of the two following ATB alternatives:
 - a. Passing an independently administered, Department of Education (DOE) approved ATB test; or
 - b. Successful completion of at least six credit hours, or the equivalent coursework (225 clock hours) that are applicable toward a certificate offered by the school.

NOTE: The number of students enrolled under the Ability to Benefit Provision is limited to only certain diploma programs offered. Please check with your admission representative regarding the programs that accept ATB students. The school reserves the right to reject applicants based on test scores and ability to benefit limitations, or as necessary to comply with any applicable local, state or federal laws, statutes or regulations.

Ability to Benefit Passing Test Scores

ATB students must achieve or exceed the minimum passing scores in all subtests at one administration. Minimum ATB qualifying scores for CPAT, COMPASS, ASSET, CPT/Accuplacer and the Wonderlic Basic Skills Test as defined in the table below.

ATB Test	CPAt	COMPASS	ASSET	CPT/Accuplacer	Wonderlic
Required Passing Scores:	Language: 42 Reading: 43 Numerical: 41	Reading: 62 Writing: 32 Numerical: 25	Reading: 35 Writing: 35 Numerical: 33	Reading: 55 Sentence Skills: 60 Arithmetic: 34	Verbal: 200 Quantitative: 210

Former CCI ATB students re-entering on or after July 1, 2012, under the limited circumstances outlined above will not be required to retake and pass the ATB test if the official score sheet from the test publisher is in the student's academic file.

Students transferring from a non-CCI institution that previously qualified for Title IV eligibility via successfully passing an approved ATB exam at another institution will be required to re-take and pass an approved ATB-exam through CCI subject to Test Publisher's retest policies.

Ability to Benefit Advising

The school will provide academic support services necessary for the success of each student in the ATB program and to ensure that following completion of the program the student is ready for placement. All ATB students shall receive academic and career advising after each grading/evaluation period (i.e. term, module, phase, level, or quarter).

ACADEMIC POLICIES

EVEREST REGULATIONS

Each student is given the school catalog, which sets forth the policies and regulations under which the institution operates. It is the responsibility of the student to become familiar with these policies and regulations and to comply accordingly. Ignorance of or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions.

Everest reserves the right to change instructors, textbooks, accreditation, schedules, or cancel a course or program for which there is insufficient enrollment. The student will receive a full refund for courses or programs that are cancelled. The school also reserves the right to change course curricula, prerequisites and requirements upon approval by the school's accrediting agency and state licensing board.

DEFINITION OF CREDIT

Everest awards credit in the form of quarter credits. One quarter credit is equivalent to a minimum of 10 clock hours of theory or lecture instruction, a minimum of 20 clock hours of supervised laboratory instruction, or a minimum of 30 clock hours of externship/internship practice.

OUT OF CLASS ASSIGNMENTS

Students in degree programs should plan to spend a minimum of up to two hours per day outside of class completing homework assignments as directed by the instructor.

TRANSFER OF CREDIT INTO EVEREST

Everest has constructed its transfer credit policy to recognize both traditional college credit and non-traditional learning. In general, Everest considers the following criteria when determining if transfer credit should be awarded:

- Accreditation of the institution;
- The comparability of the scope, depth, and breadth of the course to be transferred; and
- The applicability of the course to be transferred to the student's desired program. This includes the grade and age of the previously earned credit.

If the learning was obtained outside a formal academic setting, through a nationally administered proficiency exam, an IT certificate exam, or military training, Everest will evaluate and award transfer credit using professional judgment and the recommendations for credit issued by the American Council on Education (ACE).

Academic Time Limits

The following time limits apply to a course being considered for transfer credit:

- College Core and General Education course – indefinite;
- Major Core course (except health science course – within ten (10) years of completion; and
- Military training, Proficiency exams (e.g. DANTEs, AP, CLEP, Excelsior, etc.) and IT certificate exams – the same academic time limits as College Core, General Education, and Major Core courses.

NOTE: Due to certain programmatic accreditation criteria, health science courses must be transferred within five (5) years of completion.

Required Grades

For diploma, associate, and bachelor degree programs, a letter grade of C (70%) or better is required for transfer credit to be awarded.

Maximum Transfer Credits Accepted

Students enrolled in a diploma, associate or bachelor degree program must complete at least 25% of the program in residency at the institution awarding the degree or diploma. The remaining 75% of the program may be any combination of transfer credit, national proficiency credit, Everest developed proficiency credit, or prior learning credit.

Coursework Completed at Foreign Institutions

All coursework completed at a foreign institution must be evaluated by a member of the National Association of Credential Evaluation Services (NACES) or a member of the Association of International Credentials Evaluators (AICE). An exception to this may be allowed for students transferring from Canada with prior approval from the Transfer Center.

Transfer Credit for Learning Assessment

Everest 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/Director of Education for the current list of approved exams and minimum scores required for transfer.

Transfer Credit for Proficiency Examination

Undergraduate students may attempt to challenge the requirement to certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Similarly, Everest may award some credits toward undergraduate, associate, and diploma level courses for achievement of professional certifications e.g. CNE, MCSE, etc. For more information, please contact the Academic Dean or Director of Education.

Experiential Learning Portfolio

Experiential learning may not be used to earn academic credit.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Everest College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma or certificate you earn in the program in which you are enrolling is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Everest College to determine if your credits or degree, diploma or certificate will transfer.

Transfer to Other Everest Locations

Students in good standing may transfer to another Everest campus location. Transfer students are advised that they will be subject to the minimum residency requirements at the new campus for the program in which they are enrolled. Students may transfer applicable credits from Everest coursework in which a C or higher was earned; however, those credits will be treated as transfer credits and will not count toward fulfilling residency requirements at the new location.

Everest Consortium Agreement

The Everest Consortium Agreement enables students to attend a limited number of classes (a maximum of 49% of credit hours) at an Everest campus location other than their home campus. In addition, students nearing completion of their program of study may finish their degree at another Everest campus location through the Consortium Agreement (a minimum of 51% credit hours must be completed at the Home campus). Complete details on the Everest Consortium Agreement are available in the Academic Dean's/Director of Education's office.

Articulation Agreements

Everest College has an articulation agreement with Argosy University and University of Phoenix. Students should contact the Everest College Dean for additional information on articulation agreement transfer terms and conditions.

Transfer Center Assistance

Any questions regarding the transfer of credit into or from Everest should be directed to the Transfer Center at 877-727-0058 or email transfercenter@cci.edu.

ONLINE COURSE REQUIREMENTS

Online courses are offered at the campus through the Online Division of CCI using the eCollege platform via the Internet. Online courses have the same course objectives and outcomes as courses taught on-ground, although more individual focus and initiative is required to successfully master the material. Online courses are designated on the class schedule so students register during the normal registration period. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

Windows Systems

Windows 7, XP, or Vista
56K modem or higher
Sound Card & Speakers
Firefox, Chrome, or Microsoft Internet Explorer

Mac Systems

Mac OS X or higher (in classic mode)
56K modem or higher
Sound Card & Speakers
Apple Safari

In addition, students taking online courses must:

- Check quarterly to make sure they are maintaining the correct systems profile;
- Have Internet access and an established email account;
- Verify email account/address with Online Coordinator at the time of registration each quarter;
- Commence online course work as soon as students have access to the courses;
- Participate in classes and complete learning and graded activities weekly throughout the course.

DIRECTED STUDY

- Students unable to take a specific required course due to work schedule conflicts, emergency situations, or course scheduling conflicts may request permission to complete a course through directed study.
- Associate degree students may apply a maximum of 8.0 quarter credit hours earned through directed study to the major core of study.
- Bachelor's degree students may apply a maximum of 16.0 quarter credits of directed study to the major core of study.
- Students may not take more than one directed study course in a single academic term.
- Diploma students are not eligible for Directed Study.

GRADING SYSTEM AND PROGRESS REPORTS

The student's final grade for each course or module is determined by the average of the tests, homework, class participation, special assignments and any other criteria indicated in the grading section of the syllabus for the course or module. 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. Failed courses must be repeated and are calculated as an attempt in Satisfactory Academic Progress calculations.

Grade	Point Value	Meaning	Nursing Scale	Percentage Scale
A	4.0	Excellent	100-92	100-90
B	3.0	Very Good	91-84	89-80
C	2.0	Good	83-76*	79-70
D	1.0	Poor	75-68	69-60
F	0.0	Failing	67-0	59-0
Fail	Not Calculated	Fail (for externship/internship classes)		
Pass	Not Calculated	Pass (for externship/internship or thesis classes only)		
PF	Not Calculated	Preparatory Fail		
PP	Not Calculated	Preparatory Pass		
IP	Not Calculated	In Progress (for linear externship/internship/ or thesis courses only)		
L	Not Calculated	Leave of Absence (allowed in modular programs only)		
EL	Not Calculated	Experiential Learning Credit		
PE	Not Calculated	Proficiency Exam		
W	Not Calculated	Withdrawal		
WZ	Not Calculated	Withdrawal for those students called to immediate active military duty. This grade indicates that the course will not be calculated for purposes of determining rate of progress		
TR	Not Calculated	Transfer Credit		

*The Board of Registered Nursing requires a score of 76% to pass with a "C". Nursing courses below 76% is a failing.

Treatment of Grades in the Satisfactory Academic Progress/Rate of Progress Calculation			
Grade	Included in GPA calculation?	Counted as attempted credits?	Counted as earned credits?
A	Y	Y	Y
B	Y	Y	Y
C	Y	Y	Y
D	Y	Y	Y
F	Y	Y	N
Fail	N	Y	N
Pass	N	Y	Y
L	N	N	N
IP	N	Y	N
EL	N	Y	Y
PE	N	Y	Y
PF	N	N	N
PP	N	N	N
W	N	Y	N
WZ	N	N	N
TR	N	Y	Y

GPA AND CGPA CALCULATIONS

- The Grade Point Average (GPA) is calculated for all students. The GPA for each term and Cumulative Grade Point Average (CGPA) are calculated on courses taken in residence at Everest
- The Grade Point Average (GPA) is calculated at the end of each evaluation period by dividing the quality points earned by the total credits attempted for that evaluation period.
- The Cumulative Grade Point Average (CGPA) is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted for cumulative evaluation periods.
- 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.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Students must maintain satisfactory academic progress in order to remain eligible as regularly enrolled students and to continue receiving federal financial assistance. The accreditor and federal regulations require that all students progress at a reasonable rate toward the completion of their academic program. Satisfactory academic progress is measured by:

- The student's cumulative grade point average (CGPA)
- The student's rate of progress toward completion (ROP)
- The maximum time frame allowed to complete which is 150% of total number of credits in the program of study (MTF)

Evaluation Periods for SAP

Satisfactory academic progress is measured for all students at the end of each grading period (i.e., at the end of each term, module, phase, level, quarter and payment period).

Rate of Progress toward Completion

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 number of credit hours attempted. Credit hours attempted include completed hours, transfer credits, withdrawals, and repeated courses.

Maximum Time Frame to Complete

The maximum time frame for completion of any program is limited by federal regulation to 150% of the published length of the program. 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.

SATISFACTORY ACADEMIC PROGRESS TABLES

96 Quarter Credit Hour Program. Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-144	N/A	2.0	N/A	66.66%

96 Quarter Credit Hour Business Program Quarter-Based Program Total credits that may be attempted: 144 (150% of 96).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-24	2.0	N/A	66.66%	N/A
25-36	2.0	0.25	66.66%	10%
37-48	2.0	0.5	66.66%	20%
49-60	2.0	1.1	66.66%	30%
61-72	2.0	1.5	66.66%	40%
73-84	2.0	1.8	66.66%	50%
85-96	2.0	2.0	66.66%	55%
97-108	2.0	2.0	66.66%	60%
109-120	2.0	2.0	66.66%	63%
121-144	N/A	2.0	N/A	66.66%

115 Quarter Credit Hour Program. Total credits that may be attempted: 172 (150% of 115).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-172	N/A	2.0	N/A	66.66%

192 Quarter Credit Hour Program. Total credits that may be attempted: 288 (150% of 192).				
Total Credits Attempted	SAP Advising if CGPA is below	SAP Not Met if CGPA is below	SAP Advising if Rate of Progress is Below	SAP Not Met if Rate of Progress is Below
1-16	2.0	N/A	66.66%	N/A
17-32	2.0	1.0	66.66%	N/A
33-48	2.0	1.2	66.66%	50%
49-60	2.0	1.3	66.66%	60%
61-72	2.0	1.5	66.66%	65%
73-95	2.0	1.75	66.66%	66.66%
96-288	N/A	2.0	N/A	66.66%

Application of Grades and Credits to SAP

- Grades A through F are included in the calculation of CGPA and are included in the Total Number of Credit Hours Attempted.
- Transfer credits (TR) are not included in the calculation of CGPA but are included in the Total Number of Credit Hours Attempted and Earned in order to determine the required levels for CGPA and rate of progress.
- Courses with grades of Pass, EL and PE are not included in the CGPA calculation but do count as credit hours successfully completed for the rate of progress calculation.
- For calculating rate of progress, F grades and W grades are counted as hours attempted but are not counted as hours successfully completed. Grades of IP will also be counted as hours attempted but not as hours successfully completed.
- When a course is repeated, the higher of the two grades is used in the calculation of CGPA, and the total credit hours for the original course and the repeated course are included in the Total Credit Hours Attempted (in the SAP charts) in order to determine the required rate of progress level. The credit hours for the original attempt are considered as not successfully completed.
- When a student transfers between programs, all attempts of courses common to both programs are included in the CGPA and ROP of the new program.
- Students graduating from one program and continuing on to another will have all successfully completed courses common to both programs included in the SAP calculations of the new program. Courses not in the new program, including grades of W or F, are excluded from all SAP calculations.
- Non-punitive grades are not used and non-credit and remedial courses are not offered.

SAP Advising

SAP Advising is the period of time during which a student is advised and monitored for progress for the remainder of the term. During the SAP advising period, the student is eligible for financial aid. Academic advising shall be documented using the **Academic Advising Form**. The form shall be kept in the student's academic file.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must be advised within fourteen (14) calendar days after the term start.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.

Financial Aid Warning

SAP is evaluated at the end of each term and all students with a cumulative grade point average (CGPA) and/or rate of progress (ROP) below the required academic progress standards as stated in the school's catalog are determined to have not met satisfactory academic progress. Students not meeting SAP and with a previous SAP Met status will be issued a Financial Aid Warning and be advised that unless they improve their CGPA and/or rate of progress toward completion, they may be withdrawn from their program and lose eligibility for federal financial aid.

Notification of Financial Aid Warning

The Academic Dean/Director of Education (or designee) must provide the written notice of FA Warning status to all students not meeting SAP and with a previous SAP Met status. The following timelines apply to all students receiving an FA Warning:

- For programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must be advised within fourteen (14) calendar days after the term start.

Note: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and be advised within twenty-one (21) calendar days after the term start.

Financial Aid Probation

At the end of each term following a SAP evaluation, students with an immediate SAP NOT MET status and who are SAP NOT MET again according to the academic progress standards stated in the school's catalog, will be notified with a SAP NOT MET letter indicating that they will be withdrawn unless they successfully appeal by written request within five (5) calendar days after the notification in accordance with the Academic Appeals Policy. Appeals shall only be granted for the following reasons: the death of a family member; an illness or injury suffered by the student; special circumstances of an unusual nature which are not likely to recur.

The Academic Dean/Director of Education (or designee) must provide written notice of all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term;

- If the student appeals this status and the appeal is approved, the student must receive an Academic Progress Plan within ten (10) calendar days after the appeal's approval.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start.

Notification of Financial Aid Probation

FA Probation is the term for which the student's appeal has been accepted and progress is monitored under an Academic Progress Plan. Students must be notified in writing of their probationary status within three (3) calendar day of the change in status in the student information system. During the period of FA probation students will continue to be eligible for financial aid.

While on FA probation, unless students improve their CGPA and /or rate of progress toward completion, in accordance with their Academic Progress Plan, they will be withdrawn from their program and become ineligible for further financial aid. All students on FA probation must be placed on an Academic Progress Plan. A student will remain on FA probation as long as he or she is meeting the requirements of his or her Academic Progress Plan when evaluated at the end of each evaluation period on the Plan.

Academic Progress Plan

Students on FA Probation must agree to the requirements of an Academic Progress Plan (APP) as a condition of their FA probation. Each student shall receive a copy of his or her APP. A copy of each student's APP shall be kept in the student's permanent academic file.

The APP may extend over one (1) or multiple terms, as defined at the initiation of the APP. At the end of the first evaluation period on the APP, the student will meet with the Academic Dean/Director of Education (or designee)/Online Designee for an evaluation of progress of the plan's requirements. If on a single-term plan and the student has met the requirement(s) of the plan, the student must be in SAP Advising or SAP Met status, and the student's APP shall be considered fulfilled and closed. If on a multi-term plan and the student has met the requirement(s) of the first evaluation period, then new requirement will be set and the student will be placed manually into SAP Meeting APP Status and will adhere to the subsequent term requirements of the APP.

If at the end of any SAP evaluation period on the plan (APP) the student does not meet the plan's requirement(s), the student will receive a dismissal letter and will be dismissed from the program. Additionally, a student is deemed to have not met the plan's requirements by earning a failing grade ("F") in any course while on the APP.

Students who have violated their FA Probation and have been dismissed from a program are not eligible for readmission to that program if they have exceeded, or may exceed, the maximum time frame of completion until they re-establish appropriate Satisfactory Academic Progress standing.

Evaluation of Progress

At the end of each evaluation period encompassed by the APP, the student will meet with the Academic Dean/Director of Education (or designee) for an evaluation of progress of the plan's requirements. Determination of the student's success at meeting APP requirement(s) must be completed no later than the second (2nd) calendar day of the module or term.

SAP Advising or SAP Met Status

If the student has met the requirements of a one-term plan, the student must be in SAP Advising or SAP MET status and the student's APP shall be considered fulfilled and closed. The student will be provided with either a SAP Advising or Return to Academic Good Standing Letter. In the case of SAP Advising, the student will be advised with the Academic Advising form and will be FA eligible.

The Academic Dean/Director of Education (or designee) must provide a written notice of Return to Academic Good Standing or SAP Advising status. The following timelines apply for all students placed on SAP Advising status:

- For linear programs with an Add/Drop period:
 - Students must receive the notification by the first day of the term; and
 - Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

SAP Not Met Status and/or Dismissal

If on a multi-term plan, it is likely the student will remain SAP NOT MET for the second (and ensuing) evaluation periods. At the end of each evaluation period, the student will be notified, evaluated for progress, and if the APP requirements are met, will be manually assigned SAP Meeting APP status and continue on the APP. New requirements for the second (or ensuing) evaluation period will be defined using the Evaluation of Progress form.

The Academic Dean/Director of Education (or designee) must provide a written notice of SAP NOT MET status. The following timelines apply for all students placed on SAP NOT MET status:

- For linear programs with an Add/Drop period:

- Students must receive the notification by the first day of the term; and
- Must complete the Evaluation of Progress form within fourteen (14) calendar days after the notification.

NOTE: For terms without a break week, students must receive the notification within seven (7) calendar days after the term start and must complete the Evaluation of Progress form within twenty-one (21) calendar days after the notification.

If the student does not meet the Plan's requirements at the end of an evaluation period, the student will be dismissed from the program. If the student has not met the benchmark, the student must be dropped with the correct DOD (no later than second calendar day of module or term). The student must be notified of dismissal no later than the second calendar day of module or term.

NOTE: If the student has make-up work, and the campus is willing to accept it, it must be completed within four (4) calendar days of grades being entered (as long as this doesn't extend beyond ten (10) calendar days after mod- or term-end), or the student must be dropped with the correct DOD.

SAP Re-Entry

Students who have violated FA Probation and have been dismissed shall not be readmitted if they cannot complete the program within the maximum time frame or re-establish appropriate Satisfactory Academic Progress (SAP) standing.

Retaking Passed Coursework

Students may repeat coursework as long as such coursework does not include more than a single repetition of a previously passed course. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated courses will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average.

Retaking Failed Coursework

For the purpose of improving academic standing and establishing institutional grade point average, students must repeat any failed coursework. Failed courses may be repeated more than twice, so long as repeating the coursework does not jeopardize the students' maximum time frame of completion. Pre-requisite modules in diploma programs may not be repeated more than three (3) attempts. Each attempt counts in the calculation of the students' rate of progress and successful completion percentages. All repeated coursework will appear on the student's transcript, but only the highest grade earned will be included in the calculation of their cumulative grade point average. Attendance in successfully repeated classes/modules will also replace attendance in prior unsuccessful attempts.

ADD/DROP POLICY (LINEAR PROGRAMS ONLY)

Students may add or drop courses during the add/drop period without academic penalty. However, they must first obtain the permission of the Academic Dean/Director of Education (or designee) and the Director of Student Finance (or designee). Students are not permitted to add a course after the end of the add/drop period. Students who attend a course after the add/drop period shall be charged for the course pursuant to the refund policy as stated in this catalog. Students who drop a course after the add/drop period shall receive a grade of "W" (Withdraw) and be charged for the course pursuant to the refund policy as stated in this catalog.

Full Term Courses

The add/drop period for full term courses is the first fourteen (14) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Therefore, students who enroll in a full-term course during the add/drop period must attend class by the earlier of the 21st calendar day of the term or the 14th calendar day after enrollment, or be dropped from the course.

Mini-Term Courses

The registration period for second mini-term courses occurs well in advance prior to the start of the second mini-term. Continuing students, who are already enrolled in full term courses, should complete registration for upcoming second mini-term courses by the close of business on day twenty (20) of the full-term. Additionally, students must sign a Mini-Term Consent Form when registering for the upcoming second mini-term courses.

Once the mini-term has begun, the add/drop period for mini-term courses is the first seven (7) calendar days of the term, excluding holidays and regularly scheduled breaks. The taking of attendance of students who enroll during the add/drop period shall begin the first scheduled class session following the student's enrollment. Students who enroll in mini-term courses during the add/drop period must attend class by the 14th calendar day of the mini-term, or be dropped from the course.

Effects of Add/Drop on Financial Aid Calculation

Adding or dropping a course may affect a student's enrollment status, and therefore the amount of financial aid for which the student is eligible. The Director of Student Finance is responsible for advising a student of the financial consequences of a change in registration.

In order for second mini-term courses to be considered in the determination of a student's enrollment status for Pell grant purposes only, a student must register for the second mini-term courses by the close of business on day twenty (20) of the start of the full term, i.e. prior to the Census date.

ATTENDANCE POLICY

Attendance in class is critical to student academic success. This policy sets standards that provide for the withdrawal and dismissal of students whose absences exceed a set rate. Normally, a student is considered present if he or she 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.

Establishing Attendance/Verifying Enrollment

- 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.

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 (minus externship hours) in the term/program (the "Percentage Absence Rule"). A student may appeal an attendance dismissal pursuant to the Student Academic Appeals Policy.

Should an appeal be granted, the student is not dismissed, but shall be placed on probation and monitored with an advising plan. Should an appeal not be granted, the student shall be withdrawn from all courses and dismissed from school, and shall not be charged for attending while the appeal was pending. Students dismissed due to an attendance violation must reapply for admission to the school.

Consecutive Absence Rule

When a student is absent from school for fourteen (14) consecutive calendar days excluding holidays and scheduled breaks, the faculty shall notify the Academic Dean/Director of Education. The following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 - Attend their next scheduled class session;
 - File an appeal within five (5) calendar days of the violation;
 - Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but does not attend the next scheduled class session shall be withdrawn from all courses and dismissed from school.

NOTE: For linear programs, the consecutive absence rule is applied to days missed in a single term. For modular programs, the consecutive absence rule is applied to days missed in the total program.

Percentage Absence Rule

For students who **have not** previously violated the attendance policy:

Percentage	Action Taken
25% of the total hours for all courses in a term	Attendance warning letter sent
40% of the total hours for all courses in a term	Withdrawn from all courses and dismissed from school

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
25% of the total remaining hours for all courses in a term	Attendance warning letter sent
40% of the total remaining hours for all courses in a term	Withdrawn from all courses and dismissed from school

Should a student violate the applicable Percentage Absence Rule, the following guidelines shall be followed:

- All students who state they will not return to school shall be promptly withdrawn;
- All students who state they will return must:
 - Attend class within five (5) calendar days of the violation;

2. File an appeal within five (5) calendar days of the violation;
 3. Have perfect attendance while the appeal is pending; and
- Any student who has promised to return to school, but who does not return within five (5) calendar days of the violation shall be withdrawn from all courses and dismissed from 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).
- When a student is withdrawn for violating the applicable percentage absence rule, the Date of Withdrawal shall be the date of the violation.

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) is the date the school determined the student would not return to class. This is the date used to determine the timeliness of the refund. 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 14th calendar day after the LDA; scheduled breaks are excluded when calculating the DOD.

Attendance Records

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. Without an appeal, after the 14th calendar day following the end of the term/module, the computer attendance database shall be considered final.

Re-Admission Following a Leave of Absence

- Upon return from leave, the student will be required to repeat the module, if it had been interrupted, and receive final grades.
- The student will not be charged any fee for the repeat of any module from which the student took leave or for students returning from a leave of absence.
- The date the student returns to class is normally scheduled for the beginning of a module.
- When a student is enrolled in a modular program, the student may return at any appropriate module, not only the module from which the student withdrew.

Extension of Leave of Absence

A student on an approved LOA may submit a request to extend the LOA without returning to class. Such a request may be approved by the Academic Dean/Director of Education provided:

- The student submits a completed LOA Extension Request Form before the end date of the current leave.
- There is a reasonable expectation the student will return.
- The number of days in the leave as extended, when added to all other approved leaves, does not exceed 180 calendar days in any twelve (12) month period calculated from the first day of the student's first leave.
- Appropriate modules required for completion of the program will be available to the student on the date of return.

If the extension request is approved, the end date of the student's current leave will be changed in the official student information system to reflect the new end date. If the request is denied, the student will be withdrawn and the withdrawal date will be the student's last date of attendance (LDA).

Failure to Return From a Leave of Absence

A student who fails to return from an LOA on or before the date indicated in the written request will be terminated from the program, and the institution will invoke the refund policy. As required by federal statute and regulations, the student's last date of attendance prior to the approved LOA will be used in order to determine the amount of funds the institution earned and make any refunds that may be required under federal, state, or institutional policy.

The "L" grade in the LOA beginning module shall be changed to "W" (withdraw). The module with a grade of "W" shall be included as an attempt in the calculation of Rate of Progress and Maximum Time Frame.

Possible Effects of Leave of Absence

Students who are contemplating an LOA should be cautioned that one or more of the following factors may affect the length of time it will take the student to graduate.

- Students returning from a LOA are not guaranteed that the module required to maintain the normal progress in their training program will be available at the time of reentry
- They may have to wait for the appropriate module to be offered

- Financial aid may be affected

EXTERNSHIP TRAINING

Upon successful completion of all classroom requirements, students in programs that require an externship are expected to begin the externship portion of their programs within 14 calendar days (excluding holidays and regularly scheduled breaks). If a student does not begin externship training within 14 calendar days, he/she must be dropped from the program. A leave of absence (LOA) may only be approved if the student's reason meets the criteria of the LOA Policy. Students may only miss 14 consecutive calendar days once they start externship or they must be dropped from the program.

Each student has approximately 120 calendar days to complete their externship. Any modular student who does not complete externship training within 120 calendar days should meet with the Academic Dean/Director of Education to approve the time remaining to complete the externship.

Students who drop from externship either prior to starting or during externship and/or delay the completion of their externship for more than 30 days from the last days of attendance must have their skills evaluated by a program instructor or director/chair prior to re-entry to ensure they are still competent to perform skills safely in the externship setting.

WITHDRAWAL PROCEDURES

- Students who intend to withdraw from school are requested to notify the Academic Dean/Director of Education by telephone, in person, by email or in writing to provide official notification of their intent to withdraw and the date of withdrawal.
- Timely notification by the student will result in the student being charged tuition and fees for only the portion of the payment period or period of enrollment that he/she attended as well as ensuring a timely return of federal funds and any other refunds that may be due.
- Students requesting a withdrawal from school must complete a financial aid exit interview.
- Students who have withdrawn from school may contact the school's Education Department about reentry.

MAKE-UP WORK

At the instructor's discretion, make-up work may be provided to students who have missed class assignments or tests. Make-up work must be completed within ten (10) calendar days after the end of the term/module.

REQUIREMENTS FOR GRADUATION

- Successfully complete all courses in the program with a 2.0 (70%) cumulative grade point average within the maximum time frame for completion as stated in the school catalog.
- Successfully complete all externship requirements (if applicable).
- Meet any additional program specific requirements as stated in the catalog.

Commencement exercises are held at least once a year. Upon graduation, all students who are current with their financial obligation to the school shall receive their diploma.

APPEALS POLICIES

Student Academic Appeals Policy

Academic appeals include those appeals related to Satisfactory Academic Progress violations, final grades, attendance violations, and academic or financial aid eligibility. In all instances, with the exception of SAP, Everest expects that initially every attempt will be made to resolve such disputes informally through discussions by all relevant parties prior to initiating formal appeals.

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:

- Notice of final grades:
 - Linear - first day of the subsequent term
- Notice of Attendance violation is the date of the violation
- Notice of SAP violation (FA probation or SAP Not Met 2nd consecutive term):
 - Linear - first day of the subsequent term

NOTE: In the case of terms without a break week, the student must receive the notification within seven (7) calendar days of the term start.

- Online - first day of the subsequent term

NOTE: In the case of terms without a break week, the student must receive the notification within the first day of the second week of the term start.

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.

Upon receipt of the Academic Appeal Form, the Academic Dean/Director of Education/Online Designee shall convene an Appeal Committee, which should at minimum 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, 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 within one (1) calendar day of the date of the decision. 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.

Assignments/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/Online Academic Designee. Only final course grades are eligible for appeal.

Final Course Grades

In linear programs, appeals of final course grades must be made by the sixth (6th) calendar day of the subsequent term. The Academic Dean/Director of Education/Online Academic Designee may direct a grade to be changed when it is determined by an Appeal Committee 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 Violation Appeals Policy

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. Attend school:
 - The next scheduled class period (Consecutive Absence Rule violations)
 - Within five (5) calendar days of the violation (Percentage Absence Rule violations)
2. Have perfect attendance while the appeal is pending
3. 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 assignments and develop an Academic Advising Plan in conjunction with his or her advisor.

Satisfactory Academic Progress (SAP) Appeals

In linear programs, SAP appeals must be made by the sixth (6th) calendar day of the subsequent term. 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 his/her program and that his or her 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 which are not likely to recur

SAP violation/FA Probation appeals must include a detailed statement written by the student explaining the reason why he or she failed to make SAP, and what has changed in the student's situation that will allow him or her to demonstrate SAP at the next evaluation period. An appeal will be strengthened if supporting documentation is included (e.g., medical doctor's note, law enforcement report, etc.)

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

FINANCIAL INFORMATION

STATEMENT OF FINANCIAL OBLIGATION

A student who has applied, is accepted, and has begun classes at Everest assumes a definite financial obligation. Each student is legally responsible for his or her own educational expenses for the period of enrollment. A student who is enrolled and has made payments in full or completed other financial arrangements and is current with those obligations, is entitled to all the privileges of attending classes, taking examinations, receiving grade reports, securing course credit, being graduated, and using the Career Services Office.

Any student who is delinquent in a financial obligation to the school, or any educational financial obligation to any third party, including damage to school property, library fines, and payment of tuition and fees, is subject to exclusion from any or all of the usual privileges of the school. Everest may, in its sole discretion, take disciplinary action on this basis, including suspension or termination of enrollment.

TUITION AND FEES

Tuition and fee information can be found in "Tuition and Fees" section of the catalog. Quarter-based programs will be charged for the student's first quarter (or mini-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. 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. All credits for which a student is registered are charged at the current rate, including any courses being repeated. 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 Add/Drop period by the then current tuition rate for that number of credit hours.

The Enrollment Agreement obligates the student and the school for the entire program of instruction. Students' financial obligations will be calculated in accordance with the refund policy in the contract and this school catalog.

Student may make payments by cash or by the following accepted credit cards: Visa, MasterCard or Discover.

TUITION CHARGES FOR RE-ENTRY

- Students re-entering a linear program will be charged tuition at the cost per credit/ quarter provided in the applicable school catalog/addenda.
- **Students re-entering a modular program within 180 days:**
 - Same Program (Same/New Program Version): Will be charged tuition at the original tuition rate reflected on the original enrollment agreement less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments)
 - Same Program (New Program Version of Different Credits/Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments).
 - Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment
- **Students re-entering greater than 180 days less than 365 days:**
 - Same Program (Same/New Program Version): Will be charged tuition at the current catalog rate for the program of enrollment less the amount charged on the prior period of enrollment (Charges plus or minus any tuition adjustments)
 - Same Program (New Program Version of Different Credits/Length of Program): Will be charged tuition at the current catalog rate for the program of enrollment less the tuition credit from the prior period of enrollment. Determine which re-entry credit for the prior period of enrollment is in the student's best interest by referring to the Enrollment Agreement Guidelines
 - Different / New Program (Program Change): Will be charged tuition at the current catalog rate for the program of enrollment. A tuition credit will be determined for the student's prior period of enrollment.

NOTE: Any student who has a prior unpaid balance or account that has been referred to a collection agency will not be eligible for re-entry until the unpaid balance has been resolved.

TEXTBOOKS

Textbooks and workbooks are sold through the bookstore in accordance with Everest policies. At the time of issuance, textbooks become the responsibility of the students. Everest is not responsible for replacing lost textbooks; however, students may purchase replacements from the campus bookstore. Students are responsible for the cost of their textbooks and the cost of any shipping charges. Official transcripts will be withheld from any student who has not returned school property or who has not made restitution.

ADDITIONAL FEES AND EXPENSES

Charges for textbooks, uniforms and equipment are separate from tuition. The institution does not charge for books, uniforms and equipment until the student purchases and receives the items. Incidental supplies, such as paper and pencils are to be furnished by the students.

VOLUNTARY PREPAYMENT PLAN

The school provides a voluntary prepayment plan to students and their families to help reduce the balance due upon entry. Details are available upon request from the Student Finance Office.

BUYER'S RIGHT TO CANCEL

The applicant's signature on the Enrollment Agreement does not constitute admission into the school until the student has been accepted for admission by an official of the school. If the applicant is not accepted, all monies paid will be refunded.

A student has the right to cancel the Agreement and receive a full refund of all monies paid if notice of cancellation is made through attendance at the first class session, or before the first lesson and materials are received for distance education classes, or by midnight of the seventh day after enrollment, whichever is later. Applicants who have signed the Agreement but have not yet visited the school may also cancel within three business days following either the school's regularly scheduled orientation procedures or a tour of the school's facilities and inspection of equipment, where training and services are provided.

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 of the campus shown on the catalog. The written notice of cancellation need not take any particular form, and, however expressed, is effective if signed and dated by the student and states that the student no longer wishes to be bound by the Agreement. A notice of cancellation may be given by mail or hand delivery. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed, with postage prepaid. Should students attending distance education through Everest receive the first lesson and materials before the school receives an effective cancellation notice, the school will make a refund within 45 days.

OFFICIAL WITHDRAWALS

A student has the right to withdraw at any time. An official withdrawal may be documented in writing or may also be effectuated by the student's conduct, including, but not limited to, a student's lack of attendance. An official withdrawal is considered to have occurred on the date that the student provides to the school official notification of his or her intent to withdraw. 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.

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 (DOD) is the earlier of the date the student officially withdraws, provides notice of cancellation, 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 DOD 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.

REFUND POLICIES

Institutional Pro Rata Refund Calculation and Policy

When a student withdraws, the school must determine how much of the tuition and fees it is eligible to retain. The Pro Rata Refund Calculation and Policy is an institutional policy and is different from the Federal Financial Aid

Return Policy and Return Calculation; therefore, after both calculations are applied, a student may owe a debit balance (i.e. the student incurred more charges than he/she earned Title IV funds) to the school.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid funds. The institution shall also provide a pro rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

The school will perform the Pro Rata Refund Calculation for those students who terminate their training before completing the period of enrollment (i.e., students who receive a final grade of "W" or "WZ"). Under the 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 calendar days in the period of enrollment into the calendar days in the period as of the student's last date of attendance. The period of enrollment for students enrolled in modular programs is the academic year, or in increments based on state policy, for each academic year. The period of enrollment for students enrolled in quarter-based programs is the quarter. The refund is calculated using the following steps:

1. Determine the total charges for the period of enrollment.
2. Divide this figure by the total number of calendar days in the period of enrollment.
3. The answer to the calculation in step (2) is the daily charge for instruction.
4. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total calendar days in the period as of the student's last date of attendance by the daily charge for 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.

TEXTBOOK AND EQUIPMENT RETURN/REFUND POLICY

A student who was charged for and paid for textbooks, uniforms, or equipment may return the unmarked textbooks, unworn uniforms, or new equipment within 30 days following the date of the student's cancellation, termination, or withdrawal. The school shall then refund the charges 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, the school 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.

EFFECT OF LEAVE OF ABSENCE ON REFUNDS

If a student does not return from an approved leave of absence (when applicable) on the date indicated on the written request, monies will be refunded. The refund calculation will be based on the student's last date of attendance. The date of determination is the date the student was scheduled to return.

TIMEFRAME WITHIN WHICH INSTITUTION IS TO ISSUE REFUNDS

Institutional policy is to issue refunds no later than 30 days after the date of determination, unless federal or state requirements provide for a shorter time period that is more favorable to the student.

FEDERAL FINANCIAL AID RETURN POLICY

Student Financial Aid (SFA)

The 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). The school is required to determine earned and unearned portions of Title IV aid for students who cancel, withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term.

Return of Title IV Funds Calculation and Policy

The Return of Title IV Funds calculation (Return calculation) is based on the percentage of earned aid using the following calculation:

Percentage of payment period or term completed equals the number of scheduled hours (clock-hour programs) or days (credit-hour programs) completed up to the withdrawal date divided by the total number of hours (clock-hour programs) or days (credit-hour programs) in the payment period or term. For credit-hour programs, any scheduled break of five days or more is not counted as part of the days in the term. This percentage is also the percentage of earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula: Aid to be returned equals 100% of the aid that could be disbursed minus the percentage of earned aid, multiplied by the total dollar amount of aid that could have been disbursed during the payment period or term.

The school must return the Title IV funds for which it is responsible in the following order:

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Federal Perkins loans

4. Direct PLUS loans
5. Federal Pell Grants for which a return of funds is required
6. Academic Competitiveness Grants for which a return of funds is required
7. National Smart Grants for which a return of funds is required
8. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a return of funds is required

If a student withdraws after the 60% point-in-time, the student has earned all Title IV funds that he/she was scheduled to receive during the period and, thus, has no unearned funds; however, the school must still perform a Return calculation. If the student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 180 days of the DOD.

After a Return calculation has been made and a state/institutional refund policy, if applicable, has been applied, any resulting credit balance (i.e. earned Title IV funds exceed institutional charges) must be paid within 14 days from the date that the school performs the Return calculation and will be paid in one of the following manners:

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

Any outstanding student loans that remain are to be repaid by the student according to the terms of the student's promissory notes. If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds.

Return of Unearned Title IV Funds

The school must return the lesser of:

- The amount of Title IV program funds that the student did not earn; or
- The amount of institutional charges 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 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) is not satisfied.)

Time Frame within which Institution is to Return Unearned Title IV Funds

The school must return the amount of unearned Title IV funds for which it is responsible within 45 days after the DOD.

California Loan Disclosures

1. If the student obtains a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
2. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - a) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - b) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTE: Everest does not participate in California state financial aid.

Student Tuition Recovery Fund

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

STRF Calculation: Currently the state is operating with a STRF fee in the amount of \$0.00 per \$1,000.00 of institutional charges.

STUDENTS CALLED TO ACTIVE MILITARY DUTY

Newly Admitted Students

Students who are newly admitted to the school and are called to active military duty prior to the first day of class in their first term/module shall receive a full refund of all tuition and fees paid. Textbook and equipment charges shall be refunded to the student upon return of the textbooks/unused equipment to the school.

Continuing Students

Continuing students called to active military duty are entitled to the following:

- If tuition and fees are collected in advance of the withdrawal, a strict pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal for active military service ("WZ").

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 have the following:

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
8. Have a high school diploma or its equivalent, have completed homeschooling at the secondary level as defined by state law or qualify for admissions under the Ability to Benefit Grandfathering Policy.

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
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Direct Stafford Loans (FSL)
- Federal Direct Parent Loan for Undergraduate Students (PLUS)

Alternative Loan Programs

If your primary financing option does not fully cover your program costs, alternative financing options can help bridge that financial gap. Private loan programs are convenient, affordable and easy to use.

- There are alternative loans provided by private lenders.
- The rate may be variable and the loan approved and origination fees may be based on credit.
- Repayment terms may vary based on lender programs.
- Student may apply on their own or with a co-borrower.

Please see one of the Student Finance Planners for further information.

GRANTS AND SCHOLARSHIPS

Renewal Cal Grant Replacement Award

Students who attended a Cal Grant eligible Everest school in 2010-2011 and will be returning for the 2011-2012 academic year, and are eligible to receive a Renewal Cal Grant Award, will be eligible to receive the Everest Cal Grant Replacement Grant in an amount equal to the 20% reduction in their Renewal Cal Grant. This is a one-time award and does not have any cash value.

Workforce Scholarships and Grants, Including Youth, Adult and Displaced Workers

This campus is recognized by many public and non-profit organizations as an approved institution to support state and local workforce education and employment initiatives. As educational benefit programs become available, the campuses seek eligibility with the funding organizations. Therefore, if you are unemployed, under employed, or otherwise eligible youth or adult, you may qualify for various workforce educational benefit programs. Eligibility criteria for workforce educational assistance and benefits available vary by state, community and school, so check with the funding organization to see whether you qualify.

President's Scholarship

Students enrolled as of September 1, 2013 in any quarter based degree program, in Everest College, Everest University or Everest Institute, who have 16 credits or less remaining to graduate as of October 7, 2013, are entitled to receive the amount of \$875 per term for a maximum of \$1,750 for the total of two terms as a non-transferrable scholarship in order to complete their program.

In order to be eligible for consideration, students must remain in good standing with Everest University, Everest Institute or Everest College. They must maintain a 2.0 GPA and must graduate no later than April 2014.

This scholarship is to be awarded for the sole purpose of tuition charges and will be awarded and applied to the student account upon the degree completion. This scholarship is non-transferrable and cannot be applied to additional degrees or diplomas.

Everest Opportunity Grant

The Everest Opportunity Grant is a need based institutional grant awarded on an annual basis to students who demonstrate financial need. The Opportunity Grant program is available for students who first enroll as of June 24, 2014. The amount and source of funding may vary by student based on demonstrated financial needs and continued funding availability. The amount and source of funding may change each award year based on demonstrated financial needs and funding availability. Students must reapply each academic year, meet all applicable application deadlines and maintain satisfactory academic progress. The Opportunity Grant may be utilized to cover any confirmed unmet financial need not covered by Title IV funding up to direct costs.

Eligibility

The student must meet all annual application deadlines and eligibility requirements and maintain satisfactory academic progress.

Obtaining the Funds

The Everest Opportunity Grant will automatically be credited to the student's account upon award confirmation.

Renewing the Grant

The student must reapply every academic year by the institutional deadline and meet eligibility requirements in order to be considered for an Everest Opportunity Grant in future years. The award amount may change, based on the student's determined financial need, enrollment, timeliness of the student's financial aid application and funding availability.

ADMINISTRATIVE POLICIES

STATEMENT OF NON-DISCRIMINATION

Everest does not and will not discriminate on the basis of race, color, religion, age, disability, sex, pregnancy (including childbirth, false pregnancy, termination of pregnancy, and recovery therefrom), sexual orientation, national origin, citizenship status, gender identity or status, veteran status, actual or potential parental, family or marital status in the administration of its educational and admissions policies, scholarship and loan programs, or other school-administered programs. For information on discrimination-related grievances, please see the Discrimination Grievance Procedures section.

DISABILITY

Everest complies with federal laws including Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended. The Campus President has been designated the Section 504/ADA Coordinator and will coordinate the efforts of Everest to comply with all relevant disability laws. Inquiries should be directed to this person at the campus contact information located in this catalog.

DISABILITY ACCOMMODATION PROCEDURE

Everest's disability accommodation procedure is a collaborative and interactive process between the student and the Section 504/ADA Coordinator. The student will meet with the Section 504/ADA Coordinator on campus to request and submit an Accommodation Request form and discuss disability related needs. The Section 504/ADA Coordinator is available to the student to assist with questions and provide assistance in filling out the Accommodations Request form. The student will provide a completed Accommodations Request form and documentation of their medical condition to the Section 504/ADA Coordinator for review. The documentation of a medical condition may be from a licensed medical doctor, psychologist, audiologist, speech pathologist, registered nurse, licensed clinical social worker, marriage and family therapist, rehabilitation counselor, physical therapist, learning disability specialist, or other appropriate health professional. This documentation should verify the medical condition and suggest appropriate accommodations for the student. If the accommodation is denied, the student is informed of their right to appeal the decision and the necessary steps to file an appeal.

To file an appeal the student should supply documentation and/or other evidence to substantiate the need for the denied accommodation(s). The evidence is submitted to the Section 504/ADA Coordinator with a new accommodation form marked appeal.

DISCRIMINATION GRIEVANCE PROCEDURES

A student initiates the Discrimination Grievance Procedure by contacting the Section 504/ADA Coordinator for disability-related complaints, or the Campus President for all other complaints alleging discrimination carried out by employees, other students, or third parties. The Section 504/ADA Coordinator and Campus President can be reached at the campus contact information located in this catalog. A student's participation in any informal resolution procedures is voluntary and he/she may pursue this formal grievance procedure at any time. The Section 504/ADA Coordinator or Campus President or his/her designee will explain the complaint procedures and assist the student in filing a complaint. The complaint need only be a written letter containing allegations that specifically identify the discriminatory conduct, the person(s) who did it, and all witnesses the student believes can support the allegations. A complaint should be made as soon as the student believes he/she has been discriminated against, but no later than within 180 days of the date that the alleged discrimination occurred, or the date on which the student could reasonably have learned of the discrimination.

When a complaint is filed, the Section 504/ADA Coordinator or Campus President or his/her designee begins an investigation within 14 days. The student, the accused, and any witnesses they identify are interviewed. Any relevant documents identified by these persons are reviewed. Within 45 days of the complaint, the Section 504/ADA Coordinator or Campus President or his/her designee will inform the student and accused in writing of sufficient or

insufficient evidence to confirm the student's allegations, state the key facts, reasons why that conclusion was reached, and outline any proposed resolution or corrective action if applicable, subject to any applicable privacy constraints. The student is also notified of the right to appeal the investigation conclusion. An appeal must be made in writing to the CCI Director of Academic Services, who may be reached at the Student Help Line number or email address below within 15 days of receiving notice about the investigation conclusion. Within 15 days of receiving the appeal, the CCI Director of Academic Services will review the matter and provide a decision in writing.

Complaints are investigated in a manner that protects the privacy and confidentiality of the parties to the extent possible. No employee or agent of the School may intimidate, threaten, coerce or otherwise discriminate or retaliate against any individual because he or she has filed a complaint or participated in the complaint resolution process. If a student believes any such retaliation has occurred, a complaint of retaliation should be filed according to the procedure described above. Everest makes every effort to prevent recurrence of any finding of discrimination and corrects any discriminatory effects on the grievant and others, if appropriate.

If the 504/ADA Coordinator or Campus President is the subject of the grievance, the student should contact the Student Services Manager at the Student Help Line at (800) 874-0255 or via email at StudentServices@cci.edu. The Student Helpline in consultation with the appropriate Academic Services team member(s) will provide guidance to the student for initiating and submitting their grievance in writing to StudentServices@cci.edu.

CODE OF STUDENT CONDUCT

The Code of Student Conduct applies at all times to all students. As used in this Code, a student is any individual who has been accepted or is enrolled in school. Student status lasts until an individual graduates, is withdrawn, or is otherwise not in attendance for more than 180 consecutive calendar days.

Everest seeks to create an environment that promotes integrity, academic achievement, and personal responsibility. All schools should be free from violence, threats and intimidation, and the rights, opportunities, and welfare of students must be protected at all times.

To this end, the following Code of Student Conduct sets forth the standards of behavior expected of students as well as the process that must be followed when a student is accused of violating those standards. Reasonable deviations from the procedures contained herein will not invalidate a decision or proceeding unless, in the sole discretion of the school, the deviation(s) significantly prejudice the student. The Campus President (or designee) is responsible for appropriately recording and enforcing the outcome of all disciplinary matters.

Conduct Affecting the Safety of the Campus Community

Everest reserves the right to take all necessary and appropriate action to protect the safety and well-being of the campus community. The Campus President (or designee) may immediately suspend any student whose conduct threatens the health and/or safety of any person(s) or property. The suspension shall remain in effect until the matter is resolved through the disciplinary process. Such conduct includes, but is not limited to:

- Possessing alcohol or other intoxicants, drugs, firearms, explosives, weapons, dangerous devices, or dangerous chemicals on school premises
- Theft
- Vandalism or misuse of school, or another's property
- Harassment or intimidation of others
- Endangerment, assault, or infliction of physical harm

Other Prohibited Conduct

Additionally, disciplinary action may be initiated against any student(s) based upon reasonable suspicion of attempting to commit, or assisting in the commission of any of the following prohibited forms of conduct:

- Cheating, plagiarism, or other forms of academic dishonesty
- Forgery, falsification, alteration or misuse of documents, funds, or property
- Any disruptive or obstructive actions, including:
 - The use of cell phones or other electronic devices for voice or text communication in the classroom, unless permitted by the instructor
 - The inappropriate use of electronic or other devices to make an audio, video, or photographic record of any person while on school premises without his/her prior knowledge or effective consent
- Failure to comply with school policies or directives
- Any other action(s) that interfere with the learning environment or the rights of others
- Violations of local, state, provincial, or federal law

NOTE: This list is not exhaustive, but rather offers examples of unacceptable behavior which may result in disciplinary action.

Limitations on Students with Pending Disciplinary Matters

Any student with a pending disciplinary matter shall not be allowed to:

- Enroll or attend classes at another Corinthian Colleges Inc. (CCI) school;
- Graduate or participate in graduation ceremonies; or

- Engage in any other activities proscribed by the Campus President.

Additionally, if a student withdraws from school at any point during the disciplinary process, the student is not eligible for readmission to any CCI school prior to resolving the outstanding disciplinary issue.

Inquiry by the Campus President

If the Campus President (or designee), in his or her sole discretion, has reason to believe that a student has violated the Code of Student Conduct, the Campus President (or designee) shall conduct a reasonable inquiry and determine an appropriate course of action. If the Campus President (or designee) determines that a violation has not occurred, no further action shall be taken.

Conduct which does not Warrant a Suspension or Dismissal

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior may have violated this Code but does not warrant a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written warning. Multiple written warnings may result in a suspension or dismissal.

Conduct which Warrants a Suspension or Dismissal

If the Campus President (or designee), in his or her sole discretion, determines that the student's behavior warrants a suspension or dismissal, the Campus President (or designee) shall promptly provide the student with a written notice of the following:

- The conduct for which the sanction is being imposed;
- The specific sanction being imposed; and
- The right to appeal if a written request is filed by the student within (5) calendar days of the date of the written notice.

ALCOHOL AND SUBSTANCE ABUSE STATEMENT

Everest does not permit or condone the use or possession of marijuana, alcohol, or any other illegal drug, narcotic, or controlled substance by students. Possession of these substances on campus is cause for dismissal.

STUDENT USE OF INFORMATION TECHNOLOGY RESOURCES POLICY

IT resources may only be used for legitimate purposes, and may not be used for any other purpose which is illegal, unethical, dishonest, damaging to the reputation of the school, or likely to subject the school to liability. Impermissible uses include, but are not limited to:

- Harassment;
- Libel or slander;
- Fraud or misrepresentation;
- Any use that violates local, state/provincial, or federal law and regulation;
- Disruption or unauthorized monitoring of electronic communications;
- Disruption or unauthorized changes to the configuration of antivirus software or any other security monitoring software;
- Unauthorized copying, downloading, file sharing, or transmission of copyright-protected material, including music;
- Violations of licensing agreements;
- Accessing another person's account without permission;
- Introducing computer viruses, worms, Trojan Horses, or other programs that are harmful to computer systems, computers, or software;
- The use of restricted access computer resources or electronic information without or beyond a user's level of authorization;
- Providing information about or lists of CCI users or students to parties outside CCI without expressed written permission;
- Downloading or storing company or student private information on portable computers or mobile storage devices;
- Making computing resources available to any person or entity not affiliated with the school;
- Posting, downloading, viewing, or sending obscene, pornographic, sexually explicit, hate related, or other offensive material;
- Academic dishonesty as defined in the Code of Student Conduct;
- Use of CCI logos, trademarks, or copyrights without prior approval;
- Use for private business or commercial purposes.

COPYRIGHT POLICY

It is the intention of Everest to strictly enforce a policy of zero tolerance for copyright violations and to comply with all applicable laws and regulations. Any student who engages in the unauthorized distribution of copyrighted

material, including unauthorized peer-to-peer file sharing, is subject to disciplinary actions by the school, or any applicable actions in conjunction with federal and state law.

SEXUAL HARASSMENT POLICY

Everest strives to provide and maintain an environment free of all forms of harassment. Behavior toward any student by a member of the staff, faculty, or student body that constitutes unwelcome sexual advances will be dealt with quickly and vigorously and will result in disciplinary action up to and including dismissal. Any student who believes that he or she is a victim of sexual harassment should immediately notify the office of the Campus President. The Campus President will conduct an investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

SANCTIONS

Sanctions should be commensurate with the nature of the student's conduct. All sanctions imposed should be designed to discourage the student from engaging in future misconduct and whenever possible should draw upon educational resources to bring about a lasting and reasoned change in behavior.

Suspension – A sanction by which the student is not allowed to attend class for a specific period of time. Satisfactory completion of certain conditions may be required prior to the student's return at the end of the suspension period. During a period of suspension, a student shall not be admitted to any other CCI school.

NOTE: Student absences resulting from a suspension shall remain in the attendance record regardless of the outcome of any disciplinary investigation or the decision of the Student Conduct Committee.

Dismissal – A sanction by which the student is withdrawn from school. Such students may only reapply for admission with the approval of the Campus President. Students dismissed from the school remain responsible for any outstanding balance owed to the school.

APPEAL PROCESS

Students are entitled to appeal any sanction which results in suspension or dismissal. The appeal must be in writing and filed within five (5) calendar days of the date of the written notice. If the student files a timely appeal, the Campus President (or designee) shall convene a Student Conduct Committee to conduct the hearing. The Committee shall generally include the Campus President, the Academic Dean/Director of Education, a Program or Department Chair, the Student Services Coordinator, or a faculty member. The members of the Committee shall select a Chair. If the alleged violation involves allegations of sexual misconduct committed against faculty or staff, the Committee must include a representative from Corporate or Division Human Resources.

The Committee Chair shall timely schedule a hearing date, and provide written notice to the student. The notice must be mailed or otherwise delivered to the student at least two (2) calendar days prior to the scheduled hearing date, and include notice that the student may:

- Appear in person, but is not required to appear
- Submit a written statement
- Respond to evidence and question the statements of others
- Invite relevant witnesses to testify on his/her behalf
- Submit written statements signed by relevant witnesses

Attendance at the hearing is limited to those directly involved or those requested to appear. Hearings are not open to the public and are not recorded.

The Student Conduct Committee shall:

- Provide the student a full and reasonable opportunity to explain his/her conduct
- Invite relevant witnesses to testify or submit signed statements
- Reach a decision based upon the information submitted prior to the hearing and the testimony and information of the student and witnesses at the hearing
- If the student does not appear, or elects not to appear, the Committee may proceed in the student's absence and the decision will have the same force and effect as if the student had been present

The Student Conduct Committee shall issue a written decision to the student within five (5) calendar days of the date of the hearing which may:

- Affirm the finding and sanction imposed by the Campus President (or designee)
- Affirm the finding and modify the sanction. Sanctions may only be reduced if found to be grossly disproportionate to the offense
- Disagree with the previous finding and sanction and dismiss the matter. A matter may be dismissed only if the original finding is found to be arbitrary and capricious

The decision of the Student Conduct Committee is final, and no further appeal is permitted.

RECORDS OF DISCIPLINARY MATTERS

All disciplinary files shall be kept separate from the student academic files until resolved. Disciplinary files for students who have violated the Code of Student Conduct shall be retained as part of the student's academic file and considered "education records" as appropriate, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Disciplinary records shall be retained in the student's academic file permanently and a note shall be included in the official student information system indicating the date of the disciplinary decision and the sanction imposed.

When circumstances warrant, disciplinary matters shall be referred to the appropriate law enforcement authorities. Additionally, disciplinary records shall be reported to third parties as applicable (e.g. Veteran's Administration).

STUDENT COMPLAINT PROCEDURE

Complaints are defined as any student concern regarding school programs, services, or staff not addressed by other school policies. Students have the right to file a complaint with the school at any time. Students are encouraged to first attempt to informally resolve their complaint with the instructor or staff member in the department most directly connected with their complaint. Students who are unable to resolve their complaint informally should submit their complaint in writing to the Campus President. The President will meet with the student to discuss the complaint and provide the student with a written response within seven (7) calendar days of the meeting. Students who are not satisfied with the response of the President may contact the Student Help Line at (800) 874-0255 or email at studentservices@cci.edu.

If a student feels that the School has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, include as much detail as possible, supporting documentation, if available, and the complainant's name and contact information. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Council for Independent Colleges and Schools
750 First Street, N.E., Suite 980
Washington, DC 20002-4223
202-336-6780

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

Students may also file a complaint with the state's Attorney General at the following address:

Public Inquiry Unit
Office of the Attorney General
P.O. Box 944255
Sacramento, CA 94244-2550
Ph: 916-322-3360
Toll Free in California: 800-952-5225
TTY/TDD: 800-735-2929
<http://www.ag.ca.gov/>

DRESS CODE

Students must adhere to the campus dress code standards and are expected to dress in a manner that would not be construed as detrimental to the student body, the educational process or wear any clothing that has expressed or implied offensive symbols or language. Students should always be aware of the first impression of proper dress code and grooming, and note that Everest promotes a business atmosphere where instructors and guests are professionals and potential employers. In addition, students may be required to wear uniforms that present a professional appearance.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

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.

A student should submit to the Registrar's Office a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and will notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar 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 education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write to the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's 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 provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the institution has contracted as its agent to provide a service instead of using institution employees or officials (such as an attorney, auditor, collection agent, campus security personnel and a health provider); a person serving the institution in an advisory capacity; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks, or an accreditor or an official of the state's department of education. Please note that in certain circumstances, such as with an infectious disease health threat or security threat, the school may disclose individually identifiable information without notice.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Everest is committed to the protection of student education information. While Everest does not publish a student directory, from time to time the school publishes communications, such as graduation and honor roll lists, that include Everest-designated directory information. Everest expressly limits its designated directory information to students' names, graduation dates, programs of study, degrees, diplomas, certificates and honors/awards received. A student who wishes not to be included in the campus publications referenced above must obtain an Opt-Out form from the Registrar's Office and submit the completed form to the Registrar.

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: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

STUDENT RECORDS

All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. Everest maintains complete records for each student, including grades, attendance, prior education and training, placement, financial aid and awards received. Student records should be maintained on campus for five years.

TRANSCRIPT AND DIPLOMA RELEASE

Student academic transcripts 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 to the school. Diplomas will be released to students who are current with their financial obligation upon completion of their school program.

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, Everest has established policies regarding campus security.

Everest 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.

In emergency situations, students should call 911 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Campus President (or designee). In non-emergency

situations, the crime should be reported as soon as possible to the Campus President (or designee) and the local law enforcement agency. All students are encouraged to report all crimes and public safety incidents to the Campus President (or designee) in a timely manner. The Campus President (or designee) shall document each incident reported and determine an appropriate response based on the nature of the incident. All victims of crime that occur on campus shall be provided with the opportunity to report the incidents to the local law enforcement authority.

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 school has no responsibility or obligation for any personal belongings that are lost, stolen or damaged, whether on or off school premises or during any school 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 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.fbi.gov/hq/cid/cac/registry.htm>.

DRUG-FREE SCHOOLS POLICY

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. Students shall receive a copy of the Drug-Free Schools/Drug-Free Workplace Annual Disclosure upon enrollment, and thereafter no later than January 31st of each calendar year they are enrolled. The information and referral line that directs callers to treatment centers in the local community is available through Student Services.

Everest prohibits the manufacture and unlawful possession, use or distribution of illicit drugs or alcohol by students on its property and at any school activity. If students suspect someone to be under the influence of any drug or alcohol, they should immediately bring this concern to the attention of the Academic Dean/Director of Education or Campus President. Students who violate the school's prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the school. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities.

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

STATISTICAL INFORMATION

Everest is required to report to students the occurrence of various criminal offenses on an annual basis. On or before October 1st of each year, the school will distribute a security report to students containing the required statistical information on campus crimes committed during the previous three years. A copy of this report is available to prospective students upon request.

CAMPUS COMPLETION RATE REPORTS

Under the Student Right to Know Act (20 U.S.C. § 1092(a)), Everest is required to annually prepare completion or graduation rate data respecting the institution's first-time, full-time undergraduate students (34 CFR 668.45(a)(1)). Everest is required to make this completion or graduation rate data readily available to students approximately 12 months after the 150% 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.

STUDENT SERVICES

ORIENTATION

New students participate in an orientation program prior to beginning classes. This program is designed to acquaint students with the policies of the school and introduce them to staff and faculty members who will play an important part in the students' academic progress.

HEALTH SERVICES

Everest does not provide health services.

HOUSING

Everest does not provide on-campus housing; however, it does assist students in locating suitable housing off campus. For a list of available housing, students should contact the Student Services Department. According to <http://www.city-data.com/zip/91761.html>, the median gross rent in 2011 was \$1,271.

STUDENT ADVISING

Academic advising is coordinated by the Academic Dean/Director of Education and includes satisfactory academic progress and attendance. The Registrar and Academic Program Directors serve as advisors and assist students in course selection and registration, dropping and adding courses, change of major, and meeting graduation requirements.

EVEREST CARE PROGRAM

The Everest CARE Student Assistance program is a free personal-support program for our students and their families. This program provides enrolled students direct and confidential access to professional counseling. For more information, please visit the website <http://www.everestcares.com> or call (888) 852-6238.

PLACEMENT ASSISTANCE

Everest maintains an active Career Services Office to assist graduates in locating entry-level, educationally related career opportunities. The Career Services Office works directly with business, industry, and advisory board members to assist all students with access to the marketplace. Everest does not, in any way, guarantee employment. It is the goal of the Career Services Office to help all students realize a high degree of personal and professional development and successful employment. Specific information on job opportunities and basic criteria applicable to all students and graduates utilizing placement services is available in the Career Services Offices.

PROGRAMS OFFERED

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

DEGREE PROGRAMS



ACCOUNTING (A.S.)
Associate of Science Degree
 24 months – 96 credit units

v1.2

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	Associate Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4	
CGS	2060C	Computer Applications	4	
SLS	1321	Career Skills & Portfolio Development	2	
Associate's students choose 8 credits from the following:				
LIS	2004	Introduction to Internet Research	2	
MAN	2031	Let's Talk Business	2	
OST	2335	Business Communications	4	
MTB	1103	Business Math	4	
OST	1149L	Keyboarding	2	
CGS	2573C	Applied Spreadsheets	4	
TOTAL QUARTER CREDIT UNITS				18
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4	
APA	2121	Principles of Accounting II	4	
APA	2161	Introductory Cost/Managerial Accounting	4	
ACG	2021	Introduction to Corporate Accounting	4	
APA	2141	Computerized Accounting	4	
ACO	1806	Payroll Accounting	4	
ACG	2551	Non-Profit Accounting	4	
TAX	2000	Tax Accounting	4	
MAN	1030	Introduction to Business	4	
BUL	2131	Applied Business Law	4	
Choose two courses from the following:				
CGS	2573C	Applied Spreadsheets	4	
FIN	1103	Finance	4	
ACG	2178	Financial Statement Analysis	4	
MAN	2021	Principles of Management	4	
TOTAL QUARTER CREDIT UNITS				48
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SPC	2017	Oral Communications*	4	
AML	2000	Introduction to American Literature	4	
EVS	1001	Environmental Science	4	
SLS	1505	Basic Critical Thinking	2	
TOTAL QUARTER CREDIT UNITS				30
TOTAL QUARTER CREDIT UNITS REQUIRED FOR GRADUATION				96

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication



BUSINESS (A.S.)
Associate in Science Degree
 24 months – 96 credit units

v5.2

The Business program is offered to students whose career goals require a broad knowledge of the functional areas of business. All students will take coursework in the areas such as accounting, general business, management, marketing, human resources, computer applications, ethics, project management and business law. In addition, students will serve an internship in order to directly apply the learned competencies in a functioning business environment. All courses are developed to engage the student with active, project-based learning including active use of technology and community resources where appropriate. The Business program actively incorporates key skills, practices and applications needed in the workplace and sought by employers. In addition to the interpersonal communication's course, most course activities will encourage students to work in groups and give presentations in the campus classroom setting. Students will find their curriculum is organized to sequence the appropriate courses and prerequisites towards their Business degree and goals of a career in business. The Business program prepares students for entry-level careers in fields such as business administration, marketing, human resources, operations, accounting and sales.

Course Code		Course	Associate Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
CGS	2060C	Computer Applications	4	
SLS	1321	Career Skills & Portfolio Development	2	
SLS	1105	Strategies for Success	4	
OST	2335	Business Communications	4	
TOTAL COLLEGE CORE CREDIT UNITS				14
MAJOR CORE REQUIREMENTS				
APA	2111	Principles of Accounting I	4	
APA	2121	Principles of Accounting II	4	
BUL	2131	Applied Business Law	4	
FIN	1103	Finance	4	
MAN	1030	Introduction to Business	4	
MAN	2021	Principles of Management	4	
MAN	2300	Introduction to Human Resources	4	
MANP	2582	Introduction to Project Management	4	
MAN	2727	Strategic Planning for Business	4	
MAR	1011	Introduction to Marketing	4	
MAR	2305	Customer Relations & Servicing	4	
SBM	2000	Small Business Management	4	
MAN	2946	Business Internship *	4	
TOTAL MAJOR CORE CREDIT UNITS				52
GENERAL EDUCATION REQUIREMENTS				
ECOP	1021	General Economics	4	
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
EVS	1001	Environmental Science	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SPC	2017	Oral Communications	4	
SLS	1505	Basic Critical Thinking	2	
TOTAL GENERAL EDUCATION CREDIT UNITS				30
TOTAL QUARTER CREDIT UNITS REQUIRED FOR GRADUATION				96

*Online students must take MAR2720 Marketing on the Internet



CRIMINAL JUSTICE (A.S.)

Associate of Science Degree
24 months – 96 credit units

v1.2

The Criminal Justice program includes a comprehensive study of the national criminal justice system, correctional organizations, and law enforcement agencies. Students learn the nature and extent of crime and delinquency and the cause and explanation of criminal behavior. Additional areas of study include rules of evidence, basic investigative techniques and the philosophy of criminal law. The Criminal Justice program is designed to prepare graduates for entry-level career opportunities in probation, corrections, law enforcement and/or security.

Course Code		Course Title	Associate Degree Quarter Credit Hours	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4	
SLS	1321	Career Skills & Portfolio Development	2	
CGS	2060C	Computer Applications	4	
TOTAL QUARTER CREDIT UNITS				10
MAJOR CORE REQUIREMENTS				
BUL	2131	Applied Business Law	4	
CCJ	1017	Criminology	4	
CCJ	1020	Introduction to Criminal Justice	4	
CJL	2130	Criminal Evidence	4	
CJL	2134	Criminal Procedure and the Constitution	4	
CJE	1600	Criminal Investigations	4	
CCJ	2358	Criminal Justice Communications	4	
CJC	2000	Introduction to Corrections	4	
CJE	2580	Introduction to Interviews and Interrogations	4	
DSC	2002	Introduction to Terrorism	4	
TOTAL QUARTER CREDIT UNITS				40
The students will take 12 credits from following courses:				
CCJ	2501	Juvenile Justice	4	
CJE	2100	Policing in America	4	
CCJP	2288	Spanish for the Criminal Justice Professional	4	
CCJ	2679	Introduction to Victims Advocacy	4	
CCJ	2943	Current Issues in Criminal Justice	4	
CJE	2670	Introduction to Forensics	4	
CCJ	1910	Career Choices in Criminal Justice	4	
TOTAL QUARTER CREDIT UNITS				12
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
SPC	2017	Oral Communications*	4	
SYG	2001	Principles of Sociology	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SLS	1505	Basic Critical Thinking	2	
AML	2000	Introduction to American Literature	4	
EVS	1001	Environmental Science	4	
TOTAL QUARTER CREDIT UNITS				34
TOTAL QUARTER CREDIT UNITS REQUIRED FOR GRADUATION				96

*Online students take SPCP2300 Fundamentals of Interpersonal Communication



NURSING (A.S.)
Associate of Science Degree
 24 months – 115 credit units

v1.0

The Associate of Science degree, Nursing program, will prepare the nursing student for entry level roles of the registered nurse in the ever-evolving health care field. The program includes a focus on theories, concepts, and principles of nursing. It also delves into the important area of leading and managing as well as pertinent legal issues faced by nursing leaders and managers. A graduate of this nursing program will be prepared to assume the entry level role of health provider in a global society. He or she will be able to deliver culturally proficient care while meeting the physical, spiritual and psychosocial needs of clients.

At the completion of this program, the nursing student will be prepared to take the NCLEX-RN exam for registered nursing licensure. Once licensed, the individual may use the title of Registered Nurse and practice in entry-level staff positions in various health care agencies.

NOTE: To practice nursing as a registered nurse, students must successfully complete the program, pass the NCLEX-RN exam, pass a criminal and/or medical background check and obtain licensure through the state application process.

Course Code		Course Title	Associate Degree Quarter Credit Hours	
GENERAL EDUCATION I				
BIOL	1085C	Anatomy & Physiology I	6	
SLS	1105	Strategies for Success	4	
ENC	1101	Composition I	4	
HUN	1001	Basic Nutrition	2	
Total				16
GENERAL EDUCATION II				
BIOL	1086C	Anatomy & Physiology II	6	
CGS	2060C	Computer Applications	4	
MCB	2010C	Microbiology	6	
Total				16
LEVEL I NURSING				
MAT	1033	College Algebra	4	
NSG	1010	Fundamentals of Nursing	3	
NSG	1015	Fundamentals of Nursing Clinical	3	
ENC	1102	Composition II	4	
MEA	1006C	Therapeutic Communication	2	
Total				16
LEVEL I NURSING (cont.)				
NSG	1026	Nursing Pharmacology	3	
NSG	1020	Nursing Care of Adult Client I	4	
NSG	1025	Nursing Care of Adult Client I Clinical	4	
SYG	2000	Principles of Sociology	4	
Total				15
LEVEL II NURSING				
PSY	2012	General Psychology	4	
NSG	1030	Maternal and Child Nursing	4	
NSG	1035	Maternal and Child Nursing Clinical	4	
Total				12
LEVEL II NURSING (cont.)				
NSG	2010	Mental Health Nursing	3	
NSG	2015	Mental Health Nursing Clinical	3	
NSG	2020	Contemporary Nursing in Community Settings	3	
NSG	2025	Contemporary Nursing in Community Settings Clinical	3	
Total				12
LEVEL III NURSING				
AML	2000	Introduction to American Literature	4	
NSG	2030	Nursing Care of Adult Client II	4	

NSG	2035	Nursing Care of Adult Client II Clinical	4	
Total				12
LEVEL III NURSING (cont.)				
NSG	2040	Advanced Nursing Care of the Client	4	
NSG	2045	Advanced Nursing Care Clinical	4	
NSG	2050	Nursing Leadership & Management	3	
NSG	2055	Nursing Leadership & Management Clinical	3	
NSG	2065	Nursing Seminar	2	
Total				16
Program Total				115



PARALEGAL (A.S.)
Associate of Science Degree
 24 months – 96 credit units

v1.3

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	Quarter Credit Units	
COLLEGE CORE REQUIREMENTS				
CGS	2060C	Computer Applications	4	
SLS	1105	Strategies for Success	4	
SLS	1321	Career Skills & Portfolio Development	2	
CGS	2501C	Applied Word Processing	4	
TOTAL QUARTER CREDIT UNITS				14
MAJOR CORE REQUIREMENTS				
PLA	1003	Introduction to Paralegal	4	
PLA	2363	Criminal Procedure and the Constitution	4	
PLA	1105	Legal Research and Writing I	4	
PLA	2106	Legal Research and Writing II	4	
PLA	2273	Torts	4	
PLA	2423	Contract Law	4	
PLA	2600	Wills, Trusts, and Probate	4	
PLA	2800	Family Law	4	
PLA	2763	Law Office Management	4	
PLA	2203	Civil Procedure	4	
TOTAL QUARTER CREDIT UNITS				40
Students will take 8 credits from the following list:				
PLA	2460	Bankruptcy	4	
PLA	2930	Contemporary Issues and Law	4	
PLA	2433	Business Organizations	4	
PLA	2483	Introduction to Administrative Law	4	
PLA	2610	Real Estate Law	4	
PLA	2631	Environmental Law	4	
TOTAL QUARTER CREDIT UNITS				8
GENERAL EDUCATION CORE REQUIREMENTS				
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
SPC	2017	Oral Communications*	4	
SYG	2001	Principles of Sociology	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SLS	1505	Basic Critical Thinking	2	
AML	2000	Introduction to American Literature	4	
EVS	1001	Environmental Science	4	
TOTAL QUARTER CREDIT UNITS				34
TOTAL QUARTER CREDIT UNITS REQUIRED FOR GRADUATION				96

*Online students must take SPCP2300 Fundamentals of Interpersonal Communication



APPLIED MANAGEMENT (B.S.)

Bachelor of Science Degree
48 months – 192 credit units

v1.2

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	Quarter Credit Units	
COLLEGE CORE			
CGS 2060C	Computer Applications	4	
MAN 2031	Let's Talk Business	2	
TOTAL COLLEGE CORE			6
MAJOR CORE			
MAN 2021	Principles of Management	4	
FIN 1103	Finance	4	
MAR 1011	Introduction to Marketing	4	
SBM 2000	Small Business Management	4	
MAN 3344	Principles of Supervision	4	
MAN 3554	Workplace Continuity & Contingency Planning	4	
MAN 3100	Human Relations in Management	4	
ACG 3073	Accounting for Managers	4	
MAN 4701	Business Ethics	4	
MAN 4302	Management of Human Resources	4	
MAR 3310	Public Relations	4	
MAN 4734	Contemporary Management	4	
MANP 4501	Applied Management Senior Capstone Experience	4	
	Additional Major Core**	40	
TOTAL MAJOR CORE			92
GENERAL EDUCATION			
SOP 4005	Social Psychology	4	
ENC 1101	Composition I	4	
ENC 1102	Composition II	4	
SPC 2017	Oral Communications*	4	
MAT 1033	College Algebra	4	
SLS 1505	Basic Critical Thinking	2	
PSY 2012	General Psychology	4	
EVS 1001	Environmental Science	4	
GENERAL EDUCATION ELECTIVES		24	
Must include at least one course from each of the following subject areas:			
<ul style="list-style-type: none"> • Communications/Humanities • Math/Science • Social Science 			
TOTAL GENERAL EDUCATION CREDIT UNITS			54
ELECTIVE REQUIREMENT**			40
TOTAL QUARTER CREDIT UNITS REQUIRED FOR GRADUATION			192

*Online students will take SPCP2300 Fundamentals of Interpersonal Communication

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 2001, CPO 4003, AMH 2030, POS 2041, ECO 3007, ECO 3028

- Mathematics and Science
 - may include STA 2014

****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 (B.S.)
Bachelor of Science Degree
 48 months – 192 credit units

v2.1

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	Quarter Credit Units	
COLLEGE CORE REQUIREMENTS				
SLS	1105	Strategies for Success	4	
SLS	1321	Career Skills & Portfolio Development	2	
CGS	2060C	Computer Applications	4	
BACHELOR'S STUDENTS CHOOSE 10 UNITS FROM BELOW:				
OST	1149L	Keyboarding	2	
MAN	2031	Let's Talk Business	2	
OST	2335	Business Communications	4	
LIS	2004	Introduction to Internet Research	2	
CGS	2501C	Applied Word Processing	4	
CGS	2573C	Applied Spreadsheets	4	
MTB	1103	Business Math	4	
TOTAL QUARTER CREDIT UNITS				20
MAJOR CORE REQUIREMENTS – ALL CONCENTRATIONS				
MAN	1030	Introduction to Business	4	
MAN	2021	Principles of Management	4	
BUL	2131	Applied Business Law	4	

MAN	2300	Introduction to Human Resources	4	
MAR	1011	Introduction to Marketing	4	
APA	2111	Principles of Accounting I	4	
APA	2121	Principles of Accounting II	4	
UPPER DIVISION MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS				
SLS	1354	Workplace Relationships	2	
MAN	3554	Workplace Continuity & Contingency Planning	4	
ADDITIONAL MAJOR CORE REQUIREMENTS: BUSINESS ADMINISTRATION CONCENTRATION				
FIN	1103	Finance	4	
MAN	2727	Strategic Planning for Business	4	
MAR	2305	Customer Relations and Servicing	4	
CHOOSE 2 OF THE FOLLOWING COURSES:				
ACG	2178	Financial Statement Analysis	4	
ACG	2021	Introduction to Corporate Accounting	4	
SBM	2000	Small Business Management	4	
APA	2161	Introductory Cost/Managerial Accounting	4	
UPPER DIVISION BUSINESS ADMINISTRATION MAJOR CORE				
FIN	3005	Principles of Finance	4	
FIN	3501	Investments	4	
MAR	3310	Public Relations	4	
MAN	3344	Principles of Supervision	4	
MAN	4701	Business Ethics	4	
MAN	4764	Business Policy and Strategy	4	
MAN	4734	Contemporary Management	4	
GEB	4361	Management of International Business	4	
MAN	3100	Human Relations in Management	4	
TOTAL MAJOR CORE QUARTER CREDIT UNITS				90
ADDITIONAL MAJOR CORE REQUIREMENTS: MANAGEMENT CONCENTRATION				
MAR	2305	Customer Relations and Servicing	4	
FIN	1103	Introduction to Finance	4	
SBM	2000	Small Business Management	4	
MAN	1733	Management Today	4	
MAN	2604	Introduction to International Management	4	
UPPER DIVISION MANAGEMENT MAJOR CORE				
MAN	3100	Human Relations in Management	4	
MAN	3344	Principles of Supervision	4	
ACG	3073	Accounting for Managers	4	
MAN	4701	Business Ethics	4	
MAN	4302	Management of Human Resources	4	
MAN	4400	Labor Relations and Collective Bargaining	4	
MAN	4764	Business Policy and Strategy	4	
MAN	4734	Contemporary Management	4	
MAR	3503	Consumer Behavior	4	
TOTAL MAJOR CORE QUARTER CREDIT UNITS				90
ADDITIONAL MAJOR CORE REQUIREMENTS: MARKETING CONCENTRATION				
MAR	2320	Advertising	4	
MAR	2141	Introduction to International Marketing	4	
MAR	2720	Marketing on the Internet	4	
MAR	2305	Customer Relations and Servicing	4	
SBM	2000	Small Business Management	4	
UPPER DIVISION MARKETING MAJOR CORE				
MAR	3310	Public Relations	4	
MAR	3400	Salesmanship	4	
MAR	3503	Consumer Behavior	4	
MAR	4333	Promotional Policies and Strategy	4	
MAR	4613	Marketing Research	4	
MAR	4804	Marketing Administration	4	
MAR	3156	Global Marketing	4	

MAR	3231	Retailing	4	
MAR	4200	Marketing Channels and Distribution	4	
TOTAL MAJOR CORE QUARTER CREDIT UNITS				90
ADDITIONAL MAJOR CORE REQUIREMENTS: INTERNATIONAL BUSINESS CONCENTRATION				
MAR	2141	Introduction to International Marketing	4	
MAR	2720	Marketing on the Internet	4	
MAN	2604	Introduction to International Management	4	
GEB	2353	International Competitiveness	4	
BUL	2261	International Business Law	4	
UPPER DIVISION INTERNATIONAL BUSINESS MAJOR CORE				
FIN	3005	Principles of Finance	4	
FIN	4602	International Business and Finance	4	
GEB	4363	Import/Export Management	4	
GEB	4352	International and Comparative Industrial Relations	4	
GEB	4361	Management of International Business	4	
MAR	3503	Consumer Behavior	4	
MAR	3156	Global Marketing	4	
MAR	4156	International Marketing Analysis	4	
MAR	3310	Public Relations	4	
TOTAL MAJOR CORE QUARTER CREDIT UNITS				90
GENERAL EDUCATION REQUIREMENTS				
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
MAT	1033	College Algebra	4	
PSY	2012	General Psychology	4	
SPC	2017	Oral Communications*	4	
AML	2000	Introduction to American Literature	4	
AMH	2030	20 th Century American History	4	
STA	2014	Statistics	4	
ECO	3007	Macroeconomics	4	
ECO	3028	Microeconomics	4	
SOP	4005	Social Psychology	4	
CPO	4003	Global Politics	4	
SYG	2001	Principles of Sociology	4	
ENC	3211	Report Writing	4	
EVS	1001	Environmental Science	4	
SLS	1505	Basic Critical Thinking	2	
TOTAL QUARTER CREDIT UNITS				62
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	
TOTAL QUARTER CREDIT UNITS				20
TOTAL QUARTER CREDIT UNITS REQUIRED FOR GRADUATION				192

*Online students take SPCP2300 Fundamentals of Interpersonal Communication



CRIMINAL JUSTICE (B.S.)

Bachelor of Science Degree
48 months – 192 credit units

v2.2

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 Code		Course Name	Quarter Credit Units	
MAJOR CORE				
CCJ	1020	Introduction to Criminal Justice	4	
CJL	2134	Criminal Procedure and the Constitution	4	
CJE	1600	Criminal Investigations	4	
CJL	2130	Criminal Evidence	4	
CJC	2000	Introduction to Corrections	4	
CJE	2580	Introduction to Interviews and Interrogation	4	
DSC	2002	Introduction to Terrorism	4	
CCJ	2358	Criminal Justice Communications	4	
CCJ	3450	Criminal Justice Management	4	
CCJ	4656	Gang Activity and Drug Operations	4	
CCJ	3334	Alternatives to Incarceration	4	
DSC	3214	Catastrophic Event Response Planning	4	
CJE	4668	Computer Crime	4	
CJL	3215	Concepts of Criminal Law	4	
CCJP	4400	Criminal Justice Senior Capstone Experience	4	
CCJ	3670	Women, Crime, and Criminal Justice	4	
CCJ	3666	Victimology	4	
CCJ	4054	Criminal Justice Ethics and Liability	4	
CCJ	4129	Cultural Diversity for the Criminal Justice Professional	4	
CCJ	4127*	Criminal Justice in the Community -OR-	4	
CCJP	4550	Criminal Justice Externship		
INVP	3100	Theoretical Aspects of Conspiracy Investigations	4	
SCC	3004	Private Investigation I	4	
INVP	3300	Methodology of Economic Crimes	4	
TOTAL MAJOR CORE CREDIT UNITS				92
GENERAL EDUCATION				
SOP	4005	Social Psychology	4	
ENC	1101	Composition I	4	
ENC	1102	Composition II	4	
SPC	2017	Oral Communications**	4	
MAT	1033	College Algebra	4	
SLS	1505	Basic Critical Thinking	2	
PSY	2012	General Psychology	4	
EVS	1001	Environmental Science	4	
General Education Electives*				24
Must include at least one course from each of the following subject areas:				
<ul style="list-style-type: none"> • Communications/Humanities • Math/Science • Social Science 				
TOTAL GENERAL EDUCATION CREDIT UNITS				54
APPROVED ELECTIVE REQUIREMENT			46	46
TOTAL QUARTER CREDIT UNITS REQUIRED FOR GRADUATION				192
*Online students must take CCJ 4127 and are not eligible for CJ Externship				
**Online students take SPCP2300 Fundamentals of Interpersonal Communication				

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 Bachelor's 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 2001, CPO 4003, AMH 2030, POS 2041, ECO 3007, ECO 3028
- Mathematics and Science
 - may include: STA 2014

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	
CJE	2679	Crime Scene Dynamics II	4	
CJE	2673	Graphics and Documentation I	4	
CJE	2602	Graphics and Documentation II	4	
CJE	2690	Technology Crimes I	4	
CJE	2691	Technology Crimes II	4	
CJE	2676	Biological Evidence I	4	
Total				28

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	1100	Civil & Criminal Justice	4	
DSC	1030	Tactical Communications	4	
DSC	1011	Domestic & International Terrorism I	4	
SCC	1102	Business & Ethics for Security Specialists	4	
DSC	2210	Emergency Planning & Security Measures I	4	
DSC	2008	Security: Principles, Planning & Procedures I	4	
DSC	2812	Information Technology Security I	4	
Total				28

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 Everest 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 Everest 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 Master's 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	3670	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 DESCRIPTIONS

COURSE NUMBERING SYSTEM

Everest College uses the following course numbering system:

- 0000–0099 Preparatory courses
- 1000–2999 Lower division (first and second year) courses

Students enrolled in Associate's degree programs primarily take courses in the lower division, although they are not restricted from taking upper division courses in order to fulfill program course requirements or elective course requirements, provided prerequisites, if any, are satisfied.

ACG 2021 – Introduction to Corporate Accounting	4 Quarter Credits
This course defines financial accounting objectives and their relationship to business. Students learn about the fundamental principles of accounting and the accounting cycle as it applies to corporations. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: APA 2121.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ACG 2178 – Financial Statement Analysis	4 Quarter Credits
This course covers the basics of financial statement analysis in directing a firm's operations. Students 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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ACG 2551 – Non-Profit Accounting	4 Quarter Credits
In this course, the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: ACG 2021.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ACG 3073 – Accounting for Managers	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: APA 2161.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ACO 1806 – Payroll Accounting	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: APA 2111.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0	
AMH 2030 – 20th Century American History	4 Quarter Credits
A survey of the events of the modern era of American history. This course begins with the Spanish American War, the watershed of the 20 th 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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
AML 2000 – Introduction to American Literature	4 Quarter Credits
This course concentrates on the major writers of Modern American literature. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
APA 2111 – Principles of Accounting I	4 Quarter Credits
This course emphasizes accrual accounting based upon generally accepted accounting principles. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
APA 2121 – Principles of Accounting II	4 Quarter Credits
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bad debt, accounts receivable, notes receivable, accounts payable and payroll, notes payable, inventory cost flow methods and fixed asset allocations, intangible assets, and natural resources. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: APA 2111.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
APA 2141 – Computerized Accounting	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: APA 2121.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0	

APA 2161 – Introduction to Cost/Managerial Accounting	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> APA 2121. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
BIOL 1085C – Anatomy and Physiology I	6 Quarter Credits
This course is a scientific study that provides an understanding of the basic concepts and principles of anatomy and physiology through a lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to cells, tissues, skeletal, muscular, nervous systems, sense organs, and stress. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0	
BIOL 1086C – Anatomy and Physiology II	6 Quarter Credits
This course is a continuation of BIOL 1085c, which provides a scientific study and understanding of the basic concepts and principles of anatomy and physiology through lecture and laboratory experience. It integrates the structure and function of the human body and its parts as related to blood, nutrition, acid-base balance, fluids and electrolytes, genetics and growth and development. The endocrine, cardiovascular, lymphatic, immune, respiratory, urinary, and reproductive systems will also be studied. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> BIOL 1085C. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0	
BUL 2131 – Applied Business Law	4 Quarter Credits
This course is designed to provide the student 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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
BUL 2261 – International Business Law	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 1017 – Criminology	4 Quarter Credits
The study of crime and causes of crime, the types of crime, crime prevention strategies and society's response to crime. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 1020 – Introduction to Criminal Justice	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 1910 – Career Choices in Criminal Justice	4 Quarter Credits
This course provides an overview of employment in the criminal justice field. Topics include careers in criminal justice, the economy and job market, professional skills required to work in the criminal justice field, the culture of law enforcement, and the political nature of the criminal justice system. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> CCJ 1020. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJP 2288 – Spanish for the Criminal Justice Professional	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 2358 – Criminal Justice Communications	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 2501 – Juvenile Justice	4 Quarter Credits
Examination of the historical development of concepts of delinquency and modern juvenile justice systems. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> CCJ 1020. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 2679 – Introduction to Victims Advocacy	4 Quarter Credits
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, and victim treatment at the hands of the criminal justice system. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> CCJ 1020 (None for HS Major). Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	

CCJ 2929 – Criminal Justice Capstone Project	4 Quarter Credits
This capstone course provides an opportunity for students to merge the knowledge and experience from their previous courses. Students will demonstrate their knowledge of the theory and practical application of the components of the Criminal Justice system through written assignments, group work, class presentations, and role-playing scenarios. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: Students must be in one of their last two quarters</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 2943 – Current Issues in Criminal Justice	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 3334 – Alternatives to Incarceration	4 Quarter Credits
This course is an overview of contemporary non-institutional methods of correction utilized by the American correctional system. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 3450 – Criminal Justice Management	4 Quarter Credits
An examination of front-line supervision, executive development, administrative leadership, and recent theories and research in criminal justice management. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 3666 – Victimology	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020 (none for HS major).</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 3670 – Women, Crime, and Criminal Justice	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020 (DSC 2010 for HS major).</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 4054 – Criminal Justice Ethics and Liability	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 4127 – Criminal Justice in the Community	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 4129 – Cultural Diversity for Criminal Justice Professional	4 Quarter Credits
This course focuses on understanding various cultural perspectives and appropriate law enforcement policy as it pertains to diverse cultural expectations. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 4656 – Gang Activity and Drug Operations	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 5489 – Ethics in Criminal Justice	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CCJ 5665 – Victimology	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	

CCJ 5672 – Women, Crime and Criminal Justice	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
CCJP 4400 – Criminal Justice Senior Capstone Experience	4 Quarter Credits
<p>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. <i>Out-of-class activities will be assigned and assessed as part of this module. 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.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
CCJP 4550 – Criminal Justice Externship	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>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.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 120</p>	
CGS 2060C – Computer Applications	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0</p>	
CGS 2501C – Applied Word Processing	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CGS 2060C.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0</p>	
CGS 2573C – Applied Spreadsheets	4 Quarter Credits
<p>This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formatting, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CGS 2060C.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0</p>	
CJC 2000 – Introduction to Corrections	4 Quarter Credits
<p>This course will provide 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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
CJE 1600 – Criminal Investigations	4 Quarter Credits
<p>Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
CJE 2100 – Policing in America	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	

CJE 2580 – Introduction to Interviews and Interrogations	4 Quarter Credits
Interviews and interrogations focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment where 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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJE 2602 – Graphics & Documentation II	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CJE 2673.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJE 2670 – Introduction to Forensics	4 Quarter Credits
This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJE 2673 – Graphics & Documentation I	4 Quarter Credits
This course will provide the students with an understanding of the procedures of crime scene observation, note taking, photography and report writing. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJE 2676 – Biological Evidence I	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJE 2678 – Crime Scene Dynamics I	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJE 2679 – Crime Scene Dynamics II	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CJE 2640.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJE 2690 – Technology Crimes I	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJE 2691 – Technology Crimes II	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CJE 2690.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJE 4668 – Computer Crime	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJL 1100 – Civil & Criminal Justice	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	

CJL 2130 – Criminal Evidence	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJL 2134 – Criminal Procedure and the Constitution	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CJL 3215 – Concepts of Criminal Law	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CCJ 1020.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
CPO 4003 – Global Politics	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
DSC 1011 – Domestic & International Terrorism I	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
DSC 1030 – Tactical Communications	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
DSC 2002 – Introduction to Terrorism	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
DSC 2008 – Security: Principles, Planning & Procedures I	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
DSC 2210 – Emergency Planning & Security Measures I	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
DSC 2812 – Information Technology Security I	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	

DSC 3214 – Catastrophic Event Response Planning	4 Quarter Credits
This course examines the response protocol, 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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ECO 3007 – Macroeconomics	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ECO 3028 – Microeconomics	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ECOP 1021 – General Economics	4 Quarter Credits
This course serves as an introduction to the principles of macro and microeconomics. Specific topics of study will include scarcity and choice, supply and demand, national income, foreign trade, inflation, unemployment, and the banking system. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ENC 1101 – Composition I	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ENC 1102 – Composition II	4 Quarter Credits
This course builds on the foundation of the 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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: ENC 1101.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
ENC 3211 – Report Writing	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: ENC 1102.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
EVS 1001 – Environmental Science	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
FIN 1103 – Finance	4 Quarter Credits
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
FIN 3005 – Principles of Finance	4 Quarter Credits
This course examines the financial decisions that impact management and corporate financial officers. It is also an introduction to financial theory, principles and terminology. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 2021.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
FIN 3501 – Investments	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
FIN 4602 – International Business and Finance	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: FIN 3005.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	

GEB 2353 – International Competitiveness	4 Quarter Credits
A special study of international business with emphasis on cultural diversity and an overview of cultural similarities and differences among developing and developed countries. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
GEB 4352 – International and Comparative Industrial Relations	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
GEB 4361 – Management of International Business	4 Quarter Credits
This course is a study of the characteristics, operation, and function of business in the global market. 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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 1030 or MAN 2021.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
GEB 4363 – Import/Export Management	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
HUN 1001 – Basic Nutrition	2 Quarter Credits
This course is a study of basic nutrition including a discussion of vitamins and minerals necessary to maintain good health, cultural and religious differences that affect nutrition and an analysis of medical diets utilized in the treatment of disease and the maintenance of good health. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 20 Lab Hours: 0 Other Hours: 0	
INVP 3100 – Theoretical Aspects of Conspiracy Investigations	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
INVP 3300 – Methodology of Economic Crimes	4 Quarter Credits
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. Moreover students will analyze motives and common methods of operation associated with economic crimes. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
LIS 2004 – Introduction to Internet Research	2 Quarter Credits
This course provides instruction on the basic use of the Internet and the use of search engines. Students will have hands-on access to the Internet. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 10 Lab Hours: 20 Other Hours: 0	
MAN 1030 – Introduction to Business	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 1733 – Management Today	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 2021 – Principles of Management	4 Quarter Credits
This course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 2031 – Let's Talk Business	2 Quarter Credits
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 20 Lab Hours: 0 Other Hours: 0	

MAN 2300 – Introduction to Human Resources	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 2604 – Introduction to International Management	4 Quarter Credits
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 2727 – Strategic Planning for Business	4 Quarter Credits
Designed to help students 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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: MAN 1030, and APA 2121.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 2946 – Business Internship	4 Quarter Credits
This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program by working in a business or other suitable location. <i>Prerequisites: At least 80 credits of program completed.</i> Lecture Hours: 10 Lab Hours: 0 Other Hours: 110	
MAN 3100 – Human Relations in Management	4 Quarter Credits
A study of individual interpersonal, group, intergroup, and intragroup problems in business organizations. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 2021.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 3344 – Principles of Supervision	4 Quarter Credits
A study of various aspects of the supervisor's job, including work planning, organizing, leadership, decision making, and effective communication. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 2021.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 3554 – Workplace Continuity and Contingency Planning	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 4302 – Management of Human Resources	4 Quarter Credits
An advanced analysis of personnel functions including manpower planning, recruiting and selecting, evaluating, performance appraisal, training and development, and wage and salary considerations. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 2300 or MAN 3100.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 4400 – Labor Relations and Collective Bargaining	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 2021 or HFT 1211.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 4701 – Business Ethics	4 Quarter Credits
This course applies the ethical dimension to business decisions in today's complex political, social, economic and technological environment. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 4734 – Contemporary Management	4 Quarter Credits
This course involves the examination and review of classical and modern managerial thought in strategy formulation, planning, leadership, and decision-making. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 2021.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAN 4764 – Business Policy and Strategy	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 2021.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MANP 2582 – Introduction to Project Management	4 Quarter Credits
This course is an introduction to the discipline of project management. Topics include an overview of its evolution, its various processes and principles, tools and techniques, and project life cycle. Students will also be introduced to project management software. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: CGS2060c.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0	

MANP 4501 – Applied Management Senior Capstone Experience	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 2021.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 1011 – Introduction to Marketing	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 2141 – Introduction to International Marketing	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAR 1011.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 2305 – Customer Relations and Servicing	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 2320 – Advertising	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 2720 – Marketing on the Internet	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAR 1011.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0	
MAR 3156 – Global Marketing	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAR 1011 or MAR 2141.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 3231 – Retailing	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAN 1030 or MAR 1011.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 3310 – Public Relations	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAR 1011.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 3400 – Salesmanship	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 3503 – Consumer Behavior	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAR 1011 or MAR 2320.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 4156 – International Marketing Analysis	4 Quarter Credits
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. <i>Prerequisite: MAR 2141 or MAR 1011.</i> Out-of-class activities will be assigned and assessed as part of this module. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	

MAR 4200 – Marketing Channels and Distribution	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> MAR 1011. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 4333 – Promotional Policies and Strategy	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> MAR 1011 and MAR 2320. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 4613 – Marketing Research	4 Quarter Credits
Research methods are applied to the functions of marketing, including sampling, collection, and analysis and reporting of data, sales forecasting, and market analysis. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> MAR 1011. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAR 4804 – Marketing Administration	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> MAR 1011. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MAT 1033 – College Algebra	4 Quarter Credits
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
MCB 2010C – Microbiology	6 Quarter Credits
This course provides the fundamental concepts of microbiology and its relationship to the fields of medicine, industry and agriculture through a lecture and lab experience. This includes the study of structure, classification, physiology, metabolism, microbial growth and immunity. Topics also include the study of viruses, bacterial pathogens and fungi. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0	
MEA 1006C – Therapeutic Communication	2 Quarter Credits
This course encompasses the nonverbal and verbal therapeutic communications skills needed to deal effectively with physicians, clients, family members and other health care professionals. This course will also aid the student in developing appropriate techniques in dealing with change within the medical environment. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. <i>Corequisites:</i> NSG 1010, NSG 1015. Lecture Hours: 20 Lab Hours: 0 Other Hours: 0	
MTB 1103 – Business Math	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite:</i> None. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
NSG 1010 – Fundamentals of Nursing	3 Quarter Credits
This course is designed to introduce the student to the art and science of nursing. The focus will be on the development of a beginning understanding of the nursing process, fundamental nursing skills essential to the provision of professional nursing care. This course provides the basic platform of knowledge, skills and caring upon which subsequent nursing courses are built. Students will learn about care of the adult/geriatric population. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C. <i>Corequisites:</i> NSG 1015, MEA 1006C. Lecture Hours: 30 Lab Hours: 0 Other Hours: 0	
NSG 1015 – Fundamentals of Nursing Clinical	3 Quarter Credits
The clinical portion of the course integrates the theory in both on-campus labs and practice caring for the adult/geriatric client in various health care agencies/settings. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C. <i>Corequisites:</i> NSG 1010, MEA 1006C. Lecture Hours: 0 Lab Hours: 32 Clinical Hours: 58	
NSG 1020 – Nursing Care of the Adult Client I	4 Quarter Credits
This course addresses the standards of practice for adult/geriatric clients requiring less complex nursing care and focuses on the use of the nursing process in assisting adult/geriatric clients to adapt to their ever-changing health needs. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, MEA 1006C. <i>Corequisites:</i> NSG 1026, NSG 1025. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	

NSG 1025 – Nursing Care of the Adult Client I Clinical	4 Quarter Credits
<p>The clinical portion of the Nursing Care of the Adult Client I course integrates application of the theory learned to use in a variety of settings when caring for the adult/geriatric client with consultation and availability of multiple health care resources. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, MEA 1006C. <i>Corequisites:</i> NSG 1026, NSG 1020. Lecture Hours: 0 Lab Hours: 20 Clinical Hours: 100</p>	
NSG 1026 – Nursing Pharmacology	3 Quarter Credits
<p>This course is designed to provide nursing students with a knowledge of biological factors influencing drug actions, predictable effects of drugs on the physiological problem, modifiers of the predictable effects, commonalities and variations between the actions of drugs employed for comparable therapeutic effect, adverse effects of drugs that can and do commonly occur, and application of the nursing process in drug therapy. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, MEA 1006C. <i>Corequisites:</i> NSG 1020, NSG 1025. Lecture Hours: 30 Lab Hours: 0 Other Hours: 0</p>	
NSG 1030 – Maternal and Child Nursing	4 Quarter Credits
<p>This course is designed to present the concepts of health and illness from conception through adolescence. The nursing process, growth and development and the family are integrated. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000. <i>Corequisite:</i> NSG 1035. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
NSG 1035 – Maternal and Child Nursing Clinical	4 Quarter Credits
<p>The clinical portion of the Maternal and Child course integrates the theory in providing care with obstetric and pediatric clients in acute care agencies, community health agencies, schools and in simulated experiences in the nursing computer and skills lab. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000. <i>Corequisite:</i> NSG 1030. Lecture Hours: 0 Lab Hours: 16 Clinical Hours: 104</p>	
NSG 2010 – Mental Health Nursing	3 Quarter Credits
<p>This course is a study of the nurse's role in caring for clients experiencing alterations in mental health and those experiencing mental illness throughout the life span. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035. <i>Corequisites:</i> NSG 2015, NSG 2020, NSG 2025. Lecture Hours: 30 Lab Hours: 0 Other Hours: 0</p>	
NSG 2015 – Mental Health Nursing Clinical	3 Quarter Credits
<p>The clinical portion of the Mental Health Nursing course applies the theory learned in class to clinical experience in various mental health agencies. The focus is on the role of the nurse in mental health and illness through the lifespan utilizing the nursing process. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035. <i>Corequisites:</i> NSG 2010, NSG 2020, NSG 2025. Lecture Hours: 0 Lab Hours: 8 Clinical Hours: 82</p>	
NSG 2020 – Contemporary Nursing in Community Settings	3 Quarter Credits
<p>This course focuses on the nursing role in the community with the emphasis on concepts and theories related to Community Health Nursing. Special consideration is given to the community as a client with emphasis on health promotion and disease prevention. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035. <i>Corequisites:</i> NSG 2010, NSG 2015, NSG 2025. Lecture Hours: 30 Lab Hours: 0 Other Hours: 0</p>	
NSG 2025 – Contemporary Nursing in Community Settings Clinical	3 Quarter Credits
<p>This clinical portion of the Contemporary Nursing in Community Settings course integrates the theory learned and applies it in various community settings. The focus is on nursing care for clients in alternative settings within the community and throughout the lifespan. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035. <i>Corequisites:</i> NSG 2010, NSG 2015, NSG 2020. Lecture Hours: 0 Lab Hours: 8 Clinical Hours: 82</p>	
NSG 2030 – Nursing Care of the Adult Client II	4 Quarter Credits
<p>This course builds on the course content of NSG 1020 and focuses on the nursing care of adults/geriatric clients with altered health states. The nursing process is used as a continuing theme to integrate classroom theory with more complex clinical nursing care. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites:</i> BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025. <i>Corequisites:</i> NSG 2035, AML 2000. Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	

NSG 2035 – Nursing Care of the Adult Client II Clinical	4 Quarter Credits
<p>The clinical portion of Care of the Adult Client II integrates the theory learned in caring for the adult/geriatric client and applies it to multiple clinical situations. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025. Corequisites: NSG 2030, AML 2000.</i> Lecture Hours: 0 Lab Hours: 16 Clinical Hours: 104</p>	
NSG 2040 – Advanced Nursing Care of the Client	4 Quarter Credits
<p>This course builds on the content of the previous nursing courses and continues the focus on nursing care of clients with altered health states of a very complex nature. The nursing process is used as a continuing theme to integrate advanced classroom theory with clinical practice. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035. Corequisites: NSG 2045, NSG 2050, NSG 2055, NSG 2065.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
NSG 2045 – Advanced Nursing Care Clinical	4 Quarter Credits
<p>The clinical portion of the course applies the theory learned in Advanced Nursing Care by focusing on providing complex care to clients in multiple specialty clinical sites/areas. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035. Corequisites: NSG 2040, NSG 2050, NSG 2055, NSG 2065.</i> Lecture Hours: 0 Lab Hours: 16 Clinical Hours: 104</p>	
NSG 2050 – Nursing Leadership and Management	3 Quarter Credits
<p>This course is designed to develop leadership skills for Associate Degree Nursing students that are necessary to manage clients, families and other members of the health care team. The scope of practice of various licensed and unlicensed caregivers are explored, communication skills, leadership, delegation and time and resource management are also included in the curriculum. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035. Corequisites: NSG 2040, NSG 2045, NSG 2055, NSG 2065.</i> Lecture Hours: 30 Lab Hours: 0 Other Hours: 0</p>	
NSG 2055 – Nursing Leadership and Management Clinical	3 Quarter Credits
<p>The clinical portion of the Nursing Leadership and Management course integrates the theoretical aspects of the course in a variety of settings. Students will identify traits and qualities in nurse managers/leaders and obtain experiences that will assist in molding the student for future management/leadership opportunities. Because of the growing importance of long term care, students will be encouraged to seek experiences in these settings as well. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035. Corequisites: NSG 2040, NSG 2045, NSG 2050, NSG 2065.</i> Lecture Hours: 8 Clinical Hours: 82</p>	
NSG 2065 – Nursing Seminar	2 Quarter Credits
<p>Focus of this course is to review materials, theory and clinical, to prepare the student to taking the NCLEX-RN licensure examination and for the student's future role as a professional nurse. Students will participate in case studies, clinical scenarios and practice in the nursing skills lab. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisites: BIOL 1085C, SLS 1105, ENC 1101, HUN 1001, BIOL 1086C, CGS 2167C, MCB 2010C, MAT 1033, NSG 1010, NSG 1015, ENC 1102, MEA 1006C, NSG 1026, NSG 1020, NSG 1025, SYG 2000, PSY 2012, NSG 1030, NSG 1035, NSG 2010, NSG 2015, NSG 2020, NSG 2025, AML 2000, NSG 2030, NSG 2035. Corequisites: NSG 2040, NSG 2045, NSG 2050, NSG 2055.</i> Lecture Hours: 10 Lab Hours: 0 Other Hours: 0</p>	
OST 1149L – Keyboarding	2 Quarter Credits
<p>Designed to familiarize the student with basic keyboarding and develop minimum typing skills. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 0 Lab Hours: 40 Other Hours: 0</p>	
OST 2335 – Business Communications	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: ENC 1102.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	

PLA 1003 – Introduction to Paralegal	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
PLA 1105 – Legal Research and Writing I	4 Quarter Credits
<p>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 primary, secondary, and CALR legal research sources to solve legal problems. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: PLA 1003.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0</p>	
PLA 2106 – Legal Research and Writing II	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: PLA 1105.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0</p>	
PLA 2203 – Civil Procedure	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: PLA 1003.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
PLA 2273 – Torts	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
PLA 2363 – Criminal Procedure and the Constitution	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
PLA 2423 – Contract Law	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: PLA 1003.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
PLA 2433 – Business Organizations	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
PLA 2460 – Bankruptcy	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	
PLA 2483 – Introduction to Administrative Law	4 Quarter Credits
<p>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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0</p>	

PLA 2600 – Wills, Trusts, and Probate	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
PLA 2610 – Real Estate Law	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
PLA 2631 – Environmental Law	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
PLA 2763 – Law Office Management	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: PLA 1003.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
PLA 2800 – Family Law	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
PLA 2930 – Contemporary Issues and Law	4 Quarter Credits
This course examines contemporary law, including contemporary legal issues as well as practicing law in today's environment. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: PLA 1003.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
POS 2041 – American National Government	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
PSY 2012 – General Psychology	4 Quarter Credits
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
SBM 2000 – Small Business Management	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
SCC 1102 – Business & Ethics for Security Specialists	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
SCC 3004 – Private Investigation I	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	

SLS 1105 – Strategies for Success	4 Quarter Credits
This course is designed to equip students for transitions in their education and life. Includes introduction to the school and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
SLS 1321 – Career Skills & Portfolio Development	2 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 20 Lab Hours: 0 Other Hours: 0	
SLS 1354 – Workplace Relationships	2 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 20 Lab Hours: 0 Other Hours: 0	
SLS 1505 – Basic Critical Thinking	2 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 20 Lab Hours: 0 Other Hours: 0	
SOP 4005 – Social Psychology	4 Quarter Credits
Many aspects of human interaction are investigated in this course, including topics such as aggression, attraction and love, conformity, sexual behavior, and group dynamics. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: PSY2012.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
SPC 2017 – Oral Communications	4 Quarter Credits
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. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
SPCP 2300 – Fundamentals of Interpersonal Communication	4 Quarter Credits
The dynamics of interaction between people in personal, social and workplace situations are explored to better understand how interpersonal communication shapes relationships. Exploration will occur through readings, discussion, and application exercises. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
STA 2014 – Statistics	4 Quarter Credits
This course introduces students to statistical techniques. Methods of describing, summarizing, and analyzing data are presented. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: MAT 1033.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
SYG 2001 – Principles of Sociology	4 Quarter Credits
A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 40 Lab Hours: 0 Other Hours: 0	
TAX 2000 – Tax Accounting	4 Quarter Credits
This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Out-of-class activities will be assigned and assessed as part of this module. <i>Prerequisite: None.</i> Lecture Hours: 30 Lab Hours: 20 Other Hours: 0	

CORINTHIAN COLLEGES, INC.

The following schools in the United States are owned by Corinthian Colleges, Inc.:	
<p>Everest College Alhambra, CA (main campus) Anaheim, CA (main campus) Aurora, CO (additional location of Everest College, Thornton, CO) Atlanta West, GA (branch of Everest College, Reseda, CA) Bedford Park, IL (branch of Everest College, Alhambra, CA) Bremerton, WA (main campus) Burr Ridge, IL (branch of Everest College, Skokie, IL) Chesapeake, VA (additional location of Everest College, Newport News, VA) City of Industry, CA (branch of WyoTech, Long Beach, CA) Colorado Springs, CO (main campus) Dallas, TX (additional location of Everest College, Portland, OR) Everett, WA (additional location of Everest College, Bremerton, WA) Fort Worth, TX (additional location of Everest College, Salt Lake City, UT) Fort Worth South, TX (additional location of Everest College, Colorado Springs, CO) Gardena, CA (main campus) Henderson, NV (main campus) Kansas City, MO (additional location of Everest University, Pompano Beach) McLean, VA (additional location of Everest College, Colorado Springs, CO) Melrose Park, IL (branch of Everest College, Skokie, IL) Merrillville, IN (branch of Everest Institute, Grand Rapids, MI) Merrionette Park, IL (additional location of Everest University, Pompano Beach, FL) Newport News, VA (main campus) North Aurora, IL (branch of Everest Institute, Brighton, MA) Ontario, CA (main campus) Ontario (Metro), CA (additional location of Everest College, Springfield, MO) Portland, OR (main campus) Renton, WA (main campus) Reseda, CA (main campus) Salt Lake City, UT (main campus) San Bernardino, CA (main campus) Santa Ana, CA (additional location of Everest College, Colorado Springs, CO) Seattle, WA (main campus) Skokie, IL (main campus) Springfield, MO (main campus) St. Louis (Earth City), MO (additional location of Everest College, Bremerton, WA) Tacoma, WA (additional location of Everest College, Bremerton, WA) Thornton, CO (main campus) Torrance, CA (main campus) Vancouver, WA (additional location of Everest College, Portland, OR) West Los Angeles, CA (main campus) Woodbridge, VA (additional location of Everest College, Seattle, WA)</p> <p>Everest College Phoenix Phoenix, AZ (main campus) Mesa, AZ (branch of Everest College Phoenix, AZ)</p> <p>Everest Institute</p>	<p>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) 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 College, Ontario, CA) Kalamazoo, MI (branch of Everest Institute, Grand Rapids, MI) Marietta, GA (branch of Everest College, Reseda, CA) Miami (Kendall), FL (main campus) Miami, FL (main campus) Norcross, GA (branch of Everest College, Gardena, CA) Pittsburgh, PA (main campus) Portland (Tigard), OR (additional location 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 (additional location of Everest College, Portland, OR)</p> <p>Everest University Tampa (Brandon), FL (additional location of Everest University Tampa, FL) Jacksonville, FL (additional location of Everest University, Largo, FL) Lakeland, FL (additional location of Everest University, Largo, FL) Largo, FL (main campus) Melbourne, FL (additional location of Everest University, North Orlando, FL) North Orlando, FL (main campus) Orange Park, FL (additional location of Everest University, Tampa, FL) Pompano Beach, FL (main campus) South Orlando, FL (additional location of Everest University, North Orlando, FL) Tampa, FL (main campus)</p> <p>WyoTech 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)</p> <p>Heald College Concord, CA (main campus) Fresno, CA (main campus) Hayward, CA (main campus) Honolulu, HI (branch of Heald College, San Francisco) Modesto, CA (branch of Heald College, Hayward) Portland, OR (branch of Heald College, San Francisco) Rancho Cordova, CA (main campus) Roseville, CA (main campus) Salinas, CA (main campus) Stockton, CA (main campus)</p>

<p>Austin, TX (branch of Everest Institute, Southfield, MI) Bensalem, PA (additional location of Everest College, Seattle, WA) Brighton, MA (main campus) Chelsea, MA (branch of Everest College, Alhambra, CA) Cross Lanes, WV (main campus) Dearborn, MI (branch of Everest Institute, Southfield, MI)</p>	
The following schools in Canada are owned by Corinthian Colleges, Inc.:	
<p>Everest College of Business, Technology, and Healthcare All Canadian locations listed below are branches of Everest College Canada, Inc. Barrie, Ontario Brampton, Ontario Hamilton City Centre, Ontario Hamilton Mountain, Ontario Kitchener, Ontario Mississauga, Ontario</p>	<p>New Market, Ontario North York, Ontario Ottawa-East, Ontario Ottawa-West, Ontario Scarborough, Ontario Sudbury, Ontario Toronto College Park (South), Ontario Windsor, Ontario</p>

STATEMENT OF OWNERSHIP

This campus is owned and operated by Corinthian Schools, 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
Jack Massimino	Jack Massimino	Chairman and Chief Executive Officer
Terry Hartshorn	Kenneth S. Ord	Executive Vice President and Chief Administrative Officer
Paul St. Pierre	Robert Bosis	Executive Vice President and Chief Operations Officer
Linda Arey Skladany	Beth Wilson	Executive Vice President
Hank Adler	William Buchanan	Executive Vice President, Marketing and Admissions
Alice Kane	Stan Mortensen	Executive Vice President, General Counsel and Corporate Secretary
Robert Lee	Robert Owen	Executive Vice President and Chief Financial Officer
Tim Sullivan	Anthony Guida	Executive Vice President, External Affairs
John Dionisio	Anna Marie Dunlap	Senior Vice President, Investor & Public Relations
Sharon Robinson	Jim Wade	Senior Vice President, Human Resources
Marc Morial	Richard Simpson	Senior Vice President and Chief Academic Officer
	Roger Van Duinen	Senior Vice President, Marketing
	Kim Dean	Senior Vice President, Student Financial Services
	Andrew Berezcky	Senior Vice President and Chief Information Officer
	Carmella Cassetta	President of Corinthian Online Services
	Nikee Carnagey	Division President, Everest West
	Darren Gold	Division President, Heald
	Rupert Altschuler	Division President, Everest Canada
	Michael Stiglich	Division President, Everest East
FLORIDA METROPOLITAN UNIVERSITY, INC.		
DIRECTORS	OFFICERS	TITLE
Jack Massimino	Jack Massimino	Chairman of the Board, President and Chief Executive Officer
Kenneth Ord	Kenneth Ord	Executive Vice President and Chief Administrative Officer
Beth Wilson	Beth Wilson	Executive Vice President
	Stan Mortensen	Executive Vice President, General Counsel and Corporate Secretary
	Robert Owen	Executive Vice President, Chief Financial Officer, Treasurer and Assistant Secretary

ADMINISTRATION

Administration	
Diane Villa	Campus President
Traci Jones	Director of Admissions
Melissa Duran	Director of Education
Lou Escanuelas	Director of Career Services
Alma Sanchez	Director of Finance
Dr. Ruth Ngati	Campus Nursing Director

CATALOG SUPPLEMENT

See the catalog supplement for current information related to the faculty listing.

TUITION AND FEES

Program	Program Length	Credit Units	Tuition ¹	Books and Equipment (estimated)	STRF Fee (Non-Refundable)	Total Charges for Period of Attendance*	Estimated Total Charges for Entire Educational Program**
Accounting - AS	24 months	96 credits	See Flat-term rate table	\$5,700.00	\$0.00	\$5,712.50	\$63,300.50
Business - AS	24 months	96 credits	See Flat-term rate table	\$4,500.00	\$0.00	\$5,563.00	\$62,100.00
Criminal Justice - AS	24 months	96 credits	See Flat-term rate table	\$4,900.00	\$0.00	\$5,612.50	\$62,500.50
Paralegal - AS	24 months	96 credits	See Flat-term rate table	\$4,700.00	\$0.00	\$5,588.00	\$62,300.00
Associate Degree in Nursing - ADN	24 months	115 credits	\$52,670 (\$458/unit)	\$5,300.00	\$0.00	\$7991.00	\$57,970.00
Bachelor of Applied Management - BS	48 months	192 credits	See Flat-term rate table	\$8,400.00	\$0.00	\$5,325.00	\$123,600.00
Business - BS	48 Months	192 credits	See Flat-term rate table	\$9,400.00	\$0.00	\$5,387.50	\$124,600.50
Criminal Justice – BS	48 Months	192 credits	See Flat-term rate table	\$9,800.00	\$0.00	\$5,412.50	\$125,000.50

Effective for programs starting April 1, 2014 and after
 *Based on the minimum full-time course load of 12 credits for a period of attendance, except Nursing is based on 16 credits.
 **Based on the highest cost per credit times total credits required

Students enrolled in 8+ credit hours will be charged a flat-term rate as set forth below. Students enrolled in less than 8 credit hours will be charged per credit and total tuition for a given quarter is determined by multiplying the number of credit hours for which the student is registered for and attends within the term by the then current tuition rate.

Associate Programs except for Nursing			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$320.00	\$6,400.00
	19	\$336.84	\$6,400.00
	18	\$355.56	\$6,400.00
	17	\$376.47	\$6,400.00
	16	\$400.00	\$6,400.00
12 - 15	15	\$333.33	\$5,000.00
	14	\$357.14	\$5,000.00
	13	\$384.62	\$5,000.00
	12	\$416.67	\$5,000.00
8 - 11	11	\$436.36	\$4,800.00
	10	\$480.00	\$4,800.00
	9	\$533.33	\$4,800.00
	8	\$600.00	\$4,800.00
Less than 8	7	\$600.00	\$4,200.00
	6	\$600.00	\$3,600.00
	5	\$600.00	\$3,000.00
	4	\$600.00	\$2,400.00
	3	\$600.00	\$1,800.00
	2	\$600.00	\$1,200.00
	1	\$600.00	\$600.00

Effective September 2, 2013

Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$3,333. Thereafter, students are subject to the tiered quarterly tuition rate.

Bachelor Programs			
Number of Credits Enrolled In	Credit Load	Cost Per Credit	Cost Per Quarter
16 or more	20	\$320.00	\$6,400.00
	19	\$336.84	\$6,400.00
	18	\$355.56	\$6,400.00
	17	\$376.47	\$6,400.00
	16	\$400.00	\$6,400.00
12 - 15	15	\$320.00	\$4,800.00
	14	\$342.86	\$4,800.00
	13	\$369.23	\$4,800.00
	12	\$400.00	\$4,800.00
8 - 11	11	\$418.18	\$4,600.00
	10	\$460.00	\$4,600.00
	9	\$511.00	\$4,600.00
	8	\$575.00	\$4,600.00
Less than 8	7	\$600.00	\$4,200.00
	6	\$600.00	\$3,600.00
	5	\$600.00	\$3,000.00
	4	\$600.00	\$2,400.00
	3	\$600.00	\$1,800.00
	2	\$600.00	\$1,200.00
	1	\$600.00	\$600.00
Effective September 2, 2013			
Note: For new and re-entering students who are enrolling in school at the mini-term, tuition is \$3,200. Thereafter, students are subject to the tiered quarterly tuition rate.			

CALENDARS FOR QUARTER-BASED PROGRAMS

Academic Year 2014 - 2015				
Summer Term Starts		July	14	2014
Summer Term Drop/Add Deadline		July	27	2014
Mini-Term Starts		August	25	2014
Mini-Term Drop/Add Deadline		August	31	2014
Labor Day Holiday		September	1	2014
Summer Term Ends		October	5	2014
Fall Break	From:	October	6	2014
	To:	October	12	2014
Fall Term Start		October	13	2014
Fall Term Drop/Add Deadline		October	26	2014
Mini-Term Starts		November	24	2014
Thanksgiving Day Holiday	From:	November	27	2014
	To:	November	28	2014
Mini-Term Drop/Add Deadline		December	2	2014
Winter Holiday	From:	December	23	2014
	To:	January	4	2015
Classes Resume		January	5	2015
Fall Term Ends		January	11	2015
Winter Term Starts		January	12	2015
M.L. King Jr. Birthday Holiday		January	19	2015
Winter Term Drop/Add Deadline		January	26	2015
Presidents' Day		February	16	2015
Mini-Term Starts		February	23	2015
Mini Term Drop/Add Deadline		March	1	2015
Winter Term Ends		April	5	2015
Spring Vacation	From:	April	6	2015
	To:	April	12	2015
Spring Term Starts		April	13	2015
Spring Term Drop/Add Deadline		April	26	2015
Memorial Day Holiday		May	25	2015
Mini-Term Starts		May	26	2015
Mini Term Drop/Add Deadline		June	1	2015
Independence Day Holiday	From:	July	3	2015
	To:	July	4	2015
Spring Term Ends		July	5	2015
Summer Vacation	From:	July	6	2015
	To:	July	12	2015

Academic Year 2015 - 2016				
Summer Term Starts		July	13	2015
Summer Term Drop/Add Deadline		July	27	2015
Mini-Term Starts		August	24	2015
Mini-Term Drop/Add Deadline		August	31	2015
Labor Day Holiday		September	7	2015
Summer Term Ends		October	4	2015
Fall Break	From:	October	5	2015
	To:	October	11	2015
Fall Term Start		October	12	2015
Fall Term Drop/Add Deadline		October	26	2015
Mini-Term Starts		November	23	2015
Thanksgiving Day Holiday	From:	November	26	2015
	To:	November	29	2015
Mini-Term Drop/Add Deadline		December	2	2015
Winter Holiday	From:	December	24	2015
	To:	January	3	2016
Classes Resume		January	4	2016
Fall Term Ends		January	10	2016
Winter Term Starts		January	11	2016
M.L. King Jr. Birthday Holiday		January	18	2016
Winter Term Drop/Add Deadline		January	25	2016
Presidents' Day		February	15	2016
Mini-Term Starts		February	22	2016
Mini Term Drop/Add Deadline		February	29	2016
Winter Term Ends		April	3	2016
Spring Vacation	From:	April	4	2016
	To:	April	10	2016
Spring Term Starts		April	11	2016
Spring Term Drop/Add Deadline		April	25	2016
Memorial Day Holiday		May	30	2016
Mini-Term Starts		May	23	2016
Mini Term Drop/Add Deadline		May	31	2016
Spring Term Ends		July	3	2016
Independence Day Holiday		July	4	2016
Summer Vacation	From:	July	4	2016
	To:	July	10	2016

Academic Year 2016 - 2017				
Summer Term Starts		July	11	2016
Summer Term Drop/Add Deadline		July	25	2016
Mini-Term Starts		August	22	2016
Mini-Term Drop/Add Deadline		August	29	2016
Labor Day Holiday		September	5	2016
Summer Term Ends		October	2	2016
Fall Break	From:	October	3	2016
	To:	October	9	2016
Fall Term Start		October	10	2016
Fall Term Drop/Add Deadline		October	24	2016
Mini-Term Starts		November	21	2016
Thanksgiving Day Holiday	From:	November	24	2016
	To:	November	27	2016
Mini-Term Drop/Add Deadline		November	28	2016
Winter Holiday	From:	December	24	2016
	To:	January	1	2017
Classes Resume		January	2	2017
Fall Term Ends		January	8	2017
Winter Term Starts		January	9	2017
M.L. King Jr. Birthday Holiday		January	16	2017
Winter Term Drop/Add Deadline		January	23	2017
Presidents' Day		February	20	2017
Mini-Term Starts		February	21	2017
Mini Term Drop/Add Deadline		February	28	2017
Winter Term Ends		April	2	2017
Spring Vacation	From:	April	3	2017
	To:	April	9	2017
Spring Term Starts		April	10	2017
Spring Term Drop/Add Deadline		April	24	2017
Memorial Day Holiday		May	29	2017
Mini-Term Starts		May	22	2017
Mini Term Drop/Add Deadline		May	30	2017
Spring Term Ends		July	2	2017
Independence Day Holiday		July	4	2017
Summer Vacation	From:	July	3	2017
	To:	July	9	2017

Academic Year 2017 - 2018				
Summer Term Starts		July	10	2017
Summer Term Drop/Add Deadline		July	24	2017
Mini-Term Starts		August	21	2017
Mini-Term Drop/Add Deadline		August	28	2017
Labor Day Holiday		September	4	2017
Summer Term Ends		October	1	2017
Fall Break	From:	October	2	2017
	To:	October	8	2017
Fall Term Start		October	9	2017
Fall Term Drop/Add Deadline		October	23	2017
Mini-Term Starts		November	20	2017
Thanksgiving Day Holiday	From:	November	23	2017
	To:	November	26	2017
Mini-Term Drop/Add Deadline		November	28	2017
Winter Holiday	From:	December	23	2017
	To:	January	1	2018
Classes Resume		January	2	2018
Fall Term Ends		January	7	2018
Winter Term Starts		January	8	2018
M.L. King Jr. Birthday Holiday		January	15	2018
Winter Term Drop/Add Deadline		January	22	2018
Presidents' Day		February	19	2018
Mini-Term Starts		February	20	2018
Mini Term Drop/Add Deadline		February	27	2018
Winter Term Ends		April	1	2018
Spring Vacation	From:	April	2	2018
	To:	April	8	2018
Spring Term Starts		April	9	2018
Spring Term Drop/Add Deadline		April	23	2018
Memorial Day Holiday		May	28	2018
Mini-Term Starts		May	21	2018
Mini Term Drop/Add Deadline		May	29	2018
Spring Term Ends		July	1	2018
Independence Day Holiday		July	4	2018
Summer Vacation	From:	July	2	2018
	To:	July	8	2018

OPERATING HOURS

Office:	
8:00am – 8:00pm	Monday – Thursday
8:00am – 5:00pm	Friday
9:00am – 1:00pm	Saturday
School:	
8:00am – 10:30pm	Monday – Thursday
8:00am – 5:00pm	Friday – Saturday