

# Everest

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## COLLEGE

### 2004-2005 CATALOG

Rancho Cucamonga1104

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Rancho Cucamonga, CA 91730  
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Accredited by the Accrediting Council for Independent  
Colleges and Schools (ACICS) to award associate's degrees.

Approved to operate by the Bureau for Private  
Postsecondary and Vocational Education.

2004-2005 CATALOG

**Everest COLLEGE**

Rancho Cucamonga 1104

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

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## MESSAGE FROM THE PRESIDENT

Dear Student:

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

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

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

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

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

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

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

Sincerely,



Richard Mallow  
College President

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

- Associate of Science in Accounting 96 Quarter Credit Units
- Associate of Science in Business 96 Quarter Credit Units
- Associate of Science in Criminal Justice 96 Quarter Credit Units
- Associate of Science in Paralegal 96 Quarter Credit Units

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

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

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

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

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

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the academic dean or school president. Complaints not resolved within thirty days may be directed to:

The Bureau for Private Postsecondary and Vocational Education  
PO Box 980818  
West Sacramento, California 95798  
(916) 445-3427

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## ABOUT EVEREST COLLEGE

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

Historically the roots of Springfield College in Springfield, Missouri extend back to 1910. At that time the College was named the Springfield Business School. The College was acquired by RCi on October 17, 1996. The name of the College was changed to Springfield College at the time of acquisition. The name of the main campus in Springfield was subsequently changed to Rhodes College and in April of 2002 was changed back to Springfield College. This branch campus in Rancho Cucamonga, California opened in October 2000 as Rhodes College. In April 2002 this campus was renamed Everest College.

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

### PHILOSOPHY

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

### MISSION STATEMENT AND OBJECTIVES

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

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

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

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

In furtherance of these goals the College offers the following programs:

- Associate of Science in Accounting 96 Credits
- Associate of Science in Business 96 Credits
- Associate of Science in Criminal Justice 96 Credits
- Associate of Science in Paralegal 96 Credits

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## ADMINISTRATION

Richard P. Mallow	College President
Albert Maniaol	Academic Dean
Gregory K. Lam	Director of Admissions
Veronica O. Herrera	Director of Career Services
Bola Soyemi	Director of Finance
John G. Prohidney	Department Chair for Business Administration
Wesley K. Sasano	Department Chair for Criminal Justice

## FACULTY

NAME	DEGREE(S) EARNED	TEACHING DISCIPLINE
Daniel Glaser	BA, California State University, San Bernardino	English
Dale Jones	MS, California Polytechnic University, Pomona BS, California Polytechnic University, Pomona	Business
Wesley K. Sasano	MPA, University Of Southern California BS, California State University Fullerton AA, Goldenwest College	Criminal Justice
Susan Donald	BA, California State University, Fullerton	General Education
John G. Prohidney	BS, New Hampshire College MS, Argosy University	Business

## STATEMENT OF NON-DISCRIMINATION

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

## ACCREDITATION AND PROFESSIONAL RECOGNITIONS

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

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

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

## LOCATION AND FACILITIES

Everest College is located in Rancho Cucamonga, California. The campus is located close to the intersection of two freeways, I-10 and I-15, providing convenient access to the school from throughout the area. The College is located on Archibald Street, just north of the Archibald exit from Interstate 10. There are adequate parking

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facilities and accommodations for staff, faculty, and students. All physical plant facilities are easily accessible to both day and evening students.

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

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

## **STUDENT DISABILITY SERVICES/ACCOMMODATIONS**

College has an institutional commitment to provide equal educational opportunities for qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. To provide equality of access for students with disabilities, the College will provide accommodations and auxiliary aids and services to the extent necessary to comply with state and federal laws. For each student, these accommodations and services will specifically address the functional limitations of the disability that adversely affect equal educational opportunity. Applicants or students who would like to request disability service/accommodations must make a request to the Campus President/Campus Disability Services Coordinator.

## **LIBRARY**

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

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

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

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

## **ADMISSIONS**

### **ADMISSION POLICY**

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

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

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

### **INTERNATIONAL STUDENTS**

Everest College accepts international students; however the College is not, at this time, approved by the Immigration and Naturalization Service to issue I-20 Forms. Prospective international students must, therefore, be in possession of a visa that allows them to legally attend school. English language services (including instruction) are not available. Visa services are not available at Everest College.

When foreign students apply for admission, official transcripts of completed secondary and applicable post-secondary credits are required with notarized translation. These transcripts must include specific dates of school attendance, courses taken during each year of attendance, and grades received for each course. Satisfactory evidence of successful mastery and command of the English language is required for all foreign students enrolling in any program. A TOEFL Score of 450 or its equivalent (133 computer based) is required for entry into an undergraduate degree program.

### **LANGUAGE PROFICIENCY**

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

## **ADMISSION AND REGISTRATION PROCEDURES**

### **NEW STUDENTS**

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

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

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

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

### **CONTINUING STUDENTS**

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

### **RE-ENTERING STUDENTS**

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

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

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concerning re-entry to the College.

## **TRANSFER STUDENTS**

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

# **ADMINISTRATION POLICIES**

## **HOURS OF OPERATION**

### **OFFICE HOURS**

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

### **CLASS HOURS**

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

### **CLASS SCHEDULES/SCHEDULE CHANGES**

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

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

All full-time students are required to maintain a minimum load of twelve credit hours (8 credit hours during a mini-term). A student must be full-time to qualify for student awards programs such as President's List, Dean's List, and Perfect Attendance each term. Students who need to take less than two courses in a term must provide a written request to obtain approval from the Academic Dean or President.

## **TERMS**

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

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

### **MINI-TERMS**

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

## **CANCELLATION OF CLASSES**

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

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## **TELEPHONES**

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

## **SMOKING**

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

## **FOOD AND BEVERAGE**

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

## **GUESTS/CHILDREN ON CAMPUS**

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

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

## **LOST AND FOUND**

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

## **DRESS CODE**

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

## **STUDENT CODE OF CONDUCT**

### **BACKGROUND**

College maintains professional level standards for conduct and behavior for all students. The standards of conduct for students are patterned after those of professional employees in the workplace. Students are expected to observe campus policies and behave in a manner that is a credit to the campus and to themselves. Certain violations of the Student Conduct Code, as outlined in this policy, shall result in immediate dismissal. Other violations are subject to a progressive disciplinary action, where the student is advised and given every opportunity to change his or her behavior to meet the expectations of the college and to prepare for what the student might later expect to find in a professional level work environment. The Colleges maintains the right to discipline students found in violation of college policies.

Students are subject to the Student Conduct Code while participating in any program externship, clinical rotation, or other college-related activity.

### **STUDENT CONDUCT CODE**

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

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

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

### **STUDENT CONDUCT CODE VIOLATIONS/FORMAL DISCIPLINARY PROCEDURE**

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

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

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

#### **FIRST OFFENSE**

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

#### **SECOND OFFENSE**

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

#### **ALCOHOL AND SUBSTANCE ABUSE STATEMENT**

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

Possession of these substances on campus is cause for dismissal.

### **SEXUAL HARASSMENT POLICY**

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

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

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

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

Any student or employee who believes that he or she is a victim of sexual harassment should immediately notify the office of the College President, or Academic Dean. The College President or Dean will conduct an

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investigation of all allegations. Information surrounding all complaints will be documented and kept strictly confidential.

## **STUDENT GRIEVANCE PROCEDURES**

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

Schools accredited by the Accrediting Council for Independent Colleges and Schools must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Council. Please direct all inquiries to:

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

## **ACADEMIC TRANSCRIPTS, DEGREES, AND DIPLOMAS**

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

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

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

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

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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



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disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.

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  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

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

### **ORIENTATION**

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

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

### **POLICY AND PROGRAM CHANGES**

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

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

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## ACADEMIC POLICIES AND PROCEDURES

### GRADING SYSTEM

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

The following grading system is used:

GRADE	EVALUATION	QUALITY POINTS PER QTR HOUR
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failed to Meet Course Objectives	0
I	Incomplete	0
P	Pass	Not Calculated
PE	Proficiency Exam	Not Calculated
PL	Prior Learning/Experiential Learning Credit	Not Calculated
TR	Transfer	Not Calculated
W	Withdrawal	Not Calculated
WZ	Withdrawal Military	Not Calculated
<b>Course Repeat Codes</b>		
REXC	Class has repeated, grade excluded from statistics	REXC
RINC	Class repeated, grade included in statistics	RINC

### GPA AND CGPA CALCULATIONS

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

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

### INCOMPLETES

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

### DEFINITION OF CREDIT

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

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## **CREDIT BY EXAMINATION**

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

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

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

## **STANDARDIZED TESTING**

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

## **TRANSFER OF CREDITS**

### **FROM OTHER COLLEGES**

Everest College may grant full academic and financial credit to students who have successfully completed the same or substantially the same subject as required in the College curriculum from other accredited institutions of higher learning provided:

1. The credits must have been earned at an institution that is or was at the time the credits were earned accredited by an accrediting agency that held recognition from the U.S. Secretary of Education under the provisions of Public Law 82-550 and subsequent legislation.
2. A grade must be designated for each course completed. Only courses completed in which credit has been designated with grades assigned can be considered for transfer.
3. Final determination on credits accepted for transfer to Everest College shall be made by the Academic Dean under the authority of the President of the College.
4. Only those credits with a minimum grade of "C" or its equivalent will be considered for transfer. The credits will be transferred as earned credits only and will have no effect on the student's grade point average.
5. If it is unclear to the Academic Dean whether the course(s) submitted for transfer credit are equivalent to course(s) required by Everest College, the student will be required to provide official documentation from the other institution describing in detail the content and level of the course(s) in question (copy of course description and catalog cover from the year the course was taken).
6. Students who wish to receive credit from Everest College for work completed at other accredited institutions of higher learning must furnish an official transcript from that institution.
7. Everest College will accept transfer credits up to a maximum of forty percent (40) of the total required credits for the degree sought.
8. Because many of the curricula and courses are standardized throughout the Corinthian Colleges system, many courses and passing grades are directly transferable among the various Corinthian campuses.

Consideration for transfer of credit hours that were earned over 7 years prior to admission to Everest College requires a review and evaluation as to the acceptability of the credits to the current curricula of the College by the Academic Dean and approval of the College President.

### **TO OTHER COLLEGES**

Since every institution has its own policy regarding transfer of credit, it is not possible to guarantee transferability of any particular course offered at Everest College. Students who anticipate the necessity of transferring quarter credits earned at Everest College are encouraged to contact the Admissions or Academic Department of the institution to which they desire to transfer in regard to acceptance of credits earned at this College. Transfer of credits is an institutional matter, therefore, Everest College cannot and does not guarantee

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the transferability of credits. Likewise, Everest College is not obligated to accept credits from all other collegiate institutions.

### **WITHIN THE COLLEGE**

If a student desires to transfer from day to night classes, or vice versa, it can be done with no loss of credits in most situations.

A student desiring to change programs must contact their Department Chair or Academic Dean to re-enroll in the new program. A student must be in good academic standing to change programs, and must have the approval of the Department Chair of the current program, new program Chair, and the Academic Dean. A student must be in good academic standing to change majors. The College President may waive this requirement. All course and cost adjustments will be calculated at that time. A new enrollment agreement must be completed and signed prior to starting classes in the new program.

### **ACADEMIC LOAD**

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

### **ACADEMIC HONORS**

#### **PRESIDENT'S LIST AWARD**

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

#### **DEAN'S LIST AWARD**

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

#### **PERFECT ATTENDANCE AWARD**

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

#### **GRADUATION HONORS**

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

### **WITHDRAWAL PROCEDURES**

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

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## **OUT-PROCESSING UPON WITHDRAWAL**

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

## **DROP/ADD PERIOD**

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

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

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

## **GENERAL EDUCATION REQUIREMENTS**

All Associate of Science Degree Programs at Everest College are designed to emphasize the student's major course

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

## **ATTENDANCE POLICY**

Students should strive for perfect attendance and punctuality on a daily basis to emulate the attendance requirements of the workplace. In an effort to reinforce a sense of professionalism, and in the interest of realistic expectations in the work place, the College has developed the following attendance policy for all matriculated students. The College understands that there are extenuating circumstances that may cause a student to miss one or more classes. This policy addresses these circumstances.

Students who will be absent from classes are expected to contact the College to report their absence. If the student expects to be absent for more than two days, (s)he must call the Department Chair or Dean to discuss the reason for the absence.

Should a student's absences reach 25% of the total scheduled hours in a term for any course, the student will be placed on attendance probation. Students placed on attendance probation will be encouraged to meet with the Academic Dean, or designee, to develop a plan to improve the student's attendance. Students placed on attendance probation will be returned to non-probation status at the start of the next term assuming they have satisfactorily completed the course requirements.

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution. Students who miss fourteen consecutive calendar days in all classes may be dropped from school.

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## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

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

Satisfactory academic progress is determined by measuring the student's Cumulative Grade Point Average (CGPA) and the student's Rate of Progress toward completion of the academic program. These are outlined below.

### CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS

Students must meet specific cumulative grade point average requirements at specific points during their enrollment in order to be considered to be making satisfactory academic progress. These requirements are noted in the tables below, along with Rate of Progress requirements. These will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student's CGPA is in compliance.

### RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS

In addition to the CGPA requirements, a student must successfully complete a certain percentage of the credits attempted to be considered to be making satisfactory academic progress. Credits attempted are defined as those credits for which students are enrolled at the end of the add/drop period of an academic term. These percentage requirements are noted in the Satisfactory Academic Progress Tables, along with CGPA requirements. As with the determination of CGPA, the percentage completion requirements will be reviewed at the end of each academic quarter, after grades have been posted, to determine if the student is progressing satisfactorily.

### MAXIMUM TIME IN WHICH TO COMPLETE

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students

are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the Satisfactory Academic Progress Tables.

### GRADUATION

In order to graduate, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required credits within the maximum credits that may be attempted. However, students meeting the CGPA or Rate of Progress requirements applicable to the total credits attempted are deemed to have academic standing consistent with the College graduation requirements. These graduation requirements, along with any other specific requirements, are also outlined under the graduation requirements section in the College catalog.

### ACADEMIC PROBATION

At the end of the quarter, after grades have been posted, each student's cumulative grade point average (CGPA) and rate of progress is reviewed to determine whether the student is meeting the requirements stated below. Any student not maintaining the minimum required overall grade point average is placed on Academic Probation. Academic Probation is a formal and official warning to the student to reassess his or her study habits, class loads, or program selection.

The student will remain on academic probation as long as his or her CGPA or rate of progress remains in the probation ranges specified. If a student on academic probation fails to meet the grade point average required, that student may be suspended from the College for a period of one term. A student returning to the College after suspension will be on academic probation during the first term of return. When both the CGPA and rate of progress are above the probation ranges specified, the student is removed from probation. During the period of academic probation students are considered to be making satisfactory progress both for academic eligibility and financial aid eligibility.

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be

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directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

### **ACADEMIC SUSPENSION**

If the student's CGPA or rate of progress ever falls into the suspension ranges specified below, the student is considered not to be making satisfactory progress, is placed on academic suspension, and must be withdrawn from the College.

### **READMITTANCE FOLLOWING SUSPENSION**

Students who have been suspended may apply for readmittance to the College after one academic term according to the readmission policy. Students readmitted at this point are considered to be on probation, but must bring their CGPA or rate of progress into the probation range by the end of the first academic term after being readmitted. If it is mathematically impossible for the student to improve into the probation range by the end of the first academic term after readmittance or if in the judgment of the Academic Dean or College President it is highly improbable for the student to improve into the probation range, the student will not be readmitted.

### **ACADEMIC DISMISSAL**

Students who have been readmitted following Academic Suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an Academic Dismissal and the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College as a regular student. Please see the section entitled reinstatement as a non regular student from extended enrollment status.

### **APPEALS PROCEDURES**

Students have a right to appeal any action or decision that affects their academic performance or records such as grades, probation, warnings, suspension of financial aid or dismissal from a program. If a student disagrees with the reasons for an academic decision or the application of an academic policy that affects the student, the student should first request reconsideration of that decision or action from the person who made the decision. If the student is not satisfied with the result, the student may file an appeal.

Appeals may be granted based on evidence of bias, error or unanticipated extenuating or mitigating circumstances. Extenuating circumstances may include loss of transportation, civic duties, conflicting personal responsibilities, etc., which affect the student's attendance or classroom performance. Mitigating circumstances may include illness, death of a close relative, injury, etc.

When an appeal is requested by a student, enforcement of any suspension of financial aid or dismissal from the program is delayed until the appeal has been decided. Students who have appealed are expected to continue in attendance pending the outcome of the appeal. However, any financial aid disbursements will be suspended pending the outcome of the appeal. When an appeal is not granted, the date of suspension of financial aid or dismissal from the program shall be the date of the original action. Should the student withdraw immediately following the denial of an appeal, the student will not be charged for any attendance following the date the student was originally suspended from financial aid or dismissed from the program.

### **APPLICATION OF GRADES AND CREDITS**

Transfer credits from other schools or completed programs within this campus are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress. For students who transfer between programs at the campus, all attempts of courses common to both programs will transfer to the new program and will be calculated into both the CGPA and the rate of progress in the new program. For students who transfer between programs at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program. If a student graduates from one program at the campus and then enrolls in another program at the campus, all grades and credits attempted for courses that are common to both programs will transfer to the new program and be calculated in the SAP measurements of the new program.

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A grade for a repeated course replaces the original grade in the calculation of CGPA; however, the original course credits remain included in the "Total Number of Credits Attempted" (in the charts below) in order to determine the required progress level. The original credits are considered as not successfully completed.

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

### **CONTINUATION AS AN EXTENDED ENROLLMENT STUDENT**

Students who have been suspended or dismissed due to failure to maintain satisfactory academic progress may be allowed to continue as students of the College under the following conditions:

- The student is allowed to continue in an extended enrollment student status for a period of time not greater than 25% of the normal program length (2 academic quarters for associate degree programs).
- The student is not eligible for student financial aid.
- The student is obligated to pay tuition, according to the established tuition rate per credit hour, for any courses in which the student is enrolled.
- During the time as a special student, the student is to be working toward coming into compliance with the standards of satisfactory progress, or at the least, close enough to qualify for readmittance as noted (i.e., can come into compliance within the time frame specified above). If, by the end of the maximum period allowed on Extended Enrollment status the student has not improved his/her academic standing to the probation range, he/she will be dismissed.

### **REINSTATEMENT AS A NON-REGULAR STUDENT FROM EXTENDED ENROLLMENT STATUS**

Students who have attempted the maximum number of credits allowed under their program, but have not earned all of the credits necessary to complete their program may be allowed to enter extended enrollment status; however, they will never be eligible for readmittance to regular status in the program from which they were suspended or dismissed, but may continue on extended enrollment status for the purposes of completing all required credits. Further, these students who have entered extended enrollment status are not eligible for graduation (cannot receive a degree or diploma) from their programs, but can receive a certificate for the credits they successfully completed.

### **SATISFACTORY PROGRESS AND FINANCIAL AID**

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

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

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

### **SATISFACTORY PROGRESS REQUIREMENTS**

In addition to the standards described below, students are evaluated at 25% of the maximum program length and must have a minimum CGPA of 1.25 and a rate of progress of 55% or will be placed on probation. Students are also evaluated at 50% of the maximum program length and must have a minimum CGPA of 1.5 and rate of progress of 60% or they will face academic suspension and must be withdrawn from the College.



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## SATISFACTORY PROGRESS TABLES

### 96 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 144 (150% of 96).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 144	N/A	2.00	N/A	66%

### 100 Quarter Credit Hours

The total credits that may be attempted (maximum program length) is 150 (150% of 100).

TOTAL CREDITS ATTEMPTED	PROBATION IF CGPA IS BELOW	SUSPENSION IF CGPA IS BELOW	PROBATION IF RATE OF PROGRESS IS BELOW	SUSPENSION IF RATE OF PROGRESS IS BELOW
1 - 16	2.00	N/A	66%	N/A
17 - 32	2.00	1.00	66%	N/A
33 - 48	2.00	1.20	66%	50%
49 - 60	2.00	1.30	66%	60%
61 - 72	2.00	1.50	66%	65%
73 - 95	2.00	1.75	N/A	66%
96 - 150	N/A	2.00	N/A	66%

## STATEMENT OF ACADEMIC FREEDOM

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

### REPEATING A CLASS

A student may repeat a course taken at the College in order to improve the cumulative grade point average. The credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript. The first attempt will also be shown; however, the cumulative grade point average will be recalculated to count the last attempt only. All repeats will be charged at the student's current tuition rate.

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

### DIRECTED STUDY

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

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

## **ONLINE LEARNING**

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

To maximize success within the online courses students must:

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

Certain fees may be charged to students registered in online courses. Please refer to the Schedule of Fees for specific charges.

## **ADMINISTRATIVE STANDARDS**

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

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

## **GRADUATION REQUIREMENTS**

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

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

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

## **OUT-PROCESSING UPON GRADUATION**

A graduating student must contact the Placement Director’s office during the last term before completion of the student's degree requirements. This office will assist the student in applying for employment assistance. Students receiving an Associate of Science degree may be required to take a comprehensive examination in their respective programs. The student must complete a graduation petition within the term prior to completion of all

academic requirements. The student will then see the Student Finance Office for financial aid repayment instructions (if any) and a determination of completion of the student's financial obligation to the College. Finally, the student must meet with the Registrar to ensure that all academic requirements have been satisfied. Upon completion of these requirements, the student may become an official graduate of Everest College.

### COMMENCEMENT CEREMONY

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

### GRADUATION HONORS

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

## FINANCIAL POLICIES

### TUITION AND FEES

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

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

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

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

#### Tuition per credit hour per term

PROGRAM	CREDITS REGISTERED FOR:	TUITION PER CREDIT HOUR:
All Undergraduate Programs	Per credit	\$249.00

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

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

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

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## STATEMENT OF FINANCIAL OBLIGATIONS

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

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

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

## CANCELLATION AND REFUNDS

### CANCELLATIONS

The Enrollment Agreement does not constitute a contract until it has been approved by an official of the College. If the agreement is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing this agreement and receive a full refund of all moneys paid. Notice of cancellation should be made to the College President at the College address. The refund will be made within 30 days of receipt of such notice. All first time enrollees who withdraw within seven calendar days after classes or education have commenced will be considered cancellations and all moneys paid will be refunded within 30 days of the date the College becomes aware of the withdrawal.

### REFUNDS

This institution 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.

To calculate refunds under the Federal Return of Title IV Funds policy, institutions must complete two separate calculations. First, the institution must determine how much of the tuition, fees and other institutional charges it is eligible to retain using either the state or institutional refund policy. Then, using the Federal Return of Title IV Funds policy, the institution determines how much federal assistance the student has earned which can be applied to the institutional charges.

If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal Treasury.

Any unpaid balance that remains after the Return of Title IV Funds policy has been applied to the state or institutional policy must be paid by the student to the institution.

#### Refund Policies

Any monies due an applicant or student will be refunded within 30 days of the date of cancellation, withdrawal, or termination. A withdrawal is considered to have occurred on the earlier of a) the date the student officially notifies the school of their intent to withdraw, or b) the point at which the student fails to meet the published attendance policies outlined in the school catalog. If a student received a loan for tuition, a refund will be made to the lender to reduce the student's loan debt. If the amount of refund exceeds the unpaid balance of the loan, the remainder of the monies will be applied to any student financial aid programs from which the student received funding. Any remaining balance of funds will then be returned to the student. The refund computation will be based on the last date of student attendance.

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

#### Federal Return of Title IV Funds Policy

All institutions participating in the SFA programs are required to use a statutory schedule to determine the amount of SFA funds the student had earned when he or she ceases to attend, which is based on the period of time the student was in attendance.

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If a recipient of the SFA Program withdraws from the College during a payment period or a period of enrollment in which the recipient began attendance, the College must calculate the amount of SFA program assistance the student did not earn, and those funds must be returned. Up through the 60% point in each payment period or period of enrollment, a pro-rata schedule is used to determine how much SFA Program funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the SFA funds.

The percentage of the payment period or period of enrollment completed is determined by:

The percentage of the payment period or period of enrollment completed is the total number of calendar days\* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days\* completed in that period as of the last date of attendance.

\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

### **Return of Unearned SFA Program Funds**

The College must return the lesser of:

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

The student (or parent, if a Federal PLUS loan) must return or repay, as appropriate:

- Any SFA loan funds in accordance with the terms of the loan; and
- The remaining unearned SFA program grant (not to exceed 50% of a grant) as an overpayment of the grant.

(Note: The student (parent) must make satisfactory arrangements with the U.S. Department of Education and/or the College to repay any outstanding balances owed by the student. However, there are a number of repayment plans that are available to assist the student in meeting repayment obligations. The Student Finance Department will counsel the student in the event that a student repayment obligation exists. The individual might be ineligible to receive additional student financial assistance in the future if the financial obligation(s) are not satisfied.)

### **Remittance to the Federal Government**

If it is determined that a federal refund is due, the statute and the regulations clearly define the order in which remaining federal student financial aid program funds are to be returned. Based on the student's financial aid award(s) (his/her parent(s) in the case of PLUS Loans) the return of federal funds will be remitted to the appropriate program in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program;
10. Other federal, state, private and/or institutional sources of aid; and
11. The student.

### **Bureau for Private Postsecondary and Vocational Education Refund Policy for Degree Programs**

Prior to the completion of 60% of the course of instruction, refunds are based on the total number of clock hours in the period of enrollment. Refunds for students completing 60% or less of the period of enrollment will be calculated as follows:

1. Add the registration fee, not to exceed one hundred dollars (\$100), to the total charges for the period in which the student is enrolled.
2. Divide this figure by the total number of hours for the courses taken during the enrollment period.

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

The College may retain the entire contract price of the period of enrollment - including tuition, fees and other charges - if the student terminates the education after completing more than 60% of the enrollment period.

**Sample Calculation:**

A student enrolled in three courses for a given quarter. The three courses totaled 12 credits and 120 clock hours. The student was charged \$2,352 in tuition, a \$25 Registration Fee and \$250 for books and equipment. The student withdrew from school after attending 36 hours (3 weeks at 12 hours per week) and did not return the books and equipment. The student had paid the school \$1,250 for that quarter's tuition and fees.

1. The student is entitled to a refund since he/she completed less than 60% of the quarter (36 hours divided by 120 hours equals 30%).
2. The total tuition charges for the quarter are \$2,377 (\$2,352 plus \$25).
3. The hourly charge for instruction is \$19.81 (\$2,377 divided by 120).
4. The amount owed by the student is \$713.16 (\$19.81 multiplied by 36) plus \$250 for books and equipment (\$963.16 total).
5. The refund is \$286.84 (\$1,250 less \$963.16).

**State of California Student Tuition Recovery Fund**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with the Bureau for Private Postsecondary and Vocational Education (Bureau).

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, 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. The school's breach or anticipatory breach of the agreement for the course of instruction.
5. There was a decline in the quality of the course of instruction within 30 days before school closed, or if the decline began earlier than 30 days prior to closure, a time period of decline determined by the Bureau.
6. The School committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

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

1. You are a student, who is a California resident and prepays 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 fee if either of the following applies:

1. You are not a California resident,
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.

Students seeking a STRF reimbursement must file an application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the school has closed. If students do not receive

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a notice from the Bureau, the application must be filed within four years from the date of closure. If a court judgment is obtained from the institution, students must file a STRF application within two years of the final judgment.

It is important that enrollees keep a copy of any enrollment agreement, contract or application to document enrollment. Students also should keep tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF. For further information or instructions contact:

The Bureau for Private Postsecondary and Vocational Education  
PO Box 980818  
West Sacramento, California 95798  
(916) 445-3427

As of January 1, 2002, California Education Code Section 94945 requires the College to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). This Fund is administered by the State of California's Bureau for Private Postsecondary and Vocational Education.

The amount of the fee for 2002 is Three Dollars (\$3.00) per Thousand Dollars of tuition paid, rounded to the nearest Thousand Dollars. The fee for 2003 is Two Dollars and Fifty-Cents (\$2.50) per Thousand Dollars of Tuition paid, rounded to the nearest Thousand Dollars.

You are not required to pay the STRF fee if your tuition is entirely funded directly by a third-party payer, such as an employer or a government program, or if you are not a California resident. You will also not be eligible for payment from the STRF if you fall into these categories. STRF payment eligibility is governed by California Education Code Section 94944.

## **FINANCIAL ASSISTANCE**

This campus offers students several options for payment of tuition. Those able to pay tuition are given a plan to help reduce their fees upon entry. On the other hand, the school recognizes that many students lack the resources to begin their educational training. The campus participates in several types of federal, state and institutional financial aid programs, most of which are based on financial need.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid. The school's financial aid representative uses this form to determine students' needs and assist them in deciding what resources are best suited to their circumstances.

If students withdraw from school, an adjustment in the amount they owe may be made, subject to the refund policy of the school. If they received financial aid in excess of what they owe the institution, these funds must be restored to the federal fund account or to the lender if they received a federal loan.

The following is a description of the financial aid programs available at this school. Additional information can be obtained through the Finance Office. Information regarding benefits available from the Bureau of Indian Affairs or the Vocational Rehabilitation Program can be obtained through those agencies.

### **FEDERAL PELL GRANT**

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

### **FEDERAL STAFFORD LOAN (FSL)**

Formerly the Guaranteed Student Loan (GSL), this low-interest loan is available to qualified students through the lending institutions or agencies participating in the program and is guaranteed by the U.S. government. Repayment starts six months after the student drops below half-time status, terminates training or graduates.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

Students who are unable to continue their education without additional assistance may qualify for this program. Grants are based on the funds available and do not have to be repaid. Need is determined by the financial

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resources of the student and parents, and the cost of attending the school.

### **FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)**

The Federal Parent Loan for Undergraduate Students (FPLUS) provides additional funds to help parents pay for educational expenses. The interest rate for these loans is competitive and the repayment schedules differ. Loan origination fees may be deducted from the loan by the institution making the loan as set forth by government regulations.

### **IMAGINE AMERICA SCHOLARSHIPS**

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

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

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

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

### **ALTERNATIVE FINANCING PROGRAM**

The College offers an alternative financing program as a supplement to Title IV Federal Family Education Loans. These loans are funded by the College and are administered (collection of monthly payments, servicing of the loan, etc.) by an independent servicing company. Students qualify for the alternative financing program on the basis of need for financial aid, the expected family contribution toward the educational costs, and the other types of financial aid for which the student has qualified or may qualify. The alternative financing program payments range from \$50 to \$200 per month. The first monthly payment must be made no later than the first night of class and may continue beyond graduation until the loan is fully repaid. Students interested in the alternative financing program should see the Student Finance Office for a complete information package (including current interest rates and loan servicer).

### **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The College counsels each student regarding each loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the student finance office prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of the total loans received while in attendance at the College, refunds that may have been made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the student finance office, an exit interview will be mailed.

## **STUDENT SERVICES**

### **CAREER SERVICES**

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

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

Students must aid the employment effort with quality academic work, excellent attendance, a cooperative attitude, a desire to succeed, and reasonable salary expectations. Should a student fail to meet a scheduled



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employment interview without properly notifying the prospective employer and the College, or demonstrate unprofessional behavior during an interview scheduled by the College, the student may not be considered for subsequent employment interviews.

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

### **TUTORIAL ASSISTANCE**

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

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

### **STUDENT ADVISING**

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

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

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

### **HEALTH SERVICES**

Everest College serves commuter students and is centrally located within a city that has numerous hospitals. For this reason, health care services are not available on campus. A first aid kit is maintained for minor injuries, and emergency care will be summoned when necessary. Everest College accepts no responsibility for the provision of health care, or for charges incurred for emergency care requested. The College does provide access and reasonable accommodation for the disabled.

### **HOUSING**

Everest College does not provide housing of any kind but may be able to assist students in locating appropriate facilities through the Student Resource Coordinator.

### **CLUBS AND ORGANIZATIONS**

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

### **STUDY GROUPS**

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

## PROGRAMS OF STUDY

### ASSOCIATE OF SCIENCE

### ACCOUNTING

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	QUARTER CREDIT HOURS
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1130	Strategies for Success	4.0
CGS 2110	Computer Applications	4.0
SLS 1320	Career Skills	2.0
<b>Associates students choose 8 credits from the following:</b>		
LIS 2004	Introduction to Internet Research	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
BUS 1000	Business Math	4.0
OFT 1141	Keyboarding	2.0
CGS 2080	Applied Spreadsheets	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>18.0</b>
<b>MAJOR CORE REQUIREMENTS</b>		
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
APA 2161	Introductory Cost/Managerial Accounting	4.0
ACG 2021	Introduction to Corporate Accounting	4.0
APA 2141	Computerized Accounting	4.0
ACO 1806	Payroll Accounting	4.0
ACG 2551	Non-Profit Accounting	4.0
TAX 2000	Tax Accounting	4.0
MAN 1030	Introduction to Business Enterprise	4.0
BUL 2131	Applied Business Law	4.0
Choose two courses from the following:		
CGS 2080	Applied Spreadsheets	4.0
FIN 1103	Introduction to Finance	4.0
ACG 2542	Financial Statement Analysis	4.0
MAN 2021	Principles of Management	4.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>48.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>		
ENC 1106	Composition I	4.0
ENC 1107	Composition II	4.0
MAC 2104	College Algebra	4.0
PSY 2012	General Psychology	4.0
SPC 2016	Oral Communications*	4.0
AFLP 2010	Introduction to American Literature	4.0
SCI 1001	Environmental Science	4.0
PHI 1001	Basic Critical Thinking	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>		<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>		<b>96.0</b>

\*Online students will take POS 2041- American National Government

**ASSOCIATE OF SCIENCE**

**BUSINESS**

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

**Business Administration**

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

**Management**

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

**Marketing**

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

COURSE CODE	COURSE	QUARTER CREDIT HOURS
<b>COLLEGE CORE REQUIREMENTS</b>		
SLS 1130	Strategies for Success	4.0
CGS 2110	Computer Applications	4.0
SLS 1320	Career Skills	2.0
<b>Choose 8 credits from the following list:</b>		
OFT 1141	Keyboarding	2.0
MAN 2031	Let's Talk Business	2.0
OST 2335	Business Communications	4.0
LIS 2004	Introduction to Internet Research	2.0
BUS 1000	Business Math	4.0
OST 2725	Applied Word Processing	4.0
CGS 2080	Applied Spreadsheets	4.0
<b>TOTAL COLLEGE CORE CREDIT HOURS</b>		<b>18.0</b>
<b>MAJOR CORE REQUIREMENTS: ALL CONCENTRATIONS</b>		
MAN 1030	Introduction to Business Enterprise	4.0
MAN 2021	Principles of Management	4.0
BUL 2131	Applied Business Law	4.0
MAN 2300	Introduction to Human Resources	4.0
MAR 1011	Introduction to Marketing	4.0
APA 2111	Principles of Accounting I	4.0
APA 2121	Principles of Accounting II	4.0
<b>TOTAL ALL CONCENTRATIONS CREDIT HOURS</b>		<b>28.0</b>

***And one of the following 3 concentrations:***

<b>BUSINESS ADMINISTRATION CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
FIN	1103	Introduction to Finance	4.0
MAN	2727	Strategic Planning for Business	4.0
MAR	2305	Customer Relations and Servicing	4.0
<b><i>Choose 2 of the following courses:</i></b>			
APA	2161	Introductory Cost/Managerial Accounting	4.0
MAN	2800	Small Business Management	4.0
ACG	2542	Financial Statement Analysis	4.0
ACG	2021	Introduction to Corporate Accounting	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>

**OR**

<b>MANAGEMENT CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2305	Customer Relations and Servicing	4.0
FIN	1103	Introduction to Finance	4.0
MAN	2800	Small Business Management	4.0
MAN	1733	Management Today	4.0
MAN	2604	Introduction to International Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>

**OR**

<b>MARKETING CONCENTRATION ADDITIONAL MAJOR CORE REQUIREMENTS</b>			
MAR	2323	Advertising	4.0
MAR	2141	Introduction to International Marketing	4.0
MAR	2721	Marketing on the Internet	4.0
MAR	2305	Customer Relations and Servicing	4.0
MAN	2800	Small Business Management	4.0
<b>TOTAL MAJOR CORE CREDIT HOURS</b>			<b>20.0</b>

<b>GENERAL EDUCATION REQUIREMENTS</b>			
ENC	1106	Composition I	4.0
ENC	1107	Composition II	4.0
MAC	2104	College Algebra	4.0
PSY	2012	General Psychology	4.0
SPC	2016	Oral Communications	4.0
AFL	2010	Introduction to American Literature	4.0
SCI	1001	Environmental Science	4.0
PHI	1001	Basic Critical Thinking	2.0
<b>TOTAL QUARTER CREDIT HOURS</b>			<b>30.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>			<b>96.0</b>

## CRIMINAL JUSTICE

### ASSOCIATE OF SCIENCE

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

			Associate's Degree Quarter Credit Hrs.	
<b>COLLEGE CORE REQUIREMENTS</b>				
SLS	1130	Strategies for Success	4.0	
SLS	1320	Career Skills	2.0	
CGS	2110	Computer Applications	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>10.0</b>
<b>MAJOR CORE REQUIREMENTS</b>				
BUL	2131	Applied Business Law	4.0	
CCJ	1011	Criminology	4.0	
CCJ	1024	Introduction to Criminal Justice	4.0	
CJL	2130	Criminal Evidence	4.0	
CCJ	2160	Criminal Procedure and the Constitution	4.0	
CCJ	1800	Criminal Investigations	4.0	
CCJ	2358	Criminal Justice Communications	4.0	
CCJ	2306	Introduction to Corrections	4.0	
CCJ	2560	Introduction to Interviews and Interrogations	4.0	
CCJ	2260	Introduction to Terrorism	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>40.0</b>
<b>Associate degree students will take 12.0 credit from following courses:</b>				
CCJ	2110	Policing in America	4.0	
CCJ	2288	Spanish for the Criminal Justice Professional	4.0	
CCJ	2268	Introduction to Victims Advocacy	4.0	
CCJ	2943	Current Issues in Criminal Justice	4.0	
CCJ	2020	Introduction to Forensics	4.0	
CCJ	1910	Career Choices in Criminal Justice	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>12.0</b>
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENC	1106	Composition I	4.0	
ENC	1107	Composition II	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
MAC	2104	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
PHI	1001	Basic Critical Thinking	2.0	
AFL	2010	Introduction to American Literature	4.0	
SCI	1001	Environmental Science	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>34.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>				<b>96.0</b>

## PARALEGAL STUDIES

### ASSOCIATE OF SCIENCE

The Paralegal Studies educational program provides comprehensive training to prepare students to enter the legal field as a paralegal. The program emphasizes practical civil litigation skills and tasks. The program is designed to prepare future paralegals to perform tasks such as researching legal issues, drafting legal documents, preparing pleadings, summarizing documents, organizing trial notebooks, and interviewing clients. The program will provide students with a practical as well as theoretical education.

			Associate's Degree Quarter Credit Hrs.	
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>				
ENC	1106	Composition I	4.0	
ENC	1107	Composition II	4.0	
MAC	2104	College Algebra	4.0	
PSY	2012	General Psychology	4.0	
SPC	2016	Oral Communications	4.0	
SYG	2000	Principles of Sociology	4.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>24.0</b>
<b>COLLEGE CORE REQUIREMENTS</b>				
ACO	1910	Office Accounting	4.0	
CGS	2110	Computer Applications	4.0	
OFT	1141	Keyboarding	2.0	
SLS	1130	Strategies for Success	4.0	
SLS	1320	Career Skills	2.0	
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>16.0</b>
<b>MAJOR CORE REQUIREMENTS</b>				
PLA	1003	Introduction to Legal Assisting	4.0	
PLA	1023	Legal Ethics and Social Responsibility	4.0	
PLA	1106	Legal Research and Writing I	4.0	
PLA	2116	Legal Research and Writing II	4.0	
PLA	2121	Bankruptcy	4.0	
PLA	2250	Civil Procedure	4.0	
PLA	2273	Torts	4.0	
PLA	2303	Criminal Procedure	4.0	
PLA	2423	Contract Law	4.0	
PLA	2426	Business Organizations*	4.0	
PLA	2482	Administrative Law	4.0	
PLA	2607	Wills, Trusts and Probate	4.0	
PLA	2764	Environmental Law	4.0	
PLA	2940	Paralegal Externship*	4.0	
*Either/or				
<b>TOTAL QUARTER CREDIT HOURS</b>				<b>56.0</b>
<b>TOTAL QUARTER CREDIT HOURS REQUIRED FOR GRADUATION</b>				<b>96.0</b>

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## COURSE OFFERINGS

### COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

- Preparatory courses
- 100-2999 Lower division (first and second year) courses

Students enrolled in Associate Degree programs take courses in the lower division.

### COURSE DESCRIPTIONS

#### **ACG 2021 Introduction to Corporate Accounting**

**4.0 Quarter Credit Hours**

This course defines financial accounting objectives and their relationship to business. The student is introduced to the fundamental principles of accounting and the accounting cycle as it applies to corporations. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 2141 Computerized Accounting**

**4.0 Quarter Credit Hours**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: ACG2011. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

#### **ACG 2542 Financial Statement Analysis**

**4.0 Quarter Credit Hours**

The basics of financial statement analysis in directing a firm's operations are covered in this course. The student will gain an understanding of how funds are acquired in financial markets and the criteria used by investors in deciding where to place their funds. Prerequisite: ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACG 2551 Non Profit Accounting**

**4.0 Quarter Credit Hours**

In this course the student explores accounting systems unique to non-profit organizations. Accounting principles for hospitals and educational organizations are examined. Prerequisite ACG 2021 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **ACO 1806 Payroll Accounting**

**4.0 Quarter Credit Hours**

This course provides students with a working knowledge of payroll laws, principles, practices, methods and systems. Students gain hands-on experience performing the payroll function. Prerequisite: APA 2111. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

#### **ACO 1910 Office Accounting**

**4.0 Quarter Credit Hours**

This course is designed to introduce the student to basic accounting procedures. An emphasis is placed on the payroll phase of accounting. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **AFL 2010 Introduction to American Literature**

**4.0 Quarter Credit Hours**

This course concentrates on the major writers of Modern American literature. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **APA 2111 Principles of Accounting I**

**4.0 Quarter Credit Hours**

Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **APA 2121 Principles of Accounting II**

**4.0 Quarter Credit Hours**

This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **APA 2141 Computerized Accounting**

**4.0 Quarter Credit Hours**

This course emphasizes the practical application of fundamental accounting principles through the use of automated accounting software. Students will gain experience in integrated software designed to handle general ledger, accounts payable, accounts receivable, financial statement analysis, fixed assets, sales order processing, inventory, and payroll. Prerequisite: APA 2121. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

#### **APA 2161 Introductory Cost/Managerial Accounting**

**4.0 Quarter Credit Hours**

This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

#### **BUS 1000 Business Math**

**4.0 Quarter Credit Hours**

This course presents a comprehensive review of computational skills as they apply to the business world. Topics include fractions, decimals, banking and credit card transaction, equations, percents, discounting process (trade and cash), markups and markdowns, simple and compound interest, and payroll functions. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**BUL 2131 Applied Business Law**

This course is designed to provide students with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 1011 Criminology**

The study of crime and causes of crime, the types of crime, and crime prevention strategies and society's response to crime. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 1024 Introduction to Criminal Justice**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 1800 Criminal Investigations**

Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 1910 Career Choices in Criminal Justice**

This course provides an overview of employment in the criminal justice field. Topics include nature of the work, employment opportunities, median income, training, opportunity for advancement, employment outlook for ten different general classifications. Prerequisite: CCJ 1024 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 2020 Introduction to Forensics**

This course will explore and explain the application of applied science to those criminal and civil matters that are investigated by various agencies. Prerequisite: CCJ 1024 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 2110 Policing in America**

This course provides a solid foundation by tracking the historical development of policing in America from its English roots to the first organized municipal police departments in the 1830s. It describes various federal law enforcement organizations and how they relate to state and local police. There is examination of the police subculture, explanation of the manner in which police agencies are organized and managed, community policing and problem solving, patrol and criminal investigations, impact of technology on police and discussion of the future. Prerequisite: CCJ 1024 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 2160 Criminal Procedure and the Constitution**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 2260 Introduction to Terrorism**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 2268 Introduction to Victims Advocacy**

This course examines criminal victimization in the United States. The topics include the historical treatment of victims of crime, the character and extent of modern criminal victimization, the nature of victimization experience, victim treatment at the hands of the criminal justice system. Prerequisite: CCJ 1024 (None for HS Major) Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 2288 Spanish for the Criminal Justice Professional**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 2306 Introduction to Corrections**

This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including: probation, intermediate sanctions, restorative justice, imprisonment and the death penalty. The organization, management and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours****CCJ 2358 Criminal Justice Communications**

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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**4.0 Quarter Credit Hours**



<b>CCJ 2560 Introduction to Interviews and Interrogations</b>	<b>4.0 Quarter Credit Hours</b>
Interviews and interrogation focuses on techniques and philosophies of conducting human communication in a criminal justice or legal environment in which the goal is to obtain accurate information. Students will learn and apply specialized techniques and approaches to interviews and interrogations as well as legal implications based on a variety of situations. Obtaining eyewitness information in an investigative environment is also discussed. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs 000	
<b>CCJ 2943 Current Issues in Criminal Justice</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>CGS 2080 Applied Spreadsheets</b>	<b>4.0 Quarter Credit Hours</b>
This course covers the various techniques used in developing spreadsheet applications for business information tracking and analysis. Course topics include using formulas, employing creative formulating, and using charts. Additional skills coverage includes use of graphics, developing pivot tables, and managing lists. Prerequisite: CGS 2110 Lec Hrs. 030 Lab Hrs. 020 Other Hrs. 000	
<b>CGS 2110 Computer Applications</b>	<b>4.0 Quarter Credit Hours</b>
This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for personal and business use. Prerequisite: None. Lec. Hrs. 030 Lab Hrs: 20 Other Hrs. 000	
<b>CJL 2130 Criminal Evidence</b>	<b>4.0 Quarter Credit Hours</b>
This course focuses on the nature of evidence as it relates to the pretrial and trial process, including: witnesses, hearsay, admissions and confessions, and the exclusionary rule. Emphasis is placed on specific types of evidence: circumstantial, documentary, physical, documentary and recorded. Prerequisite: CCJ 1024 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENC 1106 Composition I</b>	<b>4.0 Quarter Credits Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>ENC 1107 Composition II</b>	<b>4.0 Quarter Credits Hours</b>
This course builds the foundation of written communication skills developed in Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1106. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>FIN 1103 Introduction to Finance</b>	<b>4.0 Quarter Credit Hours</b>
This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>LIS 2004 Introduction to Internet Research</b>	<b>2.0 Quarter Credit Hours</b>
Provides instruction on the basic use of the Internet and the use of search engines. Students will have hands on access to the Internet. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000	
<b>MAC 2104 College Algebra</b>	<b>4.0 Quarter Credit Hours</b>
The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. This course emphasizes critical thinking and problem-solving skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000.	
<b>MAN 1030 Introduction to Business Enterprise</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 1733 Management Today</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2021 Principles of Management</b>	<b>4.0 Quarter Credit Hours</b>
The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2031 Let's Talk Business</b>	<b>2.0 Quarter Credit Hours</b>
This course is designed to provide opportunities through reading, discussions, and exercises for students to improve their proficiency as communicators in business environments. Prerequisite: None. Lecture Hrs: 020 Lab Hrs: 000 Other Hrs: 000	
<b>MAN 2300 Introduction to Human Resources</b>	<b>4.0 Quarter Credit Hours</b>
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. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	

<b>MAN 2604 Introduction to International Management</b>	<b>4.0 Quarter Credit Hours</b>
A comparative study of international management thoughts and practices with special attention to the transferability of these practices across border lines. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAN 2727 Strategic Planning for Business</b>	<b>4.0 Quarter Credit Hours</b>
This course is designed to help students to understand how to integrate knowledge of the various business disciplines and apply that knowledge to planning and managing strategic business activities. Following an examination of policy and strategy concepts, the student will complete studies which integrate and apply what is learned. Prerequisites: MAN 1030, FIN 1103 and ACG 2021. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs.000	
<b>MAN 2800 Small Business Management</b>	<b>4.0 Quarter Credit Hours</b>
This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: APA 2111 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 1011 Introduction to Marketing</b>	<b>4.0 Quarter Credit Hours</b>
The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing. Prerequisite: None. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 2141 Introduction to International Marketing</b>	<b>4.0 Quarter Credit Hours</b>
Examines the basic principles of marketing in an international environment. Major areas of the cultural, political and economic environments affecting multinational marketing management are reviewed for analysis of international marketing problems. Prerequisite: MAR 1011 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 2305 Customer Relations and Servicing</b>	<b>4.0 Quarter Credit Hours</b>
This course explores the basic functions relating to customers on a one-on-one basis. It teaches the skills needed to work with people to enhance the company, its public image, and satisfy the client or customer. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 2323 Advertising</b>	<b>4.0 Quarter Credit Hours</b>
A study of the principles and institutions involved in mass selling techniques. The student is introduced to the role of advertising as a sales and communications tool for business. Advertising methods and media are examined functionally. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000	
<b>MAR 2721 Marketing on the Internet</b>	<b>4.0 Quarter Credit Hours</b>
This course is a study of the use of the Internet as a marketing and advertising medium. A study of the types of businesses and services utilizing the medium, as well as the advantages and disadvantages of doing business on the Internet is discussed. Lec. Hrs. 030 Lab. Hrs. 020 Other Hrs. 000	
<b>OFT 1141 Keyboarding</b>	<b>2.0 Quarter Credit Hour</b>
This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills. Prerequisite: None. Lec. Hrs 000 Lab Hrs. 040 Other Hrs. 000	
<b>OST 2335 Business Communications</b>	<b>4.0 Quarter Credit Hours</b>
Practical written communications skills for business are studied in this advanced course. This course includes the mechanics and principles of effective letter writing and methods of researching and compiling reports. Focus is on a better understanding of writing styles appropriate to the business world. Prerequisite: ENC 1106. Lec Hrs 040 Lab Hrs 000 Other Hrs 000	
<b>OST 2725 Applied Word Processing</b>	<b>4.0 Quarter Credit Hours</b>
This course covers the various techniques used in intermediate to advanced word processing. Emphasis will be placed on using and creating templates, developing multi-page documents, building forms, and working with charts and diagrams. In addition, students will learn document collaboration techniques and customization with macros. Prerequisite: CGS 2110. Lecture Hrs: 030 Lab Hrs 020 Other Hrs 000	
<b>PHI 1001 Basic Critical Thinking</b>	<b>2.0 Quarter Credit Hours</b>
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. Lec. Hrs 020 Lab Hrs 000 Other Hrs 000	
<b>PLA 1003 Introduction to Legal Assisting</b>	<b>4.0 Quarter Credit Hours</b>
Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course. Lec. Hrs. 040 Lab. Hrs. 000 Other Hrs. 000	

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**PLA 1023 Legal Ethics and Social Responsibility****4.0 Quarter Credit Hours**

This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism. Lec. Hrs 040 Lab Hrs. 000 Other Hrs. 000

**PLA 1106 Legal Research and Writing I****4.0 Quarter Credit Hours**

The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2116 Legal Research and Writing II****4.0 Quarter Credit Hours**

This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1106 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2121 Bankruptcy****4.0 Quarter Credit Hours**

This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2250 Civil Procedure****4.0 Quarter Credit Hours**

This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2273 Torts****4.0 Quarter Credit Hours**

This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2303 Criminal Procedure****4.0 Quarter Credit Hours**

This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2423 Contract Law****4.0 Quarter Credit Hours**

The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003 Lec Hrs 040 Lab Hrs. 000 Other Hrs 000

**PLA 2426 Business Organizations\*****4.0 Quarter Credit Hours \***

This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hours 000

**PLA 2482 Administrative Law****4.0 Quarter Credit Hours**

This course provides an introduction to administrative law, including an examination of legislative, executive and judicial control over administrative agency action. Moreover, this course provides an overview of both informal investigation and formal adjudicative functions of administrative agencies. The Federal Administrative Procedure Act, Workers' Compensation law, and Social Security practice will also be explored. Prerequisite: PLA1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2607 Wills, Trusts and Probate****4.0 Quarter Credit Hours**

This course examines the field of probate, the drafting of will, the creation and administration of trusts and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2764 Environmental Law****4.0 Quarter Credit Hours**

This course examines important environmental laws: the Clean Water Act, the Resource Conservation and Recovery Act, and the Comprehensive Environmental Responsibility, Compensation and Liability. This course will also examine major questions of administrative law which underlie the working of actions by the Environmental Protection Agency. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

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**PLA 2803 Family Law****4.0 Quarter Credit Hours**

In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003 Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PLA 2940 Paralegal Externship\*****4.0 Quarter Credit Hours\***

This course provides students with the opportunity to directly apply the knowledge and skills learned in the program by working in a pre-arranged and pre-approved law office or other suitable location for 120 hours. Prerequisite: Available to Paralegal students in their last or next to last quarter before graduating with an Associate of Science degree. Students must have a good attendance record, have a 3.0 GPA in the major core courses, and obtain the approval of the Department Chairperson. Students below a 3.0 GPA must secure the approval of both the Department Chairperson and the Academic Dean to enroll in the Externship course. Lec. Hrs. 000 Lab Hrs. 000 Other Hrs. 120 \*Either/Or

**POS 2041 American National Government****4.0 Quarter Credit Hours**

A study of the Constitutional structure and dynamics of the American Federal system; included is an examination of the current structure, organization, powers, and procedures of the American national government. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**PSY 2012 General Psychology****4.0 Quarter Credit Hours**

This course is designed to provide students with an understanding of the general principles of psychology and theories underlying modern psychology. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SCI 1001 Environmental Science****4.0 Quarter Credit Hours**

This non-laboratory course introduces students to environmental issues through an understanding of the interrelationships of humans and their planet. Attention is focused on ecosystems, pollution, energy, and improvement or prevention of problems. Environmental concerns are explored through readings, research, and discussion. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SLS 1130 Strategies for Success****4.0 Quarter Credit Hours**

This course is designed to equip students for transitions in their education and life. Includes introduction to the University and its resources, study skills, and personal resource management skills. Students will be actively involved in learning and integrating practical applications to promote success. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SLS 1320 Career Skills****2.0 Quarter Credit Hours**

A course designed to assist the students with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: None. Lec. Hrs. 020 Lab Hrs. 000 Other Hrs. 000

**SLS 1392 Workplace Relationships****2.0 Quarter Credit Hours**

This course provides students the opportunity to study the building of appropriate interpersonal business relationships with coworkers, supervisors, and customers. Specific focus will be on developing and practicing effective customer service principles for building successful business networks. Prerequisite: None. Lec. Hrs. 010 Lab Hrs. 020 Other Hrs. 000

**SPC 2016 Oral Communications****4.0 Quarter Credit Hours**

This course is designed to develop students' ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen students' interpersonal and professional speaking skills. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**SYG 2000 Principles of Sociology****4.0 Quarter Credit Hours**

A study of cultural heritage, of the cultural influence of human nature and personality, and of social interaction. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000

**TAX 2000 Tax Accounting****4.0 Quarter Credit Hours**

This is a survey course covering the laws, procedures, returns, and subsidiary schedules involved in the preparation of Federal personal tax returns. Lec. Hrs. 030 Lab Hrs. 020 Other Hrs. 000

## ACADEMIC CALENDARS

2004 CALENDAR				
EVENT		Month	Day	Year
Christmas Holidays	From:	12	22	2003
	To:	1	1	2004
Classes Resume		1	2	2004
Fall Term Ends		1	10	2004
<b>Winter Term Starts</b>		<b>1</b>	<b>12</b>	<b>2004</b>
M.L. King Jr. Birthday Holiday		1	19	2004
Presidents' Day		2	16	2004
<b>Mini-Term Starts</b>		<b>2</b>	<b>23</b>	<b>2004</b>
Winter Term Ends		4	3	2004
Spring Vacation	From:	4	5	2004
	To:	4	10	2004
<b>Spring Term Starts</b>		<b>4</b>	<b>12</b>	<b>2004</b>
Memorial Day Holiday		5	31	2004
<b>Mini-Term Starts</b>		<b>5</b>	<b>24</b>	<b>2004</b>
Spring Term Ends		7	3	2004
Independence Day Holiday		7	5	2004
Summer Vacation	From:	7	6	2004
	To:	7	10	2004
<b>Summer Term Starts</b>		<b>7</b>	<b>12</b>	<b>2004</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>23</b>	<b>2004</b>
Labor Day Holiday		9	6	2004
Summer Term Ends		10	2	2004
Fall Break	From:	10	4	2004
	To:	10	9	2004
<b>Fall Term Start</b>		<b>10</b>	<b>11</b>	<b>2004</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>22</b>	<b>2004</b>
Thanksgiving Day Holiday	From:	11	25	2004
	To:	11	26	2004
Christmas Holiday	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	15	2005

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**2005 CALENDAR**

**EVENT**

Christmas Holidays	From:	12	20	2004
	To:	1	1	2005
Classes Resume		1	3	2005
Fall Term Ends		1	15	2005
<b>Winter Term Starts</b>		<b>1</b>	<b>18</b>	<b>2005</b>
M.L. King Jr. Birthday Holiday		1	17	2005
Presidents' Day		2	21	2005
<b>Mini-Term Starts</b>		<b>2</b>	<b>28</b>	<b>2005</b>
Winter Term Ends		4	9	2005
Spring Vacation	From:	4	11	2005
	To:	4	16	2005
<b>Spring Term Starts</b>		<b>4</b>	<b>18</b>	<b>2005</b>
Memorial Day Holiday		5	30	2005
<b>Mini-Term Starts</b>		<b>5</b>	<b>31</b>	<b>2005</b>
Spring Term Ends		7	9	2005
Independence Day Holiday		7	4	2005
Summer Vacation	From:	7	11	2005
	To:	7	16	2005
<b>Summer Term Starts</b>		<b>7</b>	<b>18</b>	<b>2005</b>
<b>Mini-Term Starts</b>		<b>8</b>	<b>29</b>	<b>2005</b>
Labor Day Holiday		9	5	2005
Summer Term Ends		10	8	2005
Fall Break	From:	10	10	2005
	To:	10	15	2005
<b>Fall Term Start</b>		<b>10</b>	<b>17</b>	<b>2005</b>
<b>Mini-Term Starts</b>		<b>11</b>	<b>28</b>	<b>2005</b>
Thanksgiving Day Holiday	From:	11	24	2005
	To:	11	25	2005
Christmas Holiday	From:	12	26	2005
	To:	1	2	2006
Classes Resume		1	3	2006
Fall Term Ends		1	14	2006

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## RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

COLLEGE	LOCATION
Blair College	Colorado Springs, CO
Duff's Business Institute	Pittsburgh, PA
Everest College	Phoenix, AZ
Everest College	Rancho Cucamonga, CA
Everest College	Dallas, TX
Everest College	Arlington, TX
Everest College	Fort Worth, TX
Florida Metropolitan University	Clearwater (Pinellas), FL
Florida Metropolitan University	Pompano Beach, FL
Florida Metropolitan University	Jacksonville, FL
Florida Metropolitan University	Lakeland, FL
Florida Metropolitan University	Melbourne, FL
Florida Metropolitan University	Orange Park, FL
Florida Metropolitan University	Orlando (North), FL
Florida Metropolitan University	Orlando (South), FL
Florida Metropolitan University	Tampa (Brandon), FL
Florida Metropolitan University	Tampa, FL
Las Vegas College	Las Vegas, NV
Las Vegas College	Henderson, NV
Mountain West College	Salt Lake City, UT
National School of Technology	Hialeah, FL
National School of Technology	Kendall, FL
National School of Technology	Fort Lauderdale, FL
National School of Technology	N. Miami Beach, FL
Parks College	Arlington, VA
Parks College	Aurora, CO
Parks College	McClellan, VA
Parks College	Thornton, CO
Rochester Business Institute	Rochester, NY
Springfield College	Springfield, MO
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Western Business College	Vancouver, WA

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