# Information Technology Academy, LLC

**1411 South Garfield Avenue, Suite 208**
**Alhambra, CA 91801**
**(626) 678-5967**
**www.itac.io** *(4)*

## Catalog 2019

(January 1, 2019 - December 31, 2019)

Version   2.2019 *(6)*

Information Technology Academy, LLC, in compliance with civil right registration, does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, age or handicap in faculty and staff recruiting, employment and advancement, in student admissions, employment and financial assistance, and its educational programs.

**INFORMATION TECHNOLOGY ACADEMY Contact Information**
**1411 South Garfield Avenue, Suite 208**
**Alhambra, CA 91801**
**(626) 678-5967**
**www.itac.io**

## Reservation of Rights

All information in this Catalog pertains to the 2019 academic year While every effort has been made to assure the accuracy of statements in the catalog, it does not constitute a contract between the student and the Academy. Information Technology Academy, LLC therefore reserves the right to make such changes as it deems necessary at any time in fees, charges, programs, schedules, admission and graduation requirements, or other policies, rules or regulations so long as such changes comply with the requirements of the Bureau for Private Postsecondary Education in the Department of Consumer affairs, Sacramento, California.

# Contents

### STATEMENT OF MISSION, PURPOSE AND OBJECTIVES

**Mission**

The mission of Information Technology Academy, LLC is to improve and enrich the skills of bachelor, master or PhD graduates from schools and universities in technology. Our desire is to bridge the gap between academic acknowledge into hands-on skills in the workplace. Promote individual success in the workplace and to increase entrepreneurship, cultural, social and economic development of the student. *(10)*

**Purpose**

It has been found that when a computer science student graduates with a bachelor, master or PhD degree, and enters the real job world, he or she is very ill prepared for practical application of his or her knowledge and needs a solid training on turning academic acknowledge into hands-on skills of the task in front of him or her. We provide hands on training in to fill that gap. *(10)*

**Core Values**

Promote continuous improvement in technical education. Provide excellence in staffing, facilities and educational services for our students. Create an environment of innovation, creativity and risk taking for students. Produce graduates with an exceptional degree of technical expertise to meet the needs of the workplace.

**Objectives**

- Develop career enhancing technical education for all students
- Prepare students to enter the workforce with enhanced hands on technical skills
- Collect, manage, and analyze data driven evidence to facilitate continuous improvement.
- Provide support to engage our Mission Statement

## AUTHORIZATIONS AND DISCLOSURES

This institution is a private institution and has submitted an application to California Bureau for Private Postsecondary Education for an approval to operate. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations (as amended). *(7)*

> **What You Should Know About Our Pending Application for State Approval**
>
> **The institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 574-7720, or toll free at (888) 370-7589, or visit its website at (www.bppe.ca.gov).**

**Accreditation:** Information Technology Academy, LLC is an unaccredited institution and is not eligible to participate in federal and state financial aid programs. **(22) and (27)**

**VISA Services:** Information Technology Academy, LLC does not provide visa services to international students or vouch for student immigration status. **(19)**

**Bankruptcy**
Information Technology Academy, LLC has no pending petition in bankruptcy.  Information Technology Academy LLC is not operating as a debtor in possession.  Information Technology Academy, LLC has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code. **(8)**

**Articulation Agreements:** Information Technology Academy, LLC has not entered into any articulation or transfer agreements. **(17)**

**Ownership:** Information Technology Academy, LLC is a California Limited Liability Corporation.

**English Only Instruction:** All courses at Information Technology Academy, LLC are taught in English.  All materials are written in English and all student responses are to be in English.  The institution does not offer courses taught in any other language.  Information Technology Academy, LLC does not offer any language services such as ESL classes. **(19)**

**Information Technology Academy, LLC** is referenced throughout the catalog as "The Academy."

**Questions on this Catalog**: Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Academy may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, (916) 574-7720. Physical Address:2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 (916) 431-6959, (888) 370-7589, Web site: www.bppe.ca.gov, E-mail: bppe@dca.ca.gov **(13)**

**Complaints:** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling *(888) 370-7589* or by completing a complaint form, which can be obtained on the bureau's internet Web site *www.bppe.ca.gov*. **(14)**

## GENERAL INFORMATION

### Physical Location of Administrative Office and Classrooms:

*(4 and 5)*  Information Technology Academy LLC
1411 South Garfield Avenue, Suite 208
Alhambra, CA 91801
WEB Address: XXXXXX

### Hours of Operation

The Administrative Offices are open between 8:00 AM and 5:00 PM (UTC-8), Monday through Friday.  Information Technology Academy, LLC is a residence school and students may access the school's servers at any time of the day.

### Facilities and Equipment

#### Instructional Facilities

Information Technology Academy, LLC is located at 1411 South Garfield Avenue, Suite 208, Alhambra, CA 91801. The school is 20 minutes away from Downtown Los Angeles.
The school consists of classrooms, administrative offices, and restrooms.  All the facilities on campus have teaching equipment sufficient to meet educational needs.  Abundant parking is available for students use. *(11)*

#### Teaching and Laboratory

Information Technology Academy, LLC's teaching and laboratory facilities are equipped with state-of-the-art hardware and software tools.  In keeping pace with the advancement of information technology, Information Technology Academy', LLCs IT Department provides a modern digital campus environment to the faculty, students, and administrative staff.
Based on the hardware and software requirements for each course, the classroom is set up accordingly at the beginning of each course.  Classrooms are equipped with Internet facilities for the students to use.

#### Audio and Video Tape

Information Technology Academy, LLC provides projector for use in the classroom.

#### Library Resources

Information Technology Academy, LLC  provides access to the following E-Library services: *(12)*

    a. Springer: http://www.springer.com/gp/computer-science
    b.IEEE:  http://ieeexplore.ieee.org/Xplore/home.jsp
    c. ACM: https://dl.acm.org/

# ACADEMIC PROGRAMS

| | Certificate of Completion in Data Science, Artificial Intelligence and Machine Learning | | |
|---|---|---|---|
| | 640 clock-hours, 32 weeks (2 semesters), 20 clock-hours per week | | |
| **Course No.** | **Courses** | **Clock Hours** | **Estimated Book Costs** |
| COM001 | Advanced Artificial Intelligence | 80 | $88 |
| COM001 | Algorithm Analysis | 80 | $66 |
| CAI031 | Cloud Computing | 80 | $217 |
| CAI041 | Foundation of Artificial Intelligence | 80 | $195 |
| CAI021 | Information Retrieval and Web Search Engines | 80 | $65 |
| COM002 | Java Programming Language | 80 | $97 |
| COM003 | Object-Oriented Programming and Design | 80 | $92 |
| CAI011 | System Foundation of Big Data | 80 | $100 |
| | Total: | 640 | $921 |

**Program Description:**

Combining artificial intelligence and data science fundamentals, this program focuses on building your comprehensive understanding and abilities to work with models. Through a combination of theoretical and practical exercises, you will master over 10 types of commonly used machine learning models.

The companion coursework dives you into the most recent and relevant trends in the data science world: user stickiness analysis, text clustering, spark program development, and deep learning.

The program aims to guide you through data science interviews and at the same time includes Python training, data structure training and data system design, which are essential to secure a job offer.

**Program Objectives:**

By the completion of this program, students will be able to:
- Identify the principles of information storage and retrieval systems and database and use a set of industrial software tools and procedures for organizing information in large scale.
- Implement and apply advanced search algorithms to solve realistic planning problem using Java programming language
- Create complex search algorithms and approaches for constraint processing data
- Analyze the strengths and weaknesses of each algorithm and constraint processing approach.
- Survey existing research and read research papers critically
- Devise and run experiments, and analyze their results
- Practice data science interviews and at the same time includes Python training, data structure training and data system design, which are essential to secure an offer.

**The program's job titles classifications include the following: *(39)***
- 15-1111.00 Computer and Information Research Scientists
- 11-3021.00 Computer and Information Systems Managers
- 15-1199.00 Computer Occupations, All Other
- 15-1132.00 Software Developers, Application

| **Certificate of Completion in Computer Science Architecture** | | | |
|---|---|---|---|
| 640 clock-hours, 32 weeks (2 semesters), 20 clock hours per week | | | |
| **Course No.** | **Courses** | **Clock Hours** | **Books** |
| COM001 | Algorithm Analysis | 80 | $66 |
| COM002 | Java Programming Language | 80 | $97 |
| COM003 | Object-Oriented Programming and Design | 80 | $92 |
| CSA030 | Advanced Computer Architecture | 80 | $20 |
| CSA050 | Advanced Operating Systems | 80 | $20 |
| CSA010 | Computer Systems Organization | 80 | $86 |
| CSA040 | Operating Systems | 80 | $156 |
| CSA020 | Software Design and Architecture | 80 | $5 |
| | Total: | 640 | $542 |

**Program Description:**

In this program, students will study the factors influencing the design of hardware and software elements of computer systems and learn to design the computer architecture of complex modern microprocessors.

**Program Objectives:**

By the completion of this program, students will be able to:
- Explain the fundamental concepts of computer organization. Identify and solve advanced issues in design of computer processors, caches, and memory.
- Use well-understood paradigms for designing new systems.
- Generate architectural alternatives for a problem and selection among them.
- Describe a software architecture using various documentation approaches and architectural description languages.
- Recognize major software architectural styles, design patterns, and frameworks.
- Design and implement software architecture in large-scale software systems.
- Identify and assess the quality attributes of a system at the architectural level.
- Analyze performance trade-offs in computer design.

**The program's job titles classifications include the following: *(39)***
- 15-1111.00 Computer and Information Research Scientists
- 15-1199.02 Computer Systems Engineers/Architect
- 11-3021.00 Computer and Information Systems Managers
- 15-1199.00 Computer Occupations, All Other
- 15-1132.00 Software Developers, Applications

| Course No. | Program | Clock Hours | Books |
|---|---|---|---|
| COM001 | Algorithm Analysis | 80 | $66 |
| COM002 | Java Programming Language | 80 | $97 |
| COM003 | Object-Oriented Programming and Design | 80 | $92 |
| CSE042 | Computer Design and Engineering | 80 | $159 |
| CSE022 | Computer Graphics | 80 | $91 |
| CSE032 | Computer Networks | 80 | $134 |
| CSE052 | Introduction to Web and Mobile Programming | 80 | $13 |
| CSE012 | Software Engineering | 80 | $105 |
| | Total: | 640 | $758 |

**Certificate of Completion in Software Engineering and Software Application**

640 clock-hours, 32 weeks (2 semesters), 20 clock hours per week

**Program Description:**

Focused on the most relevant software engineering skills required in the industry, this program teaches students algorithms, data structure, programming language, object-oriented design and system design.

The program combines both theoretical frameworks and hands-on practices to get students jump-started in software development, and help students build their readiness and confidence for coding and job interviews.

**Program Objectives:**

By the completion of this program, students will be able to:
- Describe different software development processes and how to choose between them
- Determine requirements from a client and specify them.
- Design the large, including principled choice of a software architecture, the use of modules and interfaces to enable separate development, and design patterns.
- Have hands-on experience with good coding practices, including documentation, contracts, regression tests and daily builds.
- Various quality assurance techniques, including unit testing, functional testing, and automated analysis tools.
- Utilize version control, configuration management, unit/regression testing, issue tracking, and debugging tools
- Create and analyze design models and make engineering tradeoffs
- Utilize large legacy systems and frameworks such as GUIs, EJBs, and Eclipse

**The program's job titles classifications include the following:** **(39)**
- 15-1111.00 Computer and Information Research Scientists
- 15-1152.00 Computer Network Support Specialists
- 15-1199.02 Computer Systems Engineers/Architect
- 11-3021.00 Computer and Information Systems Managers
- 15-1199.00 Computer Occupations, All Other

## Course Descriptions

**CAI011  System Foundation of Big Data, 80 clock hours**

Combining artificial intelligence and data science fundamentals, this course focuses on building your comprehensive understanding and abilities to work with models. Through a combination of theoretical and practical exercises, you will master over 10 types of commonly used machine learning models.

The companion coursework dives you into the most recent and relevant trends in the data science world: user stickiness analysis, text clustering, spark program development, and deep learning. *Prerequisites: None*

**CAI021  Information Retrieval and Web Search Engines, 80 clock hours**

Basic and advanced techniques for text-based information systems: efficient text indexing; Boolean and vector space retrieval models; evaluation and interface issues; Web search including crawling, link-based algorithms, and Web metadata; text/Web clustering, classification; text mining. *Prerequisites: None*

**CAI031  Cloud Computing, 80 clock hours**

Cloud Computing has emerged in recent years as a new paradigm for hosting and delivering services over the Internet. This course is designed to introduce the concepts of Cloud Computing as a new computing paradigm. The students will have an opportunity to explore the Cloud Computing various terminology, principles and applications. The course will expose students to different views of understanding the Cloud Computing such as theoretical, technical and commercial aspects. A variety of real case studies and existing in market cloud- based tools will be identified and studied in order to provide students with a close overview to Cloud Computing applications. *Prerequisites: None*

**CAI041  Foundations of Artificial Intelligence, 80 clock hours**

This course provides an overview of the field of Artificial Intelligence: foundations of symbolic intelligent systems, search, logic, knowledge representation, planning, learning *Prerequisites: None*

**CAI051  Advanced Artificial Intelligence, 80 clock hours**

This course is an introduction to the theory and techniques of constraint satisfaction and processing. The constraint processing approach can be used for encoding world knowledge in areas such as scheduling, vision, diagnosis, and design, and perform many computational tasks relevant to these domains.

The course will focus on techniques for constraint processing. It will cover search techniques, consistency algorithms and structure-based techniques, and will focus on properties that facilitate efficient solutions. Time permitting, extensions will be given into applications such as temporal reasoning, diagnosis, scheduling, and probabilistic Bayes networks.
*Prerequisites: CAI041 Foundations of Artificial Intelligence*

**COM001 Algorithm Analysis, 80 clock hours**

Algorithms are recipes for solving computational problems. In this course we will study fundamental algorithms for solving a variety of problems, including sorting, searching and graph algorithms. More importantly, we will focus on general design and analysis techniques that underlie these algorithms. For example, we will examine divide-and-conquer, dynamic programming, greediness, and probabilistic approaches. With an understanding of these techniques, you will be prepared to design some of your own algorithms. *Prerequisites: None*

**COM002 Java Programming Language, 80 clock hours**

Welcome to the Java Programming Language. This course series is an introduction to computer science, with particular emphasis on software and on machines from a programmer's point of view. In this course we will cover both high-level approaches to problem-solving, providing you with a variety of ways to organize solutions to programming problems: as compositions of functions, collections of objects, or sets of rules. And more in depth we move to a somewhat more detailed (and to some extent, more basic) level of programming, both correctness and engineering aspect will be concerned in this course.

This course will also focus on basic concepts and solution implementation using the specific programming language - Java. A lot of detail will be given on the concepts and features of the programming language itself, and how the very popular core Java libraries are implemented. We will provide both detailed training on how to understand and utilize the programming language as an engineering tool to solve real problems and an introduction of some in depth topics about the programming language itself. Both the aspects are very important for building up the engineering knowledge and skills for a qualified individual to develop and maintain moderately large programs. Time and memories tradeoffs for a variety of methods and data structures will be concerned in this class, and the code correctness, efficiency and style will also be concerned in this class.

There will be TAs for this course and it is expected to be a heavy coding practice course. Even in regular class, a certain amount of time will be spent on demonstrating real Java language usage, real-time coding on solving moderately complicated problems and code reviews. *Prerequisites: None*

**COM003 Object-Oriented Programming and Design, 80 clock hours**

This course covers both theory and practice of object-oriented programming and design. Using Java as the example programming language, we provide an in-depth introduction of all the important object-oriented programming concepts, including encapsulation, inheritance, and polymorphism. Instead of only memorizing "what" these concepts are, you will dive into code extracted from open source projects to learn "how" these are utilized in the real life.

We will explore how to divide up complicated design problems into a hierarchy of classes and how to define the best interaction between these classes. Detailed examples are used to make the theoretical methods easier to understand. We will also introduce common design patterns, and we will focus on the core motivation of these patterns so that you will understand why these patterns are useful and how they can be used to make your code better.

We provide a hands-on project to make sure you can practice all the theory taught in the course. You will have a chance to team with real-world software engineers, going through the whole lifecycle of software development, and finally develop an exciting interactive application. We encourage you to be creative and give you all the freedom to make extensions and realize your interesting ideas. *Prerequisites: None*

**CSA010 Computer Systems Organization, 80 clock hours**

This course covers the basics of computer organization with emphasis on the lower level abstraction of a computer system including digital logic, instruction set and assembly language programming. Topics includes data representation, logic gates, simplification of logical expressions, design and analysis of simple combinational circuit such as decoders and multiplexers, flip-flops and registers, design and analysis of simple synchronous sequential circuit, random-access and read-only memories, instruction set architecture and programming in assembly language. *Prerequisites: None*

**CSA020 Software Design and Architecture, 80 clock hours**

This course introduces basic concepts and principles about software design and software architecture. It starts with discussion on design issues, followed by coverage on design patterns. It then gives an overview of architectural structures and styles. Practical approaches and methods for creating and analyzing software architecture are presented. The emphasis is on the interaction between quality attributes and software architecture. Students will also gain experiences with examples in design pattern application and case studies in software architecture. *Prerequisites: None*

**CSA030 Advanced Computer Architecture, 80 clock hours**

Advanced Computer Architecture (ACA) covers advanced topics in computer architecture focusing on emerging multicore, graphics-processor unit (GPU), and heterogeneous SOC multiprocessor architectures and their implementation issues (architect's perspective). Concepts explored include deep submicron CMOS characteristics, dynamic scheduling (out-of-order execution), compiler optimization, parallel programming, run-time optimization, performance analysis and tuning, fault tolerance, and power-aware computing techniques. *Prerequisites: CSA020 Software Design and Architecture*

**CSA040 Operating Systems, 80 clock hours**

This course is an introduction to operating systems. Operating systems are an essential part of any computer system. Operating systems vary significantly, but their fundamental principles remain the same. In this course you will be introduced to the basic concepts of operating systems, see how they manage resources such as memory, peripherals, and schedule CPU time, learn how to use the system call interface and how to create processes and synchronize them, learn how applications communicate, understand the memory hierarchy and see how virtual memory is managed, understand how files are managed and stored, and much more. *Prerequisites: None*

**CSA050 Advanced Operating Systems, 80 clock hours**

This course covers general issues of design and implementation of advanced modern operating systems. The focus is on issues that are critical to the applications of distributed systems and computer networks, which include inter-process communication, distributed processing, sharing and replication of data and files. Approximately two third of the course will be devoted to basic concepts and techniques, and the remaining third will be on assorted current topics in modern operating systems and distributed systems. The course syllabus can be found here. *Prerequisites: CSA040 Operating Systems*

**CSE012 Software Engineering, 80 clock hours**

Software engineering is the branch of computer science that creates practical, cost-effective solutions to computing and information processing problems, preferentially by applying scientific knowledge, developing software systems in the service of mankind.  This course covers the fundamentals of software engineering, including understanding system requirements, finding appropriate engineering compromises, effective methods of design, coding, and testing, team software development, and the application of engineering tools.  The course will combine a strong technical focus with a capstone project providing the opportunity to practice engineering knowledge, skills, and practices in a realistic development setting with a real client. *Prerequisites: None*

**CSE022 Computer Graphics, 80 clock hours**

In this course, students learn computational, mathematical, physical, and perceptual principles underlying the production of effective three-dimensional computer graphics imagery. *Prerequisites: None*

**CSE032 Computer Networks, 80 clock hours**

This course provides an introduction to the design and analysis of computer communication networks. Topics include application layer protocols, Internet protocols, network interfaces, local and wide area networks, wireless networks, bridging and routing, and current topics. *Prerequisites: None*

**CSE052 Introduction to Web and Mobile Programming, 80 clock hours**

This course covers both theory and practice of web and mobile programming and design. This course starts with the basics of web and mobile design to work effortlessly with popular concepts and technologies like HTML**,** CSS, and JavaScript. We provide an in-depth introduction of all the important concepts including RESTful, web architecture, and distributed system design. We will explore common design patterns of web and mobile programming and introduce responsive websites using advanced techniques like MySQL, Cloud Computing and Android. Instead of only memorizing "what" these concepts are, you will dive into code extracted from open source projects to learn "how" these are utilized in the real life.
We will explore how to divide up complicated design problems into a hierarchy of web and mobile components and how to define the best interaction between these components. Detailed examples are used to make the theoretical methods easier to understand. We will also introduce common design patterns, and we will focus on the core motivation of these patterns so that you will understand why these patterns are useful and how they can be used to make your code better.
We provide a hands-on project to make sure you can practice all the theory taught in the course. You will have a chance to team with real-world software engineers, going through the whole lifecycle of software development, and finally develop an exciting interactive application. We encourage you to be creative and give you all the freedom to make extensions and realize your interesting ideas. *Prerequisites: None*

**CSE042 Computer Design and Engineering, 80 clock hours**

An introduction to the design and analysis of computer communication networks. Topics include application layer protocols, Internet protocols, network interfaces, local and wide area networks, wireless networks, bridging and routing, and current topics. *Prerequisites: None*

# Financial Information

## Tuition and Fees

*(23)*

| Data Science, AI and Machine Learning | | | |
|---|---|---|---|
| 640 clock-hours, 32 weeks (2 semesters), 20 clockhours per week | | | |
| | **1st Semester** | **2nd Semester** | **Total Program Costs** |
| **Tuition:** | $6,000.00 | $6,000.00 | $12,000.00 |
| **Application Fee:** | $250.00 | | $250.00 |
| **Est books:** | $460.00 | $461.00 | $921.01 |
| **Total:** | **$6,710.00** | **$6,461.00** | **$13,171.00** |

| Computer Science Architecture | | | |
|---|---|---|---|
| 640 clock-hours, 32 weeks (2 semesters), 20 clockhours per week | | | |
| | **1st Semester** | **2nd Semester** | **Total Program Costs** |
| **Tuition:** | $6,000.00 | $6,000.00 | $12,000.00 |
| **Application Fee:** | $250.00 | | $250.00 |
| **Est books:** | $300.00 | $242.00 | $542.01 |
| **Total:** | **$6,550.00** | **$6,242.00** | **$12,792.00** |

| Software Engineering & Software Application | | | |
|---|---|---|---|
| 640 clock-hours, 32 weeks (2 semesters), 20 clockhours per week | | | |
| | **1st Semester** | **2nd Semester** | **Total Program Costs** |
| **Tuition:** | $6,000.00 | $6,000.00 | $12,000.00 |
| **Application Fee:** | $250.00 | | $250.00 |
| **Est books:** | $400.00 | $358.00 | $758.01 |
| **Total:** | **$6,650.00** | **$6,358.00** | **$13,008.00** |

**Fees:** The fees listed above are ***non-refundable*** and are comprised of the following:
Application fee (nonrefundable) ....................................................................... $250.00
Student Tuition Recovery Fund (CA resident only, nonrefundable) ……$0.00*

*The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements is $0.00 per $1,000.00 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment. For more information, go to www.bppe.ca.gov.

**Books:** Students are responsible for purchasing their own book(s). Cost of books based on Amazon listed cost of the book(s) (new hard cover).  The Academy does not provide textbooks or other learning materials.

## Additional Fees

Late registration fee ..........................................................................$50.00
Late payment fee.................................................................................$50.00
Academic transcript fee (per copy) ...........................................................$15.00
Returned check fee .............................................................................$25.00
Administrative Withdrawal Fee……………………………………………………$250.00
Reinstatement fee……………………………………………………………………… $100.00
Test-out fee…………………………………………………………………………………$250.00
Tuition for a single course, or to retake a course……………………………$1,500.00

**Fees paid directly to a third-party service, if required:**
International Transcript Evaluation Fee
Certified Translation
TOEFL or IELTS Testing Fees

**Late Registration Fee**
New students may register during the designated period at the beginning of their first course or during the late registration period.  Currently enrolled students should register during the pre-registration period in the previous semester or the registration period of the current term. Continuing students who wait to register at late registration will be accessed a late registration fee.

**Late Payment Fee**
Payment of tuition is due prior to the first day of class.  Payment after the starting date of the course will result in a late payment fee of $50.00.

**Academic Transcript Fee**
The student will receive, at no charge, a copy of the official transcript at graduation.  Additional copies of an Official Transcript requested by the student will have a fee of $15.00 per copy.

**Returned Check Fee**
Any student who pays by check and the check is returned for insufficient funds will be charged a return check fee of $25.00.  If a second check is returned for the same reason, the student will be dropped from the school.

**Administrative Withdrawal Fee**
An administrative fee of $250.00 is charged when a student withdraws or is withdrawn from a program.

**Re-enrollment fee**
A $100 reenrollment fee is charged to a student who withdrawals for any reason and re-applies for reentry into the same program. The $250.00 application fee is not charged to students who reenter within 6 months of their last day of attendance.

**Student Tuition Recovery Fund Disclosures**

**(24)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the

student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## Financial Aid

**(27)** Information Technology Academy, LLC does not participate in federal or state financial aid programs.

Obtaining a college education requires a significant financial investment.  The Academy does offer a payment plan (loan) for tuition.

Student may request to have an ITA installment loan to pay for tuition.  The period of the loan may not exceed the length of the educational program in which the student enrolls.  If the loan plus interest less the amount of any refund is not paid off by the end of the program in which the student has enrolled, the transcript of that program or course of study will be withheld until the note is paid in full.  The interest charged is XX%. Students requesting an ITA loan will be required to sign an Installment Note and Disclosure Statement for the amount of the loan.

### Installment Note and Disclosure Statement

**(29)** As payment for tuition at Information Technology Academy, LLC Alhambra, California, I promise to pay the school the sum of $_____  (includes principle and interest).
All subsequent installments shall be payable on the same day of each consecutive month thereafter until paid in full.

This note is subject to the terms and conditions contained in the Enrollment Agreement and the "Disclosure statement," which is incorporated herein by reference as though set form in full.  Should default be made in any payment when due, the whole sum of principle and interest shall immediately become due and payable at the option of the holder of this Note. Principle and Interest payable in lawful money of the United States.  If no action be instituted on the Note, I promise to pay such sum as the court may fix as attorney's fees and court costs. By signing below, Student and Co-Signer (where applicable) acknowledge receipt of a complete and true copy of the testament Note and jointly and severally agree to all the terms and conditions.
LATE CHARGES: If any payments are more than 10 days late you will be charged 5% of the payment or $5.00 whichever is less, but in no event less than $1.00.
PREPAYMENT: If you pay off early you may be entitled to a refund of part of the finance charge.

Buyer is entitled to pay in advance the remaining unpaid balance due hereunder and receive a refund of the Finance Charge compound in accordance with appropriate California state statues.

Notice: Any holder of this consumer contract is subject to all claims and defenses which the debtor could assert against the seller or goods or services obtained pursuant hereto, or with the proceeds hereof, recovery hereunder by the debt of shall not amounts paid by the debtor.

## Disclosure Statement

| TOTAL PERCENTAGE RATE  The cost of your credit as a yearly rate  %  | FINANCE CHARGE  The dollar amount the credit will cost  $ | AMOUNT FINANCED  The amount of credit provided to you or on your behalf  $ | TOTAL OF PAYMENTS  The amount paid after you have made all payments as scheduled  $ | TOTAL SALES PRICE  The total cost of your purchase on credit including your down payment of  $ |
|---|---|---|---|---|

## Your Payment Schedule Will Be

| Number of payments | Amount of each payment | When payments are due |
|---|---|---|
|  |  | Monthly beginning on the same day or each month hereafter |

**PLEASE NOTE THE FOLLOWING**:

**(28)** If the student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
If the student defaults on a federal or state loan, both the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and
(2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

# ADMISSIONS

The Academy is committed to the concept of equal opportunity and admits qualified students without discrimination regard to race, color, religion, age, sex, national origin, or other legally impermissible factors. The Academy does not accept students on an Ability to Benefit basis. **17**

**Admission Dates**

New students are accepted to the Academy prior to the beginning of a semester to begin classes at the next scheduled sixteen-week semester (please refer to the Academic Calendar in this catalog for semester start dates).

**Admission Requirements**

1. The Applicant must be at least 18 years of age
2. Have earned a bachelor's Degree or the equivalent from an accredited postsecondary institution, or
   - Submit a resume demonstrating the applicant has the knowledge skills and ability related to the program, and
   - Provide evidence of HS Diploma or equivalent, and
   - Pass a 30 minutes screening test.
3. Applicants whose native language is not English must demonstrate competency in written and spoken English (see ENGLISH PROFICIENCY REQUIREMENT AND PLACEMENT EXAMINATIONS below). If the applicant has earned a degree from an appropriately accredited institution where English is the principal language of instruction, the applicant is exempt from the testing requirement. *(19)*
4. Submit $250.00 non-refundable application fee.
5. Complete an Enrollment Application
6. Have a personal interview with an advisor
7. Take a tour of the facility.
8. Demonstrate having access to the following student equipment requirements:

   **Hardware:** Students provide their own laptop computer with the following minimum specifications:

   | Hardware Requirements | |
   |---|---|
   | 1 GHz Processor | 2 GHz Processor or higher |
   | 1GB of Memory (RAM) | 2GB or higher of Memory (RAM) |
   | 20GB of free storage space | 30GB or higher of free storage space |
   | **Software Requirements** | |
   | Check with instructor as to version or build | |

   **Software:** Students will be required to download software from the internet. All software used in the courses are open source and can be downloaded at no charge. The specific software needed for your course will be provided on the first day of course by the instructor.

**ENGLISH PROFICIENCY REQUIREMENT AND PLACEMENT EXAMINATIONS**

All applicants whose native language is not English must demonstrate an established level of English language proficiency through either the TOEFL® (Test of English as a Foreign Language), the academic format of the IELTS™ (International English Language Testing System), or the TOEIC® (Test of English for International Communication), GMAT, LSAT, CLEP, ACT or English college entrance exams established by transcripts of prior study from English schools.

The TOEFL® Test - Test of English as a Foreign Language. The TOEFL® test is the most widely accepted English-language test in the world.

IELTS™ is the International English Language Testing System. It measures ability to communicate in English across all four language skills – listening, reading, writing, and speaking – for people who intend to study or work where English is the language of communication.

The TOEIC® Test - Test of English for International Communication. The TOEIC® test provides reliable measurement of English proficiency and it is used by hundreds of companies, government agencies, and English language learning programs.

The test must have been taken within two years of the first semester of enrollment. The original test scores are required to be submitted to INFORMATION TECHNOLOGY ACADEMY by applicants, either in person or by mail.

The following table explains the TOEFL®, IELTS™, and TOEIC® requirements at INFORMATION TECHNOLOGY ACADEMY. Note that there is no separate essay score on the internet-based TOEFL® as essay scores are included in the writing score. Although the internet-based TOEFL® includes a speaking component, a minimum score on the speaking section is not required.

TOEFL®/IELTS™/TOEIC® scores.
Proficiency scores achieved not more than 2 years before admission:

IELTS scores: minimum overall score 6.5 with no part score below 6.0;

TOEFL scores minimum acceptable score of 550 for the paper based test and 79 for the Internet based examination.

**Exception:** International applicants who have earned a degree from English-speaking accredited or approved institutions in the United States, Great Britain, Ireland, Australia, or New Zealand do not have to submit the TOEFL® /IELTS™/ TOEIC®.  Requirement may be waived on a case-by-case basis for students who have earned a degree from a foreign institution where the language of instruction was English. Documentation that the school's language of instruction was English must be provided during the admission process.

**Non-Degree Students - Auditors**

Persons may take a course(s) as an auditor, without hours earned, as a non-certificate student. Such person must first meet the admission requirements for the program.

### Admission Application Process

Applications for admission should be filed as early as possible and at least one-month prior to the program start date, to be assured consideration for admission. The admission procedure is as follows:

1. Schedule an appointment with an Admission Representative for an interview and to the Academy.
2. Submit a completed Application for Admissions form accompanied by a non-refundable $250.00 application fee. Application forms may be obtained from the Admissions Office. Checks or money orders should be made payable to Information Technology, LLC.
3. Provide evidence of a bachelor's Degree or the equivalent from an accredited postsecondary institution, or
   a. Submit a resume demonstrating the applicant has the knowledge skills and ability related to the program, and
   b. Provide a copy of your of HS Diploma or equivalent, and
   c. Schedule an appointment for a 30 minutes screening test.
4. Applicants whose native language is not English must demonstrate competency in written and spoken English (see ENGLISH PROFICIENCY REQUIREMENT AND PLACEMENT EXAMINATIONS below). If the applicant has earned a degree from an appropriately accredited institution where English is the principal language of instruction, the applicant is exempt from the testing requirement. *(19)*
5. Demonstrate having access to the student equipment requirements
6. Sign an enrollment agreement

All applicants will receive prompt written notification of acceptance or rejection of their application for admission. Applicants who fail the screening test will be allowed to retest after 24 hours, and again after 1 week. Applicants who fail the 3rd attempt at the test may re-apply after 16 weeks.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to your signing an enrollment agreement. *(9)*

### Re-admittance to the Academy

Students who break study for any reason (unauthorized vacation, withdrawal from school, financial suspension, etc.) must file an application for re-admittance before they can be reinstated. Re-admittance will be approved only after evidence is shown to the re-admission committee of the Academy's satisfaction that reasons which caused the withdrawal or termination have been rectified. The applicant must pay a reentry fee of $100.00. A formal letter of re-admittance is issued to all reentering students. Students who have not received the re-admittance letter before the start of classes should check with the Admissions Office before attempting to enroll in class. Re-admittance of a student is at the Academy's discretion.

**ACADEMY POLICIES AND STATEMENTS**

**Academic Evaluation Methods**

The overall student performance is evaluated differently in each course using one or a combination of the following methods:

- Written examinations based on analytical or logic inference questions, multiple choice questions, short answer questions, and essay questions.
- Practical examinations including: classroom observation of projects, independent hands-on design projects, and presentation/discussion of projects.
- Written and/or research papers on assigned topics.

Grading criteria for each course is specified on the course syllabi.

**Academic Freedom**

The Academy has a policy on academic freedom in which both students and faculty at INFORMATION TECHNOLOGY ACADEMY are expected to maintain highly academic freedoms to seek knowledge in good faith.

Faculties are allowed latitude with respect to their discussions with students and the positions they take. Further the Academy has a policy that a faculty member can articulate or even advocate positions or concepts which may be controversial in nature without fear of retribution or reprisal

Students are particularly encouraged to challenge traditional notions about what is true, what is truth, what is real and what is man's environmental reality, and furthermore are encouraged to conduct innovative experimentation, non-traditional analyses and critical examination of heretofore generally accepted precepts.

The policies and procedures that specify individual         responsibilities to respect educational freedom indicates the various ways by which each members of the Academy community encourages the maintenance of the high standard of academic integrity and freedom.

INFORMATION TECHNOLOGY ACADEMY is dedicated to the pursuit of truth and acquisition of knowledge through the unfettered opportunity to engage in research and intellectual exchange. Consequently, the Academy considers the following academic freedoms to fulfill its mission:

- The right to engage in scholarship and to form academic opinions;
- The right to equal treatment under Academy policies and to equal access to Academy resources;
- The right of access to course and degree requirements and expectations;
- The right to objective analysis based solely on the quality of academic performance;
- The right to an academic environment free of harassment and/or intimidation; and
- The right to engage in free expression, subject only to reasonable regulation concerning time, place and manner.

**Academic Integrity**

Information Technology Academy, LLC is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources).

Plagiarism includes submitting a paper, report or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion or misrepresentation, a faculty member will take disciplinary action including but not limited to: requiring the student to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a student who violates the standards of academic integrity. *(32)*

Violations of the Academic Honesty Policy will be judged seriously and thoroughly. The following actions will be considered infractions of the policy: plagiarism; cheating; and receiving and/or providing unauthorized assistance on exams, essays, composition, projects, and, homework. Other violations include: presenting the work of others as your own and using technological devices that have not been approved by the instructor.

The instructor may assign a grade of "F" or zero to an assignment or research, thesis, dissertation, test, exam or other course work for admitted or alleged academic dishonesty. Penalties may include expulsion from the Academy

Subject to approval by the Academy for Student Petition, the student may reregister and repay tuition to retake the course, thesis, or dissertation.

**Policy on Cheating and Plagiarism**
Cheating is the actual or attempted practice of fraudulent or deceptive acts for improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it includes all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work. Penalties for cheating and plagiarism range from a 0 or F on an assignment, to expulsion from the school.

**Attendance Policy**

31 Punctual and regular attendance is essential for the successful completion of any program. Attendance is regarded as evidence of good professional student behavior and all students are expected to attend, and to participate actively and professionally.

**Residential Courses:** It is recognized that there are exceptional circumstances wherein a student may be absent from class due to an unexpected illness, and or unexpected family or personal reasons. In such circumstances, the student is advised to contact and inform the school. If a student's attendance in any course falls below 80%, continued enrollment is permitted only with the approval of the Director of Education.

Tardiness, and or leaving class early, is a disruption of a good learning environment and is to be discouraged. Tardiness on three occasions will be considered as one unexcused absence. A student who is absent for 14 consecutive days will be withdrawn. *(32)*

**Make Up Classes**
The school does not require a student to make-up missed classes. Make up classes are not specifically scheduled and are never guaranteed. However, missed classes can be made up on a drop-in or space available basis within two weeks from the date the original class was missed. In no event, will make-up classes be provided for students after the scheduled end of the program.

**Program Change Policy**

Students may change their program of study at any time. The student must first meet with an academic advisor for an interview and discussion of the student's goals for enroll in a new program to confirm the student meets the admissions criteria. The student will be charged, in accordance with the Academy's refund policy, for the training received in the initial program enrolled, and the costs to enroll in the new program.

**Clock Hour Definition**

A "clock hour" is calculated on an absolute minimum of 50-minutes of instruction within a 60-minute period. These time periods cannot be combined or used to shorten the daily class period. Classes lasting longer than one hour are entitled to take a ten-minute break each hour.

**Disciplinary, Probation and Termination Actions**

A student may be placed on disciplinary probation or dismissed for failing to abide by the rules of the Academy. *(32)*

The faculty or administration will make a report in writing to the Academic Review Committee regarding any student whose professional or personal conduct is deemed unsatisfactory. Professional and personal conduct is not limited to and includes the following such as attendance, disputes with instructors, unethical behavior or inappropriate attitude towards

other students. The terms of probation for ethical, professional, or personal conduct will be specified at the time the student is placed on probation.

When a student is placed on probation, he/she will be notified in writing and the reasons will be stated. Notification letters will be by Certified mail or hand-delivered and acknowledged by signatures of the student and copies of the letter will be placed in the student's file. If the student does not agree with the Academic Review Committee's decision, the student may appeal the decision through the grievance procedure.

The Academic Review Committee will determine when the terms of the probation have been satisfied, as specified in the letter informing the student of their probation, and the student will be notified when they are removed from a probationary status.

**Family Educational Rights and Privacy Act of 1974, as Amended (FERPA)**

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

1. The right to inspect and review the student's education records within 45 days of the day the Academy receives a request for access. A student should submit to the Academy Registrar a written request that identifies the record(s) the student wishes to inspect. The Academy official will plan for access and notify the student of the time and place where the records may be inspected. All record reviews will be scheduled during regular school hours under appropriate supervision. If the records are not maintained by the Academy 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 rights to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the Academy to amend a record should write to the Academy Registrar, clearly identify the part of the record the student wants changed and specify why it should be changed. If the Academy decides not to amend the record as requested, the Academy will notify the student in writing of the decision within 14 days of receipt of the written request and the student's right to appeal the Academy's decision regarding the request for amendment. The student must submit a request for appeal in writing to the Academy Registrar providing all reasons and supporting documentation why further consideration should be made. The Academy will notify the student in writing of the appeal decision within 14 days of receipt of the written request. This decision is final.

3. The right to provide written consent before the Academy discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
   The Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests, such as:
   - School officials with legitimate educational interest.
   - Other schools to which a student is transferring.
   - Specified officials for audit or evaluation purposes.

- A person or company with whom the Academy has contracted as its agent to provide a service instead of using Academy employees or officials (such as an attorney, auditor, or collection agent).
- Appropriate parties regarding financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- Judicial orders or lawfully issued subpoenas.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Each third-party request for educational records requires the student's written consent be provided to the Academy Registrar and include the following:
- Specify the records to be disclosed.
- State the purpose of the disclosure.
- Identify the party or class of parties to whom the disclosure is to be made;
- The date.
- The signature of the student whose record is to be disclosed.
- The signature of the custodian of the educational record.

Within the Academy the following directory information may be disclosed without student consent:
- Student Name (first name, last initial) or Student ID.
- Program of Attendance.
- Honors, Awards and/or Recognitions.

If a student does not want the Academy to disclose directory information without prior written consent, the student must notify the Registrar in writing by the fifth business day after the start of the program. **Information Technology Academy, LLC** does not release student directory information to the public.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Academy to Comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

There are some records to which the student has no access. These are: (1) financial records of parents; (2) confidential letters and recommendations written prior to January 1, 1975; (3) confidential letters and recommendations for which a waiver of rights to access has been assigned, provided the student is given the names of those writing letters (there are three areas in which a waiver may be signed - admissions, employment, and honors); and (4) doctors' and psychiatrists' records - which, however, may be reviewed by the students' own physicians.

To protect students, a record will be kept of those granted access, other than INFORMATION TECHNOLOGY ACADEMY officials. Such records will be maintained for each file reviewed.

**Grading System**

The Academy maintains an academic GRADE REPORT for each student.  Grades are issued upon the completion of each term, or program if the program is less than a term.

The grading system is as follows:

| Rating | % Score | Letter Grade | Grade Points |
|---|---|---|---|
| Excellent | 90-100 | A | 4.0 |
| Good | 80-89 | B | 3.0 |
| Average | 70-79 | C | 2.0 |
| Below Average | 60-69 | D | 1.0 |
| Fail | Below 60 | F | 0.0 |
| Incomplete | 0 | I | |
| Withdrawal | 0 | W | |
| Audit | | AU | |
| Repeat | | R | |

**(30)** Passing grades are "A", "B", "C", and "D".  All grades appear on the official transcripts and are used in calculating the grade point average.  Student progress and GRADE REPORTS become part of the student's permanent record and all grades received are posted on the student's academic record.

**Non-Credit Grades**

A student may receive one of the following grades when the course is not completed or the requirements for earning course hours are not met:

| | |
|---|---|
| I | Incomplete* |
| W | Withdrawal within 3 weeks of program start |
| AU | Audited/No Credit awarded, or grade assigned |
| R | Used to identify a repeated course for which a higher grade was earned and indicated elsewhere on the transcript. **** |

**Grade of Incomplete**

In certain circumstances where a student is unable to complete the coursework prior to the end of the course, the student may file a petition to receive an Incomplete grade. the instructor's written approval is required. Incomplete grades will be indicated by a mark of "I" on the student's grade report and transcript until the student either successfully completes the course requirements, whereupon the "I" will be changed to the letter grade earned, or fails to

complete the course requirements, whereupon the "I" will be changed to the grade earned based upon the coursework previously submitted.

Students have a maximum of one month, following the program end date to successfully complete the course requirements.

**Grade Changes and Appeals**

In cases where a student believes that a grade has been assigned incorrectly, it is expected that the student will seek to resolve any concerns informally by speaking directly with the course instructor before beginning a formal appeal process. The formal appeals process should not be undertaken lightly, nor should it be undertaken merely because a student is unhappy with the grade received in a course.

A student who has questions regarding his/her course grade must speak with the instructor within two weeks from the date grades are posted. If, after speaking with the instructor in a good-faith effort to resolve a grade dispute, a student still believes that his/her course grade was assigned in a way that is arbitrary, prejudicial or in error, the student may make a formal grade appeal no later than two weeks after speaking with the instructor.

To file a formal Grade Appeal the student must fill out a GRADE APPEAL FORM, available from the Registrar, and submit it to the Director of Education.

**Graduation Requirements**

When a student is within one week of completion of the final course or segment of the program of study in which the student has enrolled, the student shall submit a GRADUATION APPLICATION to the instructor. *(20)*

To graduate, you must:
1. Fill out the GRADUATION APPLICATION and submit to instructor.
2. Successfully complete the required courses for your program of study and obtain the minimum cumulative GPA of 2.0 required within the maximum time frame permitted (see the Satisfactory Academic Progress section for further information).
3. Have a cumulative attendance record of 80% or better.
4. Return all property belonging to Information Technology Academy, LLC.
5. Fulfill all financial obligations to the Academy prior to graduation unless previous satisfactory arrangements have been made. If satisfactory financial arrangements are not made, the graduation credential will be withheld.

**Grievance Procedure**

*(34)*

The Academy and administration will work with each student to resolve the issues. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with

these efforts, then the student may pursue a formal grievance by following the procedure below:

1. Make a signed, written complaint to the Director of Education describing the basis of the complaint in sufficient detail to allow an investigation.
2. The Director of Education or designee will schedule an appointment with the student within three working days to discuss the complaint.
3. The Director of Education or designee will confirm the completion of the investigation with a written report of the disposition of the compliant mailed to the student within five working days of the first meeting with the student.
4. If the student is not satisfied with the Director of Education or designee's report of disposition of the compliant, the student may appeal this result in writing to the President within 10 working days of receipt. The appeal letter must include a copy of the written disposition report and an explanation why the student is not satisfied with that outcome.
5. The President will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student or Director of Education.
6. The President will provide both the student and the Director of Education with a written appeal finding mailed within 10 working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.
7. Students not satisfied with the final disposition of the grievance process may contact the BPPE.

The above process does not limit or prohibit a student from enforcing any contractual legal rights or remedies.

**Leave of Absence**

(33) The Academy encourages all students to maintain 100 percent attendance, and to complete their program as scheduled. However, the Academy understands that certain emergency and health-related circumstances might occur that prevent continued attendance. A leave of absence is typically granted for military, medical, or health-related reasons. Students must provide written documentation and request a leave of absence in writing prior to starting the leave of absence. All request must be submitted by the student and approved by the Director of Education.  A leave of absence may only be granted during the first 3 weeks of a semester start, and may not exceed 180 calendar days in a 12-month period. Failure to return from a leave of absence as scheduled will result in the student being withdrawn.

**Non-Discrimination Policy**

INFORMATION TECHNOLOGY ACADEMY is an equal opportunity employer and educational institution. There shall be no discrimination against any employee, applicant for employment or any student on any basis prohibited by law, including race, color, national origin, religion, sex, sexual orientation, gender identity, age, veteran status (disabled or Vietnam era), or disability. This non-discrimination policy applies to all educational policies and programs and to all terms

and conditions of employment, which include (but are not limited to): recruitment, hiring, training, compensation, benefits, promotions, disciplinary actions and termination.

Any concerns regarding this policy may be filed through the grievance procedure.

## Sexual Harassment Policy

Information Technology Academy, LLC reaffirms its commitment to creating and maintaining an academic environment dedicated to learning and research in which individuals are free of sexual harassment from colleagues, faculty, staff, or students. Sexual harassment is defined to mean any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply.

Whenever knowledge is received that any sexual harassment is being imposed, an investigation (and remedial action where appropriate) will be undertaken. Student complaints of sexual harassment should be filed with the Office of Student Services.

## Student Rights

The Academy considers the following rights to be inherent to the pursuit of academic excellence and intellectual enterprise. The Academy endeavors to uphold and honor students right to:

A) academic freedom;
B) administrative integrity;
C) an environment conducive to intellectual pursuit;
D) equal access to Academy facilities and equal treatment under Academy policies;
E) petition for redress of grievances against other individuals or the Academy; and
F) privacy and confidentiality of personal and academic records as provided by law.

## Code of Conduct

Students at the Academy are expected to adhere to the Code of Student Conduct described below. These standards are a supplement to (not a replacement for) the standards elsewhere on this catalog, including but not limited to regulations on academic integrity, sexual harassment, campus safety and drug/alcohol use.

Violations of policy may result in any of a range of consequences, from verbal or written reprimand to withdrawal from the program. Students dismissed for Code of Conduct violations may appeal the violation using the Student Grievance Process.

Prohibited Conduct:

 1. All forms of student academic dishonesty, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism.

2. Endangering, threatening, or causing physical harm to any member of the Academy community or to oneself.

3. Violating the terms of any earlier violation of the Student Code of Conduct.

4. Impersonation of another, using another person's identity, or furnishing materially false information.

5. Initiating, causing, or contributing to any false report, warning, or threat of fire, or other emergency.

6. Forgery, falsification, fabrication, unauthorized alteration, or misuse of campus documents, records, or identification, including, but not limited to, electronic software and records.

7. Unauthorized use of Academy property, resources, or facilities.

8. Unauthorized access to, disclosure of, or use of any Academy document, record, or identification, including but not limited to, electronic software, data, and records.

9. Misrepresenting oneself or an organization as an agent of a Academy.

10. Possession of property the student knows or has reason to believe may be stolen or misappropriated.

11. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the Academy or belonging to another person or entity.

12. consumption, distribution, unauthorized sale, or possession of alcoholic beverages on campus.

13. Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.

14. Stalking or engaging in repeated or significant behavior toward another individual, whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.

15. Engaging in discriminatory activities, including harassment and retaliation, as prohibited by applicable law or Academy policy.

16. Interfering with any Academy disciplinary process, including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.

17. Sexual misconduct.

18. Use, possession, display, or storage of any weapon, dangerous instrument, explosive material or device, fireworks, bomb-making materials or dangerous chemical on Academy property

19. Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy.

20. Commission of any offense prohibited by state or federal law or local ordinance. Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions.

**Satisfactory Academic Progress Policy**

Satisfactory Academic Progress Policy (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. To be making satisfactory progress toward a diploma or certificate, a student must achieve an average grade of 70% (CGPA of 2.0) or better within two program attempts.

Satisfactory progress will be evaluated at the midpoint and at the end of the program.

A student who does not achieve an average grade of 70% (CGPA of 2.0) or better will be notified and placed on Academic Warning until next evaluation.  If a student on warning fails to achieve satisfactory progress by the next evaluation, the student will be withdrawn (unless the student files and is granted an appeal as defined below). If the student regains SAP by the end of the next evaluation, they are removed from Academic Warning.

*(32)* **Satisfactory Academic Progress Appeals, Probation, and Academic Plans**
A student may appeal the Academy's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the Director of Education based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Director of Education will review the information submitted in the context of the student's entire academic record and notify the student of his or her decision within 24 hours. This decision is final. If the appeal is granted, then the student will be placed on probation and allowed to repeat the program, and the Director of Education's notice to the student will outline the requirements of the academic plan the student must follow. The terms of the academic plan must ensure the student will be able to complete the program with the required CGPA for graduation.

If the student fails to meet the terms of the academic plan at the next evaluation, the student will be terminated. Second appeals in this situation will only be granted at the discretion of the Director of Education and based upon very exceptional and documented circumstances.

**Procedure for re-establishing Satisfactory Academic Progress (SAP)**
A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be removed from Probation.

**The effect on SAP for all Withdrawal and Incomplete Grades**

| Grade | Status/ Grading Points | Included in GPA Calculation | Included in Completion Time Calculation |
|-------|------------------------|------------------------------|------------------------------------------|
| I | Incomplete | No | Yes |
| W | Withdrawal | No | Yes |
| R | Used to identify a repeated course for which a higher grade was earned and indicated elsewhere on the transcript. | No | Yes |
| AU | Audited/No Credit | No | No |

**The effect on SAP for repeated courses**
 The last grade earned will be used in calculating the CGPA. Both course attempts are included for the completion rate.

**The effect on SAP for non-punitive grades and non-credit or remedial courses**
INFORMATION TECHNOLOGY ACADEMY does not offer remedial courses. The grade assignment of AU is a non-punitive grade that does not impact CGPA or completion rate calculations.

**The effect on SAP when a student seeks to earn an additional credential**
 If a student seeks an additional credential, the credits and grades attempted in the original credential that apply to the new credential are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

**The effect on SAP for Extended-Enrollment Status**

The Academy does not offer extended-enrollment status.

**The effect on SAP when student changes programs or is re-admitted to the same program.**
If a student is re-admitted into the Academy or changes program of study, the credits and grades that are applicable to the student's current program of study will be included in the CGPA and in credits attempted for determining the student's satisfactory academic progress and the appropriate evaluation level for the student.

**Re-entry for students dismissed due to failure to meet SAP**
Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits, after 3 months. Such a student will be enrolled on a probationary status. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

## Transferability of Credit

*(15)* The following "Notice" is required by Section 94911(h) and Section 94909(a) (15), of the California Private Postsecondary Education Act of 2009.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION
The transferability of credits you earn at Information Technology Academy, LLC is at the complete discretion of an institution to which you may seek to transfer.  Acceptance of the certificate you earn in the educational program, is also at the complete discretion of the institution to which you may seek to transfer.  If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.  For this reason you should make certain that your attendance at this institution will meet your educational goals.  This may include contacting an institution to which you may seek to transfer after attending Information Technology Academy, LLC to determine if your certificate will transfer."

## Transfer Credit for Course Test-Out, Transfer, and Experiential Learning

Any student may request the opportunity to test out of a course. The student must take the final exam for the course not more than 30 days prior to the start of class.  To receive course credit, the student must earn a score of at least 70%.  No letter grade will be given for test out courses. Fees for course test-out are identified in the Financial section of the catalog. **17**

Information Technology Academy, LLC does not accept transfer credits or grant credit for prior experiential learning. *(18)*

# STUDENT SERVICES
*(35)* The Office of Student Services provides assistance to students, either directly or through referral. Direct services offered by the Chief Academic Officer include: letters of recommendation; explanations of policies and procedures relating to student records, admission policies, evaluation of credentials, transfer

credit, academic probation, disqualification and disciplinary matters; publication of Academy catalog; and preliminary review and approval of academic petitions.

### Academic Advisement

Prospective students are welcome to call the Academy during normal business hours for information about the Academy and its programs. Academic advisors are available between 10:00 a.m. and 4:00 p.m. pacific time. Prospective students are encouraged to contact Student Services in advance if they wish to arrange for a personal interview.

Academic Advisors attempt to be of help to continuing students in many ways: long range academic scheduling, the programs and policies, in processing students' requests, and in facilitating student interaction with the Academy in general. Academic advisors monitor, as well, the progress of all students at the Academy. Students who find themselves in academic difficulty are encouraged to keep in close contact with the academic staff; advisors make suggestions as to academic improvement, as well as monitoring academic probation contracts.

Academic Advisors include professors and Academy staff members best qualified to provide the assistance requested of our students.

### Placement Services

Information Technology Academy does not offer placement services to our students or graduates, nor does Information Technology Academy, LLC guarantee employment. **(36)**

### New Student Orientation

Students are also oriented to the Academy's philosophy, policies, operational procedures, and academic and student services resources.

### Handicapped Accommodations

The Academy has made every effort to assist handicapped persons in their pursuit of educational opportunities. Students requiring assistance are to make an appointment to meet with the Director of Education.

### Student Housing

The Academy does not has dormitory facilities under its control. The Academy, through the Office of Student Services can direct students as to how they may locate housing in the area. The Academy is not responsible for locating or providing housing for its students. (**37 a,b,c**)

Housing near the Academy is not difficult to find. However, rents for one-bedroom apartments in the near vicinity of the Academy currently average about $1,000 per month. Some of our students have found housing by renting rooms in private residences in and around the Academy. Airbnb offers housing ranging from $665 to $3220. In addition, several rooms are listed on Craigslist. For apartment listing, the following link could be helpful. http://www.apartments.com/apartments/alhambra-alhambra-ca

## Registrar's office

The Registrar's Office is maintained at the Academy to meet the needs of the students.  The Registrar is responsible for all student records, course scheduling and registration, transcripts, and degree checks and certifications.  Students wishing assistance in these areas should contact the Registrar.

## Academic Transcripts

Students seeking copies of their academic transcript should contact the business office.  There is a $15.00 charge for an official transcript, and a $5.00 charge for additional copies of an unofficial transcript.
Student transcripts include:

• The programs that were completed, and the dates of completion.
• The grades earned.
• The name, address, email address, and telephone number of the institution.

Official transcripts will be provided subject to payment of the prescribed fee and provided there is no outstanding financial obligations due to the Academy.

Transcripts from other institutions submitted to Information Technology Academy, LLC become property of the Academy and are not reproduced and/or mailed to other institutions, agencies or individuals.

## Student Record Retention

**(38)** Information Technology Academy, LLC shall maintain, in accordance with California Private Postsecondary Education Act of 2009 ~ 45 ~ 94900, for each student granted a certificate, permanent records of all of the following:

> (1) The certificate granted and the date on which that certificate was granted.
>
> (2) The courses and units on which the certificate or degree was based.
>
> (3) The grades earned by the student in each of those courses.

## Official Student Name of Record

A student's name of record at Information Technology Academy, LLC is defined as the legal name under which the student was admitted to the school. Current students wishing to change the name in their official academic record must provide the registrar with legal documentation stating their new legal name. Acceptable legal documentation includes marriage certificate, social security card, passport, or court order. Upon receipt and verification of this documentation, the registrar will change the student's name in the official academic records. Former students may also provide documentation to have their name changed in our records, though the academic transcript will be issued under the name at the time of attendance.

# CANCELLATION, WITHDRAWAL AND REFUND POLICY
<span style="color:red">*(25)*</span>

## Student's Right to Cancel

You have the right to cancel your enrollment agreement for a program of instruction, without penalty, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later.

Cancellation occurs when students gives written NOTICE OF CANCELLATION at the address of the school shown on the top of the front page of the ENROLLMENT AGREEMENT. Students can do this by mail, hand delivery, email, or telegram. The written NOTICE OF CANCELLATION, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written NOTICE OF CANCELLATION need not take any particular form, and, however expressed, it is effective if it shows that students no longer wish to be bound by students' ENROLLMENT AGREEMENT. Students will be given a 'NOTICE OF CANCELLATION' form when they enroll, but if a student chooses to cancel, the student can use any written notice that the student wishes.

If the Enrollment Agreement is cancelled the school will refund the student, any money he/she paid, less a registration or administration fee not to exceed $250.00, and less any deduction for equipment not returned in good condition, within 30 days after the notice of cancellation is received.

After the end of the cancellation period, you also have the right to withdraw from the Academy at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the period of attendance (see Withdrawal section which follows).

## WITHDRAWAL FROM THE PROGRAM

A student may withdraw from the Academy at any time after the cancellation period (described above) and receive a pro rata refund if the student has completed 60 percent or less of the scheduled days in the period of enrollment. Days completed are determined from the start of the program through the last day of attendance or educationally related activity in the program. Subtracted from the refund will be an administration withdrawal fee not to exceed $250.00, lab fees and any deduction for equipment not returned in good condition, within 30 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition for the period of enrollment is considered earned in full and the student will receive no refund.

For determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs: <span style="color:red">*(32)*</span>

- The student notifies the Academy of withdrawal or as of the date of the student's withdrawal, whichever is later.
- The Academy terminates the student's enrollment for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the Academy; absences in excess of maximum set forth by the Academy; and/or failure to meet financial obligations to the Academy.

**Refund example:**  A student enrolls in the Advanced Artificial Intelligence program and is charged $6000 in tuition for the first semester, 16-week term. The student pays the full $6000 in tuition. The

period of enrollment is 16 weeks in length, representing 112 days. If a student stops attending at the end of the 4th week, or after 26 days, the % of time elapsed in the period of enrollment is 26/112, or 23%. The amount of tuition the Academy would refund is 77% (100%-23%= 77% representing the portion of unearned tuition for the period of enrollment the student was charged and did not attend). The refund amount would be $4370 ($6000 tuition x 77% = $4620 less an administration withdrawal fee of $250.00 = $4370 (if there were any lab fees or deductions for equipment not returned in good condition within 30 days of withdrawal, those amounts would also be deducted from the refund amount).

Refunds are processed and mailed within 45 calendar days from the date the Academy is notified of the student's intent to withdrawal, or in the absence of notification, from the date the College determines the student is to be withdrawn. All refunds are mailed to the student's home address, unless funding has been arranged through a third party. Students are encouraged to confirm their contact information is up to date and that the address on file is correct.

**Program Cancellation**
If the Academy cancels or discontinues a program, the Academy will make a full refund of all charges paid for the program.

# ADMINISTRATION AND FACULTY

**Administrative Officers**
Xiaoxun Sun, Chief Executive Officer/Director
Jing Zhao, Chief Academic Officer
Weiwei Chen, Chief Operations Officer

**Faculty**

*(26 )*

**Xiaoxun Sun, Ph.D.**
Aug 2008 – 2011 University of Southern California Los Angeles, California - Ph.D in computer science
Aug 2005 – 2008 University of Southern California Los Angeles, California - M.S. in computer science
Sept 2003 - 2005 Delft University of Technology Delft, The Netherlands - M.S. in media and knowledge engineering
Sept 1999 - 2003 Beijing University of Aeronautics and Astronautics Beijing, China - B.E. in computer science
**Work Experience:**
2011 - 2016             Google Inc. California, United States (Fulltime Employee)
- Design and implement high performance motion planning algorithms for unnamed ground vehicles based on anytime heuristic search
- Design and implement novel search techniques for large-scale search systems that serve billions of users in 180+ countries

- Design and implement geo-location retrieval backend for OneGoogle team
- Design and implement high performance motion planning algorithms for unnamed ground vehicles based on anytime heuristic search
- Process and analyze backend logs using MapReduce and visualize the aggregated data on dashboard

**Teaching Experience:**

| | |
|---|---|
| Jan '10 - May'10 | Computer Science Department, University of Southern California - Teaching assistant for the undergraduate artificial intelligence course (CSCI 460: Introduction to Artificial Intelligence) |
| Aug '08 - Dec '08 | Computer Science Department, University of Southern California - Teaching assistant for the graduate artificial intelligence course (CSCI 561a: Foundations of Artificial Intelligence) |
| May '07 - Aug '07 | Computer Science Department, University of Southern California - Teaching assistant for the graduate artificial intelligence course (CSCI 561a Foundations of Artificial Intelligence) |

**Jing Zhao, Ph.D.**

2007 – 2012 University of Southern California, Los Angeles, CA, USA - Ph.D. in Computer Science - Dissertation: Provenance Management for Dynamic, Distributed and Dataflow Environments

2005 – 2007 Tsinghua University, Beijing, P.R. China -Master in Computer Science, Department of Computer Science and Technology - Outstanding Master's Thesis, Tsinghua University, 2007

2001 – 2005 Tsinghua University, Beijing, P.R. China - Bachelor in Engineering, Department of Computer Science and Technology

**Work Experience:**

| | |
|---|---|
| 2012 – 2017 | Member of Technical Staff, Hortonworks Inc., |
| 2012 – Present | Working on research and development of the Apache Hadoop platform. HDFS (Hadoop Distributed File System) contributor and maintainer. |

**Teaching Experience:**

| | |
|---|---|
| 2007 - 2009 | Teaching Assistant, Computer Science Department, University of Southern California, |

- Teaching Assistant of CSCI 101, Leading TA 2008~2009
- In charge of labs, grading homework/exams, and office hours.

**Weiwei Chen, Ph.D.**

Aug 2009 – June 2014 University of Southern California - Ph.D. in Computer Science

Sept 2005 – July 2007 Tsinghua University, Beijing - Bachelor in Automation (

# Academic Calendar
# 2019-2020

The Academy operates on a 16-week semester basis. Semester start dates will be identified once BPPE approval is obtained and classes begin.

| Scheduled Events | Begins | Ends |
| --- | --- | --- |
| Admission for programs | | |
| Early Registration | | |
| Late Registration | | |
| Semester | | |
| Drop/Add Period | | |

| Scheduled Events | Begins | Ends |
| --- | --- | --- |
| Admission for programs | | |
| Early Registration | | |
| Late Registration | | |
| Semester | | |
| Drop/Add Period | | |

| Scheduled Events | Begins | Ends |
| --- | --- | --- |
| Admission for programs | | |
| Early Registration | | |
| Late Registration | | |
| Semester | | |
| Drop/Add Period | | |

| Scheduled Events | Begins | Ends |
| --- | --- | --- |
| Admission for programs | | |
| Early Registration | | |
| Late Registration | | |
| Semester | | |
| Drop/Add Period | | |

**Holidays**
The Academy will be closed on the following days:
- New Year's Day
- Martin Luther King Day (Observed)
- President's Day (Observed)
- Memorial Day (Observed)

Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

Sufficient hours are scheduled every semester to ensure all hours of instruction are provided when holidays are observed.

# Appendix

Location Map