



# FREMONT UNIVERSITY®

## SCHOOL CATALOG

**January 1, 2022 – December 31, 2022**

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Note: The University reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time. Increases in tuition are in advance notice of one term.

Not all courses or programs listed in this catalog will be available online.

Catalog Version: V8.092022

Original Publication Date: January 1, 2022

Current Publication Date: September 19, 2022

## Supplemental Information as of September 19, 2022

Since this catalog's original publication of January 1, 2022, Fremont University has made the following changes to its **January 2022 – December 2022 catalog**:

<b>Date Changed</b>	<b>Page(s) on Which Change Appears</b>	<b>Change/Update</b>
02/10/2022	14	<b>Faculty Updates</b>
02/10/2022	18-19	<b>Tuition and Fee Schedule</b> – effective for students who sign an enrollment agreement on or after 2/10/2022 for terms starting on or after 3/14/2022: <ul style="list-style-type: none"> <li>• Undergraduate Cost Per Credit Hour increased from \$400 to \$408 per unit.</li> <li>• Graduate Cost Per Credit Hour increased from \$500 to \$510 per unit.</li> <li>• Technology Fee Charged per term (\$67) instead of each academic year (\$200); Paralegal Studies program Technology Fee is \$211 per term</li> <li>• With the above changes in the Tuition and Fee Schedule, the Estimated Total Program charges for each program increased</li> </ul>
02/10/2022	69, 72, 79, 85	<b>GE230/GE 239 and GE107</b> was corrected from University Math A/B and University Writing and Success Skills to College Math A/B and College Writing and Success Skills (these course names did not change, only a typo on the applicable pages)
02/10/2022	78, 83	<b>Massage Therapy and Sports &amp; Rehabilitation Therapy Programs</b> – Updated Supervised Hours/Make-Up Policy
02/10/2022	80, 86	<b>California Massage Therapy Council (CAMTC)</b> – Updated Suite #800; Updated Programs Requiring Certification: List of Requirements – Massage Therapy and Sports & Rehabilitation Therapy Curriculum Requirements
04/01/2022	18-19	<b>STRF Fee Increase – Effective April 1, 2022</b>
04/15/2022	10, 12, 20, 82-83, 85, 108-109	<b>Massage Therapy Program Modification (60QC to 45QC) – Effective starting new cohorts beginning April 18, 2022</b>
05/23/2022	12	<b>Paralegal Studies</b> – Now offering 100% online (in addition to residentially/Cerritos)
05/23/2022	12, 19, 20, 32, 40, 46, 95-97, 116-117	<b>New Program – Medical Billing, Coding and Office Administration</b>
6/29/2022	15	<b>Faculty Updates</b>
6/29/2022	20	<b>Updated Estimated Books &amp; Supplies (SRT Program)</b>
6/29/2022	79-80, 84, 86, 112-114	<b>Massage Therapy and Sports &amp; Rehabilitation Therapy – New Course Titles</b>
7/29/2022	9, 24	<b>Rick Wood, President</b>
7/29/2022	15	<b>Faculty Updates</b>
7/29/2022	26	<b>Amy Vargas, Title IX Coordinator</b>
7/29/2022	40	<b>Paralegal Studies</b> – Synchronous online delivery attendance and grading requirements; switching delivery format limitations; hardcopy PL textbooks (no ebooks)
9/19/2022	19, 33	<b>Active Military Student Discount and Active Military GPA Success Scholarship</b> – graduate students
9/19/2022	20	<b>Updated Medical Coding Billing and Administration estimated book costs</b>
9/19/2022	66, 68, 71, 74, 92, 95, 104, 109	<b>Removed elective courses HT260 The Business of Medical Cannabis and HM440 Cannabis Business, Health and the Consumer</b>

## Table of Contents

President’s Welcome.....	9
History .....	10
Accreditation and Approvals.....	10
Approval Disclosure Statement.....	10
Legal Control .....	11
Mission .....	11
Purpose .....	11
Objectives .....	11
Vision .....	11
Programs Offered .....	12
Distance Learning .....	13
Fremont University Faculty .....	15
Academic Calendar 2022 .....	17
Holiday Schedule 2022 .....	17
Campus Business Hours .....	17
Campus Location .....	18
Fremont University .....	18
Definitions.....	18
Catalog Copies and Revisions.....	18
Tuition and Fee Schedule .....	19
Admission Requirements .....	22
Admissions Procedure .....	23
Re-Entry Policy .....	23
Re-Start Policy .....	24
Arbitration and Class Action Waiver .....	24
International Students .....	24
Foreign Transcripts .....	24
Confirmation of Proof of Graduation .....	25
Non-Discrimination Policy .....	25
Americans with Disability Act .....	25
Title IX Compliance .....	25
Transfer Policies.....	26
Transfer of Credit Policies .....	26
Transfer of Credit Policies for Paralegal Program .....	27
Credit for Experiential Learning .....	29

Change of Program	29
Transfer of Fremont University Credits	30
Transfer or Articulation Agreements	30
Facilities .....	30
Instructional Facilities	30
Library & Learning Resource System	31
Housing	31
Financial Assistance .....	31
California Cancellation and Refund Policies	33
Student's Right to Cancel:	33
Withdrawal from the Program	34
Federal Return to Title IV (R2T4) Policy	35
Withdrawal and Refund Policy For Students Using Military Tuition Assistance (TA)	36
Military Deployment Provisions	37
Student Services .....	38
Student Success Center	38
Advising and Guidance	38
Referral Services	38
Tutoring	38
Placement Services	38
Academic Policies and Procedures.....	39
Attendance Policy	39
Online Participation Statement	40
Synchronous Sessions	40
Repeated/Failed Courses	40
Independent Study	41
Add/Drop Period	41
Leave of Absence	41
Grading Policy	43
Change of Grade	44
Missed Assignments	45
Satisfactory Academic Progress (SAP) Policy	45
Termination Policy	49
Graduation Requirements	49
Graduation Ceremonies	49
Student Conduct and Behavior.....	50
Copyright Infringement and Peer-to-Peer File Sharing Policy	50

Academic Integrity	50
Student Conduct Policy	51
Elements/Violations of Student Conduct Policy	51
Disciplinary Procedures .....	53
Complaint	53
Notification and Adjudication	53
Procedures Regarding Student Dismissals	54
Interim Suspension	54
Student Involvement in Conduct Proceedings	55
Violations of Law	55
Search of Student’s Property	55
Sanctions	55
Appeal Procedures	56
Student Complaint/Grievance Procedures	56
Responsible Use of Technology Policy	57
Dress Code	57
Campus Safety and Security	58
Crime Awareness	58
Drug Abuse Policy	58
Student Records and Right of Privacy	59
FERPA Release of Information .....	60
Directory Information	60
Non-directory Information	60
Electronic Files	60
Fremont University Statement on Diversity	60
Master of Business Administration (MBA) Degree .....	62
Vocational Objective	62
Learning Outcomes	62
Graduation Requirements	62
Business Leadership Bachelor of Arts Degree Completion .....	64
Vocational Objective	64
Learning Outcomes	64
Graduation Requirements	65
Healthcare Management Bachelor of Science Degree Completion .....	67
Vocational Objective	67
Learning Outcomes	67
Graduation Requirements	67
Business Management Associate of Arts Degree .....	69

Vocational Objective	69
Learning Outcomes	69
Graduation Requirements	69
Health Information Technology Associate of Science Degree.....	72
Vocational Objective	72
Learning Outcomes	72
Graduation Requirements	73
Paralegal Studies Associate of Arts Degree.....	75
Vocational Objective	75
Learning Outcomes	75
Graduation Requirements	76
Sports & Rehabilitation Therapy Associate of Science Degree.....	79
Vocational Objective	79
Learning Outcomes	79
Graduation Requirements	80
Supervised Hours	80
Hygiene	80
Dress code	80
Draping	80
Transfer Credit Policy	82
Disclosures	82
Programs Requiring Certification: List of Requirements	82
Massage Therapy Diploma.....	84
Vocational Objective	84
Learning Outcomes	84
Course Sequence	85
Graduation Requirements	85
Supervised Hours	85
Hygiene	85
Dress Code	86
Draping	86
Transfer Credit Policy	88
Disclosures	88
Programs Requiring Certification: List of Requirements	88
Business Administration Diploma.....	90
Vocational Objective	90
Learning Outcomes	90
Course Sequence	90

Graduation Requirements	90
Health Administration Certificate .....	93
Vocational Objective	93
Learning Outcomes	93
Course Sequence	93
Graduation Requirements	94
Medical Billing, Coding and Office Administration Certificate.....	96
Vocational Objective	96
Learning Outcomes	96
Graduation Requirements	97
Course Descriptions .....	99
Master of Business Administration (MBA) Courses	99
Business Leadership Courses	101
Healthcare Management Courses	103
Business Management / Business Administration Courses	105
Healthcare Information Technology / Health Administration Courses	108
Paralegal Studies Courses	110
Sports & Rehabilitation Therapy /Massage Therapy Courses	113
Medical Billing and Coding Courses	116
Foundation and Capstone Courses	118
General Education Courses	119
Catalog Consumer Disclosures .....	124



## **President's Welcome**

Welcome to Fremont University and congratulations on taking the first step toward your great transformation. We applaud your courage and offer the support you will need to bring your personal aspiration to fruition. Fremont University will help you acquire the knowledge, discipline, and ethics needed to succeed in your chosen field. We ask that you give your best effort and honest commitment to completing the program.

Investing in your higher education may be one of the wisest decisions you can make to create a bright future for you and the ones you love. We are privileged to be a part of your decision. The staff and faculty at Fremont University are passionately committed to the success of your journey as a professional making a positive contribution to your community.

This will be a busy yet exciting time for you. I hope you enjoy the exhilarating educational experience at Fremont University. Please know that your success is as important to us as it is to you. If you're committed to your future, the faculty and staff of Fremont University will be your partners throughout your entire journey. Congratulations on joining the team of students and future alumni of Fremont University.

Best Regards,

Rick Wood  
President  
Fremont University

## History

FREMONT UNIVERSITY (formerly known as Fremont College) was founded on the principle that education is the foundation for growth and that students should have the opportunity to develop their full potential. The University traces its roots to Platt College founding in St. Joseph, Missouri, in 1879, and the establishment of the Southern California branch campus 1986. In January 2022, the institution's name changed from Fremont College to Fremont University.

Fremont University's employees, faculty, and staff believe that anyone who is committed to hard work and has a desire to change their life for the better deserves access to a world-class education.

An impressive group of CEOs joined Fremont University's Advisory Board to share their vision and insight to ensure that the curriculum stays relevant to today's dynamic workplace. Fremont University's implementation of technology and its aspiration to perfect the most effective learning model makes the students' University experience intense, challenging, and fun.

By combining the best techniques from multiple institutions and theories, Fremont University strives to be an innovator in professional education. Fremont University has grown in size, quality, and innovation, and new chapters are being written every day by Fremont University's employees, alumni, students, faculty, and remarkable advisory board as they become a part of the Fremont University story.

## Accreditation and Approvals

Fremont University is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award: Master of Business Administration degree (MBA), Bachelor of Arts degrees (BA), Bachelor of Science degrees (BS), Associate of Arts degrees (AA), Associate of Science degrees (AS), and Diplomas/Certificates via distance education, on-ground, or a combination of both (blended). ACCSC is listed as a nationally recognized accrediting agency by the U.S. Department of Education. This accreditation qualifies Fremont to participate in several Federal Financial Aid Programs, which provide grants and loans to eligible students.

Fremont University is approved by the California State Approving Agency for Veterans Education (CSAAVE) to enroll veterans and other eligible persons.

The University's Paralegal Studies program is approved by the American Bar Association (ABA).

On July 18, 2016, the California Massage Therapy Council has approved the following Fremont University massage programs.

### Approved Programs:

- Massage Therapy – 610 hours (Supervised Hours: 560)
- Sports and Rehabilitation Therapy – 1140 hours (Supervised Hours: 840)

### Approved Location:

Fremont University, Cerritos: CAMTC School Approval Code, SCH0063

## Approval Disclosure Statement

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. 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. The Bureau can be reached at P.O. Box

980818, West Sacramento, CA 95798-0818 or 1747 North Market, Suite 225, Sacramento California 95834; [www.bppe.ca.gov](http://www.bppe.ca.gov); Phone 916 574-8900; Toll Free Phone 888-370-7589; Fax 916-263-1897

## **Legal Control**

Select Education Group (SEG) is a California limited liability company which owns Fremont University.

## **Mission**

Our mission is to close the gap between the traditional classroom and the 21st-century workplace and empower our graduates to contribute to the community by providing an effective educational experience based on innovative instructional methods.

## **Purpose**

Fremont University's purpose is to educate its students and provide them with opportunities to develop the thought processes, knowledge, and 21<sup>st</sup> century skills needed to succeed in today's evolving job market, as well as the lifelong learning skills that will enable them to continuously adapt to a changing environment.

## **Objectives**

The University's objectives are to:

- Implement a collaborative learning model to engage diverse learners
- Continuously improve our instructional methods to integrate from pedagogy to andragogy
- Promote entrepreneurship and technological innovation
- Ensure relevance to our corporate partners' skill requirements

## **Vision**

Anyone with focus, discipline, and desire to excel deserves a world-class education and better life.

## Programs Offered

The following programs are currently offered by the University:

Standard Occupational Classification (SOC) Code	Program	Credential	Quarter Credit Hours	Months	Campus
11-1011.00 11-1021.00 11-2022.00 11-3011.00	Master of Business Administration	Master's Degree	50	12	Online
11-1021.00 11-2022.00 11-3011.00 43-1011.00	Business Leadership	Bachelor of Arts Degree Completion	180 <sup>1</sup>	15	Online
11-9111.00	Healthcare Management	Bachelor of Science Degree Completion	180 <sup>1</sup>	15	Online
11-1021.00 11-2022.00 11-3011.00	Business Management	Associate of Arts Degree	90	15	Online
29-2071.00	Health Information Technology	Associate of Science Degree	90	15	Online
23-2011.00 23-2093.00 23-2099.00	Paralegal Studies	Associate of Arts Degree	90	15	Cerritos Online
29-1125.00	Sports & Rehabilitation Therapy	Associate of Science Degree	90	15	Cerritos
31-9011.00	Massage Therapy	Diploma	45	7	Cerritos
43-9022.00 43-9061.00	Business Administration	Diploma	45	7	Online
11-9111.00	Health Administration	Certificate	45	7	Online
29-2072.00	Medical, Billing, Coding and Office Administration	Certificate	45	8	Online

All residential courses are taught at:

Main Campus (Cerritos)  
18000 Studebaker Road, Suite 900A  
Cerritos, CA 90703

<sup>1</sup> The *Business Leadership* and *Healthcare Management* bachelor's degree completion programs require students to have already earned an associate or higher level degree upon entry. Students earn 90 additional quarter credits during the 15 months of the program, totaling 180 credits, to complete their bachelor's degree.

Distance education coursework is completed at a location determined by the student. **Fremont University's** academic programs are specifically designed to align with the University's mission and purpose, which is to "close the gap between the traditional classroom and the 21<sup>st</sup>-century workplace by providing an effective and innovative educational experience to our students."

Research has revealed that American employers consistently require graduates to have the following skills, which are the five important Institutional Student Learning Outcomes (SLOs) at Fremont University:

- Critical Thinking and Problem-Solving
- Professionalism and Work Ethic
- Teamwork & Collaboration
- Oral Communication
- Written Communication

Fremont University seeks to ensure that its graduates will demonstrate:

- Comprehension of structures of intellectual inquiry through critical awareness of multiple approaches, methods, and assumptions of different academic disciplines and how these are applied to social and professional problems
- Personal accountability and effective work habits (i.e., punctuality, working optimally with others, and effectively managing time and work responsibilities)
- The ability to make decisions based on commonly accepted ethical standards and practices
- The ability to collaborate effectively with others to achieve a common goal
- The ability to work and collaborate with others asynchronously and via distance
- Communication competence through language expression (oral and written)

Our curriculum was developed by leaders in each field we teach, and our faculty members are experienced professionals who share with our students their knowledge and the real-world lessons that they have gained through years of practice. Combining the best minds, concepts, and experiences in the fields of business, law, design, and healthcare, we challenge our students to contribute to the active learning process. Our students are taught to synthesize diverse theories and present the results to each other in order to cultivate a deeper learning environment. They are encouraged to participate in teams to complete challenging projects. Then, our students put their new knowledge and skills into action by immediately practicing in a real-world environment. Most courses include distance-learning components so that students learn how to work with others in a manner expected in the 21<sup>st</sup>-century workforce. Some courses are taught in blended learning methodology, utilizing both online and on-ground methods, while other courses are taught 100 percent online using a high-touch collaborative teaching method. At Fremont University, each student's learning process is stimulated by participating, questioning, sharing, teaching back, and reflecting.

## ***Distance Learning***

Fremont University offers certain courses and programs via distance learning using an online format. The Cerritos campus is approved by ACCSC to offer distance education for the programs noted in the chart above. General Education courses are offered online for all programs.

Prior to acceptance and signing an enrollment agreement to take classes via Fremont's distance education program, all applicants applying to an online or on-ground program must take and pass the "Computer Literacy and Internet Knowledge (CLIK)" pre-assessment test, an online readiness assessment from Criteria Corp that measures basic computer literacy.

In addition, students must complete a Distance Learning Orientation and confirm that they have access to technology that will enable them to complete their coursework. Fremont University reserves the right to adjust course delivery to include online or blended delivery formats.

# Fremont University Faculty

## School of Business

### **Dr. Katisha Robinson-Smith**

Director of Academic Affairs  
B.A. Journalism, California State University Northridge, 2001  
M.B.A. Global Management, University of Phoenix, 2005  
Ph.D. Higher Education Administration, University of Phoenix, 2019

### **Gerald McConnell**

Adjunct Faculty for Business Programs  
B.S. Business Management, Indiana University of Pennsylvania, 1985  
M.A. Organizational Management & Development, Fielding Graduate University, 2011  
M.B.A. Ashford University, (In Progress)

### **Dr. Javier Wedekind-Flores**

Program Director for Business & MBA Programs  
B.S. Business and Management, University of Phoenix, 2009  
M.B.A. Human Resource Management Concentration, University of Phoenix, 2011  
D.B.A. Business Administration and Management, General, Argosy University, 2018

## School of Legal Studies

### **Jennifer Anderson, J.D.**

Program Director of Paralegal Studies  
A.A. and Paralegal Certificate, Southern California College of Business and Law, 1996  
B.S. Human Development with Emphasis in Abnormal Psychology, Pacific Christian College, 1999  
J.D. Trinity Law School, 2003

### **Devona Chiles**

Adjunct Faculty of Paralegal Studies  
B.A. Business Administration, Marketing and Management, Pittsburgh State University, 1998  
M.A. Legal Studies, Pepperdine University, 2020

### **Doug Choi**

Adjunct Faculty of Paralegal Studies  
B.A. Business-Economics, University of California, Los Angeles, 1993  
J.D. University of Southern California, 1996

### **Peter Chow, Esq.**

Adjunct Faculty of Paralegal Studies  
B.S. Law, Western State University, 1991  
J.D. Western State University, 1993

### **Natalie Djabourian, J.D.**

Adjunct Faculty of Paralegal Studies  
B.A. English & Philosophy, Cal State University Irvine, 2006  
M.A. English, Cal State University Los Angeles, 2008  
J.D. Southwestern Law School, 2012

### **Nare Kupelian**

Adjunct Faculty of Paralegal Studies  
B.A. Political Science/International Relations, History, University of California, San Diego, 2012  
J.D. Whittier Law School, 2017

### **Sachin Mehta, Esq.**

Adjunct Faculty of Paralegal Studies  
B.S. Mathematics & Economics, University of California, Berkeley, 1999  
J.D. University of Southern California, 2002

### **Amanda Vickers**

Adjunct Faculty of Paralegal Studies  
A.S. Administration of Justice, 2008  
B.A. Political Science, University of California, Riverside, 2010  
J.D. Trinity Law School, 2018

### **Pongphon “VP” Vongprom, Esq.**

Adjunct Faculty of Paralegal Studies  
B.A. Organizational Management, Ashford University, 2010  
M.P.M Keller Graduate School of Management, DeVry University, 2011  
J.D. Trinity Law School, 2016

### **Travis Wilkerson, Esq.**

Adjunct Faculty of Paralegal Studies  
B.A. Communication Studies, California State University, Long Beach, 2000  
J.D. Whittier Law School, 2016

## School of Healthcare

### **RoseAnna Alcalá**

Program Director for Healthcare Programs  
Certificate Medical Coding/Billing, Nova Institute of Health Technology, 2000  
B.S. Human Services and B.S. Child Development, Cal State University, Fullerton, 1998  
M.S. Forensics Science, National University, 2019

### **Maria Calderon**

Adjunct Faculty of Healthcare  
B.A. History of Medicine with Minor in Latin American Studies, University of California-LA, 2012  
M. P. H Healthcare Management, Creighton University, 2015

### **Cindy Gomez**

Adjunct Faculty of Healthcare  
B.S. Information Technology, University of Phoenix, 2010  
Certificate of Completion, Greenville School of Technology, 2014  
ICD 10 Proficient Certificate (AAPC), 2016  
Certified Billing & Coding Specialist (NHIA), 2021  
Certified Professional Coder (AAPC), 2022

## School of Wellness

### Lance Followell, CMT

Program Director  
A.A. Liberal Studies, Long Beach City College, 1984  
Massage Therapy Diploma, Platt College, 2004  
B.S. Kinesiology/Athletic Training, California State University, Long Beach, 2006

### Vera Laguana-Cruz

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy  
A.S. Sports Rehabilitation and Massage Therapy, Fremont College, 2016  
Medical Massage – Professional and Master Level Certification, LMT Success Group, 2019  
Advanced Medical Massage Certification, LMT Success Group, 2021  
Neuromuscular Therapy for TMJ Disorders Certification, LMT Success Group, 2021

### Patricia Monge

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy  
A.S. General Education, Pierce College  
Certification, Massage Therapy, National Holistic Institute, 2018

### Joseph Patti

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy  
Phoenix Therapeutic Massage College, 1991

### Dagmar Pechmann, CMT

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy  
Massage School of Santa Monica, 1986

### Brandon Rowe

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy  
A.A. Humanities, Harry S. Truman College, 2006  
Esthetics, Skin Care and Spa Institute, 2008  
Massage Therapy, European Massage Therapy School, 2009

## School of General Education

### Sonia Gomez

Adjunct Faculty of General Education

### Harvey Baldovino

Adjunct Faculty of General Education  
B.S. Economics, University of the Philippines, Los Banos, 2008  
M.S. Economics, University of the Philippines, Los Banos, 2012

### Chris Fennessy

Adjunct Faculty of General Education  
A.A. History, Pasadena City College, 2012  
B.A. History, Loyola Marymount University, 2014  
M.A. History, California State University, Los Angeles, 2021  
B.A. Communication Studies, California State University, Long Beach, 2006  
M.A. Communication, University of New Mexico, 2009

### Don Hickey

Adjunct Faculty of General Education  
B.A. History, George Washington University, 2001  
M.A. History, California State University, Fullerton, 2013

### Samuel Mattioli

Adjunct Faculty of General Education  
M.S. Training and Performance Management, University of Leicester, 2003

### Dr. Joanne Maysami

Adjunct Faculty of General Education  
B.S. Business, University of North Carolina, Pembroke, 2009  
M.A. Psychology, University of North Carolina, Pembroke, 2009  
Doctor of Philosophy, Clinical Psychology, Jackson State University, (2020)

### Robert Normandie

Adjunct Faculty of General Education  
B.M. Music Composition, Minor in Anthropology, Cal State University, Fullerton, 2008  
M.M. Music Composition, Cal State University, Northridge, 2010  
Doctor of Philosophy, Musicology, Claremont Graduate University, (in progress)

### Dr. Diane Watkins

Adjunct Faculty of General Education  
B.S. Biology, John C. Smith University, 1982  
M.Ed. Educational Leadership and Administration, General, 2002  
Ed.D. K-12 Urban Education, University of Southern California, 2006



## Academic Calendar 2022

Themes	Start Date	End Date
Theme 1	01/03/2022	02/06/2022
Theme 2	02/07/2022	03/13/2022
Theme 3	03/14/2022	04/17/2022
Theme 4	04/18/2022	05/22/2022
Theme 5	05/23/2022	06/26/2022
Theme 6	06/27/2022	07/31/2022
Theme 7	08/01/2022	09/04/2022
Theme 8	09/05/2022	10/09/2022
Theme 9	10/10/2022	11/13/2022
Theme 10	11/14/2022	12/18/2022

\*Each theme represents a five-week time period during which courses are offered.

## Holiday Schedule 2022

Fremont University will observe the following holidays:

Monday	January 3	New Year's Day
Monday	May 30	Memorial Day
Monday	July 4	Independence Day
Monday	September 5	Labor Day
Thursday	November 24	Thanksgiving Day
Friday	November 25	Day after Thanksgiving
Friday	December 23	Christmas Eve
Monday	December 26	Christmas Day
Friday	December 30	New Year's Eve

Campus classes falling on holidays will be made up at a date and time scheduled by the University.

## Campus Business Hours

Monday – Thursday:	7:30 a.m. – 7:00 p.m.
Friday:	7:30 a.m. – 5:00 p.m.
Saturday:	Closed
Sunday:	Closed

- *The campus may be open from 10:00 a.m. – 2:00 p.m. on some Saturdays*
- *Please contact Student Affairs for a current schedule*

## ***Campus Location***

### ***Fremont University***

18000 Studebaker Road, Suite 900A

Cerritos, CA 90703

Phone: 562-809-5100

Fax: 562-809-7100

## **Definitions**

### **Definition of a Credit Hour**

One quarter credit hour equals 30 units comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

A **didactic learning environment** is one that is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.

A **supervised laboratory setting of instruction** is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.

**Out-of-class work/preparation** is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for that outside-of-class work. The student's work outside of class must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

*Note:*

- Clock hours consist of 50 minutes of instruction or lab in all non-paralegal courses.
- Per ABA requirements, clock hours in the Paralegal Studies program consist of 60 minutes

### **Catalog Copies and Revisions**

Each prospective student is provided an electronic copy of the Fremont University catalog as an attachment prior to enrollment. The catalog is also available at: <http://www.fremont.edu/catalog>.

Students are required to read and comply with the policies of this catalog. The catalog may include an addendum, which contains important information and changes to the catalog since the last publishing. Upon request, Fremont University will provide a paper copy of the catalog, or a soft copy on CD or flash drive, along with its addendum(s).

Fremont University maintains the right to revise programs of study, hours, delivery method, calendar, policies, personnel, equipment, and textbooks at any time without changing the objectives of a program, as allowed by BPPE, ACCSC, CAMTC, and the ABA.

# Tuition and Fee Schedule

<b>Undergraduate (effective 3/14/22 term)</b>		<b>Cost per Quarter Hour</b>
Tuition Rate		\$408
Active Military Student Discount		\$283
**Active Military GPA Success Scholarship		\$166
<b>Graduate (effective 3/14/22 term)</b>		<b>Cost per Quarter Hour</b>
Tuition rate		\$510
Active Military Student Discount		\$283
**Active Military GPA Success Scholarship		\$166

<b>Programs</b>	<b>Total Charges for a Period of Attendance (10-week term)</b>		<b>Units Per Term</b>	
All Undergraduate Level Programs ( <i>term based</i> )	\$6,120		15	
Medical Billing, Coding and Office Administration ( <i>non-term</i> )	Payment Period 1: \$10,608	Payment Period 2: \$7,752	26	19
Graduate Program (MBA)	\$5,100		10	

Fremont University defines a military student as those currently serving in Active Duty, the Reserves and the National Guard, as well as a military spouse or dependents. The Active Military Student Discount tuition rate applies to students who are currently serving in Active Duty, the Reserves and the National Guard at the time of their enrollment, as well as military spouses and dependents. It remains in effect only as long as they continue to have active military status. Upon completing their active military service, military veterans, spouses and dependents will be charged the standard rate for all non-active military students. \*\*For more information about the Active Military GPA Success Scholarship, see "Financial Assistance/Scholarship" section.

<b>Fees (effective 3/14/2022 term)</b>	
<i>*Waived fees for Military and Veteran students</i>	
* Application Fee <i>non-refundable</i>	\$25.00
* Transfer of Credit Evaluation Fee, if applicable <i>non-refundable</i>	\$25.00
*Registration Fee <i>non-refundable more than 3 days after signing the enrollment agreement</i>	\$75.00
Technology Fee <i>non-refundable</i>	\$67.00 per term
Technology Fee (Paralegal Studies) <i>non-refundable</i>	\$211 per term
Technology Fee (Medical Billing Coding and Office Administration) <i>non-refundable</i>	\$115 per payment period
Repeat Course Fee (Medical Billing Coding and Office Administration) <i>non-refundable</i>	\$2,000.00
Testing Fee (CAMTC approved programs only), <i>if applicable</i>	\$300.00
Graduation Fee	\$100.00
Official Transcript Fee (First official copy – no charge)	\$10.00
Replacement Diploma	\$25.00
Returned Check Fee	\$20.00
Student Tuition Recovery Fund (STRF) <i>non-refundable Effective April 1, 2022</i>	\$2.50 per \$1000 of institutional charges, rounded to the nearest \$1000, from each student in an educational program who is a CA Resident or is enrolled in a residency program. For institutional charges of \$1000 or less, the assessment is \$0

Program	Program Tuition	*App Fee	Reg Fee	*Est Books & Supplies	Grad Fee	Tech Fee	*STRF	CAMTC Fee	**Estimated Total Program
Certificate in Health Administration	\$18,360	\$25	\$75	\$445	\$100	\$201	\$47.50	N/A	\$19,253.50
Certificate in Medical Billing, Coding and Office Administration	\$18,360	\$25	\$75	\$641	\$100	\$230	\$47.50	N/A	\$19,478.50
Diploma in Business Administration	\$18,360	\$25	\$75	\$59	\$100	\$201	\$47.50	N/A	\$18,867.50
Diploma in Massage Therapy	\$18,360	\$25	\$75	\$612	\$100	\$201	\$50.00	\$300	\$19,723.00
AA in Business Management	\$36,720	\$25	\$75	\$44	\$100	\$402	\$92.50	N/A	\$37,458.50
AA in AA in Paralegal Studies	\$36,720	\$25	\$75	\$2548	\$100	\$1,266	\$102.50	N/A	\$40,836.50
AS in Health Information Technology	\$36,720	\$25	\$75	\$445	\$100	\$402	\$95.00	N/A	\$37,862.00
AS in Sports & Rehabilitation Therapy	\$36,720	\$25	\$75	\$745	\$100	\$402	\$95.00	\$300	\$38,462.00
BA in Business Leadership (Degree Completion)	\$36,720	\$25	\$75	\$149	\$100	\$402	\$92.50	N/A	\$37,563.50
BS in Healthcare Management (Degree Completion)	\$36,720	\$25	\$75	\$332	\$100	\$402	\$95.00	N/A	\$37,749.00
Master of Business Administration	\$25,500	\$25	\$75	\$673	\$100	\$335	\$67.50	N/A	\$26,775.50

\* Non-Refundable

\*\*Estimated charges for the entire education degree.

- **Student Tuition Recovery Fund (STRF) Fee:** \$2.50 per \$1000 of institutional charges, rounded to the nearest \$1000. For institutional charges of \$1000 or less, the assessment is \$0
- **Estimated Books and Supplies** – these are estimated charges of which students have the opportunity to opt-out of purchasing books and supplies from the University. Textbooks may be provided either as physical volumes or electronic books (ebooks). Students may purchase

alternate versions at an additional cost. Ebooks are available for the duration of the course only. Fremont also offers an optional \$350 or \$525 Laptop Fee.

- Total program charges reflect costs for students who are not required to repeat courses

## **Tuition and Other Costs**

All tuition and fees are payable in advance unless other arrangements are made with the University. Military students are enrolled and charged on a course by course basis and tuition will be billed to a third party if using tuition assistance benefits. If a student obtains a loan to pay for an educational program, the student will have the responsibility 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 the monies not paid from federal student financial aid program funds. Failure to repay federal loans may result in legal action against the student, negative credit reports, wage garnishments, and/or the loss of federal income tax refunds.

Students who are unable to pay their tuition in full may opt for a monthly student payment plan. Students will be required to sign a retail installment agreement. In the event that a check is returned to the University as unpaid for any reason, a student will be assessed any and all applicable fees relating to the returned check. After two returned checks, Fremont University reserves the right to refuse payment by check and a student may be required to pay via other methods (cash, money order or credit/debit card).

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution. For further details, please see the Financial Aid Department at the University.

The catalog shall contain a schedule of student charges that include specific required language related to the Student Tuition Recovery Fund (STRF). (Ed. Code §94909(a)(14)), (5 CCR §76215(a)) and (5 CCR §76215(b))

## **Student Tuition Recovery Fund (STRF)**

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.

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, 1747 North Market Blvd., Suite 225, Sacramento California 95834, 916-574-8900 or Toll Free Phone 888-370-7589

To be eligible for STRF, you must be a California resident or 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 non-collection 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.

## **Admission Requirements**

Admission requirements to the University and to the individual programs include:

1. An initial interview with a Fremont Admissions Associate
2. For Fremont's undergraduate level programs, proof of graduation from an accredited high school or its equivalent that must be demonstrated by one of the following criteria:
  - a. Copy or original of applicant's high school transcript indicating that the applicant fulfilled the requirements for graduation from an accredited high school.
  - b. Copy or original of applicant's recognized equivalency certificate, such as the General Equivalency Diploma (GED), or copy or original of the GED transcript showing fulfillment of the requirements for a GED
  - c. Copy of applicant's valid high school diploma

Fremont University does not admit ability-to-benefit students.

3. For admission to the Bachelor of Arts in Business Leadership degree completion program or the Bachelor of Science in Healthcare Management degree completion program, students must demonstrate proof of graduation from an accredited University with an associate or higher level degree.
4. For Fremont's graduate level programs, provide official transcripts as evidence of a baccalaureate degree from a college or university accredited by an agency recognized by the United States Department of Education or the equivalent.
5. An entrance essay
6. Pass the online readiness "Computer Literacy and Internet Knowledge (CLIK)" pre-assessment test
7. A completed Fremont Admissions Application and Enrollment Agreement
8. Completion of the Paralegal Program Admissions Test with a minimum score of 80, for candidates applying to the Paralegal program
9. Acceptance interview conducted by a designated school official
10. \$25 application fee
11. Meet minimum technology specifications. All laptops must have, at minimum, the following features: Web cam, microphone, sound card with speakers, consistent and reliable wireless internet access and Microsoft Office or equivalent.
  - PC Computer: Microsoft account • Windows 10 • 1.6 GHz, 2-core processor • 4 GB, 2 GB (32bit) RAM • 4 GB available disk space • 1280× 768 screen resolution.
  - Mac Computer: Microsoft account • Intel processor • 4 GB RAM • 10 GB available disk space • Mac OS Extended or APFS • 1280 × 800 screen resolution.
12. Each candidate for admission is evaluated on the basis of individual merit and potential and will be considered without regard to race, color, religion, national origin, sex, age, or disability.

## ***Admissions Procedure***

Following acceptance, each applicant is required to submit a registration fee of \$75 along with an Enrollment Agreement to the University. Payment of the registration fee may be waived in case of extenuating circumstances. The signed and accepted application for admission details the obligations of the student and the University during the student's period of attendance.

## ***Re-Entry Policy***

Students who have previously dropped from Fremont University and wish to return to the same program from a prior enrollment within 180 days of their last date of attendance are allowed to apply for re-entry. Students wishing to re-enter are to contact the Admissions department. Students may be required to meet with a re-entry committee consisting of the Program Director or Lead Faculty, Student Affairs Representative, Financial Aid, and Student Accounts to explain the circumstances of their drop and what

has changed that will lead to successful completion of the program. The decision of the re-entry committee is final.

## ***Re-Start Policy***

After 180 days of his/her last date of attendance, a student may apply as a re-start. Students wishing to re-start are to contact the Admissions department. Students will be required to meet with their Program Director or Lead Faculty. Once accepted by the Program Director/Lead Faculty, students are evaluated for re-start by a committee consisting of the Campus President, Director of Student Affairs, Financial Aid, and Student Accounts to explain the circumstances of their drop and what has changed that will lead to successful completion of the program. The decision of the committee is final.

## ***Arbitration and Class Action Waiver***

Fremont University requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment (“Arbitration Agreement”). The Arbitration Agreement applies to any dispute the student may bring against the University, or any of its parents, subsidiaries, officers, directors, or employees, or which the University may bring against the student, no matter how characterized, pleaded or styled. The class action waiver provides that any dispute or claim the student may bring against the University shall be brought solely in his/her individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action, consolidated or joint action. The arbitration may be commenced by filing a Consumer Demand for Arbitration with the American Arbitration Association (“AAA”). Information about the AAA arbitration process and the AAA Consumer Rules can be obtained at [www.adr.org](http://www.adr.org). The Arbitration Agreement does not affect the student’s or the University’s right to seek relief in small claims court for disputes or claim within the scope of the small claims court’s jurisdiction.

The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student’s ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration or any internal dispute resolution process offered by the University prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student’s Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to the President, Rick Wood, [rwood@iot.edu](mailto:rwood@iot.edu).

## **International Students**

### ***Foreign Transcripts***

Applicants with high school transcripts and University transcripts for undergraduate/graduate applicants of the University’s Bachelor Degree Completion and Master’s programs from a foreign country will be required to have their transcripts translated and evaluated by an approved outside credential evaluation company at the applicant’s expense. Fremont University will provide the name(s) of approved companies that provide such a service.



## **Confirmation of Proof of Graduation**

If the University has reason to believe that a high school diploma is not valid, the University will reference it against the “Unacceptable High School List” and/or the National Center for Education Statistics (NCES) database to confirm the validity of U.S.-based secondary educational institutions. For foreign transcripts, the Internet will be used in an attempt to verify the validity of a foreign secondary institution. In the event the documents submitted are suspect, the Registrar may require additional documentation and/or secondary confirmation from the University’s director or chief academic officer.

Fremont University does not offer visa services to prospective students from other countries or English language services. Fremont University does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy

## **Non-Discrimination Policy**

Fremont University does not discriminate on the basis of race, color, national origin, sex/gender, disability or Vietnam-era veteran status in its educational programs, activities or employment practices. The university complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## **Americans with Disability Act**

In seeking to provide a fair environment for all students who wish to learn and strive to succeed, Fremont University acts in compliance with the Americans with Disabilities Act (ADA), along with other local, state and federal requirements regarding disabled students. Fremont makes every effort to provide reasonable accommodations for students who qualify under ADA. Section 504 of the Rehabilitation Act is a national law that protects qualified individuals with disabilities from discrimination based on their disability. For purposes of educational access at Fremont, qualified individuals with disabilities are persons who, with reasonable accommodation, can access and perform the essential functions to meet prescribed academic requirements of courses and programs.

Reasonable requests for accommodation must be based upon documentation that meets Fremont’s published criteria and does not create “undue hardship”. Undue hardship is defined as an action requiring significant difficulty or expense when considered in light of factors such as the University’s size, financial resources, and the nature and structure of its academic and student service operations. Requests for accommodation must not compromise academic requirements essential to proper completion of courses and programs. Under this definition, courses and programs need not be substantially altered or academically compromised to match the specific needs of disabled individuals. To receive accommodations, students must provide appropriate documentation from a licensed healthcare provider. Students who believe they are in need of accommodations should contact the Student Affairs office. Accommodations are not provided retroactively.

## **Title IX Compliance**

**Fremont University does not tolerate discrimination and that means:**

- **The University does not discriminate on the basis of sex in educational programs or activities (including admission and employment).**

- **Inquiries about the application of Title IX may be referred to the Title IX Coordinator, the Department of Education Office for Civil Rights Assistant Secretary, or both. Contact information for the campus Title IX Coordinator and the Office for Civil Rights is listed below.**

**Any person** may report sexual harassment by contacting the campus Title IX Coordinator. A report may be made at **any time** by telephone, e-mail, or by mail using the contact information below.

Title IX Coordinator Contact Information:

### **Fremont University**

Amy Vargas  
 Title IX Coordinator  
 Telephone Number: (562) 977-6091  
 Email: [amy.vargas@fremont.edu](mailto:amy.vargas@fremont.edu)  
 18000 Studebaker Road, 900A  
 Cerritos, CA 90703

### **U.S. Department of Education Office for Civil Rights**

400 Maryland Avenue, SW  
 Washington, D.C. 20202-1100  
 Telephone: 1-800-421-3481  
 FAX: 202-453-6012; TDD: 1-800-877-8339  
 Email: [OCR@ed.gov](mailto:OCR@ed.gov)

## **Transfer Policies**

### ***Transfer of Credit Policies***

Students with previous postsecondary education from a regionally or nationally accredited school may be eligible to receive credit for previous courses. Applicants requesting transfer credits for comparable undergraduate and graduate level courses completed in a country other than the United States must have their transcripts evaluated by an outside credential evaluation company. Undergraduate courses will be eligible for transfer only if they were completed with a grade of C- or higher. Graduate level courses will be eligible for transfer if completed with a C or higher. Undergraduate courses completed at Fremont University or its predecessors, Western College or Platt College, Cerritos, are eligible for transfer if completed with a D or better. Students requesting a transfer evaluation must submit the following:

1. Official (sealed) transcript from previous University(s)
2. Catalog from previous University(s) with course description or course syllabus outlining course objectives for the course that the student completed (if requested)

VA applicants must submit official transcripts from all previously attended postsecondary education and training institutions before the start date of the course, or within 30 days of the student's enrollment start date, whichever comes first.

Military students must submit all official transcripts within 30 days of the students start date of their first course. An updated evaluation and degree plan will be provided no later than 60 days after the start of the first course.

In awarding transfer credits, Fremont University considers the comparability of the nature, content, and level of the learning experience to the program offered by Fremont University in light of the student's

education goals. An official copy of the student's transcript must be on file with Fremont University. Transfer credit evaluation for General Education and Core classes are primarily based on the *competencies* achieved, by the student in previously completed coursework and whether the competencies reasonably align with the coursework and the program into which the credit is to be transferred. Except for remedial courses which are non-transferrable, the level of a course is not a factor, in and of itself, for awarding transfer credits. Instead, transfer credits are largely based on comparable competencies. See below for specific transfer credit requirements for the Paralegal Studies program.

Students will be required to attend their scheduled course if the University has not received the documentation required to complete the evaluation to transfer credit 30 days before the start date of the course.

The Program Director or Lead Faculty evaluates the units completed by the student at other institutions and will submit a decision regarding the award of transfer credits. Students will receive results of the evaluation from the Registrar's office within 30 business days of the receipt of the official transcript.

Once the official transfer credit evaluation is completed, students are responsible for reviewing their degree progress reports and notifying the Registrar's office of any perceived discrepancies between credits completed and credits applied in transfer.

Fremont University awards credit based on quarter hour credits. Transfer credits based on the semester hour system are subject to a standard conversion before being transferred. This conversion is based on the below formula:

Semester credits x 1.5 = quarter credits

- **EXAMPLE:** A course that was awarded 3 quarter credits would be equivalent to 4.5 quarter credits.

Below is a sample conversion table:

<b>Semester Credit</b>	<b>Quarter Credit</b>
4	6
3	4.5

### **Time Limitations on Transfer Credit**

To ensure graduates develop current knowledge and an accurate understanding of relevant information, theories, and practices to help them prepare to pursue opportunities in their field, Fremont University may use discretion when accepting transfer credits. General Education and Core courses completed over the last 20 years may be accepted at the discretion of the Program Director and the Director of Academic Affairs. An official copy of the student's transcript must be on file with Fremont University.

### ***Transfer of Credit Policies for Paralegal Program***

Fremont University's Paralegal Program will gladly consider all requests for transfer credits from an accredited institution. However, because the Paralegal program is approved by the American Bar Association (ABA), any legal specialty class credit transfers must come from an ABA approved Paralegal program but must not be over 3 years old. These credits may not be more than 3 years old from the date of registration at Fremont University and must match the Fremont catalog course curriculum. The request for transfer may include a review of the student's portfolio of work done in the completion of the

courses. Students must fulfill a minimum of 15 quarter credits of legal specialty courses at Fremont University.

Evaluation of the requested transfer credit will be completed by the Director of the Paralegal program or by an expert instructor in the field of study. Classes not meeting this ABA standard will not be transferred. Courses in which the student received a C or better are eligible for transfer credit. Any course receiving a grade of C- or less will not be considered for transfer. Paralegal units from Fremont University or any of our past affiliates must meet the C or better policy as well.

General Education courses from an accredited institution will be accepted at the discretion of the Program Director with the approval of the Director of Academic Affairs from the date of registration at Fremont University. These General Education courses must match the Fremont University course description. Each of these classes will be evaluated to ensure they match the Fremont University course description. Classes not matching course descriptions will not be considered for transfer. Classes not meeting the standard in the ABA guidelines will not be transferred. General Education units from Fremont University or any of our past affiliates will be evaluated as other transcripts as well.

Courses taken for a conferred degree will be accepted. These units will be accepted without exception. There are generally two additional General Education courses that are required for the student to be conferred an associate degree in Paralegal Studies. These may be waived per the ABA guidelines if the student has proven they are not needed as a part of past matriculation.

### **Residency Requirements**

Fremont University has established a minimum residency requirement to ensure that all graduates are qualified and properly trained to the standards of quality education set forth by the University. Transfer credit from external institutions may not exceed 40 percent of the student's total undergraduate program. Exceptions will only be made with written approval from the Executive Committee. No more than 20% of graduate units awarded by another external institution or standardized tests may be transferred for credit toward a Master's degree.

In the case of active military students (those who are currently serving in Active Duty, the Reserves and the National Guard at the time of their enrollment, as well as a military spouse or dependents), transfer credit from external institutions may not exceed 75 percent of the student's total undergraduate program. A maximum of 45 of these credits may be awarded from standardized examinations into an undergraduate program. No more than 20% of graduate units awarded by another external institution or standardized tests may be transferred for credit toward a Master's degree.

In cases of approved teach outs with other campuses, the minimum residency requirement may be waived pursuant to the teach out agreement.

The following types of units may be accepted for credit:

1. Units earned at public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education; or foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs accredited by an accrediting association recognized by the U.S. Department of Education.
2. Accepted Standardized Examinations include:
  - Chauncey Group International—DSST Program (Formerly known as DAN TES Subject Standardized Tests)

- University Board Advanced Placement (AP) Program (Score 3 or higher, University Board 31)
  - University-Level Examination Program (CLEP)
  - Excelsior University Exam (formerly Act PEP)
3. ACE recommendations for Military-earned credit:
- Joint Services Transcript (JST)
  - Coast Guard Institute (CGI)
  - Community University of the Air Force Transcript (CCAF)

Fremont University does not accept hours or credit earned through achievement tests other than those listed above.

### ***Credit for Experiential Learning***

Fremont University does not offer credit for life experience or prior experiential learning.

### ***Change of Program***

Students are allowed to change their program. Changing from a day program to an evening program of the same major is not considered a change of program. Upgrading from a diploma program to an associate's program in the same discipline is not considered a change of program. Downgrading from an associate's program to a diploma program is considered a change of program.

Courses that apply to the second program will be recorded as earned credit and may affect the student's CGPA and could be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement, which must be filed in the student's academic file.

Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first program, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, and have the appeal granted based on mitigating circumstances before transferring to the new program. A program change will not circumvent a dismissal due to Satisfactory Academic Progress unless the appeal process is completed successfully.

Courses taken in one program that are applicable to the second program will be recorded accordingly. If the student has taken a course more than once, only the passing grade will be recorded to that new program. All grades earned in the original program that apply to the new program will count towards the student's CGPA. For completion rate purposes only, those courses transferred that apply to the second program will be considered.

In cases in which a student has graduated from one program at Fremont University and subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Completion Rate as credits attempted and credits earned.

When a military student using tuition assistance changes his or her original program on their signed enrollment agreement in all instances, they must have their education advisor approve the change. Once approved, Fremont University will provide a new evaluated educational plan to the student and the

Service within 30 days. "Upgrading" and "downgrading" programs for change of program definitions with Fremont University do not apply to military students. Military students can only enroll in courses listed on the approved education plan by the student's education office.

## ***Transfer of Fremont University Credits***

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

*"The transferability of credits you earn at Fremont University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or diploma you earn in one of our educational programs is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma, or credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your 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 Fremont University to determine if your degree, diploma, or credits will transfer."*

Fremont University has no influence over the transferability of its credits to other institutions. Such decisions are entirely decided by those institutions. Fremont University makes no representation whatsoever regarding transferring credits to any other college or university. You should assume credits are not transferable unless you have written approval from another school.

The catalog and other materials distributed by Fremont University do not intend to create a promise or guarantee future educational opportunities or future employment. Upon completion of studies at the University, a student may request a copy of his or her final transcripts from the Registrar. Additionally, the Registrar may inform the student of any active articulation agreements in place with other institutions of higher learning. However, there is no guarantee that any such agreements may be in place or that any or all units earned at Fremont University will transfer to another University, university, or institution of higher learning.

## ***Transfer or Articulation Agreements***

Fremont University has entered into articulation agreements with the following institutions for graduates of the Associate of Arts Degree Program in Paralegal Studies:

- California University of Pennsylvania
- Taft University System, Inc.
- University of Phoenix

With the above exceptions, Fremont University has not entered into any transfer or articulation agreements with any other college or university.

## **Facilities**

### ***Instructional Facilities***

The Cerritos campus of Fremont University is made up of approximately 12,000 square feet of classrooms, laboratories, and administrative and student affairs offices. The computer laboratory setting of

instruction will accommodate a maximum of 30 students. Computer laboratories are equipped with features to include Internet technology and Microsoft Office applications, as well as additional legal and case management software. Wellness classrooms are equipped with full-sized massage tables, lotions, anatomical models, and audiovisual equipment. The lecture and laboratory classrooms will accommodate a maximum of 35 students. Additionally, in online courses, the University will keep a maximum number of 40 students per virtual classroom. Special parking, sidewalks, and restrooms are available for disabled persons.

Online students also have access to learning resources and department contacts through their personal student home page. Textbooks may be provided either as physical volumes or electronic books (ebooks). Students may purchase alternate versions at an additional cost. Ebooks are available for the duration of the course only.

## ***Library & Learning Resource System***

Fremont University has an integrated learning resource system that offers students access to both physical and digital library materials. The library located at the Cerritos campus has reference books, instructional books, and industry periodicals, as well as a computer lab. Students have access to the online Library and Information Resources Network (LIRN), which contains millions of articles, encyclopedias, reference titles, and other library resources.

Library resources available for use include multimedia resources, as well as current magazine publications, legal references, and fine arts books. Resources are accessible on campus in the library. Students may access the on-campus library during regular campus operating hours. There is a check-in/check-out system for removing resources from the library.

The Paralegal Studies library consists of federal and California state code books, case reporters, and digests, as well as legal periodicals and practice guides in specialized areas of law. In addition, all qualified Paralegal Studies students have access to Westlaw, which provides more than 40,000 databases of cases, statutes, administrative codes, legal articles, public records, law journals, legal forms and other resources.

All courses, regardless of delivery method, feature an online grade book and online access to course materials and supplements.

## ***Housing***

Fremont University does not assume responsibility for student housing, have dormitory facilities under its control, or offer student housing assistance. According to rentals.com, rental properties in Cerritos start at approximately \$945 per month. Any student requiring housing assistance is encouraged to contact the school prior to beginning classes for information on local apartment availability.

## **Financial Assistance**

Qualified students may be eligible for institutional loans, private loans, military tuition assistance, military veteran education benefits, military spouse tuition assistance (MyCAA) and employee reimbursement plans to finance their education. Fremont University also participates in the Federal Student Aid Program.

### ***Federal Financial Aid Assistance Programs (Title IV)***

The Department of Education Title IV Federal Student Aid programs offered at Fremont University are:

- Federal Pell Grants

- FSEOG (Federal Supplemental Education Opportunity Grants)
- Federal Direct Loan Programs (Subsidized and Unsubsidized)
- Federal Work Study

### ***State Financial Aid Programs***

- Cal Grants Program B and C

The following programs are currently **approved** for Title IV funding:

- Health Administration- Certificate
- Medical Billing, Coding and Office Administration - Certificate
- Massage Therapy – Diploma
- Business Administration- Diploma
- Paralegal Studies -Associate of Arts Degree
- Health Information Technology- Associate of Science Degree
- Sports & Rehabilitation Therapy- Associate of Science Degree
- Business Management- Associate of Science Degree
- Business Leadership- Bachelor of Science Degree Completion
- Healthcare Management - Bachelor of Science Degree Completion
- Master of Business Administration - MBA

### ***Tuition Assistance for Military Students***

Most active-duty military personnel, along with Army Reservists and Army National Guard members, qualify for their service branch's Tuition Assistance program. Application, Registration, and transfer credit evaluation fees are waived for active duty military and veteran students. Please refer to the fee schedule for all fees that are not waived. For questions about eligibility, please contact the military education office or your education service representative for details.

### ***Veterans Education Benefits***

Certain VA Education Benefit programs will pay the school directly up to a maximum of 100% for tuition and fees. For more information on which VA Education Benefit program you may be eligible for, please visit <https://benefits.va.gov/gibill/>.

If a student is using VA education benefit funding to pay for any or all of his or her tuition and fees, the student will be held financially responsible for any debt accumulated as a result of VA benefit application denial or failure on the part of the student not properly notifying the School Certifying Official of his or her VA education benefit status.

The GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). No entity shall use the GI Bill® trademark in any manner that directly or indirectly implies a relationship, affiliation, or association with VA that does not exist. For more information about GI Bill® trademark terms of use, visit the VA website at [https://www.benefits.va.gov/GIBILL/Trademark Terms of Use.asp](https://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp).

**Per Public Law 115-407, Section 103**, Fremont University complies with 38 USC 3679(e) and will not impose penalties, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that an individual borrow additional funds because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of VA under chapter 31 (Vocational Rehabilitation) or chapter 33 (Post 9/11 GI Bill®). This waiting period begins the date the student provides a certificate of



eligibility (COE) for entitlement to educational assistance under chapter 31 or 33 and either until funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees following receipt of the COE.

Fremont University is eligible to participate in the Department of Veteran Affairs, Veterans' Benefit programs. For more information about the programs we participate in, please speak with the University's Financial Aid office.

### ***Employer Tuition Reimbursement***

Distance education is a convenient and affordable corporate training resource for employers. Your company human resources department will have information about their tuition reimbursement benefits and how to apply.

### ***Scholarships***

**Active Military GPA Success Scholarship** - New Active Military students pursuing a program with Fremont University receive a discount of \$125 (undergraduate) / \$227 (graduate) per quarter credit hour, for a total of \$5,265 per academic year. In their first 10-week term, all new Active Military students may be awarded an additional \$117 per quarter credit hour in Active Military GPA Success Scholarships for each quarter hour they attend, to offset any out of pocket expenses. After the first 10-week term, they may continue to receive this scholarship, up to \$5,265 per academic year, if they meet the following eligibility requirements:

- maintain a minimum 3.0 cumulative GPA
- must remain in an active student status with Fremont University

Military students who continue to meet this criteria will remain eligible for the Military GPA Success Scholarship and will pay \$166 per quarter credit hour. Those who fail to meet these requirements will pay the military student discounted rate of \$283 per quarter credit hour.

*(If a military student withdraws from a course(s), the scholarship will not qualify for that term and the student will be responsible for any credit balances that may apply. Military deployment and Military Withdrawals do not affect scholarship eligibility, 100% of the course cost will be covered per our Military deployment policy in the catalog.)*

The Active Military GPA Success Scholarship applies only to students who are currently serving in active duty, the Reserves and the National Guard at the time of their enrollment. Military spouses and dependents are not eligible for this scholarship.

Visit Fremont University website for more information about current scholarships, if applicable. Fremont University will also provide third party resources to program related scholarships if available.

### ***California Cancellation and Refund Policies***

The following are the key terms and conditions of the University's cancellation and refund policies:

#### ***Student's Right to Cancel:***

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, on or before the seventh (7<sup>th</sup>) day following the first-class session, and obtain a refund of all monies paid, less a registration or administration fee not to exceed \$250, within 45 days from your cancellation date. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro-rata refund if you have completed

less than 60 percent of the scheduled days in the current payment period in your program through the last day of attendance.

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Fremont University, 18000 Studebaker Road, Suite 900A, Cerritos, CA 90703. This can be done by mail, email, or by hand delivery. Cancellation may also occur by the student's non-attendance through the end of the add/drop period.
3. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. 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 financial aid program funds.

### **THREE DAY CANCELLATION POLICY**

Applicants who have not visited the University prior to enrollment may withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the University facilities and inspection of equipment where training and services are provided.

All monies paid by an applicant must be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment. A refund will be issued within forty-five (45) days of the cancellation date. An applicant requesting cancellation more than three (3) days after signing an enrollment and making an initial payment, but prior to entering the University, is entitled to a refund of all monies paid, minus the \$75 registration fee.

## ***Withdrawal from the Program***

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less a registration or administration fee, not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have officially or unofficially withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal (official, voluntary withdrawal).
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school (official, involuntary withdrawal).
3. The student has failed to attend classes for 14 consecutive calendar days (unofficial, involuntary withdrawal).
4. The student fails to return from a leave of absence (unofficial, involuntary withdrawal).

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. For the purpose of determining when the refund must be

paid, the student's date of determination will be no later than 14 consecutive days from the student's LDA.

For programs beyond the current "payment period," if a student withdraws prior to the next payment period, all charges collected for the next period will be refunded.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student. 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.

The University participates in federal financial aid. For students who have received Title IV financial assistance, the Federal Return of Title IV Funds calculation (described below) will be completed first and applicable funds returned. Returned funds will be reduced from the payments received on behalf of the student before applying the institutional refund policy to determine whether the student is owed a refund or if a balance is owed to the University. If a balance is owed to the University, you will have to make arrangements to pay it.

### ***Federal Return to Title IV (R2T4) Policy***

*In response to the COVID-19 pandemic, the following relief has been made to the Return of Title IV Funds policy. The U.S. Department of Education may provide updated guidance as necessary. Section 3508 of the CARES Act directs the Secretary to waive the statutory requirement for institutions to return Title IV funds as the result of student withdrawals related to a qualifying emergency. For any student who begins attendance in a payment period or period of enrollment that includes March 13, 2020, or begins between March 13 and the later of December 31, 2020 or the last date that the national emergency is in effect, and subsequently withdraws from the period as a result of documented COVID-19-related circumstances, an institution is not required to return Title IV funds. The CARES Act also directs the Secretary to waive student grant overpayments that result from the R2T4 process for students who withdraw as a result of documented COVID-19-related circumstances.*

A recipient of Federal Title IV financial aid who withdraws from school during a payment period or period in which the student began attendance will have the amount of Title IV funds he or she did not earn calculated according to federal regulations (34 CFR 668.22). Any student who withdraws will have his/her Pell Grant recalculated based on the number of credits the student attempted.

A determination of the percentage of the payment period the student has completed, which is used to calculate the amount of Title IV financial aid the student has earned, will be based on the number of days the student completed up to the last date of attendance, divided by the total days in the payment period. Any break of 5 days or more is not counted as part of the days in the term.

The percentage is multiplied by the amount of Title IV financial aid for the payment period for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The calculated amount of aid earned is rounded to the one-hundredth decimal. The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based. After the 60 percent point in the payment period, the student will have earned 100 percent of the federal financial aid funds already disbursed to him/her.

Once the amount of Title IV financial aid that was not earned has been calculated, federal regulations require that the school return a portion of the unearned funds equal to the lesser of the institutional charges multiplied by the unearned percentage of funds or the entire amount of unearned funds in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Other Title IV Programs
7. Student

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal PLUS Loan) must return or repay, as appropriate, the remaining amount. Any loan funds that must be returned by the student (or parent for a PLUS Loan) are repaid in accordance with the terms and conditions of the promissory note. If the student is required to return unearned grant funds, the student is required to return the amount of the unearned grant funds that exceeds 50 percent of the grant funds received.

If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post-withdrawal disbursement (PWD) of the earned aid that was not received. The school will notify the student and/or parent of post-withdrawal disbursement once an amount can be determined (calculation is performed within 30 days from date of the institution's determination that the student withdrew). The school will offer any PWD that is due within 180 days of the date that the school determined that the student withdrew. The school must get the student's permission before it can disburse PWD loan funds (written notification provided to the student). The student may choose to decline some or all of the PWD loan funds. No PWD of loan funds will be made if the student does not respond within 30 days of the written notification date.

For the purpose of determining when the refund must be paid, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the University's attendance records. Unearned funds will be returned within 45 days from date of determination.

## ***Withdrawal and Refund Policy For Students Using Military Tuition Assistance (TA)***

Per DOD instruction (DoDI) 1322.25 any student benefiting from Tuition Assistance, who withdraws from his or her course (s) after the 1<sup>st</sup> seven days of a session (Week 1) will be subject to a pro-rated tuition charge through the first 60% portion each session. Students withdrawing after the 60% point will not be entitled to refund. The date of withdrawal for purposes of tuition refunds shall be the last date of recorded attendance.

Tuition charges will be calculated on a per day basis. The amount of tuition owed will be calculated by taking the total tuition charges, divided by the total number of days in the session, multiplied by the number of days elapsed through the last date of recorded attendance.

### **Example 1:**

Total Tuition Charges:           \$1,245  
Number of days in attendance: 18

Number of days in the session: 35

$18 \div 35 = 51\%$ ,  $\$1,245 \times 51\% = \$634.95$  tuition charged. (49% Tuition returned, \$610.05)

**Example 2:**

Total Tuition Charges: \$830

Number of days in attendance: 21

Number of days in the session: 35

$21 \div 35 = 60\%$ ,  $\$930.00 \times 60\% = \$558.00$  tuition charged. (40% tuition returned, \$272.00)

**Standard Fremont University 5 week course**

**Example Military Student Withdraw Calculation:**

Last Day of Attendance	1-7	8	9	10	11	12	13	14
Percentage of TA returned	100%	77%	74%	71%	69%	66%	63%	60%
Last Day of Attendance	15	16	17	18	19	20	21	22-35
Percentage of TA returned	57%	54%	51%	49%	46%	43%	40%	0%

***Military Deployment Provisions***

Students and spouses of students who serve within the United States armed forces or are enlisted as Active Duty, National Guard, or Reservist, who are ordered to state or federal service or duty, are entitled to the following provisions for each course the student is attending:

- ~ Students may withdraw from any current course(s) and receive a tuition credit to be applied in the amount of tuition accrued in the current course(s). Students will be assigned a withdrawal grade of “Military Withdrawal” (MW) that does not count negatively against satisfactory academic progress.
  - Students may request the MW grade by completing the Fremont University Withdrawal Form, selecting the appropriate withdrawal reason(s), and attaching a copy of their military orders to the document.
  - A grade of MW will not be granted if reasonable accommodations for the absence could have been made prior to the start of the course.
- ~ Students may request a temporary grade of Incomplete (I) by submitting the *Incomplete Grade Request* form within week 5 of their course. **Please review the Incomplete Grade Policy section of the catalog for further details on requirements that must be met before requesting an Incomplete grade.** If such arrangements are made, tuition shall be assessed for the course(s) in full.

Students who withdraw from the institution due to military service are allotted a one-year grace period for collection of any institutional balances owed. This grace period does not apply to repayment of federal student loans which are subject to Title IV repayment regulations.

Students who request a break in attendance may do so by submitting a *Leave of Absence* request. **Please see the Leave of Absence section of the catalog for further details on requirements that must be met before requesting a Leave of Absence.**

## **Student Services**

### ***Student Success Center***

The University encourages all students to spend extra time studying and practicing their skills by offering open lab hours. Students who want to convene study groups or receive tutoring are welcome to make these arrangements with other students and/or instructors during hours of the open labs or the hours when instructors are available outside of scheduled classes. Students who are taking online courses are encouraged to use the open lab to complete coursework.

### ***Advising and Guidance***

Fremont University strives to develop close communication between the students and the administration. Students should contact Student Affairs to make an appointment with a licensed counselor or tutor for personal, vocational, and academic guidance. Fremont has policies and procedures to support students who are experiencing academic and attendance problems or are on probation.

### ***Referral Services***

Although Fremont University does not provide direct assistance, various resources and referrals are available from the Student Affairs Department.

Students can request resource assistance by visiting the Student Affairs Department or by following the information for online support listed in our learning management system. Updated information about any outside resources is available, including information binders. These resources include:

1. Transportation
2. Childcare
3. Crisis counseling
4. Temporary housing/shelter
5. Low-cost medical assistance and insurance options

### ***Tutoring***

Students in need of extra assistance because of academic difficulties may arrange for tutoring through their instructor, the librarian, the Program Director or Lead Faculty, or Student Affairs. Students in online courses can also request online student tutoring through student affairs. Tutoring is available by appointment only and can be coordinated directly with Student Affairs. There is no cost to the student for tutoring.

### ***Placement Services***

In order to accomplish our mission, the University is committed to emphasizing the importance of education and assisting graduates in finding employment in the field for which they have been trained. The University maintains an active career-planning assistance program for qualified graduates. However, the University cannot guarantee employment. The on-campus Career Development Department strives to see that each graduate is trained in the job-seeking process. Career planning begins at orientation, at which time the importance of student attendance and participation in class is stressed. Online students are supported by the on-campus Career Development Department for the campus to which he or she is enrolled.

During the course of training, a Career Development representative will meet with students to review the following:

1. Resume Preparation
2. Cover Letter Writing
3. Interviewing Techniques
4. 21st-Century Job Searching
5. Professional Networking
6. Mock Interview Practice

## **Academic Policies and Procedures**

### ***Attendance Policy***

Each student is required to regularly attend each class in the program in which the student is enrolled. Attendance is directly tied to academic performance; therefore, attendance is required for lecture and lab sessions, and attendance is recorded for each class session. Online students must post at least one Academically Related Activity on at least two or three days during the online week. Fremont University does not differentiate between an excused and a non-excused absence. Except in unusual instances, students will be automatically withdrawn after missing 14 consecutive calendar days. Each student is directly responsible to the individual instructor and/or Program Director for absences and for making up work missed. Hours of makeup work will not be accepted as hours of class time. Online course attendance is achieved when the student has submitted an academic related activity within the online classroom (discussion board postings, written assignments, group work, quizzes, and exams). These submissions are automatically recorded in the University's online learning management system.

Paralegal students are expected to attend all class sessions. However, the University is aware that life happens to everyone. Each student is given the opportunity to apply for a Leave of Absence, if qualified under the guidelines set forth by the Department of Education (See Leave of Absence). Otherwise, all students must meet or exceed an 80% attendance standard. Any student falling below the 80% attendance standard, and receiving a passing grade, must take a competency exam at the end of the term in addition to their final exam. The competency exam will include standardized questions. Additionally, the student will be asked to certify their ability to perform relevant research, writing, and form production required to demonstrate topic competency. Each of the sections of the exam are developed by the instructor to match what was taught in the class and will be course level equivalent.

Students receiving a failing grade in the course (60% or less) based on a lack of attendance, must retake the course in full and may have to pay for the course again. The University has the discretion to place an attendance hold for any student who does not meet administrative requirements (e.g. late on financial payments including failing to submit required F/A paperwork; failure to attend mandatory academic progress meetings, etc.) for the institution. The attendance hold will be removed when the administrative requirements are met.

Fremont University offers an online presentation of its Paralegals Studies Associate of Arts Degree. This is a fully synchronous delivery that allows the online student to attend live classes, participate in class, be a part of the classroom and the activities in the classroom. Each student is required to attend classes, real time, in the live session. Attendance policies for the online student are the same as they are for the on ground student. Students must attend no less than 80% of classes. Any student not meeting this standard will be required to take a comprehensive exam at the end of the term just like the ground student. Attendance and participation are vital to all students' learning experience. Online students are required to have a working camera, microphone, and speaker system. Attendance and participation points are based on the students' active participation while on camera for each class session.

Current students enrolled in the ground program are given one opportunity to transfer an online delivery format. They are required to have a minimum of three(3) 10-week terms remaining in the program to transfer to the online presentation. Students enrolled in the online program may likewise change to the ground program, one time, if they have a minimum of three(3) 10-week terms remaining in the program.

All other standards are the same for online and on ground learners. All students must pass all Paralegal specialty courses with a 72.5% or higher. Students receiving a passing grade, but not completing 80%+ of the live sessions must take a comprehensive exam at the end of the term to pass the class. These exams are cumulative and written by the class instructor, reviewed by the Program Director and are mandatory.

Students may watch recorded lecture class sessions for reviewing purposes only and will not count towards attendance or participation.

At this time, all students will be provided hard copy books. No online versions will be available until further notice.

### ***Online Participation Statement***

To be successful in an online course, students should expect to log into the online classroom a minimum of 3 days per week and spend at least 15 hours per week on course work. This includes reading, hearing or viewing instructional content, attending the synchronous session, posting to discussion forums, submitting projects and writing assignments and journal entries, and taking assessments. Most but not all weekly assignments are due on Sundays by 11:59 pm Pacific Standard Time.

For online courses, students should expect no more than 48 hours between the receipt of your lessons, projects, or assignments and the response or evaluation by your instructor.

### ***Synchronous Sessions***

Each week, students are required to attend a synchronous session in each online class, or to view the recording of the session sometime after it is conducted. Instructors will announce the dates and times of synchronous sessions within the online course. Sessions are sometimes held on campus but always webcast to allow remote participation. Students can fulfill this requirement by either attending the synchronous session at the time it is held (recommended), or by watching the recording of the synchronous session and submitting a written summary.

### ***Repeated/Failed Courses***

In the event that a student received a failing grade or withdraws from any course, the student must repeat the course or complete an equivalent course with a passing grade in order to graduate. Students will be charged the actual course cost for any course that must be retaken. Students enrolled in the Medical Billing, Coding and Office Administration program will be charged a \$2,000 repeat course fee for each repeated course.



Paralegal students receiving a grade of C- or less in legal specialties will have to retake the course. Students taking a leave or who have been dropped from the program for failing to attend will have to retake courses they were enrolled in at the time of the leave or drop. These courses are only offered every 29 weeks and 6 days. As a result, the student may experience an extended time out of school.

Students will have to wait until the course is offered again, or until there are 3 or more other students that need the same course.

Students should consider the delay in graduation if taking a leave or being dropped from the program for attendance issues. Each student is different, and the situations will be different. The University recognizes this. Each student applying for re-entry must meet with their Program Director as well as the re-entry committee. The re-entry committee evaluates each student's situation individually. Re-entry is not guaranteed. Each student should speak to their Program Director prior to making these decisions and in the case of requesting a Leave of Absence, Financial Aid must be consulted, as a student cannot take a Leave of Absence for more than 180 days in a 12-month period. Student communication is key to keeping the educational opportunity stress free. Students should consider the financial ramifications of a Leave of Absence or withdrawal from the program. Students being dropped for failing to attend classes must go through the re-entry process and should also consider financial ramifications.

If a student is having trouble completing courses, this should be communicated directly with the Program Director immediately. Failing to communicate in a timely fashion will not necessarily result in a student's request for an incomplete being granted. It is the student's responsibility to communicate issues to their Program Director immediately.

## ***Independent Study***

Independent study is reserved for rare circumstances in which a student's program sequence is disrupted and a specific course is needed to graduate or progress timely. An independent study contract must be completed by the faculty and the student and specifically address the course objectives, expected outcomes, assignments to be completed, hours expected to be completed with the faculty, and hours expected to be completed independently. Independent study contracts must be approved by the Program Director or Lead Faculty. Independent study is not an option for legal specialty courses in the Paralegal Studies program.

## ***Add/Drop Period***

The institution shall have an add/drop period in which students will have the opportunity to make changes to their term schedule. The add/drop period shall commence the first day of each 5-week theme or 10-week term, which is typically a Monday, and shall end on ***midnight Wednesday of the second week of the theme***. Students who would like to make changes to their schedule during the add/drop period must do so in writing prior to add/drop deadline. Courses dropped within the add/drop period will not be factored into SAP. Students who make changes to their schedule after the add/drop period or never attend classes and fail to cancel will be subject to the Withdrawal Policy stated in the catalog.

## ***Leave of Absence***

A leave of absence (LOA) is a temporary interruption in a student's program of study. Fremont's leave of absence policy (LOA) is applicable to all actively enrolled students. Students may be approved for multiple LOAs in a 12-month period, however, the total of all approved LOAs may not exceed 180 calendar days in the 12-month period. A leave of absence may be granted only at the beginning of a term. During an approved LOA, the student is not considered withdrawn and no Return to Title IV (R2T4) calculation is required for financial aid recipients.

*Required Documentation* - A LOA may be approved if Fremont determines there is a reasonable expectation the student will return. Students must follow Fremont's LOA Policy when requesting a LOA, by providing a written, signed and dated request, with supporting documentation, on or before the start date of the LOA, including the reason for the LOA and expected return date to the Registrar's Office. The leave of absence becomes final only when the University provides written notice to the student of acceptance of the leave of absence and provides a return date for the student.

If unforeseen circumstances prevent a student from providing a request to the University on or before the start of the LOA, Fremont may grant the LOA if the University has documented the reason and decision. Fremont must collect the signed LOA request from the student at a later date and provide it to the Registrar's Office within a reasonable amount of time from the student's last date of attendance. Unforeseen circumstances may include, but are not limited to, medical and family emergencies, military, jury duty, and natural disasters.

A LOA will NOT be approved if a student requests the LOA after 21 consecutive days of nonattendance and/or the request is not due to unforeseen circumstances that occurred prior to the unofficial withdrawal status.

*Verbal Approvals* - To ensure students who are receiving federal financial aid are not adversely affected because of their military status, a natural disaster or a national emergency, and to minimize the administrative burden placed on such individuals, if an affected student has difficulty providing a written LOA request because of affected status, a verbal LOA request may be approved. Affected students include those who:

- Are serving on active duty during a war or other military operation, or national emergency;
- Are performing qualifying National Guard duty during a war or other military operation, or national emergency;
- Reside or are employed in an area that is declared a disaster area by any federal, state or local official in connection with a national emergency

Fremont will document the decision for granting an approved LOA to an affected student if that student has difficulty providing a written LOA request because of affected status. The documentation will include both the reason for the LOA and the reason for waiving the requirement that the LOA be requested in writing. For additional information, students should contact the Financial Aid Office.

*Length* - The first day of the student's initial LOA is used when determining the start date for the 12-month period. If a student is granted a LOA due to unforeseen circumstances, the beginning date of the approved LOA, as recorded by the student on the LOA form, is the date the student was unable to attend class because of the unforeseen circumstance. The course start date will cease the LOA day count; however, the Fremont's academic system of record will use an active enrollment status effective date as determined by the date the student posts an academic-related activity in the course the student returns to at the University. NSLDS Enrollment Reporting will use the standard effective date for an active enrollment (i.e., course start date). A new LOA request form will be required for any additional LOAs.

*Extending an LOA* - A student may request an LOA extension as long as the request is made before the scheduled end date and does not exceed the maximum 180-day policy. Students must follow Fremont's LOA Policy when requesting the LOA extension, by providing on or before the scheduled end date, a written, signed, and dated request, including the reason for the LOA extension and expected return date to the Registrar's Office. The extension becomes final only when the University provides written notice to the student of acceptance of the leave of absence extension and provides a return date for the student.

*Disbursements During an LOA*- While a student is on an approved LOA, the University will not make a disbursement of the proceeds of a Direct Loan to a student. Pell and FSEOG funds may be disbursed if

the student is determined eligible for the funds. Moreover, the University will not assess the student any additional institutional charges and the student is not eligible for any additional federal student aid while on an approved LOA. Federal financial aid funds that are part of a credit balance created before a student began a LOA may be paid to a student, since those funds were disbursed before the student went on the LOA.

### *Failure to Return*

If a student is granted a leave of absence and is a Title IV loan recipient and fails to return to school, the student's Title IV loan repayment terms may be affected. The school must report a change in enrollment status to NSLDS - one possible consequence of not returning from a leave of absence is that a student's grace period for a Title IV program loan might be exhausted. If a student does not return from an approved LOA, the withdrawal date and beginning of the grace period will be the student's last date of attendance. In the event a student does not return from a leave of absence, any refunds due will be made to the appropriate financial aid programs within 45 days of the date the school determined the student did not to return. If the student reenters, after withdrawing from the University, the previously approved LOA days will count toward the student's LOA maximum of 180 days in a 12-month period.

### *Schedule Gap*

Students who are actively enrolled, however, due to administrative reasons have a schedule gap where there are no classes available to schedule during the first 5-weeks of a 10-week term, will be placed on Not Scheduled Temporarily Out (NSTO). If a schedule gap exists where the next classes to schedule are more than 5 weeks, the student will be withdrawn from the program and can apply for re-entry. A NSTO is not a LOA and is initiated by the Registrar along with written confirmation from the student that he or she will attend the module that begins later in the same payment period. A NSTO may be granted only at the beginning of a term. The Financial Aid office will review the student's current term schedule of classes to determine if any ineligible federal financial aid funds must be recalculated and returned. The school will report a change in enrollment status to NSLDS (i.e. less than half-time) which may affect loan repayment terms including the expiration of the student's grace period. If classes are not available by the next term the student may be dropped.

## ***Grading Policy***

The University's grading system for each class is:

Excellent	92.5 – 100	A	4.00
	89.5 – 92.49	A-	3.75
	86.5 – 89.49	B+	3.50
Above Average	82.5 – 86.49	B	3.00
	79.5 – 82.49	B-	2.75
	76.5 – 79.49	C+	2.50
Average	72.5 – 76.49	C	2.00
	69.5 – 72.49	C-	1.75
Below Average	66.5 – 69.49	D+	1.50
	60.0 – 66.49	D	1.00
Unsatisfactory	59.99or below	F	0.00
Retake		RT	0.00
Withdrawal		W	N/A
Military Withdrawal		MW	N/A
No Credit		NC	N/A
Not Attempted		X	N/A
Withdrawal Never Attempted		WN	N/A
Incomplete		I	N/A
Transfer Credit		TC	N/A

The grade point average required for completion of a program is a minimum average passing grade of 2.0 with no grade lower than a 1.0 for any course for undergraduate programs, excluding Paralegal Studies, and 3.0 with no grade lower than a 2.0 for any course for graduate programs. All legal specialty courses in the Paralegal program must be passed with a 2.0 or C grade. Students receiving a C- may petition the instructor/program director for an incomplete to bring the grade up to passing. These requests must be accompanied by a written statement detailing the students' reason for the request. Incompletes are granted at the discretion of the Program Director with the approval of the Director of Academic Affairs and must be approved by both parties. An Incomplete request may be denied. Students who fail to meet the grading standard in each course will be required to retake the course. Students may have to do so without the assistance of funding through financial aid.

Grades of RT, W, MW, X, WN or TC do not count toward your GPA calculations.

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of an academic term may result in an incomplete ("I") being entered in the student's record. Students who are within 10% of passing (the range of 50% to 59%/F) are eligible to request an incomplete (this applies only to general education courses for Paralegal students and is not applicable for legal specialty courses). With the approval of the instructor and Program Director or Lead Faculty, a student will have up to 3 weeks to amend the incomplete grade. In the event a new grade is not received by the Registrar's office by the due date of the incomplete agreement, unless extended by the Program Director or Lead Faculty, the incomplete grade will become a failing grade. The Director of Academic Affairs, the Program Director or Lead Faculty have the discretion to grant an exception to the policy for an extended incomplete.

Course(s) dropped by the student within the add/drop period will be assigned a "X" grade (Not Attempted), which are not included as units attempted or completed and no tuition charges will be applied. Students who never attend a course(s) and do not drop the course(s) during the add/drop period, will be assigned a "WN" grade (Withdrawal, Never Attempted) by the end of Week 2. "WN" grades are not included as units attempted or completed, however, the student will be subject to the Withdrawal policy and prorated tuition charges will apply. It shall be the policy of Fremont University that students may have the opportunity to withdraw from an individual class or classes prior to the end of week 5. The student must submit a written request to their faculty, Program Director or Lead Faculty, or Student Affairs prior to the end of class on Sunday of Week 5 (or Week 10 for Paralegal classes) at 11:59PM Pacific Time. Although the student will be charged for the class, the opportunity to withdraw from class will allow him/her to receive a "W" instead of a grade. The "W" will not affect the student's GPA. However, it will affect the completion rate. Please see the section regarding Satisfactory Academic Progress (SAP) in the catalog. To ensure the withdrawal of class is properly documented, the student will fill out the appropriate form which can be found in the Academic Affairs office.

If a student fails a course, the student must successfully repeat the course, or an equivalent course approved by the Program Director or Lead Faculty prior to graduation. Repeating a course will incur additional tuition charges. Equivalent courses repeated during a student's program of study will be indicated with an "RT" on the student's transcript. When a student successfully repeats a course due, the original grade will not be used in the calculation of his or her cumulative grade point average. If the student successfully completes the repeated course, only the passing grade will be computed in the student's cumulative grade point average. The incomplete, retake, equivalent, or withdraw grades do not affect the student's GPA.

## ***Change of Grade***

When a final grade has been recorded in the student record, the grade may not be changed without approval of the instructor and/or Program Director or Lead Faculty. Students who feel that they have received an erroneous grade may appeal the grade to the instructor and/or Program Director or Lead Faculty no later than 30 days from the completion of the course.

## ***Missed Assignments***

A student is responsible for all work missed during an absence and must contact the instructor for makeup work. Makeup work may be assigned at the discretion of the instructor.

Paralegal students are expected to turn in assignments on the requested due date. Each instructor will provide a syllabus for each class detailing the terms assignments and due dates. No late work will be excepted without prior permission of the instructor and approval of the Program Director. Students should petition the instructor copying the Program Director on the request for additional time. Any requests for additional time must be accompanied by documentation of exceptional life circumstances. Students must submit requests for additional time within 72 hours of life events. All students should submit work via Canvas or Fremont email based on instructor preference. Assignments will not be accepted if sent through personal email by the student.

## ***Satisfactory Academic Progress (SAP) Policy***

The following requirements apply to all students enrolled in undergraduate and graduate level programs. There are additional items specific to those students who are receiving federal student financial aid. All students are required to make Satisfactory Academic Progress (SAP) toward a certificate, diploma, or degree. SAP applies to all periods of a student's enrollment including periods when the student doesn't receive federal student financial aid.

**Fremont University uses the Department of Education's terminology when indicating students' academic standing: "Financial Aid Warning" and "Financial Aid Probation". These terms are used to indicate academic standing for all students, including those not receiving federal student financial aid. Criteria for determining Financial Aid Warning and SAP Warning are identical; Criteria for determining Financial Aid Probation and SAP Probation are identical; Criteria for determining Financial Aid Probation with an Academic Plan and Academic Plan are identical; Criteria for determining Financial Aid Disqualification and SAP Disqualification are identical.**

Students are expected to know, based on this SAP Policy, when they may be placed on Financial Aid Warning or Financial Aid Probation. Students must meet THREE requirements to maintain good standing regarding Satisfactory Academic Progress. Financial Aid students who do not meet these requirements may lose eligibility for federal student financial aid.

1. **QUALITATIVE:** Students must meet a required minimum cumulative grade point average.
2. **QUANTITATIVE:** Students are required to complete (pass) a minimum 67% of hours they attempt.
3. **MAXIMUM TIME FRAME:** Students must complete their degree within a timely manner.

These three requirements are summarized below. -

### **Qualitative - Grade Point Average Requirement**

Students must meet a required minimum cumulative grade point average as outlined below:

<b>Number of -Terms in Attendance</b>	<b>Required GPA at End of Period For...</b>			<b>Required Completion Rate For...</b>	
	<b>Certificate and</b>	<b>Associate and Bachelor's</b>	<b>Graduate Programs</b>	<b>Undergrad Programs</b>	<b>Graduate Programs</b>

	<b>Diploma Programs</b>	<b>Degree Programs</b>			
1	1.00	1.00	3.00	33.33%	66.67%
2	1.50	1.50	3.00	50.00%	66.67%
3	2.00	1.75	3.00	66.67%	66.67%
4	2.00	2.00	3.00	66.67%	66.67%
5	2.00	2.00	3.00	66.67%	66.67%
6	2.00	2.00		66.67%	

### **Quantitative – Satisfactory Completion of Quarter Credit Hours Requirement**

Students must also successfully complete and pass 67% of all courses they attempt (see chart above). Quarter units attempted include all courses for which the student earned or received a grade from the University. The following grades are considered attempted hours: A, B, C, D, F, I, W, RT. All transfer credits are included as units attempted and completed. Course(s) dropped within the add/drop period will be assigned a “X” grade (Not Attempted), which are not included as units attempted or completed and no tuition charges will be applied. Assigned grades of RT, W, X, WN or TC are not included in the CGPA calculation.

### **Maximum Timeframe**

Students must complete their program within 150% of the published length of the program measured in credit hours attempted. Progress is evaluated cumulatively at the completion of each payment period to ensure completion of the program within the 150% maximum timeframe. The following grades are considered attempted hours: A, B, C, D, F, I, W, RT. All transfer credits are included in this calculation. An “X” grade is excluded in this calculation. Once students reach their maximum timeframe (150% of the published length of the program) for their specified degree, they are no longer eligible to continue enrollment in their program of study. If the student is receiving federal student financial aid, the student will lose eligibility for that federal student financial aid. A student is permitted to appeal their failure to meet the Maximum Timeframe requirement beyond 150%, not to exceed one year. See Financial Aid Probation with an Academic Plan status below.

### **REPEATED COURSEWORK**

Students attending term-based programs may receive federal financial aid consideration to repeat a previously passed course once. Additionally, students may repeat failed courses until they have attained a passing grade (if maintaining SAP).

In non-term programs, e.g. Medical Billing, Coding and Office Administration, financial aid will not pay for repeated courses. If a student becomes ineligible to receive financial aid due to a failed grade, the student is responsible to pay all course repeat fee(s) out-of-pocket. Moreover, students must successfully complete the instructional weeks and credits in the payment period to receive financial aid in the subsequent payment period. Any failed courses may delay financial aid disbursement until after successful earning the credits scheduled in the payment period.

An “Incomplete” grade (I) that remains on the academic record at the time satisfactory academic progress is reviewed will be treated as attempted but not completed credit hours. It is not included in the CGPA calculation. Upon completion of the Incomplete (I) course, the grade and course will be given due credit in future consideration.

### **EVALUATION**

Satisfactory academic progress is evaluated at the end of each completed 10-week payment period (term) once grades have been posted to the academic transcript.

## STUDENT NOTIFICATION

When the student meets both qualitative and quantitative measurements, the student is determined to be making Satisfactory Academic Progress toward completion of the course of study and no institutional action is required or needed. When the student at an evaluation period fails to meet one of the qualitative and quantitative measurements, the student will be assigned a SAP status.

- **FINANCIAL AID WARNING** (same criteria as SAP Warning) –This is to alert the student that they are not meeting SAP standards and may potentially lose eligibility for federal student financial aid. This status is given for one payment period (one term) to students who fail to meet the GPA or pace of progression requirements (or both). This is a warning status and financial aid eligibility and payment of funds will be continued throughout the warning period. Students who have been placed on Financial Aid Warning may be removed from that status and returned to good standing by meeting both the Qualitative and Quantitative standards by the end of the Financial Aid Warning term.

Students cannot be placed on Financial Aid Warning for consecutive terms; however, students can have multiple terms of a warning period during their academic career. **Financial aid warning lasts for one term (payment period) only and does not require action (such as an appeal) by the student. However, students who have failed to pass any courses in their first 10-week term, thereby earning a 0.00 GPA, are immediately placed on a Financial Aid Disqualification status, for which they are allowed to appeal (see next two bullets).**

Note: A warning is not given to students regarding maximum time frame; it is the student's responsibility to know how many credit hours they have attempted and where they stand.

- **FINANCIAL AID DISQUALIFICATION** (same criteria as SAP Disqualification) – If a student on Financial Aid Warning status does not meet SAP at the end of the warning payment period, the student is not eligible for additional federal student financial aid and will be placed on Financial Aid Disqualification status. Students who are placed on Financial Aid Disqualification status are ineligible for federal student financial aid. Students will be allowed to appeal and if the appeal is approved, will be put on Financial Aid Probation. The student's appeal must be received on or before the close of business on Thursday of the second week of the new term.
- **FINANCIAL AID PROBATION** (same criteria as SAP Probation) – Students whose appeal has been approved will be placed on Financial Aid Probation status and will have their financial aid eligibility reinstated for one probationary payment period to demonstrate satisfactory academic progress. Federal financial aid is reinstated on probationary status for one payment period if the appeal is approved. The student will receive an approval letter along with a list of conditions that must be performed for reinstatement of federal financial aid for the upcoming term. The student must comply with the SAP requirements by the end of the term. If it will not be mathematically possible for a student to meet the requirements of the SAP Policy within one payment period, that student will immediately be placed on Financial Aid Probation with an Academic Plan status. After grades for the term are posted to the student academic transcript, the Registrar will review the academic performance of the student to determine if the satisfactory academic progress requirements are met. If the student meets the SAP requirements at the completion of the term, the student is returned to good standing and federal financial aid is continued for future terms. If the student does not achieve SAP standards in one payment period,

the student will have an opportunity to appeal, and if the appeal is approved, the student will remain on Financial Aid Probation with an academic plan. If the appeal is not accepted the student is not eligible for federal student financial aid.

- **FINANCIAL AID PROBATION WITH AN ACADEMIC PLAN** (same criteria as Academic Plan) – This is the status assigned to: (1) students who were on “Financial Aid Probation,” failed to meet SAP in the next 10-week payment period (term), appealed and the appeal was approved or (2) students whose appeal was approved and were placed on “Financial Aid Probation” and were escalated to Academic Plan status because it was mathematically impossible to meet SAP requirements within one payment period. Students in this category must follow an individually designed Academic Plan developed by the Program Director or Lead Faculty to ensure achievement of satisfactory academic progress standards over an assigned period of time, which can be longer than one 10-week payment period, and which can extend the maximum timeframe beyond 150%, not to exceed one year. Students remain eligible for federal student financial aid as long as the conditions of the Academic Plan are met. If a student does not meet the conditions of the Academic Plan, the student will be terminated from the program. No further appeals will be permitted.

## **STUDENT APPEALS**

Students who fail to meet the SAP requirements during the SAP Warning/Financial Aid Warning period may appeal their disqualification status. Students may do so by submitting a written appeal with supporting documentation to the Program Director or Lead Faculty. The student’s appeal must be received on or before the close of business on Thursday of the second week of the new term. The appeal should be on the basis of special circumstances, including (but not limited to) student injury or illness, the death of a relative, or other situations resulting in undue hardship on the student. If the appeal is approved, the student is placed on SAP Probation or Financial Aid Probation status and may be required to comply with an individually designed academic plan as outlined above. Financial Aid students will have their federal student financial aid reinstated during a Financial Aid Probation period. All appeals **MUST** include a written statement to explain the circumstances of why the student failed to make SAP and what has changed in their situation that would enable them to again meet SAP standards. Approval of the appeal is not guaranteed. The Program Director or Lead Faculty will evaluate the information submitted and the student's appeal will be approved or denied. The student will be notified of the results of the appeal. This decision is final.

**If the appeal is denied**, a Financial Aid student is no longer eligible for federal student financial aid. The student is responsible for paying for his/her own educational costs until the student improves his/her academic record to meet the minimum standards of academic progress. Students who were denied due to maximum time frame are responsible for paying for their own educational costs for the remainder of their program.

**If the appeal is approved**, the student will either be:

1. Placed on **SAP Probation** or **Financial Aid Probation** for one term only, or
2. Placed on an **SAP Probation with an Academic Plan** or **Financial Aid Probation with an Academic Plan**. The plan is designed for completion rate and/or cumulative grade point average improvements until the standards of the SAP policy are met, not to exceed one year from the date of the Academic Plan.

## **REGAINING ELIGIBILITY**

If a student loses eligibility for federal student financial aid as a result of not meeting SAP requirements, the student must pay for the ineligible payment period(s) using funds other than federal student financial



aid funds. If a student appeals and the appeal is denied, the student will need to re-establish his or her eligibility. Generally, a student will re-establish eligibility once he or she is meeting the University's Satisfactory Academic Progress policy. The student will be eligible for federal student financial aid once he or she is meeting GPA and pace of progression standards.

## **CHANGE OF PROGRAM**

When a student changes his/her academic program, only those courses applicable to the new program will be evaluated for the qualitative and quantitative components. However, all courses attempted will be evaluated for the Maximum Timeframe component. If, under these circumstances, the student is making satisfactory academic progress, the student will regain eligibility for financial assistance funds. If, under these circumstances, the student is not making satisfactory academic progress, the student will not regain eligibility for financial assistance funds at that time unless the student submits an appeal.

## ***Termination Policy***

Fremont University believes that a positive and constructive working relationship between the University and students is essential to the fulfillment of the University's mission. The University may suspend or terminate the enrollment of a student for cause. Such a suspension or termination may result when:

- A student fails to abide by the student code of conduct or the rules and regulations of the school.
- A student engages in lewd or lascivious conduct.
- A student is abusive to any member of the staff, faculty, or student body.
- A student fails to attend classes on a regular basis.
- A student is excessively absent.
- A student has engaged in plagiarism or has exhibited academic dishonesty.
- A student is found to be using alcohol or any illegal or illicit substance on campus.
- A student fails to maintain the minimum GPA and/or required completion rate.
- A student fails to meet his/her financial obligations to the University.
- The University determines that a student's conduct or performance demonstrates an unwillingness or inability to understand the subject matter being taught.

## ***Graduation Requirements***

A minimum GPA of 2.00, with no grade lower than a 1.00 for any course that applies to an undergraduate certificate, diploma or degree, is required to receive a diploma/certificate or degree. A minimum GPA of 3.00, with no grade lower than a 2.00 for any course that applies to the graduate degree, is required to receive a degree. Fremont University does not have a cumulative final test or examination required for the completion of any of the programs offered. Upon successful completion of all required courses in a program, the graduate will be awarded a Master of Business Administration degree, Bachelor of Science Degree, Bachelor of Arts Degree, Associate of Arts Degree, Associate of Science Degree, Diploma or Certificate. Students who fail to meet their financial obligations may have their diploma or degree withheld.

## ***Graduation Ceremonies***

Graduation ceremonies are scheduled on an annual basis. All students, including students in online programs, who have completed the guidelines above within that one-year period, are eligible to participate. Students will be notified by mail and officially invited to attend. Graduates must alert the school of any address/name changes after completing the program.

All graduates are encouraged to return for the official ceremonies. The ceremony is an opportunity for graduates to celebrate their success, visit with former classmates, and share information about current employment experiences with their former instructors.

## **Student Conduct and Behavior**

### ***Copyright Infringement and Peer-to-Peer File Sharing Policy***

The making of an electronic or paper copy of a copyrighted work by any means (photocopying, electronic reproduction, scanning, digitizing, etc.) constitutes reproduction that is governed by copyright law. The copyright principles that apply to the use of copyrighted works in electronic environments are the same as those that apply to such use in paper environments.

Copyright Infringement - Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws:

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

#### **Peer-to-Peer File Sharing**

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing compatible P2P software, to connect with each other and directly access digital files from one another’s hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing it has become increasingly easy to store and transfer these copyrighted works to others, thus increasing the risk that users of P2P software and file-sharing technology will infringe the copyright protections of content owners.

If P2P file-sharing applications are installed on your computer, you may be sharing someone else’s copyrighted materials without realizing you are doing so. As a user of the University network, recognizing the legal requirements of the files that you may be sharing with others is important. You should be careful not to download and share copyrighted works with others. The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

#### ***Academic Integrity***

Fremont University expects that all work that you submit was created by you. Copying information that is not your own without indicating the source is never acceptable under any circumstances. Anything

that you submit that was not your original idea must be in your own words and you must give credit to the original author. Failure to do so is called plagiarism.

Plagiarism and cheating of any kind, including copying, lying, bribing, inventing false information or citations, helping someone cheat or plagiarize, turning in someone else's work as your own, failing to put a quotation in quotation marks, changing words but copying the sentence structure of a source without giving credit, having access to test answers during a test, or leaving class during a test without permission will all have serious consequences.

Cell phones, text messaging devices, iPods, and other similar equipment may not be used during class time unless otherwise approved by the instructor.

All instances of cheating and plagiarism will be reported to the appropriate Program Director or Lead Faculty. Consequences may include a grade of zero on the assignment, failing a course, suspension, expulsion from Fremont University, or other sanctions as deemed appropriate by the Program Director or Lead Faculty.

To learn more about plagiarism, please visit: Plagiarism: What It is and How to Recognize and Avoid It at <http://www.plagiarism.org>.

## ***Student Conduct Policy***

Students are expected to conduct themselves in a manner conducive to learning and the learning of others. Conduct violations or any violation of the school's policies will be cause for disciplinary action, up to and including dismissal. Any insubordination to the staff or faculty, use of alcohol or drugs, theft, malicious destruction of school property, or any other act of this nature will be grounds for immediate dismissal.

Fremont University recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of Fremont University, students have responsibilities and duties commensurate with their rights and privileges. In this policy, Fremont University provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Fremont University mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

## ***Elements/Violations of Student Conduct Policy***

The following is a list of behaviors that violate Fremont University Student Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.

5. Conveyance of threats by any means of communication, including but not limited to threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of oneself or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
7. Harassment or bullying by any means of any individual, including coercion and personal abuse. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology that have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.
9. Violations by a guest of a student on school property. Students are responsible for the actions of their guests.
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
11. Interference with the normal operations of the school (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities).
12. Use of cell phones and pagers during scheduled classroom times.
13. Unauthorized entry into, or use of, school facilities.
14. Forgery, falsification, alteration, or misuse of school documents, records, or identification.
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
16. Disorderly, lewd, indecent, or obscene conduct, including but not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent, or obscene as determined by school officials.
17. Extortion.
18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, or turning in false fire alarms and bomb threats.
19. Breach of peace on school property or at any school-sponsored or supervised program.
20. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited.
21. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions.
23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
24. Failure to satisfy school financial obligations.
25. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties.
26. Failure to identify oneself when on school property.
27. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
28. Any form of "hazing" and any act that endangers the safety of a student or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending the school.
29. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of Fremont University and/or its reputation.

30. Any violation of the institution's policies on the responsible use of technology, including but not limited to:
  - The theft or abuse of a computer, email, Internet, or Intranet resources
  - Unauthorized entry into a file to use, read, or change the contents of or for any other purpose
  - Unauthorized transfer of a file
  - Unauthorized downloading of copyrighted materials in violation of the law
  - Unauthorized use of another individual's identification and/or password
  - Use of computing facilities to interfere with the work of another student, faculty member, or school official
  - Use of computing facilities to send obscene or abusive messages
  - Use of computing facilities to interfere with normal operation of the school's computing system
31. Abuse of the Fremont University disciplinary system, including but not limited to:
  - Failure to obey the summons of a disciplinary body or school official
  - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
  - Disruption or interference with the orderly conduct of a disciplinary proceeding
  - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
  - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
  - Failure to comply with the sanction(s) imposed under the student conduct policy
  - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
32. Harassment or bullying based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

## **Disciplinary Procedures**

### ***Complaint***

1. Any member of Fremont University (e.g., faculty, staff, or student) may file a complaint against any student for misconduct or for otherwise being in violation of Fremont University policies. The complaint shall be prepared in writing and directed to the Director of Student Affairs, or designee. Complaints should be submitted as soon as possible after the alleged violation occurred.
2. The Director of Student Affairs or a designee shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.
3. Unless otherwise provided by law, Fremont University generally will not disclose the name of the person making the complaint to the accused student ("student") unless it determines in its sole discretion that the circumstances warrant it.

### ***Notification and Adjudication***

1. Within a reasonable period of time after the complaint is received, the Director of Student Affairs or his or her designee will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Director of Student Affairs or his or her designee to discuss the

complaint and alleged violation. The Director of Student Affairs or his or her designee will render and communicate the decision to the student.

2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Director of Student Affairs or his or her designee may make a determination of violations of Fremont University policies on the basis of the information available and impose sanctions for such violations. This decision shall be communicated to the student.
3. The Director of Student Affairs or his or her designee's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of Fremont University.

## ***Procedures Regarding Student Dismissals***

When the Administration proposes to dismiss/expel a student from Fremont University, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the student in written form, including the time, place, and nature of the alleged offense(s). A time shall be set for a hearing not less than two or more than fifteen calendar days after the student has been notified of the charges and his or her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Affairs or his or her designee.
2. Hearings shall be conducted by the Director of Student Affairs or his or her designee (herein referred to as the "hearing officer") and may also include faculty, staff, and students according to the following guidelines:
  - Hearings normally shall be conducted in private.
  - Admission of any person to the hearing shall be at the discretion of the Director of Student Affairs or his or her designee.
  - In hearings involving more than one student, the hearing officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately.
  - The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the hearing officer.
  - Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the hearing officer at his or her discretion.
  - All procedural questions are subject to the final decision of the hearing officer.
  - After the hearing, the hearing officer shall determine whether the student has violated the rules, regulations, or policies that the student is charged with violating. The hearing officer will issue a written determination. If the hearing officer determines that a violation has occurred, the hearing officer's determination will also address whether dismissal from Fremont University is an appropriate sanction for the offense(s).
  - The hearing officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of Fremont University.
  - The hearing officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal therefrom.

## ***Interim Suspension***

Fremont University may immediately remove or suspend a student from school without applying or exhausting these procedures when, in Fremont University's sole judgment, the student poses a threat of

harm to himself or herself, to others, or to property of Fremont University or a member of Fremont University.

During the interim suspension, students shall be denied access to the school (including classes, labs, and library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Director of Student Affairs or designee may determine to be appropriate.

## ***Student Involvement in Conduct Proceedings***

At the discretion of the Campus President or his or her designee, students of Fremont University may participate in the adjudication of disciplinary proceedings, including hearings and appeals.

## ***Violations of Law***

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of the Fremont University community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Fremont University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

## ***Search of Student's Property***

Fremont University reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of Fremont University staff that a serious risk to the health, safety, and welfare of students and/or the school community exists. Personal property and belongings include but are not limited to backpacks, portfolios, clothing, and vehicles brought onto property leased, owned, or controlled by the school.

## ***Sanctions***

Fremont University may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). Fremont University reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Director of Student Affairs or his or her designee defines the terms of probation.
3. **Suspension:** Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school during his or her suspension.

4. **Expulsion:** The student will be expelled from Fremont University immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or any time or for any reason.
5. **Restitution:** Compensation for loss or damage to property leased, owned, or controlled by the school. Restitution may take the form of monetary or material replacement.
6. **Discretionary sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

## ***Appeal Procedures***

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to Fremont University policies and procedures.

- The student must initially obey the terms of the decision (e.g., a student who has been suspended from school may not be on school property in accordance with the directions indicated in the decision).
- The student must write a letter of appeal in the student's own words, addressed to the Campus President of Fremont University or his or her designee. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to Fremont University policies and procedures. It must be delivered to the Campus President or his or her designee within seven calendar days following the student's receipt of the decision.
- The Campus President or his or her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be composed of faculty or staff members not involved in making the initial disciplinary decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the Campus President or his or her designee with its recommendation following its review of the appeal. The Campus President or his or her designee will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The decision will be final.

## ***Student Complaint/Grievance Procedures***

The University and administration work with each student to resolve the issues a student may have. 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 review by following the procedure outlined below:

1. Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail to allow the Program Director or Lead Faculty to begin an investigation.
2. The Program Director/Lead Faculty or designee will schedule an appointment with the student within three working days to discuss the complaint.



3. The Program Director/Lead Faculty or designee will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five working days of the meeting with the student.
4. If the student is not satisfied with the Program Director/Lead Faculty or designee's report of disposition of the complaint, the student may appeal this result in writing to the Campus President within 10 working days of receipt. The appeal letter must include a copy of the written disposition report and an explanation of why the student is not satisfied with that outcome.
5. The Campus 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 Program Director.
6. The Campus President will provide both the student and the Program Director or Lead Faculty 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 or ACCSC.

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

**Accrediting Commission of Career Schools and Colleges**  
**2101 Wilson Blvd., Suite 302**  
**Arlington, VA 22201**  
**703-247-4212**  
[www.accsc.org](http://www.accsc.org) | [complaints@accsc.org](mailto:complaints@accsc.org)

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting the Campus President, or by contacting [complaints@accsc.org](mailto:complaints@accsc.org) or at <https://www.accsc.org/Student-Corner/Complaints.aspx>.

## ***Responsible Use of Technology Policy***

Technology facilities and equipment belong to Fremont University and are for the express use of only currently enrolled Fremont University students, faculty, and staff for class projects, assignments, and school-related purposes. Any use of these technology resources for commercial purposes, personal financial gain, or entertainment is not permitted.

## ***Dress Code***

With the exception of the Massage and Sports & Rehabilitation Therapy programs (students in these programs are required to wear either institutional polo shirts or scrubs for core classes), Fremont University does not have a formal dress code for students. However, any student arriving for class in attire that creates a distraction may be asked to leave. Should this occur, a student will be marked as absent for the class session. A professional environment is expected and encouraged. All students must wear their student ID while on campus at all times.

## ***Campus Safety and Security***

The University recognizes that effective learning requires a safe environment, and to this end, complies with the Crime Awareness and Campus Security Act of 1990, Jeanne Clery Disclosures of Campus Security Policies and the Campus Crimes Statistics Act (Clery Act), and the Higher Education Opportunity Act of 1965 and the Safe and Drug Free Schools and Communities Act and Amendments of 1989.

### ***Crime Awareness***

The University's annual security report is available to any current or prospective student and employees of the University, and may be obtained from the Career Services Department upon request. The security report details any crimes that have occurred on or adjacent to the campus over the past 3 years. The report also contains the University's policies and procedures regarding campus security, crime reporting, crime prevention, sexual misconduct, emergency response and campus evacuation plans.

Students and employees are encouraged to report any criminal activity or other emergency situations to the onsite campus administrator. Reports can be written or verbal, depending on the severity of the situation. Crimes may be reported confidentially. The onsite administrator is responsible for investigating all crimes reported and for taking appropriate action. The University will cooperate with local, state, and federal law enforcement agencies as needed.

### ***Drug Abuse Policy***

It is the policy of Fremont University to comply with the Drug-Free Schools and Community Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. Accordingly, the following information regarding the use of illegal drugs and the abuse of alcohol on the campus or in facilities controlled by Fremont University are prohibited by University regulations and are incompatible with the goal of providing a healthy educational environment for students, faculty, staff and guests. Informative materials on controlled substance use and effects, counseling, treatment and rehabilitation programs, and hot-line telephone numbers in the area are provided to students and staff annually. Information on the laws regarding California drug and alcohol penalties for possession and trafficking is available from the Career Services Department.

### **Sanctions**

#### ***Fremont University Sanctions***

Fremont University, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Fremont University will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of the Fremont University standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

#### ***State and Federal Sanctions***

State Drug Laws considers the illegal use of drugs and alcohol serious crimes. The sanctions for first-time violations of these laws range from fines to lengthy terms of incarceration, or both. There may also be civil consequences that result from violating state statutes. Property associated with the criminal acts,

including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment, and lose the right to vote.

Federal law considers the manufacture, distribution, dispensation, possession or use of illegal drugs, or any controlled substance, a serious crime. For the most current Federal Trafficking Penalties, please visit the U.S. Drug Enforcement Administration website at <http://www.deadiversion.usdoj.gov/21cfr/21usc/841.htm>.

## ***Student Records and Right of Privacy***

Fremont University shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.

Fremont University shall maintain, for each student granted a degree or certificate by Fremont University, permanent records of all of the following:

1. The degree or certificate granted and the date on which that degree or 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.

Student records are maintained at the school site for a minimum of five years from the last date of attendance, and transcripts are maintained permanently.

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their educational records. They are:

*The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access.*

Students should submit to the Registrar or other appropriate official written requests that identify the records they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected.

*Parental rights of access to educational records depend on the student's financial status: either dependent or independent.*

If the adult student is financially independent, parents have no right of access without the student's consent. If, however, the student is a financial dependent, a parent/guardian's request for educational records is honored by the University. It is the student's responsibility to clarify and document his or her financial status and acknowledge acceptance of the University's disclosure policy upon admission and to update such information via the Registrar.

*The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.*

Students may ask the University to amend records they believe are inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right of a hearing.

*The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception permitting disclosure without consent is to University officials with legitimate educational interests. A University official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and appropriate officials in case of health and safety emergencies); a person or company with whom the University has contracted (such as an attorney, an auditor, or a collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his or her tasks.

*A University official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.* Upon request, the University discloses education records without consent to an official of another school in which a student seeks or intends to enroll.

*The student has a right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.*

The name and address of the office that administers FERPA is:

Family Policy Compliance Office, +U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## **FERPA Release of Information**

### ***Directory Information***

In compliance with the Family Educational Rights and Privacy Act, the University treats the following student information as directory information, which can be disclosed without a specific release of information from the student: student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Students may restrict the release of directory information by written request to the Registrar.

### ***Non-directory Information***

In compliance with FERPA guidelines, a student must provide self-identifying information in a signed and dated written request to the University Registrar for the release of non-directory information. The receipt of a written request by fax satisfies this requirement.

### ***Electronic Files***

The Family Educational Rights and Privacy Act does not differentiate between the medium of storage or the method of transmission. There is no legal difference between the level of protection afforded to physical files over those that are stored or transmitted electronically or in any other form.

## ***Fremont University Statement on Diversity***

Commitment to diversity is central to Fremont University's mission and objectives. Inherent in our mission to close the gap between the traditional classroom and the 21<sup>st</sup>-century workplace is our belief that diversity cultivates innovation, and we are acutely aware that the source of discovery and collaborative achievement lies in the diverse composition of our campus community.

Fremont University promotes diversity as a critical component to achieving educational excellence and training future leaders. We provide a curriculum that engages students in a collaborative learning environment based upon a diverse range of cultures and perspectives. Our students are taught to synthesize and share diverse theories and present the results to each other in order to foster a deeper learning environment.

In principle and practice, Fremont University is committed to a diverse student body and workforce. Fremont University strives to promote a welcoming and inclusive environment and integrates equity and fairness in recruiting and retaining diverse faculty, staff, and students.

# Master of Business Administration (MBA) Degree

The MBA program engages the global Business Administration industry with a special focus on modern business practices, innovative education methods, and targeted specializations that meet current and emerging employers' needs. The program encapsulates widely accepted professional Business and Management methods while recognizing the continuously changing and evolving marketplace by embracing modern technological practices, specific specialization options, hands-on learning, and advanced research and analysis practicum. The program expands traditional practices in Business administration with two areas of focus for specialization. This offers candidates a more well-rounded approach to Business Administration education by responding to current market trends and needs, while still providing students with a solid and proven foundation. The normal completion time for this program is 12 months.

Our learning approach implements a robust set of new learning workflows and methods that focus on critical and creative thinking, advanced analytical skills, effective teaming, and self-study. Coupled with a varied set of classroom materials, professional instruction, and mentorship, students are immersed with the content in a way that allows them to transform knowledge into practical mastery.

## ***Vocational Objective***

Graduates of the Master of Business Administration program will have their choice of occupations. They will be able to manage departments or companies using innovative organizational leadership techniques, start a company using entrepreneurial and brand development methods, or consult for businesses needing help in organization development or innovative strategic planning.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Provide students with a contemporary outlook over modern business practices.
2. Analyze best practices of Business Development through innovation, brand development, and entrepreneurship.
3. Develop core competencies of management, leadership initiatives, relationship management and organizational behaviors.
4. Provide specialization in two key focal points within business including Business Development Leadership, and Organizational Leadership.
5. Simulate real-life strategies and practices via independent and group projects.

## ***Graduation Requirements***

To earn a Master's Degree in Business Administration students must:

- Achieve a minimum cumulative GPA of 3.0 grade point average or higher and is based upon the student's satisfactory achievement and demonstration of the required knowledge and skills.
- Only those graduate level courses in which a student earns the equivalent of a 2.0 or higher may be applied toward the total number of credits required for graduation.
- Complete a minimum of 50 quarter credit hours.

- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

<u>Course Type</u>	<u>Quarter Credit Hours</u>
MBA Core Courses	35
MBA Specialty Courses	15
All Courses	50

### MBA Courses

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
MBA510	Business Ethics and the Legal Ecosystem	5.0
MBA515	Modern Finance Practices	5.0
MBA520	Entrepreneurship vs Intrapreneurship Thinking	5.0
MBA525	Relationship Management	5.0
MBA530	Project Team and Communication Management	5.0
MBA535	Crisis and Risk Management	5.0
MBA540	Managing Across Generations	5.0
MBA600	Organizational Behavior	5.0
MBA605	Operational Leadership and Strategy	5.0
MBA610	Business Case Study and Decision-Making Process	5.0

# **Business Leadership Bachelor of Arts Degree Completion**

The University of Business seeks to produce capable and knowledgeable students who combine an understanding of work and careers with an ability to adapt quickly to the expectations of employers and the work environment. This Bachelor of Arts program is designed to provide graduates with the business, technical, and legal skills necessary to begin or advance a career in business leadership. Students will develop the quantitative, qualitative, interpersonal, technical, and legal skills required to lead in today's complicated business climate. The normal completion time for this program is 15 months.

## ***Vocational Objective***

Graduates of the Business Leadership program are eligible for positions in public and private sector organizations including, but not limited to, financial institutions, insurance companies, consumer goods, retailers; telecommunications; entertainment; legal firms; healthcare organizations; non-profits; federal, state, and local governments. Specific jobs with these employers include Business Analyst, Financial Analyst, Sales Trainee, Accountant, Account Manager, Human Resources Manager, Sales Manager, Marketing Manager, Sales Support, Sales Representative.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Develop students' abilities to understand business concepts, terms and theories.
2. Prepare students for jobs in the fields of management, marketing, human resources international business, and finance.
3. Assist students in becoming more proficient in analysis, decision making, and management.
4. Develop students' understanding of international business and the effects of globalization.
5. Appreciate the benefits of experiential learning by displaying good work habits, time management, and self-discipline.
6. Work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender, and other backgrounds and with people with different organizational roles, social affiliations, and personalities.
7. Recognize entrepreneurial opportunities for new business ventures; evaluate potential for business success; and consider implementation issues including financial, legal, operational, and administrative procedures involved in starting new business ventures.
8. Use quantitative and qualitative tools and methodologies to support organizational decision making.
9. Analyze the information content of organizational processes and use web-based techniques, skills, and knowledge of information technology to enhance individual productivity.
10. Apply accounting and finance concepts and methods for evaluating the financial position and performance of organizations.



## ***Graduation Requirements***

To earn a Bachelor of Arts Degree in Business Leadership, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 50 quarter credit hours in core classes and a minimum of 40 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Business Leadership Core Courses	50
General Education Courses	40
All Courses	90

**Business Leadership Core Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
BA310	Business Law	5.0
BA320	Human Resources Management	5.0
BA330	Leadership and Human Capital Development	5.0
BA331	Internet Marketing	5.0
BA370	Business Development and Sales Techniques	5.0
BA400	Bachelor Capstone	5.0
BA411	Financial and Managerial Accounting	5.0
BA420	Information Systems	5.0
BA430	Project and Quality Management	5.0
BA432	Entrepreneurship	5.0

**General Education Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE310	Business Communications	5.0
GE326	Philosophy and Ethics A	2.5
GE329	Philosophy and Ethics B	2.5
GE331	Information Literacy	2.5
GE339	Mythology and Pop Culture	2.5
GE345	Modern U.S. History A	2.5
GE350	Modern U.S. History B	2.5
GE410	Advanced Career Management A	2.5
GE420	Psychology A	2.5
GE429	Psychology B	2.5
GE435	The Art of Persuasion	5.0
GE440	Advanced Career Management B	2.5
GE450	The American Economy A	2.5
GE459	The American Economy B	2.5

# Healthcare Management Bachelor of Science Degree Completion

The Healthcare Management program seeks to produce capable and knowledgeable graduates who understand the theory and practice of healthcare in an administrative environment. This Bachelor of Science degree completion program is designed to provide students with training in economics, financial management, human resources management, quantitative methods, planning, leadership, organizational behavior, law, cultural and global care, and ethics in healthcare. The normal completion time for the program is 15 months.

## *Vocational Objective*

Graduates of the Healthcare Management program are eligible for positions in various healthcare related institutions including state, local and private hospitals, ambulatory healthcare services, nursing and residential care facilities; and in the government. Specific jobs with these employers include Medical Office Manager, Patient Care Manager, Medical Records Manager, Rehabilitation Center Manager, Healthcare Project Manager, and Health Services Manager.

## *Learning Outcomes*

*Graduates of the program will be able to:*

1. Express and demonstrate a theoretical and practical understanding of the rapidly changing healthcare environments and the demands associated with the many facets of healthcare.
2. Demonstrate the quantitative and qualitative skills necessary to assess, plan, direct, create, organize, and coordinate financial and human resources needed in healthcare settings.
3. Utilize knowledge about regulations and legal, cultural, and ethical issues to make informed decisions and provide directives that promote maximum healthcare initiatives for the individual, family, and society.
4. Manage patient care services in a variety of settings that promote dignity and respect for the individual from various ethnic and cultural backgrounds.
5. Be educationally positioned for employment in a position of their choice and to continue their studies toward a graduate degree, if they choose.

## *Graduation Requirements*

To earn a Bachelor of Science Degree in Healthcare Management, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 50 quarter credit hours in core classes and a minimum of 40 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Healthcare Management Core Courses	50
General Education Courses	40
All Courses	90

**Healthcare Management Core Courses****General Education Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
BA320	Human Resources Management	5.0
BA400	Bachelor Capstone	5.0
BA420	Information Systems	5.0
HM311	Managed Care and Healthcare Policies	5.0
HM315	Anatomy and Medical Terminology	5.0
HM331	Epidemiology and Global Health	5.0
HM340	Electronic Health Records Management	5.0
HM350	Medical Billing and Coding	5.0
HM430	Long-Term Care and Issues of Aging and Disability	5.0
HM431	Quality Management and Patient Safety	5.0

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE310	Business Communications	5.0
GE326	Philosophy and Ethics A	2.5
GE329	Philosophy and Ethics B	2.5
GE331	Information Literacy	2.5
GE339	Mythology and Pop Culture	2.5
GE345	Modern U.S. History A	2.5
GE350	Modern U.S. History B	2.5
GE410	Advanced Career Management A	2.5
GE420	Psychology A	2.5
GE429	Psychology B	2.5
GE435	The Art of Persuasion	5.0
GE440	Advanced Career Management B	2.5
GE450	The American Economy A	2.5
GE459	The American Economy B	2.5

# **Business Management Associate of Arts Degree**

The Associate Degree in Business Management prepares students for a career requiring an understanding of businesses and business functions. Students will understand how to act ethically and professionally within the business environment, including how to communicate effectively with co-workers and clients. This program will develop students' leadership skills such as team building and project management as well as problem-solving and decision-making skills. Students will also become proficient in using software such as Microsoft Word, Excel, PowerPoint, and Visio and Prezi. Students will gain an understanding of business organizations in today's global economy and a functional understanding of financial and managerial accounting. The degree also provides graduates with the background necessary to continue their education in a business-related bachelor's program. The normal completion time for this program is 15 months.

## ***Vocational Objective***

Graduates of the Associate's in Business Management program are eligible for entry-level positions in both public and private sector organizations. Graduates will be able to perform administrative tasks by planning, coordinating or managing various aspects of a business organization. Specific examples of potential positions include Administrative Assistant, Administrative Coordinator, Administrative Manager, Business Administrator and Office Manager.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Communicate effectively in a wide variety of situations through writing, speaking, listening.
2. Prepare for jobs in the fields of management, marketing, human resources, and finance.
3. Demonstrate proficiency in problem solving, analysis and decision making.
4. Apply knowledge and skills in the functional areas of business.
5. Demonstrate an understanding of teamwork as it occurs in business situations.
6. Use computer hardware, software, the Internet, and other technological tools to enhance communication in the organization.
7. Apply accounting concepts to process financial transactions.

## ***Graduation Requirements***

To earn an Associate of Arts Degree in Business Management, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 67.5 quarter credit hours in core classes and a minimum of 22.5 quarter credit hours in general education courses.

- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Business Core Courses	67.5
General Education Courses	22.5
All Courses	90.0

**Business Core Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
PF100	Program Foundations *	5.0
BM110	Understanding Business and Management Structures	5.0
BM120	Professionalism and Work Ethic	5.0
BM130	Effective Communication Practices	5.0
BM140	Customer Expectation Management	5.0
BM150	Business Communication Software	2.5
BM160	Management Information Systems	2.5
BM170	Presentation Software	2.5
BM200	High Impact Presentations	5.0
BM230	Customer Relationship Management (CRM) Systems	5.0
BM240	Finance for the Non-Finance Manager	5.0
BM250	Project Scope, Time and Quality Management	5.0
BM260	Winning with Relationship Selling	5.0
DM104	Leveraging Social Media	5.0
DM204	User Acquisition and Retention Strategies	5.0

**General Education Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE107	College Writing and Success Skills *	2.5
GE112	Critical Thinking	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.

# Health Information Technology Associate of Science Degree

The Healthcare Information Technology program is designed to address the changing landscape of federal healthcare initiatives, billing and coding in an expanding health care environment. This Health Information Technology Associate of Science Degree program provides instruction in healthcare data and coding, computer software applications, and ICD-9, ICD-10, and CPT/HCPS coding guidelines. Health information technicians are members of the healthcare team who assure that healthcare documentation is consistent with professional standards. Students will learn elements of medical documentation including the medical history, physical examination, progress notes reflecting treatment, laboratory values, and radiology reports. The normal completion time for this program is 15 months.

## ***Vocational Objective***

Graduates of the Health Information Technology program will be equipped to apply for certification in Health Information Technology. Graduates are eligible for entry-level positions in various healthcare related institutions including state, local, and private hospitals, ambulatory healthcare services, nursing and residential care facilities, and in the government. Specific jobs with these employers include Health Information Technician, Medical Records Technician, Medical Coder, Health Information Manager, Medical Secretary, and Medical Transcriptionist.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Develop students' abilities to understand health information technology and perform skills associated with positions in this industry.
2. Prepare students for jobs in the fields of health information technology (HIT) and Health Information Management (HIM) in medical offices and groups, insurance companies, government agencies, health maintenance organizations, companies that design, supply, or maintain medical records or information systems and healthcare vendors.
3. Assist students in becoming more proficient in patient communication and interaction, analysis, decision making, and management.
4. Develop students' understanding of health information technology, billing and coding, and electronic record keeping and the impact on healthcare management of resources.
5. Help students to appreciate the benefits of experiential learning by developing good work habits, time management, and self-discipline.
6. Develop students' ability to work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender, and other backgrounds and with people with different organizational roles, social affiliations, and personalities.



## ***Graduation Requirements***

To earn an Associate of Science Degree in Health Information Technology, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

### Course Type

Health Information Technology Core Courses  
General Education Courses  
All Courses

### Quarter Credit Hours

60  
30  
90

#### **Health Information Tech. Core Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
PF100	Program Foundations *	5.0
HT110	Introduction to Medical Insurance and Billing	5.0
HT111	Medical Terminology	5.0
HT121	Disease Classification (ICD-10-CM)	5.0
HT130	Introduction to Electronic Health Records	5.0
HT131	Healthcare Procedural Codes (CPT <sup>®</sup> /HCPCS)	5.0
HT210	Medical Office Management	5.0
HT220	Introduction to Microsoft Office	5.0
HT230	Health Information Technology	5.0
HT240	Introduction to Healthcare Finance	5.0
HT250	U.S. Healthcare System	5.0
HT251	Healthcare Law and Ethics	5.0

#### **General Education Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE107	College Writing and Success Skills *	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.

# Paralegal Studies Associate of Arts Degree

Paralegal Studies encompasses many facets of the law and includes, but is not limited to, property, employment law, family law, torts, civil procedures, contracts, and legal research and writing. This ABA-approved Paralegal Studies Associate of Arts Degree program provides training in conducting research on relevant laws, regulations, and legal articles; drafting correspondence and legal documents; gathering evidence and legal documents for attorney review and case preparation; report writing; and processes for obtaining affidavits and other formal statements that may be used as evidence in court. The expected completion time for this program is 15 months.

## ***Vocational Objective***

Graduates of the Paralegal Studies program are eligible for entry-level positions in local, state, and federal government agencies and departments, as well as law firms, legal aid services, finance and insurance companies. Specific jobs with these employers include corporate paralegal, litigation paralegal, family law paralegal, law clerk, and litigation support analyst. (Note: Paralegals may not provide legal services directly to the public except as permitted by law.)

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Demonstrate proficiency in legal writing skills.
2. Identify and interpret the fundamental concepts of substantive and procedural law.
3. Apply oral and written communication skills appropriate to the legal profession.
4. Analyze and apply the law to the facts.
5. Recognize ethical dilemmas and identify rules and laws governing the conduct of paralegals.
6. Employ software applications and technology commonly used in the legal environment.
7. Demonstrate proficiency in research skills utilized by paralegals.

## ***Graduation Requirements***

To earn an Associate of Arts Degree in Paralegal Studies, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 2.0 in any legal specialty course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses, including GE120, GE129, GE133 and GE139 (or equivalent).
- Legal Specialty Requirement: Students must complete a minimum of 60 quarter units in PA courses. Students must fulfil a minimum 15 quarter credits of legal specialty courses at Fremont University.
- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Paralegal Core Courses	60
General Education Courses	30
All Courses	90

**Paralegal Studies Core Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>	<b>Prerequisites or Co-requisites</b>
PA120	Introduction to Law & Ethics	5.0	GE107/120/129, GE133/139
PA125	Civil Procedure	5.0	GE107/120/129, GE133/139
PA130	Legal Research & Writing	5.0	GE107/120/129, GE133/139
PA140	Criminal Law & Procedure	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA145	Torts	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA150	Advanced Legal Research & Writing	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA220	Legal Practice Technology	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA225	Family Law	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA230	Real Property Law	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA240	Employment Law	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA245	Contracts	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139
PA255	Immigration Law ( <i>starting 19Q1</i> )	5.0	PA120, PA125, PA130, GE107/120/129, GE133/139

## General Education Courses

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE107	College Writing and Success Skills ( <i>starting 19Q1</i> )	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

# **Sports & Rehabilitation Therapy Associate of Science Degree**

Sports and Rehabilitation Therapy is a growing field for students interested in helping athletes work through injuries and enhancing performance. This Sports & Rehabilitation Therapy Associate of Science Degree program provides training in the basic techniques used by sports therapists to provide services to athletes for conditioning, improving performance, and rehabilitating injuries. The program courses provide students with an understanding of the human skeletal, muscular, and nervous systems; physical assessment through various means of testing and the application of sports therapy theories. The normal completion time for this program is 15 months.

## ***Vocational Objective***

Graduates of the Sports & Rehabilitation Therapy program are eligible for entry-level positions in colleges and universities, elementary and secondary schools, fitness and recreational centers, physician offices and sports injury clinics. Specific jobs with these employers include Rehabilitation Therapist, Medical Massage Therapist, Team Sports Therapist, Health Club Trainer, and Physical Therapist Aide.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Explain the biomechanics, structure, and function of soft tissue and body systems.
2. Relate the integration of body systems to support athletic performance.
3. Recognize, assess, and evaluate sports-related injuries.
4. Perform advanced therapeutic techniques including deep tissue, shiatsu, sports, and positional release.
5. Practice skills in a professional and ethical way as part of the sports medicine team.
6. Collaborate with healthcare professionals to create a treatment plan for athletes.
7. Describe the physiological effects of massage on the human body and how it can enhance athletic performance.
8. Conduct a variety of orthopedic assessment procedures in order to determine specific sports injuries.
9. Use theoretical evidence to justify the techniques they use.
10. Record SOAP notes and intake forms to relay information to other healthcare professionals.
11. Interpret and integrate SOAP notes into treatment planning.
12. Provide services to the athletic community.

## ***Graduation Requirements***

To earn an Associate of Science Degree in Sports & Rehabilitation Therapy, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

### **Supervised Hours**

**Per CAMTC policy**, students are required to attend a minimum of 500 supervised hours in order to be eligible for certification. There are 560 instructional core hours in the Massage Therapy program and 840 instructional core hours in the Sports & Rehabilitation Therapy program. Fremont University requires all students enrolled in the Massage Therapy (MT) and Sports & Rehabilitation Therapy (SRT) programs to attend a minimum of 90% of the supervised hours in each of the first ten core courses. The ten core courses are: SR110-22, SR111A-22, SR111B-22, SR120-22, SR121-22, SR130-22, SR140A-22, SR140B-22, SR210-22, and SR211-22.

Therefore, any hours missed from class beyond 7.0 hours in each of the above named 70-hour or 3.5 hours in the 35-hour core courses (SR140A-22, SR140B-22, SR111A-22, SR111B-22) must be made-up by all Massage Therapy and Sports & Rehabilitation Therapy students (excluding general education courses). Course work will be made up in a timely manner. The make-up sessions must occur during the University's regular business hours or during school sponsored outside massage events and only when an SRT or MT instructor is present. Make-up work must be documented by the instructor as being completed and should include the date, time and duration of the make-up session. Hours for transfer credits from other institutions will be evaluated on a case by case basis.

### **Hygiene**

**Personal Hygiene:** Students are responsible for maintaining appropriate levels of personal hygiene. **Fingernails:** Students are to keep fingernails neatly manicured and of a length that allows for the safe delivery of massage techniques.

**Fragrance Control:** Students should avoid wearing any product that produces a scent that is strong enough to be perceived by others including, but not limited to, colognes, perfumes, after-shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

### **Dress code**

Students are required to wear either institutional polo shirts or scrubs (for core classes) at all times when on campus or at other Fremont sponsored events. Shoes must provide safe, secure footing against all hazards and should be appropriate for a professional work environment. Sandals and open-toed shoes are unacceptable due to potential safety hazard.

### **Draping**

Fremont University's wellness programs utilize full sheet draping procedures at all times.



**Course Type**

Sports & Rehabilitation Therapy Core Courses  
 General Education Courses  
 All Courses

**Quarter Credit Hours**

60  
 30  
 90

**Sports & Rehabilitation Therapy Core Courses**

Course ID	Course Title	Quarter Credit Hours
SR110-22	Massage Therapy Techniques	5.0
SR111A-22	Anatomy and Physiology - Systems of the Body A	2.5
SR111B-22	Anatomy and Physiology - Systems of the Body B	2.5
SR120-22	Swedish Massage Techniques	5.0
SR121-22	Somatic Tissues and Biomechanics	5.0
SR130-22	Deep Tissue and Neuromuscular Therapy	5.0
SR140A-22	Business, Ethics and MBLEx Prep A	2.5
SR140B-22	Business, Ethics and MBLEx Prep B	2.5
SR210-22	Sports and Specialized Massage	5.0
SR211-22	Eastern Theory and Practice	5.0
SR220	Therapeutic Exercise & Procedures	5.0
SR221	Advanced Biomechanics and Assessment	5.0
SR230	Applications of Sports Therapy	5.0
PT110	Physical Therapy Procedures	2.5
PT120	Modalities and Agents in Physical Therapy	2.5

**General Education Courses**

Course ID	Course Title	Quarter Credit Hours
GE107	College Writing and Success Skills	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

## ***Transfer Credit Policy***

Pursuant to Business and Professions Code section 4604, California Massage Therapy Council (CAMTC) can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

## ***Disclosures***

Publication of CAMTC's Law related to unfair business practices as related to massage:

1. Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:
  - a. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
  - b. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.
2. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq."
3. A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

## ***Programs Requiring Certification: List of Requirements***

Fremont University offers the following programs that lead to positions requiring certification in the State of California:

- Massage Therapy – Diploma
- Sports and Rehabilitation Therapy – Associate of Science

In order to obtain certification as a massage therapist in the State of California, as established by the California Massage Therapy Council (CAMTC), an applicant shall submit a written application and provide the CAMTC with satisfactory evidence that he or she meets all of the following requirements:

1. The applicant is 18 years of age or older.
2. The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, that incorporates appropriate school assessment of student knowledge and skills.
3. The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates.
4. The applicant has successfully passed a background investigation pursuant to Section 4606, and has not violated any of the provisions of this chapter.
5. All fees required by the council have been paid.
6. The council may issue a certificate to an applicant who meets the qualifications of this chapter if he or she holds a current and valid registration, certification, or license from any other state whose licensure requirements meet or exceed those defined within this chapter. If an applicant has received education at a school that is not approved by the council, the council shall have the discretion to give credit for comparable academic work completed by an applicant in a program outside of California.
7. A certificate issued pursuant to this chapter and any identification card issued by the council shall be surrendered to the council by any certificate holder whose certificate is suspended or revoked.

### **Disclosure for Programs Leading to Professional Licensure**

**Program Leading to Professional Licensure:** Fremont University's massage programs are designed to lead to *voluntary* professional certification in California. Fremont University's Massage Therapy and Sports and Rehabilitation Therapy programs are approved by the California Massage Therapy Council (CAMTC).<sup>2</sup>

Fremont University's program curriculum meets requirements for voluntary certification licensure in the state of California.

Fremont University has not yet made a determination as to whether our massage program curriculum meets educational requirements for the following states: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin and Wyoming.

Individuals who wish to move to a state other than that in which the program is offered should research professional licensure and employment requirements in that state.

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<sup>2</sup> CAMTC certifies massage professionals in the state of California. CAMTC certification is voluntary. Neither the State of California nor CAMTC requires you to be certified to provide massage for compensation in California. Please note that some cities and counties do require CAMTC certification.

# Massage Therapy Diploma

Massage therapy is one of the most popular branches of alternative medicine. This Massage Therapy Diploma program is designed to provide students with didactic and clinical training. Included in the training are courses in anatomy, physiology, and kinesiology as well as several specialized massage techniques, such as deep tissue, sports, shiatsu, Swedish, and seated massage. The normal completion time for this program is 7 months.

## *Vocational Objective*

Graduates of the Massage Therapy program will be equipped to apply for state certification in California and to take the MBLEx examinations, which are used or recognized in statute or rule in 38 states plus the District of Columbia. Graduates are eligible for entry-level positions in a variety of professional environments, including clinics, chiropractic offices, sports facilities, spas, and private practice. Specific jobs with these employers include Spa Masseur/Masseuse, Spa Body Therapy, Resort/Cruise Ship Massage Therapist, Hotel Massage Therapist and Special Event Massage Therapist.

The program exceeds the 500 hours required for graduates to become CAMTC Certified Massage Therapists. Fremont University provides assistance with the certification process during the course of the student's program. Massage therapy graduates may be denied certification if they have been convicted of specific felonies or misdemeanors. Fremont University is not responsible for students who are denied certification due to an adverse background check.

## *Learning Outcomes*

*Graduates of the program will be able to:*

1. Explain the structure and function of soft tissue and body system impairments.
2. Perform Eastern and Western massage techniques such as Swedish, deep tissue, shiatsu, sports, and chair massage.
3. Practice massage therapy in a professional and ethical way.
4. Construct and apply an appropriate treatment plan for individual clients.
5. Demonstrate massage techniques using proper body mechanics.
6. Describe the physiological effects of massage on the human body.
7. Conduct a variety of assessment procedures in order to determine appropriate treatments.
8. Use theoretical evidence to justify the techniques they use.
9. Record SOAP notes and intake forms to relay information to other healthcare professionals.
10. Interpret and integrate SOAP notes into treatment planning.
11. Provide services to a diverse population.

## ***Course Sequence***

The Massage Therapy Diploma program is comprised of ten core courses and two general education courses from the Sports & Rehabilitation Therapy Associate of Science Degree program. To earn the Massage Therapy Diploma, students must complete:

- Ten (10) specific core courses (for a total of 40 credits) and;
- GE107 College Writing and Success Skills (2.5 credits) and;
- GE240 Career Development (2.5 credits), creating a 45 quarter credit diploma.

## ***Graduation Requirements***

To earn a Diploma in Massage Therapy, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours, comprised of a minimum of 40 quarter credit hours in core classes and a minimum of 5 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

## **Supervised Hours**

**Per CAMTC policy**, students are required to attend a minimum of 500 supervised hours in order to be eligible for certification. There are 560 instructional core hours in the Massage Therapy program and 840 instructional core hours in the Sports & Rehabilitation Therapy program. Fremont University requires all students enrolled in the Massage Therapy (MT) and Sports & Rehabilitation Therapy (SRT) programs to attend a minimum of 90% of the supervised hours in each of the first ten core courses. The ten core courses are: SR110-22, SR111A-22, SR111B-22, SR120-22, SR121-22, SR130-22, SR140A-22, SR140B-22, SR210-22, and SR211-22.

Therefore, any hours missed from class beyond 7.0 hours in each of the above named 70-hour or 3.5 hours in the 35-hour core courses (SR140A-22, SR140B-22, SR111A-22, SR111B-22) must be made-up by all Massage Therapy and Sports & Rehabilitation Therapy students (excluding general education courses). Course work will be made up in a timely manner. The make-up sessions must occur during the University's regular business hours or during school sponsored outside massage events and only when an SRT or MT instructor is present. Make-up work must be documented by the instructor as being completed and should include the date, time and duration of the make-up session. Hours for transfer credits from other institutions will be evaluated on a case by case basis.

## **Hygiene**

**Personal Hygiene:** Students are responsible for maintaining appropriate levels of personal hygiene. **Fingernails:** Students are to keep fingernails neatly manicured and of a length that allows for the safe delivery of massage techniques.

Fragrance Control: Students should avoid wearing any product that produces a scent that is strong enough to be perceived by others including, but not limited to, colognes, perfumes, after-shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

### **Dress Code**

Students are required to wear either institutional polo shirts or scrubs (for core classes) at all times when on campus or at other Fremont sponsored events. Shoes must provide safe, secure footing against all hazards and should be appropriate for a professional work environment. Sandals and open-toed shoes are unacceptable due to potential safety hazard.

### **Draping**

Fremont University's wellness programs utilize full sheet draping procedures at all times.

**Course Type****Quarter Credit Hours**

Massage Therapy Core Courses	40
General Education Courses	5
All Courses	45

**Massage Therapy Core Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
SR110-22	Massage Therapy Techniques	5.0
SR111A-22	Anatomy and Physiology - Systems of the Body A	2.5
SR111B-22	Anatomy and Physiology - Systems of the Body B	2.5
SR120-22	Swedish Massage Techniques	5.0
SR121-22	Somatic Tissues and Biomechanics	5.0
SR130-22	Deep Tissue and Neuromuscular Therapy	5.0
SR140A-22	Business, Ethics and MBLEx Prep A	2.5
SR140B-22	Business, Ethics and MBLEx Prep B	2.5
SR210-22	Sports and Specialized Massage	5.0
SR211-22	Eastern Theory and Practice	5.0

**General Education Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE107	College Writing and Success Skills	2.5
GE240	Career Development	2.5

## ***Transfer Credit Policy***

Pursuant to Business and Professions Code section 4604, California Massage Therapy Council (CAMTC) can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

## ***Disclosures***

Publication of CAMTC's Law related to unfair business practices as related to massage:

1. Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

- a. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
- b. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

2. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq."

3. A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

## ***Programs Requiring Certification: List of Requirements***

Fremont University offers the following programs that lead to positions requiring certification in the State of California:

- Massage Therapy – Diploma
- Sports and Rehabilitation Therapy – Associate of Science

In order to obtain certification as a massage therapist in the State of California, as established by the California Massage Therapy Council (CAMTC), an applicant shall submit a written application and provide the CAMTC with satisfactory evidence that he or she meets all of the following requirements:

1. The applicant is 18 years of age or older.



2. The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, that incorporates appropriate school assessment of student knowledge and skills.
3. The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates.
4. The applicant has successfully passed a background investigation pursuant to Section 4606, and has not violated any of the provisions of this chapter.
5. All fees required by the council have been paid.
6. The council may issue a certificate to an applicant who meets the qualifications of this chapter if he or she holds a current and valid registration, certification, or license from any other state whose licensure requirements meet or exceed those defined within this chapter. If an applicant has received education at a school that is not approved by the council, the council shall have the discretion to give credit for comparable academic work completed by an applicant in a program outside of California.
7. A certificate issued pursuant to this chapter and any identification card issued by the council shall be surrendered to the council by any certificate holder whose certificate is suspended or revoked.

# **Business Administration Diploma**

Business administration personnel contribute to the daily operations of a professional business setting. This Business Administration diploma program provides students with a variety of skills including critical thinking and problem solving, team building, project management, communication, business etiquette, and software usage. The normal completion time for this program is 7 months.

## ***Vocational Objective***

Graduates of the Business Administration Certificate program are eligible for entry level, general office positions in both the public and private sector organizations. Graduates will be able to complete various clerical and administrative duties. Depending upon the specific courses a student selects, examples of potential jobs include Administrative Assistants, Administrative Secretaries, clerical workers, and Office Assistants.

## ***Learning Outcomes***

*Graduates of the program will be able to:*

1. Perform skills associated with positions in the business environment.
2. Explain the various parts of a business organization and how they work together.
3. Use computer hardware, software, the Internet, and other technological tools to enhance communication in the organization.
4. Communicate effectively in a wide variety of situations through writing, speaking, listening.
5. Organize and manage projects.

## ***Course Sequence***

The Business Administration Diploma program is comprised of nine core courses and three general education courses from the Business Management Associate of Arts Degree program. To earn the Business Administration Diploma, students must complete:

- Nine (9) core courses (for a total of 37.5 credits) and;
- Three (3) general education courses (for a total of 7.5 credits), creating a 45 credit certificate.

Typically, students will take one core and one GE course every five weeks. Some of the specific courses that a student will take as part of this diploma program are dependent on the schedule in effect at the time that the student enrolls in the program.

## ***Graduation Requirements***

To earn a Diploma in Business Administration, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours, comprised of a minimum of 37.5 quarter credit hours in core classes and a minimum of 7.5 quarter credit hours in general education courses.

- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Business Core Courses	37.5
General Education Courses	7.5
All Courses	45.0

**Business Administration Core Courses**

Course ID	Course Title	Quarter Credit Hours
PF100	Program Foundations *	5.0
BM150	Business Communication Software	2.5
BM160	Management Information Systems	2.5
BM170	Presentation Software	2.5
	<i>Business Course</i>	5.0
	<i>Business Course</i>	5.0
	<i>Business Course</i>	5.0
	<i>Business Course</i>	5.0
	<i>Business Course</i>	5.0

**General Education Courses**

Course ID	Course Title	Quarter Credit Hours
GE107	College Writing and Success Skills *	2.5
GE112	Critical Thinking	2.5
GE240	Career Development	2.5

*For the five core courses generically labeled as "Business Course," students in this program will take business courses from the Business Management Associate Degree based on the calendar of offerings at the time of enrollment. The full list of courses from which these five will be scheduled include:*

- BM110 Understanding Business and Management Structures
- BM120 Professionalism and Work Ethic
- BM130 Effective Communication Practices
- BM140 Customer Expectation Management
- BM200 High Impact Presentations
- BM230 Customer Relationship Management (CRM) Systems
- BM240 Finance for the Non-Finance Manager
- DM104 Leveraging Social Media
- DM204 User Acquisition and Retention Strategies

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.

# Health Administration Certificate

Healthcare administration personnel contribute to the daily maintenance and management of the operational aspects of hospitals, clinics, and other institutions. This Health Administration diploma program provides training in medical insurance billing, medical accounting, electronic health records, and basic health information technology. The normal completion time for this program is 7 months.

## *Vocational Objective*

Graduates of the Health Administration program are eligible for entry-level positions in various healthcare related institutions including state, local and private hospitals, ambulatory healthcare services, nursing and residential care facilities, and in the government. Specific jobs with these employers include Claims Processors, Medical Insurance Billers, Accounting Assistants, and Information Management Coordinators.

## *Learning Outcomes*

*Graduates of the program will be able to:*

1. Understand health administration and perform skills associated with positions in this industry.
2. Learn the essential security and processing requirements of medical records management.
3. Develop a basic understanding of health administration, insurance, billing and coding.
4. Experience growth in professionalism and work ethic.

## *Course Sequence*

The Health Administration Certificate program is comprised of six core courses and six general education courses from the Health Information Technology Associate of Science Degree program. To earn the Health Administration Certificate, students must complete:

- PF100 Program Foundations (5 credits) and GE107 College Writing and Success Skills (2.5 credits) and;
- Five (5) of the remaining eleven core courses (for a total of 25 credits) and;
- Five (5) of the remaining 11 GE courses (for a total of 15 credits), creating a 45 credit certificate.

Typically, students will take one core and one GE course every five weeks. The specific core and GE courses that a student will take as part of this certificate program are dependent on the schedule in effect at the time that the student enrolls in the program.

## ***Graduation Requirements***

To earn a Certificate in Health Administration, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours, comprised of a minimum of 30 quarter credit hours in core classes and a minimum of 15 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Health Administration Core Courses	30
General Education Courses	15
All Courses	45

**Health Administration Core Courses**

*(students take PF100 and then five of the remaining courses)*

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
PF100	Program Foundations *	5.0
HT110	Introduction to Medical Insurance and Billing	5.0
HT111	Medical Terminology	5.0
HT121	Disease Classification (ICD-10-CM)	5.0
HT130	Introduction to Electronic Health Records	5.0
HT131	Healthcare Procedural Codes (CPT <sup>®</sup> /HCPCS)	5.0
HT210	Medical Office Management	5.0
HT220	Introduction to Microsoft Office	5.0
HT230	Health Information Technology	5.0
HT240	Introduction to Healthcare Finance	5.0
HT250	U.S. Healthcare System	5.0
HT251	Healthcare Law and Ethics	5.0

**General Education Courses**

*(students take GE107 and then five of the remaining courses)*

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
GE107	College Writing and Success Skills *	2.5
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5

\*PF100 and GE107 is a prerequisite to all other core (or GE) courses. Students must pass these classes to move on to all remaining core (or GE) courses.

# Medical Billing, Coding and Office Administration Certificate

Medical billing and office administration personnel contribute to the daily operations in hospitals, clinics, insurance companies, dental offices, private practices and other healthcare settings. This Medical Billing, Coding and Office Administration certificate prepares students for employment through course work and simulated activities while learning ICD10 Coding, Current Procedural Terminology (CPT) Coding, medical and dental billing, electronic healthcare records, how to process insurance claims, and healthcare office administrative functions. Upon successful completion of all courses, the students have a 5-week externship component designed to attain real world healthcare experience. The normal completion time for this program is 8 months.

## *Vocational Objective*

Graduates of the Medical Billing, Coding and Office Administration program are eligible for various entry level positions in hospitals, clinics, nursing and residential care facilities, and healthcare office settings. Specific jobs students will be qualified for include Medical Records Coordinator, Coder, Medical Coding Specialist, Medical Billing Specialist, Medical Records Technician, Health Information Specialist, Medical Records Clerk, Health Information Clerk, Medical Secretary, Medical Receptionist, Unit Secretary, Medical Office Specialist, Administrative Medical Staff Secretary, Medical Transcriptionist, Patient Services Representative, and Patient Account Representative.

## *Learning Outcomes*

*Graduates of the program will be able to:*

- Students will learn the process for creation, submission, and collection of a claim for medical services as well as appeal denied claims.
- Describe the payment process and manage payments, including explanations to patients about insurance basics, fee schedules, billing, and adjustments.
- Identify effective and appropriate communication techniques when dealing with patients, physicians, coworkers, and third-party payers.
- Learn the basic functions and uses of medical office software, including patient records, payments, entering diagnosis and procedural codes, and reviewing superbills.
- Understand and accurately fill out CMS-1500 claim forms.
- Understand and accurately fill out UB-04 claim forms.
- Attain skills to perform health care office procedures including scheduling, bookkeeping, billing and payment collection, utilizing a working knowledge of medical terminology, body systems, common medications, electronic health records and insurance.
- Ability to compose, edit, proofread, and accurately produce health care and other business documents using appropriate software and equipment within specified timelines.
- Integrate computer and communication technologies, as well as critical thinking skills, to accomplish health care office tasks.
- Apply verbal, nonverbal, and written communication principles and skills effectively to work compassionately within a team setting.
- Understand and use an Electronic Health Record (EHR) in a medical office.



## ***Graduation Requirements***

To earn a Certificate in Medical Billing and Coding, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours.
- Meet their financial obligations. Students who fail to meet these obligations may have their diploma or degree withheld.

Fremont University does not require a cumulative final test or examination for the completion of this program.

**Course Type****Quarter Credit Hours**

Medical Billing, Coding and Office  
Administration Core Courses

45

**Medical Billing, Coding and Office Administration Courses**

<b>Course ID</b>	<b>Course Title</b>	<b>Quarter Credit Hours</b>
MBC101	Medical Terminology	6.50
MBC102	Medical Coding A	6.50
MBC103	Medical Coding B	6.50
MBC104	Medical Coding C	6.50
MBC105	Medical Billing And Office Administration A	6.50
MBC 106	Medical Billing And Office Administration B	6.50
MBC107	Externship And Professional Development	6.00

## Course Descriptions

### *Master of Business Administration (MBA) Courses*

#### **MBA510 Business Ethics and the Legal Ecosystem**

**5.0 Quarter Credits**

As part of the Core competencies of the MBA program students will examine the business law, its foundations and the role it plays in managing a business with a particular emphasis on the corporate ecosystem. Students will engage in topics such as: Constitutional law, government regulation, ethics, contracts, anti-trust law, securities regulations, employment law, environmental law, and crimes and torts.

#### **MBA515 Modern Finance Practices**

**5.0 Quarter Credits**

This course focuses attention on financial management of business enterprises and their relation to other functional areas of management. The class utilizes case studies and simulation of real scenarios that serve as a robust application framework to financial decisions involving cash flow management, capital planning, capital costs and budgeting, capital budgeting, and assessment of enterprises operating for profit.

#### **MBA520 Entrepreneurship vs Intrapreneurship Thinking**

**5.0 Quarter Credits**

Students study the important role of innovation to business success both within and outside an organization. Students learn the intricacies of developing new products, processes, and organizations through the behavioral skills of questioning, observing, networking and experimenting. Students will challenge the status quo by questioning the parameters of their own thinking through right brain activities.

#### **MBA525 Relationship Management**

**5.0 Quarter Credits**

Relationship Management focuses on methods for managing relationships with potential and current customers and business partners across marketing, sales, and service areas regardless of the channel of distribution. Instead of adopting a culture of adversarial or competitive relationships, internal department partnering, customer partnering and supplier partnering are explored as avenues of adding value for all stakeholders. Global partnerships are also examined.

#### **MBA530 Project Team and Communication Management**

**5.0 Quarter Credits**

By focusing on project and people management, this course builds on the leadership, business, and management concepts contained in the MBA program. Students gain the opportunity to utilize their leadership foundational skills and explore the arena of leadership and how it will impact the future of the individual, the organization, and the world. Students will learn tactics to align project execution with organizational strategies and examines methods that firms take in order to determine project viability, progress metrics, and communication with key stakeholders.

**MBA535 Crisis and Risk Management****5.0 Quarter Credits**

Students learn about the concepts and problems of crisis and emergency management, including how to develop crisis, contingency, and incident management plans. Students will also learn assessment methods for vulnerability to natural disasters, technological hazards, and terrorist threats. Risk analysis, risk perception, risk communication and risk mitigation are all covered.

**MBA540 Managing Across Generations****5.0 Quarter Credits**

This course provides the foundation for developing skills when managing/leading teams across different age groups. Topics include tools to identify key communicative needs, behavioral identifiers and individual needs of employees of different generations. Upon successful completion of this course, students will be able to lead, manage and effectively communicate across multi-generations. This course will help to advance students' careers as leaders.

**MBA600 Organizational Behavior****5.0 Quarter Credits**

This course investigates behavioral factors that affect modern management. By analyzing various models of leadership and organizational change, students will gain effective knowledge with the internal and external components that lead to changes within an organization. Topics include group and team dynamics, organizational structure, motivation, leadership, power, and change management.

**MBA605 Operational Leadership and Strategy****5.0 Quarter Credits**

This course focuses on the principles associated with effective design, implementation and management of organizational processes by building on leadership, business, and management concepts. Students will gain in-depth knowledge of training and performance development concepts such as those employed by line managers or human resource specialists. Using simulation exercises, students will identify critical factors in workplace performance and learn methods of analyzing and rectifying bottlenecks while becoming familiar with various compensation theories, policies, and systems. Finally, students will learn how to align company vision with training and action and will solidify these processes into complete strategies.

**MBA610 Business Case Study and Decision-Making Process****5.0 Quarter Credits**

This culminating course provides students with the tools to analyze business cases and suggest solutions for issues involving markets, products and services, target customer groups, market share, profits, globalization and value chain. Students will use critical assessments and other analysis tools to resolve problems through analysis of various case studies and present a comprehensive written data analysis with comparable exhibits and supporting arguments.

## ***Business Leadership Courses***

### **BA310 Business Law**

**5.0 Quarter Credits**

This course will provide business students with a survey of the principal areas of business law. It will explore the relationship between business and the law with respect to the following topics: torts, crimes, intellectual property, contracts, negotiable instruments, agency, employment, and forms of business organization. Students will also explore the relationship between business and the law with respect to ethics and social responsibility, government regulation, personal property, real property, and international trade. Students will gain a working knowledge of practical rules of law and legal terminology, as well as legal solutions for business-related issues.

### **BA320 Human Resources Management**

**5.0 Quarter Credits**

This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem-solving and critical thinking skills are applied.

### **BA330 Leadership and Human Capital Development**

**5.0 Quarter Credits**

This course introduces students to the challenges and opportunities of leadership. It includes sound academic theory, success stories, case studies, and exercises in critical thinking to help students develop the understanding, skills, and plans needed to manage people.

### **BA331 Internet Marketing**

**5.0 Quarter Credits**

This course covers advertising, marketing, and communications strategies in the new media landscape where traditional and social media co-exist. The course will focus on how social media strategies can be used effectively in marketing programs; when they should/should not be used, how to build them; and how to measure, track, and evaluate their performance and effectiveness. This marketing strategy course will focus on analyzing, developing, implementing, and evaluating media strategies as an integral part of overall marketing strategy.

### **BA370 Business Development and Sales Techniques**

**5.0 Quarter Credits**

Business Development and Sales Techniques will provide students with the skills necessary to manage a territory or account base and use a five-step sales process to gain appointments, present to clients, and manage objections when selling. This course will examine how to uncover the needs of a client, develop and present solutions, and negotiate to gain commitment. It will also discuss the psychology of selling behind the process.

**BA400 Bachelor Capstone****5.0 Quarter Credits**

Bachelor Capstone will provide students with the opportunity to apply their degree program knowledge to test the feasibility of a new career. In this course, students will be developing a comprehensive career plan, a start-up non-profit or for-profit business plan, or a company proposal. Students will choose the individual track they want to pursue, and will be guided through the steps to produce a plan that will open doors in their future career.

**BA411 Financial and Managerial Accounting****5.0 Quarter Credits**

In Financial and Managerial Accounting, students will learn the major accounting concepts needed to understand the financial view of how an organization operates. One or more popular accounting software applications will be taught to allow students to apply their accounting knowledge to a fictitious company.

**BA420 Information Systems****5.0 Quarter Credits**

This course will prepare students to work with commonly used office packages in order to meet organizational and management needs within a professional office. Students will learn about information systems used within the workplace such as Microsoft Office and Google Docs.

**BA430 Project and Quality Management****5.0 Quarter Credits**

This course will identify and describe practical ways to use project management skills, whether the project is large or small. Students will learn how to develop and keep timelines and budgets for projects while managing the quality and effectiveness of team members. They will also learn how to create an effective project plan, including scheduling tasks, assessing project risk and controlling scope.

**BA432 Entrepreneurship****5.0 Quarter Credits**

This course examines entrepreneurship, the essential components of business building, and growth. Students will identify business opportunities and will learn how to determine if a business idea is feasible. Students will also learn the advantages and disadvantages of purchasing a franchise company.

## ***Healthcare Management Courses***

### **HM311 Managed Care and Healthcare Policies**

**5.0 Quarter Credits**

In this course, students learn about the major concepts and operational principles behind managed care, a health care delivery system that manages the cost, delivery, and quality of health care to patients. This course also examines regulation of managed care practices and how the managed care model affects the doctor-patient relationship. Health policy on the federal level, including efforts to reform health care financing and delivery, has tremendous implications for all segments of the healthcare industry. In this course, students review major trends and players in healthcare policy, the policy making process, and the economic, social, and political impact of policy decisions.

### **HM315 Anatomy and Medical Terminology**

**5.0 Quarter Credits**

This course includes an overview of terminology including word analysis and word forms related to the human body. It includes a survey of medical terminology of the body systems, anatomical and physiological terminology, diagnostic terms, clinical and surgical procedures, and laboratory tests.

### **HM331 Epidemiology and Global Health**

**5.0 Quarter Credits**

In this course, students gain a fundamental understanding of epidemiology, which identifies diseases, determines how they are spread, and how they are measured in the distribution of human populations. Students will explore the social determinants of health and the role of epidemiology in the planning and administration of health services, and prevention of disease. Topics include public health, communicable diseases, epidemiological study methods, prevention of disease, and cultural wellness. Through a broad review and case studies, this course examines health challenges and solutions on a community and global level and the economic, social, and political forces that have shaped wellness and healthcare.

### **HM340 Electronic Health Records Management**

**5.0 Quarter Credits**

This course is designed to provide students with the information and practical skills necessary for the use and management of electronic health record (EHR) systems as required in the healthcare setting. Students will have the opportunity to work with a simulated EHR system for hands-on training.

### **HM350 Medical Billing and Coding**

**5.0 Quarter Credits**

This course will introduce students to medical coding and billing in preparation for carrying out this common administrative duty within medical organizations. Common medical terms, conditions, diseases, and disorders will be introduced. Students will become familiar with the use of codes and code sets (diagnostic, procedural, and supply/equipment) used in medical coding and billing. Concepts highlighting the importance of accurate claims processing and correct third party reimbursement will be introduced as well. Upon completion of this course, the student will be able to comprehend the workday for coders and billers within a medical organization.

**HM430 Long-Term Care and Issues of Aging and Disability****5.0 Quarter Credits**

This course evaluates the continuum of long-term care and provides an overview of the management and administration of long-term facilities and services. It examines special economic, cultural, and social considerations, as well as certain laws and regulations, as they apply to patients in long term care. This course examines administrative and staffing functions and the essential skills necessary to manage long- term care patients and employees. A sub-component of long-term care, mental health, is integrated into the coverage of working with the community, programming, public policy, marketing, and financing.

**HM431 Quality Management and Patient Safety****5.0 Quarter Credits**

This course explores the development and evolution of quality in healthcare and the development of a quality assurance/quality improvement plan, team, and ongoing process. Various methods of providing high-quality care, such as the use of clinical practice guidelines, are reviewed for their impact on patient outcomes and safety. This course presents the basic principles of quality management, including establishing benchmarks and improving patient safety, measuring health outcomes and patient satisfaction, and reviewing the regulations and accreditation requirements that apply in healthcare settings.



## ***Business Management / Business Administration Courses***

### **BM110 Understanding Business and Management Structures      5.0 Quarter Credits**

Introduces and develops skills necessary for effective leadership in business. Topics include key traits of strong leaders, team leadership, how a business operates, and business knowledge and skills needed in all business enterprises. Students will learn how the various business functions, such as finance, marketing, human resources and production work together in effective companies.

### **BM120 Professionalism and Work Ethic      5.0 Quarter Credits**

In this course, students will learn how attitude, personality, ethics and goal-setting impact work performance and life plans. In addition, students will learn how to assess workplace expectations and how accountability and appropriate communication with others helps their success in the workplace. This course will prepare students to handle a variety of business situations, including networking events, business meetings and business meals.

### **BM130 Effective Communication Practices      5.0 Quarter Credits**

In this course, students will learn the practices and principles of effective interpersonal communication. Covered topics include: the communication process, perception, listening, nonverbal communication, working in teams, conflict, giving directions, and meeting facilitation.

### **BM140 Customer Expectation Management      5.0 Quarter Credits**

In this course, students will learn how to identify their customers in any business situation, how to determine exactly what the customer wants in a product or service, and how to achieve complete customer satisfaction with high performance. Also included in this course is how to manage and influence customer expectations to achieve specific and agreed-upon objectives.

### **BM150 Business Communication Software      2.5 Quarter Credits**

This course covers word processing using software packages, such as Microsoft Word and Google Docs. Students will learn how to create, edit, and save documents; format text and paragraphs; create and edit tables; and use graphics and pictures to enhance documents. Students will be able to create a professional-looking business document.

### **BM160 Management Information Systems      2.5 Quarter Credits**

This course covers spreadsheets using software packages, such as Microsoft Excel and Google Sheets. Students will learn how to create, edit and save spreadsheets; format a worksheet; create and modify formulas; create and modify charts and tables; and sort data. Students will be able to create a professional-looking business spreadsheet.

**BM170 Presentation Software****2.5 Quarter Credits**

This course covers creating and modifying a presentation using software packages, such as Microsoft PowerPoint, Prezi and Google Slides. Students will learn how to create, edit and save presentations; format and organize slides; work with graphics, tables and charts in presentations; and add multimedia to create a professional-looking a business presentation.

**BM200 High Impact Presentations****5.0 Quarter Credits**

Students will develop the skills necessary to give an effective business presentation. Topics covered include: analyzing the audience, using visual aids, connecting with the audience, and managing questions and interruptions. Students will learn practical tips for planning key messages and structuring the delivery.

**BM230 Customer Relationship Management (CRM) Systems****5.0 Quarter Credits**

Students will learn how companies have adopted a customer centric (rather than a product-centric) focus for business development. This course will cover how customer relationship management (CRM) works, how customer databases helps businesses to grow, the value of loyal customers, and the costs of serving customers using various marketing channels.

**BM240 Finance for the Non-Finance Manager****5.0 Quarter Credits**

In this course, students will learn how to read and understand financial statements to determine if a company is profitable. Income statements, balance sheets, statements of owners' equity, and key ratios will be covered.

**BM250 Project Scope, Time and Quality Management****5.0 Quarter Credits**

In this course, students will learn the fundamentals of project management, including generally recognized practices to successfully manage projects. The project plan showing project scope, schedules and quality management will be covered. Students will also learn the importance of managing all of the project stakeholder relationships.

**BM260 Winning with Relationship Selling****5.0 Quarter Credits**

This course will help students to understand the effectiveness of the “partnering mindset” in selling. Students will learn techniques to use meetings, phone calls, emails and other tools to build solid business relationships with future prospects and customers.

**DM104 Leveraging Social Media****5.0 Quarter Credits**

This course will examine various social media channels, provide information on the user trends, and teach students how to best position a brand and promote the value it offers the marketplace.

**DM204 User Acquisition and Retention Strategies****5.0 Quarter Credits**

Acquiring users and keeping them is the bottom line goal for companies. In this course, students will learn various methods of acquiring users, how to measure the methods, and then learn how to analyze the user to effectively create a retention plan.

## ***Healthcare Information Technology / Health Administration Courses***

### **HT110 Introduction to Medical Insurance and Billing**

**5.0 Quarter Credits**

This course is an overview of health information systems in ambulatory care and the concepts of confidentiality, ethics, and healthcare legislation at various levels. It also introduces regulations relating to maintenance, release, and use of health information and guidelines for access to records according to the Health Information Portability and Accountability Act (HIPAA/AS) and regulatory agencies.

### **HT111 Medical Terminology**

**5.0 Quarter Credits**

This course includes an overview of terminology including word analysis and word forms related to the human body. It also includes a survey of medical terminology of the body systems, anatomical and physiologic terminology, diagnostic terms, clinical and surgical procedures, and laboratory tests.

### **HT121 Disease Classification (ICD-10-CM)**

**5.0 Quarter Credits**

In this course will provide the student with an overview of the ICD-10-CM coding system. This system represents the most recent revision of the International Classification of Diseases, Clinical Modifications (ICD-CM). This coding system is used by physicians and other healthcare providers in the United States to report diseases, symptoms, conditions, and other reasons for an encounter with a healthcare professional. ICD-10-CM Codes are reported on the CMS-1500 claim form when submitting claims for reimbursement from third-party payers.

### **HT130 Introduction to Electronic Health Records**

**5.0 Quarter Credits**

This course is designed to provide the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. Students will be introduced to the various uses and functions of EHR systems. This includes understanding how the electronic health record is used in billing for healthcare services that utilize CPT, HCPCS level II and, ICD-10-CM codes.

### **HT131 Healthcare Procedural Codes (CPT®/HCPCS)**

**5.0 Quarter Credits**

This course assists the student in understanding concepts in procedural coding and the use of the Current Procedural Coding (CPT®) manual. Areas of instruction include an introductory treatment of CPT® and HCPCS Level II (National Codes) and their uses. CPT® and HCPCS Level II modifiers and their use is covered as well as practical application of coding concepts with the use of various coding scenarios.

### **HT210 Medical Office Management**

**5.0 Quarter Credits**

This course introduces students to the basic principles of medical office management. Students will learn office protocols and requirements associated with various administrative and managerial tasks within the medical office environment. This includes types and techniques of communication, computers in the medical office environment, appointment scheduling, the management and handling of medical records, banking procedures, and general procedures for processing medical claims.

**HT220 Introduction to Microsoft Office****5.0 Quarter Credits**

This course is an introduction to basic software applications used in the medical office environment. Students will learn the purposes as well as the practical uses of popular products in this space.

**HT230 Health Information Technology****5.0 Quarter Credits**

This course introduces the organizational management of health information services. The roles and functions of healthcare leadership are reviewed as they are applied to communication and interpersonal skills, development of policies and procedures, job descriptions, training programs, workflow management, performance standards, risk management, revenue cycles, and organizational resources.

**HT240 Introduction to Healthcare Finance****5.0 Quarter Credits**

This course is an introduction to the principles governing how private-sector health care organizations utilize and report standardized financial information. Organizational fiscal posture, organizational activity and performance, and basic interpretation and analysis of information affecting the financial decisions that healthcare managers make on a day-to-day basis are covered as well. The course assumes students have no prior knowledge of or experience in accounting or finance.

**HT250 U.S. Healthcare System****5.0 Quarter Credits**

This course provides a broad overview of the United States health care system. The historical evolution of the business of health care is examined. The student will explore management concepts and workforce opportunities within the health care industry.

**HT251 Healthcare Law and Ethics****5.0 Quarter Credits**

This course is an introduction to the laws and ethics of providing health care services. The course is intended to familiarize the student with state and federal health regulations. Because ethics and laws are both dynamic, emphasis is placed on discussing some of the dramatic changes in health care delivery, such as managed care, patient self-determination, medical record keeping, and various laws that impact health care employment.

## ***Paralegal Studies Courses***

### **PA120 Introduction to Law & Ethics**

**5.0 Quarter Credits**

This course provides an introductory survey of American law and jurisprudence, the federal and state judicial systems, and various substantive legal fields. Additional topics of coverage will include client intake interviews, the doctrine of confidentiality and ethical concerns, and the inner workings of a law firm. This course will also provide a review of the professional rules of conduct, and common and specialty areas of practice, in both the private, public, and non-profit sectors.

### **PA125 Civil Procedure**

**5.0 Quarter Credits**

Presents a foundational overview of civil procedure while discussing the litigation process and evaluating topics including summary judgments, discovery, interrogatories, depositions, and various components of trial preparation. Introduces the student to the concepts and mechanics of litigation and how to navigate a civil lawsuit from inception through the appeal process. This course will also cover pertinent topics such as sources of American law, informal fact gathering and investigation, case evaluation and strategy, and parties and jurisdiction. Students will be introduced to pleadings, including analysis and practical exercises in motions, including complaints, answers and cross-complaints.

### **PA240 Employment Law**

**5.0 Quarter Credits**

This course surveys employment law and covers the employer/employee relationship, at will status, employee testing, whistle blowing lawsuits, wage and hour concerns, and benefits. This course will discuss alternative dispute resolution, the civil rights act and affirmative action programs. The students will review other topics in employment law including the FMLA, OSHA, collective bargaining agreements and applicable labor codes and regulations. The class will provide the student with instruction concerning topics including race, age, sexual, disability, gender and wage/hour discrimination, as well as workers' compensation laws.

### **PA245 Contracts**

**5.0 Quarter Credits**

This course provides a general introduction to the fundamentals of contract law and addresses the necessary formalities to create binding contractual obligations, including the requirements of mutual assent (offer, acceptance), consideration and the statute of frauds. This course will also provide instruction covering capacity, legality and the effect they can have in relation to the validity of a contract, as well as specific conditions that may be included in a contract. The students will cover topics including breach of contract and the associated remedies that may apply. In addition, the student will be introduced to the Uniform Commercial Code and third party contracts, as well as how to draft a contract.

**PA255 Immigration Law****5.0 Quarter Credits**

This course offers a thorough, accessible, and practical approach to understanding and putting to use U.S. laws and regulations to help protect refugees, bring needed workers to the U.S, and reunite families. Attuned to the sensitivity and responsibility necessary to ensuring just results in high stakes immigration cases, the authors provide readers with in-depth, information and freely offer their knowledge and insights into the complex legal issues faced by immigration clients, while proposing strategies for the professionals seeking to help them.

**PA220 Legal Practice Technology****5.0 Quarter Credits**

This course introduces the student to various types of technology that are commonly used in the legal field. The students will receive an overview of computers, word processing, PDF file creation and document assembly. This course will also introduce the student to databases and case management software, as well as spreadsheet, legal timekeeping and billing software. The students will receive instruction on how utilize the internet and computer-assisted legal research with legal search engines such as Westlaw. In addition, the students will receive training in litigation support software and electronic discovery.

**PA230 Real Property Law****5.0 Quarter Credits**

This class provides an overview of real property law including estates in real property, various forms and classifications of ownership, and marketability of title. Additional topics include the rights and duties of landowners, property disputes between neighbors, involuntary liens, and foreclosures. The students will receive instruction in topics including landlord/tenant law, deeds and the transfer of real estate interests, as well as mortgages, title searches and title insurance. This course provides instruction on developing practical skills, including how to research deeds and title, decipher mortgage clauses, and the ethical issues facing legal practitioners in the field.

**PA225 Family Law****5.0 Quarter Credits**

This course provides an introduction of the legal theories and research materials related to the field of family law and associated matters such as dissolution, legal separation, OSC motions to establish and modify child custody, visitation, child support, spousal support, and the notice and enforcement of those orders. In this course the students will be introduced to the family code, and how to access and analyze pertinent components of the code. The course will review the principals of community and separate property, as well as the associated property rights and obligations that arise in a marital or domestic partnership. The students will cover how to access judicial council forms, and techniques and practice in preparing those forms which are commonly required in typical family law proceedings.

**PA130 Legal Research and Writing****5.0 Quarter Credits**

This course introduces students to the skills necessary to analyze the facts of a case and conduct the requisite legal research, including searching for case and statutory law, and analyzing and presenting those primary sources once located. This course will also introduce the students to the federal and state court systems, and legal authorities such as practice guides, digests and annotated law reports. The students will receive instruction in research skills so the students can produce

comprehensive written memorandums, including inter-office memorandums, legal research memorandums and case briefs. Students will also receive training in reference to secondary sources such as legal encyclopedias, periodicals, restatements and treatises.

### **PA140 Criminal Law and Procedure**

**5.0 Quarter Credits**

This course presents a foundational overview of criminal law and procedure, and introduces the student to the penal code, crimes and the criminal justice system. The student will learn to differentiate between criminal and civil standards of proof, and how they're applied. This course will illustrate the distinction between criminal law and criminal procedure, principals of criminal jurisdiction, as well as constitutional limits related to criminal procedure. This course provides a review of criminal law and procedure, and will cover pertinent topics, including types of criminal offenses, defenses to crimes, intent and the result of not meeting the applicable standard of proof. The students will also discuss the components of criminal procedure and how it affects the investigative stages of a case, including the pre-trial and charging stages.

### **PA145 Torts**

**5.0 Quarter Credits**

This course will cover the basic principles of civil liability in tort, including a comprehensive review of intentional torts and the elements of negligence. The student will learn how to effectively apply those elements to establish a prima facie case. This course will present the defenses that a defendant may raise, and the underlying principals and policies justifying and limiting liability. This course will cover the topic of negligence, including the primary defenses to negligence and the effect that they may have on a tort claim. This course will also introduce the student to the concepts of strict and products liability, malpractice, fraud, misrepresentation, and business torts.

### **PA150 Advanced Legal Research & Writing**

**5.0 Quarter Credits**

This course introduces the student to advanced legal research and writing, which builds on skills formulated in the introductory courses. This course focuses on legal correspondence, opinion letters, keeping the client advised, the need for clarity and maintaining client files. The student will learn how to gather pertinent and tangible facts, how they relate to hearsay, and evidentiary rules that may have an effect in reference to the admissibility of facts. The student will also learn how to draft a persuasive memorandum in accordance with applicable rules. This course will also cover the drafting legal motions, weaving factual declarations into a legal argument, and preparing captions, and points and authorities. The students will receive enhanced training on notice requirements, filing, e-filing, and proof of service requirements. In addition, the student will receive enhanced training in computerized legal research, and how to organize the material they find in a concise and professional manner.



## ***Sports & Rehabilitation Therapy /Massage Therapy Courses***

### **SR110-22 Massage Therapy Techniques**

**5.0 Quarter Credits**

This course covers professional touch, hygiene and sanitation, body mechanics, and Swedish massage techniques, such as effleurage, petrissage, friction, tapotement, and vibration. Students completing this course will have had extensive professional and ethical hands-on application of these techniques in classroom and lab sessions. Students will also learn the physiological effects of massage on the body. The levels of organization of the body and the anatomy, physiology and pathologies of the endocrine system will be covered as well.

### **SR111A-22 Anatomy and Physiology – Systems of the Body A**

**2.5 Quarter Credits**

This course covers the fundamentals of anatomy and physiology. Anatomy and physiology of the cardiovascular, respiratory, and digestive systems will be covered. Students will learn the structure, function, and effects of massage on each of these systems. Students will also be able to name and describe pathologies and massage contraindications of these systems. Students will also learn how to perform seated massage.

### **SR111B-22 Anatomy and Physiology – Systems of the Body B**

**2.5 Quarter Credits**

This course covers the fundamentals of anatomy and physiology. Anatomy and physiology of the nervous (CNS, PNS, ANS) and endocrine systems will be covered. Students will learn the structure, function, and effects of massage on each of these systems. Students will also be able to name and describe pathologies and massage contraindications of these systems.

### **SR120-22 Swedish Massage Techniques**

**5.0 Quarter Credits**

Development of efficient Swedish massage skills is the objective of this class. Students will learn how to perform an entire massage session using multiple massage tools and techniques. Maintaining proper body mechanics while giving massage will be stressed throughout the module. Mechanisms of health and disease, indications and contraindications of massage will be covered as well as medical/anatomical terminology utilized in the SOAP method of charting/record keeping. Students will also begin to strengthen their assessment skills as well.

### **SR121-22 Somatic Tissues and Biomechanics**

**5.0 Quarter Credits**

Course covers the structures and functions of the integumentary, skeletal and muscular systems. Students completing this course will be able identify and explain the structures, functions and pathologies of the integumentary, skeletal and muscular systems. Students will also be able to identify and explain joint structure, kinesiology, and joint pathologies. Students will be introduced to biomechanics related to joint function and range of motion.

### **SR130-22 Deep Tissue and Neuromuscular Therapy**

**5.0 Quarter Credits**

This course covers the theory and application of deep tissue massage techniques such as myofascial release, cross-fiber friction and neuromuscular trigger point therapy. Students will also be able to define and apply pin and stretch techniques. Students completing this course will have had extensive hands-on application of these techniques in classroom and lab sessions. Students will also learn the origins/insertions/actions of muscles of the hip, back and neck.

**SR140 Business, Ethics and MBLEx Prep**

**5.0 Quarter Credits**

This course will provide students with pertinent career tracts and business knowledge related to their field. Students will learn about business and financial management, professionalism, ethics, standards of practice and goal setting. The different foundations of successful businesses will be identified. The rules and regulations about California Massage Therapy Council (CAMTC) certification will also be examined. Students will learn test taking strategies and practice simulated state certification exams. Students will also be able to identify, palpate and massage muscles of the posterior neck, upper and lower back.

**SR140A-22 Business, Ethics and MBLEx Prep A**

**2.5 Quarter Credits**

This course will cover massage ethics, professionalism, informed consent, and scope/standards of practice. Students will learn test taking strategies and practice simulated MBLEx exams. Students will also be able to identify, palpate and massage muscles of the posterior neck, upper and lower back.

**SR140B-22 Business, Ethics and MBLEx Prep B**

**2.5 Quarter Credits**

This course will provide students with pertinent career tracts and business knowledge related to their field. Students will learn about business considerations for massage careers, financial management, and goal setting. The different foundations of successful businesses will be identified. The rules and regulations about California Massage Therapy Council (CAMTC) certification will also be examined. Students learn about and practice simulated state certification exams. Finally, students will also be able to identify, palpate and massage muscles of the upper and lower extremities.

**SR210-22 Sports and Specialized Massage**

**5.0 Quarter Credits**

This course covers the theory and application of sports massage and other modalities used in sports rehabilitation. Students completing this course can describe and apply manual lymphatic drainage massage, positional release, sports massage, and hydrotherapy techniques. Students will also learn the anatomy, physiology, and pathologies of the Lymphatic system.

**SR211-22 Eastern Theory and Practice**

**5.0 Quarter Credits**

This course introduces students to the principles associated with Chi, meridians, yin and yang, fundamental substances, and five-element theory. Students will also learn the practical application of shiatsu and acupressure. Students will also be introduced to the theory and practice of reflexology.

**SR220 Therapeutic Exercise and Procedures****5.0 Quarter Credits**

This course addresses the proper use of therapeutic exercise in the rehabilitation process. Students will have hands-on experience in the proper application of therapeutic exercises that support the improvement and/or maintenance of specific conditions of the body. The course will discuss isometric, isotonic, concentric, and eccentric muscle actions, in addition to flexibility and stretching exercises and ways to integrate them into a rehab program. It will also provide students with knowledge and understanding of working with an athletic demographic in a rehabilitation environment.

**SR221 Advanced Biomechanics and Assessment****5.0 Quarter Credits**

This course discusses the comprehensive assessment process and its utilization in sports rehabilitation. Students will have a basic understanding of biomechanical dysfunctional patterns for various areas of the body and will learn how to properly assess athletes and interpret collected data for these conditions. Students will gain skills and practice in history taking, observation, palpation, special testing and SOAP charting.

**SR230 Applications of Sports Therapy****5.0 Quarter Credits**

This course includes an overview of various athletic medical pathologies and covers the basics of applied sports therapy. Emphasis is on etiologies and mechanisms surrounding muscular and skeletal injuries, as well as vascular, degenerative, and other soft tissue disturbances / conditions. The course focuses on the clinical reasoning process for prevention and rehabilitation of athletic injuries. Students will develop and implement advanced treatment protocols for various pathologies of the body.

**PT110 Physical Therapy Procedures****2.5 Quarter Credits**

Students will gain knowledge of injuries and dysfunctions of the body and how physical therapy is utilized for these conditions. Students will also be introduced to basic treatment methods and patient care in the neurological physical therapy setting. This includes patient/therapist safety transferring and positioning patients from wheel chairs/walkers to tables. Students will also learn the proper use of gait belts to safely retrain gait. Students will also gain knowledge and practice in the utilization of proprioceptive neuromuscular facilitation (PNF) patterns to restore function.

**PT120 Modalities and Agents in Physical Therapy****2.5 Quarter Credits**

Students will be introduced to the modalities and agents used in orthopedic physical therapy including the benefits, contraindications and expected outcomes in the use of physical agents. Instruction will be given in the safe application of ultrasound, electrical stimulation and hot and cold therapies. Skill development in the utilization of these modalities as part of a comprehensive treatment plan will be emphasized.

## ***Medical Billing and Coding Courses***

### **MBC101 Medical Terminology**

**6.5 Quarter Credits**

Students will learn the fundamentals of medical terminology needed to be successful in any healthcare environment. The class topics will include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, as well as law and ethics necessary to work in the medical field.

### **MBC102 Medical Coding A**

**6.5 Quarter Credits**

Students will learn how to code medical claims for payment processing. This class teaches coding for disease, sign, symptoms, abnormal findings, complaints, social circumstances, external causes of injury or diseases. Part A of the class will cover the first half of the course content.

### **MBC103 Medical Coding B**

**6.5 Quarter Credits**

In Part B of the Medical Coding course, students will continue learning how to process medical claims for specific items for payment processing. Anatomy and Physiology are critical in the new coding systems and physicians depend on the codes for accuracy. Students will learn the codes and complete simulated activities to enhance critical thinking skills.

### **MBC104 Medical Coding C**

**6.5 Quarter Credits**

Students will learn procedures for completing insurance claims and various financial methods used in medical offices for insurance billing and coding. This course is broken into two specialized areas of focus. Current Procedural Terminology (CPT) is a medical code set that is used to report medical procedures and services to entities such as physicians, health insurance companies and accreditation organizations. Additionally, students will learn about the Current Procedural Terminology, Health Care Procedural Coding System.

### **MBC105 Medical Billing and Office Administration A**

**6.5 Quarter Credits**

Students will continue learning procedures for completing insurance claims and various financial methods used in medical offices for insurance billing and coding. Anatomy and Physiology are critical in the new coding systems and physicians depend on the codes for accuracy. Part of the course will focus on key items used in administration in healthcare facilities.

### **MBC106 Medical Billing and Office Administration B**

**6.5 Quarter Credits**

This course will go over all the aspects of a medical biller and coder. Students will be trained on compliance, basic health insurance plans, how to complete a HCFA 1500 and UB-04 form, submitting claims on paper and electron, reading an explanation of benefits, posting payments and collections. Students will also learn the fundamentals of dental claims. Dental insurance processing requires an understanding of different types of insurance coverage, patient eligibility, and insurance terminology, along with accurate insurance procedure coding and effective follow-up. Students will also learn how to utilize the CDT Manual to accurately code procedures and complete and submit an ADA approved claim form.

## **MBC107 Externship and Professional Development**

## **6.0 Quarter Credits**

Upon successful completion of each module in the Medical Billing, Coding and Office Administration program, students will participate in 160 hours of externship. Students will have the opportunity to demonstrate their knowledge and skills, while practicing and reinforcing administration and coding techniques throughout the externship training program. Externs will work under the direct supervision of qualified personnel at the externship site and within the general supervision of university staff. Externship site supervisors evaluate externs and their performance. The evaluations will be placed in the student file. Additionally, part of the externship will include professional development in the form of resume building, interview skills, and job searching skills needed for employment. Students will be required to complete the externship training program to be eligible for graduation. Students will also participate in 15 hours of professional development training to include career readiness, workplace development, and expand knowledge of skills needed for success on the job.

## ***Foundation and Capstone Courses***

### **PF100 Program Foundations**

**5.0 Quarter Credits**

This course, taken alongside *College Writing and Success Skills* (GE107) will provide you with the information and abilities you need to complete your program and excel in your chosen career. This course will provide you with the necessary foundational knowledge for your program and identify reasonable goals to set upon completion. During this course you will also learn about online portfolios and create one of your own so that you will be able to highlight your best academic work to future employers. This course is a prerequisite to all other core (or GE) courses. Students must pass this course to move on to all remaining core (or GE) courses.

### **BA400 Bachelor Capstone**

**5.0 Quarter Credits**

Bachelor Capstone will provide students with the opportunity to apply their degree program knowledge to test the feasibility of a new career. In this course students will be developing a comprehensive career plan, a start-up non-profit or for-profit business plan, or a company proposal. Students will choose the individual track they want to pursue and will be guided through the steps to produce a plan that will open doors in their future career.

## ***General Education Courses***

### **GE107 College Writing and Success Skills**

**2.5 Quarter Credits**

This course will prepare students for all other courses by ensuring that they have the necessary tools to be successful. They will gain the research and writing skills necessary to successfully complete college-level assignments in a variety of activities common to all online courses, including discussions, essays, presentations and journals. Writing assignments will focus on topics related to non-cognitive skills that impact students' success in college, including motivation, goal setting, commitment, time management, professionalism, listening, critical thinking, self-efficacy, teamwork and others. This course will also examine computer literacy, Internet usage, library resources, and the various online technologies that students will use throughout their program. This course is a prerequisite to all other core (or GE) courses, excluding Massage Therapy and SRT programs. Students must pass this course to move on to all remaining core (or GE) courses.

### **GE112 Critical Thinking**

**2.5 Quarter Credits**

This introductory level course presents a variety of topics essential to a student's development in critical thinking. Students are introduced to concepts essential to the comprehension, analysis, and creation of arguments: induction, deduction, informal fallacies, Aristotelian and symbolic logic, modes of persuasion, perspective and bias, language and meaning, culminating in the development of reasonable strategies for belief formation.

### **GE120 Public Speaking A**

**2.5 Quarter Credits**

This course provides the student with a basic understanding of public speaking. Students will learn how to apply public speaking concepts to create a basic speech. Students will prepare a persuasive and informative speech with supporting materials.

### **GE129 Public Speaking B**

**2.5 Quarter Credits**

This course will provide students with the information necessary to evaluate speeches and find supporting materials. Students will prepare a demonstration and tribute speech.

### **GE133 English Composition A**

**2.5 Quarter Credits**

This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications. Emphasis is placed on developing individual writing skills and developing strategies for collaborative writing in learning teams.

**GE139 English Composition B****2.5 Quarter Credits**

This English composition course will provide students with an opportunity to sharpen their writing skills in order to prepare for professional environments. This course will identify various types of professional written documents such as letters, emails, and memos. Students will learn how to organize their thoughts clearly and use tone and word choice appropriately depending on audience.

**GE210 Natural Science A****2.5 Quarter Credits**

This course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind. They will also explore the scientific, political, economic, and social implications of environmental science.

**GE212 Anatomy & Physiology of the Body****2.5 Quarter Credits**

This course covers the fundamentals of anatomy and physiology of several body systems including: the circulatory, immune, respiratory, digestive, nervous and endocrine systems. Students will learn the structure, function, and effects of massage on each of these systems as well as naming and describing pathologies of these systems.

**GE218 Natural Science B****2.5 Quarter Credits**

This course will provide students with practical information pertaining to environmental science. Students will learn how certain changes impact the environment. Through the application of information learned within the course, students will be able to lower their carbon footprints.

**GE230 College Math A****2.5 Quarter Credits**

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, order of operations, percents, signed numbers, measurements, and geometry.

**GE239 College Math B****2.5 Quarter Credits**

This course uses math concepts to introduce students to the fundamental issues of personal financial planning. It is designed to provide students with the math concepts needed to understand the financial planning process, credit, and managing debt. The math concepts presented include computing gross and net pay, budgets and credit card interest, as well as home and car loans. Identity theft will also be discussed.



**GE240 Career Development****2.5 Quarter Credits**

This course provides the foundation for developing long-term career management skills. Students will receive tips for producing quality resumes and cover letters and interactive techniques for interviewing success. Upon successful completion of this course, students will be able to research job leads, write a resume, prepare for a job interview, follow up on a job interview, and apply strategies to keep a job and advance in a career.

**GE249 Sociology of Sex and Gender****2.5 Quarter Credits**

This course will analyze sex and gender within contemporary society. Students will learn about the history of sex and gender and their evolving roles within societal institutions, such as language, economics, politics, education, law, medicine, and family.

**GE250 Modern Music****2.5 Quarter Credits**

This course will focus on modern music within our society by focusing on various genres and the evolution of the styles. Music will be placed within context, and the impact of culture, including technology, upon music will be discussed.

**GE310 Business Communications****5.0 Quarter Credits**

This course will focus on effective business communications across various channels, age groups, leadership cultures and leadership profiles. It will also provide tools used to manage humanistic qualities in the work place based on profiles of individuals. Finally, it will teach students how to motivate and maximize others' performance levels.

**GE326 Philosophy and Ethics A****2.5 Quarter Credits**

This course examines the dynamic role of ethics in modern society. Students analyze ethical standards through philosophical beliefs and values in personal and professional settings.

**GE329 Philosophy and Ethics B****2.5 Quarter Credits**

This course will explain various philosophical theories and beliefs and their impact on human and societal behavior. It will also connect these theories to ethics and explain how philosophy and ethics influence each other and society as a whole.

**GE331 Information Literacy****2.5 Quarter Credits**

This course will identify a variety of types and formats of potential sources of information and instruct students on the practical application of digital tools, technologies, and resources. Students will learn how to use these tools to research and analyze information related to their chosen field of study and use this information to solve problems and make decisions. This course will also emphasize information literacy's importance in information sharing, community development, and education.

**GE339 Mythology and Pop Culture****2.5 Quarter Credits**

Every civilization has created myths or folklore to explain human existence and our place in the world. Within all of these myths, similar archetypes can be found that are connected to human traits. These archetypes and the myths from which they are derived will be explained in this course. Students will analyze current pop culture, including video games, movies, and television, to find instances of these archetypes. This course aims to connect history, culture, and humanity through common mythology.

**GE345 Modern U.S. History A****2.5 Quarter Credits**

This course will discuss modern United States history from 1960 to 2010. Major events and policies will be discussed and explained, and students will understand the effects these events have had on their lives and our country as a whole.

**GE350 Modern U.S. History B****2.5 Quarter Credits**

This course will discuss modern United States history from 1920 to 1960. Major events and policies will be discussed and explained including the Great Depression, the New Deal, World War II, the Cold War, and the Fair Deal. Students will understand the effects these events have had on their lives and our country as a whole.

**GE410 Advanced Career Management A****2.5 Quarter Credits**

This course builds upon student's current job search skills in order to develop long-term career management skills. Students will deepen their understanding of vital career management skills by continuing to develop their abilities to create resumes and cover letters and have interview and networking success. Students will also learn about goal setting and personal development.

**GE420 Psychology A****2.5 Quarter Credits**

This psychology course introduces human behavior and explains from a biological perspective why humans behave the way they do. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, cognition, learning and memory, and motivation.

**GE429 Psychology B****2.5 Quarter Credits**

This psychology course looks at human behavior and explains the things that influence it. This course includes the study of the theories and concepts of psychology that focus on emotion, states of consciousness, personality theories, life-span development, sexuality and applied psychology.

**GE435 The Art of Persuasion****5.0 Quarter Credits**

People respond in different ways depending on how they are approached and treated during an interaction. This course will identify how to have positive and influential encounters with others just by making simple changes such as adjusting body language, tone of voice, and levels of encouragement as these can determine how people will respond. This course will also discuss how to communicate and interact with others to manage goals and perspectives and motivate changes in behavior and beliefs.

**GE440 Advanced Career Management B****2.5 Quarter Credits**

This course teaches students how to effectively function as a professional in the workplace. Business etiquette, effective written and oral communications, and employer expectations are covered.

**GE450 The American Economy A****2.5 Quarter Credits**

This course will focus on the history of the American economic system. Starting with the founding of this country, students will learn about the creation and evolution of the economy within the United States. In order to fully understand this system, students will develop a conceptual understanding of several economic principles.

**GE459 The American Economy B****2.5 Quarter Credits**

This course will focus on the current American economic system and how this system is structured and functions. Several economic principles will be explained and discussed so students will be able to fully grasp the forces at play within the current marketplace.

## Catalog Consumer Disclosures

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818 or 1747 North Market, Suite 225, Sacramento California 95834; [www.bppe.ca.gov](http://www.bppe.ca.gov); Phone 916-574-8900; Toll Free Phone 888-370-7589; Fax 916-263-1897

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