

# Parks

COLLEGE

2003-2004 CATALOG

Arlington 0403

801 North Quincy Street, Suite 500  
Arlington, Virginia 22203  
(703) 248-8887

Main Campus:  
Parks College  
9065 Grant Street  
Thornton, CO 80229  
(303) 457-2757

Accredited by the Accrediting Council for Independent  
Colleges and Schools (ACICS) to award associate degrees.  
The Institution has received Conditional Approval from the  
State Council of Higher Education for Virginia.

2003-2004 CATALOG

Parks COLLEGE  
Arlington 0403

---

---

Publishing Date April 2003

Copyright © 2002 by Rhodes Colleges, Inc., Santa Ana, California

Effective April 1, 2003 through December 31, 2004

---

---

## MESSAGE FROM THE PRESIDENT

I would like to welcome you to Parks College where we provide a friendly, small-campus atmosphere with a dedicated staff that takes a personal interest in the progress of each student. This caring attitude, combined with progressive curricula, affords our students a meaningful higher education experience, as well as effective preparation for a wide variety of careers.

Obtaining a college education gives our students a competitive edge in their career field and will make the difference when they are considered for professional advancement. Our programs are designed for employment in the Washington DC metropolitan area as well as other progressive areas throughout the country.

Our goal is to provide our students with quality instruction, a sense of professional responsibility, a desire for life-long learning, and the essential skills and abilities to qualify them for their chosen career.

Building on the traditions of our main campus, Parks College in Denver CO (established in 1895), we have made every effort to fulfill our obligations to those who have entrusted their educational and career goals to Parks. We invite all interested parties, therefore, to visit our campus and review our variety of programs. Our experienced admissions staff will assist in the important process of identifying the program best suited for the candidate's special interests, talents, and goals.

Benjamin Franklin once said, 'If a man empties his purse into his head, no man can take it away from him. An investment in knowledge always pays the best interest.'



Paul Ransford  
College President

---

---

Parks College, 801 North Quincy Street, Suite 500, Arlington, Virginia 22203, has received conditional approval to operate from the State Council of Higher Education for Virginia. A conditional approval is a term during which the Council will conduct a site visit in accordance with 8 VAC 40-30-300. Upon verification of compliance with the Council’s approval standards and regulations at the Virginia site, the site-visit committee will make a recommendation to the Council regarding the institution’s approval to offer the approved programs at the Virginia site. Approved are the following programs:

- Associate of Science in Business Administration..... 96 Quarter Credit Units
- Associate of Science in Criminal Justice ..... 96 Quarter Credit Units
- Associate of Applied Science in Network Administration..... 100 Quarter Credit Units
- Associate of Associate of Science in Paralegal/Legal Assisting ..... 96 Quarter Credit Units

Instruction is in residence with the facility occupancy level accommodating 400 students at any one time. Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational occupational plans with school personnel prior to enrolling or signing enrollment agreements.

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

Parks College reserves the right to: 1) change any provisions or requirements, including fees, at any time, and 2) require a student to withdraw from the College for cause at any time. The College reserves the right to substitute equivalent classes within each diploma or degree program. It may add or delete programs of study. Further, the College reserves the right to add or delete courses from the published programs of study.

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

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

State Council of Higher Education for Virginia  
James Monroe Building  
101 North Fourteenth Street  
Richmond Virginia, 23219  
(804) 225-2600

All information in the content of this school catalog is current and correct and is so certified as true.

---

---

## TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>ABOUT PARKS COLLEGE</b> .....                                   | <b>1</b>  |
| PHILOSOPHY.....  | 1         |
| STATEMENT OF PURPOSE.....  | 1         |
| MISSION STATEMENT AND OBJECTIVES.....                              | 1         |
| STATEMENT OF NON-DISCRIMINATION .....                              | 2         |
| ACCREDITATION .....  | 2         |
| PROFESSIONAL RECOGNITIONS.....                                     | 3         |
| LOCATION AND FACILITIES .....                                      | 3         |
| LIBRARY .....  | 3         |
| ADMINISTRATION .....   | 3         |
| FACULTY .....  | 5         |
| <b>ADMISSIONS</b> .....  | <b>6</b>  |
| ADMISSION POLICY .....   | 6         |
| INTERNATIONAL STUDENTS .....                                       | 6         |
| LANGUAGE PROFICIENCY .....   | 6         |
| ADMISSION PROCEDURES.....  | 6         |
| NEW STUDENTS.....  | 6         |
| CONTINUING STUDENTS .....  | 7         |
| RE-ENTERING STUDENTS .....   | 7         |
| TRANSFER STUDENTS.....   | 7         |
| <b>ADMINISTRATION POLICIES</b> .....                               | <b>8</b>  |
| HOURS OF OPERATION .....   | 8         |
| OFFICE HOURS .....   | 8         |
| CLASS HOURS.....   | 8         |
| CLASS SCHEDULES/SCHEDULE CHANGES .....                             | 8         |
| TERMS .....  | 8         |
| CANCELLATION OF CLASSES.....                                       | 8         |
| CAMPUS POLICIES.....   | 9         |
| TELEPHONES .....   | 9         |
| SMOKING .....  | 9         |
| FOOD AND BEVERAGE .....  | 9         |
| GUESTS/CHILDREN ON CAMPUS.....                                     | 9         |
| LOST AND FOUND .....   | 9         |
| DRESS CODE.....  | 9         |
| STUDENT CODE OF CONDUCT.....                                       | 9         |
| ALCOHOL AND SUBSTANCE ABUSE STATEMENT .....                        | 10        |
| SEXUAL HARASSMENT POLICY .....                                     | 10        |
| STUDENT RECORDS .....  | 10        |
| TRANSCRIPTS .....  | 10        |
| FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED..... | 10        |
| ORIENTATION .....  | 11        |
| POLICY AND PROGRAM CHANGES.....                                    | 11        |
| <b>ACADEMIC POLICIES AND PROCEDURES</b> .....                      | <b>12</b> |
| GRADING SYSTEM.....  | 12        |
| GPA AND CGPA CALCULATIONS .....                                    | 12        |
| INCOMPLETES .....  | 13        |
| GRADE APPEALS .....  | 13        |
| DEFINITION OF CREDIT .....   | 13        |
| PROFICIENCY EXAMINATION POLICY .....                               | 13        |
| STANDARDIZED TESTING .....   | 13        |
| TRANSFER OF CREDITS.....   | 13        |

|   |           |
|---|-----------|
| FROM OTHER COLLEGES .....   | 13        |
| TO OTHER COLLEGES .....   | 14        |
| WITHIN THE COLLEGE .....  | 14        |
| ACADEMIC HONORS.....  | 14        |
| PRESIDENT'S LIST AWARD .....  | 14        |
| DEAN'S LIST AWARD .....   | 14        |
| WITHDRAWAL PROCEDURES.....  | 15        |
| OUT-PROCESSING UPON WITHDRAWAL.....                                     | 15        |
| GENERAL EDUCATION REQUIREMENTS .....                                    | 15        |
| STANDARDS OF SATISFACTORY ACADEMIC PROGRESS.....                        | 15        |
| CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS.....                 | 15        |
| RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS.....                    | 15        |
| MAXIMUM TIME IN WHICH TO COMPLETE .....                                 | 16        |
| GRADUATION .....  | 16        |
| ACADEMIC PROBATION .....  | 16        |
| ACADEMIC SUSPENSION.....  | 16        |
| READMITTANCE FOLLOWING SUSPENSION .....                                 | 16        |
| ACADEMIC DISMISSAL.....   | 16        |
| APPEALS PROCEDURES.....   | 17        |
| APPLICATION OF GRADES AND CREDITS.....                                  | 17        |
| CONTINUATION AS AN EXTENDED ENROLLMENT STUDENT .....                    | 17        |
| REINSTATEMENT AS A REGULAR STUDENT FROM EXTENDED ENROLLMENT STATUS..... | 17        |
| SATISFACTORY PROGRESS AND FINANCIAL AID .....                           | 18        |
| SATISFACTORY PROGRESS REQUIREMENTS .....                                | 18        |
| SATISFACTORY PROGRESS TABLE .....                                       | 18        |
| STATEMENT OF ACADEMIC FREEDOM.....                                      | 19        |
| ACADEMIC LOAD.....  | 19        |
| ATTENDANCE POLICY.....  | 19        |
| COURSE SUBSTITUTION .....   | 19        |
| REPEATING A CLASS .....   | 19        |
| DIRECTED STUDY .....  | 20        |
| ONLINE LEARNING .....   | 20        |
| ADMINISTRATIVE STANDARDS.....   | 20        |
| GRADUATION REQUIREMENTS.....  | 21        |
| OUT-PROCESSING UPON GRADUATION .....                                    | 21        |
| GRADUATION CEREMONY .....   | 21        |
| GRADUATION HONORS.....  | 21        |
| STUDENT GRIEVANCE PROCEDURES .....                                      | 21        |
| DUE PROCESS AND STUDENT APPEAL .....                                    | 22        |
| <b>FINANCIAL POLICIES.....</b>  | <b>23</b> |
| TUITION CHARGES .....   | 23        |
| STATEMENT OF FINANCIAL OBLIGATIONS .....                                | 23        |
| CANCELLATIONS AND REFUNDS.....  | 24        |
| CANCELLATIONS.....  | 24        |
| REFUNDS.....  | 24        |
| FINANCIAL ASSISTANCE .....  | 26        |
| FEDERAL PELL GRANT .....  | 26        |
| FEDERAL STAFFORD LOAN (FSL).....  | 26        |
| FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG).....         | 26        |
| FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS).....             | 27        |
| SALLIE MAE ALTERNATIVE LOAN PROGRAM (SLM) .....                         | 27        |
| STUDENT TUITION ASSISTANCE RESOURCE LOAN (STAR LOAN).....               | 27        |
| IMAGINE AMERICA SCHOLARSHIPS .....                                      | 27        |
| PARKS COLLEGE SCHOLARSHIPS .....  | 27        |

---

---

|  |           |
|--|-----------|
| ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING..... | 27        |
| <b>STUDENT SERVICES .....</b>                    | <b>29</b> |
| CAREER SERVICES.....                             | 29        |
| TUTORIAL ASSISTANCE .....                        | 29        |
| STUDENT ADVISING.....                            | 29        |
| HEALTH SERVICES.....                             | 29        |
| HOUSING.....                                     | 29        |
| CLUBS AND ORGANIZATIONS.....                     | 30        |
| STUDY GROUPS.....                                | 30        |
| <b>PROGRAMS OF STUDY .....</b>                   | <b>31</b> |
| BUSINESS ADMINISTRATION.....                     | 31        |
| CRIMINAL JUSTICE.....                            | 32        |
| NETWORK ADMINISTRATION.....                      | 33        |
| PARALEGAL/LEGAL ASSISTANT (LPA).....             | 34        |
| <b>COURSE OFFERINGS .....</b>                    | <b>35</b> |
| COURSE NUMBERING SYSTEM.....                     | 35        |
| COURSE DESCRIPTIONS .....                        | 35        |
| <b>ACADEMIC CALENDAR .....</b>                   | <b>41</b> |
| <b>RHODES COLLEGES.....</b>                      | <b>43</b> |
| STATEMENT OF OWNERSHIP .....                     | 43        |





---

---

## **ABOUT PARKS COLLEGE**

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

Historically the roots of Parks College in Denver Colorado extend back to 1895. The school was located in downtown Denver at 14th and Curtis Street. In July 1923, the school was relocated to 1450 Logan Street and was renamed "Parks School of Business Administration." Parks School of Business Administration was the only private business school in Denver to be accredited according to college and university standards. As an accredited member of the American Association of Commercial Colleges, Parks trained public school teachers to instruct in or chair commercial and business departments before this training was available in other colleges and universities. Even during the Great Depression of the 1930's, Parks remained a thriving institution, continuing to train students for business education. In response to a growing student body, the school moved to 1968 Pennsylvania Street, and in the late 1970's, to a suburban location on North Broadway.

In 1987, the College relocated to its present site at 9065 Grant Street, Thornton, in northern metropolitan Denver, to better serve students throughout the metropolitan area. In 1989, Parks Junior College opened a branch campus in Aurora, southeast of Denver. Effective August 24, 1995, Parks Junior College changed its name to "Parks College." On October 17, 1996, Rhodes Colleges, Inc acquired Parks College. In December 2001, this branch campus was opened in Arlington, Virginia.

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

### **PHILOSOPHY**

Parks College is dedicated to the ideal that every student should have the encouragement and opportunity to develop to their full potential. We believe that most students will succeed in a collegiate environment when they receive the proper motivation. We are dedicated to providing that motivation and assisting students in the achievement of personal, educational, career, and economic goals.

### **STATEMENT OF PURPOSE**

Parks College is dedicated to the provision of a personalized teaching and learning environment designed to support the personal and professional career development of qualified undergraduate students. The institution was founded to provide to its community quality education and training designed to meet the needs of both students and employers. The institution is designed to serve a diverse student population focusing on adults and recent high school graduates seeking to acquire the education and skills necessary to enter their chosen career field. To achieve this, the College is committed to:

- The utilization of modern technology and teaching methods (including distance education and externship where appropriate);
- The provision of innovative educational programs at conveniently located sites;
- Ongoing cooperation with business, industry, government, local communities, and other educational institutions in the design, delivery, and evaluation of effective and dynamic curricula; and
- The provision of career development support services to students and alumni.

### **MISSION STATEMENT AND OBJECTIVES**

Parks College maintains the belief that each student, regardless of sex, race, color, religion, wealth, age, disability, or background, must be prepared for effective living as a contributing citizen in a rapidly changing society where life-long learning must be viewed as a normal expectation. The College further believes that the acquisition of knowledge and the attainment of useful skills enrich the life of an individual.

The College believes that the educational programs must promote excellence based upon the optimum fulfillment of students' capabilities as determined by their experiences, needs, and incentives. It accepts the responsibility to provide the maximum opportunity for its students to acquire the basic skills and knowledge to

---

be intellectually curious and aesthetically aware, to think and work creatively, to achieve self-discipline and economic sufficiency, to understand the obligations of democratic living, and to live in harmony with nature and others.

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

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

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

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

- |  |             |
|--|-------------|
| ▪ Associate of Science in Business Administration                | 96 Credits  |
| ▪ Associate of Science in Criminal Justice                       | 96 Credits  |
| ▪ Associate of Applied Science in Network Administration         | 100 Credits |
| ▪ Associate of Associate of Science in Paralegal/Legal Assisting | 96 Credits  |

## STATEMENT OF NON-DISCRIMINATION

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

## ACCREDITATION

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

Accreditation is granted following an extended evaluation covering all aspects of the school's educational process. These include admissions, faculty, programs, facilities, student services, and business practices.

---

---

## PROFESSIONAL RECOGNITIONS

- This institution has received conditional approval to operate from the State Council of Higher Education for Virginia in order to enable the Council to conduct a site visit of the institution.
- Member, Arlington Chamber of Commerce.
- Approved for the training of veterans.

## LOCATION AND FACILITIES

Parks College is located in Arlington Virginia. The College is located in the Quincy Crossing Building at the intersection of Wilson Street and Quincy Street, in the Ballston section of Arlington. All physical plant facilities are easily accessible to both day and evening students. The physical plant complies with the guidelines established by the Americans with Disabilities Act.

Educational facilities and equipment include five computer labs and five lecture rooms. The facility includes a student lounge and student restrooms. A comfortable library includes collections appropriate and relevant to the educational programs offered by the College.

In addition to the educational facilities, the physical plant includes an academic office area, student finance office, Academic Dean's office, placement office, registrar office, business office, admissions offices, administrative support area, President's office, and a general reception area. The remaining space is allocated to a faculty and staff lounge, restrooms, and storage.

## LIBRARY

Parks College maintains an up-to-date, staffed library for use by our students and faculty. The library is accessible and staffed during business hours, and can also be made available before and after hours by arrangement through the Academic Department

The library collection consists of reference works, periodicals, manuals, handbooks, business and technical texts, biographies, novels, fiction and non-fiction works. Audio-visual equipment is available for in-library use. In addition the library has computers dedicated to Internet research available for student use. On-line resources are provided to support classroom activities and to provide students with access to virtually unlimited resources.

## ADMINISTRATION

### Executive

|                             |                   |                               |
|-----------------------------|-------------------|-------------------------------|
| President                   | Paul Ransford     | M.S., Troy State University   |
| Academic Dean               | Francis Giglio    | M.A., American University     |
| Director of Admissions      | Lachelle Green    | B.S., Point Park College      |
| Director of Financial Aid   | Mary Peoples      | B.S., Canisius College        |
| Director of Career Services | Richard Covington | B.S., Old Dominion University |

### Administration

|                      |                     |                                  |
|----------------------|---------------------|----------------------------------|
| Receptionist         | Danielle Rodriguez  |                                  |
| Evening Receptionist | Rhonda Redding      | B.S., Frostburg State University |
| Registrar            | La Candance Speight | B.S., Wesley College             |

### Admissions

|                           |                    |                                       |
|---------------------------|--------------------|---------------------------------------|
| Admissions Representative | Scott Cunius       |                                       |
| Admissions Representative | James Dunn         | B.S., Old Dominion University         |
| Admissions Representative | Terrence Lancaster |                                       |
| Admissions Representative | Angela Maith       |                                       |
| Admissions Representative | James Martin       | B.S., Frostburg State University      |
| Admissions Representative | Mark Outten        |                                       |
| Admissions Representative | Michael Sims       | B.A., Elizabeth City State University |

### Financial Aid

---

Financial Aid Officer  
Financial Aid Officer  
Financial Aid Officer  
Collections Officer

Genevia Bonner  
Pamela Burney  
Michelle Silberberg  
Benjamin Tillman

B.S., Rochester Institute of Technology  
B.A., University of Maryland  
B.S., Elizabeth City State University

---



---

**FACULTY**

| <b>NAME</b>           | <b>POSITION</b>              | <b>SUBJECTS</b>           | <b>EDUCATION</b>   |
|-----------------------|------------------------------|---------------------------|--|
| Scott Bohnhoff        | Adjunct Instructor           | Environmental<br>Science  | M.S., West Coast University<br>B.S., San Jose State University                                     |
| Jon Boyle             | Adjunct Instructor           | Human<br>Resources        | M.Ed., Boston University<br>M.A., George Mason University  |
| Sabine Brown          | Adjunct Instructor           | Psychology<br>Paralegal   | B.A., University of Southern Maine<br>J.D., St. Johns University<br>B.A., Pace University          |
| Christopher Burke     | Adjunct Instructor           | Environmental<br>Science  | M.S., University of Maryland<br>B.A., Oberlin College  |
| Russell Carter        | Academic Program<br>Director | Criminal Justice          | M.P.A., Troy State University<br>B.A., Shaw University   |
| Terrell Carter        | Adjunct Instructor           | Business                  | M.B.A., Loyola University<br>B.S., Strayer University  |
| John Chanin           | Adjunct Instructor           | General<br>Education      | J.D., University of Pennsylvania<br>M.A., Temple University<br>B.S., Temple University             |
| Miguel Corrigan       | Adjunct Instructor           | Finance                   | M.B.A., University of New Mexico   |
| Kimberly Davis        | Adjunct Instructor           | Algebra<br>Economics      | B.A., Grinnell College<br>M.A., Wayne State University<br>B.A., Spellman College                   |
| Marianne Filice       | Adjunct Instructor           | General<br>Education      | J.D., Catholic University<br>M.A.T., Brown University<br>B.A., Catholic University                 |
| Thomas Gentile        | Academic Program<br>Director | Paralegal<br>Business     | J.D., George Washington University<br>B.A., University of Maryland                                 |
| Lillie Langley Glover | Adjunct Instructor           | Business                  | M.B.P.A., Southeastern University<br>B.S., Benedict College  |
| Kimberly Lane         | Adjunct Instructor           | Business                  | M.B.A., George Washington University<br>B.S., Florida State University                             |
| Susan Maclane         | Adjunct Instructor           | Psychology                | M.S., Case Western Reserve<br>B.A., Boston University  |
| Peter Myo Khin        | Adjunct Instructor           | Business                  | M.S., University of Maryland University College<br>B.S., University of Maryland University College |
| Emil Opare            | Adjunct Instructor           | Network<br>Administration | M.S., Strayer University<br>B.S., Strayer University   |
| Charmaine Ravizee     | Adjunct Instructor           | General<br>Education      | M.A., Howard University<br>B.A., Howard University   |
| Diane Rector          | Adjunct Instructor           | Business<br>Accounting    | M.B.A., Strayer University<br>B.S., Strayer University   |
| Frank Searle          | Adjunct Instructor           | Criminal Justice          | M.Ed., Worcester State University<br>B.S., Northeastern University                                 |
| Deidra Smith (CPA)    | Adjunct Instructor           | Accounting                | B.B.A., Howard University  |
| Tanetta Isler         | Adjunct Instructor           | Computer<br>Applications  | M.S., Iowa State<br>B.S., Morgan State   |
| Susan Maclane         | Adjunct Instructor           | Psychology                | M.S., Case Western Reserve<br>B.A., Boston University  |
| Diane Rector          | Adjunct Instructor           | Business<br>Accounting    | M.B.A., Strayer University<br>B.S., Strayer University   |
| Deidra Smith (CPA)    | Adjunct Instructor           | Accounting                | B.B.A., Howard University  |

---

---

## ADMISSIONS

### ADMISSION POLICY

Graduation from high school or its equivalent is a prerequisite for admission to the College. Applicants not completing a secondary program or not having a diploma will be considered for admission on the basis of the General Education Development (GED) test or other equivalency. All applicants are required to successfully complete an assessment examination, the CPAt. This standardized, nationally normed test is administered by the College, and is designed to further ensure that the applicant has the skills necessary to pursue a college level program. Applicants are required to achieve a combined score of 150 for entrance into the Network Administration program and a combined score of 120 for entrance into all other programs.

Transfer students who are high school graduates or GED holders (or other equivalency) and who can submit proof of successfully completing a minimum of 36 quarter hours or 24 semester hours of earned college credit at an accredited postsecondary institution will not be required to complete the above referenced test. Applicants who have completed the ACT with a score of at least 15 or the SAT with a score of at least 700 will not be required to complete the above referenced test. All students enrolling in the Network Administration program, without exception, will be required to successfully complete an assessment examination.

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

### INTERNATIONAL STUDENTS

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

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

### LANGUAGE PROFICIENCY

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

## ADMISSION PROCEDURES

### NEW STUDENTS

Graduation from high school or its equivalency (such as the GED) is the minimum requirement for admission to Parks College. Applicants will be required to sign an "Attestation Regarding High School Graduation or Equivalency" indicating that they meet the College's requirements for admission. Applicants are advised that Parks College accepts students only after a personal interview with an Admissions Representative. They are further advised to discuss any pending enrollment with their family.

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

---

---

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

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

### **CONTINUING STUDENTS**

Prior to the end of the term, students will have had the opportunity to register for the next term. All students will be expected to register on time unless previous arrangements have been made.

If a student pre-registers, he/she will not need to return to register between terms but will report back on the first day of classes.

### **RE-ENTERING STUDENTS**

Readmission to Parks College following withdrawal will be at the discretion of the Readmissions Policy Committee. Readmission following dismissal for non-attendance, lack of academic progress, or misconduct will also be at the discretion of the Committee. A student will be allowed only two re-entries into the College. Re-entry in certain programs may be prohibited. Readmission to Parks College is granted in accordance with currently accepted admissions guidelines.

The applicant must submit a written application to the Readmission Committee. All committee recommendations will be approved or rejected by the College President. The College President has final authority for all decisions concerning re-entry to the College.

### **TRANSFER STUDENTS**

Students who have attended another accredited institution and wish to transfer to Parks College may be admitted if the admission requirements are met.

---

---

## ADMINISTRATION POLICIES

### HOURS OF OPERATION

#### OFFICE HOURS

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

#### CLASS HOURS

Parks College classes meet on Monday through Thursday. Day classes begin at 8:00 a.m. Night classes begin at 6:00 p.m. Classes may be scheduled on other days or at other times when necessary to provide classes for all students. Specific times and locations of each class are available on the Class Schedule published prior to the beginning of each quarter.

### CLASS SCHEDULES/SCHEDULE CHANGES

Parks College adheres to the philosophy that students who are sincerely interested in obtaining an education desire to pursue their education at the fastest possible rate; therefore, classes are held year round. Breaks between terms are published in the Academic Calendar.

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

All full-time students are required to maintain a minimum load of twelve credit hours (8 credit hours during a mini-term). A student must be full-time to qualify for student awards programs such as President's List and Dean's List each term.

### TERMS

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

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

#### MINI-TERMS

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

### CANCELLATION OF CLASSES

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



---

---

## CAMPUS POLICIES

### TELEPHONES

No student will be called out of class for a telephone call, except in case of emergency. We suggest that family and friends be informed of this policy. There is a public telephone available in the student lounge.

### SMOKING

Because the health of our students and employees is very important, we maintain a smoke-free environment within the building. In the rear of the building, a smoking area is provided for students.

### FOOD AND BEVERAGE

Students may partake of food and non-alcoholic beverage in the student lounge. No food may be taken into the classrooms, computer labs, library, academic or administrative corridors without prior approval of the Dean or the College President. All students are encouraged to help keep the campus free of litter.

### GUESTS/CHILDREN ON CAMPUS

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

### LOST AND FOUND

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

### DRESS CODE

Students are expected to dress in an appropriate manner that would not be construed as detrimental to the student body and the educational process at Parks College. Students are reminded that the College promotes a business atmosphere where instructors and guests are professional and potential employers. Students should always be cognizant of the first impression of proper dress and grooming.

## STUDENT CODE OF CONDUCT

Each student is held responsible for conforming to local, state, and federal laws and for behaving in a manner consistent with the best interest of the College and of the student body.

Students should not interfere with other students' rights, safety or health, or right to learn. Violations to conduct standards include, but are not limited to:

1. Theft
2. Dishonesty including plagiarism
3. Disruptive behavior
4. Possession or use of firearms (except by a designated law enforcement official), explosives, or other dangerous substances
5. Vandalism, or threats of actual damage to property or physical harm to others
6. Possession, sale, transfer, or use of illegal drugs
7. Appearance under the influence of alcohol or illegal drugs
8. Harassing or abusive acts which invade an individual's right to privacy including sexual harassment, or abuse against members of a particular race, ethnic, religious, or cultural group.
9. Reckless or intentional use of invasive software such as viruses and worms destructive to hardware, software, or data files.
10. Unprofessional conduct

---

The College reserves the right to suspend or dismiss any student at any time for misconduct or when such action is deemed to be in the best interest of the student and the student body.

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

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

Possession of these substances on campus is cause for dismissal.

### **SEXUAL HARASSMENT POLICY**

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

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

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

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

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

### **STUDENT RECORDS**

The College maintains complete records for each student that include grades, attendance, prior education and training, personal achievements, and awards received. Student transcripts from the College will be sent to properly qualified individuals upon the written request of the student.

#### **TRANSCRIPTS**

Any student or former student of the College may request that an official copy of the student's college transcript be issued. There is no charge for the first copy of a graduate's transcript; subsequent copies will be provided for a fee (See schedule of tuition and fees).

Transcripts shall be requested through the office of the Registrar and in writing. No student shall be issued an official copy of his or her transcript unless the student's academic file at the College is complete and all financial obligations to the College have been met. Approximately three to five days are required in most cases for preparation of an official transcript.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED**

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

1. The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Institution President written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not

---

maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.
4. Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requires students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

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

## **ORIENTATION**

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

During orientation, students will be acquainted with the rules and regulations of the College, informed of student services available, familiarized with the College facilities, and introduced to various College personnel.

## **POLICY AND PROGRAM CHANGES**

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

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

---

---

## ACADEMIC POLICIES AND PROCEDURES

### GRADING SYSTEM

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

The following grading system is used:

| GRADE               | EVALUATION   | QUALITY POINTS PER QTR HOUR |
|---------------------|--|-----------------------------|
| A                   | Excellent  | 4                           |
| B                   | Good   | 3                           |
| C                   | Average  | 2                           |
| D                   | Below Average  | 1                           |
| F                   | Failed to Meet Course Objectives   | 0                           |
| I                   | Incomplete   | 0                           |
| W                   | Withdrawal used through week nine and not calculated in the CGPA   | Not Calculated              |
| WD                  | Withdrawal during drop/add period. This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP).                  | Not Calculated              |
| WF                  | Withdrawal and failing the class. To be used after week nine. This grade is calculated in the CGPA.  | 0                           |
| WM                  | Withdrawal after week nine with documented mitigating circumstances placed in the student's file and not counted in the CGPA.                                  | Not Calculated              |
| WZ                  | Withdrawal due to immediate call to Active Military Duty.  | Not Calculated              |
| T                   | Transfer Credit  | Not Calculated              |
| PE                  | Passed by Proficiency Challenge Exam   | Not Calculated              |
| PF                  | Preparatory Class Failed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP). | Not Calculated              |
| PP                  | Preparatory Class Passed (Preparatory courses only) This grade indicates the course will not be calculated for purposes of determining rate of progress (SAP). | Not Calculated              |
| Course Repeat Codes |  |                             |
| 1                   | Student must Repeat This Class   |                             |
| R                   | Student in the Process of Repeating This Class   |                             |
| 2                   | Course Repeated - Original Grade No Longer Calculated in CGPA  |                             |

### GPA AND CGPA CALCULATIONS

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

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

---

---

## **INCOMPLETES**

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

## **GRADE APPEALS**

A student who wishes to appeal a grade should immediately consult with the instructor involved in the course. If dissatisfaction remains, the student should meet with the Academic Dean. Further appeals must be through the Grievance Policy.

## **DEFINITION OF CREDIT**

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

## **PROFICIENCY EXAMINATION POLICY**

Students may attempt to challenge the requirement to complete certain selected courses by demonstrating a proficiency level based on special qualifications, skills, or knowledge obtained through work or other experience that is sufficient to warrant the granting of academic credit for a course through a Proficiency Examination. Students who wish to challenge a course must arrange a testing date with the Academic Dean or Department Chair. Proficiency Examinations are not available for courses in which the student has previously been or is currently enrolled after the add/drop period. Students are afforded one Proficiency Examination attempt per course.

Students should contact the Academic Office to discuss the Proficiency Examination process. All requests for Proficiency Examinations must be approved by the appropriate Department Chair or the Academic Dean. Administrative fees for Proficiency Examinations are noted in the tuition and fees schedule. Credits earned as a result of successful completion of Proficiency Examinations may be used to satisfy up to 50% of the credits required for program completion. Successful completion of a Proficiency Examination with a grade of "C" will be posted to the academic transcript as a PE (see Tuition & Fee Schedule).

## **STANDARDIZED TESTING**

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

## **TRANSFER OF CREDITS**

### **FROM OTHER COLLEGES**

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

1. The credits must have been earned at an institution that is or was at the time the credits were earned accredited by an accrediting agency that held recognition from the U.S. Secretary of Education under the provisions of Public Law 82-550 and subsequent legislation.

- 
2. A grade must be designated for each course completed. Only courses completed in which credit has been designated with grades assigned can be considered for transfer.
  3. Final determination on credits accepted for transfer to Parks College shall be made by the Academic Dean under the authority of the President of the College.
  4. Only those credits with a minimum grade of "C" or its equivalent will be considered for transfer. The credits will be transferred as earned credits only and will have no effect on the student's grade point average.
  5. If it is unclear to the Academic Dean whether the course(s) submitted for transfer credit are equivalent to course(s) required by Parks College, the student will be required to provide official documentation from the other institution describing in detail the content and level of the course(s) in question (copy of course description and catalog cover from the year the course was taken).
  6. Students who wish to receive credit from Parks College for work completed at other accredited institutions of higher learning must furnish an official transcript from that institution.
  7. Parks College will accept transfer credits up to a maximum of forty percent (40) of the total required credits for the degree sought.

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

### **TO OTHER COLLEGES**

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

### **WITHIN THE COLLEGE**

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

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

## **ACADEMIC HONORS**

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

Parks College recognizes those full-time students who excel in their academic performance at the end of the regularly scheduled full term. The highest honor that can be achieved each term is to be named to the President's List. The President's List includes those full-time students (must carry at least 12 credit hours during a regular term, 8 credit hours during a mini-term) who earn a 4.0 (A) grade point average for the term.

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

Parks College recognizes another category of students who excel in their academic performance. These students are named to the Dean's List. The Dean's List includes those full-time students (must carry at least 12 credit hours during a regular term, 8 credit hours during a mini-term) who earn a 3.5 or higher grade point average for the term and have earned no grade lower than a C in any course that term. A news release is sent to all local media and the College prepares a certificate of award.

---

## **GRADUATION HONORS**

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

## **WITHDRAWAL PROCEDURES**

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

## **OUT-PROCESSING UPON WITHDRAWAL**

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

## **GENERAL EDUCATION REQUIREMENTS**

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

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

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

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

## **CUMULATIVE GRADE POINT AVERAGE (CGPA) REQUIREMENTS**

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

## **RATE OF PROGRESS TOWARD COMPLETION REQUIREMENTS**

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

---

---

## **MAXIMUM TIME IN WHICH TO COMPLETE**

A student is not allowed more than 1.5 times, or 150% of, the standard length of the program in which to complete the requirements for graduation. This will be measured by limiting students to attempting 1.5 times, or 150% of, the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate at which they will be able to complete their programs within the maximum time frame. The maximum allowable attempted credits are noted in each of the Satisfactory Academic Progress Tables.

## **GRADUATION**

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

## **ACADEMIC PROBATION**

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

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

Students on probation must participate in academic advising as deemed necessary by the College as a condition of their probation. In addition, students whose probation status extends over multiple academic terms may be directed to participate in extra tutorial sessions or developmental classes. Students who fail to comply with these requirements are subject to suspension even though their CGPA or rate of progress may be above the suspension levels.

## **ACADEMIC SUSPENSION**

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

## **READMITTANCE FOLLOWING SUSPENSION**

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

## **ACADEMIC DISMISSAL**

Students who have been readmitted following Academic Suspension who fail to improve their CGPA into the probation range by the end of the first academic term after readmittance will receive an Academic Dismissal and



---

the student must be withdrawn from the College. Students who have been dismissed are not eligible for readmittance to the College.

### **APPEALS PROCEDURES**

Students who have been determined not to be making satisfactory academic progress and who feel that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress, and believe they have resolved those circumstances, may appeal by requesting in writing a review of their academic progress. Examples of such mitigating circumstances include injury or illness to the student or death of an immediate family member. Such review shall be conducted by the Academic Dean and/or the College President or an appeal committee appointed by the College President. Should the appeal be denied and the student suspended, the student is eligible for readmittance, as outlined above. Should the appeal be granted, the student will not be required to sit out at least one academic term and will be continued on probation and will receive one additional academic term in which to regain satisfactory progress. Should the student still fail to meet the satisfactory academic progress requirements, the student will receive an academic dismissal, as outlined above.

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

Transfer credits are not included in the calculation of CGPA, but are included in the "Total Number of Credits Attempted" (see charts) in order to determine the required levels for CGPA and rate of progress. Transfer credits are included as credits attempted and successfully completed in calculating the rate of progress.

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

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

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

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

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

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

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

---

---

## SATISFACTORY PROGRESS AND FINANCIAL AID

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

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

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

### SATISFACTORY PROGRESS REQUIREMENTS

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

### SATISFACTORY PROGRESS TABLE

#### 96 Quarter Credit Hours

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

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

#### 100 Quarter Credit Hours

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

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

---

---

## STATEMENT OF ACADEMIC FREEDOM

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

### ACADEMIC LOAD

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

### ATTENDANCE POLICY

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

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

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

Should a student's absences for any single course reach 40% of the total scheduled hours in a term, the student may be withdrawn from the course. Should a student's absences reach 40% of the total scheduled hours for all courses, the student may be withdrawn from the institution.

Parks College does not allow leaves-of-absence.

### COURSE SUBSTITUTION

Any substitution of courses not included in the published curriculum of a course of study must be approved by the Department Chair and Academic Dean. Because the College curriculum has been designed to specifically prepare the student for his or her chosen field of study, substitution of courses is discouraged and will be approved only in cases where such substitution can be shown to advance the student's career preparation or educational achievement. Course substitution may be allowed to assist a student in meeting required credit hours for graduation if, at the discretion of the Academic Dean or College President, it would advance the student's educational objectives.

### REPEATING A CLASS

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

---

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

### **DIRECTED STUDY**

A directed study may be assigned in limited situations by the Department Chair and Academic Dean. The course must be required for the student's graduation and not scheduled for regular classroom offering before the student's anticipated graduation date. Directed Study will not be approved during the first two quarters that a student is in residence unless approved by the College President. No more than eight (8) quarter credit hours earned through Directed Study may be applied to the major core of any associate degree. In addition, students may not take more than one Directed Study course in a single academic term.

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

### **ONLINE LEARNING**

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

To maximize success within the online courses students must:

- Have a computer with a system profile that meets or exceeds requirements listed on the Online Learning Application at the time of enrollment.
- Have Internet access and an established email account.
- Have a 2.0 GPA to enroll in future online courses.
- Commence online contact with the course site within the first three days of the term.
- Understand that student participation and class activities occur weekly throughout the course.
- Understand that if a student fails to participate in class activities during two consecutive weekly periods of a six-week course or three consecutive periods of a twelve-week course, the student may be withdrawn from the course and may not be allowed to reenter the course during that term.

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

### **ADMINISTRATIVE STANDARDS**

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

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

---

---

## **GRADUATION REQUIREMENTS**

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

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

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

### **OUT-PROCESSING UPON GRADUATION**

A graduating student must contact the Placement Director's office during the last term before completion of the student's degree requirements. This office will assist the student in applying for employment assistance. Students receiving an associate degree may be required to take a comprehensive examination in their respective programs. The student will then see the Student Finance Office for financial aid repayment instructions (if any) and a determination of completion of the student's financial obligation to the College. Upon completion of these requirements, the student may become an official graduate of Parks College.

### **GRADUATION CEREMONY**

Although students officially graduate from Parks College at the end of the term in which they have earned the required number of credit hours at a minimum overall grade point average of 2.0 or better, (assuming all financial requirements have been met) the College only holds one graduation ceremony each year. It is traditionally held in the summer. All graduates during the year preceding the ceremony are eligible to participate in the ceremony. Graduates will be assessed a graduation fee (See schedule of tuition and fees).

### **GRADUATION HONORS**

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

## **STUDENT GRIEVANCE PROCEDURES**

Persons seeking to resolve problems or complaints should first contact their instructor. Unresolved complaints should be made to the Academic Dean. Students who feel that the complaint has not been adequately addressed should contact the College President. Written responses will be given to the student within seven working days. If the problem remains unresolved, students may contact the Student Help Line at (800) 874-0255. As a matter of College policy students making complaints may not be subject to unfair actions as a result of filing a complaint. The College President will maintain records of all complaints and their resolution for a period of at least two years.

Complaints not resolved within thirty days may be directed to:

Division of Compliance Coordination and Adult Services  
Attention: Proprietary Schools  
Virginia Department of Education  
Post Office Box 6-Q  
Richmond, Virginia 23216-2060

---

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

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

#### **DUE PROCESS AND STUDENT APPEAL**

Parks College recognizes the rights of applicants, students, graduates, former students, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of this institution. When an individual feels he/she has been unjustly treated, he/she can request the Grievance Committee hear his/her grievance. The Grievance Committee will be comprised of three parties not involved in the matter under appeal, one College Administrator and two faculty.

All challenges to grades must be submitted in writing to the Academic Dean within 60 calendar days after completion of the course being challenged.

If an individual wishes to appeal a decision other than a grade, or requests a hearing for any other perceived violation of rights, written statement of appeal must be submitted to the Academic Dean or College President within 60 calendar days of the issue in question.

The Academic Dean will convene the Grievance Committee to consider the request for a hearing in a timely manner. In rare cases the decision may be appealed to the College President by either party participating in the grievance.

---

---

## FINANCIAL POLICIES

### TUITION CHARGES

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

Tuition and fees for subsequent quarters will be charged at the published rate in effect at the beginning of each quarter.

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

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

#### Tuition per credit hour per term

| PROGRAM                                    | TUITION PER CREDIT HOUR |
|--|-------------------------|
| All Programs except Network Administration | \$220                   |
| Network Administration                     | \$265                   |

Tuition will be charged on a quarterly basis. A \$25 registration fee will be charged to all students each quarter. Additional Fees, not included in the above costs, are listed below.

| ADDITIONAL FEES  | AMOUNT   |
|--|----------|
| Registration Fee (each quarter)  | \$25.00  |
| Proficiency Examination Testing Fee (per credit hour)  | \$20.00  |
| Non-refundable fee assessed for each proficiency examination (cannot be paid from Title IV financial aid funds.) |          |
| Transcript Fee (First Copy Free)   | \$3.00   |
| Transcript Fee for One Day Service   | \$5.00   |
| Network Administration Technology Fee (each quarter)   | \$25.00  |
| Online Learning Fee (per course)   | \$100.00 |
| Graduation Fee   | \$50.00  |

### STATEMENT OF FINANCIAL OBLIGATIONS

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

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

---

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

## CANCELLATIONS AND REFUNDS

### CANCELLATIONS

The applicant's signature on the Enrollment Agreement does not constitute admission into the institution until the student has been accepted for admission by an official of the institution. If the applicant is not accepted by the College, all monies paid will be refunded. The applicant may also request cancellation in writing within three days after signing the agreement and receive a full refund of all monies paid. The refund will be made within 30 days of receipt of such notice. Students who withdraw within seven calendar days after classes have commenced will be considered cancellations and all monies paid will be refunded within 30 days of the date of the College becomes aware of the withdrawal.

### REFUNDS

This institution is certified by the U.S. Department of Education as an eligible participant in the federal student financial aid (SFA) programs established under the Higher Education Act of 1965 (HEA), as amended.

When a student withdraws, the institution must complete two separate calculations. First, the institution must determine how much federal grant and loan assistance the student has earned under the Return of Title IV Funds Policy, if the student is a Title IV recipient. Then, the institution must determine how much of the tuition and fees it is eligible to retain using either the state or institution refund policy.

If the student (or parent, in the case of a PLUS Loan) is eligible for additional funds at the time of withdrawal, the student may receive additional SFA funds. If the student received more SFA funds than he or she earned under the Federal Return of Title IV Funds policy, the institution, and in some cases the student, is required to return the unearned funds to the Federal program(s) or lender, as applicable.

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

#### **Refund Policies**

Any monies due an applicant or student shall be refunded within 30 days of cancellation, the date of determination, or termination. A withdrawal is considered to have occurred on the earlier of a) the date that the student provides to the school official notification of his or her intent to withdraw or b) the date that the student begins the withdrawal process. Students who must withdraw from the College are requested to notify the Academic Dean's office by telephone, in person, or in writing, to provide official notification of their intent to withdraw. Students will be asked to provide the official data of withdrawal and the reason for withdrawal. At the time of official notification when the student begins the process of withdrawal, the student or the Academic Dean's office will complete the necessary form(s).

If the student ceases attendance without providing official notification, the withdrawal date is the mid-point of the quarter. If the student officially rescinds his or her official notification of withdrawal and then withdraws, the withdrawal date is the earlier of the date of the original notification of his or her intent to withdraw or the date the student began the withdrawal process. The institution may always use the last date of attendance at an academically related activity as the withdrawal date.

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

#### **Federal Return of Title IV Funds Policy**

All institutions participating in the SFA programs are required to use a pro-rata schedule to determine the amount of SFA funds the student had earned up to the date of withdrawal.



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

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

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

**Return of Unearned SFA Program Funds**

The school must return the lesser of:

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

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

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

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

**Remittance to the Federal Government**

If it is determined that SFA program funds must be returned, based on the student’s financial aid award, the return of SFA funds will be made in the following order:

1. Unsubsidized Federal Stafford Loan Program;
2. Subsidized Stafford Loan Program;
3. Unsubsidized Federal Direct Stafford Loan Program;
4. Subsidized Federal Direct Stafford Loan Program;
5. Federal Perkins Loan Programs;
6. Federal PLUS Loan Program;
7. Federal Direct PLUS Loan Program;
8. Federal Pell Grant Program;
9. Federal Supplemental Educational Opportunity Grant (FSEOG) Program and;
10. Other grant or loan assistance authorized by Title IV of the HEA.

**Institutional Refund Policy (For Associated Degree Programs)**

The refund policy is used to determine how much of the tuition and fees the institution has earned after a student withdraws. The institution will make refund determinations for all tuition and fees in accordance with the following schedule:

| <b>For Withdrawal During</b>                           | <b>Refunded</b>     | <b>Amount Retained</b> |
|--|---------------------|------------------------|
| First 7 calendar days of the Quarter                   | 100% Tuition & Fees | 0                      |
| After first 7 calendar days through 25% of the Quarter | 25% Tuition & Fees  | 75% Tuition            |
| Remaining 75% of Quarter                               | 0                   | 100% Tuition           |

---

---

### Virginia Board of Education Refund Requirements For Modular Diploma Programs

Under the Virginia Board of Education Refund Requirements, refunds for students who withdraw after starting school or are terminated by the school will be computed as follows:

| <b>A Student Who Withdraws or Is Terminated...</b>  | <b>Is Entitled to a Refund of...</b> | <b>The Institution Is Eligible to Retain...</b> |
|---|--------------------------------------|---|
| During the first week of the payment period or period of enrollment                                       | 90% Tuition                          | 10% Tuition                                     |
| After the first week of the payment period or period of enrollment, but prior to the completion of 25%    | 75% Tuition                          | 25% Tuition                                     |
| After completion of 25% of the payment period or period of enrollment, but prior to the completion of 50% | 50% Tuition                          | 50% Tuition                                     |
| After completion of 50% of the payment period or period of enrollment, but prior to completion of 75%     | 25% Tuition                          | 75% Tuition                                     |
| After completion of 75% of the payment period or period of enrollment                                     | 0                                    | 100% Tuition                                    |

### FINANCIAL ASSISTANCE

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

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

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

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

#### FEDERAL PELL GRANT

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

#### FEDERAL STAFFORD LOAN (FSL)

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

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

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

---

---

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

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

## **SALLIE MAE ALTERNATIVE LOAN PROGRAM (SLM)**

SLM Financial and Corinthian Colleges (CCI) have developed a customized private student loan program that will offer students educational financing for their direct academic costs. This program offers a tiered loan program that gives the applicant three opportunities to obtain CCI loan approval. Borrowers with excellent credit histories will be provided the most favorable loan terms and conditions with borrowers having good or moderate credit offered slightly higher fees and rates. Co-borrowers are encouraged and will generally improve the loan terms and conditions for the applicant. This loan has a variable interest rate that is tied to the prime lending rate. Contact the financial aid office for application and information.

## **STUDENT TUITION ASSISTANCE RESOURCE LOAN (STAR LOAN)**

Students who do not qualify for the Sallie Mae Alternative Loan Program may be eligible to borrow up to fifty percent of their tuition costs through the STAR Loan program. The STAR Loan is not available for full tuition financing. Students must have a primary source of tuition funding to be eligible for this plan.

## **IMAGINE AMERICA SCHOLARSHIPS**

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

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

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

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

## **PARKS COLLEGE SCHOLARSHIPS**

This institution has established a competitive scholarship program for recent high school graduates.

The scholarship is open to any graduating high school senior who wishes to participate. The Career Placement Assessment Test is administered and the top thirteen scorers are awarded an interview with a panel of judges from the community. The judges will then score the finalists based on their responses to questions and the top five scorers will be awarded the following scholarships:

- One \$1,000 Scholarship
- Two \$750 Scholarships
- Two \$500 Scholarships

These scholarships do not include books or registration fee.

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

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

---

---

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

---

---

## **STUDENT SERVICES**

### **CAREER SERVICES**

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

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

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

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

### **TUTORIAL ASSISTANCE**

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

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

### **STUDENT ADVISING**

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

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

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

### **HEALTH SERVICES**

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

### **HOUSING**

Parks College does not provide housing of any kind but may be able to assist students in locating appropriate facilities.

---

---

## **CLUBS AND ORGANIZATIONS**

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

## **STUDY GROUPS**

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

# PROGRAMS OF STUDY

## BUSINESS ADMINISTRATION

### ASSOCIATE OF SCIENCE – 96 CREDITS

Graduates of this program will find many careers open to them. The core of business courses provides a thorough study of the structure, function, and procedures of standard business operations. Freedom to select an area of emphasis allows the students to tailor the program more precisely to their career goals. The Business Administration program prepares the student for a supervisory position, which may lead to office or departmental management.

| COURSE NUMBER                         | COURSE TITLE                               | HOURS      |            | CREDIT    |
|---------------------------------------|--|------------|------------|-----------|
|                                       |  | LECTURE    | LAB        |           |
| <b>COLLEGE CORE REQUIREMENTS</b>      |  |            |            |           |
| APA 2111                              | Principles of Accounting I                 | 40         | 0          | 4         |
| APA 2121                              | Principles of Accounting II                | 40         | 0          | 4         |
| APA 2161                              | Introduction to Cost/Managerial Accounting | 40         | 0          | 4         |
|                                       | -OR-                                       |            |            |           |
| ACG 2021                              | Introduction to Corporate Accounting       |            |            |           |
| BUL 2100                              | Applied Business Law                       | 40         | 0          | 4         |
| CGS 2110                              | Computer Applications                      | 30         | 20         | 4         |
| OFT 1141                              | Keyboarding                                | 0          | 40         | 2         |
| SLS 1130                              | Strategies for Success                     | 40         | 0          | 4         |
| SLS 1320                              | Career Skills                              | 20         | 0          | 2         |
| ECO 100                               | Basic Economics                            | 40         | 0          | 4         |
|                                       | Total College Core Requirements            | 290        | 60         | 32        |
| <b>MAJOR CORE REQUIREMENTS</b>        |  |            |            |           |
| MAN 1030                              | Introduction to Business Enterprise        | 40         | 0          | 4         |
| MAR 1011                              | Introduction to Marketing                  | 40         | 0          | 4         |
| MAN 2021                              | Principles of Management                   | 40         | 0          | 4         |
| FIN 1103                              | Introduction to Finance                    | 40         | 0          | 4         |
| MAR 2305                              | Customer Relations and Servicing           | 40         | 0          | 4         |
| MAN 2300                              | Introduction to Human Resources            | 40         | 0          | 4         |
| MAN 2500                              | International Business Management          | 40         | 0          | 4         |
| MAN 2800                              | Small Business Management                  | 40         | 0          | 4         |
| CSC 102                               | Spreadsheet Basics                         | 30         | 20         | 4         |
| CSC 117                               | Operating Systems                          | 30         | 20         | 4         |
|                                       | Total Major Core Requirements              | 380        | 40         | 40        |
| <b>GENERAL EDUCATION REQUIREMENTS</b> |  |            |            |           |
| ENC 1108                              | Composition I                              | 40         | 0          | 4         |
| ENC 1109                              | Composition II                             | 40         | 0          | 4         |
| SPC 2602                              | Oral Communications                        | 40         | 0          | 4         |
| PSY 2015                              | General Psychology                         | 40         | 0          | 4         |
| SCI 101                               | Environmental Issues                       | 40         | 0          | 4         |
| MAC 2104                              | College Algebra                            | 40         | 0          | 4         |
|                                       | Total General Education Requirements       | 240        | 0          | 24        |
| <b>HOURS REQUIRED FOR GRADUATION</b>  |  | <b>910</b> | <b>100</b> | <b>96</b> |

## CRIMINAL JUSTICE

### ASSOCIATE OF SCIENCE – 96 CREDITS

The Criminal Justice program provides a broad understanding of the criminal justice system and prepares graduates for entry-level career opportunities in probation, corrections, immigration, law enforcement, and/or security. This is not a training program for law enforcement officers.

| COURSE NUMBER                         | COURSE TITLE  | LECTURE    | HOURS      |  | CREDIT    |
|---------------------------------------|---|------------|------------|--|-----------|
|                                       |   |            | LAB        |  |           |
| <b>COLLEGE CORE REQUIREMENTS</b>      |   |            |            |  |           |
| CGS 2110                              | Computer Applications   | 30         | 20         |  | 4         |
| MAN 1030                              | Introduction to Business Enterprise                                 | 40         | 0          |  | 4         |
| MAN 2021                              | Principles of Management  | 40         | 0          |  | 4         |
| SLS 1130                              | Strategies for Success  | 40         | 0          |  | 4         |
| SLS 1320                              | Career Skills   | 20         | 0          |  | 2         |
| BUL 2100                              | Applied Business Law  | 40         | 0          |  | 4         |
| OFT 1141                              | Keyboarding   | 0          | 40         |  | 2         |
|                                       | Total College Core Requirements                                     | 210        | 60         |  | 24        |
| <b>MAJOR CORE REQUIREMENTS</b>        |   |            |            |  |           |
| PLA 1023                              | Legal Ethics and Social Responsibility                              | 40         | 0          |  | 4         |
| CCJ 1024                              | Introduction to Criminal Justice                                    | 40         | 0          |  | 4         |
| CCJ 2238                              | Criminal Investigation and Police Procedures                        | 40         | 0          |  | 4         |
| CCJ 2250                              | Constitutional Law for the Criminal Justice Professional            | 40         | 0          |  | 4         |
| CCJ 2233                              | Criminal Evidence   | 40         | 0          |  | 4         |
| CCJ 2234                              | Criminal Procedure  | 40         | 0          |  | 4         |
| CCJ 1011                              | Criminology   | 40         | 0          |  | 4         |
| CCJ 2306                              | Introduction to Corrections   | 40         | 0          |  | 4         |
| CCJ 2501                              | Juvenile Delinquency  | 40         | 0          |  | 4         |
|                                       | The Student is required to take any THREE of the following courses: |            |            |  |           |
| CCJ 2110                              | Policing in America   | 40         | 0          |  | 4         |
| CCJ 2943                              | Current Issues in Criminal Justice                                  | 40         | 0          |  | 4         |
| CCJ 2358                              | Criminal Justice Report Writing                                     | 40         | 0          |  | 4         |
| CCJ 2940                              | Criminal Justice Externship   | 0          | 120*       |  | 4         |
|                                       | Total Major Core Requirements                                       | 480        | 120*       |  | 48        |
| <b>GENERAL EDUCATION REQUIREMENTS</b> |   |            |            |  |           |
| ENC 1108                              | Composition I   | 40         | 0          |  | 4         |
| ENC 1109                              | Composition II  | 40         | 0          |  | 4         |
| SPC 2602                              | Oral Communications   | 40         | 0          |  | 4         |
| PSY 2015                              | General Psychology  | 40         | 0          |  | 4         |
| SCI 101                               | Environmental Issues  | 40         | 0          |  | 4         |
| MAC 2104                              | College Algebra   | 40         | 0          |  | 4         |
|                                       | Total General Education Requirements                                | 240        | 0          |  | 24        |
| <b>HOURS REQUIRED FOR GRADUATION</b>  |   | <b>930</b> | <b>60</b>  |  | <b>96</b> |
| <b>OR</b>                             |   | <b>890</b> | <b>180</b> |  | <b>96</b> |

\* Externship Hours



## NETWORK ADMINISTRATION

### ASSOCIATE OF APPLIED SCIENCE – 100 CREDITS

This program provides comprehensive training in multi-platform local area networks and wide area networks. Complete coverage of hardware and operating systems will be covered for several different computer networking platforms. Training will be given in a variety of current technologies including Cisco, Microsoft, Novell, Unix, and Linux, which will enable students to qualify for job opportunities such as entry-level Systems Engineer or Network Administrator. Upon successful completion of all areas of the 24-month program, students will be awarded an Associate of Applied Science Degree. The A.A.S. Degree is considered a terminal technical program and credits are generally not applicable to other degrees.

| COURSE NUMBER                         | COURSE TITLE  | HOURS      |            | CREDIT     |
|---------------------------------------|---|------------|------------|------------|
|                                       |   | LECTURE    | LAB        |            |
| <b>MAJOR CORE REQUIREMENTS</b>        |   |            |            |            |
| SLS 1130                              | Strategies for Success                                | 40         | 0          | 4          |
| CGS 1270                              | Introduction to Desktop Computing                     | 30         | 20         | 4          |
| CGS 1275                              | Computer Operating Systems                            | 30         | 20         | 4          |
| CGS 1280                              | Computer Hardware Concepts                            | 30         | 20         | 4          |
| CEN 1800                              | Diagnostic and Troubleshooting                        | 10         | 20         | 2          |
| CGS 1300                              | Computer Networking Fundamentals                      | 10         | 20         | 2          |
| CEN 1335                              | UNIX Operating System                                 | 30         | 20         | 4          |
| CEN 2100                              | Linux Operating System                                | 30         | 20         | 4          |
| CEN 1505                              | Novell Administration I                               | 30         | 20         | 4          |
| CEN 2505                              | Novell Administration II                              | 30         | 20         | 4          |
| CEN 2530                              | Cisco Routers I                                       | 30         | 20         | 4          |
| CET 2610                              | Cisco Routers II                                      | 30         | 20         | 4          |
| CGS 2210                              | Windows 2000 Professional                             | 30         | 20         | 4          |
| CEN 2306                              | Windows 2000 Server                                   | 30         | 20         | 4          |
| CEN 2320                              | Windows 2000 Network Infrastructure                   | 30         | 20         | 4          |
| CEN 2600                              | Windows 2000 Directory Services Infrastructure I      | 10         | 20         | 2          |
| CEN 2650                              | Windows 2000 Directory Services Infrastructure II     | 30         | 20         | 4          |
| CEN 2700                              | Windows 2000 Directory Services Design                | 30         | 20         | 4          |
| CEN 2711                              | Implementing and Supporting Microsoft Proxy Server    | 30         | 20         | 4          |
| CEN 2720                              | Implementing and Supporting Microsoft Exchange Server | 30         | 20         | 4          |
| SLS 1055                              | Professional Development                              | 10         | 20         | 2          |
|                                       | Total Major Core Requirements                         | 560        | 400        | 76         |
| <b>GENERAL EDUCATION REQUIREMENTS</b> |   |            |            |            |
| ENC 1108                              | Composition I   | 40         | 0          | 4          |
| ENC 1109                              | Composition II  | 40         | 0          | 4          |
| SPC 2602                              | Oral Communications                                   | 40         | 0          | 4          |
| PSY 2015                              | General Psychology                                    | 40         | 0          | 4          |
| SCI 101                               | Environmental Issues                                  | 40         | 0          | 4          |
| MAC 2104                              | College Algebra                                       | 40         | 0          | 4          |
|                                       | Total General Education Requirements                  | 240        | 0          | 24         |
| <b>HOURS REQUIRED FOR GRADUATION</b>  |   | <b>800</b> | <b>400</b> | <b>100</b> |

Microsoft®, Windows® and Windows NT® are registered trademarks of Microsoft Corporation.

Novell® and Novell Directory Services® are registered trademarks of Novell, Inc. in the United States and other countries.

## PARALEGAL/LEGAL ASSISTANT (LPA)

### ASSOCIATE OF SCIENCE - 96 CREDITS

This program provides the student with a basic background and knowledge of the American Legal System and the necessary research skills to be able to assist with the preparation of legal documents and briefs. The program is designed to prepare the student for a wide variety of entry-level assignments in a typical law office.

| COURSE<br>NUMBER                      | COURSE<br>TITLE                        | LECTURE    | HOURS      |  | CREDIT    |
|---------------------------------------|--|------------|------------|--|-----------|
|                                       |  |            | LAB        |  |           |
| <b>COLLEGE CORE REQUIREMENTS</b>      |  |            |            |  |           |
| APA 2111                              | Principles of Accounting I             | 40         |            |  | 4         |
| CGS 2110                              | Computer Applications                  | 30         | 20         |  | 4         |
| LGL 110                               | Computer Legal Applications            | 30         | 20         |  | 4         |
| OFT 1141                              | Keyboarding                            |            | 40         |  | 2         |
| SLS 1130                              | Strategies for Success                 | 40         |            |  | 4         |
| SLS 1320                              | Career Skills                          | 20         |            |  | 2         |
| <b>MAJOR CORE REQUIREMENTS</b>        |  |            |            |  |           |
| PLA 1003                              | Introduction to Legal Assisting        | 40         |            |  | 4         |
| PLA 1023                              | Legal Ethics and Social Responsibility | 40         |            |  | 4         |
| PLA 1106                              | Legal Research and Writing I           | 30         | 20         |  | 4         |
| PLA 2116                              | Legal Research and Writing II          | 30         | 20         |  | 4         |
| PLA 2121                              | Bankruptcy                             | 40         |            |  | 4         |
| PLA 2250                              | Civil Procedures                       | 40         |            |  | 4         |
| PLA 2273                              | Torts                                  | 40         |            |  | 4         |
| PLA 2303                              | Criminal Procedures                    | 40         |            |  | 4         |
| PLA 2423                              | Contract Law                           | 40         |            |  | 4         |
| PLA 2426                              | Business Organizations                 | 40         |            |  | 4         |
| PLA 2505                              | Real Estate Law                        | 40         |            |  | 4         |
| PLA 2607                              | Wills, Trusts and Probate              | 40         |            |  | 4         |
| PLA 2803                              | Family Law                             | 40         |            |  | 4         |
| <b>GENERAL EDUCATION REQUIREMENTS</b> |  |            |            |  |           |
| ENC 1108                              | Composition I                          | 40         |            |  | 4         |
| ENC 1109                              | Composition II                         | 40         |            |  | 4         |
| MAC 2104                              | College Algebra                        | 40         |            |  | 4         |
| PSY 2015                              | General Psychology                     | 40         |            |  | 4         |
| SCI 101                               | Environmental Issues                   | 40         |            |  | 4         |
| SPC 2602                              | Oral Communications                    | 40         |            |  | 4         |
| <b>PROGRAM TOTAL</b>                  |  | <b>900</b> | <b>120</b> |  | <b>96</b> |

---

---

# COURSE OFFERINGS

## COURSE NUMBERING SYSTEM

This institution uses the following course numbering system:

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

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

## COURSE DESCRIPTIONS

**APA 2111 Principles of Accounting I** **4 Credits**  
Accrual accounting based upon generally accepted accounting principles is stressed in this course. Analysis of income statement procedures, computerized accounting applications and the accounting cycle are highlighted.

**APA 2121 Principles of Accounting II** **4 Credits**  
This course emphasizes accounting theory and applications as they apply to the accounting cycle. Various aspects are explored in depth including cash analysis, bank statement reconciliation, bad debt, accounts receivable, notes receivable, accounts payable, notes payable, various methods of inventory pricing, fixed asset allocations, intangible assets, and natural resources. Prerequisite: APA 2111.

**APA 2161 Introductory Cost/Managerial Accounting** **4 Credits**  
This course examines the development and operation of cost accounting systems. Topics include basic cost concepts and product costing techniques including job-order, process costing, and standard costing with emphasis on managerial application. Prerequisite: APA 2121.

**ACG 2021 Introduction to Corporate Accounting** **4 Credits**  
This course emphasizes a practical understanding of corporate accounting principals, stocks, bonds, consolidations, investments, and analysis of financial statements. In addition, the cash flow statement is introduced. Prerequisite: APA 2121.

**BUL 2100 Applied Business Law** **4 Credits**  
This course is designed to provide the student with information on the essentials of the nature of law and the functions of the judicial system in the business environment. An overview of legal characteristics of a sole proprietorship, partnerships and corporations are discussed.

**CCJ 1011 Criminology** **4 Credits**  
This course includes a study of the nature and extent of crime and delinquency, the cause and explanation of criminal behavior, and the response of the criminal justice system. Prerequisite: CCJ 1024.

**CCJ 1024 Introduction to Criminal Justice** **4 Credits**  
This is an introductory course dealing with the Criminal Justice System in the United States, and includes discussion of the elements and processes of court systems, correctional organizations, and law enforcement agencies.

**CCJ 2110 Policing in America** **4 Credits**  
This course utilizes a historical perspective to examine policing from its inception to law enforcement in modern American society. Prerequisite: CCJ 1024.

**CCJ 2233 Criminal Evidence** **4 Credits**  
This course considers the rules of evidence and rules of exclusion. In addition, suspects' rights and procedures for gathering evidence are also covered. Prerequisite: CCJ 1024.

**CCJ 2234 Criminal Procedures** **4 Credits**  
This course focuses on the constitutional provisions affecting the criminal process and the Rules of Criminal Procedure. Primary emphasis is on the right to counsel, bail, search and seizure, arrest, identification, trial and post-trial proceedings. Prerequisite: CCJ 1024.

**CCJ 2238 Criminal Investigation and Police Procedures** **4 Credits**  
Basic investigative techniques, taking witness statements, interviews and reports are covered. An overview of police procedures is also included. Prerequisite: CCJ 1024.

**CCJ 2250 Constitutional Law for the Criminal Justice Professional** **4 Credits**  
This course examines the United States Constitution and its implications for criminal justice system policies and practices. Prerequisite: CCJ 1024.

---

|  |                  |
|--|------------------|
| <b>CCJ 2306 Introduction to Corrections</b>  | <b>4 Credits</b> |
| This course focuses on historical and contemporary views of offender management and treatment. Correctional system operation, the effects of institutional and non-institutional alternatives to incarceration will be explored. Prerequisite: CCJ 1024.   |                  |
| <b>CCJ 2358 Criminal Justice Report Writing</b>  | <b>4 Credits</b> |
| This course prepares the student, through instruction and practice, to properly prepare written reports, common to the criminal justice community. A variety of criminal justice scenarios are presented and students are instructed as to the proper report format, content and presentation. Prerequisite: CCJ 1024.   |                  |
| <b>CCJ 2501 Juvenile Delinquency</b>   | <b>4 Credits</b> |
| Examination of the historical development of concepts of delinquency and modern juvenile justice system. Theories of delinquency, juvenile court processes, intake services, remedial procedures and the effects of the system are included in this course. Prerequisite: CCJ 1024.  |                  |
| <b>CCJ 2940 Criminal Justice Externship</b>  | <b>4 Credits</b> |
| This course provides the student with the opportunity to directly apply the knowledge and skills learned in the program working in a criminal justice agency or other suitable location for 120 hours. Prerequisites: The student must be in good standing as stated in the Standards of Satisfactory Academic Progress and be in the last 24 credits of their program and have approval of the Department Chair.                    |                  |
| <b>CCJ 2943 Current Issues in Criminal Justice</b>   | <b>4 Credits</b> |
| This course presents an analysis of significant issues confronting modern day criminal justice practitioners. Critical concepts concerning law enforcement, the courts, corrections and juvenile justice will be addressed. Prerequisite: CCJ 1024.  |                  |
| <b>CEN 1335 UNIX Operating System</b>  | <b>4 Credits</b> |
| This course is designed to give the student a basic introduction to administering UNIX Operating Systems. A major Operating System in today's computer environment, UNIX is highly utilized in Internet and networking applications. The student will learn the basic commands, file system, shell and basic administration. The course software platform will be UnixWare 7.0, from SCO.  |                  |
| <b>CEN 1505 Novell Administration I</b>  | <b>4 Credits</b> |
| This course introduces students to the competencies required to administer a computer network based upon technology from Novell. The emphasis is on fundamental network management tasks as well as the related terminology, hardware, and software features associated with the NetWare 5 Network Operating System. Topics include an overview of NetWare 5, NDS, file management, and connectivity. Prerequisite: CGS 1300.        |                  |
| <b>CEN 1800 Diagnostics and Troubleshooting</b>  | <b>2 Credits</b> |
| This course builds on the material covered in the two prerequisites to give the student experience in diagnosing, troubleshooting, and repairing PC hardware and operating systems. By the end of the course, students should have the ability to build a fully functional personal computer from scratch, as well as diagnose and repair malfunctions in an existing machine. Prerequisites: CGS 1280 and CGS 1275.                 |                  |
| <b>CEN 2100 Linux Operating System</b>   | <b>4 Credits</b> |
| This course enables students to gain an understanding of the Red Hat Linux 6.0 operating system. Based upon the UNIX operating system, Linux has found a place among computer professionals as stable and flexible platform for a variety of networking applications, including Internet servers. Students learn about GNOME, the graphical user interface that makes it easy for students to configure Linux features and programs. |                  |
| <b>CEN 2306 Windows 2000 Server</b>  | <b>4 Credits</b> |
| This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Server network operating system. Students build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Server. Prerequisite: CGS 1300.   |                  |
| <b>CEN 2320 Windows 2000 Network Infrastructure</b>  | <b>4 Credits</b> |
| This course covers the topics necessary for students to be able to deliver secure and reliable networking services to organizations utilizing Microsoft Windows 2000. Working via lessons and hands-on labs, students learn how to install, manage, and troubleshoot the network protocols and services utilized in the Windows 2000 operating system. Prerequisites: CGS 2210 and CEN 2306.   |                  |
| <b>CEN 2505 Novell Administration II</b>   | <b>4 Credits</b> |
| Combined with Novell Administration I, this course focuses on providing an understanding of the fundamental properties of the NetWare 5 Network Operating System. Topics covered in this course include NetWare 5 security, Z.E.N. works, NDPS, and installing NetWare 5. Prerequisite: CEN 1505.  |                  |

---

- 
- CEN 2530 Cisco Routers I** **4 Credits**  
This course introduces students to internetworking utilizing software and hardware developed by Cisco Systems Inc. Through a combination of lectures and hands-on labs, students will learn about a variety of topics related to network computing: network architecture, network protocols, IP addressing and subnetting, and the Cisco Router User Interface are among the areas to be discussed. Additional topics to be covered include current switching technologies and the IP Routing process. Prerequisite: CGS 1300.
- CET 2610 Cisco Routes II** **4 Credits**  
This course expands upon the topics covered in Cisco Routers I to enable the student to gain knowledge and experience with the design, installation, and configuration of networks in a business environment. Topics to be covered include Virtual LANs, WAN protocols, and managing a Cisco internetwork. Prerequisite: CEN 2530.
- CEN 2600 Windows 2000 Directory Services Infrastructure I** **2 Credits**  
Microsoft's next-generation directory service – Active Directory, is introduced in this course. Students will gain a basic understanding of the steps necessary to plan, configure and administer an Active Directory infrastructure. Other topics to be discussed include configuring DNS, Group administration and User accounts. Prerequisite: CEN 2320.
- CEN 2650 Windows 2000 Directory Services Infrastructure II** **4 Credits**  
This second course in Microsoft Active Directory technology provides an in-depth look into methods to effectively manage a large-scale network directory. Topics in this course include implementing Group policy, Active Directory Replication and Database maintenance, and delegating administrative control. Prerequisite: CEN 2600.
- CEN 2700 Windows 2000 Directory Services Design** **4 Credits**  
This course discusses the planning, issues, and options available to the network administrator who is designing a Windows 2000 Directory Services infrastructure. Key topics include the network's physical topology, security, administration, naming standards, and migration issues. Prerequisite: CEN 2650.
- CEN 2711 Implementing and Supporting Microsoft Proxy Server** **4 Credits**  
This course provides students with an in-depth look at Microsoft Proxy Server 2.0. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Proxy Server 2.0. Some of the topics discussed include configuring clients, planning security, RAS, and configuring Proxy for intranet access. Prerequisites: CEN 2306 and CEN 2320.
- CEN 2720 Implementing and Supporting Microsoft Exchange Server** **4 Credits**  
This course provides students the ability to set up and support Microsoft Exchange Server 5.5. Working via lessons and hands-on labs, students gain practical experience installing, administering, and troubleshooting Exchange Server 5.5. Prerequisites: CEN 2306 and CEN 2320.
- CGS 1270 Introduction to Desktop Computing** **4 Credits**  
This course introduces the students to the personal computer and the Windows desktop environment. The software applications and accessories that are incorporated into the Windows 98 operating system are covered in detail, including using icons, applying shortcuts, and performing system checkups and minor diagnostics. Basic computer system architecture and end-user Internet skills will be introduced. To prepare students for the essential skills necessary for effective computer use, this course also develops keyboarding speed and accuracy through an intense review of letters, numbers, and symbols. Timed drill activities focus on frequently typed letter combinations, difficult reaches, and random letter, symbol, and number drills.
- CGS 1275 Computer Operating Systems** **4 Credits**  
This course focuses on the software operating systems that run today's personal computers. Through a combination of lectures and hands-on labs, students will demonstrate basic knowledge and abilities to operate the MS-DOS, Windows 9x and Windows 2000 operating systems. Emphasis will be placed on commands, functions, and terminology through practical instruction in the installation, configuration, and upgrade of MS-DOS and Windows. Students will also be introduced to the basics of troubleshooting and repair. Corequisite: CGS 1270.
- CGS 1280 Computer Hardware Concepts** **4 Credits**  
This course provides an in-depth look at the variety of hardware components and their related functions as found in today's personal computer. Students will learn to install, configure, and troubleshoot PC hardware including system boards, memory, power supplies, hard and floppy drives, sound cards, and more. Other topics to be discussed include related peripherals such as printers, and networking basics. Corequisite: CGS 1270.
- CGS 1300 Computer Networking Fundamentals** **2 Credits**  
This course provides an overview of the field of local area networking and internetworking. Students are introduced to the terminology, operating systems, hardware, and administration of various components of a computer network, including network topology, TCP/IP, the OSI reference model, and network security, among others. Students learn and perform basic end-user functions and introductory administration operations of a network.
-

---

|   |                    |
|---|--------------------|
| <b>CGS 2110 Computer Applications</b>   | <b>4 Credits</b>   |
| This course introduces the essential concepts necessary to make effective use of the computer. Students achieve an understanding of what a computer can do, how it works, and how it can be used to create documents using word processing and spreadsheet applications for business and personal use.  |                    |
| <b>CGS 2210 Windows 2000 Professional</b>   | <b>4 Credits</b>   |
| This course covers the essential topics necessary to enable students to set up and support the Microsoft Windows 2000 Professional operating system. Student build real world support skills by working via lessons and hands-on labs to gain practical experience with installing, administering, and troubleshooting a Windows 2000 Professional desktop environment. Prerequisite: CGS 1300. |                    |
| <b>CSC 102 Spreadsheet Basics</b>   | <b>4 Credits</b>   |
| Using a spreadsheet such as Excel, the student learns how to develop, modify, format, and print spreadsheets and graphs, and how to save and retrieve spreadsheet files. Use of built-in functions is introduced with primary emphasis on mathematical and date functions. Prerequisite: CGS 2110.  |                    |
| <b>CSC 117 Operating Systems</b>  | <b>4 Credits</b>   |
| The student learns the major components of an operating system including system control programs, language processors, utilities, batch files, and interfacing with user application programs. Primary emphasis is on single-user operating systems.  |                    |
| <b>ECO 100 Basic Economics</b>  | <b>4 Credits</b>   |
| This course provides an introduction to micro and macroeconomics. The course also presents the principles of supply and demand, the function of money, the reasons for national income, the national banking system and the federal reserve. Decisions regarding fiscal policy, the distinction between fiscal and monetary policy, and the market mechanism are covered.                       |                    |
| <b>ENC 1108 Composition I</b>   | <b>4 Credits</b>   |
| This course provides instruction and practice in expository writing and emphasizes grammatical and mechanical accuracy and proper essay form. Emphasis is placed on clarity, logical organization, unity, and coherence of central idea and supporting material.  |                    |
| <b>ENC 1109 Composition II</b>  | <b>4 Credits</b>   |
| This course builds on the foundation of the written communication skills developed in English Composition I. It further develops the students' skills in composing essays and other written communication, including the documented research paper. Prerequisite: ENC 1108.   |                    |
| <b>FIN 1103 Introduction to Finance</b>   | <b>4 Credits</b>   |
| This course is a survey of the financial considerations encountered during life, including purchases, credit, banking, taxes, insurance, investments, retirement and estate planning. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                    |
| <b>LGL 110 Computer Legal Applications</b>  | <b>4 Credits</b>   |
| This course will enable the student to develop a database for research, draft and revise documents, organize files, set up tickler files, and other law office computer uses. Prerequisite: CGS 2110.   |                    |
| <b>MAC 2104 College Algebra</b>   | <b>4 Credits</b>   |
| The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. Emphasis is placed on critical thinking and problem-solving skills.  |                    |
| <b>MAN 1030 Introduction to Business Enterprise</b>   | <b>4 Credits</b>   |
| This course is an introduction to the terminology, functions, and procedures related to the organization and operation of a business enterprise as an institution in an economic society. Particular emphasis is given to accounting, ownership, human resources, marketing and managerial functions within the business enterprise.  |                    |
| <b>MAN 2021 Principles of Management</b>  | <b>4.0 Credits</b> |
| The course covers an analysis of fundamental management principles integrated with concepts of the behavioral sciences. Management processes, resources, and organizational structure are introduced. Lec. Hrs. 040 Lab Hrs. 000 Other Hrs. 000   |                    |
| <b>MAN 2300 Introduction to Human Resources</b>   | <b>4 Credits</b>   |
| This course is an introduction to the workings of the human resources aspect of a business operation. It includes a discussion of wage and salary considerations, performance evaluations, benefits, employee hiring and firing, and policy and procedure implementation.   |                    |
| <b>MAN 2500 International Business Management</b>   | <b>4 Credits</b>   |
| This course is a study of the characteristics, operation, and function of business in the global market of the 2000's. The following topics are included in the course: political economy, political culture, international trade and investment, the global monetary system, and management and business structures for the international business environment.                                |                    |

---

|   |                  |
|---|------------------|
| <b>MAN 2800 Small Business Management</b>   | <b>4 Credits</b> |
| This course examines the various aspects of starting, acquiring, and operating a small business enterprise. It is a comprehensive discussion of problems encountered by small businesses. A study of management principles and procedures provides methods of resolving these problems. Prerequisite: APA 2111.   |                  |
| <b>MAR 1011 Introduction to Marketing</b>   | <b>4 Credits</b> |
| The course deals with the distribution of goods from producer to consumer and covers such topics as characteristics of markets for consumer goods, marketing functions and the organizations that perform them, marketing methods and techniques, price policies, and the cost of marketing.  |                  |
| <b>MAR 2305 Customer Relations and Servicing</b>  | <b>4 Credits</b> |
| This course explores the basic functions relating to customers on a one-on-one basis. It teaches the people skills needed to work with people to enhance the company, its public image, and satisfy the client or customer.   |                  |
| <b>OFT 1141 Keyboarding</b>   | <b>2 Credits</b> |
| This course is designed to familiarize the student with basic keyboarding and develop minimum typing skills.  |                  |
| <b>PLA 1023 Legal Ethics and Social Responsibility</b>  | <b>4 Credits</b> |
| This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.   |                  |
| <b>PLA 1003 Introduction to Legal Assisting</b>   | <b>4 Credits</b> |
| Professional ethics, job qualifications, professional responsibilities, and employment opportunities are discussed in this course. An overview of legal terminology is also presented. Scheduling, timekeeping and client billing procedures are practiced through a hands-on exercise completed during the course.   |                  |
| <b>PLA 1023 Legal Ethics and Social Responsibility</b>  | <b>4 Credits</b> |
| This course concerns the area of ethics as that term is used in the legal office. The course includes a survey of the law relating to the regulation of lawyers and legal assistants, the unauthorized practice of law, confidentiality, conflict of interest, advertising, fees and client funds, competence, special issues in advocacy, and professionalism.   |                  |
| <b>PLA 1106 Legal Research and Writing I</b>  | <b>4 Credits</b> |
| The student is introduced to the law library in this course. Emphasis is on teaching the student basic techniques of research and primary sources of law, including the reporters and state statutes. Techniques will be developed for analyzing cases and preparing case briefs.   |                  |
| <b>PLA 2116 Legal Research and Writing II</b>   | <b>4 Credits</b> |
| This course focuses on expanding the students' ability to research statutory and case law through the use of legal citators, digests, and encyclopedias. Emphasis is placed on developing writing skills by preparing a memorandum of law. Students are also introduced to computerized legal researching. Prerequisite: PLA 1106.  |                  |
| <b>PLA 2121 Bankruptcy</b>  | <b>4 Credits</b> |
| This course is an introduction to the U.S. Bankruptcy Code, its functions and procedures, from both the creditor's and debtor's point of view. Moreover, this course will present applicable law and procedure as related to liquidations, business and individual reorganizations, family farmer reorganizations, and adversary proceedings arising out of bankruptcy cases. Prerequisite: PLA 1003.   |                  |
| <b>PLA 2250 Civil Procedures</b>  | <b>4 Credits</b> |
| This course provides the student with an introduction and overview to the procedures applicable to and governing civil matters, including procedures related to pleading, motions, discovery, trial practice, post-trial motions and other issues. Prerequisite: PLA 1003.  |                  |
| <b>PLA 2273 Torts</b>   | <b>4 Credits</b> |
| This course provides an introduction to the substantive law of torts, including elements, defenses, and damages applicable to intentional torts, and to unintentional torts based on negligence, product liability, strict liability, and professional malpractice. Moreover, this course introduces the student to practical application of litigation methods and procedures, including interviewing, investigation, and drafting documents essential to the tort litigation process. Prerequisite: PLA 1003. |                  |
| <b>PLA 2303 Criminal Procedures</b>   | <b>4 Credits</b> |
| This course is an examination of the concepts of criminal procedure as applied by the courts, particularly the United States Supreme Court. The course examines basic concepts of constitutional criminal procedure including searches and seizures, arrests, interrogations and confessions, exclusion and admissibility of evidence, trial, appeals, and punishment. Prerequisite: PLA 1003.  |                  |

- 
- PLA 2423 Contract Law** 4 Credits  
The principles of contract law are addressed and discussed in this course including the major provisions of the Uniform Commercial Code. Basic contract provisions and drafting techniques are explained and practiced through the drafting of various types of contracts. Contract litigation is also covered. Prerequisite: PLA 1003.
- PLA 2426 Business Organizations** 4 Credits  
This course is designed to introduce the student to the basic rules, processes, and practices of the business enterprise. It describes organizational form while emphasizing the business corporation. It includes information on corporate formation, corporate organizations and corporate financing. Prerequisite: PLA 1003.
- PLA 2505 Real Estate Law** 4 Credits  
In this course, students are instructed in basic real estate law. Emphasis is placed on title examination and completing documents used in a typical residential real estate transaction, including deeds, mortgages, promissory notes and closing statements. Prerequisite: PLA 1003.
- PLA 2607 Wills, Trusts and Probate** 4 Credits  
This course examines the field of probate, the drafting of wills, the creation and administration of trust and estates, inheritance of property, and the devices used to direct inheritance. The course will also look at estate planning and estate and gift taxation as these relate to wills, trusts, and probate. Prerequisite: PLA 1003.
- PLA 2803 Family Law** 4 Credits  
In this course, students are instructed in the theory of law governing marriage, divorce, property settlement agreements, child custody and support obligations, paternity, adoptions, alimony, name changes, and domestic violence. Students will be introduced to state-specific procedures and prepare various pleadings or documents related to these topics. Prerequisite: PLA 1003.
- PSY 2015 General Psychology** 4 Credits  
This course is designed to provide students with a general understanding of the general principles of psychology and theories underlying modern psychology.
- SCI 101 Environmental Issues** 4 Credits  
This non-laboratory course introduces the student to environmental issues through an understanding of the interrelationship of humans to their planet. Attention is focused on the Earth, its elements and problems. Realistic solutions to environmental concerns are explored through group projects, field trips, readings, and discussion.
- SLS 1055 Professional Development** 2 Credits  
This course is designed to assist the student with personal and professional development for successful employment both in attaining and maintaining employment. Students will practice using written skills and developing a current resume. Course content helps students focus on developing a positive self-image, assessing strengths, learning job search techniques, and the building of appropriate interpersonal business relationships with co-workers, supervisors, and customers.
- SLS 1130 Strategies for Success** 4 Credits  
This course is designed to prepare students for a successful transition to college. Strategies and resources for addressing anticipated personal and practical impediments to completion will be identified. Students will be introduced to skills that will be required for a successful career. Connections between students' goals and campus/program offerings will be reinforced. Prerequisite: None
- SLS 1320 Career Skills** 2 Credits  
This course is designed to assist the student with personal and professional development for successful employment with a concentration on developing a positive self-image, assessing competitiveness strengths, career expectations, learning job search techniques, in addition to written skills and current resume preparation. Prerequisite: This course is normally completed during the student's final quarter of enrollment.
- SPC 2602 Oral Communications** 4 Credits  
This course is designed to develop the student's ability to communicate effectively. Emphasis is placed upon the basic elements of communication in order to strengthen the student's interpersonal and professional speaking skills.



## ACADEMIC CALENDAR

| 2003 CALENDAR                   |       |           |           |             |
|---------------------------------|-------|-----------|-----------|-------------|
| EVENT                           |       |           | DATE      |             |
| <b>Winter Term Starts</b>       |       | <b>1</b>  | <b>13</b> | <b>2003</b> |
| M. L. King Jr. Birthday Holiday |       | 1         | 20        | 2003        |
| Presidents' Day                 |       | 2         | 17        | 2003        |
| <b>Mini-Term Starts</b>         |       | <b>2</b>  | <b>24</b> | <b>2003</b> |
| Winter Term Ends                |       | 4         | 5         | 2003        |
| Spring Vacation*                | From: | 4         | 7         | 2003        |
|                                 | To:   | 4         | 12        | 2003        |
| <b>Spring Term Starts</b>       |       | <b>4</b>  | <b>14</b> | <b>2003</b> |
| Good Friday Holiday             |       | 4         | 18        | 2003        |
| Memorial Day Holiday            |       | 5         | 26        | 2003        |
| <b>Mini-Term Starts</b>         |       | <b>5</b>  | <b>27</b> | <b>2003</b> |
| Independence Day Holiday        |       | 7         | 4         | 2003        |
| Spring Term Ends                |       | 7         | 5         | 2003        |
| Summer Vacation                 | From: | 7         | 7         | 2003        |
|                                 | To:   | 7         | 12        | 2003        |
| <b>Summer Term Starts</b>       |       | <b>7</b>  | <b>14</b> | <b>2003</b> |
| <b>Mini-Term Starts</b>         |       | <b>8</b>  | <b>25</b> | <b>2003</b> |
| Labor Day Holiday               |       | 9         | 1         | 2003        |
| Summer Term Ends                |       | 10        | 4         | 2003        |
| Fall Break                      | From: | 10        | 6         | 2003        |
|                                 | To:   | 10        | 11        | 2003        |
| <b>Fall Term Start</b>          |       | <b>10</b> | <b>13</b> | <b>2003</b> |
| <b>Mini-Term Starts</b>         |       | <b>11</b> | <b>17</b> | <b>2003</b> |
| Thanksgiving Day Holiday        | From: | 11        | 27        | 2003        |
|                                 | To:   | 11        | 29        | 2003        |
| Christmas Holiday               | From: | 12        | 22        | 2003        |
|                                 | To:   | 1         | 1         | 2004        |
| Classes Resume                  |       | 1         | 2         | 2004        |
| Fall Term Ends                  |       | 1         | 10        | 2004        |

| 2004 CALENDAR                   |       |           |           |             |
|---------------------------------|-------|-----------|-----------|-------------|
| EVENT                           |       |           | DATE      |             |
| <b>Winter Term Starts</b>       |       | <b>1</b>  | <b>12</b> | <b>2004</b> |
| M. L. King Jr. Birthday Holiday |       | 1         | 19        | 2004        |
| Presidents' Day                 |       | 2         | 16        | 2004        |
| <b>Mini-Term Starts</b>         |       | <b>2</b>  | <b>23</b> | <b>2004</b> |
| Winter Term Ends                |       | 4         | 3         | 2004        |
| Spring Vacation                 | From: | 4         | 5         | 2004        |
|                                 | To:   | 4         | 10        | 2004        |
| <b>Spring Term Starts</b>       |       | <b>4</b>  | <b>12</b> | <b>2004</b> |
| Memorial Day Holiday            |       | 5         | 31        | 2004        |
| <b>Mini-Term Starts</b>         |       | <b>6</b>  | <b>1</b>  | <b>2004</b> |
| Spring Term Ends                |       | 7         | 3         | 2004        |
| Independence Day Holiday        |       | 7         | 4         | 2004        |
| Summer Vacation                 | From: | 7         | 5         | 2004        |
|                                 | To:   | 7         | 10        | 2004        |
| <b>Summer Term Starts</b>       |       | <b>7</b>  | <b>12</b> | <b>2004</b> |
| <b>Mini-Term Starts</b>         |       | <b>8</b>  | <b>23</b> | <b>2004</b> |
| Labor Day Holiday               |       | 9         | 6         | 2004        |
| Summer Term Ends                |       | 10        | 2         | 2004        |
| Fall Break                      | From: | 10        | 4         | 2004        |
|                                 | To:   | 10        | 9         | 2004        |
| <b>Fall Term Start</b>          |       | <b>10</b> | <b>11</b> | <b>2004</b> |
| <b>Mini-Term Starts</b>         |       | <b>11</b> | <b>15</b> | <b>2004</b> |
| Thanksgiving Day Holiday        | From: | 11        | 25        | 2004        |
|                                 | To:   | 11        | 27        | 2004        |
| Christmas Holiday               | From: | 12        | 20        | 2004        |
|                                 | To:   | 1         | 1         | 2005        |
| Classes Resume                  |       | 1         | 3         | 2005        |
| Fall Term Ends                  |       | 1         | 8         | 2005        |

---

---

## RHODES COLLEGES

Rhodes Colleges, Inc. includes the following institutions:

### COLLEGE

Blair College  
Duff's Business Institute  
Everest College  
Everest College  
Las Vegas College  
Mountain West College  
National School of Technology  
National School of Technology  
National School of Technology  
Parks College  
Parks College  
Parks College  
Rochester Business Institute  
Springfield College  
Western Business College  
Western Business College  
Florida Metropolitan University - Brandon  
Florida Metropolitan University - Fort Lauderdale  
Florida Metropolitan University - Jacksonville  
Florida Metropolitan University - Lakeland  
Florida Metropolitan University - Melbourne  
Florida Metropolitan University - North Orlando  
Florida Metropolitan University - Pinellas  
Florida Metropolitan University - South Orlando  
Florida Metropolitan University - Tampa

### LOCATION

Colorado Springs, CO  
Pittsburgh, PA  
Phoenix, AZ  
Rancho Cucamonga, CA  
Las Vegas, NV  
Salt Lake City, UT  
Hialeah, FL  
Kendall, FL  
N. Miami Beach, FL  
Arlington, VA  
Aurora, CO  
Thornton, CO  
Rochester, NY  
Springfield, MO  
Portland, OR  
Vancouver, WA  
Tampa, FL  
Fort Lauderdale, FL  
Jacksonville, FL  
Lakeland, FL  
Melbourne, FL  
Orlando, FL  
Clearwater, FL  
Orlando, FL  
Tampa, FL

### STATEMENT OF OWNERSHIP

This campus is owned and operated by Rhodes Colleges, Inc., a Delaware corporation, or one of its subsidiaries, which include Florida Metropolitan University, Inc. and Rhodes Business Group, Inc. The parent level corporation is Corinthian Colleges, Inc., a Delaware corporation.

### Rhodes Colleges, Inc. - Corinthian Colleges, Inc.

6 Hutton Centre Drive, Suite 400  
Santa Ana, California 92707  
(800) 611-2101

#### Officers

|                    |  |
|--------------------|--|
| David G. Moore     | President  |
| Paul R. St. Pierre | Executive Vice President, Marketing and Admissions                 |
| Dennis L. Devereux | Executive Vice President, Human Resources and Assistant Secretary  |
| Dennis N. Beal     | Executive Vice President and Chief Financial Officer and Treasurer |
| Beth A. Wilson     | Executive Vice President, Operations                               |
| Mary H. Barry      | Senior Vice President, Education                                   |
| Nolan Miura        | Vice President, Strategic Planning and Assistant Treasurer         |
| Stan Mortensen     | Vice President, General Counsel and Corporate Secretary            |