

Laurus College

Student Handbook



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Welcome to Laurus College!

Are you a person who wants a career that uses your talents? Do you dream of working in an exciting professional environment or in a company geared to take advantage of new global opportunities?

Welcome to Laurus College! We are dedicated to providing every student with a quality education and a quality experience that prepares you for success in the global marketplace of the modern world. To do this we provide focused instruction and personalized caring to every student. Our emphasis on career opportunities in all of our program offerings helps open up avenues of opportunity that previously may have gone unrealized. We offer this experience in fields such as Digital Arts & Computer Animation, Information Technologies & Network Systems, Medical Billing & Coding, Professional Business Systems, and Web Design.

We know that our success as a school and your success in your career depend on all of us doing our utmost to build a strong commitment to our goals and keeping communication open and evolving. Begin networking from day one and work to make this experience as powerful a learning opportunity as possible. We wish you good luck and look forward to working with you and being part of your success story!

Steve Johnson

Chief Executive Officer

COLLEGE OVERVIEW

The College Mission Statement

"The mission of Laurus College is to serve as a quality institution of higher education dedicated to creating a quality experience for all of its students by combining career focused programs and the necessary fundamentals of e-learning to supply the tools needed to succeed in the 21st century. The Laurus College experience enables our students to start their careers and to lay the foundation for further education that will augment their careers."

Objectives

- 1) Provide a quality education within a well-planned, relevant, and concise curriculum to give students success in their chosen field.
- 2) Educate students with relevant technology, equipment, and tools used in the program area.
- 3) Give students an educational basis that they may use for further educational endeavors
- 4) Provide and develop personal growth and life skills through participation in all classes, cultural enrichment opportunities, and/or guest lectures.
- 5) Provide a skilled and experienced educational faculty and staff devoted to the personal and professional skill development of each student.
- 6) Provide student services to assist students in obtaining the needed skills and employment assistance in their selected career field.

Student Handbook

The Laurus College Student Handbook outlines the details of Laurus College's policies and regulations, and serves as a supplement to the School Catalog as it outlines any additional policies Laurus College has for all students. Students are expected to read the Student Handbook and comply with all policies listed. Copies of the Student Handbook are available at each campus for student review and access.

Modification of the Handbook

At the time of publication, everything has been done to ensure accuracy of this handbook. At the discretion of college administration, changes in policies and/or procedures may be made. Students will be notified in writing of any modifications made to college policies or procedures.

ACADEMIC POLICIES AND PROCEDURES

Class Schedules and Program Lengths

Programs at Laurus College are term based with new classes starting every five (5) weeks. Students are scheduled in appropriate classes for their program by the Registrar. The start of a term is considered the first day of classes for that term, and students may register for classes up through the Thursday of the first week of the term. Lecture classes meet at various times Monday through Thursday for two and half hours per day and lab classes meet Friday for two (2) hours for a total of 12 hours per week for each class. For the convenience of students, morning, afternoon, and evening sessions are available, and students are given a 10-minute break during each scheduled hour of their class session as detailed in the table below

Class Start Time	Class End Time	Scheduled Break
8:00am	10:30am	8:50am-9:00am 9:50am-10:00am
11:00am	1:30pm	11:50am-12:00pm 12:50pm-1:00pm
2:00pm	4:30pm	2:50pm-3:00pm 3:50pm-4:00pm
5:00pm	7:30pm	5:50pm-6:00pm 6:50pm-7:00pm
7:35pm	10:05pm	7:50pm-8:00pm 8:50pm-9:00pm

All Occupational Associate Degree programs at Laurus College run two (2) years. To complete the programs in the given time frame students may need to attend consecutive terms throughout their program. Students have the option to take more than one class during certain terms in order to complete their Occupational Associate Degree program in less than the stated time frame. All courses at Laurus College have additional out-of-class work as part of the official program. The out-of-class work may include, but is not limited to, additional reading and writing assignments, projects, or reports as directed by the instructor of the course. The additional out-of-class work will be evaluated by the instructor and will be part of the student's final grade in each class. Students experience interactive teleconference classrooms as part of the instructional process in their program at Laurus College. All programs offered at Laurus College are offered at all four (4) campuses for student convenience.

The academic year is defined for each student's six consecutive academic terms starting with the student's first academic term.

Prerequisite Requirements and Course Numbering

Some courses in the programs at Laurus College have a prerequisite requirement. Students are required to complete all prerequisite requirements listed on the course

syllabus and in the course descriptions listed in the School Catalog before enrolling in a given course. Course prerequisites may be overridden by way of written approval from the Chancellor or Chief Academic Officer.

Courses at Laurus College are numbered based on difficulty of the course and advancement in the program. Currently, each course at Laurus College contains a course number between 100 and 299. Courses numbering 100-199 represent lower level courses in the student's program, and courses numbering 200-299 represent higher level courses.

Experiential Learning and Transfer of Credit into School

Students who have prior experience related to their program of study may request an assessment of skills in an attempt to waive the introductory level course(s) in his or her program. It is the responsibility of the student to schedule an assessment with the Chancellor or appropriate Program Director. Assessments for proficiency can be attempted one time, and need to be completed before or during the first term the student attends classes at Laurus College. A minimum score of 70% must be achieved on the proficiency exam to qualify the student a waiver of the course based on proficiency. There will be a fee of \$250.00 charged for each course in the student's program which is credited for proficiency in lieu of the full charges for the class. This fee is charged only if the student successfully passes the proficiency exam and the course is credited for proficiency. A student who does not meet the minimum 70% passing score for the proficiency exam will be required to complete the course with the college and will be subject to all fees and charges for the class.

Students who previously attended an accredited or approved college or university may be granted transfer credit. Only courses substantially equivalent in content and degree level, and in which the student earned a grade of C (2.0) or above, will be considered for transfer. Laurus College does not guarantee the acceptance of any credit into the college without review of the official transcript forwarded directly to the school for review. It is the responsibility of the student to have all official transcripts forwarded directly to the school for review if transfer credit is sought.

A student who does not agree with the initial transfer credit evaluation may request a secondary review through the School Chancellor. If the School Chancellor performed the initial transfer credit evaluation, the student may request a secondary review through the Chief Academic Officer (CAO).

While there is no charge for the review of transcripts from other institutions, there will be a fee of \$250.00 charged for each course in the student's program which is waived due to transfer credit. Laurus College does not accept transfer credit for courses older than seven (7) years from the time of enrollment in their program.

A maximum of 75 percent of the credits required for a degree program may come from transfer credit or a combination of transfer credit and experiential credit. Credit awarded for experiential or equivalent learning cannot exceed 25 percent of the credits required for a degree.

Laurus College has an articulation agreement with Lincoln University in Oakland California to transfer as many as 43 credits from the Occupational Associates Professional Business Systems Program to Lincoln's Bachelor of Arts in Business Administration Program.

Transfer of credit into the school, and credit granted for proficiency, will count towards the student's total credits attempted and total credits completed in their program, which will affect the student's approved timeframe to successfully complete the program for which they are enrolled.

Notice Concerning Transferability of Credits and Credentials Earned At Our Institution

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

Attendance Policy

At Laurus College, attendance is a vital aspect of student success. Instructors are required to take attendance during each class session, and Laurus administration reviews attendance records on a weekly basis.

Students attending via either Distance Education or Hybrid Instruction formats will have access to archived class sessions through the student portal for review of any missed classes. Although viewing the archived (recorded) classes constitutes being in attendance, students are required to attend one live session of their class per week. Failure to attend one live session per week may affect academic evaluation.

Absences with appropriate documentation provided may be considered excused. Excused absences will not lower the attendance element of the course grade. Students who will be absent from class should inform the instructor in advance wherever possible. It is the responsibility of the student to make-up missed assignments or exams if allowed so by the instructor.

Unexcused absences may affect the course grade. The course grade will affect the student's satisfactory academic performance, which can affect the student's academic and financial aid standing. If a student has more than two (2) consecutive unexcused absences, they may be contacted to ensure retention. Laurus College administration will issue warnings to students with excessive absences or tardiness. Laurus College reserves the right to dismiss a student for poor attendance in classes.

The dismissal process will begin if a student has not been in attendance or had academic interaction for fourteen consecutive days.

All attendance information will be considered part of the student’s official school record and is available to Vocational Rehabilitation Counselors for review upon request. Students attending school through a third party organization should contact their Vocational Rehabilitation Counselor, as well as their instructor, to inform them of any absence from class.

Grading System

Grade reports are issued to students and Vocational Rehabilitation Counselors (if applicable) at the completion of each term. Students are graded on their academic progress based on in-class assignments, homework assignments, practical application projects, attendance, quizzes, and exams as indicated on the course syllabus. Exams are proctored. All grades will be recorded on the student’s transcript and averaged to decide the final grade for the program. The Cumulative Grade Point Average (CGPA) is calculated as a weighted average. For each course, the credit hours are multiplied by the quality points. The result is summed and divided by the total credit hours to yield the CGPA.

Letter Grade	Quality Points/Definition	Numeric Grade	Calculated into GPA	Calculated into Completion Rate
A	4.0	95-100	Yes	Yes
A-	3.7	90-94	Yes	Yes
B+	3.3	87-89	Yes	Yes
B	3.0	83-86	Yes	Yes
B-	2.7	80-82	Yes	Yes
C+	2.3	77-79	Yes	Yes
C	2.0	73-76	Yes	Yes
C-	1.7	70-72	Yes	Yes
D+	1.3	67-69	Yes	Yes
D	1.0	63-66	Yes	Yes
F	0.0	62 and Below	Yes	Yes
W	Withdraw	*	No	No
I	Incomplete	*	No	No
IF	Incomplete Fail	*	Yes	Yes
TR	Transfer Credit	*	No	Yes
AU	Audit	*	No	No
PR	Proficiency/Life Credit	*	No	Yes
RF	Repeat Fail	*	No	Yes

Laurus College Definition of Credit Hour

Courses are measured in credit hours. A credit hour is 10 hours of classroom instruction with an estimated 20 hours of work outside the classroom; or 20 hours of lab work. All courses meet for 60 clock hours unless noted otherwise.

Programs at Laurus College are term-based. Each term is five (5) weeks in length with lecture classes meeting Monday through Thursday for two and one-half (2 ½) hours per day and lab classes meeting Friday for two (2) hours for a total of 12 hours per week for each class.

Incomplete Grades

Students may receive an Incomplete Grade (“I”) in a course if extenuating circumstances (i.e., critical illness/injury, severe family emergency, incarceration) arise during the term that prevent the student from completing the final coursework or final examinations for the class. Documentation must be provided supporting the request for the incomplete grade. Any student receiving an “I” must complete the required coursework to receive a final grade in the course during the following term or by the date specified by the instructor. If the incomplete coursework has not been completed by the end of the following term, or the date determined by the instructor, the grade of “I” will automatically be changed to the grade earned by the student. No credit will be awarded for missing assignments, course work, or examinations, and the student’s final grade in the course will be determined according to the grade structure set forth in the course syllabus. If the final grade is not of passing quality, the student will be required to retake the course at the student’s expense. A course that is required to be repeated will count toward total credits attempted for the student’s program (see the Satisfactory Academic Progress policy below). Satisfactory Academic Progress will be recalculated for students whose grades have been revised from a grade of incomplete in order to include the newly assigned grade in the calculation.

Dismissal and Suspension

Students may face suspension from class for reasons such as disruptive behavior, disrespectful behavior toward other students or instructors, or arriving for class under the influence of alcohol or illegal drugs. Notification of suspension will be mailed to the student as well as the Vocational Rehabilitation Counselor if applicable. A student who receives two (2) or more suspensions may be officially dismissed from the college.

Withdrawing from the College

If the student withdraws during an academic term, the student will be assigned a W or an IF as a grade for each class in process depending on the date of withdrawal (see the following policy on Dropping a Class for W and IF determination).

Refer to the Cancellation and Refund Policies section in the school catalog for further information.

Adding and Dropping Classes

Students at Laurus College can make schedule adjustments for the term during the first scheduled week of classes. At the start of the second week of the term, students may

drop a class for the term, but will no longer be permitted to replace the dropped class with a new selection. If a student wishes to drop a class during an academic term, the student needs to complete the drop request form with the Registrar or Chancellor. If a student wishes to drop a class during or after the second week of the term, he or she will be assigned a final grade of IF (incomplete fail) for each dropped class, which will affect the student's Cumulative Grade Point Average (CGPA).

Repeating a Course

For a student to be awarded an Occupational Associate Degree by the college, the student will be required to repeat a course for which a final grade of F or IF was assigned, for all courses that are required as part of the student's program. If a student at Laurus College is required to repeat a course the student will be responsible for paying the tuition for the course the second time. A student may also choose to repeat a course and will be financially responsible for the repeated course. In all repeated course situations, the higher grade will be used in the Cumulative Grade Point Average (CGPA) calculation. If a student retakes a course due to a failing grade during the first attempt, and if the student passes the course the second time, the failing grade will no longer affect the student's CGPA, and will be displayed on the student's transcript as a RF. All grades will remain as part of the student's permanent record. Both the original class and the repeated class count toward the student's total amount of credits attempted for their program for Satisfactory Academic Progress determination.

Program Completion / Graduation Requirements

To receive an Occupational Associate Degree from one of the programs at Laurus College, a student must have earned a minimum of a 2.0 CGPA and must have successfully completed all required courses and minimum credit hours as dictated by the student's program. Students also must have completed the program within a maximum number of credit hours attempted (within 150% of the total program length) to earn an Occupational Associate Degree (See policy on Satisfactory Academic Progress).

The academic records for any student scheduled to complete a program will be reviewed by the Chancellor or Registrar to ensure all academic requirements have been met by the student and he or she qualifies for graduation from a program. Students must be current on all financial obligations to the school in order to receive his or her official Occupational Associate Degree.

An official Occupational Associate Degrees and an official copy of the student's transcript will be mailed directly to students within 30 days after their official completion date. It is the student's responsibility to ensure the college has all current mailing address information before completion of the course of study to ensure timely receipt of official documents.

Maximum Time Frame

Students must complete their program within 150% of the total program length, based on the credit hour requirement for their program, to earn an Occupational Associate Degree.

Leave of Absence/Interrupt

A leave of absence (LOA) is a temporary interruption of a student's program of study. If a student is unable to attend classes for a term, the student should apply for an LOA, or period of interrupt (if the student is attending through Worker's Compensation), from the college. The following events will qualify a student for a leave of absence or period of interrupt: medical situation, military service, family care, severe financial hardship, and other personal situations. Students are not required to apply for LOA if the student is not in attendance at the college due to an institutionally scheduled break. Students wishing to take an LOA must apply in advance of the intended period of LOA, unless unforeseen circumstances arise and prevent this (for example: a student is involved in a car accident and is unable to submit the request for LOA in writing due to their injuries). Students who are granted LOA due to unforeseen circumstances will be expected to provide documentation for the LOA situation at a later date.

A student may take an LOA for a period of time not to exceed 180 days in any 12-month period. To apply, a student will need to complete the appropriate LOA application paperwork with the Student Services Coordinator of the college. All requests for LOA must be submitted in writing and include the reason for the LOA request, as well as the date the request is submitted. The request will be reviewed and the student will be notified by mail within five (5) business days of the official decision. While on official LOA the student will not be subject to any increases in tuition rates, and will not be subject to additional institutional charges. Students who have been awarded Federal Student Financial Aid will not be eligible for additional Federal Student Aid while on LOA, but will continue to receive Federal Student Aid previously awarded.

Students attending the college through Worker's Compensation may interrupt their program for a period of no more than 180 days. To apply for a period of interrupt from a program, the student needs to contact his or her vocational counselor, who will then confirm the interrupt request with the college. The student needs to ensure his or her vocational counselor provides the college written notification of the interrupt request. Documentation of the period of interrupt will be filed as part of the student's official record.

For students who apply for and are granted an LOA during a term, the courses that the student withdraws from will count toward the calculation of total credits attempted for Satisfactory Academic Progress determination.

Standards of Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) is the minimum standard a student must achieve to be considered successfully progressing through their program of study in a timely

manner. Students must maintain satisfactory academic progress (SAP) in order to remain eligible to continue as regular students of the College and to retain eligibility for Federal Student Aid (FSA). A regular student is one who is enrolled for the purpose of receiving a degree. SAP is determined by calculating the student's grade point average (GPA), the student's rate of progression toward completion of the academic program, and maximum timeframe for completion of the academic program. Please see the appropriate table below to determine specified cumulative GPA and rate of progression requirements for each evaluation point. These standards apply to all students, not just those receiving FSA. All periods of a student's enrollment at the College are used in determining SAP (although only courses that count or would count toward the new program are used when a student changes programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 2.0 in order to graduate from any program.

Students who are not achieving satisfactory academic progress will receive written notification of the change in their SAP status and any sanctions that have occurred. Sanctions for not meeting the minimum SAP standards consist of being placed on warning, probation, and dismissal status, which affects the student's continued FSA eligibility. Students will be notified of the requirements and instructions to appeal (see SAP Appeal Process below) and be reinstated after a loss of FSA eligibility due to SAP reasons.

Calculation of Satisfactory Academic Progress

Calculation of the CGPA includes all grades assigned the student by the college for the program enrolled with the exception of grade assignments of W, I, AU, TR, PR or RF. Non-credit or remedial course work is not included in CGPA or completion rate. The grade point average (GPA) for each payment period and cumulative grade point average (CGPA) are calculated on courses taken at Laurus College. The GPA for each payment period is calculated by dividing the quality points earned that payment period by the credits attempted that payment period. The CGPA is calculated by dividing the total cumulative quality points earned by the total cumulative credits attempted.

Calculation of the completion rate includes all credits attempted and credits accepted for transfer to the program enrolled with the exception of courses assigned an AU. Credits earned include credits for the program enrolled earned at the college and credits accepted for transfer.

In the event a student changes programs, the hours attempted and grades earned in courses that apply to the student's new program of study will be included in the determination of a student's CGPA and completion rate.

Evaluation Schedule

SAP will be evaluated at the end of each payment period and at the 50% planned completion point. A payment period is two consecutive terms of enrollment, which is usually 10 weeks. At each SAP evaluation point, the student's progress will be measured against the minimum SAP standards for CGPA, rate of progression, and maximum timeframe.

PROGRAM	CREDIT HOURS ATTEMPTED AT EVALUATION	MINIMUM CGPA	MINIMUM COMPLETION OF CREDITS ATTEMPTED
<u>Certificates (40 weeks):</u> <ul style="list-style-type: none"> • Computer Networking • IT & Service Professional • Medical Billing • Office Support 	1 to 15 credit hours attempted	1.00	50%
	16 to 25 credit hours attempted	1.50	60%
	26 credit hours attempted to 150% of the program	2.00	66.67%
<u>Certificates (80 weeks):</u> <ul style="list-style-type: none"> • 3D Animation • Professional Business Systems • Web Design 	1 to 15 credit hours attempted	1.00	50%
	15 to 30 credit hours attempted	1.50	60%
	31 to 45 credit hours attempted	1.75	66.67%
	46 credit hours attempted to 150% of program	2.00	66.67%
<u>Occupational Associate Degrees (2 years):</u> <ul style="list-style-type: none"> • Digital Arts & Computer Animation • Information Technologies & Network Systems • Medical Billing & Coding • Professional Business Systems • Web Design 	1 to 15 credit hours attempted	1.00	50%
	15 to 30 credit hours attempted	1.50	60%
	31 to 45 credit hours attempted	1.75	66.67%
	46 credit hours attempted to 150% of program	2.00	66.67%

Maximum Timeframe

Students must successfully complete their program of study within a maximum timeframe (MTF) of 150 percent of the normal program length in attempted credit/clock hours in which the educational objective must be successfully completed. Program length is defined as the number of credit/clock hours required to complete a program and a student may not attempt more than 150 percent of the number of credits required for graduation. To calculate the course completion percentage, divide the number of cumulative hours successfully completed by the number of cumulative hours attempted/attended.

If at any time it becomes mathematically impossible for the student to complete his or her program within 150 percent of the program credits, the student will lose any further FSA eligibility for that program and may be dismissed. The student must request in writing to remain enrolled under extended enrollment in order to complete the program, but will be ineligible for any further FSA funds. The student will not be charged tuition and may receive the original academic credential for which he or she enrolled.

Warning

A student who does not meet any one or more of the SAP measurements (not MTF) after being in good SAP standing, is placed on Warning status at the end of any given payment period SAP evaluation point. The student will be notified of Warning status in writing. The College encourages the student to seek academic advisement to regain regular status prior to the end of the next payment period SAP evaluation point. A student on Warning status may receive FSA for one payment period despite the determination the student is not maintaining SAP. No appeal is necessary.

A student who does not achieve SAP requirements by the end of the Warning period will be dismissed unless he or she files an appeal and the appeal is approved (see SAP Appeal Process). A student with an approved appeal is placed on Probation status. If a student elects not to appeal the dismissal, the student must sit out at least one term and then apply for re-entry. At that time, the student will need to complete the appeal process outlined below to be reinstated.

Probation

A student who fails to meet one of the SAP measurements (not MTF) in the payment period on Warning status and who has successfully appealed will be placed on Probation. The student will be placed on Probation status for one additional payment period or until a student is able to meet SAP standards by a specific point as outlined in the student's Academic Improvement Plan. A student on Probation status is eligible to receive FSA for the payment period on Probation or while following the alternative SAP standards set forth in an Academic Improvement Plan. Failure to meet the SAP standards by the next payment period evaluation point or to comply with the Academic Improvement Plan designed by the College, will result in the student's loss of FSA eligibility and dismissal from the College as a regular student.

SAP Appeal Process

A student who is not making SAP and who believes that there are mitigating or extenuating circumstances that led to the failure to maintain satisfactory progress may appeal by written request to the Chancellor. Mitigating circumstances may include injury or illness of the student, the death of a relative, or other special circumstances. The written appeal must be submitted to the Chancellor within five business days after notification of dismissal. The appeal should explain the circumstances that lead to the student's poor academic performance, including supporting documentation, and what has changed in the student's situation that will allow him or her to meet the minimum SAP standards at the next evaluation. The student should also provide a timeline of when the circumstances occurred and what classes were affected. The student will be notified in writing of the appeal decision within five business days of the packet's submission or the grades being posted for the term, whichever is later.

When the College grants a student's appeal for unusual and/or mitigating circumstances, it is not eliminating or disregarding any grades or credits attempted in the calculation of a student's SAP standing. The student's credits attempted, CGPA, and SAP standing will remain the same. When an appeal is granted, the College is acknowledging that, because of the specified unusual circumstances, the student will continue to receive FSA for which he or she is otherwise eligible even though he or she falls below the published SAP standard in the Probation status. The appeal process will also consider the point the student will be able to meet the minimum SAP standards and if an Academic Improvement Plan is required. An Academic Improvement Plan will be required if the student will require more than one payment period to return to good SAP standing. The Chancellor shall review and approve all appeals and Academic Improvement Plans.

If the appeal is approved, the student will be placed on Probation for one payment period or be placed on an Academic Improvement Plan. If the appeal is denied, the student's dismissal will stand and the student may reapply and appeal again after one term. Any decision resulting from the review of a mitigating circumstances appeal is final and may not be appealed. The result of the appeal (approved or denied) will be provided to the student in writing and cataloged in the Student Information System.

Academic Improvement Plan

Once placed on probation, an Academic Improvement Plan must be implemented, if the student needs more than one payment period to return to good SAP standing. The Academic Improvement Plan will serve as a road map to guide a student toward meeting his/her SAP goal within a specified time and method. The plan will be designed by the Chancellor or Program Director and must be approved by the Chancellor. The plan must be communicated to the student in writing and will be regularly evaluated and refined as internal and external developments warrant. During a student's payment periods on an Academic Improvement Plan, the student's SAP standards are modified and the student's SAP standing is measured based on the modified SAP standards. If the student does not meet the minimum SAP standards set forth in the plan, the student will be dismissed. The maximum time period an individual Academic Improvement Plan will be implemented is three consecutive terms/payment periods or until the student meets the regular minimum SAP standards, whichever is less. While on an Academic Improvement Plan, the student is required to attend academic advising sessions.

Extended Enrollment Status

A student who has been dismissed from the College may make a request to remain enrolled in Extended Enrollment Status. Students in Extended Enrollment Status are seeking to address and improve the academic deficiencies that caused them not to be making SAP. Students in Extended Enrollment Status are charged tuition, but they are not eligible for FSA. A student who re-establishes his or her SAP standing by improving his/her CGPA and course completion percentage to the minimum required while on Extended Enrollment Status may apply for reinstatement as a regular student and to regain eligibility for FSA.

Credits attempted during the Extended Enrollment Status count toward all SAP measurements provided the course apply to the student's program of study.

Treatment of Transfer Courses

A student may request to transfer in credits from courses successfully completed at another accredited college following the Transfer Acceptance Policy. Any such courses, which are accepted for transfer, will be included in the credits attempted and the credits earned in both the rate of progression and MTF calculations. Transfer credits are not included when calculating the CGPA.

Program Changes / Additional Degrees

Any student who desires to change his/her enrollment in a program of study at the College to a different program of study at the College must make the request in keeping with the College's policy. More than two changes from one program to another will require permission from the Chancellor. The College will transfer all relevant courses into the new program. Any courses transferred from one program to another will count in all SAP measurement for the new program.

Treatment of Repeat Courses

Courses may be repeated for the purpose of establishing a GPA or CGPA and improving academic standing. Each course attempt counts in the computation of successful completion percentages and MTF, but only the highest grade earned will be included in the computation of the GPA and CGPA.

Treatment of Incomplete Courses

Incomplete grades are assigned to those students who fail to complete any required course work by the end of the term and who obtain prior approval of their instructor. This grade is not included in the calculation of the CGPA, but will count as hours attempted but not earned for the purpose of calculating the rate of progress and MTF.

Treatment of Withdrawals

Students who withdraw from a course during the drop/add period receive no grade penalty, and the course is not considered as credit hours attempted. In addition, students who officially or unofficially withdraw from a course after the drop/add period and are eligible to receive the "W" grade. This grade is not included in the calculation of the CGPA, but will count as hours attempted but not earned for the purpose of calculating the rate of progress and MTF.

Reinstatement of Title IV

Students who have been dismissed due to failure to maintain SAP may apply to continue their studies at the College in an Extended Enrollment Status and must attempt to improve the deficient areas that led to the dismissal. The student is not eligible to receive FSA on this status and will be responsible for all costs incurred while on Extended Enrollment status. At the completion of a payment period(s) on this status, a student who has reestablished satisfactory progress according to the minimum SAP standards may apply to the College to return to a regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Chancellor and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program.

STUDENT POLICIES

Conduct

All students at Laurus College are expected to respect the rights of others and are held responsible for conforming to the laws of the local, state, and national governments. All students at Laurus College are responsible for conducting themselves in a manner consistent with the best interests of the college and of the student body. The school reserves the right to dismiss a student for any of the following reasons: failure to maintain satisfactory academic progress, failure to pay school fees and/or tuition by acceptable deadlines, posing a danger to the health or welfare of students or other members of Laurus College, disruptive behavior, or failure to comply with the policies and procedures of Laurus College. Any unpaid balance for tuition, fees and supplies becomes due and payable immediately upon a student's dismissal from the school.

Academic Integrity

All academic work submitted by any student at Laurus College is expected to be original work. Giving or getting unauthorized assistance, using unauthorized materials or plagiarism on projects, papers or exams, are examples of academic dishonesty, and will not be tolerated. Any student caught cheating will receive a failing grade for the project or exam, and may be subject to failure of the course and dismissal from the college. The Chancellor will recommend to college administration what disciplinary actions should be taken for students who commit academic dishonesty.

Policy Concerning Copyright Restrictions

Laurus College adheres to the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private

study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. Laurus College reserves the right to refuse to accept a copying request if, in its judgment, fulfillment of the order would involve violation of copyright law.

Drug-Free Environment

Laurus College prohibits the unlawful manufacture, possession, use, sale, dispensation, or distribution of controlled substances and the possession or use of alcohol by students and employees on the property and at any school sponsored activity. Any violation of these policies will result in appropriate disciplinary actions up to and including expulsion in the case of students and termination in the case of employees, even for the first offense. Violations of the law may also be referred to the appropriate law enforcement authorities. If assistance is needed for drug abuse, the student should see a member of the administrative staff at Laurus College for referral assistance to local counseling centers. Students may also seek local treatment and assistance from the San Luis Obispo Addiction Recovery Center, located at 1223 Higuera Street, Suite 101 in San Luis Obispo, telephone number (805) 541-0632; or from the Central Coast Headway Drug Center, located at 318 Carmen Lane in Santa Maria, telephone number (805) 922-2106.

Weapons Free Environment

Students and staff at Laurus College are not permitted to carry any form of weapons on school property. All weapons including, but not limited to, firearms, knives, mace, pepper spray, and stun guns are prohibited. Any student carrying a weapon on college property will be subject to disciplinary action and may risk dismissal from the college. Staff members at Laurus College also follow a zero tolerance policy with regard to weapons, and will be subject to disciplinary action, up to termination of employment, for any violation.

Grievance Policy

Should a student have a grievance or complaint concerning any aspect of his or her enrollment, attendance, education services, or other services offered by the school, the student should first seek counsel from his or her instructor. In the event this contact does not resolve the complaint, the student is encouraged to make an appointment with the Complaint Designee and Chancellor, Jeffrey Redmond, so that the complaint may be officially registered and solutions discussed. Every effort will be made by Laurus College administration to resolve the student's grievance. If the complaint is still not resolved to the satisfaction of the student, he or she may direct their complaint to:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr., Suite 400
Sacramento, CA 95833
www.bppe.ca.gov
toll free telephone (888) 370-7589 or fax (916) 263-1897

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

Students may also notify the Accrediting Council for Independent Colleges and Schools of any unresolved grievances with the college. Complaints should be submitted to:

The Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
TEL: (202) 336-6780 FAX: (202) 842-2593

Sexual Harassment Policy

As required by state law, Laurus College has a policy prohibiting any act involving sexual discrimination, sexual violence, or sexual harassment by any of its employees, students, staff, faculty, or anyone conducting business on college premises, which includes the classroom and any location used for an off-site school function, program or activity.

Laurus College is committed to the policy that all members of the school's community, including its faculty, students, and staff, have the right to be free from sexual harassment by any other member of the school's community. Should a student feel that he/she has been sexually harassed, the student should immediately inform Human Resources, the Chancellor, or the classroom teacher. Sexual harassment refers to, among other things, sexual conduct that is unwelcome, offensive, or undesirable to the recipient, including unwanted sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. All students and employees must be allowed to work and study in an environment free from unsolicited and unwelcome sexual overtures and advances. Unlawful sexual harassment of any kind will not be tolerated at Laurus College.

The sexual harassment policy is posted on classroom bulletin boards and has been distributed to faculty members to share with students in the classroom. Laurus College staff and faculty are informed of the policy through staff meetings and in staff handbooks.

(NOTE: Students may be dismissed without the right to appeal if dismissal is the result of disruptive conduct or detriment to the college or student body.)

Harassment Grievance Procedures

Laurus College takes student safety very seriously; anyone who witnesses or experiences inappropriate and harassing behavior of a sexual nature is asked to report such behavior immediately to Human Resources, the Chancellor, or the classroom teacher. Whether it is a harassed student or a third party who files a complaint under the school's grievance procedures, Laurus College will promptly investigate to determine what occurred and

then take immediate and appropriate steps to resolve the situation. The school will make every effort to complete the investigation within 30 to 60 days upon being notified of an alleged incident. Written notice of the outcome of the investigation will be provided to both the alleged perpetrator and the complainant within 10 days of determination of fact. The school will perform its own investigation and take immediate action to eliminate the harassment, prevent its recurrence, and address its effects, in addition to any investigation performed by law enforcement officials.

Once an incident is reported, a school investigative panel will be assembled to gather information, interview all parties involved in an objective and nonpartisan manner, and come to a prompt and equitable determination of fact. In all cases, the school's inquiry will be prompt, thorough, and impartial; both parties will have the opportunity to present witnesses and other evidence, and will be afforded similar and timely access to any information that will be used at the hearing. In cases involving potential criminal conduct, school personnel, consistent with State and local law, will notify appropriate law enforcement officials or other appropriate authorities. Once the school's investigation is complete, all involved parties will be notified in writing as to the outcome of the complaint. As much due care and confidentiality will be maintained throughout the process as is reasonable and possible while still being able to conduct the investigation and come to findings of fact. Please note that while voluntary informal mechanisms (such as mediation) may be used for resolving some types of sexual harassment complaints, mediation is not appropriate, even on a voluntary basis, and will not be used in cases involving allegations of sexual assault.

Throughout the process, retaliatory actions will not be tolerated. School officials will not only take steps to prevent retaliation, but also take strong responsive action if it occurs. All steps to protect the complainant as necessary, including interim steps before the final outcome of the investigation is determined, will be taken promptly once the school has received notice of a sexual harassment or violence allegation.

For further information, or to report an incident, please contact the Human Resources Director at the following address and phone number:

**421 E. Betteravia Road, Suite 100
Santa Maria, CA 93454
Phone: (805) 267-1690**

Use of Computers and School Equipment

Classroom computers and equipment at Laurus College are for educational use only. Searching for, viewing, and downloading of inappropriate material or offensive material on school computers will **NOT** be tolerated. Students who abuse college equipment may be suspended from the college. Students who damage college equipment may be held financially responsible for the repair or replacement of the damaged equipment. Students at Laurus College are trained on the equipment used in the classroom as part of

their training. Any student with questions about the use of college equipment should immediately seek assistance from their instructor or Laurus College staff member.

STUDENT SERVICES

Job Placement Assistance

Laurus College offers assistance for placing students in their related Occupational Associate Degree field upon completion. The staff at Laurus works with employers in the field to assist students in obtaining employment upon completion of the programs. Students at Laurus College are assisted with the development of their resume and employment related documents. Students also may gain knowledge of skills in job searching, job application, and job growth as part of their program. The college does not guarantee job placement upon completion.

Library and Learning Resources

Onsite at each Laurus College campus students have access to a number of resource materials such as dictionaries, thesauruses, and other resources to assist with their coursework.

In addition to the reference materials on site at each campus, Laurus College subscribes to the electronic reference database system ProQuest. The ProQuest Research Library includes more than 4,700 titles—over 3,300 in full text—from 1971 forward. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This electronic database and research library offers a wide selection of resources and reference material to the students at Laurus College. This electronic database is available for student access at any Laurus College computer station, and can be accessed by students offsite through the Laurus College website at www.lauruscollege.edu. Instructors have been trained to assist students with the use of this online resource to fulfill their research needs outside of the normal Librarian hours.

In addition to the reference materials onsite and available virtually, students can also access the resources available at the public Libraries close to each of the school locations: The Santa Maria Public Library located at 420 S. Broadway, Santa Maria, CA 93454, the San Luis Obispo County Library located at 995 Palm Street, San Luis Obispo, CA 93401, the Atascadero Public Library located at 6850 Morro Road, Atascadero, CA 93422, and the Oxnard Public Library located at 251 South A Street, Oxnard, CA 93030. Students should contact the public Library nearest them for information on hours of operation.

Student Orientation

Prior to the first day of classes, students who are new to Laurus College are required to attend a New Student Orientation. During this time, students become acquainted with the campus, the administrative staff, the faculty and their peers. The directors of the

administrative departments explain ways in which they assist students and clarify students' rights and responsibilities, and help to familiarize them with the policies for students at Laurus College. It is the responsibility of the student to become familiar with and abide by all regulations explained in the School Catalog and all supplements, as well as with the Laurus College Student Handbook.

Financial Assistance

Laurus College offers a variety of financial plans for those students who qualify for financial aid. These plans include a combination of student loans, grants, and payment plans. The variety of available plans affords flexibility in choosing the one best suited for a specific need. The college offers individual financial planning sessions for each student and family.

Federal Student Financial Aid

Laurus College is approved to offer federal financial aid to those students enrolled in eligible programs and for those who qualify for the federal programs. Laurus College is an eligible institution to offer Federal Subsidized and Unsubsidized Direct Loans, Federal Parent Plus Loans, Federal PELL Grants, FSEOG, and Federal Work Study to students enrolled in programs eligible for these programs. Students obtaining a federal loan for financial assistance will be obligated to repay any amount of money received from the loan, as well as all interest incurred during the loan period; students receiving federal grant assistance may not be required to repay the amounts received as part of the grant. Repayment of the grant is dependent on whether or not the student graduates. Graduates are not required to repay grants; students who withdraw from school prior to graduation may be required to repay a portion of the grant. Interested students should contact a financial aid advisor at the college (805-267-1690) for assistance with the application process for these aid programs. Please see the Laurus College website at lauruscollege.edu for further consumer information about federal financial aid programs.

REGULATIONS AND POLICIES

Non-Discrimination Statement

In compliance with Civil Rights Legislation, Laurus College admits students without regard to race, gender, sexual orientation, national origin, ancestry, religion, creed, marital status, color, age, disability, or any other factor prohibited by law. Laurus College does not discriminate in its educational programs, placement procedures, or employment practices.

Building Evacuation

Laurus College has a plan of response and action in place for each campus facility if the facility needs to be evacuated in the case of fire or other emergency. When the emergency alarms are activated, it is mandatory that all occupants of the college

immediately leave the facility following the evacuation routes posted in each classroom. In the event of an emergency, students are required to follow the onsite Laurus College staff member to ensure safe evacuation when necessary. Students are required to follow Laurus College staff instructions in the case of any emergency.

Emergencies

Law enforcement, ambulatory service, and fire protection for Laurus College are under the jurisdiction of the City of Santa Maria police for the Santa Maria location, the San Luis Obispo City Police for the San Luis Obispo campus, the City of Oxnard Police for the Oxnard location, and the City of Atascadero Police for the Atascadero location, as well as the local fire departments for each city. In the case of any emergency, students, faculty, or staff may dial 911.

Use of Authorized Software

Unauthorized duplication of copyrighted computer software violates state and federal law and Laurus College will not tolerate any such action by college students, staff, or faculty. All software used on computers at Laurus College is fully licensed and has been legally acquired. All licenses for computer software are available for review through the college's IT department. Laurus College complies with all purchase and license terms regulating the use of any software acquired or used on college owned computers, equipment, and machines. Laurus College expects that all students, staff and faculty comply with these standards; any violation of this policy will result in immediate disciplinary action.

Current Student Information

It is very important that each student's personal information is on file and current with the college. If there are any changes in name, address, telephone numbers, or any other personal information, it is the student's responsibility to inform the college immediately of such change to ensure student records are accurate. This change in information must be reported to the Registrar.

Holidays*

Laurus College recognizes the following holidays, during which classes are not held and the campuses may be closed for business:

New Year's Day
Martin Luther King Jr. Birthday
Memorial Day
Independence Day
Labor Day
Constitution Day**
Veteran's Day
Thanksgiving

Christmas Eve
Christmas Day
New Year's Eve

* Note: Classes not held due to a holiday will be scheduled as a make-up session to ensure required class hours are met for each course. Students will be informed of the additional class meeting by their instructor.

**Laurus College observes Constitution Day annually on September 17; however, classes will still be held if this observance falls on a normal class meeting day.

College Contact Information

Primary Mailing Address:

421 East Betteravia Road, Suite 100
Santa Maria, CA 93454

Main Phone Number: (805) 267-1690

Main Facsimile: (805) 352-1307

Main E-mail: admin@lauruscollege.edu

Official Website: www.lauruscollege.edu

Campus Access, Staff and Faculty Office Hours

During the academic term, campus and learning site / satellite locations are open Monday through Thursday from 8 am to 10:05 pm and Friday from 9 am to 4 pm. Administrative staff are typically available Monday through Thursday from 8 am to 5 pm and Friday from 8 am to 4 pm. Faculty hours are posted on the individual course syllabi.

Access to the Student Portal (<https://lauruscollege.edu/mylaurus>) is available 24/7. Technical assistance is available Monday through Thursday from 8 am to 8 pm and Friday from 8 am to 4 pm.

FACILITIES AND SERVICES

Computer Labs

Laurus College offers computer laboratories for student, staff, and faculty use. The computer labs at the college are networked and offer high-speed Internet access. Laurus College regularly adds and updates software and equipment in college laboratories. Students are permitted use of the laboratory facilities during open building hours. Scheduled classes will have first priority for computer laboratory usage. Students are welcome to use the computer laboratories when class is in session; however, they should be respectful of the ongoing class while in the lab and not disrupt the instructor or the class.

Students at Laurus College have free access to the Internet through laboratory and library computers. Students are expected to comply with all posted policies and procedures for laboratory and Internet use.

Parking

The designated parking lot is for the use of Laurus College students, faculty, and staff. All students are made aware of parking spaces designated for Laurus College student use through the policies packet distributed at enrollment, and reminded again during new student orientation. Vehicles parked in designated handicapped spaces without appropriate handicapped designated authorization may be towed at the owner's expense. Laurus College is not responsible for vehicles left in the college parking lot during non-business hours. Laurus College is not responsible for lost or damaged property in the designated college parking lot.

Children on Campus

Laurus College does not permit children to accompany students in the classroom or on campus during scheduled class meeting times. Children are permitted at the college during college sponsored activities and events.

Protection of Personal Belongings

Laurus College is not responsible for the personal belongings of students or visitors. Vehicles in the parking lot should remain locked and personal articles should not be left unattended. Items that are found in classrooms or the student lounge will be kept at the front desk for a period of time to allow for the items to be claimed. Items not claimed within thirty days may be discarded.

Notices and Announcements

Important notices are often posted on bulletin boards throughout the college campuses and on the MyLaurus Portal (www.lauruscollege.edu/mylaurus). Notices and announcements may also be distributed to the student during class sessions. These notices often announce special events, meetings, and changes in schedule or school policies. Students are welcome to post announcements on designated student bulletin boards at each campus. All students wishing to post an announcement on a designated school bulletin board must get approval from the School Chancellor.

Restrooms

Public restrooms are located at each campus for student convenience. If there are any issues pertaining to the college restrooms, students should report them to their instructor or the Laurus College staff member onsite to ensure that all issues may be attended to quickly and properly. During student orientation, students are made aware of the location of the restroom for each campus location.