

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 Audio Video Production, Business Systems, Digital Arts & Computer Animation, Information Technologies & Network Systems, Medical Billing & Coding, and Web Design & Development.

We know that our success as a school and your success in your career depends 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!

Jeffrey Redmond
Chancellor

COLLEGE OVERVIEW

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 interactive and online 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 and through the My Laurus Portal (MLP) for student review and access.

Modification Statement

At the time of publication, everything has been done to ensure the 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.

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.

Student Rights and Responsibilities

All students shall have the opportunity to pursue higher education in a safe atmosphere, free from bullying, prejudice, discrimination, harassment, and abuse – verbal, physical, or psychological. All students must actively contribute to the creation of a safe learning environment at Laurus College.

Applicants for admission to Laurus College shall not be discriminated against because of race, color, creed, national or ethnic origin, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status, or status as a special disabled veteran, recently separated veteran or any other veteran who served on active duty.

Student records shall be maintained by Laurus College's Registrar's Office and are treated confidentially by FERPA regulations.

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 the college administration what disciplinary actions should be taken for students who commit academic dishonesty.

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 requests for or later uses, a photocopy or reproduction for purposes over "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 a violation of copyright law.

Proctoring of Exams

All final exams are proctored. Students must log in to the My Laurus Portal (MLP) using their unique username and password to access the Adobe Connect virtual classroom, where the proctored exam will take place. Students are then instructed to turn on their cameras, which are required to remain live throughout the exam duration. The instructor proctoring the exam verifies student identity via the student's valid, government-issued photo identification.

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 concerning weapons and will be subject to disciplinary action, up to termination of employment, for any violation.

Grievances

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 the 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
1747 North Market Blvd., Suite 225
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
1350 Eye Street, NW, Suite 560
Washington, DC 20005
TEL: (202) 336-6780 FAX: (202) 789-1747

Students may also notify the Distance Education Accrediting Commission of any unresolved grievances with the college. Complaints should be submitted to:

The Distance Education Accrediting Commission
1101 17th Street NW, Suite 808
Washington, DC 20036
TEL: (202) 234-5100 FAX: (202) 332-1386

Clery Act

The Clery Act requires institutions of higher education to identify individuals on their campuses who are mandated to report the crime. Laurus College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and has designated individuals who have significant responsibility for student and campus activities. These individuals are known as campus security authorities (CSA).

Local CSA Contact Information

- *Atascadero: Rory Decker*, CSA 805-719-6512, rory.decker@lauruscollege.edu
- *Chula Vista: Maria Rosure*, CSA 805-267-7389, maria.rosure@lauruscollege.edu
- *Oxnard: Rebecca Sandoval*, CSA 805-719-6542, rebecca.sandoval@lauruscollege.edu
- *Santa Maria: Natallia Rusconi*, CSA 805-267-4726, natallia.rusconi@lauruscollege.edu
- *San Luis Obispo: Christopher Koehler*, CSA 805-719-6524, christopher.koehler.@lauruscollege.edu
- *Las Vegas: Carla Smith*, CSA 805-852-1426, carla.smith@lauruscollege.edu

Sexual Harassment

As required by state law, Laurus College prohibits 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 Title IX 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 the Title IX Coordinator, Human Resources, or the Chancellor. 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. In addition, all Laurus College employees receive training on Title IX, the Clery Act, and the prevention of sexual harassment.

(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.)

Title IX

Title IX is a federal law that is a part of the Education Amendments of 1972. Title IX states that:
“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX prohibits sexual harassment and discrimination on the basis of sex, in any program or activity including, but not limited to:

- Educational Programs
- Student Services
- Admissions and Recruitment

Retaliation for filing a Title IX complaint is prohibited.

Sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitutes sexual harassment.

Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participation in unwelcome sexual conduct (i.e., quid pro quo)
- Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity.
- Sexual assault (as defined in the Clery Act regulations), dating or domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).
- Any person may report sex discrimination in person, by mail, by telephone, or by electronic email.

Laurus College Can Help. We Are Here For You.

For More Information, please email TitleIX@LaurusCollege.edu

Dr. Karen Edwards, Title IX Coordinator, Laurus College
81 Higuera St., Suite 110
San Luis Obispo, CA 93401
Phone: (805) 719-6562
Email: TitleIX@LaurusCollege.edu

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, are 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 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.

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

Upon enrollment, new students will be asked to provide both a primary and secondary preferred class time. Students may later change their preferred class time by notifying the Registrar department via email (registrar@lauruscollege.edu). Every effort will be made to schedule students into their preferred class times. However, Laurus College does not guarantee the availability of courses at specific class times.

All Associate Degree programs at Laurus College run two (2) years. All Bachelor of Science Degree programs at Laurus College run for 190 weeks. 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 to complete their Associate or Bachelor of Science 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 (6) 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 this catalog before enrolling in a given course. Course prerequisites may be overridden by way of written approval from the Chancellor or Director of Education.

Courses at Laurus College are numbered based on the difficulty of the course and advancement in the program. Currently, each course at Laurus College contains a course number between 100 and 499. Courses numbering 100-299 represent lower-level courses in the student's program, and courses numbering 300-499 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 lower (100 & 200) level course(s) in his or her program. It is the responsibility of the student to schedule an assessment with the appropriate Program Director. Assessments for proficiency can be attempted one time, and need to be completed before the student is scheduled for the class which they are attempting proficiency credit for. A minimum score of 70% must be achieved on the proficiency exam to qualify the student a waiver of the course based on 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 (other than Laurus College) 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. It is the responsibility of the student to have all official transcripts forwarded directly to the school for review if transfer credit is sought. Official transcripts must be received prior to the student being scheduled for the class(es) for which he or she is seeking transfer credit for.

A student who does not agree with the initial transfer credit evaluation may request a secondary review through the Director of Education. If the Director of Education performed the initial transfer credit evaluation, the student may request a secondary review through the Chancellor. There is no charge for the review of transcripts from other institutions. Laurus College does not accept transfer credit for non-General Education courses older than seven (7) years from the time of enrollment in their program without a waiver.

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 (other than those credits earned at Laurus College). Credit awarded for experiential or equivalent learning cannot exceed 25 percent of the credits required for a degree.

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.

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

Attendance

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 formats are expected to attend courses 'live' (in real-time) during the scheduled time. Additionally, students will have access to archived class sessions through the student portal for review of any missed classes.

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 (14) consecutive days. Students who are struggling to attend their classes and/or are experiencing a hardship should contact their Student Advocate immediately by calling 805-267-1690 or sending an email to studentservices@lauruscollege.edu.

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) after 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	60-66	Yes	Yes
F	0.0	59 and Below	Yes	Yes
W	Withdraw	*	No	Yes
I	Incomplete	*	No	Yes
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 a Term

Programs at Laurus College are term-based. Each term is five (5) weeks in length with classes meeting:

- Monday through Thursday for two and one-half (2½) hours per day and
- Friday Lab classes meeting for two (2) hours.

All courses, unless noted otherwise, meet for a total of 12 hours per week and a total of 60 hours per term (50 hours of lecture, 10 hours of lab).

Laurus College Definition of Credit Hour

Courses at Laurus College are measured in quarter credit hours. A quarter credit hour is defined as 30 hours of student work which includes 10 hours of academic engagement and 20 hours of preparation.

All courses, unless noted otherwise, are five (5) quarter credit hours, with a total of 50 hours of academic engagement and 100 hours of preparation.

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 prevents 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 outlined 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 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 the 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 the 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 or Bachelor of Science 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 an 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 Associate or Bachelor of Science Degree from one of the programs at Laurus College, a student must have earned a minimum of a 2.0 CGPA and must have 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 Associate or Bachelor of Science 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 to receive his or their official Associate or Bachelor of Science Degree.

An official Associate or Bachelor of Science Degree 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 the 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 or Bachelor of Science 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 interruption (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 interruption: 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 a LOA for some time not to exceed 180 days in any 12 months. 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 no more than 180 days. To apply for a period of an interruption 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 interruption 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 promptly. Students must maintain satisfactory academic progress (SAP) 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 cumulative grade point average (CGPA), the student's rate of progress toward completion of the academic program, and the maximum timeframe for completion of the academic program. Please see the appropriate table below to determine the 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 change programs). All undergraduate students must have a minimum cumulative GPA (CGPA) of 2.0 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 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 to the student by the college for the program enrolled except for grade assignments of W, I, AU, TR, PR, or RF. Non-credit or remedial coursework is not included in CGPA or completion rate. The cumulative grade point average (CGPA) for each evaluation period is calculated on courses taken at Laurus College. 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 except for 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 academic year. An academic year is the first six consecutive terms of enrollment (typically 30 weeks), followed by each period of six consecutive terms of enrollment. 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.

CREDIT HOURS ATTEMPTED AT EVALUATION	MINIMUM CGPA	MINIMUM COMPLETION OF CREDITS ATTEMPTED
30 credit hours attempted	1.00	50%
31-59 credit hours attempted	1.50	60%
60 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 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.

Financial Aid Probation

A student who does not meet any one or more of the SAP measurements (not MTF) at the end of any given SAP evaluation point may no longer be eligible to receive financial assistance under Title IV (see section XI - Financial Assistance for information regarding Title IV). During such an occurrence, students will be notified of their status in writing and 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. The student will be placed on Probation status for one additional payment period or until a student can meet SAP standards by a specific point as outlined in the student's Academic Improvement Plan. A payment period is two consecutive terms of enrollment, which is usually 10 weeks.

A student on Probation status is eligible to receive FSA for the payment period on Probation or while following his or her 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.

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.

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 or designee 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 academic 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.

**Those students who are receiving Veterans Affairs (VA) educational benefits and are placed in Probation status (after a successful appeal) must meet SAP Standards after one payment period or they will lose their VA educational benefits.

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 Program Director and must

be approved by the Chancellor or designee. The plan must be communicated to the student in writing and will be evaluated at each payment period SAP evaluation point. In addition, the Academic Improvement Plan may be refined as internal and external developments warrant.

If the student is not in compliance with the Academic Improvement Plan during any payment period SAP evaluation point, the student will be dismissed. The maximum period an individual Academic Improvement Plan will be implemented is three consecutive 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 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 courses apply to the student's program of study.

Treatment of Transfer Courses

A student may request to transfer in credits from courses 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 request in keeping with the College's policy. More than two changes from one program to another will require permission from the Chancellor or designee. The College will transfer all relevant courses into the new program. Any courses transferred from one program to another will count in all SAP measurements for the new program.

Treatment of Repeat Courses

Courses may be repeated to establish a GPA or CGPA and improve 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 from their instructor. This grade is not included in the calculation of the CGPA but will count as hours attempted but not earned to calculate 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 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 to calculate 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. After 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 regular student status and reinstate their eligibility for FSA. A meeting will be scheduled between the Chancellor or designee and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program.

STUDENT SERVICES

Job Placement Assistance

Laurus College offers assistance for placing students in their related Associate or Bachelor’s 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 resumes 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 several 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 portfolio

includes more than 90,000 sources – over 450,000 e-books - from 1971 forward. It features a highly-respected, diversified mix of scholarly journals, trade publications, magazines, and newspapers. This electronic database and research library offer 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 and the MyLaurus student portal <https://mylaurus.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.

Laurus College has partnered with Cengage Learning, Inc., the largest U.S.-based education, and technology company serving the college market, providing more than 22,000-course materials to almost half of the 20 million students pursuing higher education in the U.S. Students at Laurus College have access to thousands of digital course materials, eTextbooks, Online Homework Platforms, digital Career Success Tip, and College Success Tip resources, Cengage Mobile App and much more through Cengage Unlimited. The Cengage Product and Services agreement with Laurus College offers an unlimited subscription to students for 2 years to course materials through Cengage Unlimited. Cengage also provides academic services and professional development to Laurus College administration and faculty to facilitate hybrid and online teaching. In addition, the unlimited subscription will include course materials for the programs offered at Laurus College to all Instructors at no additional cost.

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, the Oxnard Public Library located at 251 South A Street, Oxnard, CA 93030, the Chula Vista Public Library located at 365 F Street, Chula Vista, CA 91910, and the Las Vegas Public Library located at 1401 E Flamingo Rd., Las Vegas, NV 89119. Students should contact the public library nearest them for information on hours of operation.

Student Orientation

Before 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 before 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.

Veteran Services Office

Laurus College provides VA students with assistance, support, and any services needed to succeed. We offer Veteran guidance, personalized academic guidance, and we have dedicated professionals ready to serve you.

Laurus College provides a variety of services including career guidance and counseling, job search and interview skills training, independent living skills, employment preparation, assistive technology, and other services.

Military training and experience are given full consideration in the awarding of college credit for military experiences and training. Eligibility for credit will be determined based on a review of the student veteran's military documentation and an interview. All training and experiences will be verified with the Joint Services Transcript (JST) or other military documentation depending on the branch of military service.

If you have questions and want more information, please contact Laurus College Registrar's office at (805) 267-1620.

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 emergencies. 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.

Campus Safety and Emergency Handbook

The Laurus College Campus Safety Policies cover issues concerning crime prevention, crime reporting, sexual assault, alcohol and drug use, and other related matters. The Campus Safety and Emergency Handbook can be found on Laurus College website:

<https://lauruscollege.edu/campus-safety/>

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, the City of Atascadero Police for the Atascadero location, the Chula Vista City Police for the Chula Vista campus, and the Las Vegas City Police for the Las Vegas campus, 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	Constitution Day**
Martin Luther King Jr. Birthday	Veteran's Day
Memorial Day	Thanksgiving
Independence Day	Christmas Eve
Labor Day	Christmas Day

* 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

Facility Access, Staff and Faculty Office Hours

During the academic term, in-residence 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://mylaurus.lauruscollege.edu>) 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 the 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 some 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 the MyLaurus Portal (www.mylaurus.lauruscollege.edu/). 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 with 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.

ID Cards

Students enrolled in Laurus College may obtain a Laurus College student ID card through Student Services.

Smoke-free Campus

Laurus College prohibits smoking in all of its campus facilities as well as at the points of access from its facilities, including all walkways. 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.

Student Illness/Campus Protocol

If a student is injured or falls ill in a medical emergency, call 911. Notify the Campus Security Authority (CSA) for the campus.