

CALIFORNIA PREPARATORY COLLEGE

EDUCATION. FOCUSED.

# California Preparatory College

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## 2017-2018 Catalog

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Ed. Code 5, CCR §71810(b)(1)

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# Welcome

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## CALIFORNIA PREPARATORY COLLEGE

### CPC MISSION STATEMENT

California Preparatory College exists to provide affordable higher education in a Christ-centered, diverse learning environment, focusing on rigorous academics, mission service and life skills while preparing students for continued education, job placement and service to humanity.

### PRESIDENT'S MESSAGE

It is my pleasure to welcome you to CPC where you will experience an innovative higher education. CPC is unique among colleges in Southern California because it provides low-cost, private college experience within a nurturing environment, where academics are rigorous and student success is our passion. Our highly qualified faculty and staff are committed to providing you with the tools necessary to succeed academically, both at CPC or wherever you choose to study in the future. Our environment is not only nurturing but also based upon the Seventh - day Adventist Christian tradition of love and respect for God and God's creation. We invite all prospective students and their families to come and experience CPC first hand. I believe you will find an environment that provides an outstanding opportunity for a highly successful and rewarding academic experience.

Thank you.

*Gene Edelbach*  
**President**



# Philosophy of Education and Institutional Purpose

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As a Christian junior college, California Preparatory College believes that the God is the origin of all things and the source of all truth. This truth is made known in the Bible, in His creation, in the life and teachings of Jesus Christ and throughout human experiences.

CPC believes that human beings are created in the image of God with the ability to think, choose and act. Man was originally created in a relationship of love and respect with our Maker. Since God did not want a forced allegiance from those in His image, He gave man the power to choose. This freedom to choose resulted in sin and evil entering human history. Since sin distorts our views of God and His creation, an important purpose of education is to restore our relationship of love and trust with God and man. Therefore, it is a major purpose of CPC to restore love and respect for God and the principles of His kingdom.

Since Jesus has challenged us to love God with all our mind, strength, heart and soul, education is challenged to address the entire person. This holistic approach to education enables the development of the intellectual, spiritual, emotional, social and physical wellbeing of students and is essential in the redemptive and restorative mission of God on earth.

This holistic approach to education includes the development of all facets of human maturity.

1. **Spiritual Maturity** Students will understand that growth in spiritual maturity includes an ever expanding realization of God's love, grace, and

redemptive ministry of Jesus Christ.

Students will be challenged to experience the Holy Spirit as a transforming power as students align their values with the principles of God's kingdom. Spiritual maturity also includes participating in the mission of Jesus Christ to relief suffering and assist in restoring man's love for their Creator.

2. **Intellectual Competence** Students will demonstrate a mastery of the cognitive skills of critical thinking, communication, and reflective judgment. Students will have an enthusiasm and curiosity to learn that results in a life-long habit of continuing inquiry that characterizes a truly educated person.
3. **Social and Emotional Maturity** Students will demonstrate socio-emotional maturity with their leadership skills as they facilitate personal and collective, positive change in the world.
4. **Physical Well-being** Students will take responsibility for their own well-being by practicing a health-promoting lifestyle.

CPC also believes that personal meaning and purpose is best found in developing a deep love for God and a compassionate concern for others. When we align our goals with the purposes of God, we will experience the joy and fulfillment that God wants for all His children. Thus, it is a purpose of CPC to graduate servant leaders who will change the world as a follower of Jesus Christ.



# General Information

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## STATEMENT OF THE INSTITUTION

California Preparatory College is a two-year private institution offering associate degrees in Health Science and Business. CPC is Approved to Operate as a Non-Accredited Institution by the Bureau for Private Postsecondary Education (Application # 23542) (Ed. Code §94909(a)(2) and §94897(l)(1)(2)). Approval to operate means compliance with state standards as set forth in the Ed. Code.

CPC is not an accredited institution and its programs are not recognized by the United States Department of Education. A degree that is unaccredited or a degree from an unaccredited institution is not recognized for some positions, including, but not limited, to positions with the State of California. A student enrolled in an unaccredited institution is not eligible for federal and state financial aid programs. The associate degrees at CPC do not prepare graduates to be eligible to sit for any specific licensure exams in California or any other state.

According to Ed. Code §94909(a)(3)(A), any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 and (916) 431-5959 or by fax (916) 263-1897.

## REVIEW OF THE CATALOG

Ed. Code §94909(a)(3)(B)

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also

encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## COMPLAINT TO THE BUREAU

Ed. Code §94909(a)(3)(C)

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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT

From U.S. Department of Education:

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of students' education records. CPC abides by the regulations listed by FERPA. Each student is required to sign a FERPA waiver/release form when applying to CPC.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's educational records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is

impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents

and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Or you may contact us at the following address:

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

## INSTITUTIONAL LEARNING OUTCOMES

California Preparatory College (CPC) institutional learning outcomes are the overarching learning outcomes that reflect CPC's mission statement. They serve as a guide in the development of student learning outcomes for programs, courses, and administrative services.

The following institutional learning outcomes reflect the understandings and skills that students will obtain at CPC.

Upon completion of the CPC program, students will be able to:

- Analyze, synthesize and evaluate various forms of information.
- Demonstrate effective oral and written communication.
- Demonstrate their commitment to service through participation in

activities that serve the needs of individuals.

- Propose resolutions to current societal challenges in the context of Christian principles.
- Understand the components that contribute to personal spiritual maturity.
- Understand the dynamics of personal spiritual maturity.

## LOCATION

Ed. Code §94909(a)(4)

CPC is located in Colton, CA. The school's address and where all class sessions are held is: 1250 East Cooley Drive, Colton, CA 92324. The campus is close to everything a student needs. Shopping is plentiful with downtown Redlands less than 10 miles away, Citrus Plaza just down the street and numerous retail stores and restaurants within walking distance. Fitness centers, child care facilities, eateries, public transportation, and opportunities for employment are within a short walk. Also nearby is affordable apartment housing. CPC is a commuter campus with on-site parking.

## GETTING TO CPC

Ed. Code §94909(a)(1)

CPC is conveniently located just off the I-10 and 215 freeways in Colton, CA. Our address is:

**1250 East Cooley Drive, Colton, CA 92324**

*Directions:*

- From eastbound on the I-10 take the 215 south and take the first exit, Washington Street and turn right on Cooley Dr. and then take the third right into the parking lot, CPC is on the right side.
- From westbound on the I-10 take the 215 south and take the first exit, Washington Street and turn right on Cooley Dr. and then take the third right into the parking lot, CPC is on the right side.

- If you are on the 215 heading south take the Washington Street exit turn right on Cooley Dr. and then take the third right into the parking lot, CPC is on the right side.
- If you are heading north on the 215 take the Washington Street and turn left and make a left at Washington St., turn right on Cooley Dr. and then take the third right into the parking lot, CPC is on the right side.

## DEGREES AND PROGRAMS

Ed. Code §94909(a)(5)

California Preparatory College offers the following associate degrees and certificate programs:

- Associate of Arts in Business Management
- Associate of Science in Health Science
  
- ESL Certificate Program

## ARTICULATIONS AND TRANSFER AGREEMENTS

CPC has an articulation agreement with a WASC accredited SDA College which allows for transfer of most CPC courses directly to that college. Additionally, CPC has an agreement with a nationally accredited junior college which allows CPC courses to transfer to most Southern California area Christian colleges, and colleges that accept nationally accredited units (please see your Life Counselor, or CPC recruiter for a specific list of schools). Until a pending arrangement between CPC and Adventist Academic Administrators Association (which represents all North American Adventist colleges and universities) is finalized, CPC will work directly with individual SDA colleges and universities for the placement of our students. CPC has thus far successfully placed all students

wishing to transfer to Adventist colleges/universities.

## **ACCREDITATION**

Please refer to page 80 for the updated, voted, and approved content.

## **LIFE COUNSELORS**

Each student has a “Life Counselor” throughout their CPC academic experience. Each student’s “Life Counselor” is provided to assist them with all aspects of academic registration and financial aid. Additionally, “Life Counselors” monitor student progress and assist with remedial needs and other academic or personal issues. The “Life Counselor” serves as a student advocate in all school matters.

## **THE LEARNING HUB**

One of the unique features of CPC is the Learning HUB. The HUB is a center of learning that promotes education at its best. The HUB is a place where students can come to actively learn outside of the classroom with personalized academic support, educational tools and remedial assistance. In the HUB, students are encouraged to take advantage of learning tools provided by teachers, in order to enhance their learning experience. These learning tools include: academically enhanced web services, professor notes, and books on reserve, scientific lab assignments and English Second Language (ESL) Learning programs. The HUB is an important tool for student success while inversely providing a tool of diagnostic assessment for faculty to use at their discretion. The HUB is designed to assist students of all learning levels: from remedial to advanced.

## **NON-DISCRIMINATION POLICY**

California Preparatory College admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the bases of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and any other school-administered programs.

## **HANDICAP ACCESS POLICY**

All facilities at CPC are ADA compliant, including an elevator, wheelchair accessible hallways, classrooms, labs and restrooms. CPC seeks to provide equal opportunity for persons with physical handicaps in all campus facilities and on all student activities.

## **STATEMENT OF ORIGINS**

As a Christian institution, whose values are rooted in the Holy Bible, CPC stands firmly behind the Biblical account of a seven-day creation as expressed in Genesis. Current scientific thought regarding theories of evolution and other theories of the origins of the universe are presented as current thinking by many in the scientific community and are openly discussed and examined. However, the Biblical account of creation is expressed on the CPC campus as a fundamental belief.

## **BANKRUPTCY STATEMENT**

(Ed. Code SS 94909 (a)(12))

Since California Preparatory College opened its doors in July 2007, CPC has never filed and is currently not pending petition in bankruptcy. CPC is not operating as a debtor in possession, has not filed a petition within the preceding five years nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in the reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq).

California Preparatory College has depended on Investors and student tuition payments to continue to pay for its operations.

## **NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS**

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by October 25, 2020, and full accreditation by October 25, 2023.

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

# California Preparatory Ilege

## 2017 – Academic Calendar

### AUGUST 2017

- 11 Last day of Summer Term  
(Regular/ESL/ )
- 15 Grades Due
- 21 **First Day of the Fall Term**  
for Regular/ /ESL

### SEPTEMBER 2017

- 4 Labor Day (Observed)
- 5 Financial Clearance Deadline
- 5 Last Day to Add/Drop w/o a “W”

### OCTOBER 2017

- 9 Columbus Day (not observed)
- 30 Last Day to Drop with a “W”

### NOVEMBER 2017

- 5 Daylight Savings Time ends
- 6 Registration begins for Spring Term
- 11 Veteran’s Day (Not Observed)
- 20 24 Thanksgiving Break (No Classes)

### DECEMBER 2017

- 4-8 CPC Academic Review Week
- 11 15 CPC Final Exam Week
- 15 End of Fall Term
- 19 Grades Due
- 16 31 Winter Break

### JANUARY 2018

- 1 New Year’s Day (Observed)
- 1 12 Winter Break Continued
- 15 M.L. ing Jr. Day (Observed)
- 16 First Day of Spring Term for  
Regular/ /ESL
- 30 Last Day to Drop without a “W”
- 30 Financial Clearance Deadline

### FEBRUARY 2018

- 12 Application for Graduation Deadline
- 19 Presidents Day (Observed)

### MARCH 2018

- 11 Daylight Savings Time Begins
- 12 Last Day to Drop with a “W”
- 26 30 Spring Break (No Classes)

### APRIL 2018

- 9 Registration opens for Summer and Fall  
Sessions
- 30 Progress Reports due for graduating  
students

### MAY 2018

- 1-4 CPC Academic Review Week
- 7 11 CPC Final Exam Week
- 9 CPC Graduation
- 11 CPC Spring Semester Ends
- 15 Grades Due
- 21 /ESL Summer Term Begins  
(Session I)
- 28 Memorial Day (Observed)

### JUNE 2018

- 18 **First Day of Summer Session 2**
- 29 Last Day to Drop Without a “W”
- 29 Financial Clearance Deadline

### JULY 2018

- 4 Independence Day (Observed)
- 13 Last Day of Summer Session 2
- 16 **First Day of Summer session**
- 27 Last Day to Drop Without a “W”
- 27 Financial Clearance Deadline

### August 2018

- 10 Last Day of Summer Session 3
- 27 **First Day of the Fall Term**



# Biblical Foundations

California Preparatory College provides a Christ-centered environment that focuses on rigorous academics, life skills and spiritual development while preparing students for continued education, employment of their choice and service to humanity.

1. We believe that the Old and New Testaments of the Holy Scripture are the inspired Word of God.

2 Tim. 3:15; 2 Sam. 23:2; Micah 3:8; Heb. 1:1-2; 2 Peter 1:21; Prov. 3:5-6; John 17:17; 1 Thess. 2:13

2. We believe in the Trinitarian nature of God: Father, Son and Holy Spirit.

Matt. 28:19; John 15:26; 1 Peter 1:2; 2 Cor. 13:14; Deut. 6:4; 1 Thess. 2:13

3. We believe that God the Eternal Father is the creator, source, sustainer and Sovereign of all creation.

1 Cor. 8:6; Isa. 41:9-10; Mal. 2:10; Ps. 146:7-9; Ex. 34:6-7; Rom. 1:20; 6:23; Gen. 1:1; Rev. 4:11; John 14:9

4. We believe that God the Eternal Son became incarnate in Jesus Christ.

John 1:1-4; Col. 1:16-17; Heb. 13:8; Phil. 2:7-8; Rom. 6:23; 2 Cor. 5:17-19; Heb. 8:1

5. We believe that God the Eternal Spirit was active with the Father and Son in creation, incarnation and redemption.

1 Cor. 2:10-11; Rom. 8:11; Matt. 28:19; 1 Cor. 12:4-6; Titus 3:5-6; Gen. 1:1-2; Luke 1:35; 4:18; Acts 10:38

6. We believe that God is the creator of all things and has revealed in Scripture the authentic account of His creative activity.

Gen. 1-2; Ps. 3:6; Ps. 33:9; Heb. 11:3; John 1:1-3; Isa. 44:21-28; Ex. 20:8-11

7. We believe that man and woman were made in the image of God with individuality, the power and freedom to think and do.

Gen. 1:26; Gen. 2:7-9; 1 Thess. 5:23; Heb. 2:7; Ps. 8:5-6; Heb. 2:7; Rom. 5:12-17; 2 Cor. 5:19-20; 1 John 4:7-8, 11, 20

8. We believe that all humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law and His sovereignty over the universe.

John 12:31; 16:11; Rev. 12:4-9; Isa. 14:12-14; Eze. 28:12-17; 1 Cor. 4:9; Rom. 1:19-32; Heb. 1:14

9. We believe in Christ's life of perfect obedience to God's will, His suffering, death and resurrection. God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life.

John 3:16; Isa. 55:7; Isa. 45:22; Eph. 2:7-8; Eph. 1:7; 2 Cor. 5:19; Rom. 5:11; Heb. 2:9; Rom. 8:3-4; 1 Pet. 2:21-22; 1 Cor. 15:14-15, 19-21; Col. 2:15; Phil. 2:6-11

10. We believe that God in His infinite love and mercy developed a plan for salvation through Christ who knew no sin to be sin for us so that in Him we might be made righteous.

Eph. 5:25-27; John 3:3-5; Acts 4:12; John 14:6; 2 Cor. 5:21; Rom. 3:24; Phil. 3:8-9; Eph. 3:16-17; Gal. 1:4; 4:4-7; Titus 3:3-7; Rom. 8:14-17

11. We believe that the believer is called to grow into the likeness of Christ's character, communing with Him daily in prayer,

feeding and meditating on His word, worshiping together and participating in the mission of the church.

Col. 1:13-14; Luke 10:19-20; Eph. 6:12-18; 1 Thess. 5:23; Phil. 3:7-14; Gal. 5:22-23; 2 Pet. 2:9; 3:18; 2 Cor. 3:17-18; Heb. 10:25; 1 John 4:4; Rom. 8:38-39

12. We believe that the church is a community of believers who confess Jesus Christ as their personal Lord and Savior.

Matt. 16:18; 1 Cor. 10:32; 12:28; Eph. 1:20-22; Matt. 18:17-18; Eph. 2:16-22; Acts 7:38; Col. 1:17-18

13. We believe the universal church is composed of all who truly believe in Christ.

Eph. 4:13; John 15:8; Heb. 4:2; Rev. 12:17; 14:6-12; 2 Pet. 3:10-14

14. We believe that the church is one body with many members, called from every nation, kindred, tongue and people.

1 Cor. 12:13; Eph. 4:3; Rom. 6:3-6; 1 Cor. 12:4-6; Rom. 15:5-6; 1 Cor. 1:10; John 17:20-23; Col. 3:10-15

15. We believe that through baptism we confess our faith in the death and resurrection of Jesus Christ and testify of our death to sin and of our purpose to walk in the newness of life.

Matt. 3:13-17; 28:18-20; Mark 16:16; 1 Pet. 3:20-21; Acts 2:38; Rom. 6:3-4; Eph. 4:5; Col. 2:12-13; Acts 16:30-33

16. We believe that the Lord's Supper is a participation in the emblems of the body and the blood of Jesus Christ and is an expression of faith in Him, our Lord and Savior.

Luke 22:15-16; John 13:14-17; 1 Cor. 10:16-17; 11:24-28; Matt. 26:29; Rev. 3:20; John 6:48-63

17. We believe that God bestows upon all members of His church in every age spiritual gifts which each member is to

employ in loving ministry for the common good of the church and humanity.

1 Cor. 12:4-31; Rom. 11:36-12:2; Eph. 4:1-16; Acts 6:1-7; 1 Tim. 3:1-13

18. We believe that one of the gifts of the Holy Spirit is prophecy.

2 Pet. 1:21; Amos 3:7; 1 Cor. 14:1-4; Joel 2:28-31; 2 Chron. 20:20; Acts 2:14-21; Heb. 1:1-3

19. We believe that the great principles of God's Law are embodied in the Ten Commandments and exemplified in the life of Christ.

Ex. 20:3-17; Ps. 19:7-8; Rom. 7:12; Eccl. 12:13; Matt. 19:17; 5:18; Rom. 3:19-20; James 1:23-25; John 14:15; 1 Jn. 2:3

20. We believe that the Creator God, after the six days of creation rested on the seventh day and instituted the Sabbath for all people as a memorial of creation.

Gen. 2:2-3; Ex. 20:8-11; Deut. 5:15; Eze. 20:12; Mark 2:27-28; Luke 4:16; Heb. 4:10; Matt. 5:17-20; 12:12

21. We believe that we are God's stewards and entrusted by Him with time and opportunities, abilities and possessions and the blessings of the earth and its resources.

James 1:7; Deut. 8:18; Lev. 27:30-32; Mal. 3:10; Matt. 10:8; 23:23; 25:34-40; Luke 12:48; Rev. 11:18; 1 Tim. 6:18-19

22. We believe we are called to be Godly people who think, feel and act in harmony with the principles of God's kingdom.

Rom. 12:1-2; John 17:15-16; Gal. 5:4-13; 1 Cor. 6:19; 10:31-33; Phil. 4-8; 1 Pet. 3:3; 1 Tim. 2:9-10; 1 John 2:6

23. We believe that marriage was divinely established in Eden and affirmed to be a lifelong union of a man and a woman in loving companionship.

Gen. 1:26-27; 2:18-24; Eph. 5:21-33; Matt. 5:27-28; 19:6; 2 Cor. 6:14-16; Heb. 13:4; Ex. 20:14;

24. We believe there is a sanctuary in heaven, the true tabernacle which the Lord setup. Christ ministers on our behalf making available to believers the benefits of His atoning sacrifice offered once and for all on the cross.

Ex. 25:8; Heb. 8:1-2; 9:22-24; 1 Cor. 15:3; Rom. 3:24-25; 2 Cor. 5:21; 1 Tim. 2:5; Heb. 4:14-16; 7:25; Matt. 10:32

25. We believe the second coming of Christ is the blessed hope of the church and the grand climax of the gospel. The Savior's coming will be literal, personal, visible and worldwide.

John 14:1-3; Jude 14-15; Heb. 9:26-28; Matt. 24:23-24, 30; Acts 1:11; Luke 24:36-43; Rev. 1:7; 1 Thess. 4:16; Rev. 19:11-16; 1 Thess. 5:2-3; 1 Cor. 15:52-53

26. We believe that the wages of sin is death, but God, who is alone immortal, will grant eternal life to His redeemed.

1 Tim. 1:16-17; James 4:14; Rom. 6:23; 2 Tim. 1:10; 1 Cor. 15:22, 42-54; John 3:16; Eph. 2:8-10; 1 John 5:11-13

27. We believe that the millennium is a thousand-year reign of Christ with His saints between the first and second resurrections.

Rev. 20:15; 19:11-21; 1 Thess. 4:17; 2 Peter 2:4; Jude 6; John 5:28-29; 2 Peter 3:10-14

28. We believe in the new earth in which righteousness dwells, God will provide an eternal home for the redeemed and the perfect environment for everlasting life, joy and learning in His presence.

Mat. 5:12; 22:29-30; 2 Peter 3:6-13; Rev. 21:1-18; John 14:2; 1 John 4:8

## Primary Sources

[www.adventist.org/beliefs/fundamental/index](http://www.adventist.org/beliefs/fundamental/index)  
*Seventh-day Adventists Believe* (1988). Hagerstown, MD: Review and Herald Publishing Association.



# Academics

## GENERAL EDUCATION

Ed. Code §94909(a)(5)

General Education provides a broad cultural and intellectual background to complement a mastery of specific fields of knowledge, and contributes to an individual's self-awareness as a global citizen. CPC promotes the concept of General Education as the basis for all degree requirements.

General Education at California Preparatory College is designed to prepare students to be able to:

- Analyze, synthesize, and evaluate various forms of information.
- Demonstrate effective oral and written communication in all disciplines.
- Apply problem-solving and decision-making skills utilizing multiple methods of inquiry.
- Recognize the contributions of the arts, humanities and sciences as vital components for the enhancement of the human experience.
- Make informed decisions regarding physical, mental, and emotional health issues.
- Develop social and political awareness and a global perspective.
- Understand the power and complexity of diversity.

The requirement for general education is satisfied by 44 - 48 units (*see your program requirement for specific number of units*) from the following areas:

### 1. Communication Art

Students learn and develop writing skills as well as idea invention and research; and how to

communicate in an effective and appropriate manner.

Written Communication (6 units)

- ENGL 101 English Composition I (3.00)
- ENGL 102 English Composition II (3.00)

Oral Communication (3 units)

- COMM 105 Introduction to Oral Communications
- BUAD 145 Business Communication (*for associate degree in business administration*)

### 2. Mathematics (3 units)

Students learn problem solving techniques by breaking down mathematical problems into formulas and equations that can be expressed numerically and algebraically.

- MATH 165 College Algebra (3.00)

### 3. Social and Behavioral Sciences (3 units)

Students will be able to demonstrate understanding of group behavior as well as observed psychological theories that explain individual behavior; and synthesize the broader elements of education in order to learn about life and society's intangible values and motivations. Study will require broad reading and critical analysis of communication, rhetoric, behavior and systems.

- PSYC 105 Introduction to Psychology (3.00)
- PSYC 110 Developmental Psychology (3.00)
- SOCI 105 General Sociology (3.00)

#### 4. **Natural Sciences** (4 units)

Students explore the scope and major concepts of a scientific discipline. These courses present scientific conclusions about the structure and function of the natural world, and demonstrate or exemplify scientific questioning and validation of findings.

- ANAT 111 Anatomy & Physiology I (4.00)
- ANAT 112 Anatomy & Physiology II (4.00)
- BIOL 100 Intro to Biology (4.00)
- BIOL 210 General Biology I (4.00)
- BIOL 211 General Biology II (4.00)
- BIOL 216 Intro to Microbiology (4.00)
- PHYS 101 Intro to Physics (4.00)
- PHYS 111 General Physics I (4.00)
- PHYS 112 General Physics II (4.00)
- CHEM 101 Intro to Chemistry I (4.00)
- CHEM 102 Intro to Chemistry II (4.00)
- CHEM 150 General Chemistry I (4.00)
- CHEM 151 General Chemistry II (4.00)
- CHEM 241 Organic Chemistry I (4.00)
- CHEM 242 Organic Chemistry II (4.00)
- NSCI 100 Intro to Natural Sciences (4.00)

#### 5. **Arts and Humanities** (6 units)

Students explore the culture, literatures and expressions of human lives and experiences. This requirement is satisfied by taking two courses from the list below.

- ART 120 Intro to Drawing (3.00)
- DGME 130 Intro to Digital Media (3.00)
- FREN 101 French I (3.00)
- FREN 102 French II (3.00)
- LIT 101 Survey of English Literature (3.00)
- MUCT 101 Intro to Music Theory (3.00)
- MUHL 115 Intro to Music (3.00)
- MUHL 298 Cross-Cultural Music (3.00)

- SPAN 101 Spanish I (3.00)
- SPAN 102 Spanish II (3.00)

#### 6. **Religion** (6 units)

Student will strive for a deeper understanding of human behavior in the realms of religion and spirituality for helping to understand humanity and some of its basic motivation.

- RELG 115 Adventism Today (3.00)\*
- RELG 165 Survey of World Religions (3.00)

*\* Required (3 units is sufficient for students pursuing Associate Degree in Health Science)*

#### 7. **Computer Information Systems** (3 units)

Students will display competency in the basic language and execution of basic computer and programming functions.

- CPTR 105 Introduction to Computers (3.00)

#### 8. **History** (6 units)

Students will synthesize the impact of historical and political events on the present world.

- HIST 275 US History I (3.00)
- HIST 276 US History II (3.00)

#### 9. **Health and Physical Education** (3 units)

Students will utilize physical exercise and knowledge as a means to improve the quality of life and physical health

- HLSC 110 Healthier Living (2.00)
- PEAC 199 Fitness for Life (0.5)\*
- PEAC 199 Fitness for Life (0.5)\*

*\* Two activity classes required*

## CLOCK HOURS PER CLASS

Class instruction hours are calculated as follows:

- For a 3.00 unit class without a laboratory would require 45.00 hours of classroom instruction plus 3 hours of testing
- For a 4.00 unit class that includes a laboratory, a total of 45.00 hours of classroom instruction, 3 hours of testing and 45.00 hours of supervised laboratory hours are required

## COMPETENCIES

Students who receive degrees from CPC will have successfully demonstrated multiple educational competencies. In each of our Associate Degree programs students are required to successfully complete units of credit in the following competencies:

- Written Communication
- Oral Communication
- Mathematics
- Natural Sciences
- Behavioral Sciences
- Fine Arts/Humanities
- Religion
- Social Sciences
- Computer Information Systems
- Health and Physical Education
- Diversity and Multiculturalism

## ASSESSMENT OF A.S. IN HEALTH SCIENCE

The Program Learning Outcomes for the Health Sciences Program are as follows:

Upon completion of the required courses in this area, students will be able to:

- Outline the basic concepts of natural science including the fundamentals of microbiology, chemistry, or anatomy and physiology.
- Analyze scientific information through the application of proper study techniques, critical inquiry, and the application of problem solving skills.
- Research information and communicate findings in a manner appropriate for health professionals.

## ASSESSMENT OF A.A. IN BUSINESS ADMINISTRATION

The Program Learning Outcomes for the Health Sciences Program are as follows:

Upon completion of the required courses in this area, students will be able to:

- Evaluate a case study through the application of the relevant business principles from the different areas of study, such as, accounting, management, marketing, finance, or economics.
- Compare and contrast the multiple perspectives of an ethical dilemma.
- Research a business topic and develop a coherent and persuasive verbal presentation.

## ASSESSMENT OF GENERAL EDUCATION PROGRAM

Program learning outcomes for the general education program have been reviewed by the faculty teaching in each of the academic areas in the program and by the Student Learning Outcome Committee. These outcomes have built upon the CPC Institutional Learning Outcomes.

The Program Learning Outcomes for the General Education Program are as follows:

### Language and Rationality

Upon completion of the required courses in this area, students will be able to:

- Contrast their own worldview with another and evaluate the standard with which they make decisions.
- Construct sound arguments that will withstand criticism from a group of peers.
- Produce evaluative essays that distinguish the elements of a society's value system.

### Natural Science

Upon completion of the required courses in this area, students will be able to:

- Appraise situations and theories using the scientific method.
- Analyze and differentiate between science and pseudo-science.
- Contrast and evaluate scientific concepts in biology.

## **Social and Behavioral Science**

Upon completion of the required courses in this area, students will be able to:

- Analyze the effects of social, political and geographic factors on the individual.
- Compare and contrast the outcomes of faith and skepticism on the development of social structures.
- Produce arguments based on hypothesis and experimentation in social situations.

## **History and Fine Arts**

Upon completion of the required courses in this area, students will be able to:

- Evaluate the effects of an historical event on the present.

- Compare and contrast various forms of artistic expression and evaluate them in terms of their time period.
- Analyze the cultural value system being expressed as part of patterns and trends in the past or present.

## **Health and Physical Education**

Upon completion of the required courses in this area, students will be able to:

- Create a diet and exercise plan that demonstrates best choices relative to a specified environment and set of behaviors.
- Evaluate the effects that the modern American lifestyle has had on diet and exercise.
- Distinguish the root causes for diseases, which are preventable with healthy living.

## DEGREE REQUIREMENTS for ASSOCIATES of ARTS in BUSINESS – 70 units

### Written Communication

- ENGL 101 English Composition I (3.00)
- ENGL 102 English Composition II (3.00)

**Total Completed:** \_\_\_\_\_/6.00 total units

### Mathematics

- MATH 165 College Algebra (3.00)

**Total Completed:** \_\_\_\_\_/3.00 total units

### Natural Sciences

Any ANAT, BIOL, PHYS, CHEM

- \_\_\_\_\_ (4.00)

**Total Completed:** \_\_\_\_\_/4.00 total units

### Social & Behavioral Sciences

- HIST 275 U.S. History I (3.00)
- HIST 276 U.S. History II (3.00)
- PSYC 105 Introduction to Psychology (3.00)
- PSYC 110 Developmental Psychology (3.00)
- SOCI 105 General Sociology (3.00)

**Total Completed:** \_\_\_\_\_/9.00 total units

### Fine Arts/Humanities

- ART 120 Intro to Drawing (3.00)
- DGME 130 Intro to Digital Media (3.00)
- FREN 101 French I (4.00)
- FREN 102 French II (4.00)
- MUHL 115 Intro to Music (3.00)
- SPAN 101 Spanish I (4.00)
- SPAN 102 Spanish II (4.00)

**Total Completed:** \_\_\_\_\_/6.00 total units

### Computer Information Systems

- CPTR 105 Introduction to Computers (3.00)

**Total Completed:** \_\_\_\_\_/3.00 total units

### Religion

- RELG 115 Adventism Today (3.00)
- RELG 165 Survey of World Religions (3.00)

**Total Completed:** \_\_\_\_\_/6.00 total units

### Health/Physical Education

- HLSC 110 Healthier Living (2.00)
- PEAC 199 Fitness for Life (0.50)
- PEAC 199 Fitness for Life (0.50)

**Total Completed:** \_\_\_\_\_/3.00 total units

### Business Communication

- BUAD 145 Business Communication (3.00)

**Total Completed:** \_\_\_\_\_/3.00 total units

### Diversity & Multiculturalism

Students must take one of these two classes, which may apply towards Social Science or Religion requirement.

- RELG 115 Adventism Today
- SOCI 105 Intro to Sociology

### Critical Thinking

- PHIL 299 Rhetoric, Logic, and Argument (3.00)
- PHIL 297 Philosophy of Science (3.00)

**Total Completed:** \_\_\_\_\_/3.00 total units

### Concentration

- ACCT 201 Introduction to Financial Accounting (3.00)
- BUAD 110 Introduction to Business (3.00)
- BUAD 210 Business Law (3.00)
- FNCE 200 Managerial Finance (3.00)
- ECON 201 Principles of Microeconomics (3.00)
- MGMT 250 Management and Organizational Behavior (3.00)
- MKTG 100 Principles of Marketing (3.00)

**Total Completed:** \_\_\_\_\_/21.00 total units

\* All courses may only meet one requirement

### BUAD Work Experience Requirements

All business students must complete a minimum of 500 hours of observation, volunteering or paid work experience in a US business. Previous experience may be considered to complete the work requirements.

All international students must complete at least 2 semesters, with 12 units each, at CPC in order to be eligible for either CPT or OPT.

Total Hours

Semester 1: \_\_\_\_\_

Semester 2: \_\_\_\_\_

Semester 3: \_\_\_\_\_

### Curricular Practical Training (CPT) Requirements

- BUAD 204A CPT (3.00)
- BUAD 204B CPT (6.00)
- BUAD 204C CPT (9.00)
- BUAD 204DCPT (12.00)

**Total Completed:** \_\_\_\_\_/9.00 total units

### Optional Practical Training (OPT) Experience

- BUAD 202 Certificate OPT
- BUAD 203 Associate OPT

All international business majors will have the option of utilizing post-completion OPT for one year in a U.S. organization.

\*All international students must complete their business program beginning OPT.

### Electives

Choose from CPC course offerings to meet total required units. Strongly recommended to choose from:

- Principles of Macroeconomics (3.00)
- Business Internship (6.00)
- Entrepreneurship (3.00)

**Total Completed:** \_\_\_\_\_/3.00 total units

Overall Completed Units: \_\_\_\_\_/70 total units

**DEGREE REQUIREMENTS for ASSOCIATES of SCIENCE in HEALTH SCIENCE – 71 Units**

**Written Communication**

- ENGL 101 English Composition I (3.00)
- ENGL 102 English Composition II (3.00)

**Total Completed:** \_\_\_\_\_/6.00 total units

**Natural Sciences – Science Concentration**

- ANAT 111 Anatomy & Physiology I (4.00 with lab)
- ANAT 112 Anatomy & Physiology II (4.00 with lab)
- BIOL 216 Intro to Microbiology (4.00 with lab)
- CHEM 150 General Chemistry I (4.00 with lab)
- CHEM 151 General Chemistry II (4.00 with lab)

**Total Completed:** \_\_\_\_\_/20.00 total units

**Social & Behavioral Sciences**

- HIST 275 U.S. History I (3.00)
- HIST 276 U.S. History II (3.00)
- PSYC 105 Introduction to Psychology (3.00)
- PSYC 110 Developmental Psychology (3.00)
- SOCI 105 General Sociology (3.00)

**Total Completed:** \_\_\_\_\_/9.00 total units

**Fine Arts/Humanities**

- ART 120 Intro to Drawing (3.00)
- DGME 130 Intro to Digital Media (3.00)
- FREN 101 French I (4.00)
- FREN 102 French II (4.00)
- MUCT 101 Intro to Music Theory (3.00)
- MUHL 115 Intro to Music (3.00)
- SPAN 101 Spanish I (4.00)
- SPAN 102 Spanish II (4.00)

**Total Completed:** \_\_\_\_\_/6.00 total units

**Computer Information Systems**

- CPTR 105 Introduction to Computers (3.00)

**Total Completed:** \_\_\_\_\_/3.00 total units

**Mathematics**

- MATH 165 College Algebra (3.00)

**Total Completed:** \_\_\_\_\_/3.00 total units

**Religion**

- RELG 115 Adventism Today (3.00)
- RELG 165 Survey of World Religions (3.00)

**Total Completed:** \_\_\_\_\_/6.00 total units

**Health/Physical Education**

- HLSC 110 Healthier Living (2.00)
- PEAC 199 Fitness for Life (0.50)
- PEAC 199 Fitness for Life (0.50)

**Total Completed:** \_\_\_\_\_/3.00 total units

**Oral Communication**

- COMM 105 Intro to Oral Communication (3.00)

**Total Completed:** \_\_\_\_\_/3.00 total units

**Diversity & Multiculturalism**

*Students must take one of these two classes, which may apply toward Social Science or Religion requirement.*

- RELG 115 Adventism Today
- SOCI 105 Intro to Sociology

**Critical Thinking**

- Phil 299 Rhetoric, Logic, and Argument (3.00)
- Phil 297 Philosophy of Science (3.00)

**Total Completed:** \_\_\_\_\_/3.00 total units

**Health Science Work Experience Requirements**

*All health science students must complete a minimum of 500 hours of observation, volunteering or paid work experience in a US healthcare facility. Previous experience may be considered to complete the work requirements.*

All students must complete at least 2 semesters, with 12 units each, at CPC in order to be eligible for either CPT or OPT.

Total Hours

Semester 1: \_\_\_\_\_

Semester 2: \_\_\_\_\_

Semester 3: \_\_\_\_\_

**Curricular Practical Training (CPT) Requirements**

- HLSC 204A CPT (3.00)
- HLSC 204B CPT (6.00)
- HLSC 204C CPT (9.00)
- HLSC 204D CPT (12.00)

**Total Completed:** \_\_\_\_\_/9.00 total units

**Optional Practical Training (OPT) Experience**

- Associate OPT

*All international students will have the option of utilizing post-completion OPT for one year in a U.S. healthcare facility.*

*\*All international students must complete the requirements for their degree before beginning OPT.*

**Electives**

*Courses may be selected from Natural Sciences and/or other Non- required courses but are not required for degree*

**Total Completed:** \_\_\_\_\_/0.00 total units

**Overall Completed Units:** \_\_\_\_\_/71 total units

## ACADEMIC POLICIES

### UNIT OF CREDIT

Academic work at California Preparatory College is measured in semester units of credit. In general, three units of credit are given for classes that meet three clock hours a week. Generally one unit of academic credit is given for three clock hours of laboratory instruction.

### AUDITING COURSES

A student may audit a lecture course only. Courses requiring special instruction or laboratory sessions cannot be taken on an audit basis. Audited classes do not qualify for financial aid. Grades from audited classes are not computed in the student's GPA.

### ADDING COURSES

Students may add courses during the first two weeks during Fall and Spring semesters. Courses must be added during the first week of instruction during Summer sessions. Deadlines are published on campus.

### DROPPING COURSES

Students may withdraw from courses during the first four weeks of a term without a "W" appearing on their transcript. Students who withdraw after the fourth week but prior to the end of the eleventh week will receive a "W" on their transcript. Students who withdraw after the eleventh week of the term will receive a "WF" (Withdrew Failing) grade.

**Please Note: It is the student's responsibility to initiate the withdrawal process. Please contact your Life Counselor if you wish to withdraw from a class. Failure to officially withdraw by the published withdrawal deadline will result in the assignment of a "WF" (failing) grade.**

## CANCELLED CLASSES

Within the first two weeks of each term CPC reserves the right to cancel any class that does not meet the minimum size requirements established by Academic Administration. Students will be contacted immediately by their Life Counselor and additional academic arrangements will be made to add an additional class, or an adjustment will be made on the student's account.

### ATTENDANCE

Students are expected to attend each class period of their registered courses. Individual instructors are responsible for the manner in which this regulation is enforced and the degree to which work can be made up. The particular attendance policy for any course will be provided in the course syllabus. It may include an automatic failing grade for absence for 20% or more class periods.

### LEAVE OF ABSENCE

You may apply for a leave of absence if you are a degree student in good standing (eligible for continued enrollment). A leave of absence differs from a withdrawal because a student is guaranteed re-admission. Please note that a leave of absence is granted for a finite period of time, and normally may not exceed four semesters. For more information, or to apply for a leave of absence, contact your academic dean's office.

### ACCEPTABLE GRADES

Students must receive a grade of C or better for all required classes in any Associate Degree program. Classes in which a grade of C is not earned must be retaken until grade of C or better is achieved. Students who take classes as electives (but not counting toward degree requirements) may receive a grade of C-, D+ or D. CPC does not give a grade of D-. Students not in degree programs are not required to retake classes in which a grade lower than C is received but most institutions do not

accept transfer credit for classes in which a grade of C or better is not received. The student's GPA is calculated on all classes taken except for audited classes, CR/NC and IP.

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

Ed. Code §94909(a)(15)

The transferability of credits you earn at California Preparatory College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the associate degree is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 California Preparatory College to determine if your credits or degree will transfer.

### **GRIEVANCE PROCESS**

California Preparatory College attempts to follow our Biblical Foundations when wrong is perceived by either an employee or a student. Any student who feels they are treated unjustly or unfairly has the right to appeal according to approved procedures of the grievance process.

### **INFORMAL COMPLAINT**

A conversation between the student and the perceived offender will typically clarify the issue at hand. However, if the student is not satisfied by discussion at a direct level, the student must appeal to perceived offender's supervisor.

### **FORMAL COMPLAINT**

If the student is still not satisfied at the supervisory

level, the student is to contact the appropriate vice president with a written summary of the complaint and a proposed resolution. If this is still not sufficient, the student may file a formal written complaint with the president of CPC requesting a grievance hearing. Filing a grievance complaint is a serious matter and should be done thoughtfully. The recommendation of the Grievance Committee will provide the underlying context of the president's decision which constitutes final action on behalf of CPC.

### **GRIEVANCE COMMITTEE**

The Grievance Committee is selected by the president which is composed of two students, and three faculty or staff members. Either party may suggest one member of the committee. At the first meeting the chair and secretary of the committee are designated. Both the student and college employee are invited to appear before the committee and to present a written statement of the case. At the student's request, one advocate (a parent, spouse, student, or college employee) may accompany the student to the meeting.

The main role of the advocate is to provide moral support for the student and to be an observer of the process. If questions are asked, the advocate may answer. Legal counsel is not appropriate for either party.

The student and the student's advocate may attend all committee presentations of all evidence and any related matter reviewed by the Grievance Committee. They also have the right to rebuttal all evidence and reasoning, but are not allowed to attend the committee's final deliberation and vote.

Possible Recommendations of the Grievance Committee presented to the president who will inform the student of the decision:

- 1) The action taken should stand;
- 2) The matter should be reconsidered by the original deciding body;
- 3) A new action is warranted.

## WITHDRAWAL OF GRIEVANCE

During the grievance procedure, the student may withdraw the complaint at any time in writing to the president. Please note that failure by the student to appear for a requested hearing, without prior notification or evidence of extenuating circumstances, shall constitute withdrawal of the grievance or appeal.



## CPC GRADING SYSTEM

The grading symbols and their meanings are as follows:

<b>Grade</b>	<b>Definition</b>	<b>Grade Points</b>
<b>A</b>	Excellent	4.0
<b>A-</b>		3.7
<b>B+</b>		3.3
<b>B</b>	Good	3.0 - 2.7
<b>C+</b>		2.3
<b>C</b>	Satisfactory	2.0
<b>C-</b>	Passing, less than satisfactory	1.7
<b>D+</b>		1.3
<b>D</b>		1.0
<b>F</b>	Failing	0.0
<b>WF</b>	Withdrew Failing	0.0
<b>W</b>	Withdrawal	Not Calculated
<b>I</b>	Incomplete	Not Calculated
<b>CR</b>	Credit	Not Calculated
<b>NC</b>	No Credit	Not Calculated
<b>IP</b>	In Progress	Not Calculated

## CALCULATING GPA

Grade Point Averages are calculated by dividing the total grade points by the total number of units attempted. For repeated courses only the highest grade and grade points are calculated. Grades of I, CR, NC or IP are not calculated. Credits earned from other institutions will be included with the credits earned at CPC when calculating the student's cumulative GPA for graduation.

## GRADE CHANGES

Individual course instructors are responsible for assigning grades. Other than mistake, fraud, bad faith or incompetence, the determination of the student's grade by the instructor is final. If a mistake is made an instructor can request a grade change. If a student wishes to contest a grade they should see their Life Counselor for academic grievance procedures.

## APPLICATION FOR INCOMPLETE GRADE

An incomplete will be awarded to the student who, in the judgment of the instructor, is unable to complete a course due to a verified unforeseeable emergency. The instructor must complete an *Incomplete Request* form available from the Records Office. The form must include the instructor's statement of the work necessary for the student to receive an acceptable ("C" or better) grade and the grade the student will receive if the work is not completed by the stated deadline. The application must be signed by the student as verification by the student of their agreement to the stated conditions. The student has one year from the end of the term in which the incomplete grade was received to complete the work. The student cannot register into the same course until the "I" has been removed by the instructor, or the deadline has expired.

## **DEAD WEEK**

Each Semester the week prior to exam week is designated Dead Week. Dead Week is for the purpose of semester review and preparation for final exams. Regular assignments and quizzes may be given but major papers/projects and exams are due or completed before or after Dead Week.

## **EXAMINATIONS**

Students must take all examinations given in the courses in which they are enrolled, and may not be excused from the required examinations of any course, including final examinations. Students who are absent during an examination forfeit the right to make up the examination unless they have permission from the instructor. Students who miss an examination due to illness or unforeseen emergency must present written evidence to the instructor, who then will make the final determination regarding the making-up of the exam. Final examination hours and dates are published four weeks prior to the start of exam week. The established final examination schedule cannot be changed without approval from the Academic Vice President.

## **REPEATING A COURSE**

When a student repeats a course at California Preparatory College, both the original and repeat grades become a part of the student's permanent file, but only the highest grade and credit units are computed in the cumulative grade point average and included in the total units earned toward a degree. If a student wishes to receive credit for a course taken at another institution that will replace a course taken at CPC they must receive approval from the CPC Registrar who will verify the content of the course taken at the other institution. Unless the student obtains approval prior to enrollment, there is no guarantee that the transferred course will replace the original course taken at CPC.

## **PETITION FOR ACADEMIC EXCEPTIONS**

The Academic Affairs/Exceptions Committee has been established for students who encounter circumstances outside the realm of normal CPC academic policy that affects their educational progress. Petitions or appeals should be forwarded to the student's Life Counselor who will present it to the Academic Affairs/Exceptions Committee. Instructions and forms for petition may be obtained in the Records Office.

## **CLASS LEVEL OF STUDENTS**

Students are classified according to the number of units they have successfully completed. Students who have completed fewer than 33 units are considered freshmen. Students who complete 33 or more are considered sophomore.

## **PROVISIONAL STUDENT**

Students will be accepted as Provisional if their cumulative GPA is less than 2.0. Provisional students will be monitored throughout their first semester and reviewed following their first semester in attendance. If their GPA remains below 2.0 they will be subject to the regular institution policy for Academic Probation and Disqualification.

## **INSTRUCTIONAL MATERIALS**

Faculty at California Preparatory College, use books, laboratory manuals, computers, PowerPoint presentations, videos, and other methods of media as instructional tools within their courses. Student learning outcomes can be measured through the use of exams, reports, essays, research papers, student presentations, and projects.

Please see page 89 for additional information on instructional materials, equipment and resources.

## ACADEMIC WARNING, PROBATION AND DISMISSAL

Ed. Code §94909(a)(8)(C)

### ACADEMIC WARNING (AW)

A student will receive an academic warning when their GPA for their most recent semester is between 1.5 and 1.99. The student will receive a letter indicating this status. The student will also be warned that their financial aid may be in jeopardy.

### ACADEMIC RESTRICTION/PROBATION (AR)

A student whose grade point average is between 1.5 and 1.99 for the two most recent consecutive semesters, or a student whose most recent semester GPA is below 1.5 will be placed on Academic Restriction/Probation and will have their academic load reduced. Additionally, they may have restrictions on participation in CPC extra-curricular activities requiring off-campus travel (musical, dramatic, recruiting, etc.).

### ACADEMIC DISMISSAL (AD)

A student with a semester GPA below 1.5 for two consecutive semesters is subject to Academic Dismissal. The Academic Affairs committee and Life Counselor will carefully review the student's progress and circumstances to determine their educational viability. The student's Life Counselor will represent the student and provide relevant information to the committee regarding any extenuating circumstances. The Academic Affairs Committee will make a final decision regarding the student as follows: to continue enrollment with additional learning support or to dismiss the student. The committee's decision is final and the student will be notified by the Life Counselor, as well as written notification by the Academic Affairs Committee.

## RE-ADMISSION FOLLOWING ACADEMIC DISMISSAL

Students may re-enroll at CPC as a non-degree seeking student following Academic Dismissal. Students in a non-degree seeking status are not eligible for financial aid. A student may be re-admitted back into their academic program if they successfully complete 6 units at CPC with no grade lower than a C. Students on Academic Dismissal status who do not successfully complete 6 units at CPC with no grade lower than a "C" will not be allowed to re-enroll at CPC until they successfully complete 6 units at another college or university.

### APPEALS

Students may appeal any decisions made by Academic Affairs or any other decision relating to probation or dismissal. For further information on the appeal process, please see the "Probation, Dismissal and Appeal" section of this catalog.

## GRADUATION

### GRADUATION REQUIREMENTS FOR ALL ASSOCIATE'S DEGREES

Students must complete of a minimum of 63 units to complete an associate's degree. All classes fulfilling basic competencies must be completed with a grade of C or better. Non-failing grades lower than a C may be received in elective classes.

### APPLICATION FOR GRADUATION

Students must file a formal application for graduation with the Records Office by March 1 of the year in which they plan to graduate.

### GRADUATING WITH HONORS

Students graduating with a cumulative GPA of 3.50 – 3.99 at the end of the term in which they have applied for graduation will graduate with *honors* and have a notation added to their transcripts indicating as such.

## GRADUATING WITH HIGHEST HONORS

Students graduating with a cumulative GPA of 4.0 at the end of term in which they have applied for graduation will graduate with *highest honors* and have a notation added to their transcripts indicating as such.

## COMMENCEMENT CEREMONY

California Preparatory College hosts an annual commencement ceremony each year at the end of the spring semester. Recipients of an AA/ AS degree who have graduated during the preceding summer or fall term or have applied to graduate during the spring term and have been cleared by the Admissions and Records Office will be eligible to participate in the commencement ceremony. Participation is encouraged, although not required.

## COURSE WAIVERS AND SUBSTITUTIONS

Students applying for graduation must attach verification and/or documentation of any waivers or course substitutions granted. Waivers and/or substitutions are approved only by the Academic Affairs Committee.

## DIPLOMAS AND CERTIFICATES

After the Admissions and Records Office reviews and clears the final records of graduating students, the office mails diplomas to qualified students. The current address on file will be used, unless a student requests otherwise. Please allow two (2) months after the end of the term to receive your diploma in the mail. Reprints of diplomas are available in the Records Office for a fee.

## TRANSCRIPTS/DIPLOMA

CPC will withhold the release of official transcripts and diplomas for a student who has an unpaid account, or who has failed to complete a federally mandated loan exit interview. No official transcripts are issued until the student's financial obligations to the college have been met as indicated in this

BULLETIN. Personal checks must clear before a transcript will be released.

## TRANSFER PROGRAMS – GENERAL INFORMATION

Each four-year college or university has its own admissions standards. In addition, each determines which courses will be accepted to satisfy General Education, Major or elective requirements and these requirements are subject to periodic change. Students who plan to transfer to a four-year college or university should obtain a copy of the current catalog of that institution. Students should review the transferring institution's catalog **carefully** and meet with his or her Life Counselor to discuss appropriate courses to complete at California Preparatory College prior to transfer.

## CREDIT FOR LIFE EXPERIENCE

Refer to (5 CCR §71770 (c)(1) through (3), (6), (7) (a) – (e))

California Preparatory College does not grant credit for prior life experience and learning.

## ACADEMIC FREEDOM

### Faculty

Please refer to page 81-82 for the updated, voted, and approved content.

## Students

The Academic Freedom policy of California Preparatory College entitles students to free speech through acceptable modes of expression thereby encouraging personal growth and self-expression.

The College upholds this right as long as students conduct themselves responsibly even when the students' opinion(s) conflict with local and national opinions, and the Adventist Christian doctrines. Therefore the college does not regulate the perception of students nor can opinions expressed by students in-and-out of classroom influence an instructor's evaluation of academic performance. It is the responsibility of the student to indicate that they speak for themselves and not on behalf of the institution.



# Course Descriptions

CEC §94909(a)(5)

## ACCOUNTING

### **ACCT 111 Accounting Concepts**

**3 Units**

*Prerequisites: None*

*Lecture: 48 hours per semester*

Fundamentals of accounting procedures will be explored, including recording transactions in journals and use of controlling accounts and related schedules. Practice in opening, adjusting and closing various professional sets of books.

### **ACCT 201 Introduction to Financial Accounting**

**3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

Fundamental concepts and procedures of financial accounting. Use, interpretation and preparation of general-purpose financial statements. Introduction to the accounting cycle and accounting policy choices. Technology tools used in financial accounting and business.

### **ACCT 202 Introduction to Managerial Accounting**

**3 Units**

*Prerequisite: ACCT 201*

*Lecture: 48 hours per semester*

Fundamental concepts and procedures of managerial accounting including costing systems, cost behavior and analysis, budgeting and performance evaluation. Uses of management accounting information in decision making. Technology tools used in managerial accounting and business.

## ANATOMY AND PHYSIOLOGY

### **ANAT 111 Anatomy and Physiology I**

**3 Units (Lecture)**

**1 Unit (Laboratory)**

*Prerequisite: None*

*Lecture: 48 hours per semester*

*Laboratory: 48 hours per semester*

This is a lecture and laboratory course emphasizing an advanced understanding of the structural and functional aspects of the human body. This course is the first in a two semester series. The course covers biochemistry, cytology, cellular metabolism, histology, osteology, articulations, mycology and the integumentary and nervous systems.

### **ANAT 112 Anatomy and Physiology II**

**3 Units (Lecture)**

**1 Unit (Laboratory)**

*Prerequisite: ANAT I*

*Lecture: 48 hours per semester*

*Laboratory: 48 hours per semester*

This is a lecture and laboratory course emphasizing an advanced understanding of the structural and functional aspects of the human body. This course is the second in a two semester series. The course covers hematology, somatic and special senses, the body's nutritional needs, pregnancy and maturation, electrolyte and acid/base balance, and the endocrine, lymphatic, immune, respiratory, cardiovascular, digestive, urinary and reproductive systems.

## ART

### **ART 201 The Language of Art**

**3 Units**

*Prerequisite: None*

*Lecture/Class: 48 hours per semester*

Basic concepts, materials and history of the visual arts which will enable the student to develop and art vocabulary and the aesthetic judgment to enhance the appreciation of various art forms.

### **ART 120 Introduction to Drawing**

**3 Units**

*Prerequisite: None*

*Lecture/Class: 48 hours per semester*

Drawing the human figure, still-life objects and architecture to facilitate the development of observational and expressive skills. Basic drawing approaches, methods, tools, media and systems of perspective are explored.

### **ART 105- Introduction to Painting**

**3 Units**

*Prerequisite: None*

*Lecture/Class: 48 hours per semester*

An introduction to solving picture problems such as composition, color relationships and appropriate subject matter. A hands-on study of the phenomenon of color relationships and color mixing.

## BIOLOGY

### **BIOL 100 Introduction to Biology**

**3 Units (Lecture)**

**1 Unit (Laboratory)**

*Prerequisite: High School Biology or Instructor Consent*

*Lecture: 48 hours per semester*

*Laboratory: 45 hours per semester*

An introduction to biology including ecology, cell biology, cellular respiration, photosynthesis, genetics, DNA structure and function, protein synthesis and gene regulation. An understanding of the methods of scientific investigation, design and principles will be developed by laboratory experience.

### **BIOL 210 General Biology I**

**3 Units (Lecture)**

**1 Unit (Laboratory)**

*Prerequisite: BIOL 100, High School Biology or Instructors Consent*

*Lecture: 48 hours per semester*

*Laboratory: 45 hours per semester*

A study of the structure and function of the cell, organelles, and biomolecules. Topics include metabolism and feedback control, plant water and carbon relations, cardiovascular function and the physiology of movement.

### **BIOL 211 General Biology II**

**3 Units (Lecture)**

**1 Unit (Laboratory)**

*Prerequisite: BIOL 210*

*Lecture: 48 hours per semester*

*Laboratory: 45 hours per semester*

A study of the structural and functional characteristics of the kingdoms of living organisms; genetics, biodiversity, ecological principles, and evolution.

**BIOL 216 Introduction to Microbiology****3 Units (Lecture)****1 Unit (Laboratory)***Prerequisite: BIOL 100 or Instructor Consent**Lecture: 48 hours per semester**Laboratory: 45 hours per semester*

A study of microbiological organisms; diversity, identification and classification, methods of growth, reproduction, metabolism, ecology and the body's reaction to bacteria emphasizing the immunology system.

## BUSINESS

**BUAD 105 Introduction to Business****3 Units***Prerequisite: None**Lecture: 48 hours per semester*

This course is designed to introduce the principles and functions of business. Business will be studied as an important part of the total social, political and economic government. The following functional areas of business will be covered: economic systems, forms of business ownership, small business, management, human relations, marketing, accounting, finance, stock market and business law.

**BUAD 246 Business Communication****3 Units***Prerequisite: None**Lecture: 48 hours per semester*

Principles and techniques of effective oral and written communication in business environments. Organization, composition, presentation and analysis of letters, memorandums, oral and written reports, proposals and resumes. Development of interviewing and collaborative problem solving skills. Emphasis on diversity and the use of technology in the global marketplace.

**BUAD 250 Business Law****3 Units***Prerequisite: None**Lecture: 48 hours per semester*

Principles of law and use of cases as applied to business and specifically to legal rights and remedies, business torts and crimes, product liability, contracts, agency, employment, negotiable instruments, property ownership and the relationship between the law, business and ethics.

**ECON 265 Principles of Macroeconomics****3 Units***Prerequisites: None**Lecture: 48 hours per semester*

Introduction to the basic mechanism of macroeconomics, including key underlying concepts, theories and institutions such as national income accounting, the Classical and the Keynesian theories, the Federal Reserve System and commercial banking. An examination of various contemporary economic growth, unemployment, inflation and budget deficit are also presented. Other topics covered include supply and demand, fiscal policy and monetary policy.

**ECON 266 Principles of Microeconomics****3 Units***Prerequisites: None**Lecture: 48 hours per semester*

An introduction to economic principles that govern production, exchange, distribution and consumption in a capitalist economy. Topics covered include supply and demand, consumer theory, production theory and price formation in competitive and noncompetitive markets, theory of comparative advantage and international trade. Issues such as monopoly, public goods, unequal income distribution and environmental problems are also studied in this course.

**FNCE 200 Managerial Finance****3 Units***Prerequisites: ACCT 201, ECON 265**Lecture: 48 hours per semester*

Time value of money, valuation, risk and rates of return, financial analysis, financial forecasting, working capital management, capital budgeting, cost of capital and long term financing.

**MGMT 115 Entrepreneurship****3 Units***Prerequisite: Management & Organizational behavior, Introduction to Business**Lecture: 48 hours per semester*

MGMT 115 provides the background necessary to understand the entrepreneurial approach to business and an understanding of the tools required to function effectively in an entrepreneurial environment. Our focus will be on the kinds of businesses most people start in traditional industries and markets. These businesses are vital to our economy and helping them survive has long been thought of as an art.

This course will supplement the art with science so as to combine the art of small business survival with the science of effectively running small businesses. Getting the benefit of both would allow an entrepreneur to do better than someone who has to get by with the advice they can catch on the fly as they get started. Topics covered include: Small business strategies, marketing, accounting, finance, human resource management, legal issues, and risk management.

**MGMT 250 Management & Organizational Behavior****3 Units***Prerequisite: None**Lecture: 48 hours per semester*

Management as a discipline, effective decision making, understanding the organizational environment, motivation and communication techniques, leadership skills and performance evaluation.

**MKTG 210 Principles of Marketing****3 Units***Prerequisite: None**Lecture: 48 hours per semester*

An overview of marketing and its role in society and today's organization. Fundamentals of the marketing environment, consumer and industrial buying behavior, marketing research and marketing ethics. Examines the basics of marketing strategy (market segmentation, targeting and product differentiation and positioning) with an emphasis on the marketing mix-product, price, distribution and promotion.

## CHEMISTRY

**CHEM 101 Introduction to Chemistry I****3 Units (Lecture)****1 Unit (Laboratory)***Prerequisite: High School Algebra**Lecture: 48 hours per semester**Laboratory: 45 hours per semester*

Introduction to college chemistry with an emphasis on general principles of chemistry, including critical thinking, analysis and problem solving. Topics include the study of matter, atomic structure, bonding, the periodic table, stoichiometry, chemical reactions, nomenclature and organic chemistry. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification and analysis skills are emphasized.

**CHEM 102 Introduction to Chemistry II****3 Units (Lecture)****1 Unit (Laboratory)***Prerequisite: CHEM 101**Lecture: 48 hours per semester**Laboratory: 45 hours per semester*

This course involves the study of structure properties, composition, reactions and the preparation of chemical compounds that contain carbon. The course will cover the organic chemistry of alkanes, alkenes, and alkyl halides with emphasis on their structures, properties, and reactions. Upon completion, students should be able to demonstrate an in-depth understanding of the interactions between different types of matter.

**CHEM 150 General Chemistry I****3 Units (Lecture)****1 Unit (Laboratory)***Prerequisite: High School Algebra**Lecture: 48 hours per semester**Laboratory: 45 hours per semester*

First semester in a year-long general chemistry sequence. Study of the fundamental principles of chemistry. Topics include atomic structure, bonding, the periodic table, stoichiometry, chemical reactions, enthalpy and nomenclature. Laboratory component is both qualitative and quantitative in scope. Critical thinking, writing, measurement, identification and analysis skills are emphasized. The course meets requirements of science majors as well as pre-dental, pre-medical, pre-veterinary and pre-engineering majors.

**CHEM 151 General Chemistry II****3 Units (Lecture)****1 Unit (Laboratory)***Prerequisite: CHEM 3**Lecture: 48 hours per semester**Laboratory: 45 hours per semester*

Continuation of CHEM 3. Topics include kinetics, equilibrium, acids and bases, thermodynamics, electrochemistry, nuclear reactions and

chemistry of coordination compounds.

Laboratory portion will include a variety of experiments to supplement and reinforce class work. Critical thinking, writing, measurement, identification and analysis skills are emphasized. The course meets requirements of science majors as well as pre-dental, pre-medical, pre-veterinary and pre-engineering majors.

**CHEM 241 Organic Chemistry I****3 Units (Lecture)****1 Unit (Laboratory)***Prerequisite: CHEM 151**Lecture: 48 hours per semester**Laboratory: 45 hours per semester*

Studies in bonding, structure determination, fundamentals of reactions and reaction mechanisms, nomenclature and nucleophilic addition reaction of organic molecules.

**CHEM 242 Organic Chemistry II****3 Units (Lecture)****1 Unit (Laboratory)***Prerequisite: CHEM 241**Lecture: 48 hours per semester**Laboratory: 45 hours per semester*

Studies in nucleophilic addition and substitution, elimination, electrophilic addition and substitution reactions with application to synthesis.

## COMPUTER INFORMATION SYSTEMS

### **CPTR 105 Introduction to Computers**

**3 Units**

*Prerequisites: None*

*Lecture: 48 hours per semester*

This covers a general history of computers and computing along with how various numerical languages (Binary, Decimal & Hexadecimals) actually are used in the operations of a computer. This course also covers general configuration and use of Windows XP along with a brief discussion of LINUX as an alternative operating system. It covers general terminology, basic networking, and provides hands-on activities to reinforce what is covered in theory. In addition the course covers an introduction to Microsoft Office Suite 2007.

## COMMUNICATIONS

### **COMM 105 Introduction to Oral**

**Communication**

**3 Units**

*Prerequisites: None*

*Lecture: 48 hours per semester*

COMM 105 is designed as an introduction to the study of the human oral communication process with an emphasis on effective public communication. It includes emphasis on interpersonal communication skills, presenting for an audience, preparation and delivery of speeches, and evaluation of speeches.

## DIGITAL ARTS

### **DGME 130 Introduction to Digital Media**

**3 Units**

*Prerequisites: None*

*Lecture: 48 hours per semester*

Fundamental concepts and procedures of photography and videography. Fundamental concepts and procedures for delivering media online, using Wordpress, FLICKR, and other online resources.

## BASIC ENGLISH

Basic English courses do not apply toward a degree. They are offered for students entering with low scores on the English reading and writing placement test and are designed to enable students to meet University-level expectation in reading and writing. Scores on the initial placement test administered before registration will determine which courses an entering student will be required to take (ENGL 001, ENGL 002 or ENGL 101).

## ENGLISH COMPOSITION

### **ENGL 101 Introduction to Composition I**

**3 Units**

*Prerequisite: English Placement Exam*

*Lecture/Class: 48 hours per semester*

Emphasizes development of critical thinking and fundamental writing structures. Students will learn the concept and practice of rhetoric and will be able to utilize and manipulate various rhetorical techniques to achieve college level communication.

### **ENGL 102 English Composition II**

**3 Units**

*Prerequisite: ENGL 101*

*Lecture/Class: 48 hours per semester*

Explores the formalized writing structure of argumentation and debate as well as research writing. The fundamentals of research and documentation of sources will be highlighted throughout while the purposes of research and rhetoric are demonstrated.

### **LIT 101 Survey of English Literature**

**3 Units**

*Prerequisite: ENGL 101 or by permission of instructor*

*Lecture/Class: 48 hours per semester*

Familiarizes students with a broad range of cultural and historical perspectives with a study in literature from around the world. Careful consideration will be given to analysis and response as well as functional understanding and application of this literature within a global perspective.

## ENGLISH AS A SECOND LANGUAGE

ESL The English as a Second Language () program is designed to prepare non-native speakers of English for academic work at the college/university level. The curriculum focuses on effective language acquisition and learning, facilitated by outings and activities in which learners experience a variety of cognitive challenges, including listening, speaking, reading and writing. Students are strongly encouraged and assisted in becoming independent learners and thinkers.

The ESL program is divided into three levels; beginning, intermediate and advanced.

### BEGINNING ESL PROGRAM

#### **ESL 061 Beginning Conversation & Recitation**

**3 Units**

*Prerequisite: Language Placement Test*

*Lecture: 45 hours per semester*

An introduction to English conversation through the use of simple dialogues and conversation on common everyday topics. Recitation is to assist in speech output and to inculcate basic sentence patterns subconsciously.

#### **ESL 064 Beginning Speaking & Listening**

**3 Units**

*Prerequisite: Language Placement Test*

*Lecture: 75 hours per semester*

An introduction to basic listening skills to enhance aural comprehension in context and to increase listening awareness. Develops fluency in conversation and accuracy in listening skills necessary for effective communication in academic and non-academic settings.

#### **ESL 066 Beginning Reading & Writing**

**5 Units**

*Prerequisite: Language Placement Test*

*Lecture: 45 hours per semester*

An introduction to reading through the use of children's classics and other easy reading materials on various topics dealing with American everyday life and ideas with emphasis on reading comprehension, vocabulary building and basic reading skills which include looking for the main idea, the topic sentence, supporting ideas, transitional phrases and conclusion.

**ESL 067 Beginning Writing  
3 Units**

*Prerequisites: English Placement Test  
Lecture: 45 hours per semester*

An introduction to basic free-writing, journaling, summary writing and paragraph writing on everyday topics of interest, some of which are first presented through reading or movies.

**ESL 069 Beginning Grammar and Writing  
4 Units**

*Prerequisite: Language Placement Test  
Lecture: 45 hours per semester*

An introduction to basic grammar emphasis on verb forms, subject-verb combinations and recognition of phrases as commonly occurring patterns.

INTERMEDIATE ESL PROGRAM

**ESL 071 Intermediate Conversation &  
Recitation  
3 Units**

*Prerequisite: Language Placement Test  
Lecture: 45 hours per semester*

A course designed to improve general and academic conversation skills using authentic situations, interviews, drama, debates, skits and simulations.

**ESL 074 Intermediate Speaking & Listening  
3 Units**

*Prerequisite: Language Placement Test  
Lecture: 75 hours per semester*

A course designed to facilitate listening skills and aural comprehension to grasp the overall message and supporting details, using authentic, recorded speech, books on CD's and songs with emphasis on differentiating sounds, articulation, diction, accent, word stress, sentence stress and voice undulation.

**ESL 076 Intermediate Reading & Writing  
5 Units**

*Prerequisite: Language Placement Test  
Lecture: 45 hours per semester*

Develops vocabulary, reading skills and strategies in critical thinking necessary for university course work.

**ESL 077 Intermediate Writing & Dictation  
5 Units**

*Prerequisites: English Placement Test  
Lecture: 75 hours per semester*

Develops writing strategies and skills necessary for well-developed, grammatical academic writing.

**ESL 079 Intermediate Grammar and Writing  
4 Units**

*Prerequisite: Language Placement Test  
Lecture: 45 hours per semester*

Develops the grammatical skills necessary for clear written and oral communication.

## ADVANCED ESL PROGRAM

### **ESL 081 Advanced Conversation**

**3 Units**

*Prerequisite: Language Placement Test*

*Lecture: 45 hours per semester*

A course designed to enhance students' self-confidence by creating a safe, affirming environment for students to express their opinions, debate issues, ask questions or raise a concern and make public presentations. It also focuses on developing clear, critical thinking analytical presentations of argument and precision of speech.

### **ESL 084 Advanced Speaking and Listening**

**3 Units**

*Prerequisite: Language Placement Test*

*Lecture: 75 hours per semester*

A course designed to improve general and academic listening comprehension skills using authentic audio and audio-visual materials.

### **ESL 086 Advanced Reading & Writing**

**5 Units**

*Prerequisite: Language Placement Test*

*Lecture: 45 hours per semester*

A course designed to foster development and application of reading skills, including interpretation, analysis, criticism and advocacy of ideas found in fiction and non-fiction texts as to result in a student's ability to think critically, solve-problems, analyze, evaluate and advocate ideas.

### **ESL 087 Advanced Writing**

**4 Units**

*Prerequisites: English Placement Test*

*Lecture: 60 hours per semester*

Develops research writing skills, with emphasis on summary, paraphrase, synthesis, organization and appropriate use of sources.

### **ESL 089 Advanced Grammar**

**3 Units**

*Prerequisite: Language Placement Test*

*Lecture: 45 hours per semester*

A rapid and intensive review of English grammar. Emphasis is on accurate grammar usage in a variety of communicative and academic contexts, both oral and written.

## HEALTH AND PHYSICAL EDUCATION

### **HLSC 110 Healthier Living**

**2 Units**

*Prerequisites: None*

*Lecture: 36 hours per semester*

This course will give the knowledge to develop healthy behaviors, prevent injury and illness, and achieve lifelong health and wellness. From personal relationship, eating habits, and recreational drug use, to same-sex marriage and understanding health risks.

### **PEAC 199 Physical Education Activity**

**0.5 Unit**

*Prerequisite: None*

*Lecture: None – Documented activity of not less than 25 hours required for credit –*

Motor skills and physiological development; adaptive programs as needed. Up to 2 courses applicable toward an Associate degree. The following are examples of potential activities that a student may choose to participate in:

Skiing	.5
Snow Boarding	.5
Individual Activity	.5 (ex. Jogging, walking, hiking, running, yoga, weights)

## HISTORY AND POLITICAL SCIENCES

### **HIST 275 United States History I: Founding to Construction**

**3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

Survey of American history from the pre-Columbian period to the end of the Civil War in 1865. Introduction to key issues and developments of the period as America shifts its economic, political, technological and cultural base from a predominantly dependent agrarian colonial society to an independent urban industrial nation. This course will place an emphasis on looking at the role of America within a global context.

### **HIST 276 United States History II: Gilded Age to Globalization**

**3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

Survey of American history 1865 to the present. Introduction to key social, political, economic and cultural issues and developments in America's emergence as an urban, industrial and technological, global-leading, consumer society.

### **PLST 250 American Government**

**3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

An introduction to the forms, functions and processes of the American local, state and national government. This course also explores the development of political ideologies and influence groups.

## MATHEMATICS

### **MATH 002 Pre - Algebra**

**3 Units**

*Prerequisites: Permission of Department, Math Placement Exam or MATH001*

*Lecture: 48 hours per semester*

*Institutional Credit Only (does not apply to any degree)*

This course will emphasize problem solving using algebra. Topics include; graphs and applications of elementary functions, including polynomial, rational, exponential and logarithmic functions and systems of equations. The course reviews high school algebra and covers the standard topics of high school algebra 2 (does not apply to any degree).

### **MATH 110 Probability and Statistics**

**3 Units**

*Prerequisites: College Algebra or Instructor's consent*

*Lecture: 48 hours per semester*

A study of basic descriptive and inferential statistics, including elementary probability and probability distributions, statistical inference involving binomial, normal and *t*-distributions and hypothesis testing.

### **MATH 165 College Algebra**

**3 Units**

*Prerequisites: Permission of Department, Math Placement Exam or MATH002*

*Lecture: 48 hours per semester*

This course builds on understanding of equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations and inequalities, matrices, determinants, and conic sections.

## MUSIC

### **MUCT 101 Introduction to Music Theory**

**3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

Covers the fundamentals of music theory from the most basic elements through triads, seventh chords, and elementary harmonic analysis. This class will give musicians the tools they need to read, write, and understand chord succession and four-part harmony.

### **MUHL 115 Introduction to Music**

**3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

An introduction to the study of music. Topics will include simple music theory and notation, survey of Western music history since 1000 AD, music in today's society, music of non-western culture and music in religious contexts. This course is designed to give any students the basic skills needed to better understand the music they know and lead to an understanding of musical styles they do not know.

### **MUPF 105 Music Lessons**

*Prerequisite: None (by permission of Academic Administration only)*

*Lecture: 15 weekly half-hour lessons*

*Additional Fee-\$300*

Individual instruction in voice, keyboard, stringed instruments, fretted instruments, percussion instruments and wind instruments.

## NATURAL SCIENCE

### **NSCI 100 Introduction to Natural Sciences**

**3 Units (Lecture)**

**1 Unit (Laboratory)**

*Prerequisite:*

*Lecture: 48 hours per semester*

*Laboratory: 45 hours per semester*

Course Description

## PHYSICS

### **PHYS 101 Introduction to Physics**

**3 Units (Lecture)**

**1 Unit (Laboratory)**

*Prerequisite: High School Physics or PHYS 095, Math Placement Exam or equivalent, high school algebra.*

*Lecture: 48 hours per semester*

*Laboratory: 45 hours per semester*

An elementary-level, problem-solving and laboratory approach to physics. Topics include mechanics, heat, fluids, waves sound and acoustics, electricity, magnetism and geometric optics. This is a non-major course designed for health professional and is not open for pre-medical, pre-dental or biology majors.

### **PHYS 111 General Physics I**

**3 Units (Lecture)**

**1 Unit (Laboratory)**

*Prerequisite: High School Physics or PHYS 095, Math Placement Exam or equivalent, high school algebra.*

*Lecture: 48 hours per semester*

*Laboratory: 45 hours per semester*

A non-calculus course in physics. Vectors, forces in equilibrium, translational and rotational kinematics and dynamics, mechanical properties of matter, gravitation, vibration and wave motion.

### **PHYS 112 General Physics II**

**3 Units (Lecture)**

**1 Unit (Laboratory)**

*Prerequisite: PHYS 111 or equivalent*

*Lecture: 48 hours per semester*

*Laboratory: 45 hours per semester*

Heat, electricity, magnetism, AC currents, electromagnetic waves, geometrical optics and atomic and nuclear structure.

## PHILOSOPHY

### **PHIL 299 Rhetoric, Logic, and Argument**

**3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

This course focuses on the foundations of rhetoric, logic, and argument to enable the student to become a more critical thinker.

## SOCIAL SCIENCES AND RELIGION

### **PSYC 105 Introduction to Psychology**

**3 Units**

*Prerequisites: None*

*Lecture: 48 hours per semester*

Survey of the nature and scope of psychology as a science including the principles of neurophysiology, sensation, perception, learning, altered states of consciousness, memory, cognition, intelligence, language, creativity, emotion, motivation, personality, psychopathology, testing, treatment, attitudes and human development.

### **PSYC 210 Developmental Psychology**

**3 Units**

*Prerequisites: None*

*Lecture: 48 hours per semester*

The purpose of this course is to present a comprehensive overview of contemporary developmental psychology. Developmental psychology involves the study of constancy and

change throughout the entire lifespan, from conception to death. This course will cover the relevant history, theories, research, and methods of developmental psychology as well as examine the areas of physical-motor, cognitive, social and personality development. We will also discuss the various themes relevant to developmental psychology, such as continuity vs. discontinuity of development, and the nature and nurture sources of development.

### **SOCI 105 General Sociology**

**3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

As an introduction to the discipline of sociology, this course aims to familiarize students with the basic concepts utilized in understanding society and the place that we, as individuals, fit in that society. The course also consists of the study of various aspects of life, including our behavior in large and small groups, the place of the individual in social-historical perspectives and the nature of socialization, deviance and the social-structural conditions of inequality as they are reflected in race, gender and class.

### **RELG 115 Adventism Today**

**3 Units**

*Prerequisites: None*

*Lecture: 48 hours per semester*

The biblical basis, formulation and implications of the theological conviction of Seventh-day Adventists with emphasis on those beliefs that distinguish Adventist from other Christians. The diversity of Adventist thought and diversity of theological emphasis throughout the history of Adventism. The primary focus will be on the Gospel of Grace in Adventism.

### **RELG 165 Survey of World Religions**

#### **3 Units**

*Prerequisites: None*

*Lecture: 48 hours per semester*

A study of religion in human experience. Topics include religion phenomena, the function of religion, religious institutions, interaction between religion and culture (music, the arts, etc.). The comparison of the foundational principles of the major religions of the world and their comparison to Christianity.

## MODERN LANGUAGES

### **SPAN 101 Spanish I**

#### **3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

This course is designed for students who have little or no knowledge of the Spanish language. The primary goal is to establish a basis for developing proficiency in the Spanish language. This will be accomplished using a variety of activities that help students learn and retain basic language skills, encouraging free and spontaneous interaction in Spanish. The secondary goal is to expose the students to the rich Hispanic culture through experiences inside and outside of class to help increase cultural awareness.

### **SPAN 102 Spanish II**

#### **3 Units**

*Prerequisites: SPAN 101*

*Lecture: 48 hours per semester*

This course is designed for students who have taken the Spanish 101 or have an intermediate level of Spanish language skills. A balanced approach will be used emphasizing the language skills of listening, reading, writing and speaking. The main goal is to continue developing oral proficiency in the Spanish language, advancing the student's knowledge and facilitating communication in the target

language. This will be accomplished by using a variety of meaningful activities related to students' everyday life, while encouraging free and spontaneous interaction in Spanish. The secondary goal is to expose students to the rich Hispanic culture through experiences inside and outside of class to help increase cultural awareness. They will be encouraged to assess some cultural issues, and to express their opinion.

### **FREN 101 French I**

#### **3 Units**

*Prerequisite: None*

*Lecture: 48 hours per semester*

A study of simple spoken and written French, with practice in writing and speaking. An exploration of French culture by reading a book of student's choice (in English).

### **FREN 102 French II**

#### **3 Units**

*Prerequisite: FREN 101*

*Lecture: 48 hours per semester*

The reading, grammar and composition needed for a better knowledge of the language. Continued practice with spoken and written French, including a level-appropriate story in French.



**PLEASE NOTE:**

*At the time of publication, this Catalog reflects the most accurate information available.*

*California Preparatory College reserves the right to modify, change, delete or add information necessary for the continued updating of all policies and procedures.*



# Student Services

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An active campus life outside the classroom is a core value at CPC. Campus-wide social activities, student clubs, spiritual life and off-campus functions all are part of the CPC experience. The student center is the hub of campus life for spiritual and social events. Students are encouraged to become involved in all campus activities including: beach vespers, praise bands, weeks of spiritual emphasis, movie nights, community outreach, toy drives, career center, cultural awareness, holiday celebrations and all campus social gatherings. The social/spiritual aspect of campus life brings students, staff and faculty together.

## SPIRITUAL LIFE

CPC has a variety of Christian ministries and services organized by the spiritual life department. These activities include feeding the homeless, collecting food and clothing for the needy, visiting the elderly and much more. There are community-service projects organized by local churches as well in which students can participate. Spiritual Life organizes Bible study groups that discuss student issues and current social issues within a biblical context. In addition, worship services are held on and off-campus for the student's spiritual growth. Local pastors are brought in to counsel students in their spiritual needs. Spiritual life's goal is to connect students with Christ through varying outreach programs and spiritual gatherings held on and off-campus.

## SOCIAL EVENTS AND ENTERTAINMENT

CPC and the student body association offer on and off-campus activities in which students can participate. There are discounted tickets sold to local theme parks, sports games, ski resorts, and other areas of student interest. Field trips are arranged to local museums, television tapings, and historical sites.

## RECREATION AND ATHLETICS

CPC does not have a varsity sports program; however, CPC does organize and participate in intramural sports in conjunction with a local Christian-fitness center. Students are encouraged to

participate in CPC's intramural sports. At CPC each student is required to enroll in PEAC 199 *Fitness for Life* class for two semesters. This course teaches students different safety procedures and basic fundamentals for participating in any physical activity. The coordinator for physical education will set up classes through local fitness and athletic facilities.

## STUDENT CLUBS AND ORGANIZATIONS

CPC students are encouraged to organize and join campus clubs and organizations. Please contact the office of Student Life for details.

## CAREER SERVICES

The career center offers information and resources necessary to set and achieve a student's career goals. The center has programs to measure a person's talents, and resources to help a student explore differing careers. The center has information on four-year universities and transfer requirements.

## FOOD SERVICES

While there is a student lounge and eating area CPC does not provide food for sale other than CPC is located near a number of restaurants and fast food facilities. Student are encouraged to bring their lunch and eat in the café located outside the student center.

## STUDY TOURS

CPC students can receive educational credit from approved study tours set up by CPC or other approved schools.

## CAMPUS HOUSING

CPC is a commuter campus that is surrounded by many safe local housing options. Since CPC is a commuter campus and does not have any housing facilities under its control, CPC does not provide students with housing assistance.

Housing options available within 1 mile of the campus include:

Nova Pointe Apartments	909-824-7660
Studio	
1 Bedroom	\$640 - \$1100
2 Bedroom	
Centrepointe Apartments	909-825-2883
Studio	\$850 - \$915
1 Bedroom	\$950 - 1,015
Cottonwood Ranch Apartments	909-825-9074
1 Bedroom -	starting at \$930
2 Bedrooms -	starting at \$1100
3 Bedrooms -	starting at \$1450

*Prices listed are current as of February 25, 2015. Other housing options range from \$650.00 for a studio to \$3,000.00 for a 5-bedroom house.*

## LIFE COUNSELORS

The role of a Life Counselor is to provide direction, guidance and the resources necessary to ensure each student's success. The Life Counselor acts as an advocate, guide, and mentor for each student. The following is a partial description of the Life Counselor's role at CPC:

- Academic counseling
- Assist in developing the student's initial Financial Plan
- Assist the students in procuring all CPC related paperwork

- Assist in directing students to employment and internship placement services
- Give spiritual and moral guidance
- Monitor student attendance at classes
- Provide references for mental and physical healthcare services
- Serve as advocate if the student is involved in social or academic discipline

## STUDENTS' RIGHTS AND RESPONSIBILITIES

- CPC students have the right to be in a safe environment that enhances their academic, spiritual and social development.
- CPC students have the right to seek spiritual nurture from faculty and staff.
- CPC students have the right to be free from physical violence from other CPC students.
- CPC students will respect and honor students from all religious backgrounds while attending classes or participating in activities sponsored by CPC
- CPC students are responsible for attending required classes even if a school event is being held at the same time on or off campus.
- CPC students are responsible for informing their professors when they miss class due to an illness or family emergency.
- CPC students will show respect toward faculty, staff and fellow students by using appropriate language. Students will avoid cursing or addressing one another in a derogatory or demeaning manner.
- CPC students are to respect all other students and faculty by not showing inappropriate displays of affection on campus.
- CPC students will respect campus property and the personal property of their fellow students.
- CPC is a drug free and alcohol free campus. Students will not use tobacco in any form, drink alcohol, misuse prescription drugs or use illegal drugs on school premises.

## **SECURITY**

CPC is located in a busy office and retail area. The building and parking lot is well lit at night. After regular business hours all doors are locked and entrance to the CPC campus is only through the front door which is monitored by the front desk staff. CPC has security staff that monitors the facility until the last class is let out.

## **HARASSMENT AND DISCRIMINATION**

CPC is committed to the of equal educational opportunity for all students. All forms of discrimination and harassment are contrary to basic standards of CPC conduct. Discrimination and harassment (including sexual harassment) are prohibited by state and federal law. Sexual harassment is defined as unwelcome conduct of a sexual nature or based on sex, sexual preference, gender, harassment based on pregnancy, childbirth or related medical conditions. At CPC students can feel free to report incidents of harassment without fear of retaliation or reprisal. Retaliation against any individual for filing a complaint or for participating in an investigation of harassment is strictly prohibited. All allegations of retaliation will be swiftly and thoroughly investigated and reported to the appropriate authorities.

## **DRESS CODE**

CPC students are required to wear clothing that is appropriate for an educational facility which supports Christian principles. The dress and grooming of CPC students should be neat and clean and have a tasteful appearance. Apparel that disrupts educational activities is not allowed at CPC and may result in disciplinary actions. Specific work areas or academic departments may have a more specific dress code that will need to be followed when in those areas.

## **HEALTH AND DIET**

CPC students are encouraged to make a healthy lifestyle a high priority of which exercise, healthy

diet, and overall balance between recreation and academics is achieved.

## **CAMPUS SALES**

The sale of products and services by students are allowed only if granted proper permission by a Student Life official. Student organizations are encouraged to sell items or hold fundraisers to support their needs, but proper permission must be received. See the Student Life Vice President for details.

## **COMPUTER USE POLICY**

Students are free to use the computers in the computer lab when the lab is open for use. Student use of other campus computers is prohibited, unless under the direct supervision of a CPC staff member. Students may not use campus computers for gaming, music sharing or any other activity deemed inappropriate by CPC staff.

## **DISCIPLINARY POLICY**

Students who violate local, state or national laws will be reported to the appropriate law enforcement agency and will be subject to campus disciplinary action. Students who violate school policies are also subject to disciplinary action. Additional information regarding the CPC disciplinary process, policy and appeal can be found in the Student Handbook in section 3.6. Please contact Student Life for the most current copy.

## **DISABILITY ACCOMODATIONS AND SERVICES**

The Americans with Disabilities Act (ADA) requires educational facilities to reasonably accommodate individuals with disabilities. CPC is committed to complying with the Americans with Disabilities Act. CPC has special parking spots, ramps and elevator for easy access to all areas of the building, including restrooms, labs, library and classrooms.



# Recruitment, Admissions and Registration

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## STEPS TO ADMISSIONS AT CPC

**STEP 1:** Contact any CPC personnel who will direct you to an Enrollment Counselor (CPC Recruiter) who will guide you through the application process. The Enrollment Counselor will direct you to your Life Counselor who will guide you through all the necessary processes to make your acceptance and registration as easy as possible.

**STEP 2:** During the process your Life Counselor will:

- a) Review your previous educational experience to ensure that CPC is right for you.
- b) Help in assessing your demonstrated skills in reading, English and math

**STEP 3:** Once you are accepted, your Life Counselor will:

- a) Assist you in developing your financial plan. Along with the office of Student Financial Services they will help you provide the necessary financial information, including assistance with documentation necessary for financial aid application.
- b) Review your previous educational experience and demonstrated competencies, then help guide you in course selection based on your educational and career goals.
- c) Provide information regarding housing and student employment when available.

## Ed. Code §94909(a)(8)(A), 5CCR §71770(b), and 5CCR §71770(b)(1) through (3)

If you are not accepted at CPC the Life Counselor will assist in providing information regarding other educational alternatives for you.

## ELIGIBILITY REQUIREMENTS

### ABILITY-TO-BENEFIT (ATB)

Students who have not received a high school diploma or GED may be eligible to enroll on the basis of passing a state approved ATB test. CPC uses the ACCUPLACER test and state mandated passing scores on this test in the areas of reading comprehension, sentence skills and arithmetic will qualify the student to be eligible for enrollment and may also qualify the student to receive federal funding while taking classes. Passing scores for this test are: Reading 55, Sentence Skills 60, and Arithmetic 34.

Students who are enrolled on the basis of ATB scores will meet with a life counselor regarding their grades and overall progress at least once per term until at least six college level credits have been earned (100 level and above).

Students enrolling based on an ATB test should be made aware of all the available learning and support resources by a life counselor before classes are attended. Students may schedule appointments for the ATB test with the testing center located on campus.

## FRESHMAN ENTRANCE REQUIREMENTS

*Applicants must have completed and be able to document at least one of the following requirements:*

- Have received a high school diploma from an accredited secondary school
- Have passed the California High School Proficiency Exam (CHSPE)
- Have passed the General Education Development exam (GED)
- Have completed high school at a documented home school or individual study program
- Is 18 and is able to complete or pass one of the previously listed requirements within the first semester of enrollment
- Have earned twelve or more transferable (non-remedial) units of college credit

## TRANSFER STUDENT ADMISSIONS REQUIREMENTS

Students who apply for admission based upon previous credit for courses taken at another college or university must submit an official transcript delivered by the US Postal Service from the records office at the school of origin in a sealed envelope, to the CPC Admissions Office.

Transcripts will be evaluated according to the academic standards policy of California Preparatory College.

## CONTINUOUS ENROLLMENT

Students who are accepted into a program of study at CPC maintain the right to complete their program under the bulletin in which they began their course of study if they are continuously enrolled. Students who break their enrollment, other than the summer break, must meet bulletin requirements for the year in which they are readmitted at CPC.

## PERMANENT RECORDS & FERPA

Student records are administered in accordance with the **Family Educational Rights and Privacy Act**. Federal and State law does not permit access to or release of any information contained in student educational records to any unauthorized

party or agency without proper permission or written consent of the student. California Preparatory College maintains a secure permanent student record on campus for each student admitted, containing information regarding the student's admission, transcripts of college work attempted, semester class enrollment data, placement test data and financial aid data (CCR 71810 (b)(15)). FERPA laws give parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. To view the entire FERPA text, please visit [www.ed.gov](http://www.ed.gov). Once accepted into California Preparatory College, all student records become the property of CPC. See addendum on page 86 for full policy. CPC does not maintain a public directory. A digital copy of all student records is maintained on secure servers. International student records are also administered in accordance with U.S. Department of Homeland Security standards.

## CAMPUS RESOURCES

Campus resources are available to all enrolled CPC students and include the Student Center, Computer Lab, Learning Hub, Science Lab, Study Rooms and Library.

### 5, CCR §71740 and §71810 (b)(10)

The CPC Library currently contains over 7,000 books, approximately 75 videos, numerous study carrel desks, magazines and the Wall Street Journal that are housed in an approximately 1,200 sq. ft. library which includes an office for the CPC librarian. Also included in the library are twelve computers which are located in a sectioned off 400 sq. ft. computer resource center for online searches. Plans include increasing the CPC in house library to in excess of 10,000 books and affiliate with nearby colleges for use of electronic databases. The Library is available for use during normal operating hours which are 8 a.m. to 9 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Friday. The librarian is available to assist students, faculty, and all members of the institution, locate information in various formats for their research. The librarian is available between 9 a.m. to 5 p.m. Monday, Tuesday and Thursdays, 11 a.m. to 7 p.m. Wednesday and 9 a.m. to 2 p.m. on Fridays and may be contacted at [library@calprepcollege.com](mailto:library@calprepcollege.com).

## LIBRARY PROCEDURES

1. Each student wishing to check out a book or periodical from the library must fill out a CPC Library Checkout Form, which will be kept on file at the library. First-time library users must verify their names, address, phone number, and email address with the librarian before checking out any materials. CPC identification cards must be presented each time a book or periodical is requested for check-out.
2. Books and periodicals are available for check-out for a period of 30 days at a time. If the student would like to keep the book checked-out for a longer period of time, the student must bring in the book or periodical on or before the 30 days and check out the book again for an extension of 30 additional days.
3. The date of checkout and the due date of each book or periodical, as well as the name and email of the person who checked out the book

will be entered into the library's online calendar, and reminders will be sent to the student's email address on the day the book is due.

4. Library fines will be charged for books returned late, according to the following fee schedule:  
Standard library holding: \$0.50 per day  
Materials on reserve: \$3.00 per day
5. If a book or periodical is not returned within two months of the due date, a new book or periodical will be purchased for the library, and the student will be charged the price of the new book plus a shipping and handling fee.

## ADMISSIONS STANDARDS AND TRANSFER CREDITS CCR § 71770

- (a) CPC has established specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. CPC does not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.
- (b) CPC has specified the maximum credit it will transfer from another institution for each educational program, and the basis upon which the transferred credit will be awarded. Except as limited by subdivision (c) of this section, a maximum of 75 percent of the units or credit that may be applied toward the award of a bachelor's degree may be derived from a combination of any or both of the following:
  - (1) Units earned at institutions approved by the Bureau, public or private institutions of higher learning accredited by an accrediting association recognized by the U. S. Department of Education, or any institution of higher learning, including foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs equivalent to degree programs approved by the Bureau or accredited by an accrediting association recognized by the U.S. Department of Education;

- (2) Challenge examinations and standardized tests such as the College Level Placement Tests (CLEP) for specific academic disciplines.
- (c) CPC does not offer credit for experiential learning.

- Copy of NCLEX Results

## **INTERNATIONAL STUDENTS**

International Students have an opportunity to study in the U.S. through our international English as a Second Language program as well as CPC's associate degree programs. CPC does not require TOEFL nor does not require Michigan Test Scores as we use our internal English Language Placement Test to assess the student's proficiency in the English language. We do however; welcome any test results to confirm our internal assessment of the student's English level. CPC has qualified administrators, counselors, a DSO and PDSO who provide accurate and experienced support for all standard international student immigration issues. This includes providing documentation to USCIS or SEVIS as requested. CPC maintains immigration files and regularly evaluates each for appropriate information that maybe normally requested from various government agencies. CPC does all of its immigration support work free of charge for its students or potential students. Students, however, must pay the government directly for any government fees. CPC does not provide any of its education in any language other than English. Non-English speakers are welcome to attend but must first obtain Proficiency in the English language before beginning enrollment in any courses other than English language training. California Preparatory College is authorized by Homeland Security and U.S. Immigration and Customs Enforcement to issue F-1 Student Visas to those who qualify. CPC's School Code is LOS214F01370000.

The basic requirements for acceptance of International Students are listed below in order to apply for an F-1 Student Visa.

- CPC Application
- Financial Guarantee Form and Official Supporting Documents
- Copy of Passport
- Official English Translated Transcripts
- Proof of International Student Medical Insurance



# Student Finances

## FINANCIAL ARRANGEMENTS

The office of Student Financial Services and your CPC Life Counselor will assist you in making financial arrangements necessary for attendance at CPC. Prior to attending classes a *Financial Plan* must be completed with the assistance of your Life Counselor. This should be done during the time of advising before classes begin. *Financial Clearance* is the official process by which a student's financial plan is approved by the Office of Student Financial Services.

Please contact your Life Counselor for information regarding your eligibility for this special arrangement.

The office of Student Financial Services is anxious to serve you and answer any questions you may have. You may contact the SFS office by calling for an appointment at the numbers listed below:

Student Financial Services  
Phone: (909) 370-4800  
E-mail:  
[studentfinancialservices@calprepcollege.com](mailto:studentfinancialservices@calprepcollege.com)

## ESTIMATED SCHEDULE OF TOTAL CHARGES FOR TOTAL EDUCATIONAL PROGRAM\*\*

CEC §94870 and §94909(a)(9)

Tuition charges for period of attendance for a standard program (regular student in an Associate Degree Program) of 4 semesters are as follows:

\$4,950 Tuition  
\$ 0 Non-Refundable California STRF Fee\*\*\*  
(Based on 0 cents per 1,000 of institutional charges (rounded to the nearest \$1,000), refundable) (\$0.0/\$1,000 tuition)

\$ 200 Books (Estimated)  
\$ 200 Fees\* (Estimated)

\$5,350.00 Total x 4 semesters = **\$ 21,400** entire program

*\*Additional fees may apply depending on courses taken, please see Special and Miscellaneous Charges and a description of various fees on next page.*

*\*\*For a sample 2-year, 9-month, and 12-month budget, please refer to Appendix A*

*\*\*\*See page 53 for STRF details*

**SCHEDULE OF FEES FOR 2017-2018**  
Ed. Code §94909(a)(9)

**FLAT-RATE CHARGE**

Students who enroll for 12-17 units will be charged a flat-rate fee during the fall and spring semesters as listed:

**CHARGES PER SEMESTER**

\$4,950 Flat-rate tuition 12-17 semester units  
 \$412.50 Per unit (most CPC classes are 3-4 semester unit classes)

**OTHER RATE INFORMATION**

\$4,950 English as a Second Language, 12-17 units  
 \$412.50 Per unit for English as a Second Language, 12-17 units  
 \$206.25 Per unit for audited courses  
 \$500 per class for high school program in English and Math we extend it to any subject includes science, labs etc.

**SPECIAL AND MISCELLANEOUS CHARGES**

Free First Transcript Request  
 \$4 Subsequent Transcript Requests  
 \$8 Rush Transcript Requests  
 \$20 Checks returned for insufficient funds  
 \$10 Replacement of Student ID cards

**FEES**

\$75 Lab Fee-per semester for students registered in lab sciences and art classes  
 Varies All international students at CPC are required to carry health insurance while on a valid I-20. Please see your Life Counselor or the office of Student Financial Services for further information.

\$0.00 California STRF Fee (Non-Refundable). This is only for students who are California residents, or are enrolled in a residency program, and prepay all or part of your tuition. This assessment is based on the amount of institutional charges charged to the student and is an estimate. The final amount will be based on the actual amount charged to the student. The amount of the STRF assessment is set by California regulation 5 CCR § 76120. STRF fees are nonrefundable.

*Cost Books and Supplies are the Student's Responsibility*

## STUDENT TUITION RECOVERY FUND (STRF)

Ed. Code §94909(a)(14), 5 CCR §76215(a), and 5 CCR §76215(b)

It is a state requirement that a student who pays his or her tuition to pay a state-imposed assessment for the Student Tuition Recovery Fund.

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

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational

program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

### **For further information, contact:**

*Office of Bureau for Private Postsecondary Education  
PO Box 980818 West Sacramento, CA 95798-0818  
Telephone (916) 574-7720  
Fax (916) 574-7796  
E-mail: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)*

## PAYMENT OPTIONS

CPC has three payment options that are available to meet the financial needs of students. Each student should consult with parents and Life Counselor to determine the best payment plan. The payment plans are:

**Year-in-advance (only for international students)** for the fall and spring semesters; A 9% discount is given in the form of a scholarship for full payment of all tuition and fees for fall and spring semesters, paid during fall registration.

**Semester-in-advance (only for international students)** for each single semester; A 4% discount is given in the form of a scholarship for payment of all semester fees paid during fall or spring registration.

**Monthly payment plan** calculated on a semester basis and coordinated through SFS, generally 5 equal monthly payments per semester.

## FINANCIAL AID

### GENERAL FINANCIAL AID ELIGIBILITY

CPC has not yet been approved by an accrediting association approved by the U.S. Department of Education, as such; federal and state financial aid is not available through CPC at this time Ed. Code §94909(a)(10). Upon approval by a Department of Education approved accrediting body, CPC will apply with the Department of Education and meet all requirements to offer financial aid to CPC students.

CPC gathers the information that is typically used by the federal government, but use it only to determine equivalency amounts of CPC funds, NOT to issue federal funds.

## FINANCIAL AID AVAILABLE AT CPC AS AN EQUIVALENT SCHOLARSHIP

The following types of financial aid are available at CPC:

- Federal Pell Grant Equivalent
- Institutional Scholarships
- No federal, state, or institutional loans are given

## HOW TO APPLY

The office of Student Financial Services, Enrollment Services and your Life Counselor all are there to assist you with the application and paperwork processing for your financial aid. The staff at CPC is committed to making the process as seamless as possible. It is best to work closely with the CPC staff to ensure that you receive all the financial aid for which you are eligible.

## FAFSA

**Currently, the FAFSA is only collected by CPC for dissemination of institutional grants and scholarships. No federal or state loans or grants are given. CPC provides no loans at all and does not process loans of any kind.** Financial aid is generally based on the student's financial need, as determined by the *Free Application for Federal Student Aid* or FAFSA. All students wishing to apply for financial aid must complete a FAFSA. The process is best completed on-line ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). To receive state aid it is best to file prior to March 1 of the year in which you plan to attend college. The results of the FAFSA are mailed back to the student at your address as listed on the FAFSA. This form is called the *Student Aid Report (SAR)* that contains specific federal aid award information. Bring this form to your Life Counselor who will process the information for you. CPC uses the information from the FAFSA form to determine financial need for all students, even though our students currently qualify for federal or state financial aid based on the Expected Family Contribution number in the SAR. CPC financial aid funds are credited to the student's account for each individual term in which the student is enrolled.

## PRELIMINARY FINANCIAL AID ESTIMATE

Prior to completion of the student's official *Financial Plan* a *Financial Aid Estimate* will be provided by your Life Counselor or Enrollment Counselor as a preliminary (unofficial) estimate of your costs and the financial aid you may receive. THIS IS ONLY AN ESTIMATE and does not represent a commitment by CPC. A full commitment in the form of an *Award Letter* can only be given once all required information and documentation is verified by the office of SFS. An official *Award Letter* will be sent to you once all information is verified.

## DOCUMENT REQUEST

The receipt of financial aid requires students and/or parents to provide federally and institutionally required information in order to verify aid eligibility. Life Counselors will inform the student of all documentation that is required. It is common for additional documentation to be required after the receipt of initial documentation. All documentation must be submitted before aid can be credited to a student's account.

## ADDITIONAL FINANCIAL AID POLICIES

### STUDENT STATEMENTS

Each student will have a financial statement which is mailed once each month to the mailing address provided by the student. The amount due, as indicated on the statement, is payable upon receipt, except for students officially enrolled in a monthly payment plan. Monthly reminders are sent to students who are enrolled in a monthly payment plan. Financial statements may be sent to persons other than the students (parent/sponsors), but only if the student fills out the proper written permission. Forms are available in the office of Student Financial Services.

## STUDENT ACCOUNT CORRESPONDENCE

Financial information from CPC is mailed to a student's mailing address. Students are responsible for updating their address and telephone information. Any address or phone number changes should be directed to the office of the Registrar.

## PAST DUE ACCOUNTS

Failure to pay scheduled charges will cause the account to be considered past due. Past due accounts are subject to late fees and debt collection processes. Students with past due accounts may not be allowed to register for future terms.

## FINANCE CHARGES

An annual finance charge of 12 percent, compounded monthly on the unpaid balance is applied at the end of each month.

## CHECKS

Checks should be made payable to California Preparatory College. All checks should clearly indicate the student's name and ID number to ensure that the funds are credited to the correct account.

## INSUFFICIENT FUNDS CHECKS

If a check written to CPC is returned to CPC due to insufficient funds a service fee of \$20 will be posted to the student's account. Students must make appropriate arrangements for repayment of the check within 5 business days or the student is subject to withdrawal from classes. Repeated NSF checks will result in all future payments being made in the form of a money order, cashier's check, credit card or cash.

## DEBT COLLECTION

Past due accounts may be assigned to a collection agency or attorney and may be reported to commercial credit agencies. Appropriate charges for these services, including court costs, if incurred, will be added to the account balance.

## TRANSCRIPTS AND DIPLOMA

The first standard transcript request will be provided free of charge. There is a fee of \$4 for each additional transcript requested. Rush transcripts are \$8 regardless of whether or not it is the first transcript requested. Transcripts include only coursework completed at CPC.

CPC will not release an official transcript or diploma for a student who has an unpaid balance on their account. A student who wishes immediate release of a transcript must clear outstanding financial obligations by cash, money order, credit card, or cashier's check before the transcript will be issued. If a personal check is written it must clear the bank before a transcript or diploma will be released.

## REFUNDS

Ed. Code §94909(a)(8)(B)  
Students may request a refund of their credit balance by submitting a signed Refund Request Form to the office of Student Accounts. Refund checks will be mailed to the current address on file, within 45 days of receiving the approved Refund Request Form.

## TOTAL WITHDRAWAL AND FINANCIAL IMPLICATIONS

Ed. Code §94909(a)(8)(B)  
Please contact your life counselor if you choose to fully withdraw from CPC. The Life counselors will guide you through the process including the submission of a completed *Total Withdrawal Form*, available at the office of the Registrar. The date on the *Total Withdrawal Form* is used to

determine the percentage of financial aid earned and the amount (if any) of funds to be refunded by CPC. If the student leaves, stops attending class or otherwise ceases educational activity without notifying CPC, then the last recorded date of educational activity by the student, as documented by the institution, will be used to determine the date of withdrawal. All calculations will be made using this withdrawal date.

## STUDY LOAD CHANGE

A full-time student who adds a course during the first two weeks of instruction will not be charged an additional tuition fee unless it creates a unit overload in excess of 17 units. No financial adjustments will be made for the student who adds and drops the same number of units on or before the last day to add. Financial aid may be modified when a student changes study loads by adding or dropping classes. No refund of charges will be calculated until the student has been officially withdrawn by the Registrar's office.

## SATISFACTORY ACADEMIC PROGRESS

**The next section in this catalog under Satisfactory Academic Progress for both Pages 54 and 55 are included for two purposes but not do in any way indicate that CPC qualifies students to receive grants, loans, or scholarships from the federal or state governments. Until CPC receives its regional accreditation, any scholarships and grants that are given are 100% funded by CPC and not any government agency. CPC gives no institutional or government loans of any kind. This section of the catalog is included only to show the standard use for reviewing satisfactory academic progress at our institution. It is also included to meet requirements, as CPC goes through its approval process. They are not here to indicate any government funding of any kind.**

The United States Department of Education requires students to progress through their academic program in a timely manner in order to maintain eligibility for Title IV aid. Students receiving CPC financial aid must also meet the

same Satisfactory Academic Progress (SAP) requirements. SAP is defined by two standards, the qualitative or cumulative GPA, and the quantitative, or the percentage of units satisfactorily completed. CPC's Satisfactory Academic Progress policy for receiving Title IV and CPC financial aid is as follows:

### Qualitative

- All students will be reviewed at the end of each semester of attendance at CPC.
- If a student's cumulative GPA is between 1.5 and 1.99 the student will be placed on SAP probation and notified that their financial aid may be in jeopardy.
- If a student's cumulative GPA for two consecutive semesters is between 1.5 and 1.99 the student will be placed on *Academic Restriction*. *Academic Restriction* is defined as a reduced academic workload as determined by the student's Life Counselor. At the discretion of the student's Life Counselor the student may be removed from Academic Restriction when their cumulative GPA reaches 2.0.
- If a student's cumulative GPA falls below 1.5 the student will be placed on SAP probation and Academic Restriction.
- If a student's cumulative GPA for two consecutive semesters is below 1.5 they will be ineligible for future financial aid until their cumulative GPA is 1.5 or higher. The student may be required to remain on Academic Restriction until their cumulative GPA reaches 2.0.
- Students may appeal their probation, Academic Restriction or other committee action (see below).

### Quantitative

- All student grades will be reviewed at the end of the spring term.
- Students who fail to complete at least 67% of units attempted for the year will be sent a letter, notifying them that they are at risk regarding fulfillment of the quantitative component of SAP.

- Units satisfactorily completed are units whose grade is sufficiently high as to be counted toward a student's degree.
- Acceptable grades are defined in the CPC Bulletin.
- Units attempted will be calculated for all grades including the number of corresponding units for grades of W, I, F, S and U, including remedial classes. Grades recorded as IP will be counted as units satisfactorily completed. IPW units will be counted as units not completed. Classes that are taken to replace grades will be counted in the total number of units attempted.
- Any freshmen student who fails to satisfactorily complete more than 50% of their units attempted over a two semester period may be deemed incapable of completing their academic program and can, at the discretion of the Director of Student Financial Services, have all their financial aid cancelled for subsequent terms. Federal grant aid for terms in which a student is disqualified may not be recovered. Loans, however, may be awarded retroactively for aid year if a previously disqualified student's financial aid is reinstated.
- Under Title IV and CPC regulations students may receive financial aid up to 150% of the units necessary to complete their program (92 units attempted at for an associate's degree). If a student changes their major they may be eligible for additional enrollment periods during which they can receive Title IV and CPC financial aid. When a student changes their major the units from their previous program that qualify for their new program will be calculated in the total. CPC allows one change of major when calculating the 150%. Units from the previous degree which count toward the subsequent degree will be added to the total when calculating the 150%. When transferring to CPC attempted units from all other institutions where the student attended will be included when determining the total units attempted.

## **PROBATION, DISMISSAL AND APPEAL**

A student who fails to meet the satisfactory academic progress standards as outlined in CPC's Satisfactory Academic Progress section of this catalog at any evaluation period will be placed on academic and/or attendance probation. During the probation period, CPC will assist student to improve academic or attendance performance and to achieve a practical return to satisfactory standards. Student will be removed from probation if he or she meets the satisfactory academic and/or attendance progress standards at the end of their probation period. If at the end of the probation period student still fails to meet satisfactory academic or attendance progress standards, student will be dismissed from CPC and the student's record will become inactive and a notation of "Academic Dismissal" will be noted on the transcript.

Students who wish to contest or appeal an academic and/or attendance probation, suspension, or dismissal decision and/or have experienced extenuating circumstances, including any of the following: (A) serious illness of the student or their dependent; serious injury of the student or their dependent, (B) death of an immediate family member, or, (C) other extenuating circumstances beyond the control of the student, may submit an appeal letter to CPC's Academic Dean and to the Student Financial Services Director. The letter should be received within 5 days of the adverse decision or action and must describe any circumstances related to the student's academic standing which the student believes deserves special consideration. The Academic Dean and the SFS Director will evaluate the appeal within a reasonable time period not to exceed 10 days and notify the student in writing of CPC's decision. A student whose appeal is approved will have the restriction removed for the semester in which they are appealing. Should the student's appeal be denied, he or she may appear before a school appeals

committee to present his or her case. The committee will provide written notice to the student of its decision within a reasonable time period but not to exceed 10 days. The committee's decision is final.

## **FINANCIAL AID FOR REMEDIAL UNITS**

Students are allowed to receive financial aid for remedial units, if the remedial courses are prerequisites for a course that is applicable toward their degree or certificate. The maximum number of attempted remedial units is 20.

## **FINANCIAL AID FOR ENGLISH AS A SECOND LANGUAGE (ESL) UNIT**

For students accepted into an associate degree program financial aid can be received for ESL coursework. All ESL units will count towards the maximum unit limitation of 20 units, and will be included in the quantitative and qualitative components of SAP.

## **LOANS**

CEC § 94909 (a)(11)

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## Refund Schedules 2017-2018

Fall Schedule of Refunds	
Hours of instruction	Refund Percentage
Prior to first day of Instruction	100
First Day of Instruction	100
2-6 hours	100
7-9 hours	90
10-14 hours	80
15-18 hours	70
19-22 hours	55
23-26 hours	40
27-30 hours	25
30 or more	0
Last Day to Withdrawal with a "W" October 25	

Summer Refund Schedule	
Hours of instruction	Refund Percentage
Prior to first day of Instruction	100
First Day of Instruction	100
4-6 hours	100
7-9 hours	80
10-12 hours	60
13-15 hours	40
16-18 hours	20
18 or more hours	0
Summer Session 1	
Last Day to Withdrawal with a "W" June 21	
Summer Session 2	
Last Day to Withdrawal with a "W" July 19	

Spring Schedule of Refunds	
Hours of instruction	Refund Percentage
Prior to first day of Instruction	100
First Day of Instruction	100
2-6 hours	100
7-9 hours	90
10-14 hours	80
15-18 hours	70
19-22 hours	55
23-26 hours	40
27-30 hours	25
30 or more hours	0
Last Day to Withdrawal with a "W" March 21	

ESL Summer Refund Schedule	
Hours of instruction	Refund Percentage
Prior to first day of Instruction	100
First Day of Instruction	100
3-12 hours	100
13-15 hours	85
16-18 hours	65
19-21 hours	45
22-24 hours	25
24 or more hours	0
Last Day to Withdrawal with a "W" June 21	

## **CANCELLATION OF ENROLLMENT AGREEMENT DUE TO CANCELLATION AND/OR WITHDRAWAL**

Ed. Code § 94909(a)(8)(B)

According to the Bureau for Private Postsecondary Education, a student has the right to cancel enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

## **WITHDRAWALS AND REFUNDS**

California Preparatory College (CPC) extends this right to cover a full refund of all tuition and fees, upon receipt of the Total Withdrawal form by the registrar or the Refund Request Form to Student Accounts, if a student drops by the end of the add/drop week, or before completion of 6 hours of instruction. Students who withdraw from CPC at any time after the add/drop week of the semester will receive refunds, if any, in accordance with the Refund Schedule (located in the CPC Catalog) calculated as of the official date she/he ceased attendance or submitted add/drop form. The amount of tuition, discounts, aid is based on the amount of hours the student spent in academic attendance; it has no relationship to the students' incurred charges.

Students who withdraw from any course, when the course is less than 60% completed will receive a refund in accordance with the Refund Schedule based on the date on the Total Withdrawal form. The student's date of withdrawal is the date that the student officially informs the Registrar's Office of his/her intent to withdraw, on the official withdrawal form (located in the Office of the Registrar). This is the date used in determining the number of hours used to calculate the

amount of tuition, discounts, institutional loans, aid that the student received or owes.

Withdrawals may be up to the end of the withdrawal week, the ninth week of instruction.

## ***International Students***

I-20 processing and SEVIS receipt fees are not eligible for refunds.

## **REFUNDS**

Ed. Code § 94909(a)(8)(B)

Students may request a refund of their credit balance by submitting a signed Refund Request Form to the office of Student Accounts. Refund checks will be mailed to the current address on file, within 45 days of receiving the approved Refund Request Form.

## **HYPOTHETICAL REFUND**

For example, if a student taking 12 units withdraws from CPC on the 25<sup>th</sup> day of the Spring Term having completed 15 hours of instruction, due to the course being less than 60% complete, 70% of the \$4,950.00 total tuition will be pro-rated from the tuition. The student would be responsible for 30% or \$1,485.00 tuition. If the student withdrawal is after 60% or more of the course has been completed then the student is responsible for 100% of the tuition.



# Emergency &

# Crisis Management Plan

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## PREFACE

This Emergency and Crisis Management Plan has been designed to provide a guide for the California Preparatory College community to plan for campus emergencies. While the manual does not cover every conceivable situation, it does offer the basic administrative guidelines necessary to deal with most major campus emergencies.

These policies and procedures are intended to be used primarily for preparedness training. While it is not practical to suggest that these procedures will be followed verbatim during an actual emergency situation, they will provide information needed to prepare for an emergency. The Campus Safety Officer and other college Administrators may use other procedures not listed in this manual to respond to on campus emergencies. All requests for procedural changes, suggestions, or recommendations should be submitted in writing to the Campus Safety Officer review.

## I. INTRODUCTION

### A. PURPOSE

This Emergency Operations Plan addresses many on campus emergencies. Not all incidents may be addressed in this document. The President or his designee may utilize this document for operational protocols whenever an extraordinary emergency affecting the campus is anticipated.

Preservation of life, the protection of property, and the continuity of campus operations are the primary goals of this plan. Secondary objectives include but are not limited to:

- Delegation of campus authority, operations of the campus Emergency

Operations Plan, and the management of other critical resources.

- Coordinating emergency operations with other agencies (San Bernardino Sheriff's Department, San Bernardino Fire Department, City of Colton, etc).

### B. SCOPE

These procedures apply to all members of the college community including physical structures, buildings and grounds, owned or operated by California Preparatory College.

## II. EMERGENCIES

### A. DEFINITIONS OF AN EMERGENCY

The college President or his/her designee shall declare a "state of emergency" when he/she deems it necessary. The following definitions are guidelines to assist building and area coordinators in determining the appropriate response.

**Minor Emergency:** Any incident, potential or actual, which will not seriously affect the overall functional capacity of the college. Report an emergency immediately to the Campus Safety Office by calling 909. 370.4800.

**Major Emergency:** Any incident, potential or actual, which affects an entire building or area, and which will affect the overall functioning of the college. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the college administration during times of major emergencies.

**Disaster:** Any event or emergency that interrupts or halts the operations of the college. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of

all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential, but possibly not available.

**B. ASSUMPTIONS**

The Emergency Operational Plan is established to respond to emergency situations likely to be encountered on the campus. The following assumptions may exist regarding the Emergency Operational plan:

- An emergency or disaster may occur at any time of the day or night, weekend or holiday, with or no warning
- The fallout of events in an emergency is unpredictable. Therefore, the Emergency Operational Plan will serve only as a guide. Course of action as prescribed in this guide may need to be altered to meet the needs or respond to a specific emergency.
- A Disaster may affect residents in the surrounding geographical location of the college and city, county and federal emergency services may not be immediately available. In such situations, extended delay in off-campus emergency services may be expected (from 48 to 72 hours)
- A major emergency may be declared if information indicates that such a condition is developing or is probable.

**C. DECLARATION OF CAMPUS STATE OF EMERGENCY**

The college President acts as the highest authority during an emergency. The college President or his/her designee is responsible for the initial declaration as well as the end of the state of emergency when appropriate.

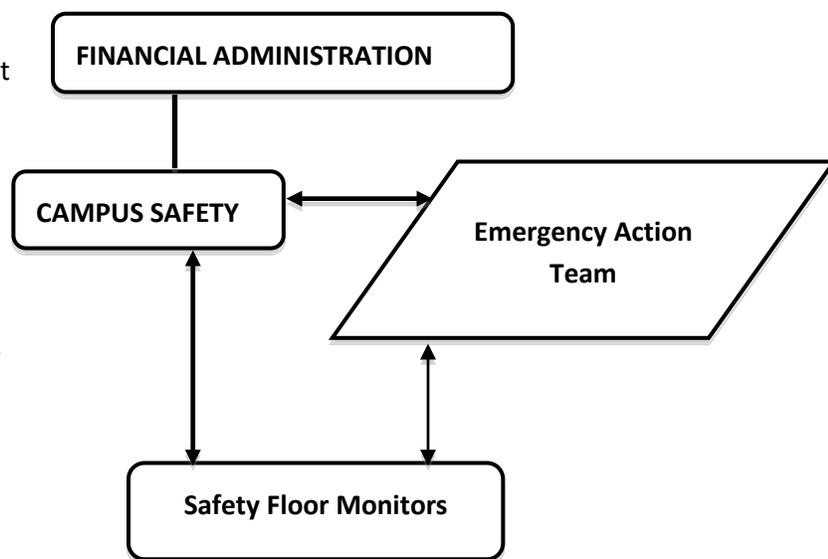
In the event that the President is not available, his/her designee shall be one of the following individuals (Administrational chain of command):

- Academic Vice President
- Associate V.P. Finance
- Associate V.P. Student Life

**D. DIRECTION AND COORDINATION**

The Campus Safety Officer, under the direction of the Associate Vice President of Finance, shall direct and coordinate all emergency operations including but not limited to:

- Coordinating the Emergency Action Team (including Floor Coordinators & Classroom Coordinators)
- Coordinating all on-campus emergency functions



**E. RESPONSIBILITES**

1. **Emergency Action Team:** Comprised of all Vice Presidents, Associate Vice Presidents, and the President/CEO, coordinated by the Safety Officer. The Emergency Action Team is responsible for the following:

- Emergency Preparedness / Procedure: In collaboration with the Campus Safety Officer, determine adequate evacuation

assembly area(s). Where required, assist Safety Floor Monitors with directing traffic toward the designated assembly area and conduct a head count at the point of assembly or per the situation (when evacuation is not required) assist in keeping the situation calm until help arrives.

2. **Safety Floor Monitors:** Safety Floor Monitors make up the functional core of the Emergency Response are assigned to each floor of the building. They closely coordinate their activity with the Campus Safety Officer and are

- Aircraft crash on campus
- Armed suspects/Active Shooter
- Bomb threats
- Earthquake
- Explosion
- Fire

### III. TYPES OF EMERGENCIES & RESPONSES

This section contains recommended procedures for specific types of emergencies. These procedures should always be followed in sequence, unless conditions dictate otherwise

#### A. AIRCRAFT CRASH ON CAMPUS

In the event of an aircraft mishap, such as an explosion or crash on campus, take the following action:

- Immediately take cover under tables, desks and other objects that will give protection against falling glass or debris
- After the effects of the explosion and/or fire have subsided notify the Campus Safety Department (extension 440) or laws enforcement. Give your name and describe the location and nature of the emergency
- In necessary or when directed to do so, activate the building's alarm.

responsible to initiate appropriate action. Floor Coordinators are responsible for the following:

- **Emergency Preparedness:** In conjunction with the Campus Safety Officer, determine the magnitude or type of emergency and accordingly initiate appropriate action. Appropriate action could be but not limited to evacuation of the building or ensuring that the occupants stay in place till help arrives.

The following emergencies are discussed in this manual:

- Flood
- Hazardous material leak or spill
- Hostage situation
- Sexual Assault
- Suicide
- Suspicious Death
- When the building evacuation alarm is sounded or when told to leave by college officials, walk quickly to the nearest marked exit and as others to do the same. If no buildings are endangered, instruct individuals to stay inside.
- Once outside move to a clear area that away from the affected building. Keep streets and walkways clear for emergency vehicles and crews. **Know your assembly area(s)**
- If requested, assist emergency crews as necessary.
- Do not return to an evacuated building unless instructed to do so by Emergency Response Team member(s) or safety personnel
- **IMPORTANT:** After an evacuation, report to your designated assembly area. Stay there until an accurate head count is taken. A member of the Emergency Action Team will take attendance and assist in the accounting for all building occupants

#### B. ARMED SUSPECTS/ACTIVE SHOOTER

If you suspect an individual of carrying a weapon on campus, immediately call 911.

Once authorities have been notified:

- Do not attempt to make contact with or restrain the suspect. Do not try to retrieve the weapon. Wait for law enforcement.
- Allow law enforcement personnel to handle the situation. They will generally try to isolate the suspect from other and apprehend him /her.
- Be prepared to implement lockdown procedures (details are work in process-will update)

**Note:** Lockdown procedures include but are not limited to remaining in an office, or classroom and securing doors and windows to prevent an armed individual from gaining access.

*After the first indications of shooting, sound of gunfire, loud cracking, popping, banging noises, windows shattering, glass exploding in classrooms, or bullet ricocheting, immediately take shelter, contact law enforcement (911) and remain alert for further instruction.*

**If a shooting occurs:**

- Instruct others to drop to the ground immediately, face down as flat as possible. If you are within safe position, duck and run.
- Move or crawl away from the gunfire, trying to utilize any obstructions between you and the gunfire.  
**Remember that obstructions may visually conceal you from gunfire, but may not be bulletproof and may not protect you from gunfire.**
- Try to get behind or inside a building and stay down.
- When you reach a place of relative safety, stay down and do not move. Do

not peek or raise your head in an effort to see what may be happening.

- Anticipate that law enforcement will set up a command post on campus.
- Law enforcement will take full control of the general facility.
- Expect that witnesses will be gathered in one room/ areas for police questioning. To protect the police investigation, do not allow witnesses to talk about the incident.

**If the suspect is outside your classroom:**

- Duck and cover. Keep students inside the classroom and down on the floor. Move behind available cover inside the classroom.
- Close and lock the outside door to the classroom if possible. Close the blinds, turn off lights and stay on the floor. Do no peek out the door or windows to see what may be happening.
- Report the location of the assailant.

### **C. BOMB THREAT**

Bomb threats pose a hazard for all campus personnel. Threats shall be handled by the Department of Campus Safety (working closely with Emergency Response Team) in collaboration with local law enforcement. The decision to evacuate an on campus facility will be made at the time of the incident based upon the operational considerations contained in this manual.

#### **Telephone Procedures**

If an individual receives a bomb threat, they should immediately record the time and date received. The person receiving the telephone call should attempt to obtain as much information as possible.

- When is the bomb going to explode?
- Where is the bomb right now?

- What type of bomb is it?
- What does it look like?
- Why did you place the bomb?
- Where are you calling from?
- What is your name/what do you want to be called?

It is also important to record the length of the call and when it is terminated

**Alert a supervisor immediately of the call and report all recorded information.** The supervisor will immediately call Campus Safety and give the following information:

- Identify the location and department the threat was received at
- Identify the person calling by name
- Explanation of the bomb threatening call
- If possible, give the telephone number the incoming call is on

**Campus Safety Response (in coordination with the Emergency Response Team): Will most likely order a complete evacuation and contact emergency services**

**If a suspicious package or bomb is found or located on campus, Campus Safety will request local authorities for a Bomb Disposal Team.**

#### **D. EARTHQUAKE**

**Earthquake Response:**

- Stay calm and reassure other. Do not rush outside. Many earthquake injuries occur due to falling debris just outside doorways or near outside walls.
- During seismic movement, duck, cover and hold. If indoors, get under a desk or a table and hold on. Stay away from windows, tall objects and overhead lights. If no cover is available, duck, and hold near an interior wall or an interior

doorway. Shield your head and face from falling debris. Do not go outside!

- If outside, stay away from buildings, trees, power lines, poles and all overhead obstructions. Do not attempt to go indoors.
- In a vehicle, pull over to the side of the road and stop in a safe place in an open areas. Avoid overpasses and power lines.

**Post-Earthquake Response:**

- Be prepared for aftershocks. Move cautiously and wear enclosed sturdy shoes to avoid injury from broken glass or other debris.
- Check for injuries. Administer first aid if necessary. Do not move seriously injured individuals unless absolutely necessary.
- Check for fires and if safe to do so, extinguish small fires. Do not turn on light switches or appliances and do not light a match. If you smell gas, report it to members of the emergency action team or Safety Floor Monitors.
- Check for facility damage around your immediate location, if you observe something that appears to be serious report your observations to members of the emergency action team or to the Safety Floor Monitors.
- Telephones must be restricted to emergency use only, provided they are working at all. Do not use the telephone except for a lifesaving emergency.
- Evacuate the building if it is badly damaged, if there are gas leaks or fire, or if directed to do so. During evacuation, close all doors and turn off all electrical equipment. Bring your personal emergency kit with you and use the stairway. Do not use the elevator! Assist all individuals with disabilities.

- Move away from the building to your pre-determined evacuation assembly areas or to an open area free from overhead hazards. Do not return to the building until it has been determined to be safe by someone in authority. Keep streets and hallways clear for emergency equipment and personnel.
- Make note of individuals who are missing. Provide all requested information to members of the emergency action team, Safety Floor Monitors and other emergency personnel.
- Use extreme caution in rescue attempts if others are trapped. If possible, wait for personnel to guide rescue efforts.

#### **GENERAL INFORMATION:**

##### Principle of Psychological First Aid:

- Following an earthquake, there may be persons who are overwhelmed by the event and have difficulty coping with the situation and their emotions. You may be able to help those persons to make it through the first few difficult hours.
- Attempt to calm those persons to make it through the first few difficult hours.
- Attempt to calm the victim or relieve the anxiety and stress
- Communicate confidence in yourself as well as concern for the victim. Show you care by your attitude.
- Accept a person's limitations as real.
- Encourage the person to speak freely about whatever is on their mind. Be very patient.
- When the person begins talking, interrupt as little as possible.
- Do not argue with the person if he/she disagrees with and do not impose your ideas on him/her. His/her own solution will be the most successful for him/her.

- Accept your own limitations in a relief role. Do not attempt to be all things to all people. Do what you can and obtain additional help from a qualified counselor.

##### Emotional and Psychological Considerations in a Disaster:

Disaster is a crisis in itself. However, disaster increases the crisis situation when it is accompanied by job and/or financial difficulties, illness, loss of personal belongings, death, injury or family problems.

Factors in dealing with crisis of your own or that of your family members include:

- Being able to talk about the experience and express the feelings accompanying the experience
- Being fully aware of the reality of what has happened, and being assured that you are with caring people
- Resuming concrete activity and being able to reconstruct the pre-disaster life routine as soon as possible

#### **EARTHQUAKE PROCEDURES FOR LABORATORIES**

##### *Before Earthquake:*

- Examine your lab area to determine how you can mitigate potential earthquake hazards.
- Chemicals stored on open shelves may fall and intermingle during a quake. Acids, bases, and solvents should be stored separately and all chemicals should be anchored with seismic restraints.
- Be sure that all cabinets equipped with hinged doors have positive latching devices. Sliding doors should be kept closed with not in use. Install refrigerator clasp locks.

- Secure all expensive analytical instrumentation and equipment, including gas chromatographs, microscopes, lasers, etc, with clamps, stands or Quake Grip Velcro. Water stills should be secured firmly with straps and blocked to resist movement.
- Gas cylinders must be secured individually to lab bench or wall with welded link chains. Gas cylinders may not be secured to mobile furniture such as carts or tables.
- Never store hazardous material, chemical and/or radioactive, on wheeled carts.
- Glass aquariums can fall and break open during a quake. They must be firmly mounted and glass should be replaced with plastic if possible.
- Be sure that tall bookcases are not freestanding in the middle of rooms, and are not used as partitions. All furniture over 72" tall just be fastened to the walls.
- There should be no overhead storage of large container, boxes or glassware.
- Examine your lab area. Contact the Emergency Action Team or Safety Officer to determine how to carry out the evacuation procedures. Also, examine the hallway outside your lab to ensure clear and unobstructed access to emergency exits.

#### ***During the Earthquake:***

NOTE: In classrooms and other non-laboratory space, we instruct students, faculty, and staff to take cover where they are during a quake (e.g., under a desk or table). The instructions in a laboratory are different. If you work with

hazardous materials, read the recommendations listed below very carefully.

- Announce that the lab being evacuated, turn off the gas burner if possible and **leave the room**. Close the door but do not lock it.
- Sit down in the hall to take cover from the earthquake motion.

#### ***After the Earthquake:***

- Cooperate with the Emergency Action Team and Safety Officer, stay calm and try to maintain calm among co-workers
- Do not enter the lab until it has been deemed safe
- Follow the instruction of emergency personnel

#### **E. Flood**

A **flood watch** means that conditions are favorable for flooding. Staff members need to be aware but no action will be taken.

A **flood warning** means that rising water threatens to close roads, wash out bridges and inundate property. Action should be taken to move to higher ground.

#### ***Before the Flood:***

- Store sandbags, plywood, plastic sheeting, and lumber to protect windows and make repairs
- Always keep emergency supplies available.
- Anticipate 2 or 3 alternative evacuation routes or pick-up locations
- Learn your building's flood evacuation route and the location of high ground. It is also important to know different routes into the school and which ones may flood.

#### ***During the Flood:***

- If possible, listen to television or radio for weather information and instruction
- Turn off utilities. Disconnect electrical appliances, being careful not to touch any electrical equipment if the floor is wet or underwater.
- Report broken utility lines and/or other facility damage to the proper authorities.
- A qualified professional should check all water-damaged equipment prior to usage
- Flooded areas should be gradually pumped out to minimize structural damage.

## F. FIRE

### If you discover smoke or fire, **R. A. C. E.** to safety:

**RESCUE** - Get out of the room where the fire is located as quickly as possible and make sure others are out. Do not use elevators!

**ALERT** - Pull the nearest fire alarm to alert occupants, or use the nearest phone and dial 440 (Campus Safety Line).

**CONFINE** – Close the door to the room where fire is located. Do not attempt to retrieve valuables

**EXTINGUISH** – If the fire is very small and you know how to use an extinguisher, you may want to fight the fire yourself, but you should also call for help first. Make sure you are using the proper extinguisher. Otherwise, leave the fire to trained fire fighter.

### Fire Extinguisher Information:

When used correctly, fire extinguishers can keep small fires from becoming major fires, provided an escape route through a small fire, and help fight a small fire until the fire department arrives.

### The following are the four major classes of fire:

Ordinary Combustibles (paper, cloth, wood, many plastics).

- Use an extinguisher with a **green triangle A** symbol on the label  
NOTE: A water extinguisher with a symbol A on the label should not be used on electrical fires or flammable liquids. That will only create a more dangerous situation.

Flammable Liquids (oils, gasoline, grease, paints, solvents)

- Use an extinguisher with a **red square B** symbol on the label

Electrical Equipment (wiring, motors, power tools, appliances)

- Use an extinguisher with the **blue circle C** symbol on the label

Combustible Metals (Magnesium)

- Use an extinguisher with **yellow star** on label

To be safe and effective, you must use the right kind of extinguisher for each type of fire. A multi-purpose **A-B-C** extinguisher will put out most types of fires. However, dry chemical or **CO<sub>2</sub>** extinguishers should not be used on computers or other electronic equipment. In those cases, only use **Class D, Yellow Star** fire extinguishers. Class D is designated for combustible metals.

Fire extinguishers are located in strategic locations. Learn to identify the extinguishers and find out where they are located in your area. If you have any questions about the operation of extinguishers, contact the Campus Safety Office.

## How to Operate a Fire Extinguisher:

Learn how to operate an extinguisher now before there is a fire. Read the label and periodically review instructions and operations.

Learn to **P.A.S.S**

**PULL** – the pin or ring, or release the lock hatch.

**AIM** – the extinguisher nozzle at the base of the fire

**SQUEEZE** – or press the handle

**SWEEP** - from side to side slowly at the base of the fire until it goes out

### General Fire Safety Precautions:

- The safety of individuals is most important. If you suspect someone is trapped inside a building, notify fire fighters on the scene. Do not reenter a burning building.
- If you are trapped in a fire, keep very low as you attempt to leave the building. Cover your nose and mouth with a cloth or T-Shirt. If a door is hot, do not attempt to open it, but find another exit or window. If possible, place wet towels or clothing in the cracks around the door. Jumping from a window is an extreme measure and is only to be considered when you are in immediate danger.
- If the door is not hot, open it carefully and exit the building with caution and stay low. Use a wet towel or blanket to protect yourself from flames and smoke. Always stay close to the floor.
- Many fires are of electrical origin. Check for frayed cords, broken plugs, and avoid using too many appliances in one circuit.
- Know your emergency exits and the location of fire extinguishers. Don't

block doors or use stairways for storage.

- Move away from the building to your pre-determined evacuation assembly areas
- Do not return to an evacuated building unless told to do so by a safety official.
- If requested, assist emergency crews as necessary.

## G. HAZARDOUS MATERIAL LEAK OR SPILL

- Any chemical spill should be reported to Facilities Services and to Campus Safety. Do not clean up a spill until trained personnel have assessed it. Try to contain the spill in one area and avoid allowing the spill to get into drains, gutters or washes. Offensive odors from ventilation systems should be reported to the Facilities Services.
- If necessary, be prepared to evacuate the building. Stay upwind, updrift, and upstream of the spill. Be prepared to cooperate with emergency personnel.
- All laboratory personnel should be prepared to assist in assessment of spills within their areas following a major earthquake. Steps should be taken not to protect all chemical containers and gas cylinders against the effects of earthquake shaking.

## H. HOSTAGE SITUATIONS

### If Present During a Hostage Situation:

- It is most important to stay calm and call 911.
- Do not attempt to confront or challenge the suspect, or engage in heroics.
- Never use words such as “hostage,” “captives,” or “negotiate” when communicating with the suspect
- Go into a rest mode. Be passive and appear to display more restful or sleepy behavior as opposed to being active.

- Obey the suspect's commands without argument. Listen the suspect's complaints and demands. As permission of the suspect in all matters
- If safe, make an effort to establish a rapport with the suspect. Find out and use the suspect's first name and the first names of those being held (this will help personalize hostages as people rather than objects)
- Keep all radios, televisions, and computers turned off. Every effort must be made to keep the suspect and hostages from hearing or seeing new reports. Such reports could escalate the situation.
- Be patient and help minimize tension and frustration. Keep in mind that the average hostage situation lasts between 6-8 hours, and the average barricade lasts three hours.

#### **Outside the Hostage Situation:**

- Communicate any details or information you may have about the situation to Campus Safety. The Campus Safety office or where appropriate, the Emergency Action Team will make contact with the police
- Do not make contact with the suspect. Law Enforcement personnel have trained crisis negotiators who will initiate first contact with the suspect. They will conduct all dialogue with the suspect.
- Anticipate the hostage area will be sealed off to protect people and to preserve evidence.
- Be aware that the police department's Special Weapons and Tactics (SWAT) Team may establish an inner perimeter and an outer perimeter. The area between the inner and outer perimeter will be a "no walk" area.

- Be prepared for lockdown and/or evacuation to designated assembly areas.

#### **After the situation has been resolved:**

- Law Enforcement personnel will need assistance in identifying witnesses. Gather the witnesses in a centralized location, but do not allow them to talk to one another (in order to protect the police investigation). It is the responsibility of the Safety Officer / Emergency Action Team to initiate witness gathering.
- The Campus Safety Officer will debrief with the appropriate parties as necessary.

### **I. SEXUAL ASSAULT**

#### **If a sexual assault occurs on campus:**

- Immediately alert Campus Safety and call 911. Have as much information about the situation ready as possible (assailant, location, time). If it has not been done already, Campus Safety will then notify the designated Health Center.
- A CPC counselor/counseling center may be contacted upon request of the victim.
- Protect the privacy and rights of confidentiality of the victim and family. Take the necessary steps to protect the victims identity by asking all involved not to share information with others
- Offer the victim care and first aid, but avoid destroying any evidence until the authorities arrive. Do not permit the victim to use the restroom until instructed to do so by the police.
- If a staff member or student talks to victim prior to the arrival of law enforcement, restrict the conversation to immediate medical needs. If there is

discussion about the situation, speak only in very general terms. Do not discuss the specifics of the case. It is better in court if the initial statements about the crime are recorded by the police.

- A representative of the college may accompany the victim to the hospital (if appropriate).
- If applicable, the Campus Safety Officer will work with the Public Relations department and administrators to develop press releases to inform the community of the assailant's disposition.

## **J. SUICIDE**

Suicide rarely occurs without warning to someone. Staff and students must take all comments about suicidal thoughts seriously, especially, if details are provided.

When an individual is threatening suicide on campus and has a lethal weapon available:

- Remain calm and immediately call 911 and alert Campus Safety.
- Provide as much information as possible to the Campus Safety office/personnel (location, your name, name of suicidal individual, call-back phone number, intended weapon/drug)
- Try to clear others from the scene (if applicable).
- Make a mental note of everything the threatening individual says and does, and monitor the behavior constantly.
- Do not minimize or challenge the individual's threat; take it seriously
- Never promise confidentiality; instead, promise help and privacy.
- If possible, attempt to keep the threatening individual calm and secured in your location until the police arrive.

## **IV. EVACUATION PROCEDURES AND ASSEMBLY POINTS**

### **A) Evacuation Procedures**

- Building evacuations will occur when an alarm sounds and /or notified by Campus Safety, Emergency Response Team or Safety Floor Monitors.
- When the building evacuation alarm is activated during an emergency, the Members of the Emergency Response Team and Safety Floor Monitors will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safer exit.
- Teachers/Instructors will assume responsibility for students in their respective classrooms and will direct each student to the nearest safer exit.
- Assist the disabled in exiting the building. Do not use the elevators in cases of fire and/or earthquake.
- Once outside, proceed to a clear area and stay away from the affected building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know your areas assembly points.
- Do not return to an evacuated building unless told to do so by a safety official.
- After an evacuation report to your designated area/assembly point. Stay there until an accurate head count is taken. Members of the Emergency Action Team will take attendance and assist in the accounting for all building occupants.

### **b) Evacuation Procedure**

- Building evacuations will occur when an alarm sounds and /or notified by Campus Safety, Emergency Response Team or Safety Floor Monitors.
- When the building evacuation alarm is activated during an emergency, the Members of the Emergency Response Team and Safety Floor Monitors will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safer exit.
- **Teachers/Instructors** will assume responsibility for students in their respective classrooms and will direct each student to the nearest safer exit.
- **The Safety Officer, members of the Safety Team and Safety Monitors** in each department will assume responsibility for the efficient evacuation of employees, and will direct each employee to the nearest safe exit. Check all rest rooms, conference rooms, etc. to make sure everyone has vacated. Each Safety Team member and Safety Monitory will designate an alternate in advance to serve in this capacity in case his or her absence. Any temporarily or permanently handicapped persons will be escorted to the nearest safe exit for fire department assistance.
- Once outside, proceed to a clear area and stay away from the affected

**Designated evacuation area:**

The front parking lot of the College, located on the East side of the building.

building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Know you areas assembly points.

- Do not return to an evacuated building unless told to do so by a safety official.

*\* In the absence of the Safety Officer, it is the responsibility of the Emergency Action Team member(s) to initiate an evacuation if necessary and where appropriate notify emergency services.*

Floor plan diagrams will be posted in all hallways near exits and entrances. These plans will reveal the exit routes from all locations within the office, as well as the locations of fire extinguishers and first aid kits. It is essential that you become familiar with the floor plan of your work areas, know the number of occupants, and know the nearest exit locations. In the event of an emergency evacuation, you will be required to exit at the nearest safe location; therefore it is recommended that you are familiar with all exits in your building. The event of an emergency evacuation, follow the instructions of the Emergency Action Team or Floor Monitors in your area. Successful evacuations are dependent on cooperation and trust; do not panic, but remain calm and follow directions. Offer assistance to other employees as needed.

All employees will remain at this location until a complete accounting of evacuees is completed, based on our current employee list and the daily sign-in/sign-out sheet.



# Personnel

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CEC §94909(a)(6)

## Senior Administration

### **Gene Edelbach**

President

### **Glenn Elssmann, M.A.**

Chairman of the Board

### **Ed Boyatt, Ed.D., M.Div**

Senior Vice President

Administrator-Instructor

Ed.D Educational Administration – University of Southern California

M.Div Systematic Theology – Andrews University (1968)

B.A. – Theology – Walla Walla College (1966)

### **Manual Alamo Jr., B.S.**

Associate Vice-President for Student Life

Administrator-Instructor

B.S. – Physical Therapy – Manila Adventist Medical-Center of Medical Arts, Pasay City, Philippines

### **Jamie Bird, Ed. D., M.B.A.**

Academic Vice President

Administrator-Instructor

Ed.D. Business Education – La Sierra University (2003)

M.S. Geology – Loma Linda University (2014)

M.A. – History – Western New Mexico University (2013)

M.B.A Finance – La Sierra University (2000)

B.A. History – Canadian Union College (1999)

### **Jankel Coronado, B.S.**

Associate Vice-President Marketing & Enrollment

B.S. Business Administration: International Business – La Sierra University (2004), *Magna Cum Laude*

Minor: Italian (2004) – Villa Aurora, Firenze, Italy

## Faculty

CPC employs instructors who possess a degree from an approved institution (pursuant to 5 CCR 71720(a)(4)) or a credential generally recognized in the field of instruction. The degree, professional license, or credential possessed shall be at least equivalent to the level of instruction being taught. In addition, instructors must possess the academic, experience and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, CPC's academic Hiring Committee shall review and document the qualifications to insure the instructor possesses qualifications that are equivalent to the minimum requirements.

**Manual Alamo Jr., B.S.**

B.A. – Physical Therapy – Manila Adventist Medical-Center of Medical Arts (2000)

*Business, Health Science*

**Jamie Bird, Ed. D., M.B.A., M.S., M.A.**

Ed.D. Business Education – La Sierra University (2003)

M.S. – Geology – Loma Linda University (2014)

M.A. – History – Western New Mexico University (2013)

M.B.A – Finance – La Sierra University (2000)

B.A. – History – Canadian Union College (1999)

*Business, Health Science*

**Anthony Cadavid, M.B.A.**

M.B.A. – Marketing – La Sierra University (2000)

B.A. – Management – La Sierra University (1999)

*Business*

**Jankel Cadavid, M.S.**

M.S. Master of Science Degree Geology, Magna Cum Laude Candidate (2013) , Loma Linda University, Loma Linda, California.

B.S. Business Administration: International Business – La Sierra University (2004),

Magna Cum Laude Minor: Italian (2004) – Villa Aurora, Firenze, Italy

*Business, Health Science*

**Amery Drummond, B.A**

Bachelor of Arts, Religious Studies – La Sierra University – (2005)

*Business, Health Science, ESL*

**Glenn Elssmann, B.A**

B.A, Liberal Arts – Loma Linda University College of Arts and Science – (2005)

Additional Graduate Classes

*Business, Health Science, ESL*

**Stephen Hale, M.B.A.**

Ph.D – Organizational Management – University of Phoenix (abd)

M.B.A. – University of Phoenix (1991)

B.S. – Information Systems – California State University – Fullerton (1987)

B.S. – Accounting – California State University – Long Beach (1974)

*Business*

**Melanya Harris, Ed.D., M.S.W.**

Ed.D. – La Sierra University

M.S.W. – Loma Linda University (2002)

*Health Science*

**Mana Manoukian, M.S.N.**

M.S.N. – Adult Gerontology – Loma Linda University (2014)

B.S. – Nursing – Loma Linda University (2010)

A.S. – Nursing – Loma Linda University (2009)

B.A. – Piano Performance – Lebanese National Higher Conservatory of Music  
(2005) A.S. – Piano Teaching – Parsegh Ganatchian (1998)

*Business, Health Science, ESL*

**Irma Mariscal, B.A**

B.A. – Musical Pedagogy & Piano Performance – Universidad Tecnica de Manabi, Guayaquil, EC  
(2010)

*Business, Health Science*

**Ester Ramdin Oyoyo, M.S.Ed**

M.S.Ed – School Education – University of New England (2003)

B.S. – Education – Hartland College (1998)

*ESL*

**Joel Peterson, Esq., J.D.**

J.D. – Western State University, College of Law (1996)

B.A. – International Communications – Pacific Union College (1988)

B.A. – Business Administration – Pacific Union College (1988)

*Business*

**Breanna Strauss Ramirez, B.A**

B.A. – Commercial Photography – Brooks Institute (2008)

*Business, Health Science*

**Ana Caroline Teles Remigio, M.N.P**

M.N.P. – Master in Family Nurse Practitioner – Universidad del Turabo – Gurabo, PR (2016)

B.S. – Nursing – Antillean Adventist University – Mayaguez, PR (2013)

*Health Science*

**Claudio Villalobos, B.S**

B.S. – Biology – Antillean Adventist University, Mayaguez, PR (2016)

*Health Science*

## **Staff**

### **Olubunmi Ajayi**

Student Records Support Staff  
Bayero University

### **Jeanne Aranda**

Student Financial Aid  
California State University – San Bernardino  
B.A. Business Administration (1984)

### **Christine Ammon**

Student Finances

### **Nancy Choi, R.N.**

B.S. – Nursing – California State University – Fullerton  
(1996)

### **Leanne Drieberg, M.P.H.**

Student Records Support Staff  
MPH, Health Administration and Health Promotion and Education - Loma Linda University (1995)  
B. Sc. – Nursing - Loma Linda University (1988)  
A.S. – Nursing - Southern University of S.D.A. (1984)

### **Roy Ejurango, M.Ed**

English as a Second Language Lab Instructor  
M.Ed – ESL Education – Avondale College (2003)  
B.Ed – Elementary Education – Southwestern University (1992)  
B.A. – Theology – Philippine Union Collge (1989)

### **Martha Leite**

International Student Life Counselor  
Universidade Federal de Juiz de For a (1997)

### **Mana Manoukian, M.S.N.**

M.S.N. – Adult Gerontology – Loma Linda University (2014)  
B.S. – Nursing – Loma Linda University (2010)  
A.S. – Nursing – Loma Linda University (2009)  
B.A. – Piano Performance – Lebanese National Higher Conservatory of Music (2005)  
A.S. – Piano Teaching – Parsegh Ganatchian (1998)

### **James Ohm**

B.S. Medical Technology (1976)

**Joana Reyes**

Student Accounts

**Herbert Shand, Ed.D., M.S.**

Coordinator, Career Center

Ed.D. Educational Administration and Leadership (1987)

M.P.H. Health Education (1982)

M. Ed. Administration and Supervision – University of Miami (FL) (1978)

**Tolulope Adeniyi, M.B.A**

Assistant Registrar

M.B.A. La Sierra University (2010)

## Governing Board Members

Glenn Elssmann  
**Chairman**

Gene Edelbach  
**President/CEO**

Gary Mupas  
**Member**

Trey Weatherhill  
**Member**

Floyd Peterson  
**Member**

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# Catalog Addendum

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The following is new content has been voted on and approved by CPC's Executive Committee for the 2017-2018 school Catalog on October 15, 2017.

## **ACCREDITATION POLICY APPROVED BY THE BOARD OF CALIFORNIA PREPARATORY COLLEGE**

California Preparatory College (CPC) is not yet accredited by any accrediting body, but is seeking accreditation by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (ACCJC). Accreditation as a system of voluntary, non-governmental self-regulation and peer review is unique to American educational institutions. It is a system by which an institution evaluates itself in accordance with standards of good practice regarding goals and objectives; the appropriateness, sufficiency, and utilization of resources; the usefulness, integrity, and effectiveness of its processes; and the extent to which it is achieving its intended outcomes. It is a process by which accreditors provide students, the public, and each other with assurances of institutional integrity, quality, and effectiveness. Accreditation is intended to encourage institutions to plan for institutional improvement in quality and effectiveness.

Each institution affiliated with the ACCJC accepts the obligation to undergo a cycle of periodic evaluation through institutional self evaluation and professional peer review. The heart of this obligation is conducting a rigorous self-evaluation during which an institution appraises itself against the Accreditation Standards in terms of its stated institutional purposes.

Currently, CPC is in the process of submitting its application to ACCJC and until accreditation is achieved, will work on a case-by-case basis to transfer credits to other colleges. CPC also has articulation agreements with several regionally accredited schools whereby such schools accept the transfer of CPC credits. All accreditation status changes and the progress towards achieving accreditation with ACCJC will be communicated to its students and to the public via its catalog and website.

## ACADEMIC FREEDOM

### Faculty

As an institution in the Christian tradition California Preparatory College affirms the principle of academic freedom as being necessary in a democratic society as a God-given right without which there cannot be true Christian faith and commitment. At California Preparatory College those traditions include the historic doctrinal positions of the Seventh-Day Adventist Church that have been published in the church's yearbook under the title "Fundamental Beliefs." Students, faculty, and staff will be fully informed about this distinctive world view prior to their decision to affiliate with the College. California Preparatory College expects that its teachers will not teach as truth what is contrary to those beliefs. Instructors holding views in conflict with the published beliefs should first seek the advice of the college's faculty committee before presenting their ideas to students or in public forums.

The college subscribes to principles that make possible the disciplined and creative pursuit and exploration of truth such that the published beliefs are taught but in addition, mainstream ideas at variance with those beliefs are also thoroughly and respectfully reviewed. The college believes that real scholarship requires the pursuit and dissemination of truth. As such a faculty member is entitled to full freedom in the instructional process in discussing their subject while keeping in mind that a faculty member will also be careful not to introduce into his/her teaching controversial matter which has no relation to the subject at hand or which creates an intimidating, hostile or demeaning educational environment.

Faculty members have the principal right and responsibility to determine the content, pedagogy, methods of instruction, the selection, planning and presentation of course materials, and the fair and equitable methods of assessment in their assignment in accordance with the approved curriculum and course outline within the educational mission of the college. These rights and responsibilities include, but are not limited to, the faculty member's choice of textbooks and other course materials, assignments and assessment methods, teaching practices, grading and evaluation of student work, and teaching methods and practices.

The faculty member is a citizen of a learned profession and a member of the faculty of an educational institution. When speaking or writing as a citizen, a faculty member should be free from institutional censorship or discipline, but the association with the Preparatory College imposes a special obligation. As a scholar and a member of the college, faculty should remember that the public may judge the profession and the institution by the utterances of its members. Thus those statements should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

With regard to sanctions against a faculty member for extramural utterances, the controlling principle is that a faculty member's expression of opinion as a citizen cannot constitute grounds for dismissal unless it clearly demonstrates the faculty member's unfitness for his or her position.

When investigating complaints regarding issues of academic freedom, the Executive and Faculty committees will consult with a faculty member appointed by the Faculty Committee as to contemporary practices and standards for course content and delivery. The Faculty Committee must review the complaint and submit a written recommendation to the Executive Committee. The faculty member in

question will have the right to present his/her case along with a faculty member advocate of their choosing at the combined meeting of the Executive and Faculty committees. A final decision in the consideration of sanctions against a faculty member for issues of Academic Freedom must take into account the faculty member's entire record as a teacher and scholar.

## REQUIREMENTS for Certificate of Completion in English as a Second Language – Minimum of 12 Advanced ESL Units with a 64+ score on the English Placement Test

### ESL Certification Requirements

Students earning a ESL Certificate of Completion must have completed at least one term of ESL at California Preparatory College and tested out of ESL.

#### ESL Course

- ESL 064 – Beginning Speaking & Listening (3.00)\*
- ESL 066 – Beginning Reading & Writing (5.00)\*
- ESL 069 – Beginning Grammar & Basic Writing (4.00)\*
- ESL 074 – Intermediate Speaking & Listening (3.00)\*
- ESL 076 – Intermediate Reading & Writing (5.00)\*
- ESL 079 – Intermediate Grammar & Basic Writing (4.00)\*
- ESL 084 – Advanced Speaking & Listening (3.00)\*
- ESL 086 – Advanced Reading & Writing (5.00)\*
- ESL 089 – Advanced Grammar & Basic Writing (4.00)\*

**Total Completed:** \_\_\_\_\_ units

\*Indicates required lab in addition to lecture

#### Electives:

- ESL 088 – Idioms (1.00)
- ESL 101 – Focused Pronunciation (1.00)
- WHPC 113 History, Geography and Politics (3.00)
- WHPC Spanish for Healthcare Professionals (3.00)

**Total Completed:** \_\_\_\_\_ units (3 units required)

### ESL Placement Testing

The California Preparatory College English as a Second Language placement test consists of four sections. They are:

- **Grammar** – 50 multiple choice questions taken over 30 minutes
- **Listening** – 20 questions or statements with multiple choice responses taken over 10 minutes
- **Oral** – 3-5 minutes with conversational prompts that are read by the examiner. The examiner assesses fluency, speed, pronunciation, confidence, use of colloquial expressions (idioms), vocabulary, sentence structure, etc.
- **Writing** – 15 minute writing sample assessing writing skill in terms of structure, aim, paragraph development, support sentences, conclusion, etc.

The test is designed to assess an individual's English to assist in the placement of the student into language appropriate classwork such that the student is challenged but not overwhelmed.

#### Scoring and Placement (Grammar and Listening)

64+	Western Healthcare Practices and Communication
56 - 63	Advanced
30 - 55	Intermediate
0 - 29	Beginning

#### Listening Only

16+	Advanced Speaking & Listening
10 - 15	Intermediate Speaking & Listening
0 - 9	Beginning Speaking & Listening

#### Speaking

Speaking is scored on a scale of 1-5.

#### Writing

Writing sample is scored on a scale of 1-10. Quantity, quality (grammar, aim, paragraph development and transitions), structure, etc. is assessed.

#### Scoring Key

Oral*		Writing*
0 - 1	Beginning	0 - 4
1+ - 3	Intermediate	4 - 6
3.5+ - 5	Advanced	6 - 7
5+	WHPC	7 - 10

\*See Oral and Writing Assessment Guidelines for scoring details

Final placement of a student is determined after an evaluation of a student on all four portions of the English placement test. For example a student receiving a score of 60 on the grammar and listening portions of the test along with at least a 3.5 on the speaking and a 6 on the writing portions may be placed in Advanced. Placement is also impacted by student's prior, grades, attendance and influenced by instructor feedback. Upward placement can also be at the discretion of the ESL Director.

In the event that a student believes that there has been bias such that they have been improperly placed they may appeal their placement by filing an appeal with the ESL Director who will gather an appeals committee made up of uninvolved individuals who will make a binding recommendation on placement to the ESL Director.

\*\*Students advancing to WHPC courses or receiving a score of 64 or higher are expected to perform at approximately the same level as any domestic (American) student. No accommodations/adjustments should be made for WHPC students, writing assignments, presentations, etc. should be evaluated as if the student was a domestic student.





## Report on Gainful Employment of California Preparatory College Graduates

The primary purpose of California Preparatory College is for students to earn prerequisites to transfer into a higher level of Education at 4-year institutions. With this in mind, the majority of our students attend our school to either learn English so they can be prepared to get into other schools or to get the first one to two years of prerequisites in order to transfer into other colleges and earn a bachelor's degree or higher.

The majority of CPC students do not attempt to become gainfully employed in the work place utilizing CPC degrees. However, there are a small percentage of our students who do utilize our degrees for this purpose.

The two associate degrees that can be earned at California Preparatory College in business and health science do allow a limited amount of employment opportunities based on the earning of these degrees. At least 70% of our students who earn these degrees will choose to transfer to a 4-year college or university rather than use their degree for immediate employment. Further, neither degree provides a specific certificate that qualifies the student for eligibility in any career, occupation, or profession.

For those that do choose to go directly into the job market, here is a list of possible job opportunities based on these degrees.

### Associate in Business

While there is no specific license or certificate that provides eligibility or demonstrates qualifications for the following occupations, an associate degree in business is recognized as an appropriate level of education for employment in each of the following occupational areas:

13 - 1023 purchasing agents  
41 - 0000 sales and sales supervisors  
41 - 2000 retail sales workers

41 - 2020 counter and retail clerks and part sales people  
41 - 3000 sales representative / services  
41 - 000 sales representatives wholesale and manufacturing  
41 - 9000 other sales and related workers  
41 - 9040 telemarketers  
43 - 1000 supervisors of office and administrative support workers  
43 - 3010 bill and account collectors  
43 - 3031 bookkeeping accounting and auditing Clerks  
43 - 3070 tellers  
43 - 3090 miscellaneous financial Clerks  
43 - 4000 information and record Clerks  
43 - 4081 Motel Hotel and Resort desk clerks  
43 - 40171 receptionist and information Clerks  
43 - 5000 material recording scheduling dispatching and distributing workers  
43 - 5060 production planning and Expediting Clerks  
43 - 6010 secretaries and administrative assistants  
43 - 9040 insurance claims and policy processing Clerks.

### Associate degree in Health Science.

Our associate degree in Health Science does not offer any certificate that allows work in a specific field or demonstrates eligibility for any occupation. The majority of our students earning degrees in this area use their degree for one of the following two purposes: 1) Our credits are used for prerequisites to enter into a health-related training program at another Institution; and 2), as an enhancement to a degree in a health field that was earned in another country. Students that have a professional license in another country utilize this degree to show licensing agencies in the United States that they have taken science and health related classes and done so in the English language. The work experience in this field that is allowed for international students and healthcare facilities in the United States gives them training and understanding of the American medical system allowing them to be employed using their International degree in the United States or in other countries.

A very small number of our students use our associate degree to get jobs in the United States in a few low level, medically-related fields. Again, no certificate is given that allows specific employment or provides eligibility for any occupation. The following are a few of the occupations that graduates of the associate degree are qualified to perform:

31 - 1011 home care aides (uncertified)  
31 - 1015 orderlies  
31 - 9099 Healthcare support workers all other  
31 - 9092 medical assistants

## STUDENT RECORDS

### CEC § 949005 CCR § 71920

- (a) The College will maintain a file for each student who enrolls in the institution whether or not the student completes the educational service or program.
- (b) The file shall contain the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program.
- (c) The College shall maintain for each student granted a degree or certificate by that institution, permanent records of all of the following:
  - (1) The degree or certificate granted and the date on which that degree or certificate was granted.
  - (2) The courses and units on which the certificate or degree was based.
  - (3) The grades earned by the student in each of those courses.
- (d) The student file shall also contain all of the following pertinent student records:
  - (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:
    - (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;
    - (B) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
    - (C) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
    - (D) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
  - (2) Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
  - (3) Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
  - (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
  - (5) A transcript showing all of the following shall be maintained indefinitely:
    - (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
    - (B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;
    - (C) Credit for courses earned at other institutions;
    - (D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
    - (E) The name, address, website address, and telephone number of the institution.
  - (6) For independent study courses, course outlines or learning contracts signed by

the faculty and administrators who approved the course;

(7) The dissertations, theses, and other student projects submitted by graduate students;

(8) A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency;

(9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;

(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;

(11) Copies of any official advisory notices or warnings regarding the student's progress; and

(12) Complaints received from the student.

## DESCRIPTION OF INSTRUCTIONAL MATERIALS, EQUIPMENT, AND RESOURCES

Instruction is given in a spacious 23,000 square foot, recently remodeled, and air-conditioned building in the city of Colton.

Each of the 7 classrooms has a projector, internet and comfortable classroom seating. A 10,000 book library is provided with a specific section of support material for each of the certificate and Associate programs offered.

There is a student center and multiple study rooms for private or group study. Two computer labs are provided with over 45 computers available for use to the students. Each student is provided with a password for free internet access.

The facilities are available from 8:00 AM until 9:00 PM Monday through Thursdays and 8:00 AM until 2:00 PM on Fridays. Teachers are also provided internet access for utilization on overhead projectors to provide outside resources for students as they teach their classes. Multiple DVDs are available for instructors to use as a supplement in all content areas.

Students in the Health Science program will have access to a modern science laboratory. This laboratory is equipped with workspace for 20 students and supporting storage area for each. Well-ventilated chemistry work areas are provided. All the equipment needed to teach undergraduate life science classes are available to students including but not limited to: anatomical models, a microscope for each student, multiple charts and graphs, posters, microscope slides, dissection kits, and dissection materials, and a significant number of pre-made life science slides.

The facility includes a refrigeration area for sample and a locked case for storing chemicals. Basic equipment is provided for other undergraduate science classes including physics and microbiology.

Students can expect science equipment that is available to cover all areas of basic general undergraduate science courses. This equipment is replaced as needed and kept up-to-date to meet commonly accepted standards.