



Fremont College[®]
www.fremont.edu

COLLEGE CATALOG

January 1, 2012 – December 31, 2012

Cerritos - Main Campus

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Los Angeles - Branch Campus

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Dr. Sabrina Kay

Chancellor of Fremont College; Founder of Fremont Private Investments, Art Institute of Hollywood, Premier Business Bank, Fashion Umbrella, and the Sabrina Kay Collection

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Chancellor's Welcome

Welcome to Fremont College and the first step to your great transformation. As your choice of college, we will provide the knowledge, discipline, and ethics you need to succeed in your chosen field. We applaud your commitment to bring your personal aspiration to fruition.

Investing in your higher education may be one of the wisest decisions you can make in creating a prosperous future for you and the ones you love. We are privileged to be a part of your decision. I can assure you that the staff and faculty at Fremont College are committed to assisting you in your journey to a successful career and life transformation.

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

Best Regards,



Dr. Sabrina Kay
Chancellor

Introduction

Fremont College was founded on the principal idea that education is the foundation for growth and that students should have the opportunity to develop their full potential. The College traces its origin to the school's founding in St. Joseph, Missouri, as Platt College. A Southern California campus was established in 1986 and became independent in 1989.

The College expanded its facilities to accommodate the addition of the Associate of Arts Degree in Paralegal Studies in 1995 and the Massage Therapy program in 2003.

In 2007, the College became Fremont College and undertook a major expansion plan. The College added new degree programs, relocated to a new modern facility, and established an advisory board of prominent community and business leaders for each program. Fremont College also gained authorization to offer certain programs and courses via distance education and now offers associate and bachelor degrees in business entirely online.

In 2010, the College expanded to a branch campus in midtown Los Angeles and relocated the institutional administrative offices to the Los Angeles campus. All programs offered at the Cerritos campus are available at the Los Angeles branch campus.

Legal Control

Fremont College LLC, which owns Fremont College, is a California limited liability company. Fremont College LLC is a subsidiary of Fremont Private Investments, Inc., located in Los Angeles, California.

MISSION

Fremont College's mission is to close the gap between the traditional classroom and the 21st-century workplace by providing an effective educational experience based on research and innovative instructional methods.

PURPOSE

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

OBJECTIVES

The College's objectives are to:

- Implement a collaborative learning model to engage diverse learners
- Continuously improve our instructional methods to integrate from pedagogy to andragogy
- Promote research, entrepreneurship, and technological innovation
- Ensure relevance to our corporate partners' learning needs
- Empower our graduates to contribute to the community

Fremont College's academic programs are specifically designed to align with the College's mission and purpose, which is to "close the gap between the traditional classroom and the 21st-century workplace by providing an effective experience based on research and innovative instructional methods." Research has revealed that American employers consistently require graduates to have the following skills, which are the five important Student Learning Outcomes¹ (SLO) at Fremont College:

¹ The Ill-Prepared U.S. Workforce. The Conference Board, 2009.

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

Public Statement on Student Achievement

Fremont College is committed to its mission to close the gap between the traditional classroom and the 21st century workplace by providing an effective educational experience based on research and innovative instructional methods. Fremont College measures its success in achieving the mission by assessing student learning, as well as retention, graduation, and placement rates.

The College makes public data available by program through its student performance fact sheets (SPFs), available in our Admissions Department, which provides information on graduation rates and placement rates.

Additionally, the College provides gainful employment disclosures detailing on-time graduation rates, placement rates, and median debt. Please see the Fremont College website for gainful employment disclosures at: <http://www.fremont.edu/content/downloads/Gainful-Disclosure.pdf>.

Institutional Learning Outcomes

Our **Institutional Learning Outcomes (ILOs)** align with the mission statement to close the gap between the classroom and the workplace. Graduates of Fremont College should:

- Demonstrate personal accountability and effective work habits, including punctuality, working optimally with others, and effectively managing time and work responsibilities.
- Demonstrate communication competence through oral and written language expression.
- Collaborate effectively with others to achieve a common goal.
- Work and collaborate with others asynchronously and via distance.
- Make decisions based on commonly accepted ethical standards and practices.
- Demonstrate intellectual inquiry through critical awareness of multiple approaches, methods, and assumptions of different disciplines and how these are applied to social or professional problems.

Professional Action Learning® Method

Fremont College employs a proprietary learning model, Professional Action Learning Embedded with Industry®, researched and created by its Chancellor, Dr. Sabrina Kay. This teaching methodology brings real-world concepts, current affairs, projects, and scenarios into the classroom, challenging our students by embedding industry practices into their learning.

Unlike children, adults must be involved in the planning and evaluation of their education to get the most out of their experience. Fremont College encourages students to bring their personal and professional experiences into the classroom or online to create a curriculum with immediate relevance to their careers or personal lives.

Our curriculum was developed by leaders in each field we teach, and our faculty members are experienced professionals who share with our students their knowledge and the real-world lessons that they have gained through years of practice. Combining the best minds, concepts, and experiences in the fields of business, law, and health and wellness, we challenge our students to

contribute to the active learning process. Our students are taught to synthesize diverse theories and present the results to each other in order to cultivate a deeper learning environment. They are encouraged to participate in teams to complete challenging projects. Then, our students put their new knowledge and skills into action by immediately practicing in a real-world environment. Most courses include distance-learning components so that students learn how to work with others in a manner expected in the 21st-century workforce. Some courses are taught in blended learning methodology, utilizing both online and on-ground methods, while other courses are taught 100 percent online using a high-touch collaborative teaching method. At Fremont College, each student's learning process is stimulated by participating, questioning, sharing, teaching back, and reflecting.

Accreditation and Approvals

Fremont College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award Bachelor of Arts degrees (BA), Associate of Arts degrees (AA), Associate of Science degrees (AS), and Diplomas via distance education, on-ground, or a combination of both (blended). The ACCSC is listed as a nationally recognized accrediting agency by the U.S. Department of Education.

Fremont College is approved by the U.S. Department of Education for participation in the Title IV Student Assistance Programs.

Fremont College is approved to operate in the State of California by the Bureau for Private Postsecondary Education (BPPE), and for participation in the Cal Grant Program.

Fremont College's Cerritos campus is also qualified to accept tuition assistance from the Department of Veterans Affairs and the California Department of Rehabilitation.

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

Approval Disclosure statement

Fremont College's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Fremont College, under section 94890(a) (1) of CPPEA, is approved through February 1, 2014. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at P.O. Box 980818, West Sacramento, CA 95798-0818, 888-370-7589.

The following programs are approved:

Associate of Arts Degree in Paralegal Studies
900 clock hours (90 quarter credit hours)

Associate of Arts Degree in Business Administration
900 clock hours (90 quarter credit hours)

Associate of Arts in Design Interpretation
1,020 clock hours (90 quarter credit hours)

Associate of Science Degree in Sports & Rehabilitation Therapy
1,100 clock hours (90 quarter credit hours)

Bachelor of Arts in Business Leadership
1,800 clock hours (180 quarter credit hours)

Bachelor of Arts in Design Entrepreneurship
1,980 clock hours (180 quarter credit hours)

Diploma in Massage Therapy
760 clock hours (60 quarter credit hours)

All residential courses are taught at either 18000 Studebaker Road, Suite 900A, Cerritos, CA 90703 or 3440 Wilshire Blvd., 10th Floor, Los Angeles, CA 90010. Distance education courses occur at locations of a student's choosing that allow them to access the internet.

Definition of a Quarter Unit of Credit

Fremont College measures student progress in quarter units. A quarter unit is defined as follows: One quarter unit equals 10 clock hours of lecture or 20 clock hours of lab or 30 clock hours of internship. Students are expected to commit two hours to class preparation for every hour of lecture time. Clock hours consist of 50 minutes of instruction or lab in all non-paralegal courses. Per ABA requirements, clock hours in the Paralegal Studies program consist of 60 minutes of classroom instruction.

Catalog Copies and Revisions

Each student is provided a catalog CD. Should a student lose or misplace the CD, he or she may request another copy or print/reference from the College's website. Students are required to read and comply with the policies of this catalog. The catalog may include an addendum, which contains important information and changes to the catalog since the last publishing. The catalog and addendum should be received together. Should a student wish to have a printed copy, Fremont College will provide a bound copy of the printed catalog and its addendum(s).

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

Admissions Requirements

Admissions requirements to the College and to the individual programs include:

- An initial interview with a Fremont Admissions Associate
- Proof of graduation from an accredited high school, college, or its equivalent that must be demonstrated by one of the following criteria:
 - Copy or original of applicant's high school or college transcript indicating that the applicant fulfilled the requirements for graduation from an accredited high school or college
 - Copy or original of applicant's recognized equivalency certificate, such as the General Equivalency Diploma (GED), or copy or original of the GED transcript showing fulfillment of the requirements for a GED
 - Copy of applicant's high school diploma
 - Copy of applicant's Certificate of Release or Discharge from Active Duty that confirms that the applicant while in the military completed coursework showing fulfillment of the requirements for a GED

- Copy of applicant’s certificate of completion of a home school program if the applicant’s home state recognizes the home school (documentation of the state’s recognition must be evidenced in the applicant’s records)
- A bachelor *matriculations* degree from an accredited institution recognized by the Department of Education and Council for Higher Education Accreditation (CHEA).
- In lieu of these, ability-to-benefit students who receive a passing score on an ATB test approved by the U.S. Department of Education and proctored by an outside agent may also be admitted to the College in the Massage Therapy program only
- A letter of recommendation
- An entrance essay
- A completed Fremont Admissions Application and Enrollment Agreement
- Completion of either the Wonderlic SLE-Q or the Career Programs Assessment Test (CPAt) with the passing scores on the next page.
- Completion of the Paralegal Program Admissions Test with a minimum score of 80, for candidates applying to the Paralegal program
- Acceptance interview conducted by a designated school official
- Completion of the online preparedness questionnaire
- A laptop computer is required for all programs at Fremont College. Fremont College does not sell or lease laptop computers to students. The laptop must meet the following specifications:
 - Windows Computers
 - Windows XP, Vista, or 7
 - Access to high speed internet
 - Soundcard and speakers
 - Internet Explorer 8.0
 - Webcam and microphone
 - Apple Computers (recommended for design students)
 - Mac OS X or higher (in classic mode)
 - 1. Access to high speed internet
 - Soundcard and speakers
 - Safari 4.0
 - Webcam and microphone
 - It is strongly recommended that students download and utilize Firefox as the default browser for accessing the college’s electronic resources.

Passing Scores for the Wonderlic SLE-Q and CPAt for non-ability-to-benefit applicants are as follows:

Wonderlic SLE-Q		CPAt	
Massage Therapy	12	Massage Therapy	126
Sports & Rehabilitation Therapy	14	Sports & Rehabilitation Therapy	130
Paralegal Studies	14	Paralegal Studies	135
Business Administration	14	Business Administration	130
Design Interpretation	14	Design Interpretation	130
Business Leadership	16	Business Leadership	140
Design Entrepreneurship	16	Design Entrepreneurship	140

- Fremont College graduates choosing to enroll into an additional program will have the testing requirement waived.

The Fremont College retesting policy is as follows:

1. If an applicant scores less than the minimum test score on the Wonderlic Scholastic Level Exam, he or she is eligible to retake the test the following day.
2. If an applicant fails to score the minimum test score after retaking the test, he or she is eligible to take the Career Programs Assessment Test (CPAt).
3. If an applicant scores less than the minimum test score, he or she must wait 48 hours before retaking the CPAt. The second CPAt must be completed using a different CPAt Form.
4. If an applicant scores less than the minimum test score on both Forms B and C of the CPAt, he or she will be denied admission and will be eligible to reapply after a year.

Each candidate for admission is evaluated on the basis of individual merit and potential and will be considered without regard to race, color, religion, national origin, sex, age, disability or gender perspective.

The College complies with the provisions of Title I of the Civil Rights Act of 1964 and 1974 and the Rehabilitation Act of 1973 and all amendments thereto.

ADA Accommodation Requests

Applicants/students requiring special accommodations are to inform their Admissions Representative. The applicant/student will be provided a form to complete and return with supporting documentation. The Dean of Academic Affairs will review all requests for special accommodations and meet with the applicant/student to address their request.

Admissions Procedure

Following acceptance, each applicant is required to submit a registration fee of \$75 along with an Enrollment Agreement to the College. The signed and accepted application for admission details the obligations of the student and the College during the student's period of attendance.

*Immediate payment of the registration fee may be waived in case of extenuating circumstances.

Re-Entry Policy

Students who have previously dropped from Fremont College are allowed to apply for reentry. Students wishing to re-enter are to contact Student Affairs. Students will be required to meet with a re-enter panel to explain the circumstances of their drop and what has changed that will lead to successful completion of the program. The decision of the re-entry panel is final.

Conditional Acceptance

Fremont College acknowledges that in some instances a student may be unable to submit proof of graduation from high school or successful completion of a GED before their first day of class. Students who fall into this category will be given 30 days from the beginning of their first term to provide acceptable proof of high school graduation or GED and will be considered conditionally accepted to Fremont College. In the event that a student is unable to provide acceptable documentation demonstrating they graduated or passed the GED prior to *matriculation*, the student's enrollment will be cancelled. In rare circumstances, requests for exceptions can be made to the chancellor; however, proof of graduation must be submitted prior to the end of the student's first term.

Validity of a High School Diploma/GED

Fremont College requires that all students submit in the first 30 days of their first term, proof that, *prior to matriculation* they had graduated from high school or successfully obtained their GED.

Foreign Transcripts: For high school transcripts that are not in English, Korean, or Spanish, applicants will be required to have their transcripts translated and evaluated by an approved authority.

Confirmation of Proof of Graduation: The National Center for Education Statistics (NCES) database will be referenced to confirm the validity of U.S.-based secondary educational institutions. For foreign transcripts, the Internet will be used in an attempt to verify the validity of a foreign secondary institution. In the event the documents submitted are suspect, the Registrar may require additional documentation and/or secondary confirmation from the College's director or chief academic officer.

Other Official Documentation: In the absence of a high school diploma or transcript (official or unofficial), a DD214 may be used to confirm high school graduation or GED.

Students who fail to provide all required documentation within 30 days of their start date will have their enrollment cancelled.

International Students

Fremont College is certified under the Student and Exchange Visitors Program (SEVP) to train F-1 and M-1 students.

All classes at Fremont College are taught in English. Fremont does not offer English as a Second Language program. International students must submit an official Test of English as a Foreign Language (TOEFL) score. Minimum scores are as follows:

- 500 on the paper-based TOEFL for degree programs, 480 for non-degree programs
- 173 on the computer-based TOEFL for degree programs, 157 for non-degree programs
- 61 on the Internet-based TOEFL for degree programs, 54 for non-degree programs

In lieu of the TOEFL, international students may demonstrate English proficiency by passing the Wonderlic SLE-Q.

Orientation

An orientation program is conducted for all new students prior to matriculation. All new students are strongly encouraged to attend. The Admissions Department will advise students of dates and time, and parents and/or family members are encouraged to attend.

Transfer of Credit Policies

Students with previous postsecondary education from a regionally or nationally accredited school may be eligible to receive credit for previous courses. Courses will be eligible for transfer only if they were completed with a grade of C- or higher.

Technical and occupationally related courses will be accepted only if they were completed within the last five years. This time requirement may be waived if the course was applied to the completion of a Diploma or an Associate or higher degree. For Wellness courses, students must demonstrate competency for hands-on techniques in addition to transcript evaluation. Students requesting a transfer evaluation must submit the following:

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

In awarding transfer credits, Fremont College considers the comparability of the nature, content, and level of the learning experience to the program offered by Fremont College in light of the student's education goals. An official copy of the student's transcript must be on file with Fremont College.

Students will be required to attend their scheduled course if the College has not received the documentation required to complete the evaluation before the start date of the course, or within 30 days of the student's enrollment start date, whichever comes first.

The program dean evaluates the units completed by the student at other institutions and will submit a recommendation regarding the award of transfer credits to the chief academic officer. The chief academic officer will make the final decision on the award of transfer credit. Students will receive results of the evaluation from the Registrar's office within 30 business days of the receipt of the official transcript.

Fremont College has established a minimum residency requirement to ensure that all graduates are qualified and properly trained to the standards of quality education set forth by the College. Transfer credit from external institutions may not exceed 40 percent of the student's total program. With written approval from the chancellor, the maximum percentage of transfer credits may be increased to 50 percent.

The following types of units may be accepted for credit:

- (A) Units earned at institutions approved by the Bureau for Private Postsecondary Education; 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
- (B) Challenge examinations, achievement tests, and standardized tests such as the College Level Examination Program (CLEP) tests for specific academic disciplines

Transfer of Credit Policies for Legal and Wellness Specialty Courses

Students who have completed equivalent legal specialty courses from an ABA-approved program of study may obtain transfer credit to fulfill the program requirements in two legal specialty courses: PS201A/PA 120 (Introduction to Law & Ethics) and PS201B/PA 125 (Civil Procedure), provided that the student provides official transcripts verifying the successful completion of this coursework to the Registrar prior to commencing any legal specialty courses at Fremont College. In rare cases, exceptions may be granted by the Dean of Legal Studies provided the course is highly comparable in nature, content and level.

Students who have completed equivalent Wellness courses from another institution may be required to undergo an additional evaluation. This evaluation is administered by a faculty member and must be completed prior to matriculation.

Credit for Experiential Learning

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

School Locations and Instructional Facilities

All classes will be taught at the school address below that is stated as the campus of choice on the enrollment agreement.

Main Campus

18000 Studebaker Road, 9th Floor
Cerritos, CA 90703
562-809-5100

The Cerritos campus of Fremont College is made up of approximately 10,000 square feet of classrooms, laboratories, and administrative and student affairs offices. The computer laboratory setting of instruction will accommodate a maximum of 30 students. Computer laboratories are equipped with modern features to include Internet technology and access, industry standard software applications, as well as additional legal and case management software. The second computer lab utilizes Apple computers and related software, including software specifically associated with the design curricula offered by the College. Wellness classrooms are equipped with full-sized massage tables, lotions, anatomical models, and audiovisual equipment. Lecture classrooms will accommodate a maximum of 36 students. Special parking, sidewalks, and restrooms are available for disabled persons.

Branch Campus

3440 Wilshire Blvd, 10th Floor
Los Angeles, CA 90010
213-355-7777

The Los Angeles campus of Fremont College also is made up of approximately 10,000 square feet of classrooms, laboratories, and administrative and student affairs offices. This campus features two modern computer labs, both of which include Internet access. The PC lab utilizes thin-client technology running Windows OS, and industry standard software applications, as well as additional legal and case management software. The second computer lab utilizes Apple computers and related software, including software specifically associated with the design curricula offered by the College. Wellness classrooms are equipped with full-sized massage tables, lotions, anatomical models, and audiovisual equipment. Lecture classrooms will accommodate a maximum of 36 students. Special parking, sidewalks, and restrooms are available for disabled persons.

Online students also have access to learning resources and department contacts through their personal student home page. Textbooks for online courses are typically e-books, but not necessarily all are e-books.

For distance education programs where the instruction is not offered in real time, the College will transmit the first lesson and any materials to any student within seven days after the student's enrollment. The student has the right to cancel the enrollment agreement and receive a full refund as described above before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Library & Learning Resource System

Both Fremont College campuses have an integrated learning resource system that offers students access to both physical and digital library materials. The Cerritos and Los Angeles campuses have libraries with reference books, instructional books, and industry periodicals, as well as a computer lab in Cerritos and Mac and PC labs in Los Angeles. Students also have access to multiple online databases, including LIRN, InfoTrac, and Jones eGlobal, which contain thousands of periodical and scholarly research articles.

Library resources available for use include multimedia resources as well as current magazine publications, legal references, and fine arts books. Resources are accessible on campus in the library. Students may access the on-campus library Monday through Friday. 9:00 am to 6:00 pm. There is a check-in/check-out system for removing resources from the library.

The Paralegal Studies library consists of federal and California state code books, case reporters, and digests, as well as legal periodicals and practice guides in specialized areas of law. In addition, all qualified Paralegal Studies students have access to either Westlaw or LexisNexis, which provide a continuously updated database of cases, statutes, and legal articles.

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

Housing

Fremont College does not assume responsibility for student housing, have dormitory facilities under its control, or offer student housing assistance. According to rentals.com, rental properties in Cerritos start at approximately \$740 per month. Rental properties in Los Angeles start at approximately \$550 per month. Any student requiring housing assistance is encouraged to contact the school prior to beginning classes for information on local apartment availability.

Tuition and Other Costs

Please refer to the tuition and fee schedule located in the Catalog Addendum for the current schedule of tuition and fees. All tuition and fees are payable in advance unless other arrangements are made with the College. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. Failure to repay federal loans may result in legal action against the student, negative credit reports, wage garnishments, and/or the loss of federal income tax refunds. For further details, please see the Financial Aid Department at the College.

Financial Aid Programs

Fremont College offers Title IV Financial Aid Programs for those who qualify. The eligible programs are Federal Pell Grants, Federal Direct Loan Programs, FSEOG (Federal Supplemental Education Opportunity Grants), and Federal College Work Study.

Fremont College is eligible to participate in the Cal Grant program. The Cerritos campus is eligible to participate in the Department of Veteran Affairs, Veterans' Benefit programs.

Scholarship Programs

Information regarding Fremont College's scholarship programs is located in the admissions office and is published on the college's website.

California Cancellation and Refund Policies

Following are the key terms and conditions of the College's cancellation and refund policies:

Student's Right to Cancel:

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current term in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following addresses: Fremont College, 18000 Studebaker Road, Suite 900A, Cerritos, CA 90703 or 3440 Wilshire Blvd., 10th Floor, Los Angeles, CA 90010. This can be done by mail or by hand delivery.
3. The written notice, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. The written notice of cancellation need not take any particular form and, however expressed, is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is cancelled, the school will refund the student any money he or she paid, less a registration or administration fee, not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less a registration or administration fee, not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. All charges for courses are governed by the College refund policy in the event of withdrawal.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absences in excess of maximum set forth by the institution, and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 14 consecutive calendar days from the student's last date of attendance.
- The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the student's last date of attendance will be used.

The student's date of determination (DOD) is the date the student notifies the school of their intent to withdraw, the date the school determines the student must be withdrawn based on existing policy, or the date that the student was scheduled to return from a leave of absence and failed to return. Refunds will be issued by the school within 45 days of the DOD.

Federal Return to Title IV Policy

A recipient of Federal Title IV financial aid who withdraws from school during a payment period or period in which the student began attendance will have the amount of Title IV funds he or she did not earn calculated according to federal regulations (34 CFR 668.22). Any student who withdraws will have his/her Pell Grant recalculated based on the number of credits the student attempted. In regards to federal student loans, for students who have completed less than one course, this calculation will be based on the student's last date of attendance (See Fremont College's withdrawal policy). After July 1, 2011, the loan calculation for all students will be based on the student's last date of attendance.

The percentage of Title IV financial aid that is earned for a payment period is the number of calendar days the student has been enrolled for the payment period up to the day the student withdrew, divided by the total calendar days in the payment period.

The percentage is multiplied by the amount of Title IV financial aid for the payment period for which the Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period, and must be returned, is the complement of the amount earned. The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed or could have been disbursed for the payment period upon which the calculation was based.

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

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Academic Competitiveness Grants (ACG)
6. Federal Supplemental Educational Opportunity Grants (FSEOG)
7. Cal Grant
8. Other Title IV Programs
9. Student

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

If the amount disbursed to the student is less than the amount the student earned, he or she is eligible to receive a post withdrawal disbursement of the earned aid that was not received. The school will notify the student and/or parent of post withdrawal disbursement once an amount can be determined. For the purpose of determining when the refund must be paid, except in unusual instances, the date of the institution's determination that the student withdrew should be no later than 14 days after the student's last day of attendance, as determined from the College's attendance records.

Advising and Guidance

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

Referral Services

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

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

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

Tutoring

Students in need of extra assistance because of academic difficulties may arrange for tutoring through the Student Success Center located at both campuses. Students may also arrange for tutoring with their instructor, the librarian, the program dean, the chief academic officer, or Student Affairs. Students in online courses can also request online student tutoring through student affairs. Tutoring is available by appointment only and can be coordinated directly with Student Affairs. There is no cost to the student for tutoring.

Add/Drop Policy

Fremont College has an Add/Drop week in which students will have the opportunity to make changes to their term schedule. The Add/Drop week commences the first day of each term, which is typically a Monday, and ends on the Tuesday of the following week at the close of business. Students who would like to make changes to their schedule must speak with a staff member of the Academic Affairs department or the Registrar's office (phone conversations will be accepted, but e-mails or voice mails will not be accepted as an official Add/Drop request). Students who make changes to their schedule after the Add/Drop week will be subject to the Withdrawal Policy as stated in the catalog. The Dean of Academic Affairs, due to mitigating circumstances, may authorize an Add/Drop up to two weeks following the start of a term.

Attendance Policy

Each student is required to regularly attend each class in the program in which the student is enrolled. Attendance is directly tied to academic performance; therefore, attendance is required for lecture and lab sessions, and attendance is recorded for each class session. Fremont College does not differentiate between an excused and a non-excused absence. Except in unusual instances, students will be automatically withdrawn after missing 14 consecutive calendar days. Each student is directly responsible to the individual instructor and/or chief academic officer for absences and for making up work missed. Hours of makeup work will not be accepted as hours of class time. Attendance in online courses is achieved by logging in to the course and completing assignments.

Repeated/Failed Courses

In the event that a student received a failing grade in any course, the student must repeat the course and receive a passing grade in order to graduate. In the event that any course is failed more than two times, the student will no longer be eligible to continue in that program. Students will be charged the actual course cost for any course that must be retaken.

Independent Study

Independent study is reserved for rare circumstances in which a student's program sequence is disrupted and a specific course is needed to graduate or progress timely. An independent study contract must be completed by the faculty and the student and specifically address the course objectives, expected outcomes, assignments to be completed, hours expected to be completed with the faculty, and hours expected to be completed independently. Courses that are heavily dependent on completion of laboratory exercises do not usually qualify for independent study. Independent study contracts must be approved by the Program Dean or the Dean of Academic Affairs. Students can take no more than two courses through independent study per program. Independent study courses may not cross over terms.

Leave of Absence

Fremont College encourages all students to maintain 100 percent attendance. However, the College understands that certain emergency and health-related circumstances might occur that prevent attendance. A leave of absence is typically granted for military, medical, or health-related reasons. Students must provide written documentation and request a leave of absence in writing prior to starting the leave of absence. Request for medical or health-related leaves of absence must be submitted to and approved by Student Affairs, Financial Aid, and the Registrar. All other requests must be submitted and approved by the director of Operations. A leave of absence may be granted only at the beginning of a course and may not exceed 180 calendar days in a 12-month period. Failure to return from the excused leave of absence may result in dismissal from school and may affect the student's financial aid disbursement.

Grading Policy

The College's grading system for each class is:

Excellent	92.5 – 100	A	4.00
	89.5 – 92.49	A-	3.75
	86.5 – 89.49	B+	3.50
Above Average	82.5 – 86.49	B	3.00
	79.5 – 82.49	B-	2.75
	76.5 – 79.49	C+	2.50
Average	72.5 – 76.49	C	2.00
	69.5 – 72.49	C-	1.75
Below Average	66.5 – 69.49	D+	1.50
	60.0 – 66.49	D	1.00
Unsatisfactory	60 or below	F	0.00
Retake		RT	0.00
Equivalent		EQ	0.00
Withdrawal		W	0.00
Withdrawal/No Attendance		X	0.00

The grade point average required for completion of a program is a minimum average passing grade of 2.0 with no grade lower than a 1.0 for any course. Grades “EQ” and “I” do not count toward either completion or GPA calculations.

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of a module may result in an incomplete being entered in the student’s record. In addition to the foregoing, students in the Paralegal Studies program enrolled in a legal specialty course must maintain 75 percent attendance in said course to be considered eligible for an incomplete grade. With the approval of the instructor and program dean or chief academic officer, a student will have up to three weeks to amend the incomplete grade. In the event a new grade is not received by the Registrar’s office after three weeks from the completion date of the course, the incomplete grade will become a failing grade.

Withdrawal (W)

It shall be the policy of Fremont College that students may have the opportunity to withdraw from an individual class or classes prior to the end of week 9. The student must contact Academic Affairs prior to the close of business on the Friday of week 9 of the given term he/she is in. Close of business is defined as 6 pm Pacific Time. There will be no exceptions to this policy should a student miss the deadline. Although the student will be charged for the class, the opportunity to withdraw from class will allow him/her to receive a “W” instead of a grade. The “W” will not affect the student’s GPA. However, it will affect the completion rate. Please see the section regarding Satisfactory Academic Progress (SAP) in the catalog. To ensure the withdrawal of class is properly documented, the student will fill out the appropriate form which can be found in the Academic Affairs office or on the student portal which can be found at <https://portal.fremont.edu>.

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

Never Attempted (X)

If a student was scheduled for a course but never attended a class, a grade of “X” for that course will be assigned. The student will not be charged for that course. If the course was part of the program graduation requirements, the student must complete the course at a later time. Failing to attend a scheduled course will extend a student’s expected graduation date and may impact the amount and types of financial aid the student is qualified to receive. Students are encouraged to know when a course is expected to be offered again prior to making the decision to not attend a scheduled course.

Refresher and noncredit remedial programs are not offered.

Change of Grade

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

Makeup Work

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

Satisfactory Academic Progress Policy

Satisfactory Academic Progress ensures that students are progressing through their program of study in a timely manner. In order to be considered to be making satisfactory progress toward a diploma or degree, a student must both maintain specified cumulative grade point averages and specified completion rate. To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated every ten weeks.

At the end of each 10 week evaluation period, if the student has less than the cumulative grade point average and/or does not meet the completion rate as specified in the following chart, he or she will be placed on Financial Aid Warning. The student may receive financial aid while on Financial Aid Warning. If the student fails to achieve satisfactory progress by the end of the warning period, the student will lose their financial aid eligibility unless they successfully appeal and are placed on probation.

Number of Weeks in Attendance	Required GPA at End of Period	Required Completion Rate for the total quarter credits attempted.
10	2.00	66.67%
20	2.00	66.67%
30	2.00	66.67%
40	2.00	66.67%
50	2.00	66.67%
60	2.00	66.67%
70	2.00	66.67%
80	2.00	66.67%
90	2.00	66.67%
100	2.00	66.67%
110	2.00	66.67%
120	2.00	66.67%

Quarter units attempted include all courses for which the student earned or received a grade from the College (including RT or W). An "X" grade, which is assigned for courses scheduled but not attempted nor charged and transfer credits are not included as units attempted or completed. Grade assigned of RT, W, X or TC are not included in the GPA calculation.

Satisfactory Academic Progress Appeals, financial aid probation, and academic plans

When a student loses FSA eligibility because he/she failed to make SAP, he/she may appeal that result. A student who is not meeting the SAP standards following financial aid warning will be terminated from financial aid eligibility. He or she may appeal this termination to the Program Dean based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The students appeal must be received on or before the first Wednesday of the first week of the new term.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible. An appeal form is available from the Student Affairs Department.

The Program Dean will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 24 hours. This decision is final.

The Program Dean's notice to the student will outline the requirements of the academic plan the student must follow if the appeal is granted. The terms of the academic plan must ensure the student will be able to complete the program within the maximum timeframe. The student will be on academic probation the subsequent term and will be eligible for financial aid.

At the end of the probationary term, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will be eligible for financial aid. In all subsequent terms the student must again meet the SAP standards or the terms of the academic plan to remain eligible for financial aid.

If the student fails to meet the terms of the academic plan at the end of the probationary term, the student's financial aid eligibility is terminated. Second appeals in this situation will only be granted at the discretion of the Program Dean, and based upon very exceptional circumstances.

It should be noted that students are expected to complete the requirements for their course in the scheduled time frame, but in no case may the quarter units attempted exceed 1.5 times the quarter units required to complete the program.

Re-entry for students dismissed due to failure to meet SAP

Students who have been dismissed for lack of satisfactory progress may apply to be readmitted into the same curriculum, as the class schedule permits. Such a student will be enrolled for a probationary period upon reentry. With respect to financial aid, a student must complete the evaluation period with at least a 2.0 GPA and the required completion ratio before financial aid can be awarded. This procedure applies only to dismissals caused by lack of satisfactory progress and when the student is reentering the same curriculum. It does not apply to voluntary withdrawals.

Termination Policy

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

- A student fails to abide by the student code of conduct or the rules and regulations of the school.
- A student engages in lewd or lascivious conduct.
- A student is abusive to any member of the staff, faculty, or student body.
- A student fails to attend classes on a regular basis.
- A student is excessively absent.
- A student has engaged in plagiarism or has exhibited academic dishonesty.
- A student is found to be using alcohol or any illegal or illicit substance on campus.
- A student fails to maintain the minimum GPA.

- A student fails to meet his/her financial obligations to the College.
- The College determines that a student's conduct or performance demonstrates an unwillingness or inability to understand the subject matter being taught.

Student Conduct Policy

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

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

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

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

Elements/Violations

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

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication, including but not limited to threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of one's self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
7. Harassment or bullying by any means of any individual, including coercion and personal abuse. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.
9. Violations by guest of a student on school property. Students are responsible for the actions of their guests.
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
11. Interference with the normal operations of the school (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities).
12. Use of cell phones and pagers during scheduled classroom times.
13. Unauthorized entry into, or use of, school facilities.

14. Forgery, falsification, alteration, or misuse of school documents, records, or identification.
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
16. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent, or obscene as determined by school officials.
17. Extortion.
18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, or turning in false fire alarms and bomb threats.
19. Breach of peace on school property or at any school-sponsored or supervised program.
20. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited
21. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions.
23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
24. Failure to satisfy school financial obligations.
25. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties.
26. Failure to identify oneself when on school property.
27. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
28. Any form of "hazing" and any act that endangers the safety of a student or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending the school.
29. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of Fremont College and/or its reputation.
30. Any violation of the institution's policies on the responsible use of technology, including but not limited to:
 - The theft or abuse of a computer, email, Internet, or Intranet resources
 - Unauthorized entry into a file to use, read, or change the contents of or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of the law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
31. Abuse of the Fremont College disciplinary system, including but not limited to:
 - Failure to obey the summons of a disciplinary body or school official

- Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
 - Disruption or interference with the orderly conduct of a disciplinary proceeding
 - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - Failure to comply with the sanction(s) imposed under the student conduct policy
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
32. Harassment or bullying based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

Procedures Regarding Student Dismissals

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

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

- The hearing officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal there from.

Student Involvement in Conduct Proceedings

At the discretion of the Dean of Student Affairs or his or her designee, students of Fremont College may participate in the adjudication of disciplinary proceedings, including hearings and appeals.

Sanctions

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

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

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The dean of Student Affairs or his or her designee defines the terms of probation.
3. **Withdrawal:** Separation of the student from the school for a predetermined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, use school facilities, participate in or attend school activities, or be employed by the school until the student is accepted for reentry.
4. **Expulsion:** The student will be expelled from Fremont College immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or any time or for any reason.
5. **Restitution:** Compensation for loss or damage to property leased, owned, or controlled by the school. This may take the form of monetary or material replacement.
6. **Discretionary sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

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

Student Complaint/Grievance Procedures

The College and administration work with each student to resolve the issues a student may have. Every student is encouraged to discuss his or her concerns or complaints with faculty or staff most able to assist the student in resolving the matter. If, however, the student is not satisfied with these efforts, then the student may pursue a formal review by following the procedure outlined below:

1. Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail to allow the program dean to begin an investigation.
2. The program dean or designee will schedule an appointment with the student within three working days to discuss the complaint.
3. The program dean or designee will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five working days of the meeting with the student.
4. If the student is not satisfied with the program dean or designee's report of disposition of the complaint, the student may appeal this result in writing to the Dean of Student Affairs within 10 working days of receipt. The appeal letter must include a copy of the

written disposition report and an explanation why the student is not satisfied with that outcome.

5. The Dean of Student Affairs will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student or dean.

6. The Dean of Student Affairs will provide both the student and the dean with a written appeal finding mailed within 10 working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.

7. Students not satisfied with the final disposition of the grievance process may contact the BPPE or ACCSC.

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

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Blvd., Suite 302
Arlington, VA 22201
703-247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the director of Operations.

Violations of Law

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

Search of Student's Property

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

Responsible Use of Technology Policy

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

Dress Code

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

Drug Abuse Policy

Fremont College supports the federal Drug-Free Schools and Communities Act. Informative materials on controlled substance use and effects, counseling, treatment and rehabilitation programs, and hot-line telephone numbers in the area are provided to students and staff. Information on the laws regarding California drug and alcohol penalties for possession and trafficking is available in the Student Affairs Department.

Disabled Students

Any student who is considered temporarily or permanently disabled must obtain a physician's statement certifying that he or she may engage in "substantial gainful activity." For this purpose, "substantial gainful activity" may be defined as the ability to work and earn money or to attend school. Fremont College will reasonably accommodate applicants and students with disabilities. Students in need of accommodations must inform the Student Affairs Department, and medical documentation will be required.

Student Surveys

Surveys are conducted at the end of each term to evaluate the quality of the instruction provided by faculty and the support services provided by staff.

Graduation Requirements

Liberal Studies Philosophy - Effective for students enrolling in the term beginning 3/12/2012 or after.

Breadth Requirements

Associate's degree: Students must complete a minimum of 30 quarter units of Liberal Studies coursework.

Bachelor's degree: Students must complete a minimum of 70 quarter units of Liberal Studies coursework. Of the 70 quarter units, 25 units must be completed in upper division courses.

	Summary of Liberal Studies Curriculum Requirements		
Liberal Studies Core Curriculum	Associate of Arts	Associate of Science	Bachelor of Arts*
Communication and Inquiry**	5-10	5	10-20

Quantitative Reasoning and Scientific Inquiry	5-10	5	5-15
Arts and Humanities	5	5	5-10
Physical and Biological Sciences	5	5	5-10
Social and Behavioral Sciences	5	5	15-20
Information Literacy	0-5	0	5-10
Total minimum quarter units	30	25	70

*25 units must be completed in upper division courses (3XX and 4XX courses)

** Paralegal Studies students must complete 10 units of communication and inquiry courses.

Liberal Studies Program Learning Outcomes:

- Communicate competently through oral and written language expression.
- Solve problems using a variety of quantitative methods and tools.
- Evaluate the ethical consequences of their decisions and actions as a member of a diverse global community.
- Demonstrate an understanding and appreciation for environmental justice, which recognizes that access to a clean, healthy environment is a fundamental right of all human beings.
- Identify community-centered strategies to address social, political, economic, and ecological challenges, gaps, and injustices within the communities we serve.
- Use information literacy skills including the ability to access, evaluate, interpret and use information from a variety of sources.

A minimum GPA of 2.0, with no grade lower than a 1.0 GPA for any course that applies to the diploma or degree, is required to receive a diploma or degree. Upon successful completion of all required courses in a program, the graduate will be awarded a Bachelor of Arts Degree, Associate of Arts Degree, Associate of Science Degree, or Diploma. Students who fail to meet their financial obligations may have their official transcripts withheld.

Graduation Ceremonies

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

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

Student Records and Right of Privacy

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

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

- (1) The degree or certificate granted and the date on which that degree or certificate was granted
- (2) The courses and units on which the certificate or degree was based
- (3) The grades earned by the student in each of those courses

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

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

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

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

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

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

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

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

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

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

A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request,

the College discloses education records without consent to an official of another school in which a student seeks or intends to enroll.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

FERPA Release of Information

Directory Information

In compliance with the Family Educational Rights and Privacy Act, the College treats the following student information as directory information, which can be disclosed without a specific release of information from the student: name, field of study, degrees/awards, participation in officially recognized activities, dates of attendance, and level of enrollment. Students may restrict the release of directory information by written request to the Registrar.

Non-directory Information

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

Electronic Files

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

Fremont College Statement on Diversity

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

Fremont College promotes diversity as a critical component to achieving educational excellence and training future leaders. We provide a curriculum that engages students in a collaborative learning environment based upon a diverse range of cultures and perspectives. With our Professional Action Learning method, Fremont College embraces opportunities for diverse learning by encouraging students to bring their personal and professional experience into the classroom. Our students are taught to synthesize and share diverse theories and present the results to each other in order to foster a deeper learning environment.

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

Transfer of Fremont College Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Fremont College has no influence over the transferability of its credits to other institutions. Such decisions are entirely decided by those institutions.

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

Transfer or Articulation Agreements

Fremont College has entered into articulation agreements, which allows certain courses completed at Fremont College by graduates of the Associate of Arts Degree Program in Paralegal Studies to be considered for transferability to similar courses at the following institutions:

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

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

Student Success Center

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

Placement Services

The mission of Fremont College is to close the gap between the traditional classroom and the 21st-century workplace. To accomplish its mission, the College is committed to emphasizing the importance of education and assisting graduates in finding employment in the field for which they have been trained. The College maintains an active career-planning assistance program for qualified graduates. However, the College cannot guarantee employment. The on-campus Career

Services Department strives to see that each graduate is trained in the job-seeking process. Career planning begins at orientation, at which time the importance of student attendance and participation in class is stressed. Online students are supported by the on-campus Career Services Department for the campus to which he or she is enrolled.

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

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

Certified Massage Therapist Requirements

The California Massage Therapy Council (CAMTC) was established in 2009 to evaluate the qualifications of massage therapists in the state of California. The requirements for certification as a Certified Massage Therapist are as follows:

- Completion of a minimum of 500 hours of massage education and training at an approved massage therapy school
- Successful completion of a background check, including fingerprinting, from the Department of Justice and Federal Bureau of Investigation
- Submission of an application for certification with the CAMTC

Fremont College provides assistance with the certification process during the course of the student's program. Massage Therapy or Sports & Rehabilitation Therapy graduates may be denied licensure and/or certification if they have been convicted of a specific felony or misdemeanor as identified by the licensing agency to which they are applying.

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Business Leadership Bachelor of Arts Degree

The College of Business seeks to produce capable and knowledgeable students who manifest an understanding of work and careers and an ability to adapt quickly to the expectations of employers and the work environment.

Business Leadership Program Outcomes

- Identify business concepts, terms and theories.
- Obtain jobs in the fields of management, marketing, human resources international business and finance.
- Demonstrate effective, respectful, ethical, and professional interactions with people of diverse ethnic, cultural, gender, and other backgrounds and with people with different organizational roles, social affiliations, and personalities.
- Demonstrate personal accountability and effective work habits, including punctuality, working optimally with others, and effectively managing time and work responsibilities.
- Use quantitative and qualitative tools and methodologies to support organizational decision making.
- Demonstrate an understanding of international business and the effects of globalization.
- Apply accounting and finance concepts and methods for evaluating the financial position and performance of organizations.
- Demonstrate proficiency in analysis, decision making, and management.
- Identify entrepreneurial opportunities for new business ventures; evaluate potential for business success; and describe implementation issues including financial, legal, operational, and administrative procedures involved in starting new business ventures.
- Use web-based techniques, skills, and knowledge of information technology to enhance productivity.

Degree Requirements

To earn a Bachelor of Arts Degree in Business Leadership, students must maintain satisfactory academic progress and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 180 quarter units.
- General Education Requirement: Students must complete a minimum of 70 quarter units of Liberal Studies (LS) courses. Of these courses, 25 quarter units must be completed in upper division courses (3XX and 4XX courses).
- Business/Legal Core Requirement: Students must complete a minimum of 110 quarter units in the business/legal fields (BA, BU, AC, IM, HR, PA, or PS courses). Of these courses, 50 quarter units must be completed in upper division courses (3XX and 4XX courses).

Course #	Course Titles	Quarter Units	Clock Hours	Prerequisites
BU 101	Introduction to Business	5	50	
BU 120	Marketing through Social Networking	5	50	BU 101
BU 125	SEO & SEM Analytics	5	50	BU 101
BU 130	Marketing Strategies	5	50	BU 101
BU 145	Brand Creation and Management	5	50	BU 101
BU 150	eCommerce	5	50	BU 101
BU 220	Fundamentals of Accounting	5	50	BU 101
BU 225	Accounting Control	5	50	BU 101
BU 230	Financial Statements	5	50	BU 101
PA 240	Labor & Employment Law	5	50	BU 101*
PA 245	Contracts	5	50	BU 101*
PA 250	Business Organizations	5	50	BU 101*
BU 330	User Interface in a Digital World	5	50	PA 220 or BU 150, or DS 225
BU 340	Writing Your Business Plan	5	50	PA 245 or (BU 130 and BU 220) or DS 130
BU 345	Strategic Leadership & Team Building	5	50	BU 101
BU 350	Applied Entrepreneurship	5	50	PA 250 or (BU 130 and BU 220) or DS 130
BU 420	Project Management	5	50	BU 101
BU 425	Business Ethics	5	50	PA 120 or BU 101 or LS 120
PA 330	Income Tax and Estate Planning	5	50	BU 220 or PA 230
PA 440	Alternative Dispute Resolution	5	50	PA 245
PA 445	Intellectual Property	5	50	BU 101 or PA 120
PA 450	Advanced Corporate Law	5	50	PA 250
	Business/Legal Courses	110	1,100	
LS 100	Personal Strengths and Lifelong Learning	5	50	
LS 105	Written Communication and Inquiry	5	50	

Course #	Course Titles	Quarter Units	Clock Hours	Prerequisites
LS 120	Civic Responsibility and Ethics	5	50	
LS 125	The Environment and Sustainability	5	50	
LS 140	Cultural and Aesthetic Diversity	5	50	
LS 210	Mathematical Concepts and Quantitative Reasoning	5	50	
LS 220	Comparative Concepts and Influences	5	50	
LS 230	Multimedia and Humanities	5	50	
LS 250	Speech Communication and Inquiry	5	50	
LS 305	Introduction to Systems Thinking	5	50	LS 100
LS 325	Green Technology and Sustainability	5	50	LS 125
LS 420	Sociology and Globalization	5	50	LS 125
LS 430	Collaboration and Information Literacy	5	50	LS 100
LS 450	Systems Thinking and Change Management	5	50	LS 100
	Liberal Studies Courses	70	700	
	Program Total	180	1,800	

** Pre-requisites listed here apply only to Business Leadership or Business Administration students completing this course to meet the requirements of those degrees. Paralegal Studies students must follow the pre-requisite requirements listed in the Paralegal Studies program chart.*

Design Entrepreneurship Bachelor of Arts Degree

The Design Entrepreneurship Bachelor of Arts Degree equips students with the tools and techniques to create captivating images and products, as well as the knowledge of finance and salesmanship to make products succeed in the marketplace. At Fremont College, you will study and prepare for the workforce at the same time. The normal completion time for this program is 30 months.

Design Entrepreneurship Program Outcomes

Upon graduation, a student in this program will fulfill all of the student outcomes for an Associate of Arts in Design Interpretation and also will be able to:

- Describe sustainable practices in design.
- Use mixed media to execute a professional-level design portfolio.
- Identify business concepts, terms and theories.
- Demonstrate problem-solving skills to promote creativity and innovation.
- Incorporate web design technology and social media to promote original concepts.
- Develop and implement marketing, design, and merchandising skills.
- Utilize computer software to visually communicate ideas and promote design and brand management concepts.
- Identify regulations and business practice affecting the design industry.
- Develop leadership and collaborative management skills by analyzing case studies and participating in-group projects.

Degree Requirements

To earn a Bachelor of Arts Degree in Design Entrepreneurship, students must maintain Satisfactory Academic Progress and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 180 quarter units.
- General Education Requirement: Students must complete a minimum of 70 quarter units of Liberal Studies courses. Of these courses, 25 quarter units must be completed in upper division courses (3XX and 4XX courses).
- Design/Business Requirement: Students must complete a minimum of 110 quarter units in the Design/Business fields (DE, GD, FD, AD, WD, or BA courses). Of these courses, 50 quarter units must be completed in upper division courses (3XX and 4XX courses).

Course #	Course Titles	Quarter Units	Clock Hours	Prerequisites
DS 120	Fashion Illustration and Collection	5	60	
DS 125	Textiles and Sourcing	5	60	
DS 130	Accessories and Merchandising	5	60	
DS 140	Pattern Making and Draping	5	60	
DS 145	Fashion Interpretation	5	60	
DS 150	Garment Construction	5	60	
DS 220	Design for Usability	5	60	
DS 225	Web Page Coding	5	60	
DS 230	Content Management Systems	5	60	
DS 240	Computer Assisted Illustration	5	60	
DS 245	Image Manipulation	5	60	
DS 250	Graphic Design Software Applications	5	60	
DS 320	Computer Technical Drawing	5	50	DS 120, DS 240
DS 440	Production Pattern Making	5	50	DS 140
DS 445	Technical Production Package	5	50	DS 140
DS 450	Fashion Collection	5	50	DS 140
DS 460	Digital Design	5	50	DS 125, DS 150
DS 465	Portfolio Development and Presentation	5	50	DS 120, DS 145, DS 240, DS 250
BU 330	User Interface in a Digital World	5	50	PA 220 or BU 150 or DS 225
BU 340	Writing Your Business Plan	5	50	PA 245 or (BU 130 and BU 220) or DS 130
BU 350	Applied Entrepreneurship	5	50	PA 250 or (BU 130 and BU 202) or DS 130
BU 425	Business Ethics	5	50	PA 120 or BU 101 or LS 120
	Business/Legal Courses	110	1,280	
LS 100	Personal Strengths and Lifelong Learning	5	50	
LS 105	Written Communication and Inquiry	5	50	
LS 120	Civic Responsibility and Ethics	5	50	
LS 125	The Environment and Sustainability	5	50	
LS 140	Cultural and Aesthetic Diversity	5	50	

LS 210	Mathematical Concepts and Quantitative Reasoning	5	50	
LS 220	Comparative Concepts and Influences	5	50	
LS 230	Multimedia and Humanities	5	50	
LS 250	Speech Communication and Inquiry	5	50	
LS 305	Introduction to Systems Thinking	5	50	LS 100
LS 325	Green Technology and Sustainability	5	50	LS 125
LS 420	Sociology and Globalization	5	50	LS 125
LS 430	Collaboration and Information Literacy	5	50	LS 100
LS 450	Systems Thinking and Change Management	5	50	LS 100
	Liberal Studies Courses	70	700	
	Program Total	180	1,980	

Business Administration Associate of Arts Degree

Vocational Objective: The Business Administration Degree equips graduates with the skills needed to begin a career in the business field. Students will receive training in the quantitative, qualitative, interpersonal, and technical skills required to succeed in the business world. Students may choose to seek employment at any number of institutions or pursue an entrepreneurial path. Ultimately, Fremont's program objective is to provide students with the tools they need in order to execute their ambitions and aspirations. The normal completion time for this program is 15 months.

Business Administration Program Outcomes

- Identify business concepts, terms and theories.
- Obtain jobs in the fields of management, marketing, human resources international business, and finance.
- Display good work habits, time management, and self-discipline.
- Demonstrate effective, respectful, ethical, and professional interactions with people of diverse ethnic, cultural, gender, and other backgrounds and with people with different organizational roles, social affiliations, and personalities.
- Demonstrate an understanding of international business and the effects of globalization.
- Demonstrate proficiency in analysis, decision making, and management.

Degree Requirements

To earn an Associate of Arts Degree in Business Administration, students must maintain Satisfactory Academic Progress and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 90 quarter units.
- General Education Requirement: Students must complete a minimum of 30 quarter units of General Education courses.
- Business/Legal Requirement: Students must complete a minimum of 45 quarter units in the business field (BA, AC, HR, or IM courses), and 15 quarter units in the legal field (PA courses)

Course #	Course Titles	Quarter Units	Clock Hours	Prerequisites
BU 101	Introduction to Business	5	50	
BU 120	Marketing through Social Networking	5	50	BU 101
BU 125	SEO & SEM Analytics	5	50	BU 101
BU 130	Marketing Strategies	5	50	BU 101
BU 145	Brand Creation and Management	5	50	BU 101
BU 150	eCommerce	5	50	BU 101
BU 220	Fundamentals of Accounting	5	50	BU 101
BU 225	Accounting Control	5	50	BU 101
BU 230	Financial Statements	5	50	BU 101
PA 240	Labor & Employment Law	5	50	BU 101*
PA 245	Contracts	5	50	BU 101*
PA 250	Business Organizations	5	50	BU 101*
	Business	60	600	
LS 100	Personal Strengths and Lifelong Learning	5	50	
LS 105	Written Communication and Inquiry	5	50	
LS 120	Civic Responsibility and Ethics	5	50	
LS 125	The Environment and Sustainability	5	50	
LS 140	Cultural and Aesthetic Diversity	5	50	
LS 210	Mathematical Concepts and Quantitative Reasoning	5	50	
LS 220	Comparative Concepts and Influences	5	50	
LS 230	Multimedia and Humanities	5	50	
LS 250	Speech Communication and Inquiry	5	50	
	General Education	30	300	
	Program Total	90	900	

** Pre-requisites listed here apply only to Business Leadership or Business Administration students completing this course to meet the requirements of those degrees. Paralegal Studies students must follow the pre-requisite guidelines listed in the Paralegal Studies program chart.*

Design Interpretation Associate of Arts Degree

Vocational Objective: The Design Interpretation Associate of Arts Degree equips students with the skills needed to pursue an entry-level career in the design industry. Through instruction and classroom experiences, students develop an understanding of the basic design principles, the elements of business operations in the design industry, and the concepts of design marketing and the product development cycle. In addition, students will be provided with instruction aimed at providing them with the technical knowledge to use design software packages. By the conclusion of the program, students will have the ability to develop and produce a professional design portfolio. The normal completion time for this program is 15 months.

Design Interpretation Program Outcomes

- Identify and explore divisions within the design industry.
- Describe sustainable practices in design.
- Use mixed media to execute a professional-level design portfolio.
- Develop and implement marketing, design, and merchandising skills.
- Develop problem-solving skills to promote creativity and innovation.
- Utilize computer software to visually communicate ideas and promote design concepts.

Degree Requirements

To earn an Associate of Arts Degree in Design Interpretation, students must maintain satisfactory academic progress and fulfill the following requirements:

- Unit Requirement: Students must complete 90 quarter units.
- General Education Requirement: Students must complete a minimum of 30 quarter units in Liberal Studies courses.
- Design Requirement: Students must complete a minimum of 45 quarter units in design courses (DE, GD, FD, AD, or WD courses).

Course #	Course Titles	Quarter Units	Clock Hours	Prerequisites
DS 120	Fashion Illustration and Collection	5	60	
DS 125	Textiles and Sourcing	5	60	
DS 130	Accessories and Merchandising	5	60	
DS 140	Pattern Making and Draping	5	60	
DS 145	Fashion Interpretation	5	60	
DS 150	Garment Construction	5	60	
DS 220	Design for Usability	5	60	
DS 225	Web Page Coding	5	60	
DS 230	Content Management Systems	5	60	
DS 240	Computer Assisted Illustration	5	60	
DS 245	Image Manipulation	5	60	
DS 250	Graphic Design Software Applications	5	60	
	Design	60	720	
LS 100	Personal Strengths and Lifelong Learning	5	50	
LS 105	Written Communication and Inquiry	5	50	
LS 120	Civic Responsibility and Ethics	5	50	
LS 125	The Environment and Sustainability	5	50	
LS 140	Cultural and Aesthetic Diversity	5	50	
LS 210	Mathematical Concepts and Quantitative Reasoning	5	50	
LS 220	Comparative Concepts and Influences	5	50	
LS 230	Multimedia and Humanities	5	50	
LS 250	Speech Communication and Inquiry	5	50	
	General Education	30	300	
	Program Total	90	1020	

Paralegal Studies Associate of Arts Degree

Vocational Objective: This ABA-approved program is designed to prepare students with the skills necessary to fill entry-level positions in legal departments as paralegals, working under the direct supervision of an attorney. Upon completion of the program, the student will have acquired an Associate of Arts degree as well as the technical knowledge and work skills necessary to serve a variety of employers, including city, county, and state governments; law firms; legal clinics; and state and federal courts. Paralegals may not provide legal services directly to the public, except as permitted by law. The expected completion time for this program is 15 months.

Paralegal Studies Learning Outcomes

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

Degree Requirements

To earn an Associate of Arts Degree in Paralegal Studies, students must maintain satisfactory academic progress and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 90 quarter units.
- General Education Requirement: Students must complete a minimum of 30 quarter units of Liberal Studies courses (see specified Liberal Studies Curriculum Requirements).
- Legal Specialty Requirement: Students must complete a minimum of 60 quarter units in PA courses.

Course #	Course Titles	Quarter Units	Clock Hours	Prerequisites
PA 120	Introduction to Law and Ethics	5	50	
PA 125	Civil Procedure	5	50	
PA 130	Legal Research and Writing	5	50	
PA 140	Criminal Law and Procedure	5	50	PA120, PA125, PA130, LS 105, LS250
PA 145	Torts	5	50	PA120, PA125, PA130, LS 105, LS250
PA 150	Advanced Legal Research and Writing	5	50	PA120, PA125, PA130, LS 105, LS250
PA 220	Legal Practice Technology	5	50	PA120, PA125, PA130, LS 105, LS250
PA 225	Family Law	5	50	PA120, PA125, PA130, LS 105, LS250
PA 230	Real Property Law	5	50	PA120, PA125, PA130, LS 105, LS250
PA 240	Labor & Employment Law	5	50	PA120, PA125, PA130, LS 105, LS250
PA 245	Contracts	5	50	PA120, PA125, PA130, LS 105, LS250
PA 250	Business Organizations	5	50	PA120, PA125, PA130, LS 105, LS250
	Paralegal	60	600	
LS 100	Personal Strengths and Lifelong Learning	5	50	
LS 105	Written Communication and Inquiry	5	50	
LS 120	Civic Responsibility and Ethics	5	50	
LS 125	The Environment and Sustainability	5	50	
LS 140	Cultural and Aesthetic Diversity	5	50	
LS 210	Mathematical Concepts and Quantitative Reasoning	5	50	
LS 220	Comparative Concepts and Influences	5	50	
LS 230	Multimedia and Humanities	5	50	
LS 250	Speech Communication and Inquiry	5	50	
	General Education	30	300	
	Program Total	90.0	900	

Sports & Rehabilitation Therapy Associate of Science Degree

Vocational Objective: The program's goal is to provide a wide variety of career opportunities to graduates seeking to work in the sports and rehabilitation therapy fields. Graduates of the program will be equipped to work for the following types of institutions: athletic teams, sports clinics, rehabilitation centers, hospitals, fitness clubs, or other organizations requiring sports and rehab therapy training. The normal completion time for this program is 15 months.

Sports & Rehabilitation Therapy Learning Outcomes

- Identify, assess, and evaluate sports related injuries.
- Record SOAP notes and intake forms to relay information to other healthcare professionals.
- Interpret and integrate SOAP notes into treatment planning.
- Provide services to the athletic community.
- Explain the biomechanics, structure, and function of soft tissue and body systems.
- Relate the integration of body systems to support athletic performance.
- Perform advanced therapeutic techniques including Deep Muscle Therapy, Sports, Joint Mobilization, PNF and NMT.
- Collaborate with healthcare professionals to create a treatment plan for athletes.
- Demonstrate skills in a professional and ethical manner.
- Describe the physiologic effects of massage on the human body and how it can enhance athletic performance.
- Conduct a variety of orthopedic assessment procedures in order to determine specific sports injuries.
- Use theoretical evidence to justify the techniques they use.

Degree Requirements

To earn an Associate of Science Degree in Sports & Rehabilitation Therapy, students must maintain satisfactory academic progress and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 90 quarter units.
- General Education Requirement: Students must complete a minimum of 25 quarter units of Liberal Studies courses (see specified Liberal Studies Curriculum Requirements).
- Wellness Requirement: Students must complete a minimum of 65 quarter units in Wellness courses.

Course #	Course Titles	Quarter Units	Clock Hours	Prerequisites
WE 100	Fundamentals of Therapeutic Massage	5	90	
WE 120	Advanced Swedish Massage	5	90	WE100
WE 125	Anatomy and Physiology - Somatic Tissues	5	50	WE100
WE 130	Assessment, Biomechanics, and Nutrition	5	50	WE100
WE 140	Deep Tissue and Neuromuscular Therapy	5	90	WE100
WE 145	Anatomy and Physiology - Systems of Control	5	50	WE100
WE 150	Eastern Theory and Practice	5	50	WE100
WE 220	Sports Massage	5	90	WE100
WE 225	Anatomy & Physiology - Body Systems	5	50	WE100
WE 230	Business Ethics for Massage Therapists	5	50	WE100
WE 240	Applications of Sports Therapy	5	50	WE100
WE 245	Advanced Biomechanics and Assessment	5	50	WE100
WE 250	Therapeutic Exercise and Procedures	5	90	WE100
	Sports/Massage Therapy	65	850	
LS 100	Personal Strengths and Lifelong Learning	5	50	
LS 105	Written Communication and Inquiry	5	50	
LS 120	Civic Responsibility and Ethics	5	50	
LS 125	The Environment and Sustainability	5	50	
LS 140	Cultural and Aesthetic Diversity	5	50	
LS 210	Mathematical Concepts and Quantitative Reasoning	5	50	
LS 220	Comparative Concepts and Influences	5	50	
LS 230	Multimedia and Humanities	5	50	
LS 250	Speech Communication and Inquiry	5	50	
	General Education	25	250	
	Program Total	90	1,100	

Massage Therapy Diploma

Vocational Objective: This program is designed to provide the didactic and clinical training necessary to prepare students for entry-level positions as massage therapists. Students will be provided with knowledge and skills in anatomy, physiology and kinesiology, deep tissue, sports, shiatsu, and seated and specialized massage techniques. Upon completion, students will have acquired the skills to work in a variety of professional environments, including clinics, chiropractic offices, sports facilities, spas, and private practice. The program exceeds the 500 hours required for graduates to become California Certified Massage Therapists. Fremont College provides assistance with the certification process during the course of the student's program. Massage therapy graduates may be denied licensure and/or certification if they have been convicted of specific felonies or misdemeanors. Fremont College is not responsible for students who are denied licensure or certification due to an adverse background check. The normal completion time for this program is 40 weeks.

Massage Therapy Learning Outcomes

- Demonstrate massage techniques using proper body mechanics.
- Record SOAP notes and intake forms to relay information to other healthcare professionals.
- Interpret and integrate SOAP notes into treatment planning.
- Provide services to a diverse population.
- Explain the structure and function of soft tissue and body system impairments.
- Perform therapeutic techniques including Deep Tissue, Shiatsu, Sports, and Stretching
- Construct and apply an appropriate treatment plan for individual clients.
- Demonstrate massage therapy techniques in a professional and ethical manner.
- Describe the physiologic effects of massage on the human body.
- Conduct a variety of assessment procedures in order to determine appropriate treatments.
- Use theoretical evidence to justify the techniques they use.

Degree Requirements

To earn a Diploma in Massage Therapy, students must maintain satisfactory academic progress and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 60 quarter units.
- General Education Requirement: Students must complete a minimum of 10 quarter units in Liberal Studies.
- Massage Requirement: Students must complete a minimum of 50 quarter units in Massage Therapy.

Course #	Course Titles	Quarter Units	Clock Hours	Prerequisites
WE 100	Fundamentals of Therapeutic Massage	5	90	
WE 120	Advanced Swedish Massage	5	90	WE100
WE 125	Anatomy and Physiology - Somatic Tissues	5	50	WE100
WE 130	Assessment, Biomechanics, and Nutrition	5	50	WE100
WE 140	Deep Tissue and Neuromuscular Therapy	5	90	WE100
WE 145	Anatomy and Physiology - Systems of Control	5	50	WE100
WE 150	Eastern Theory and Practice	5	50	WE100
WE 220	Sports Massage	5	90	WE100
WE 225	Anatomy & Physiology - Body Systems	5	50	WE100
WE 230	Business Ethics for Massage Therapists	5	50	WE100
	Massage Therapy	50	660	
LS 100	Personal Strengths and Lifelong Learning	5	50	
LS 105	Written Communication and Inquiry	5	50	
	General Education	10	100	
	Program Total	60	760	

Course Descriptions

LIBERAL STUDIES (General Education)

LS100 Personal Strengths and Lifelong Learning

Quarter Units: 5 **Prerequisites:** None

Liberal Studies Discipline: Social and Behavioral Sciences

Provides students with the skills and strategies to be successful in their personal, academic, and professional lives. The class uses principle-centered and character-based principles to identify students' key strengths and traits, providing them with an understanding of themselves and the value of lifelong learning.

LS105 Written Communication and Inquiry

Quarter Units: 5 **Prerequisites:** None

Liberal Studies Discipline: Communication and Inquiry

Focuses on the core academic skills that students use in writing effective university-level essays. Learning applications drill down from strategies to composing essays through paragraph structure, sentence construction, and word choices. Emphasis will be placed on developing individual writing skills, along with applying strategies for collaborative writing in Learning Teams.

LS 120 Civic Responsibility and Ethics

Quarter Units: 5 **Prerequisites:** None

Liberal Studies Discipline: Arts and Humanities

Explores reasons for civic involvement and various ways that students can be actively engaged in their communities. An overview of various levels of government is also presented with an emphasis on volunteerism. Additionally, opportunities for service in nonprofit and community organization are examined. The course will also contain a discussion of ethics and provide students with the context for making ethical decisions.

LS125 The Environment and Sustainability

Quarter Units: 5 **Prerequisites:** None

Liberal Studies Discipline: Physical and Biological Sciences

Lays the groundwork for understanding the fundamental geological, biological, and social processes that gave rise to the world we live in and continue to maintain its viability for human life. A wide array of policy and governance questions will be reviewed as we view Earth's environment as an integrated global system.

LS140 Cultural and Aesthetic Diversity

Quarter Units: 5 **Prerequisites:** None

Liberal Studies Discipline: Social and Behavioral Sciences

Focuses on inculcating a critical awareness of sociopolitical issues, cultural contexts, and contemporary media practices and perspectives, as they appear within the broader landscape. The methodologies and perspectives employed throughout the course are specific and contextual and would suit students with a keen interest in world affairs. This course equips students with theoretical concepts and knowledge, while simultaneously emphasizing hands-on experience.

LS210 Mathematical Concepts and Quantitative Reasoning

Quarter Units: 5 **Prerequisites:** None

Liberal Studies Discipline: Quantitative Reasoning and Scientific Inquiry

Provides students with an overview of various mathematical concepts and quantitative problem-solving techniques. The topics include the use of graphs to illustrate quantitative information and

standard statistical measurements. Additionally, students learn to use computerized spreadsheet tools and study financial concepts such as the time value of money, expected value, and probability.

LS220Comparative Concepts & Influences

Quarter Units:5 **Prerequisites:** None

Liberal Studies Discipline: Social and Behavioral Sciences

Students will explore how culture influences human behavior. This examination of the integrated pattern of human behavior that includes thought, speech, action, and artifacts provides an understanding of the human capacity for learning and transmitting knowledge to succeeding generations.

LS230Multimedia and Humanities

Quarter Units:5 **Prerequisites:** None

Liberal Studies Discipline: Arts and Humanities

A study of the symbiotic interplay between multimedia and humanities in the areas of music and culture, art, photography and human expression, film and human condition, television and globalization, and hypermedia and the global social network. Through Professional Action Learning collaboration and online multimedia tools, students will be able to conduct information-literacy-driven research, generate informational outlines with specific theses, create critical thinking assessments, and deliver multimedia presentations in each specific area of study.

LS250Speech Communication and Inquiry

Quarter Units:5 **Prerequisites:** None

Liberal Studies Discipline: Communication and Inquiry

Provides an overview of various forms of oral communication. Students will learn how to prepare and effectively deliver different types of speeches. Additionally, students will learn to successfully communicate orally in situations such as job interviews, debates, team presentations, and negotiations. Finally, students will develop critical-thinking skills to be able to evaluate the validity of oral arguments.

LS305Introduction to Systems Thinking

Quarter Units:5 **Prerequisites:** LS 100

Liberal Studies Discipline: Communication and Inquiry

Presents an overview of systems thinking and seeks to understand system behavior by examining the whole rather than by looking at the parts. Includes looking across boundaries for similarities and patterns and examines process of interaction and interrelationships, as well as provides a framework for solving problems.

LS325Green Technology and Sustainability

Quarter Units:5 **Prerequisites:** LS 125

Liberal Studies Discipline: Physical and Biological Sciences

Explores how human activities and management practices alter biodiversity, ecosystem functioning, and the provisioning of ecosystem services; use of economic and other social science perspectives to estimate the value of the ecosystem services; and options for achieving the sustainable flow of services from ecosystems.

LS420Sociology and Globalization

Quarter Units:5 **Prerequisites:** LS 125

Liberal Studies Discipline: Social and Behavioral Sciences

Provides historical roots of the idea of development: economic theories of growth and their implications for sustainability and the interrelationship among population growth; food security;

poverty; inequality; urbanization; technological change; international trade; and environmental change at the local, regional, and global scale.

LS430 Collaboration and Information Literacy

Quarter Units:5 **Prerequisites:** LS 100

Liberal Studies Discipline: Information Literacy

Utilizing the effective team=building principals of emotional intelligence, self-awareness, norms, lateral thinking, and role appropriation, students will conduct information-literacy-research projects focusing on inquiry, thesis formulation, Internet research, library catalogues, journal databases, and research organization.

LS 450 Systems Thinking and Change Management

Quarter Units:5 **Prerequisites:** LS 100

Liberal Studies Discipline: Communication and Inquiry

Provides students an opportunity to become more effective system thinkers, problem solvers, and decision makers. Topics covered include the five disciplines of organizational learning: systems thinking, personal mastery, mental models, shared vision, and team learning. Students will develop an understanding of systemic challenges facing decision makers in complex societal and business environments. Students will develop a more sophisticated and critical approach to analysis and change management.

BUSINESS

BU 101 Introduction to Business

Quarter Units:5 **Prerequisites:** None

This course examines the role of business in American society; the interrelated activities through which business provides the goods and services essential to contemporary society; and the interrelationships between business and government, labor, and society at large. General areas of study center on the foundation of business, management of the enterprise, marketing activities, finance and financial services, and contemporary business problems.

BU 120 Marketing through Social Networking

Quarter Units:5 **Prerequisites:** BU 101

This course provides a clear definition of social marketing and how sites and tools are used in a marketing context. It presents how to leverage social networking to hypertarget customers through defining and implementing social networking campaigns with personal and social relevance. It also looks at the new channels of marketing, advertising, and communication that make up the social media space. Topics explore examples of how marketing professionals are embracing online social networks; user-generated content; and content sharing, blogs, podcasts, wikis, Twitter, and more to create brand awareness and buzz.

BU 125 SEO and SEM Analytics

Quarter Units:5 **Prerequisites:** BU 101

This course introduces elements of web-based searches in the online marketplace. Elements of developing keyword-friendly text and using meta tags, linking, geo-targeting, and analytics are explored to improve marketing results in business.

BU 130 Marketing Strategies

Quarter Units:5 **Prerequisites:** BU 101

A general course in marketing theory and methods. Among topics discussed are the importance of marketing, the interrelationship of the different phases of marketing, the differences between the

marketing of goods and services, wholesaling, retailing, pricing strategies, analysis of markets, and distribution.

BU 145 Brand Creation and Management

Quarter Units:5 **Prerequisites:** BU 101

This course examines the broad topic of brand equity and brand management, both critical to an effective marketing strategy and building relationships with stakeholders such as customers, suppliers, and partners.

BU 150 eCommerce

Quarter Units:5 **Prerequisites:** BU 101

The course introduces the infrastructure and business models that are used to establish and maintain a web presence for a business as well as important business, legal, and ethical issues used in ecommerce.

BU 220 Fundamentals of Accounting

Quarter Units:5 **Prerequisites:** BU 101

An introduction to financial accounting including developing, analyzing, and interpreting financial statements.

BU 225 Accounting Control

Quarter Units:5 **Prerequisites:** BU 101

An introduction to financial management theory and practices: product costing, organizational planning and control, performance measurement, cost-volume profit analysis, and managerial decision making.

BU 230 Financial Statements

Quarter Units:5 **Prerequisites:** BU 101

The course covers both how to read and interpret balance sheets, income statements, and cash flow statements. Analyze the current financial situation and identify areas for improvement.

BU 330 User Interface in a Digital World

Quarter Units:5 **Prerequisites:** PA 220 or BU150 or DS 225

This course will explore collaborative and emergent pedagogies, tools, and theory related to the use of social networking tools, new and emerging concepts in the field, and emerging resources to provide a context to develop a global perspective.

BU 340 Writing Your Business Plan

Quarter Units:5 **Prerequisites:** PA 245 or (BU 130 and BU 220) or DS 130

The course presents how to formulate a business strategic plan to help an organization or a business advance and grow. It presents the strengths, weaknesses, opportunities, and threats (SWOT) assessment model and identifies strategies to position an organization for long-term competitive advantage. Additionally, marketing, operational, financial, and human resource strategies are incorporated into a holistic planning document approach.

BU 345 Strategic Leadership and Team Building

Quarter Units:5 **Prerequisites:** BU 101

This course demonstrates the significant role that teams, teamwork, and decision making play in organizations. Current theories and practices are examined to develop strategies for effective team building and improved decision making.

BU 350 Applied Entrepreneurship

Quarter Units:5 Prerequisites: PA 250 or (BU 130 and BU 220) or DS 130

This course examines entrepreneurship, the essential components of business building, and growth. It also explores key concepts such as risk and reward, business planning, and venture capitalism. Main topics include market analysis, business identification, financing, market entrance, and growth strategies. Learners create entrepreneurial business ventures.

BU 420 Project Management

Quarter Units:5 **Prerequisites:** BU 101

The course introduces the ethical, theoretical, and practical challenges of the project management framework, including the basic project management phases (initiation, planning, execution, control, and closure) and interactions. This course also explores how project management and strategic management are integrated.

BU 425 Business Ethics

Quarter Units:5 **Prerequisites:** PA 120 or BU 101 or LS 120

This course presents ethical issues faced by managers in the conduct of corporate business, surveys classical and contemporary ethical thought, and considers the application of these principles to contemporary business problems and environments. The course also focuses on special problems of small businesses and discusses culturally based ethical norms. Trends and issues associated with government legislation, interventions, and mandates addressing the ethics of business are also explored.

Design

DS 120 Fashion Illustration and Collection

Quarter Units:5 **Prerequisites:** None

Introduces the fundamentals of fashion illustration and building an apparel collection. Students will learn to apply rendering techniques from the basic fashion figure to advanced illustrations. Unifying the concepts of fashion drawing, design elements, and other techniques, students will create a collection reflecting their own personal style.

DS 125 Textiles and Sourcing

Quarter Units:5 **Prerequisites:** None

Find out how to bring your designs to life using the right kinds of textiles. Students will have the opportunity to examine and recognize types of commonly used fabrics, develop an understanding of how best to use them in making garments, and compare costs. Students will also learn the basic strategies for sourcing fabrics and working with fabric companies.

DS 130 Accessories and Merchandising

Quarter Units:5 **Prerequisites:** None

This comprehensive study of women's and men's fashion accessories provides students with a detailed analysis of the fashion accessory categories. Students will learn how to research trends in fashion accessories as it relates to apparel. Students will create a presentation that includes trend research, a marketing strategic plan, merchandising concepts, and product placement.

DS 140 Pattern Making and Draping

Quarter Units:5 **Prerequisites:** None

This course offers a comprehensive understanding of the pattern-making process. Students will gain an understanding of the production side of the industry. This integral production pattern course also includes an analysis of garment construction, grading (measurement specification), and marker making (pattern layout put on top of the fabric for the cutter to follow). Students will also learn how to create a cost sheet and use it to determine the components needed to create a garment.

DS 145 Fashion Interpretation**Quarter Units:**5 **Prerequisites:** None

This is an introductory class to knock-off methods. “Knock-off” is a fashion industry term for copy or imitation of ready-made popular garments. This intensive hands-on class teaches essential methods for reproduction of manufactured garments. Enhance your ability to produce garments of your choice using the tracing and rub-off techniques.

DS 150 Garment Construction**Quarter Units:**5 **Prerequisites:** None

In this course, students will learn how to create a wide variety of different garment features, including seams, zippers, topstitching, buttonholes, and bias tapes. Manufacturing techniques and mass-production concepts will be covered as students learn how to design garments for cost-effective production.

DS 220 Design for Usability**Quarter Units:**5 **Prerequisites:** None

In this course, students will learn the techniques and technologies that are used to enhance the user experience. The concepts of user interface and modern web practices will be covered. Students will also understand how users view the Internet, which will provide direction into how sites should be designed for maximum effectiveness.

DS 230 Content Management System**Quarter Units:**5 **Prerequisites:** None

Content management systems provide an interface between an internal database and web content and are valuable tools for dynamic websites. Students will learn how content management systems function and practice and develop experience with leading CMS products.

DS 240 Computer Assisted Illustration**Quarter Units:**5 **Prerequisites:** None

In this course, students will learn the techniques and technologies that are used to enhance the user experience. The concepts of user interface and modern web practices will be covered. Students will also understand how users view the Internet, which will provide direction into how sites should be designed for maximum effectiveness.

DS 245 Image Manipulation**Quarter Units:**5 **Prerequisites:** None

This is an introductory programming course that will motivate programming through image manipulation and creation. Students will learn the basics of programming and then quickly move to manipulating images. New programming concepts will be introduced in order to further image manipulation and creation. Students will learn the concepts behind many of Photoshop's manipulation tools and will learn to implement them on their own. Students will also learn how to create images from scratch. By the end of the course, students will have learned how to program and how to write code that affects images. No previous programming experience is required.

DS 250 Graphic Design Software Application**Quarter Units:**5 **Prerequisites:** None

Today's graphic design software packages provide users with myriad options and capabilities. This course offers students a fundamental overview of the various tools, filters, and functions that assist designers in communicating their creative vision. Students will learn how to create designs and products from a blank page, as well as edit others' designs.

DS 320 Computer Technical Drawing

Quarter Units:5 **Prerequisites:** DS 120, DS 240

Students will learn the basics of technical drawing such as equipment, lettering, and sketching, as well as basic CAD/computer skills, lettering and line work, math as it relates to drawing, architecture, orthographic projection, dimensioning, pictorial drawings, through a series of projects and assignments. Students will choose from various topics/projects, which will allow them to pursue topics related to technical drawing of their chosen project.

DS 440 Production Pattern Making

Quarter Units:5 **Prerequisites:** DS 140

Student's prior training comes to fruition as creating their original designs in this course. Students will participate in a study of mass production methods used in the manufacture of garments. Analysis of principles of garment costing and common problems encountered in quality control are examined. They will demonstrate a working knowledge of advanced construction techniques as they apply it to prepare to produce a garment collection.

DS445 Technical Production Package

Quarter Units:5 **Prerequisites:** DS 140

Technical packages (tech-packs) are critical links in today's fashion supply chain. They connect visions from creative designers to manufacturers that bring clothes to market. Student in this course will explore the development, creation, and applications of tech-pack production, with an emphasis on their use in the manufacturing process.

DS 450 Fashion Collection

Quarter Units:5 **Prerequisites:** DS 140

In this course students will explore the exciting process of going from an original concept to the creation of their own fashion collection. Learn to translate a design concept to sketches and then create patterns by applying the knowledge they have learned in previous courses. Students develop concept/theme boards related to the area in which they are interested. Garments will be submitted for possible presentation in the annual fashion show that is attended by trade, press, and the public.

DS 460 Digital Design

Quarter Units:5 **Prerequisites:** DS 125, DS 150

The most beautiful designs in the world will remain only ideas if they are not presented effectively. In this course, you will learn how to use technology to present your designs. This course emphasizes technical presentation skills using the power of the computer. The skills developed here will be used throughout your studies, as you gather projects from each class for your own professional portfolio.

DS 465Portfolio Development and Presentation

Quarter Units:5 **Prerequisites:** DS 120, DS 145, DS 240, And DS 250

A portfolio is the true resume of every designer. IN this course, you will utilize advanced computer tools to create your own professional portfolio. Completing this course will give you the skills necessary to visually communicate your concepts and inspirations with effectiveness and impact.

LEGAL STUDIES

PA 120 Introduction to Law & Ethics

Quarter Units:5 **Prerequisites:** None

An introductory survey of American law and jurisprudence, the federal and state judicial systems, and the various substantive legal specialty fields. Discussions cover civil litigation and trial procedures, fundamental legal concepts, and the paralegal's role in the public and private sector. Additional topics include conducting a client interview and intake, preparation of simple legal forms, and creation of a legal file. The course also explores the ethical rules for the paralegal profession.

PA 125 Civil Procedure

Quarter Units: 5 **Prerequisites:** None

Presents a foundational overview of civil procedure while discussing the litigation process, ethics in litigation, and the process of establishing and maintaining a client relationship. Introduces the student to the concepts and mechanics of litigation and how to navigate a civil lawsuit from inception through the appeal process.

PA 130 Legal Research & Writing

Quarter Units:5 **Prerequisites:** None

Introduces skills necessary to analyze the facts in any given situation; conduct the requisite legal research; and produce a reasoned and comprehensible written memorandum, such as an inter-office memo, a legal research memo, and a case brief. The initial phase of this two-part course will also introduce the students to available legal authorities, such as printed court cases reinforced with legislative codes, legal encyclopedias, and commercially available practice guides.

PA 140 Criminal Law & Procedure

Quarter Units:5 **Prerequisites:** PA 120, PA 125, PA 130, LS 105, LS 250

Discussions cover both substantive criminal law as well as the procedural rules by which criminal cases are filed, prosecuted, defended, and ultimately tried in a courtroom. The first half of the course details the history of America's criminal law system, the various types and degrees of crimes, and their required elements, while the second half addresses the actual procedure(s) that drive the criminal justice system, from the initial commission of a crime to the jury trial.

PA 145 Torts

Quarter Units: 5 **Prerequisites:** PA 120, PA 125, PA 130, LS 105, LS 250

An introduction to the basic principles of civil liability for harm caused to the person or property of others; the basic topics include the general elements of the plaintiff's prima facie case, the various types of tortious conduct, the relevant privileges and defenses that can be raised by the defendant, and the underlying principles or policies justifying and limiting liability.

PA 150 Advanced Legal Research & Writing

Quarter Units:5 **Prerequisites:** PA 120, PA 125, PA 130, LS 105, LS 250

This is part two of two courses in a hands-on legal research and writing curriculum that builds upon skills acquired in part one of the course. The course focuses on computerized research techniques and preparation of complex legal documents such as position letters, briefs, legal office memoranda, and points and authorities.

PA 220 Legal Practice Technology

Quarter Units:5 **Prerequisites:** PA 120, PA 125, PA 130, LS 105, LS 250

Examines the procedure and practical application of technology and digital information in a legal environment and in handling client evidence. Topics include digital discovery procedures and

federal rules regarding technology and evidence, as well as legal practice software, including databases and case management tools, public and government records searches, docketing, billing and calendaring systems, document scanning and imaging, and litigation support systems.

PA 225 Family Law

Quarter Units:5 **Prerequisites:** PA 120, PA 125, PA 130, LS 105, LS 250

Introduction on the legal theories and research materials in family law matters such as termination of marital status, dissolution, OSC motions to establish and modify child custody, visitation, child support, spousal support, and enforcement of orders. Techniques for preparing judicial council forms required in typical family law court proceedings are also provided.

PA 230 Real Property Law

Quarter Units:5 **Prerequisites:** PA 120, PA 125, PA 130, LS 105, LS 250

An overview of real property law consisting of estates in real property, property descriptions and determining property boundaries, transferring title, rights associated with real estate, real estate contracts, landlord-tenant law, real estate deeds, mortgages, and financing the purchase of real estate. Other topics include public and private restrictions of land use, title insurance and title examinations, closings, and taxation issues relative to real estate transactions. Provides instruction on developing practical skills, including how to research deeds, decipher mortgage clauses, and title examinations. Ethical issues facing the real estate sector in law are also covered.

PA 240 Labor & Employment Law

Quarter Units:5 **Prerequisites:** BU 101 or PA 120, PA 125, PA 130, LS 105, LS 250

This course surveys basic labor, employment, and human resource law including hiring, personnel practices, wage and hour laws, employee benefits, workplace health and safety compliance, and labor regulations. This course will also provide the student with an introduction to employment discrimination laws and regulations concerning sexual harassment, race discrimination, disability discrimination, and age discrimination.

PA 245 Contracts

Quarter Units:5 **Prerequisites:** BU 101 or PA 120, PA 125, PA 130, LS 105, LS 250

Provides a general introduction to the fundamentals of contract law, and addresses the necessary formalities to create binding contractual obligations, including the requirements of mutual assent (including the process of offer and acceptance), consideration, and the statute of frauds. The course also addresses doctrines of reliance and restitution and the theories for enforcing a contractual obligation. The course emphasizes the various types of contracts paralegals will encounter in their professional practice.

PA 250 Business Organizations

Quarter Units:5 **Prerequisites:** BU 101 or PA 120, PA 125, PA 130, LS 105, LS 250

Includes an examination of business organizations, including sole proprietorships, general and limited partnerships, corporations, limited liability organizations, and joint ventures. The course will also explore federal and state securities regulations, including the areas of registrations and exempt transactions. Other topics include the paralegal's role regarding the business enterprise, particularly facilitating filings with the secretaries of state throughout the United States, Franchise Tax Boards, Internal Revenue Service, Security and Exchange Commission, and other governmental entities. Additional topics explore the consequences of failures to file, incorrect submissions, and ethical issues in business.

BUSINESS LAW

PA 330 Income Tax and Estate Planning

Quarter Units:5 **Prerequisites:** BU 220 or PA 230

Offers an introduction to federal and California income tax law, sources and methods of tax research, and understanding of procedures for resolution of tax problems through application of general tax concepts. The course will also cover the estate planning process. The student will analyze wills, trusts, taxes, charitable planning, intestate succession, and other factors considered when developing an estate plan.

PA 440 Alternative Dispute Resolution

Quarter Units:5 **Prerequisites:** PA245

Provides an overview of the alternative dispute resolution processes, with a special emphasis on mediation and arbitration. The course will cover how disputes ranging from interpersonal conflicts to serious legal issues can reach resolution, without the expense and time constraints of a lawsuit, using the modern techniques of negotiation and dispute resolution.

PA 445 Intellectual Property

Quarter Units:5 **Prerequisites:** BU 101 or PA 120

Focuses on intellectual property law, with an emphasis on patent and trademark transactions and disputes. Topics include the purposes of intellectual property law and the forms of intellectual property protection.

PA 450 Advanced Corporate Law

Quarter Units:5 **Prerequisites:** PA250

Covers the different types of securities, issuance of securities, voting rights, and power of shareholders. Students also become familiar with distribution of shares, financial statements, and trading shares. Other topics include mergers and acquisitions of businesses, federal securities laws affecting mergers, tender offers, asset sales, stock purchases and sales, liquidation, and dissolutions.

WELLNESS

WE100 Fundamentals of Therapeutic Massage

Quarter Units:5 **Prerequisites:** None

This course covers the history, benefits, and contraindications of massage; anatomical terminology; and basic Swedish techniques such as effleurage, petrissage, friction, tapotement, and vibration. Students completing this course will have had extensive hands-on application of these techniques in classroom and lab sessions.

WE120 Advanced Swedish Massage

Quarter Units:5 **Prerequisites:** WE100

Mastery of Swedish massage skills is the objective of this class. Students will learn how to perform an entire session using their forearm as the primary tool. They will learn advanced techniques for the neck, shoulder girdle, lower leg, thigh and gluteals, and the pelvic region. Students will also learn how to address these muscle groups by positioning clients in a side-lying position. Maintaining proper body mechanics while learning these new techniques will be stressed throughout the module. This class builds on techniques learned in previous classes and provides students with a range of massage techniques to enhance their practice.

WE125 Anatomy and Physiology-Somatic Tissues**Quarter Units:**5 **Prerequisites:** WE100

Covers the levels of organization of the body and the structures and functions of the integumentary, skeletal, and muscular systems. Students completing this course will be able identify and explain the specific pathologies related to these specific systems and whether massage is indicated or contraindicated.

WE130 Assessment, Biomechanics, and Nutrition**Quarter Units:**5 **Prerequisites:** WE100

Introduces assessment of client's condition based on subjective reporting and objective findings; proper use of postural techniques (biomechanics); proper table and chair mechanics including client positioning, equipment positioning, and draping of clients; appropriate documentation; and concepts of basic nutrition and how it applies to the theory of health and wellness.

WE140 Deep Tissue and Neuromuscular Therapy**Quarter Units:**5 **Prerequisites:** WE100

This course covers the theory and application of deep tissue massage techniques such as myofascial release, cross-fiber friction, and neuromuscular trigger point therapy. Students completing this course will have had extensive hands-on application of these techniques in classroom and lab sessions.

WE145 Anatomy and Physiology – Systems of Control**Quarter Units:**5 **Prerequisites:** WE100

This course covers the fundamentals of anatomy and physiology including the levels of organization of the body. The anatomy and physiology of the nervous and endocrine systems will be covered extensively. Students will learn the structure, function, and effects of massage on each of these systems. Students will also be able to name and describe pathologies of these systems.

WE150 Eastern Theory and Practice**Quarter Units:**5 **Prerequisites:** WE100

Introduces students to the principles associated with Chi, meridians, yin and yang, fundamental substances, and five-element theory. Students will also learn the practical application of Shiatsu and acupuncture.

WE220 Sports Massage**Quarter Units:**5 **Prerequisites:** WE100

This course covers the theory and application of sports massage and the modalities used in sports rehabilitation. Students completing this course can apply manual lymphatic drainage massage, therapeutic extremity techniques, stretching, hydrotherapy, and reflexology in their practice.

WE225 Anatomy and Physiology – Body Systems**Quarter Units:**5 **Prerequisites:** WE100

Provides an understanding of the circulatory, respiratory, digestive, immune, urinary, and reproductive systems. Students will learn the structure, function, and effects of massage on each of these systems. Students will also be able to name and describe pathologies of these systems.

WE 230 Business and Ethics for Massage Therapists**Quarter Units:**5 **Co-requisite:** WE 100

This course covers the different aspects of massage therapy practice, whether as an employee or self-employed. This class will further help the student understand different considerations found in practice, including goal setting, business and financial planning, marketing, and business

management. In this course, students will write their own business plans. Students will also learn ethical and professional standards demanded by the profession.

WE240 Applications of Sports Pathology

Quarter Units:5 Prerequisites: WE100

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

WE245 Advanced Biomechanics and Assessments

Quarter Units:5 Prerequisites: WE100

Discusses basic principles and applications of mechanical laws and internal and external forces, as they apply to the body. Students will have a basic understanding of biomechanical dysfunctional patterns for various areas of the body and how to properly assess athletes and interpret collected data for these conditions. Students will gain skills and practice in palpating and observing structural deviations.

WE250 Therapeutic Exercises and Procedures

Quarter Units:5 Prerequisites: WE100

Addresses the different types of joint movements and their respective terminologies, including end-feels, body planes, and their restrictions. Students will have hands-on experience in the proper application of the movements, as well as the therapeutic exercises that support the improvement and maintenance of conditions to these structures. The class will discuss isometric, isotonic, concentric, and eccentric muscle actions, in addition to flexibility and stretching exercises and how to integrate them into a rehab program. It will also provide students with the knowledge and understanding of working with an athletic demographic in a rehabilitation environment.

STRF Disclosures

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

Consumer Disclosures

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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.

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 website at www.bppe.ca.gov.

Fremont College has never filed for bankruptcy petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under federal law.

Academic Calendar 2012

Terms	Start Date	End Date
Term 1	1/3/2012	3/9/2012
Term 2	3/12/2012	5/18/2012
Term 3	5/21/2012	7/27/2012
Term 4	7/30/2012	10/5/2012
Term 5	10/8/2012	12/14/2012

Holiday Schedule 2012

Fremont College will observe the following holidays:

Monday	January 2	New Year’s Day
Monday	May 28	Memorial Day
Wednesday	July 4	Independence Day
Monday	September 3	Labor Day
Thursday, Friday	November 22, 23	Thanksgiving Day
Tuesday	December 25	Christmas Day

There are no classes December 17, 2012, through December 30, 2012.

Gainful Employment Disclosures

Please see the Fremont College website for gainful employment disclosures at:
<http://www.fremont.edu/content/downloads/Gainful-Disclosure.pdf>



Fremont College[®]
www.fremont.edu

ADDENDUM TO COLLEGE CATALOG

Latest update added July 1, 2012

Cerritos - Main Campus

18000 Studebaker Road, Suite 900A
Cerritos, CA 90703
Phone: 562-809-5100
Fax: 562-809-7100

Los Angeles - Branch Campus

3440 Wilshire Blvd., 10th Floor
Los Angeles, CA 90010
Phone: 213-355-7777
Fax: 213-355-8088

www.fremont.edu

Business Hours:

Monday through Thursday: 8:00 A.M. – 8:00 P.M.

Friday: 9:00 A.M. – 6:00 P.M.

Saturday: Closed. Certain weeks 10:00 A.M. – 2:00 P.M.; please contact Student Affairs for schedule.

Sunday: Closed

Faculty Members

College of Business

Peggy Bilbruck

Dean, College of Business

Business Leadership

B.S., University of Phoenix

MBA, University of Phoenix, 2003

Ed.D., University of Phoenix, 2010

Over 18 years of experience in business operations and educational management.

Nichet Gray

Business Administration

B.S. in Business and Management, University of Redlands, 2006

Over 5 years of experience in education and teaching

Barbara Ingle

Business Leadership

B.S. Business Administration - Management, City College of Seattle, 1991

M.A. Business - Leadership/Human Resources, 1993

Over 10 years experience teaching in-person and on-line courses for major universities and companies in the U.S. and Germany as well as teaching and curriculum development for online courses for Microsoft and several universities.

Marc Titel

Business Leadership / General Education

B.A. Marketing, California State University Polytechnic University, Pomona

M.B.A. Marketing, California State University, Fullerton, 1978

Over 12 years experience as a business owner and instructor and over 10 years experience as City Council Member of Lakewood including several terms as Mayor.

College of Design

Consuelo Asper Valdez

Design

B.A. Fashion Design, Otis College of Arts and Design, Los Angeles-California, 2001

M.A, Fashion Design and Technology, University of the Arts, London-UK, 2010

Over 3 years experience in Fashion design industry

Haykanush Hovsepyan

Design

B.A. Fine Arts & Technical Writing, Terlemezian Art College, Yerevan-Armenia, 1984

B.S. Graphic Design, Art Institute of California, Los Angeles-California, 2007

M.A, Fine Arts, Abovian Art University, Yerevan-Armenia, 1999

Over 6 years of experience as an instructor within education community

Sophie Lee

Design

B.A. Fine Arts, Terlemezian Art, Otis College of Arts and Design, Los Angeles-California, 2001

Over 8 years of experience in fashion design industry

Summer Spanton

Design

B.F.A., Fashion Design, Otis College of Art and Design, 2009

Over 3 years of fashion design experience

Micheal Swank

Design

Bachelor of Fine Arts, School of the Art Institute of Chicago, 1998

Masters of Education Technology, Pepperdine University, 2006

Over 10 years of education experience

Koffa Toeque-Slyusar

Design

B.S., Apparel Merchandising & Management, Cal Poly Pomona, 2005

M.A., Education, Education Leadership and Administration, Argosy University, 2007

Over 6 years of teaching experience and 5 years of design industry experience

Peter Wachtel

Design

BFA, Industrial & Graphic Design, Columbus College of Art and Design, 1990

M.A., Industrial, Product & Toy Design, Pratt Institute, 1992

Over 20 years of product design industry experience

College of Legal Studies

Arline Melkonian, Esq.
Dean, College of Legal Studies
B.A. English, University of California, Los Angeles, 1998
J.D., Pepperdine University School of Law, 2002
Over 9 years experience as an attorney

Jennifer DeRosa Ellis, Esq.
Paralegal Studies
B.A. Political Science, University of Minnesota, 1997
J.D., Whittier College School of Law, 2003
Practicing attorney and certified arbitrator.

Vicky LaCelle, C.P
Paralegal Studies
Certificate Management of Business Contracts, University of California Extension, 2009
Certificate Paralegal, University of California Extension, 1994
B.S. Biological Sciences, University of California, Irvine, 1993
Management of Business Contracts Certificate, University of California, Irvine
Over 15 years experience as a practicing paralegal for law firms and corporations.

Blythe Leszkay, Esq.
Paralegal Studies
B.A., Broadcast Journalism, University of Southern California, 1996
J.D., Loyola Marymount University, 2001
Over 10 years of experience as an attorney

Patsy Moore, Esq.
Paralegal Studies
B.A. Communications, Washington State University, 1980
J.D., California Western School of Law, 1995
Over 14 years experience as an attorney.

Nadine Cohen Orliczky, Esq.
Paralegal Studies
B.A. Religion, Bryn Mawr College, 2000
J.D., Cum Laude, Pepperdine University, 2006
8 years experience working in Family Law, 5 years as an attorney

Mark Rebernik, J.D.
Paralegal Studies
B.A. New York University, 1975
J.D., Pace University School of Law, 1979
Over 15 years experience as a litigation paralegal

William Tortu, Esq.
Paralegal Studies
B.A. History, University of Pennsylvania, 1972
J.D., George Washington University, 1975
34 years of experience as an attorney.

College of Wellness

Justin Ako, D.C.

Dean, College of Wellness

B.S., Business Administration, 1991

D.C., Southern California University of Health Sciences, 1995

Over 7 years of chiropractic industry experience

Lance Followell

Sports and Rehabilitation Therapy / Massage Therapy

Diploma, Platt College, 2004

A.A. Long Beach City College, 1984

B.S. Kinesiology / Athletic Training, California State University, Long Beach, 2006

Over 7 years experience as a private practitioner in massage therapy as well as over 6 years' experience as an instructor in sports and rehabilitation and massage therapies.

Allison Denney, CMT

Sports and Rehabilitation Therapy / Massage Therapy

Massage Therapy Diploma, Boulder College of Massage Therapy, 2000

B.A. Philosophy and Religion, Ithaca College, 1992

Over 10 years experience as a massage therapist practicing Swedish Massage, Deep Tissue, Prenatal and other specialty massage techniques.

Teena Lewis

Sports and Rehabilitation Therapy / Massage Therapy

Certificate Massage Technician, IPSB, 2000

Certificate Advanced Massage Technician, IPSB, 2001

Certificate Thai Massage, 2003

B.S. Health Science, California State University, Dominguez Hills

Over 15 years experience as a personal trainer and massage therapist.

Sarah Nocktonick

Sports and Rehabilitation Therapy / Massage Therapy

A.A. Graphic Design, City College of San Francisco, 2008

B.A. Japanese Studies, University of Kansas, 1994

Over 9 years experience as a massage therapist.

Dagmar Pechmann, CMT

Sports and Rehabilitation Therapy / Massage Therapy

Massage School of Santa Monica, 1986

Over 25 years applied experience in East-West Medical Centers, Day Spas and the Entertainment Industry.

10 years teaching experience of massage therapy courses and continuing education workshops.

5 years of consulting experience in marketing, event coordination, and non-profit fundraising.

Iowayna Peña

Sports and Rehabilitation Therapy / Massage Therapy

A.A. General Education, Mt. San Antonio College, 2002

B.S. Kinesiology & Health Science, California State University, Fullerton, 2006

Over 8 years experience as an athletic trainer.

Cheryl Peterson

Sports and Rehabilitation Therapy / Massage Therapy

Massage Therapy, Shiatsu Massage School, 1999

Over 19 years experience as a massage therapist and business owner.

College of General Education

Tim Short

Dean of Online Education / General Education

M.A. Psychology, California State University, San Bernardino, 2000

Over 10 years experience as an instructor in psychology.

Ernesto Caravantes

B.A. Psychology, California State University, Long Beach, 1998

M.S. Counseling, University of LaVerne. 2002

Over 5 years of teaching experience in English, Speech, Psychology

Sonara Barber-Carter

B.S. Human Ecology, Cameron University, 1993

M.S. Psychology, Cameron University, 1996

Ph.D. Candidate Psychology, San Diego University for Integrative Studies

Caron Lieber

B.A. Speech Communication, University of Southern California, 1978

M.A. Education/Administration, Concordia University, Irvine, 2009

Over 11 years teaching experience in English and Speech

Warren Washington, Ph.D.

General Education

Ph.D. Educational Leadership and Human Behavior, Alliant University, 1977

Over 35 years experience within the educational community.

Aisha Williams

General Education

B.A., Journalism, Howard University, 1999

M.A., Creative Writing, The City College of New York

Over 6 years of teaching experience

Tuition Schedule

Program	Program Tuition	Appl. Fee*	Reg.Fee	STRF* ¹	Graduation Fee	Total Program Charges
BA in Design Entrepreneurship	\$70,000	\$10	\$75	\$175.00	\$100	\$70,360
BA in Business Leadership	\$66,000	\$10	\$75	\$165.00	\$100	\$66,350
AA in Design Interpretation	\$35,000	\$10	\$75	\$87.50	\$100	\$35,273
AA in Business Administration	\$33,000	\$10	\$75	\$82.50	\$100	\$33,268
AA in Paralegal Studies	\$33,000	\$10	\$75	\$82.50	\$100	\$33,268
AS in Sports & Rehabilitation Therapy	\$32,000	\$10	\$75	\$80.00	\$100	\$32,265
Diploma in Massage Therapy	\$21,333	\$10	\$75	\$52.50	\$100	\$21,571

¹You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in an educational program who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

* Non-refundable

Tuition based on full-time study. Charges reflect costs for students who are not required to repeat courses.

- Transcript Fee: First official copy- no charge. Additional copies- \$5.00 or \$10 for rush processing.
- Course Repeats: Students will be charged for any course retaken.
- Returned Checks: Returned checks will be subject to a \$20 fee.
- Program Tuition Charges include estimated cost of program required materials, and books.
- Program Tuition Charges for Massage Therapy and Sports Rehabilitation includes application fee for California Massage Therapy Council certification, background check and fingerprints.

On page 10 of the catalog, under “Accreditations and Approvals,” the following changes have been made:

Fremont College is licensed to operate in the State of California by the Bureau for Private Postsecondary Education (BPPE), and for participation in the Cal Grant Program.

On page 10 of the catalog, under “Approval Disclosure statement,” the following changes have been made:

Fremont College’s license to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010. Fremont College, under section 94890(a) (1) of CPPEA, is approved through February 1, 2014. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at P.O. Box 2535 Capitol Oaks Drive, Suite 400, Sacramento California 95833; Toll Free Phone 888-370-7589; Fax 916-263-1894

On page 49 of the catalog, under “Degree Requirements” for the Massage Therapy Diploma the following changes have been made:

Degree Requirements

To earn a Diploma in Massage Therapy, students must maintain satisfactory academic progress and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 60-quarter units.
- General Education Requirement: Students must complete a minimum of 10-quarter units of General Education courses.
- Massage Requirement: Students must complete a minimum of 50-quarter units in MT courses.

This policy shall be placed on page 18, in between the “Attendance Policy” and “Repeated/Failed Courses”

Add/Drop Week

The institution shall have an Add/Drop week in which students will have the opportunity to make changes to their term schedule. The Add/Drop week shall commence the first day of each term, which is typically a Monday, and shall end on the Friday of the same week at the close of business. Students who would like to make changes to their schedule must speak with a staff member of the Academic Affairs department or the Registrar’s office (phone conversations will be accepted, but e-mails or voice mails will not be accepted as an official Add/Drop request). Students who make changes to their schedule after the Add/Drop week may be subject to the Withdrawal Policy stated in the catalog.

This policy shall completely replace the third paragraph on page 19, under the section called “Grading Policy”.

Withdrawal Policy (W)

It shall be the policy of Fremont College that students may have the opportunity to withdraw from an individual class or classes prior to the end of week 9. The student must contact Academic Affairs prior to the close of business on the Friday of week 9 of the given term he/she is in. Close of business is defined as 6 pm Pacific Time. There will be no exceptions to this policy should a student miss the deadline. Although the student will be charged for the class, the opportunity to withdraw from class will allow him/her to receive a “W” instead of a grade. The “W” will not affect the student’s GPA. However, it will affect the completion rate. Please see the section regarding Satisfactory Academic Progress (SAP) in the catalog. To ensure the withdrawal of class is properly documented, the student will fill out the appropriate form which can be found in the Academic Affairs office or on the student portal which can be found at <https://portal.fremont.edu>.

This policy shall be added as the fourth paragraph of the grading policy. The current fourth paragraph shall become the fifth.

X Grade

If a student was scheduled for a course but never attended a class, a grade of “X” for that course will be assigned. The student will not be charged for that course. If the course was part of the program graduation requirements, the student must complete the course at a later time.

On page 61 of the catalog for the course WE230, WE100 is not a co-requisite or a prerequisite as follows:

WE 230 Business and Ethics for Massage Therapists

Quarter Credits: 5

This course covers the different aspects of massage therapy practice, whether as an employee or self-employed. This class will further help the student understand different considerations found 62 in practice, including goal setting, business and financial planning, marketing, and business management. In this course, students will write their own business plans. Students will also learn ethical and professional standards demanded by the profession.

On page 74 of the catalog, the following shall be the second bullet point, making the current second, the third, the current third, the fourth, the current fourth, the fifth, the current fifth, the sixth, the current sixth, the seventh.

- Transcripts for graduates prior to 2001: Shall pay \$25 and an additional \$25 for rush processing.

On page 61 and 62 of the catalog for the courses WE120, WE125, WE130, WE140, WE145 and WE150, WE100 is not a prerequisite.

On page 20 of the catalog, the section called “Satisfactory Academic Progress (SAP) Policy” shall be removed and replaced with the following:

Satisfactory Academic Progress (SAP) Policy

Satisfactory Academic Progress ensures that students are progressing through their program of study in a timely manner. In order to be considered to be making satisfactory progress toward a diploma or degree, a student must both maintain specified cumulative grade point averages and specified completion rate. To determine satisfactory progress, a student’s cumulative grade point average and completion rate will be evaluated every ten weeks.

For distance learning students, instructors will provide feedback and evaluations regarding student assignments, lessons, projects, and exams within 10 days of receipt.

At the end of each 10-week evaluation period, if the student has less than the cumulative grade point average and/or does not meet the completion rate as specified in the following chart, he or she will be placed on Financial Aid Warning. The student may receive financial aid while on Financial Aid Warning. If the student fails to achieve satisfactory progress by the end of the warning period, the student will lose their financial aid eligibility unless they successfully appeal and are placed on probation.

Number of Weeks in Attendance	Required GPA at End of Period	Required Completion Rate for the total quarter credits attempted.
10	1.0	33%
20	1.5	50%
30	1.75	66.67%
40 and more	2.00	66.67%

Quarter units attempted include all courses for which the student earned or received a grade from the College (including RT or W). An “X” grade, which is assigned for courses scheduled but not attempted nor charged and

transfer credits are not included as units attempted or completed. Grade assigned of RT, W, X or TC are not included in the GPA calculation.

On page 21 of the catalog, the section called “Satisfactory Academic Progress Appeals Process” shall be removed and replaced with the following:

Satisfactory Academic Progress Appeals, financial aid probation, and academic plans

When a student loses FSA eligibility because he/she failed to make SAP during the warning period, he/she may appeal that result. He or she may appeal to the Program Dean based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The appeal must be received on or before the Wednesday of the second week of the new term at 8:00 PM.

The appeal must contain 1) an explanation of why the student failed to meet the SAP standards; and 2) a description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible. An appeal form is available from the Student Affairs Department.

The Program Dean will review the information submitted in the context of the student's entire academic record, and notify the student of his or her decision within 24 hours. This decision is final.

The Program Dean's notice to the student will outline the requirements of the academic plan the student must follow if the appeal is granted. The student will be on academic probation the subsequent term and will be eligible for financial aid.

At the end of the probationary term, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all of the terms of the academic plan, the student will be eligible for financial aid. In all subsequent terms the student must again meet the SAP standards or the terms of the academic plan to remain eligible for financial aid.

If the student fails to meet the terms of the academic plan at the end of the probationary term, the student's financial aid eligibility is terminated. Second appeals in this situation will only be granted at the discretion of the Program Dean, and based upon very exceptional documented circumstances.

Re-entry for students dismissed due to failure to meet SAP

Students who are dismissed due to failure to make SAP are not eligible to apply to return to school for at least 6 months. Students are then allowed to reapply to the college in accordance with the Reentry Policy stated in the catalog.

On page 35 of the catalog, under “Degree Requirements” for the Business Leadership degree the following changes have been made:

Degree Requirements

To earn a Bachelor of Arts degree in Business Leadership, students must maintain satisfactory academic progress and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 180 quarter units.
- General Education Requirement: Students must complete a minimum of 70 quarter units of general education (LS or GE) courses. Of these courses, 25 units must be completed in upper division courses (3XX and 4XX courses).
- Business/Legal Core Requirement: Students must complete a minimum of 90 quarter units in the business/legal fields (BA, BU, AC, IM, HR, PA, or PS courses). Of these courses, 50 units must be completed in upper division courses (3XX and 4XX courses).

On page 39 of the catalog, under “Degree Requirements” for the Design Entrepreneurship degree, the following changes have been made;

Degree Requirements

To earn a Bachelor of Arts degree in Design Entrepreneurship, students must maintain satisfactory academic progress and fulfill the following degree requirements:

- Unit Requirement: Students must complete a minimum of 180 quarter units.
- General Education Requirement: Students must complete a minimum of 70 quarter units of general education (LS or GE) courses. Of these courses, 25 units must be completed in upper division courses (3XX and 4XX courses).
- Design/Business Requirement: Students must complete a minimum of 90 quarter units in the Design/Business fields (DE, GD, FD, AD, WD, or BA courses). Of these courses, 50 quarter units must be completed in upper division courses (3XX and 4XX courses).