



## **2012 CATALOG**

**Effective 1/1/2012 – 12/31/2012**

**Pacific International College  
1543 West Olympic Blvd., Suite 430  
Los Angeles, CA 90015  
Phone: 213-632-0405  
Fax: 213-632-0407  
Website: [www.piccollege.com](http://www.piccollege.com)**

Pacific International College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (Institution Code: 1941891).

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 P.O. Box 980818, West Sacramento, CA 95798-0818, Internet Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone: 1 (888) 370-7589, fax: 1 (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 1 (888) 370-7589 or by completing a complaint form which can be obtained on the bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov))

Pacific International College will provide our school catalog to any person upon request. In addition, if we have student brochures, we will disclose the requested brochures to any interested person upon request.

If Pacific International College develops a general student brochure and/or a program-specific brochure, we will provide these to prospective students prior to enrollment.

## MISSION AND GOALS

### I. Mission

PIC's mission is to provide intensive English language programs that promote language proficiency, cultural awareness, and personal growth.

The following goals will facilitate PIC's mission:

- Provide culturally rich course content aligned with measurable student learning outcomes
- Motivate students to become active learners of the English language
- Foster a learning environment that embraces multiple learning styles and teaching methodologies
- Provide student services that accommodate multiple students' needs and offer cultural enrichment information
- Promote effective communication throughout the institution
- Employ highly qualified and caring faculty and staff
- Support faculty through professional development opportunities
- Maintain financial stability
- Engage in judicious enrollment practices

**All class sessions are held at the following address at the following address:**

Pacific International College  
 1543 West Olympic Blvd., Suite 430  
 Los Angeles, CA 90015  
 Phone: 213-632-0405  
 Fax: 213-632-0407  
 Website: [www.piccollege.com](http://www.piccollege.com)

### **STUDENT VISA SPONSORSHIP**

Pacific International College is an Approved Student Exchange Visitor Program (SEVP) School. The SEVP is part of United Customs and Immigration. Pacific International College has authorization from the SEVP to process the necessary documents for our international students, so they may receive student visas (F1).

### **2012 ACADEMIC CALENDAR**

#### *Winter Quarter, 2012*

**January 3 – March 30**

Midterms: 2/6 – 2/10

Finals: 3/26 – 3/30

#### *Spring Quarter, 2012*

**April 2 – June 29**

Midterms: 5/7 – 5/11

Finals: 6/25 – 6/29

#### *Summer Quarter 2012*

**July 2 – September 21**

Midterms: 8/6 – 8/10

Finals: 9/17 – 9/21

***Fall Quarter, 2012*****September 24 – December 21**

Midterms: 10/29 – 11/2

Finals: 12/17 – 12/21

***Holidays and Observances***

Jan 16	Martin Luther King Day
Feb 20	President's Day
May 28	Memorial Day
July 4	Independence Day
September 3	Labor Day
November 12	Veterans Day observed
November 22 - 23	Thanksgiving
December 24 - 31	Winter Break

**ACADEMIC PROGRAMS*****Beginning English as a Second Language, Levels 1 & 2***

**Program Description:** This program develops basic English skills and is designed for people with limited English proficiency. Minimum requirements to enroll are a high school diploma or equivalent and Pass 50% of English Proficiency Test. This class meets for a total of 18 hours per week for a total of 12 weeks.

The total number of clock hours required for completion is 216 Hours for each level.

***Beginning English as a Second Language Objectives*****LEVEL ONE OBJECTIVES (Beginning English as a Second Language)****Listening**

- Demonstrate understanding of greetings and polite expressions
- Respond to requests for basic personal information
- Follow basic commands, warnings, and directions
- Identify verbal letter sounds
- Respond to requests for clarification and repetition
- Demonstrate comprehension of nonverbal social customs

**Speaking**

- Express individual needs using one word answers
- Use basic greetings and polite expressions
- Express lack of understanding
- Ask questions for clarification and repetition
- Respond accurately to yes/no questions and one-word response questions
- Express basic descriptions and warnings
- Express basic personal feelings
- Accurately pronounce consonants, vowels, and blends

**Reading**

- Express understanding of high-frequency words
- Read sentences and paragraphs on familiar topics

- Read instructions
- Recognize cardinal numbers
- Recognize and demonstrate understanding of the relationship between sounds and letters
- Identify and express understanding of basic signs and symbols

**Writing/ Structure**

- Copy letters of the alphabet and numerals
- Fill out basic personal forms
- Write a list
- Use end punctuation correctly (e.g., periods and questions marks)
- Capitalize proper nouns and capitalize the first word of a sentence

**LEVEL TWO OBJECTIVES (Beginning English as a Second Language)****Listening**

- Demonstrate understanding of high-frequency words, phrases, and questions related to immediate needs and daily face-to-face conversations
- Respond accurately to basic commands, warnings, and directions
- Respond accurately to requests for clarification and repetition

**Speaking**

- Participate in daily face-to-face conversations
- Express immediate needs using high-frequency words and phrases
- Express agreement / disagreement
- Express satisfaction and dissatisfaction
- Introduce oneself
- Ask questions using question words
- Express simple facts
- Give commands
- Make requests

**Reading**

- Demonstrate understanding of high frequency sight words
- Demonstrate understanding of short reading passages on familiar topics
- Express understanding of advanced basic reading vocabulary
- Identify basic parts of speech (noun, verb, adjective, adverb)

**Writing/Structure**

- Compose simple sentences
- Copy or write familiar words and phrases
- Transcribe simple sentences
- Grammar
  - Express understanding of the following:
  - 1. “Be” verb
  - 2. Questions

3. Joining sentences
4. “Yes/No” and question words
5. Count/non-count nouns
6. Verb tenses
  - A. Simple Present
  - B. Simple Past
  - C. Present Continuous
  - D. Simple Future with “be going to”
  - E. Helping verbs

### ***Intermediate English as a Second Language, Levels 3 & 4***

**Program Description:** This program teaches everyday English communication. Minimum requirements to enroll are a high school diploma or equivalent and Pass 50% of English Proficiency Test. This class meets for a total of 18 hours per week for a total of 12 weeks. The total number of clock hours required for completion is 216 Hours for each level.

### **LEVEL THREE OBJECTIVES (Intermediate English as a Second Language)**

#### **Listening**

- Demonstrate understanding of intermediate vocabulary and phrases
- Identify the main idea of a conversation
- Accurately interpret non-face-to-face speech related to personal information and immediate needs (phone conversations and routine announcements)
- Differentiate present, past, and future verb tenses

#### **Speaking**

- Ask and answer questions related to basic needs and common actions
- Use the appropriate verb tense when making statements about basic needs
- Use key words and common phrases when making statements about basic needs
- Effectively use the telephone to acquire and share basic information
- Participate effectively in simple face-to-face conversations
- Express basic courtesies (e.g., thankfulness and regret)
- Arrange / cancel a meeting

#### **Reading**

- Read short stories, biographies, and articles
- Interpret a restaurant menu
- Engage in pre-reading activities (eg., scanning, making predictions, asking questions, examining visuals)
- Use prefixes and suffixes to determine word meaning
- Demonstrate understanding of intermediate reading vocabulary
- Demonstrate understanding of street signs and advertising

#### **Writing/Structure**

- Copy basic important information (recipes, directions, stories)
- Write a group of sentences based on experiences
- Employ four basic sentence types (Declarative, Interrogative, Imperative, Exclamatory)

- Use appropriate syntax when writing sentences
- Grammar
  - Identify the parts of speech in written material:
    1. Noun
    2. Pronoun
    3. Verb
    4. Adjective
    5. Adverb
    6. Conjunction
    7. Preposition
    8. Interjection

### **LEVEL FOUR OBJECTIVES (Intermediate English as a Second Language)**

#### **Listening**

- Identify main idea and important details of everyday conversations
- Recognize a speaker's emotions / determine mood
- Express understanding of orally presented stories based on familiar subject matter
- Demonstrate understanding of most everyday conversations when spoken at a reduced speed.

#### **Speaking**

- Participate effectively in conversations on topics such as personal stories and descriptions of people or places
- Appropriately use formal and informal diction
- Use restatement to clarify meaning
- Use the telephone to effectively give and receive information
- Give basic directions or instructions
- Use chronological order
- Stay on topic

#### **Reading**

- Read short stories, biographies, articles, and blogs
- Demonstrate understanding of simple reading passages on familiar topics
- Exhibit comprehension of simple passages on unfamiliar subjects if material includes pictures or other help
- Demonstrate comprehension of advanced reading vocabulary
- Identify the main idea of a paragraph
- Identify transitional words and expressions
- Describe relationships between paragraphs

#### **Writing/Structure**

- Record detailed telephone messages
- Write complex sentences
- Write paragraphs
- Take notes on simple lectures
- Fill in advanced forms or applications
- Grammar
  - Demonstrate understanding of the following:
    1. Clauses – Independent and Dependent (including adverb, adjective, and noun clause identification and function)
    2. Verbals – Gerund, Infinitive, and Participle

3. Passive Voice
4. Direct Speech

### ***Advanced English as a Second Language, Levels 5 & 6***

**Program Description:** This program is designed to meet the needs of advanced English language learners. Minimum requirements to enroll are a high school diploma or equivalent and Pass 70% of English Proficiency Test. This class meets for a total of 18 hours per week for a total of 12 weeks.

The total number of clock hours required for completion is 216 Hours for each level.

### **LEVEL FIVE OBJECTIVES (Advanced English as a Second Language)**

#### **Listening**

- Demonstrate understanding of most conversations when spoken at a normal rate
- Recognize abstract ideas in familiar subject matter
- Demonstrate a basic understanding of the level of English used in most movies and television programs
- Use context to determine the meaning of unfamiliar vocabulary

#### **Speaking**

- Ask and answer questions about main ideas and supporting details
- Speak about abstract ideas
- Clarify meaning
- Speak with minimal verb tense errors
- Demonstrate basic English fluency during most face-to-face and non-face-to-face conversations

#### **Reading**

- Read short stories, poetry, biographies, magazine articles, newspaper articles, and blogs
- Identify main ideas and supporting details of reading passages
- Use context to determine the meaning of unfamiliar vocabulary
- Make inferences based on reading passages
- Summarize reading passages
- Respond personally to reading material
- Demonstrate understanding of college and business level vocabulary

#### **Writing/Structure**

- Take detailed notes from lectures
- Write a five paragraph essay
- Demonstrate understanding of common rhetorical modes (description, definition, argumentation, narrative, exposition, exemplification, comparison-contrast, cause / effect )
- Write summaries and reviews of reading passages
- Write letters for job applications and letters of complaint
- Punctuate sentences correctly
- Effectively use transitions between paragraphs

### **LEVEL SIX OBJECTIVES (Advanced English as a Second Language)**

#### **Listening**

- Demonstrate a high level understanding of most conversations when spoken at a normal rate
- Interpret abstract ideas

- Demonstrate a strong understanding of the level of English used in most movies and television programs
- Use context to determine the meaning of unfamiliar vocabulary

### Speaking

- Ask and answer complex questions related to main ideas and supporting details
- Clarify meaning
- Speak with minimal verb tense errors
- Demonstrate a high level of English fluency during most face-to-face and non-face-to-face conversations

### Reading

- Read short stories, poetry, biographies, magazine articles, newspaper articles, blogs, and college-level reading material
- Analyze main ideas and supporting details of reading passages
- Use context to determine the meaning of unfamiliar vocabulary
- Evaluate inferences based on reading passages
- Re-contextualize reading passages
- Respond personally and critically to reading material
- Demonstrate a high level understanding of college and business level vocabulary

### Writing/Structure

- Take detailed notes from lectures
- Create outlines
- Write a five paragraph essay
- Demonstrate high level understanding of common rhetorical modes (description, definition, argumentation, narrative, exposition, exemplification, comparison-contrast, cause / effect )
- Write summaries and reviews of reading passages
- Prepare a resume
- Write letters for job applications and letters of complaint
- Punctuate sentences correctly
- Effectively use transitions between paragraphs

### *TOEIC Preparation*

**Program Description:** This program is designed towards students who want to be admitted to degree granting institutions of higher learning. Minimum requirements are: 1) High School diploma or equivalent 2) Pass 70% of Casas Test and Test for Spoken English. This class meets for a total of 20 hours per week for a total of 12 weeks. The total number of clock hours required for completion is 240 Hours.

### **TOEIC PROGRAM OBJECTIVES**

#### Listening

- Demonstrate understanding of business communication
- Identify the speaker's intention / mood of message
- Answer specific questions related to content
- Identify topic
- Identify main idea and supporting details
- Demonstrate accurate note taking
- Make inferences
- Draw conclusions

#### Speaking

- Connect ideas using transitional words and parallel structures

- Utilize business vocabulary
- Define key words
- Connect ideas by rephrasing key words
- Use pronouns
- Express your opinion
- Restate other people's opinions
- Summarize content
- Demonstrate understanding of effective speech presentation
- Use appropriate diction
- Sequence ideas
- Deliver effective conclusions

### Reading

- Demonstrate understanding of meaning based on context
- Utilize business vocabulary
- Select the most appropriate synonym
- Demonstrate understanding of organizational patterns, transitions, connectors, and referents within reading passages
- Identify main idea of reading passages
- Identify supporting details of reading passages
- Make inferences
- Evaluate validity of inferences
- Identify paraphrases
- Identify facts
- Identify exceptions
- Compare / contrast reading passages
- Demonstrate understanding of graphic organizers

### Writing

- Compose a well-written five paragraph essay
- Utilize business vocabulary
- Demonstrate understanding of essay and paragraph organizational strategies
- Write effective thesis statements
- Write effective introductions and conclusions
- Write concise sentences and paragraphs
- Use transitional words and expressions
- Define key words
- Use parallel structures
- Demonstrate understanding of the writing process
- Write compositions that exhibit a high level of critical thinking

### *TOEFL Preparation and Testing*

**Program Description:** This program is designed for students who want to be admitted to degree granting institutions of higher learning. Minimum requirements are: 1) High School diploma or equivalent 2) Pass 70% of Casas Test and Test for Spoken English. This class meets for a total of 20 hours per week for a total of 12 weeks. The total number of clock hours required for completion is 240 Hours.

## **TOEFL PROGRAM OBJECTIVES**

### **Listening**

- Demonstrate understanding of college-level lectures, speeches, and discussions
- Identify the speaker's intention / mood of message
- Answer specific questions related to content
- Identify topic
- Identify main idea and supporting details
- Demonstrate accurate note taking
- Make inferences
- Draw conclusions

### **Speaking**

- Connect ideas using transitional words and parallel structures
- Define key words
- Connect ideas by rephrasing key words
- Use pronouns
- Express your opinion
- Restate other people's opinions
- Summarize content
- Demonstrate understanding of effective speech presentation
- Use appropriate diction
- Sequence ideas
- Deliver effective conclusions

### **Reading**

- Demonstrate understanding of meaning based on context
- Select the most appropriate synonym
- Demonstrate understanding of organizational patterns, transitions, connectors, and referents within reading passages
- Identify main idea of reading passages
- Identify supporting details of reading passages
- Make inferences
- Evaluate validity of inferences
- Identify paraphrases
- Identify facts
- Identify exceptions
- Compare / contrast reading passages
- Demonstrate understanding of graphic organizers

### **Writing**

- Compose a well-written five paragraph essay
- Demonstrate understanding of essay and paragraph organizational strategies
- Write effective thesis statements
- Write effective introductions and conclusions
- Write concise sentences and paragraphs
- Use transitional words and expressions
- Define key words
- Use parallel structures

- Demonstrate understanding of the writing process
- Write compositions that exhibit a high level of critical thinking

### ***IELTS Preparation Program***

**Program Description:** IELTS, the International English Language Testing System, is designed to assess the language ability of candidates who need to study or work where English is the language of communication. IELTS is jointly managed by the University of Cambridge ESOL examinations (Cambridge ESOL), British Council and IDP: IELTS Australia. IELTS conforms to the highest international standards of language assessment. It covers the four language skills-listening, reading, writing and speaking. Minimum requirements to enroll are: 1) Must be 18 years or older. This class meets for a total of 3 Hours per week, a total of 12 hrs. for 4 week term

### **IELTS PROGRAM OBJECTIVES**

- Express understanding English television programs
- Express understanding of informational and literary texts
- Communicate effectively in a variety of contexts, utilizing appropriate vocabulary and idiomatic expressions
- Write clear, organized texts in an appropriate style
- Use the English language at the advanced level in social contexts, utilizing a wide range of vocabulary
- Express ideas orally, in a clear, organized manner
- Note style differences (oral and written delivery)

### ***TESOL:***

**Program Description:** This class is designed for students who wish to teach English as a Second Language in the U.S. or abroad. Minimum requirements are: 1) Must be 18 years or older. 2) TOEFL score of over 500 within the last 6 months. 3) Pass 70% of English Proficiency Test as well as Test for Spoken English. This class meets for a total of 21 hours per week for a total of 24 weeks. The total number of clock hours required for completion is 504 Hours.

### **TESOL PROGRAM OBJECTIVES**

Describe the structure of language

Explain major linguistic theories, including language acquisition theories, and their relevance to teaching practices

Utilize assessment strategies to evaluate language sub-skills (vocabulary, grammar, pronunciation) and communication skills (speaking, listening, reading, writing)

Explain the major concepts of sociolinguistics

Utilize technology for language training

Apply linguistic theories in the ESL classroom

Design and implement objective-driven curricula

## **ACADEMIC POLICIES AND REGULATIONS**

### **AWARD OF CERTIFICATE**

Award of a certificate is dependent upon a student's successful completion of the requirements of his or her program. The assessment and involvement of faculty in the educational process is critical and central to the assessment of each student's successful completion of each course required in order to satisfy the programmatic criteria.

### **ACADEMIC STANDARDS**

A student must meet or exceed the objectives of his or her chosen course of study in order to receive a certificate or

degree. Programmatic objectives are described in this catalog below each program description. These objectives are established and evaluated by faculty and the Chief Academic Officer. Students meet these objectives through written coursework, projects, and examinations.

### **GRADING SYSTEM**

<u>Grade</u>	<u>Comment</u>	<u>Percent</u>
A	Excellent	90 - 100 %
B	Good	80 - 89%
C	Average	70 - 79 %
D	Below Average	60 - 69 %
F	Failure	Below 60 %
I	Incomplete	N/A

### **ADMINISTRATIVE OFFICE**

Office hours are from 9:00 a.m. to 9:00 p.m., Monday through Friday. All business transactions including admission, registration, counseling and payment of tuition and fees are conducted at the main administrative office.

### **ACADEMIC FREEDOM POLICY**

PIC promotes academic freedom. PIC encourages independent and creative thinking of the students as well as that of the faculty. All are assured of the following academic freedoms:

- (1) Freedom of discussion in the classroom, espousing diverse points of view and opinions that are related to the subject being instructed.
- (2) Freedom to express diverse views on any subject so long as the faculty member believes that it would enhance understanding in the specialized discipline.

### **EQUAL OPPORTUNITY**

PIC is committed to providing equal opportunity for all. PIC does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, or prior military service in administration of its educational policies, admission, financial aid, employment, educational programs, or activities. The Director is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints alleging discrimination.

The laws and regulations prohibiting the above discrimination are 1) Title VI and VII of the Civil Rights Act of 1964, 29 CFR 1601-1607; 2) Equal P Act of 1963, 29 CFR Part 800; 3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; 4) Age Discrimination in Employment Act of 1967, 29 CFR Part 850; 5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; 6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; 7) the Americans' with disabilities Act of 1990.

### **ADMISSION INFORMATION**

#### **BASIS OF ADMISSION**

Applicants are evaluated primarily on the basis of academic ability sufficient to complete the educational program in which they are enrolled successfully and within the allotted time frame. Other factors that are taken into consideration are: personal and professional goals that are compatible with the stated mission of the Institute and objectives of the educational program selected.

## ADMISSION REQUIREMENTS

Admission requirements place emphasis on individual commitment to professional and educational goals and objectives. In general, those who are over 18 years of age, demonstrate a desire to learn, and possess a high school diploma or a General Equivalency Diploma (GED) apply to PIC. Applicants must take a placement test given by PIC and have an interview with an Admission Representative. The final determination of admission will be based on placement test results, prior education, motivation, and general capability to pursue a chosen program. Each applicant will be assessed on an individual basis.

## NOTIFICATION OF ACCEPTANCE

Those applicants, who meet PIC admission requirements established for each of the educational programs for which they applied, will receive a notice of acceptance from the Director.

## LANGUAGE OF INSTRUCTION

All courses are conducted in English. To enroll in the ESL program, students must score 50% or higher on an English Proficiency Test.

## FACULTY

The Chief Academic Officer, in conjunction with the Chief Operating Officer, continually seeks experienced professionals in the various departments or disciplines and maintains a file of potential staff/faculty. PIC is committed to employing duly qualified faculty sufficient in number to provide exemplary instruction and assessment, in order to carry out PIC's mission and objectives. The following provides the faculty minimum qualifications:

- Minimum of a Bachelor's degree
- Previous ESL teaching experience
- Understanding of teaching methodology
- Understanding of Second Language Acquisition

## TUITION AND FEES

<b>TUITION AND FEES – CERTIFICATE PROGRAMS</b>			
Application Fee: \$75.00 (one time only fee)			
	Quarterly Tuition	Books/Materials*	Total
ESL Tuition			
• Beginning			
• Intermediate	\$600.00	\$100.00	\$700.00
• Advanced			
TOEFL Preparation	\$750.00	\$100.00	\$850.00
TESOL	\$2500.00	\$100.00	\$2600.00
TOEIC	\$1500.00	\$100.00	\$1600.00
IELTS	\$300.00	\$50.00	\$350.00

## TUITION PAYMENT POLICY

All tuition and fees are payable at registration. For details concerning the monthly installment payment plan, consult with the Director. Failure to make payments of tuition, fees, or other charges owed the Institute when they fall due, or failure to make arrangements for such payments before their delinquent dates, is considered sufficient grounds for barring the student from taking classes or taking final examinations, until the debt has been paid or suitable arrangement for payment has been made with the Director. Non-payment of charges due also is cause for withholding performance progress reports, certificates, degrees, and transcripts.

## **STUDENT'S RIGHT TO CANCEL.**

You may cancel your enrollment agreement and receive a refund according to the refund policy by providing a notice of cancellation in writing to the school:

**Connie Ann/Director  
Pacific International College  
1543 W. Olympic Blvd. Suite 430  
Los Angeles, CA 90015**

## **REFUND POLICY**

Withdrawal may be effectuated by the student's written notice, by a student's misconduct, including a student's lack of attendance. The student has a right to a 100 percent of the amount paid for institutional charges, less the application fee if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The school shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. This school will also refund money collected and sent to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, Internet Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone: 1 (888) 370-7589, fax: 1 (916) 263-1897.

## **FINANCIAL AID**

Pacific International College **does not** offer financial aid.

## **LOANS**

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.

## **ACADEMIC PROBATION**

PIC expects students to maintain "C" average or better in their courses. When a student's overall grade point average rises to 2.0 or better, students are removed from academic probation.

## **ACADEMIC DISMISSAL**

Students are subject to academic dismissal after they have been on academic probation for two consecutive terms if their grade point average in the most recent term is not 2.0 or better.

## **APPEALS AND READMISSION**

Students who are placed on probation or dismissal are notified in writing. The notification includes the process for appealing the dismissal to the dean of student life. Dismissed students who wish to appeal their dismissal status must request for reinstatement in writing. Extenuating circumstances that would allow students to successfully appeal dismissal might include, but are not limited to, health problems, family emergency, or extreme change in financial situation.

## **STATE OF CALIFORNIA TUITION RECOVERY FUND**

"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, 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."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students 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."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

### **LANGUAGE OF INSTRUCTION**

The language of instruction for all certificate and degree programs at Pacific International College is **English**.

### **MAKE-UP EXAMINATION POLICY**

Make-up assignments for missed classes, quizzes, mid-terms and final exams for a specific course shall be made only by the instructor in charge and only at the discretion of the instructor.

### **ATTENDANCE AND TARDINESS POLICY**

It is important that the school have a record of attendance for each student. It is your responsibility to sign the sign in sheet daily, located in your classroom. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day and complete the required work to the best of their ability.

When students must be absent from class, just as employees are expected to do on a job, the student should call the school prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Re-occurring absences could result in disciplinary action, just as it would on a job. It may also lead to dismissal. Students must maintain an 85% attendance performance or better (maximum program length) in order to be considered doing “Satisfactory Attendance Progress” and/or to prevent their training from possibly being interrupted.

Unsatisfactory attendance occurs when a student misses more than 15% of the maximum time frame of the program.

Unsatisfactory attendance may lead to probationary status.

### **LEAVE OF ABSENCE**

If a “Leave of Absence” is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval. A Leave of Absence is limited to 12 weeks (one quarter). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the school.

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

The transferability of credits you earn at Pacific International College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) 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 Pacific International College to determine if your (credits or degree, diploma or certificate) will transfer.

### **ACCEPTANCE OF CREDIT FOR PRIOR EDUCATION OR EXPERIENCE**

In general, PIC accepts transfer credits from regionally or nationally accredited institutions of higher learning. Students who have previously attended another school or college may receive credit for such attendance when proof of said attendance and transcript is presented at time of enrollment. Appropriate credit for previous experience is also determined through a determination of the experience, passing of the institution's examination and skill testing. This option to apply for credit is the sole responsibility of the prospective student.

### **PRIVACY OF STUDENT RECORDS & RECORD KEEPING POLICIES**

In compliance with regulatory agencies' requirements, PIC maintains student records that are related to admission, academic performance, and certificates of completion. California regulatory agency requires that student records are to be maintained at least five years but accrediting agencies, a minimum of ten years. However, transcripts are required to be maintained indefinitely by the California regulatory agency. Students have the right to review their educational records. The Family Educational Rights and Privacy Act of 1974 makes every effort to protect the privacy and confidentiality of all student records. Students wishing to review their records should make a written request to the Director. An appointment with the director will be scheduled within one week after receipt of the written request. Disclosure of a student's educational records to other parties, except those permitted by law, will not be made without prior written consent of the student. Student records are maintained in written form/hard copy, in lockable file cabinets, which are located in the Admission and records Office. Only designated school personnel have access to such records. All employees sign a confidentiality statement prohibiting them from divulging any information contained in such records. Records generated by the school itself, such as grades, and transcripts are also maintained on computer disk.

In accordance with CCR §71930 and CCR §71920(b)(5), student records will be kept in hard copy for five (5) years and academic transcripts indefinitely.

## **GRIEVANCE PROCEDURES**

Students are encouraged, at all times, to verbally communicate their concerns to members of the faculty and administration for amicable solutions. A written grievance, addressed to the School Director, must be received from the student within 48 hours after the incident occurs.

The procedure is as follows: The written grievance must be submitted to the School Director within 48 hours of the incident. The School Director will verify that the student has made a verbal attempt to resolve the concern with the instructor or other staff member. If the student has followed the above steps, the Compliance Director will call a appeal hearing.

All documentation must be submitted with the report, which is to be signed and dated by the student. The School Director will call a meeting with the Compliance Director. In addition, all persons involved with the incident must be present at the time of the hearing.

If the decision is unacceptable to the student, the student must, within 24 hours of the hearing, send copies of all documents and a cover letter explaining why the decision is unacceptable. All complaint decision appeals will be resolved within 30 days from the receipt date of the incident report. Unresolved complaints may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, Internet Web site address: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone: 1 (888) 370-7589, fax: 1 (916) 263-1897.

## **BANKRUPTCY**

PIC does not have a pending petition in bankruptcy.

PIC is not operating as a debtor in possession.

PIC has never filed a petition in bankruptcy.

PIC has never had a petition in bankruptcy filed against it, which if filed may have resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.).

## **FACILITIES & STUDENT SERVICES**

### **PHYSICAL FACILITIES**

Classes will be held at 1543 W. Olympic Blvd., Suite 430, Los Angeles, CA 90015, in the main Wilshire corridor just west of the downtown civic center. The facility occupies over 10,000 square feet in a professional setting. We have classrooms, computer labs, study rooms, a library and a student lounge that makes the learning process pleasant and efficient. The institution is easily accessible as the school's location is convenient to the many public transportation services available including the metro. The school also has parking reservations available for the students in the building's parking structure at a minimal charge.

### **CLASSROOMS**

Classrooms are spacious, and air-conditioned to promote a pleasant learning atmosphere.

### **LIBRARY**

The library provides materials to assist with information regarding class instruction. Included is a computer with high speed internet and business related books and magazines to supplement classroom instruction.. Students have full access to the library during normal business hours.

### **PARKING**

There is ample parking for students, staff, and visitors.

### **ADVISING**

The staff of PIC makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for financial assistance, vocational and academic advising. Students experiencing personal

problems, which require professional counseling will be referred to the appropriate agencies.

### **HOUSING**

Upon application to PIC, out of area applicants will upon request receive information about local and dormitory housing. Local housing starts at \$600.00 a month. Dormitory rooms, available through Pacific International College, start at \$600.00 a month. PIC advisors are available to assist students find housing that meets their needs.

### **MEDICAL CARE**

PIC is located near excellent hospitals and will refer students to one of them whenever the need should arise. In the case of emergencies, 911 will be called.

### **STUDENT LOUNGE**

The student lounge is comfortable room for students and visitors to relax and socialize. Fast food establishments are conveniently located on the ground floor of the building as well as nearby.