



Shepherd Technology Training School DBA Sierra International College

Catalog 2013

**Shepherd Technology Training School (STTS)
Dba: Sierra International College (SIC)
2064 Marengo Street, Los Angeles, California 90033
Tel: (323)225-1200 Fax: (323)225-1771
E-mail: sierra.esl@gmail.com Website: www.sierraesl.com**



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1. GENERAL INFORMATION

Introduction

The Shepherd Technology Training School DBA Sierra International College Catalog has been designed to provide our students with current and updated information on policies and regulations related to their academic endeavor. This information, policies and regulations are essential for students to meet their education objectives while attending the school. This student handbook also includes new and expanded information on many areas, which may not be found in other printed materials.

The policies and procedures described herein apply equally to all students enrolled at Shepherd Technology Training School DBA Sierra International College and are intended to serve as a guide to our programs, policies and procedures. It includes information about courses of study, services, regulations and requirements.

It is important for the reader to note that the student enrolled at Shepherd Technology Training School DBA Sierra International College must comply with all current policies and regulations as published in the Shepherd Technology Training School DBA Sierra International College policy manual, a copy of which is available in the administrative office for references. New Regulations are generally reviewed and recommended for approval by the Chief Executive Officer. Once approved, they are released and placed in the Shepherd Technology Training School DBA Sierra International College Administration Manual.

All information in this school catalog is current and is certified as true by the Chief Academic Officer of Shepherd Technology Training School DBA Sierra International College. Please use this catalog to learn more about our school and the opportunities available to enhance and enrich your educational experiences.

California statute requires that a student who successfully completes a course of study be awarded an appropriate Certificate of Completion verifying this fact. Prospective enrollees are encouraged to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

Catalog Revisions and Supplements

Shepherd Technology Training School DBA Sierra International College reserves the right to change when necessary without prior notice. We also provide a catalog supplement including tuition information current list of faculty and supervisory administrative staff, and class schedules. Further information on technical program class schedules. Further information on technical program class schedules is provided in the catalog supplement, which is revised periodically.



Mission Statement

Our mission is to provide excellent English language training skills. It endeavors to offer excellent learning facilities, resources and highly qualified instructors to help its students achieve professional excellence.

Educational Philosophy and Objectives

Our Philosophy encourages critical examination of one's own values and judgments, and the discovery of the ethical principles upon which acquisition of knowledge is based. The righteous values of the school rest upon guiding students to discover these values through education and discipline.

In order to accomplish this Mission, the school's Objectives are:

1. Provide students with compact class sizes and maintain small student-teacher ratio in order for the students to gain personal attention.
2. Offer an extensive curriculum which will provide a broad range of education for specializing in the massage therapy field.
3. Prepare the students to pass the licensing examinations with confidence.
4. Make the training process a positive, rewarding, and fun experience.

Additional ESL Objectives include:

1. Educate students in diverse levels of the English language through innovative teaching methods; To provide English language skills necessary for an adjustment to life in a new country and culture
2. Prepare students to become successful in diverse cultures through fluency of the English language;
3. Create opportunities for students in the professional field by providing them with educational experiences;
4. Offer students varied studying strategies of English as a second language, and help them overcome difficulties by providing them technical and academic skills accordingly;
5. Aid students in learning to assimilate to the multi-cultural society and precipitate an awareness and consideration to the foreign diversity they might encounter in the real world.



Instructional Methodology

Classes held by Shepherd Technology Training School DBA Sierra International College instructors follow the same format of methodology: warm up, lecture, demonstration, group exercise, individual exercise and review.

1. In classes, the [teacher: student] ratio of talking and involvement of class should be [7:3].
2. Warm-up: Introduce the students to the topic of the day, and get students to practice thinking and speaking in English: conversation and discussion.
3. Lecture: The instructor uses books and other materials accordingly to thoroughly cover the necessary information.
4. Demonstration: Incorporate the lesson and ideas covered in lecture and relate it to everyday use of the English language.
5. Group Exercise: Students are paired into groups and encouraged to help each other with the material covered in lecture and demonstration.
6. Individual Exercise: Homework is given out for review and constant practice of the material covered in class, and students are encouraged to integrate the material into necessary uses.
7. Review: The materials are repeatedly reviewed throughout the week and students are given quizzes and tests to check the understanding of the materials.

New Policies and Procedures

Shepherd Technology Training School DBA Sierra International College makes every effort to inform its students of changes to policies procedures and update the Catalog. The School will continue to bring new Policies or Procedures to the students' attention in the following ways:

1. Post on all bulletin boards.
2. Instructors will make announcements during class.

BPPE Approval Disclosures

Shepherd Technology Training School DBA Sierra College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE).

Ownership & Management

Shepherd Technology Training School DBA Sierra International College is a private institution organized and operated as a California a sole proprietorship.

Policy and Program Modification

The Chief Operating Officer of Shepherd Technology Training School DBA Sierra International College, under Section **43800** of Title V of the California Administrative Code, reserves the right to add, amend, repeal any of its regulation, rules, resolutions, standing orders and rules of procedures, in whole or in part.

The Shepherd Technology Training School DBA Sierra International College Officers are as follows:

<u>Chief Executive Officer</u>	<u>Jeong Wook Han</u>
<u>Chief Operations Officer</u>	<u>Lois H. Kooh</u>
<u>Chief Academic Officer</u>	<u>Seel Lee</u>
<u>Administrator</u>	<u>Hyoung W. Park</u>



History

Shepherd Technology Training School DBA Sierra International College was established on February 5, 2002 and approved by SEVIS on February 22, 2002. Shepherd Technology Training School DBA Sierra International College strives to enable international students to improve the market value of their education by offering three program levels of English as a Second Language (ESL). Since September 20, 2007, new management has strengthened the quality of instruction and updated the curriculum.

Questions

“Any questions a student may have regarding this catalog that have not been answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE), 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833, or by calling (916) 431-6959, Fax Number: (916) 263-1897

Review Documents before Signing

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are **also** encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.”

Complaint Resolution

When a student has a complaint about an instructor regarding a course requirement, test or grade, or regarding such a general issue as teaching method or classroom conduct, the student may bring the matter directly to the instructor for an amicable solution. If the student is not satisfied with the instructor’s response, the student may bring the matter to the school dean for final decision. The dean will work with the student and the instructor for resolution of the complaint and must inform them of the decision in writing within two weeks. If the student is not satisfied with the school’s final decision, the student may file a complaint with the Bureau for Private Postsecondary Education (BPPE)

Filing a Complaint

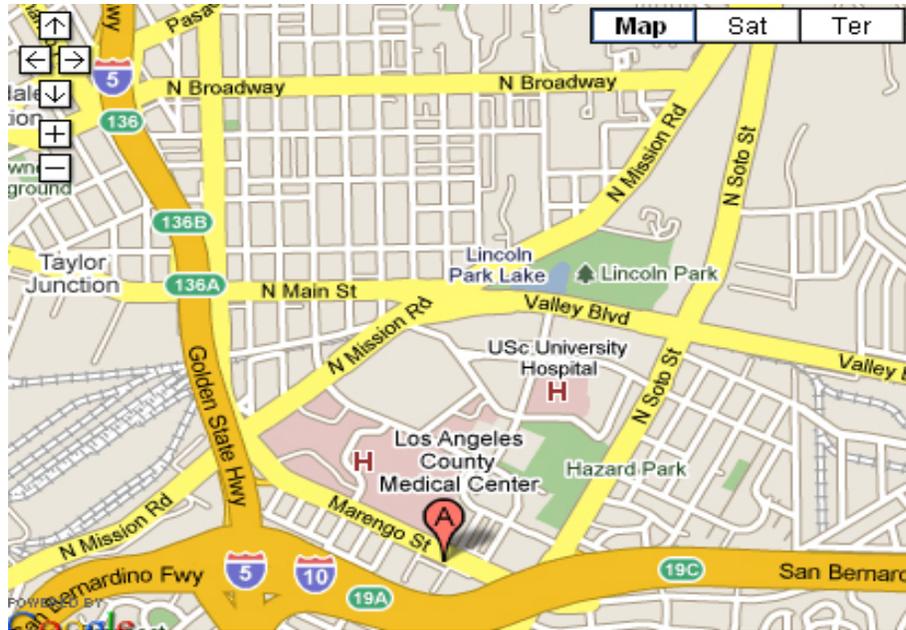
“A student or any member of the public may **file** a complaint about this institution with the BPPE by calling Toll Free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s website: www.bppe.ca.gov”



Address where classes are Held:

Shepherd Technology Training School DBA Sierra International College’s campus is located minutes from public transportation at:

2064 Marengo Street, Los Angeles, California 90033



Shepherd Technology Training School DBA Sierra International College Classes are held in facilities that use equipment that fully comply with all federal, state and local ordinances and regulations, including fire safety, building safety, health and handicapped access requirements.

Our facility houses computer laboratories, general purpose classrooms, a student lounge and administrative offices.

Bankruptcy

Shepherd Technology Training School DBA Sierra International College has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Crime Statistics Report

No criminal offenses or arrests have occurred in the following categories on the school premises from 2007 to the present: murder, manslaughter, arson, forcible and non-forcible sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violations, drug abuse violations, weapons possessions, evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability. This information was reported to the Department of Education in the crime statistics report.



2. PROGRAMS SIERRA COLLEGE OFFERS:

ESL Certificate Program

One year (48 weeks)

English as a Second Language - **Advanced** One Trimester 320 Hours (16 weeks)

English as a Second Language – **Intermediate** One Trimester 320 Hours (16 weeks)

English as a Second Language - **Basic** One Trimester 320 Hours (16 weeks)

IELTS Preparation 960 hours

48 weeks (pending to be approved)

(Stands alone and is its own program.)

3. PROFESSIONAL POSITION REQUIREMENTS

Shepherd Technology Training School DBA Sierra International College’s ESL programs are designed to lead to positions in professional, occupational, trade, or career fields that do NOT require licensure in California.

If you seek positions in a career field that requires any license, certificate, permit, or similar credential that a person must hold to lawfully engage in a profession, occupation, trade, or career field, please find a Continuing educational program that is designed to obtain licensure.

Prospective students are entitled to receive notice to that effect and a list of the requirements for eligibility for licensure established by the state, including any applicable course requirements established by the state.



4. SCHOOL FACULTY

All staff are selected based on their Academic and professional experience. Shepherd Technology Training School DBA Sierra International College requires all instructors to maintain their knowledge by completing continuing education courses in their subject area, classroom management or other courses related to teaching.

Jenny Webber

ESL Instructor

BA in Journalism: Electronic Media, University of Oregon, 2002.

2004- Present Full time ESL Instructor

Leopoldo G. Balayon

IELTS Preparation Instructor, Academic reading, writing, listening, speaking, test taking skills and strategies Instructor

MA. in TESOL, Biola University, La Mirada, CA 2008

B.A. in Communication Arts, Ateneo de Davao University, Philippines 2000

2003 ~ Present, ESL Instructor

Scott M. Robertson

ESL Instructor, Writing & Grammar Skills

M.A. in Linguistics TESOL, California State University of Long Beach, Long Beach, CA 2007

M.A. in Comparative Education (in progress), University of California Los Angeles, Los Angeles, CA 2008 - present

B.A. in Political Science, California State University of Fullerton, Fullerton, CA 2002

2002~ Present Part and Full time ESL Instructor

Barry B. Bostain

ESL Instructor

BA in Radio Television Broadcasting, California state University, Los Angeles Dec. 2000

2000- Present, ESL Instructor



5. ADMISSIONS, ACCEPTANCE OF CREDITS

The first step in the admissions process is an informational interview with an admission representative. The applicant and his or her family are given a tour of the campus and a copy of the current catalog which includes tuition, fees, program start dates, and faculty.

Application Requirements for ALL Programs

1. Be 18 years of age and possess a high school diploma or its equivalent
2. Submit a complete application with a non-refundable fee (\$50) to the Admissions Department.
3. Pay all required fees.
4. Take a placement test and will be placed at a level corresponding to the scores achieved on the placement tests.
5. Attend an orientation session

Admissions Criteria and Procedures

In accordance with Title IV of the Civil Right Act 1964, Title IX of Educational Amendments of 1972, Section 5 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, Shepherd Technology Training School DBA Sierra International College admits all qualified applicants regardless of sex, national origin, race, creed, disability, or ethnic origin.

The school only recruits and admits those students who have the potential to complete the program successfully. Motivation and interest in succeeding in the chosen professional field are given important consideration.

Application forms may be obtained by regular mail e-mail, or in person from the Main Office:
Shepherd Technology Training School DBA Sierra International College
2064 Marengo St. Los Angeles, CA 90033
Tel: (323)225-1200 Fax:(323)225-1771
E-mail: sierra.esl@gmail.com Web: www.sierraesl.com



Minimum Level of Education

All Shepherd Technology Training School DBA Sierra International College applicants must be 18 years of age or older. Shepherd Technology Training School DBA Sierra International College accepts students with a High School Diploma, General Education Development (GED) or applicants who have passed the California High School Proficiency Examination (CHSPE).

International Students

1. The F-1 Visa is necessary for all international students.
2. International applicants must submit I-94, Proof of financial eligibility, a statement of support, accompanied by a recent bank statement, certifying that the applicant has sufficient funds to study in the U.S.

Denial of Admission

Shepherd Technology Training School DBA Sierra International College reserves the right to deny admission to any applicant due to the following reasons:

1. The applicant does not meet the standard admission requirement.
2. The applicant is unable to participate or learn in class due to physical, mental, or emotional reasons.
3. The applicant is unable to meet financial commitments to the school.
4. The applicant exhibits lack of personal motivation or incompatible philosophy with the school regarding learning English as a Second Language (ESL).
5. The Administrator has the right to deny admission to any applicant to whom it is deemed the classes not to be beneficial for the student.

Falsification of Official Documents

Upon the discovery of submission of forgery of official documents (Passport, Alien Registration card, Picture I.D, Social security number), the enrolled student shall be dismissed from the school and his forged documents reported to the appropriate state or federal authorities or agencies.

Transfer Credit Evaluation

Credits earned at other institutions will be evaluated using the following criteria:

1. The maximum number of credits accepted for transfer credits permitted by the California Bureau for Private Postsecondary and Education (BPPE) at the time of admission.
2. Transcript copies must be forwarded to the Chief Academic Officer for evaluation.
3. Courses under consideration must have a grade of “C” or higher.
4. Only those courses that are substantially comparable to Sierra College courses will be considered for evaluation.

Articulation Agreements

Shepherd Technology Training School DBA Sierra International College does not currently have articulation or transfer agreements with other institutions.



Students with Mental or Physical Disabilities

Admissions requirements and procedures for students with mental or physical handicaps comply with all federal, state, and local ordinances and regulations in regard to handicapped access to School Campuses.

Course Challenge Examination

Students may challenge courses by taking examinations designed to verify the student's knowledge of the subject matter. In order to earn credits by challenged examinations, students must first obtain the "Petition for Credit Examination" approval from the Registrar, who will assign a faculty member to administer the challenge examination. Students do NOT have to pay a course challenge examination fee for taking the examination.

Petition for Credit by Examination will be granted to regularly enrolled students to obtain credit by challenge examination in subject matters in which they are qualified through non-traditional education or experience, and for which credit has not yet previously been granted for any similar or advanced course.

The examination may include written, oral technical skills, or a combination of each, and will be sufficiently comprehensive to determine that the student possesses essentially the same knowledge and/or skills as those students who successfully completed a similar course offered at Shepherd Technology Training School DBA Sierra International College. The letter grade of "P" will be awarded to those who pass the course challenge examination. However, those students who fail will not receive a grade, and there will be no record of the non-passing of the course challenge examination on the student's permanent record.

Credit by challenge examination shall not be allowed for the purpose of earning a higher grade for courses previously taken. The only way to earn a higher grade for earlier attended courses is to repeat the course and pay the normal course unit fee.



6. ACADEMIC POLICIES

Academic Freedom

Shepherd Technology Training School DBA Sierra International College stands for academic freedom in the tradition of democratic spirit, and to encourage creative thinking of the students as well as the faculty members of Shepherd Technology Training School DBA Sierra International College. Therefore, the students and the faculty members are assured of the following academic freedoms without fear of interference or penalty from the administration:

- Freedom of discussion in the classroom expressing a variety of views and opinions on the subject matter being taught.
- Freedom to express views on social, political, scientific, philosophical, ideological, or religious concerns in or outside of the classrooms, as long as they believe it would advance understanding in their specialized subject of study.

Policy and Program Modification

In keeping with the school philosophy of an immediate response to the needs of students and future employers, the school reserves the right to modify the course content, structure, and schedule without additional charges to the student and within the regulatory guidelines. Information contained in the Programs becomes an official part of the catalog. The School reserves the right to amend the catalog or programs as needed.

Hours of Operation

Campus Administrative Office Hours

Monday through Friday **9:00 AM to 5:00 PM**

Instruction Days and Hours on Campus:

Monday through Friday

- Day classes **9:30 AM to 1:30 PM**
- Afternoon classes (if applicable) **1:30 PM to 5:30 PM**
- Evening classes **6:00 PM to 10:00 PM**

Class Size

In order to maintain Shepherd Technology Training School DBA Sierra International College's, educational standards, the maximum number of students in a class is kept to 25 students.

Books and Supplies

An itemized cost of books, supplies, used in instruction included in the total cost of the program is located in the back of this catalog. The student must provide additional supplies such as notebooks, notepaper, highlighters, pens, pencils and erasers etc.



Class Scheduling

Shepherd Technology Training School DBA Sierra International College provides the class schedule prior to the beginning of registration for each Trimester. The term class schedule will include the class name and number, days, time, instructor, meeting dates, and units.

Holidays:

Shepherd Technology Training School DBA Sierra International College is respectful towards holidays of religious and ethnical beliefs. Students should contact the school administration prior to being absent so the instructor can make other arrangements.

The following holidays are recognized:

1. New Year's Day
2. Martin Luther King's birthday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veteran's Day
7. Thanksgiving Day, and the day after
8. Christmas
9. Good Friday
10. Columbus Day



Length of Programs

Beginning	One Trimester*	320 Hours
Intermediate	One Trimester	320 Hours
Advanced	One Trimester	320 Hours
IELTS	One Trimester	960 Hours

*NOTE: Each Trimester should consist of 16 weeks of lecture including review, and final exams.

Each curriculum’s description indicates a standard program and/or course length. Hours are devoted to lecture and research dependent upon the educational requirements of the program, and these hours are converted to Trimester units. Emphasis is placed on the practical application of skills for the given profession. All programs require that a student attend full time either days or evenings. Approved programs and courses utilize clock hour credits.

Program Measurement

Shepherd Technology Training School DBA Sierra International College measures its programs in Trimester credit hours/units to allow for comparison with other postsecondary institutions and clock hours to allow measurement of the programs on this basis where required.

Clock hours are defined as follows:

A clock hour is a minimum of 50 minutes in which lecture, demonstrations, and similar class activities are conducted.

Trimester credit hours/units are defined as follows:

- For lecture classes, one-Trimester credit hour/unit is equal to 26 clock hours.

Graduation Requirements

Success is dependent upon the student’s individual efforts, abilities and application to the requirements of the Academy. To be eligible for graduation, a student must:

- Complete all required classroom classes with at least a cumulative grade point average of 2.0.
- Meet the specific grade and other program requirements for specific classes (if applicable)
- Meet the Satisfactory Progress requirement
- Meet all financial or other obligations to the Academy.

A certificate of completion will be issued to students upon successful completion of all academic requirements. Successful completion of all courses listed in the program section requires a minimum cumulative grade point average of 2.0 or above.

Add/Drop

Students wishing to add or drop a course after registration must obtain a “Request for Course Change” form from the Registrar, and secure a signature from the instructor teaching the



course. Changes must be made by the deadline for program changes not posted in the academic calendar. Courses dropped in this manner will **not** be recorded on the student's permanent record. For dropped courses, refunds are calculated from the date the *ADD/DROP* form is postmarked, if mailed, or received by the Registrar.

Failure to officially drop a course will result in full tuition charges for the course.

Repetitions

Repetition of courses for which substandard work has not been recorded shall be permitted only upon advance petition of the student, and with the permission of the School Chief Executive Officer, or designee based on a finding that circumstances exist which justify such repetition. In such repetition, under special circumstances, the student's permanent academic record shall be annotated in such a manner that all work remains legible. Grades awarded for repetition under special circumstances shall not be counted in calculating a student's grade point average.

Students may petition for approval to repeat courses up in which substandard grades (less than "D") were awarded. Students may repeat the same course only once for this purpose. Upon completion of a course repetition, the best grade earned will be computed in the grade point average, and the student academic record so annotated. No specific course or categories of courses shall be exempt from course repetition.



Leave of Absence

Students may be granted one leave of absence (LOA) per 12-month period for certain specific and acceptable reasons. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, not to exceed 120 calendar days. All LOA's must be in writing and addressed to the Chief Academic Officer. The request must be accompanied by written documentation from the appropriate person and/or agency. The Chief Academic Officer will approve or deny the request in writing.

Readmission after Leave of Absence or Withdrawal from the School

After a period of leave of absence or withdrawal from the school, all re-admitted students must comply with all current policies and regulations and also be subjected to current tuition and fees schedule as well as changes in the curriculum. Students with a leave of absence of 12 months or more (regardless of the reason) must, in addition to above, re-submit a new Application Form and to pay the appropriate application fee in order to-activate their academic files.

If a student fails to return on the scheduled return date, he/she shall be terminated from the training program. One subsequent leave of absence may be granted if the leave of absence does not exceed 30 days and the school determines that it is necessary due to unforeseen circumstances. Subsequent leaves of absence may be granted for jury duty, military reasons, or circumstances covered under the *Family and Medical Leave Act of 1993*. The school must document the reason for each subsequent leave of absence.

Effects of a Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors might affect their eligibility to graduate within the maximum program Completion time:

- Students returning from a leave of absence are not guaranteed that the course required to maintain their normal progression in their training program will be available at the time they reenter.
- They may have to wait for the appropriate course to be offered.
- They may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.



7. ACADEMIC AND PROGRESS STANDARD

Academic Progress Requirement

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the School. All students are considered to be making satisfactory progress when they begin school and during any probationary period. This includes, but is not limited to: meeting minimum standards for grades, work projects, etc.

Graduation Requirements

In order for students to meet the graduation requirements, students must show satisfactory academic progress, participation in classes, and endeavor to succeed.

To qualify for a certificate of completion, students must:

1. Complete all courses with at least a minimum cumulative grade point average of 2.5.
2. Satisfy the minimum academic progress requirement.
3. Meet all financial requirements and other legal obligations.

Upon successful completion of the program, the student will receive a certificate of completion signed by the Chief Academic Officer and Chief Executive Officer of Shepherd Technology Training School DBA Sierra International College signifying completion of the required number of hours of the program and an official school transcript.

Grading Policies

Individual instructors determine the grading policy for courses. Instructors are expected to clearly state in the course syllabus the specific criteria by which the grade will be assigned, including the relative weight of homework assignments, examinations, attendance and other factors. Only instructors have the authority to change grades.

Student must achieve a final grade of at least 2.5 in any course modality in order to maintain standards of academic progress. Should a student incur a final grade lower than 2.5, he or she will be placed on probation. Academic procedures provide for periodic evaluations of academic performance and attendance. Adverse consequences range from probation periods, suspension from class to the termination of a student's enrollment Counseling and/or warnings to students who fail to achieve standards; adverse consequences for unsatisfactory performance after counseling and/or a warning.

The students coach each other and give honest feedback during the hands-on work in the classroom. The students also get written and oral feedback from the instructors or staff.

Students must achieve a passing grade on all required examinations, which are administered at the scheduled end of course. In the event that a student does not achieve a passing grade on an examination, the procedures will be as follows:

1. The instructor(s) or Student Advisor will counsel the student and given guidance on the



subject areas or sections of the test where the student is not achieve an acceptable level.

2. In most circumstances, the student will be given one additional opportunity to re take the Exam. The instructor(s) or Student Advisor may establish a time frame of normally no less than 1 class day and no more than 3 class days for the student to prepare for and take the Exam.
3. In the event the student fails the Exam a second time, the student will be withdrawn from the Program (Enrollment Termination) unless student wishes to continue in the Program and retake the Failed Course in the next tern
4. Any exceptions to the above must be approved by the Chief Executive Officer or designate

Evaluation of student achievement will be based on meeting the objectives for each class. At the beginning of each class, the Instructor will provide the student with a syllabus identifying the objectives and grade determination criteria. Students must achieve a cumulative grade point average of at least 70%. A student who fails a class is permitted to continue in her/his studies as long as satisfactory progress is maintained. In a course in which a failing grade has been received, a student who has feasible reasons may ask the professor to grant permission to retake an examination, or complete a reassignment of sufficient quality to raise the grade to a passing score. If the grade is raised to a passing grade, the student receives credit for the course, but no grade points are counted into the calculation of the student's GPA. If the student repeats a course after having received an F grade initially, the previous F grade remains factored into the GPA, as does the new grade.

Grade Point Average (GPA)

The following systems of grade points are used to evaluate a student's level of achievement. A student's general standing is the result of the total number of grade points earned, divided by the total number of semester hours taken.

Grade	Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
AU	Audit
I	Incomplete*
IP	In Progress
NC	No Credit
NG	No Grade
R	Repeated Course
WF	Withdraw Failing
WP	Withdraw Passing



Incomplete Grades

If the student does not complete course exams and projects by the end that course, then he or she will need to submit a plan of completion to complete the course within 2 weeks from the scheduled end date of that course with the Program Officer. The Program officer will need to approve the plan, which will include dates that the student will take or retake exams, and when projects will be turned in. If a student does not complete a course within 2 weeks of the expected completion date for that course, then he or she will fail that course and automatically receive a grade of “F”.

Repeated Courses

In order to graduate, the student will need to repeat a course if is not completed within the specified time. This includes the situation in which the student is re-admitted after withdrawing from or being dismissed from the program. If a student repeats a course and passes with a grade of 2.5 or better, the initial attempt will not count to towards their GPA.

Course Failure

Students who failed a course will not receive credit for the course nor will the units or hours be counted towards graduation. Students who failed a course may be eligible to retake that course the next time the course will be offered. A student with three or more multiple failure grades “F” shall be counseled by the academic Chief Executive Officer and may be considered for academic dismissal by the school’s academic council.

Grade Changes

A grade of “F” (Failure) may be changed by repeating the course and by achieving a higher grade. Upon approval of instructor and the Chief Academic Officer, student should be able to repeat any desired class. If a higher grade is earned, the lower grade of “F” could be removed from the record. All other grades, unless it is a mechanical error made by the instructor, would be recorded in the student’s transcript.

Requests for grade changes should be inquired within two weeks of the issuance of grade report.

Academic Probation

Students who do not maintain the minimum required GPA (grade-point-average) would be placed on probation for one Trimester. Instructors will counsel the students for a better studying method, and initiate a different studying strategy that ensures a more successful academic career. However, if the grade at the end of the Trimester does not meet the required GPA again, the student may be advised to be dismissed for the following Trimester.

Make-up work

If a student needs to makeup a test, it must be done within seven (7) calendars. If the student needs to makeup program requirements, it must be done during the program or to one week after the intended completion date of the program, upon approval of the Chief Academic Officer or designate. Students must submit a written request to the Chief Academic Officer,



or an oral request to the School Instructor responsible for the makeup work, at least one full class day in advance.

Makeup hours may not exceed the total hours of instruction included in one (1) regular class day.

Makeup classes must have the potential for providing a meaningful and necessary educational experience for the student making the request.

Absences from class cannot be made up. However, students will be required to make up all assignments, examinations or other work missed as the result of any excused or unexcused absence. Upon returning to the School, the student must immediately arrange to meet with the instructor regarding missed requirements. If the instructor approves, the student must make up assignments within five (5) days and examinations within two (2) days of returning from an absence. The instructor may assign additional outside assignments if deemed necessary. All arrangements are subject to the approval by the school's Chief Academic Officer.

Audit to Credit

Once registered as an auditor, a student may not change to credit status unless such a change is requested prior to the deadline for adding a course specified in the academic calendar. A student, who is enrolled in a course for credit, may not change to audit status after the last day of class to add or drop courses.

Academic Achievement Recognition

To encourage academic excellence and progress, Shepherd Technology Training School DBA Sierra International College offers honors to full time students who earn a grade point average of 3.7 or better. These students are recognized by being placed on the Dean's List, and automatically become members of the Honor Society.

At graduation, awards are presented to those students who have demonstrated outstanding scholastic achievement, leadership and service.

8. DISTANCE EDUCATION

Shepherd Technology Training School DBA Sierra International College does not currently offer Distance Education classes.



9. STUDENT RIGHTS

Non- Discrimination Statement

Shepherd Technology Training School DBA Sierra International College, in compliance with *Title IV of the Civil Rights Act of 1964*, *Title IX of the Education Amendments of 1972* (which includes sexual harassment), *Section 503/504 of the Rehabilitation Act of 1973*, the *Vietnam Era Veterans Readjustment Assistance Act*, and the *Age Discrimination Act of 1975*, does not discriminate on the basis of race, sex, color, age, religion, national origin, or handicap in any of its policies, procedures or practices. If any student wishes to file a complaint covered by the above stated regulations, she/he must follow the grievance procedures. All inquiries regarding this policy may be addressed to the CEO who serves as the Affirmative Action Officer.

Shepherd Technology Training School DBA Sierra International College makes its programs and services accessible to and usable by individuals defined as handicapped in *Section 504 of the Rehabilitation Act of 1973*. The School provides evaluation of individual needs, advisement, and appropriate support services when indicated. Students are responsible for identifying their needs to each instructor no later than the first day of the course. For any other problems, they should contact the Chief Academic Officer.

Withdrawal Policy

Students have the right to withdraw from a course of instruction at any time. In order to withdraw, the student must complete an official withdrawal form and file it with the School's Academic Officer.

Appeals Process

Re-admission to the School following withdrawal for any reason will be at the discretion of the School's Academic Committee. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Committee will review the student's previous academic admission records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Committee's decision. Students accepted for re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

Withdrawal and Refunds

*Non-Refundable Fees and Tuition Refund

The student pays tuition and registration fee upon enrollment. All charges, except for tuition, Payment of the (application fee and the registration fee) are non-refundable. Students may cancel their enrollment without any penalty at any time on or before the first day of instruction or the seventh day after enrollment, whichever is later. The student refunds will be the full amount of paid minus the application fee and the registration fee.



The difference in tuition resulting from a reduction in the number of units registered will be refunded to the student in accordance with the posted refund schedule. Conversely, the student will pay the difference in tuition when the number of units is increased.

After the deadline for program changes, students may drop a course only with the permission of the instructor of the course, and will receive a “W” grade. After the end of the deadline for program changes, all requests for dropping courses must be in writing and approved by the Registrar in order to receive a “W” grade. Students who do not officially drop a registered course, and do not attend the course, are subject to a failing “WF” grade.

For students who have completed 60% or less of the instruction period, the refund shall be on a pro rata basis. The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction, which the student has not received but for which the student has paid, and the denominator of which is the total number of class hours of instruction for which the student has paid. The student will not get a refund after more than 60% of the instruction has been presented.

In order to process cancellation, the student must secure and fill-out the Cancellation Form in the school’s office and submit to the Program Officer. The refund check will be given or mailed to the student within 30 days after processing the cancellation.

If Students withdraw from the course of instruction after the period allowed for cancellation and prior to having completed 60% of their program, the School will remit a refund, if applicable, less application and registration fees not to exceed \$75, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of Trimester credit hours he/she attended, multiplied by the hourly tuition rate as shown on the student’s enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty days (30) of the withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with the School to pay it.

The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

Percent of Attendance	10	20	30	40	50	60	Over 60
Tuition Refund	90	80	70	60	50	40	0



A student attending an academic Trimester and enrolled in the minimum 12 units per term would be attending three 40 hour courses for a total of 120 hours. If the student cancels at the midpoint of 60 hours the example below would be the refund that he/she would be entitled to receive.

Hypothetical refund example:

When the notification of withdrawal is submitted to the school prior to or during the first week of instruction, the school will refund 100% of the amount paid less a registration fee of \$60. When the notification of withdrawal is submitted to the school after the first week of instruction, the student will receive a refund for the unused portion of the tuition and other refundable fees according to the following refund schedule:

- 100% refund at the end of the first week of the 12-week session*
- 90% refund at the end of the second week*
- 70% refund at the end of the third week*
- 50% refund at the end of the fourth week*
- 0% refund after the fourth week*

The school will remit a refund within 30 days after the student notification of withdrawal.

Tuition for Trimester	\$1,200
Divided by 320 (Hours in Trimester)	÷120
Hourly cost	\$10
Multiply by 60 (actual hours attended in term through last day attended)	×60
Tuition earned through pro-rated attendance	\$600
Add Registration fee	+\$25
Total amount owed	\$625
Minus amount paid by student for the current term	\$575
Amount overpaid	\$575
Amount to be refunded	\$575

Note: If a student has completed more than 60% of the scheduled hours in the current term (actual hours attended divided by hours in the Trimester), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges. The student will not be entitled to a refund.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the Registrar’s office of your withdrawal.
- The School terminates your enrollment.
- You fail to attend classes for ten (10) consecutive school days.



Determination of the Withdrawal Date

The student's withdrawal is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.

Cancellation of Agreement

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for a course of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered in the Agreement

Cancellation shall occur when you have given written **Notice of Cancellation** at the address of the School shown on the top of the front page of the Agreement. You can do this by mail, hand delivery, or telegram. The written Notice of Cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

You will be given two Notice of Cancellation forms to use at the first day of class, but you can use any written notice that you wish. However expressed, it is effective if it shows that you no longer wish to be bound by the Agreement.

To cancel the contract with Sierra College, mail or deliver a signed and dated copy of this NOTICE OF CANCELLATION, or any other written notice, or send a telegram to: Shepherd Technology Training School DBA Sierra International College, 2064 Marengo St. Los Angeles, CA 90033.

Remember that you must cancel in writing. You do not have the right to cancel by telephone message to the school, or by not attending class.



10. STUDENT RESPONSIBILITIES

The one sentence that best summarizes the collegial atmosphere that Shepherd Technology Training School DBA Sierra International College seeks to develop in current and prospective students is: “Students will develop a sense of self worth that obliges them to exert their positive influence on society.” Shepherd Technology Training School DBA Sierra International College’s commitment to developing and maintaining an affirmative learning and teaching environment ensures that the rights and freedom of all its school constituents, especially students, are protected.

Shepherd Technology Training School DBA Sierra International College is quite clear about what conduct will not be acceptable if students are to continue to enjoy the rights and freedoms inherent in their selection, enrollment and matriculation. Therefore, this handbook outlines most of the policies regulations need for the students to pursue their academic endeavor at the school.

The educational process is a multifaceted enterprise, which enlists the cooperative efforts of administration, faculty and students. The integrity of the process shall be dependent upon the sincere effort of students. The integrity of the process shall be dependent upon the sincere effort in fairness and impartial evaluation on the part of faculty and the honest academic conduct of all students. The faculty and administration shall jointly assure the availability of academic conduct of all students. The faculty and administration shall jointly assure the availability of academic resources for student use and shall make clear those standards by which students will be evaluated. Students shall be expected to conduct themselves responsibly in the fulfillment of their course of study.

Summary of Termination/Reinstatement Policies

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 70% and 85% cumulative attendance.



Unsatisfactory Financial Progress Requirement

Violation of any of the conditions set forth in the signed Enrollment Agreement may lead to dismissal from the School and/or probation. Failure to meet all financial obligations to the school may also lead to dismissal from school and/or probation.

Attendance Policy

Regular class attendance is expected of all students. Individual instructor has the final authority to determine attendance requirements and policy. In general, students are required to attend at least 80 percent of the scheduled hours of the program. Students are required to notify the instructor of their absence. If a student is absent for more than three consecutive days without the required notification, the student may be notified in writing and placed on probation for the rest of the program. If the student's absence problem persists, the student may not qualify for a certificate of completion.

Regular attendance is required to achieve a satisfactory grade report. If an absence is necessary, student should contact the instructor, as it is the students' responsibility to make-up work, and check on their progress throughout the school year. However, if the absences continue without reasonable excuse, the student may be dropped from the class.

Students are required to attend all scheduled classes regularly and punctually. Consistent attendance is essential to the overall effectiveness of the training a student receives at Shepherd Technology Training School DBA Sierra International College. This process is as important as learning, since future employers emphasize punctuality and attendance as top job requirements. Students are required to call the registrar as soon as practical on the first day of absence and give an estimate of the duration of the absence.

Attendance Probation

Shepherd Technology Training School DBA Sierra International College recognizes that there are times when a student is unable to attend class, arrives late or leaves early. The attendance policy allows for these circumstances, while ensuring that each student attends class a sufficient amount of time to master the subject material.

A student will be placed on attendance probation if he or she is below 80% attendance in any given class. Frequent tardiness and/or unexcused absences are cause for placing a student on probationary status.



Re-entry Policy

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process. Students who have been dismissed from Shepherd Technology Training School DBA Sierra International College are required to wait the following Trimester to be qualified for readmission. They must submit an appeal form stating the reason of dismissal and if readmitted, assure the school of their commitment. The readmission appeal letter should be submitted at least two weeks prior to the beginning of the Trimester. The Chief Executive Officer will then contemplate and decide whether to grant readmission. If the Chief Executive Officer approves of the appeal letter, the student is able to register for the very next Trimester.

Academic and Progress Requirement

All students are required to maintain at least 2.0 **GPA** throughout the program. If a student fails to meet the satisfactory progress requirement, the student will be notified in writing and placed on probation until the satisfactory progress is achieved. If the student fails to meet the minimum GPA average at the completion of the program, the student will not qualify for a certificate of completion.

Students who fail a course, or whose cumulative fall or spring term grade point average falls below 2.0 will be placed on academic probation. In these circumstances, students will receive written correspondence from the Registrar outlining a plan of study designed to improve their academic performance. Such a plan of study may include a reduction in non-academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. Each student is required to follow their plan of study until they are removed from probation. The student is automatically removed from probation upon successfully completing an academic term in which none of the conditions listed in the first sentence of this statement occurs.

Probationary Status

The following provisions describe Academic Probation:

- Students with a GPA of 1.75 or lower, after completion of their first Trimester with less than 24 hours completed, will be on academic probation.
- Students whose cumulative GPA is between 1.76 and 1.80 after the completion of 24 credit hours will be on academic probation.
- Students on academic probation will be required to meet with the registrar before the beginning of the following Trimester or withdrawal will result.



Student Code of Conduct

Upon enrollment at Shepherd Technology Training School DBA Sierra International College, each student shall have the responsibility and obligation to exhibit honesty and integrity at all times in the pursuit of a professional education and to respect the ethical standards of the Acupressure and Swedish massage profession. Please maintain the following behaviors and those described elsewhere in the Catalog. Acceptable professional conduct for Sierra College students include:

1. Accept assigned duties and responsibilities.
2. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
3. Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
4. Demonstrate initiative and productivity.
5. Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
6. Demonstrate strong ethical character.
7. Dishonesty is the most serious violation of student conduct.
8. Fabrication is the falsification or invention of any information in an academic setting.
9. Follow the School Rules of Conduct which are based on the California Administrative Code.
10. Food or drink is **NOT** permitted in the classrooms or other areas unless designated by the school.
11. Maintain professional grooming and personal hygiene at all times.
12. Treat people as you would like to be treated.

Violation of this Code of conduct may lead to dismissal and/or probation from the School.

All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from Hayfield University. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school. Any student in violation of any of the following shall be subject to redress.



Expulsion

The following practices are causes for expulsion:

- **Cheating** – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- **Fabrication** – The falsification or invention of any information in an academic exercise.
- **Facilitating Academic Dishonesty** – The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- **Plagiarism** – The intentional or conscience representation of words, ideas, or work of others as one's own in any academic exercise.

Plagiarism Definition

Students are cautioned that Plagiarism is a serious matter, and may result in severe consequences.

- A. Plagiarism is the presentation of the ideas, representations, or words of other, as one's own or permitting another to present one's work without the customary and proper acknowledgment of the sources. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this catalog.
- B. Referral to or use off during an academic session, unauthorized materials, sources, or devices. Examples include, but are not limited to:
 1. Books, manuals, written materials, and Internet materials, etc.
 2. Falsifications of academic and clinical records, educational degrees, titles, job positions, etc.
 3. Inappropriate comments to patients, faculty, staff, other student, etc.
- C. Providing or acceptance of unauthorized assistance during an examination. Examples include, but are not limited to:
 1. Looking or viewing at other students' exam answers
 2. Talking to another student or assisting another student with exam answers.
 3. Making or receiving gestures from another student to benefit in an exam
 4. Possession, purchase, sale or use of a copy of any materials intended as an instrument of evaluation (test or exam). in advance of its administration by the faculty
 5. Practice of any form of deceit in any academic or clinical exam setting, including acting as or enlisting a substitute.
 6. Dependence on the aid of other or proving such aid in a manner prohibited by the faculty, in the research, preparation, creation, writing performance, or publication of work submitted for academic credit or evaluation.
 7. Attempts to change one's academic record, to access the School computers, break-in offices for reasons not in keeping with academic probity.
 8. Disruptive activities which infringe upon the rights of other individuals, or the rights of the faculty member, during classes, clinic periods or examinations
 9. Making verbal or written threats, or any act of physical abuse towards students,



faculty, or staff or the University. A violation of this requirement will result in immediate suspension while review if the incident is in progress

10. Willful violation or abuse of the canons of ethics for the school of the profession

Sexual Harassment Policy

Shepherd Technology Training School DBA Sierra International College intends to provide a work and learning environment that is pleasant, healthful, comfortable, and free from intimidation, hostility, or any other offenses that might interfere with work performance. Harassment of any sort – verbal, physical, and visual – **will not be tolerated**.

General Definition of Sexual Harassment: Sexual harassment consists of overt activity of a sexual nature that has a substantial adverse effect on a person in the workplace. Such overt activity may include, but is not limited to the following:

- Verbal, written or graphic communication of a sexual nature.
- Patting, pinching, or unnecessary contact with another employee's body.
- Demands for sexual favors, accompanied by threats concerning an individual's employment status.
- Demands for sexual favors, accompanied by promises of preferential treatment concerning an individual's employment status.

All employees, and particularly supervisors, have a responsibility for keeping the work environment free of harassment. Any employee, who becomes aware of an incident of harassment, whether by witnessing the incident, or being told of it, must report it to their immediate supervisor, or any management representative with whom they feel comfortable. When management becomes aware that harassment might exist, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the company to do so.

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact a member of management.

Substance Abuse Prevention Policy

As a matter of policy, Shepherd Technology Training School DBA Sierra International College has adopted and implemented a program that prohibits the manufacture and unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property and at any University activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion, even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

Drug use and alcohol abuse have harmed society through major health and safety problems and contributed to the deterioration of the nuclear family. The administration, staff and faculty are dedicated to providing education, awareness, treatment referrals, along with the legally mandated reporting and criminal sanctions.



Review Documents before Signing

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



11. FINANCIAL POLICIES

Student Budget

In addition to the direct costs of your education, it is important that you develop a budget to identify other financial obligations that you may incur when attending school. These expenses may include transportation, childcare, personal expenses, etc. The School's Administrator will assist you with this budget.

Tuition and Fees

The school reserves the right to establish and change without notice the schedule of tuition and fees. The school has established the following tuition and fees for the school year.

TUITION TABLE - ESL	Beginning Trimester	Intermediate Trimester	Advanced Trimester
Tuition	\$1,200	\$1,200	\$1,200
Application Fee	\$50	0	0
Registration Fee	\$25	\$25	\$25
STRF* Non-refundable Charge	\$1	\$1	\$1
Books and Supplies	\$75	\$75	\$75
THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$1,351	\$1,301	\$1,301
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$3,953	\$3,953	\$3,953
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$50	\$50	\$50

TUITION TABLE - IELTS	IELTS 48 weeks
Tuition	\$3,600
Application Fee	\$50
Registration Fee	\$25
STRF* Non-refundable Charge	\$2
Books and Supplies (Estimated)	\$75
THE TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$1352
THE ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$3,752
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$50

Optional Fees

Certificate	\$20
Enrollment Verification	\$10
Returned Check	\$25
Student ID	\$10
Transcript Fee - Re-issuance Only	\$10
Transcript - Rush Request (less than 7 days)	\$20



The **Enrollment Agreement** obligates the student and the school for the entire program of instruction. The student's financial obligations will be calculated in accordance with the school's refund policy in the contract and this school catalog. Registration, tuition and book/supply costs for each program are listed below. The Shepherd Technology Training School DBA Sierra International College Catalog is available at no charge and will be provided to each enrollee prior to enrollment. The School will work with each student to determine the best financial arrangement to meet their obligation for tuition. The School provides a voluntary prepayment plan to students and their families to help reduce the costs upon entry into training. Details are available through the financial representative.

Students must pay the required registration fee and tuition on or before the beginning of each Trimester. Tuition does not cover the cost of registration, books, and other related expenses. Students are responsible for acquiring the textbooks. Some courses require more than one textbook.

Payment Methods

Tuition and fees are due, in full, prior to the beginning of classes. This financial obligation is a **contract** between the student and the school. Failure to make payments when due is considered sufficient cause to bar the student from classes, withhold certificate, and suspend the student. Shepherd Technology Training School DBA Sierra International College accepts payment for the full amount due in Cash, Money Orders, or by Personal, Traveler's or Cashier's Checks. Students may be eligible for a short-term deferment without finance charge.

Explanation of Fees

Tuition

This is the base amount the student will pay for the program of study. It is the number of units necessary for graduation, multiplied by the cost per unit.

Registration Fee

This is a non-refundable fee for administrative and office costs.

Financial Aid

At the present time, Shepherd Technology Training School DBA Sierra International College currently does not offer any financial aid.

Student Tuition Recovery Fund (STRF)

California Private Postsecondary Education Act of 2009 requires institutions to collect a fee from every new student to be remitted into the California Student Tuition Recovery Fund (STRF). The Fund is administered by the State of California's Bureau for Private Postsecondary Education. For more information and the requirements for filing a claim, see **Section 13** of this catalog titled "STUDENT TUITION RECOVERY FUND DISCLOSURES".



Textbook Purchases

An itemized list of the textbooks used for each program is listed below and is included in the course syllabus that each student receives for their particular course of study. Textbooks bought from the school are pre-ordered by the school priced at no additional cost to the students. At least one (1) month prior to the start of the term, the school shall procure sufficient number of required textbooks to cover the projected enrollment. Upon course registration, students may choose to purchase the textbooks from the school, or from other sources. The estimated cost of these textbooks is \$75.00 for ESL. This amount may change depending on prevailing market prices.

Returned Check

A \$25 fee will be charged if a check is returned for insufficient funds. This fee is added to the amount of the returned check, and the total payment must be made by cashier's check or money order.

Transcript Fee

Shepherd Technology Training School DBA Sierra International College will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10 fee for each additional transcript. Processing will be within ten (10) business days of receipt. See section 37 for more details.

Student ID

A \$10 fee will be charged for each year of study.

Certificate

A Certificate fee of \$20 per certificate requested.

Enrollment Verification

Enrollment Verification fee of \$10 will be charged per request.



12. LOANS - STUDENT RESPONSIBILITIES AND RIGHTS

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

Student Responsibilities

1. In addition to the requirements described in this catalog under sections on attendance, satisfactory progress etcetera, students are expected to follow standards of conduct and ethical consideration generally found in the professional workplace.
2. Read and understand all forms that you are asked to sign and keep copies of them.
3. It is the student's responsibility to compare and choose the School they wish to attend. Tuition must be paid regardless of any future complaints or problems, unless discharged by a court of law.
4. Pay all installment payments on time.

Student Rights

1. Know what financing is available. For all loans you receive, you have the right to know the total amount that must be repaid, the monthly payment amount, the late penalty charge, the payback procedures, and the length of time you have to repay the loan, and when repayment is to begin.
2. Know the criteria for satisfactory progress and when you are not meeting these criteria.
3. You may stop school at any time and receive a refund for the part of the course you did not take (if payment has been made). The refund policy is in this catalog and also described in your enrollment agreement.
4. If you have unresolved complaints after following the grievance procedures, you may contact the Bureau for Private Post Secondary and Vocational Education. Read the section on grievance procedures carefully.

In compliance with Public Law 93-380, Section 483 (The Buckley Amendment), student grades, records, or personal information may not be given out to third persons without the written consent of the student. Permission must be given by the student in order for information in their file to be used as reference checks for credit or employment evaluation by third parties, and the student must file a declaration to this effect, which will be kept in the student file(s) the declaration can be all-inclusive or on a case-by-case access basis. **“The provision of financial aid data to authorized agencies is not a violation of the Buckley amendment.”**



13. STUDENT TUITION RECOVERY FUND 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 of 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.”

5CCR§76215(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 by students in educational programs 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 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 the 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. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents money you paid to the institution.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 431-6959 Toll Free: (888) 370-7589

Fax Number: (916) 263-1897 www.bppe.ca.gov



14. “NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.”

“The transferability of credits you earn at Shepherd Technology Training School DBA Sierra International College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our English as a Second Language, is also at the complete discretion of the institution to which you may seek to transfer. If the credits 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 course work 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 Shepherd Technology Training School DBA Sierra International College, to determine if your credits or certificate will transfer.” (item #23)

Experiential Credit

Shepherd Technology Training School DBA Sierra International College does not award credit for student’s prior experiential learning.

15. PLACEMENT SERVICES

The placement department offers instruction and guidance for students/graduates in the area of career planning and job search techniques, resume preparation, interview planning and preparation, Understanding the importance of networking, completing job applications, the characteristics of a professional image, interview follow-up, work place etiquette, time management skills, and successfully navigating the work place.



16. FACILITIES AND EQUIPMENT

The school is situated in Los Angeles Downtown, a safe and dynamic cultural, commercial, and recreational zone. The school facility consists of classrooms, a lecture room, a conference room, a computer laboratory, a library, a cafeteria, a student lounge, and administrative offices.

Shepherd Technology Training School DBA Sierra International College's campus is very conveniently located at 2064 Marengo Street, Los Angeles, California 90033. In the heart of Los Angeles, Shepherd Technology Training School DBA Sierra International College is not far from Downtown or Hollywood.

The Facilities and equipment Shepherd Technology Training School DBA Sierra International College fully comply with all federal, state and local ordinances and regulations, including requirements pertaining to fire safety, building safety, handicapped access and health. Both campuses are located within easy reach of public transportation.

The Campus Facilities include an administrative office and file room, conference room, library, spacious general purpose classrooms, a student lounge, library, and a computer lab with free WIFI Internet for students and learning resource laboratory furnished with modern equipment representative of the industry.

Parking

In addition to street parking, secure (paid) parking in the parking lot at both locations is also available.

Break Room

While the school is in close proximity to restaurants and convenience stores, many students may choose to brown bag their lunch or dinner in the Break Room. The Break Room is equipped with table and chairs a refrigerator, coffee maker, microwave, and a sink for the students' use.

Equipment Use:

Specific equipment details can be found under each program. Shepherd Technology Training School DBA Sierra International College asks students attending classes to show courtesy and respect for others around them. In order to maintain an environment that promotes and supports these objectives, the following rules are to be followed:

- 1 Accidents and/or breakdowns must be reported immediately to the student's instructor.
- 2 Food and drinks are prohibited in the classrooms.
- 3 Smoking is prohibited in the classrooms and restrooms.
- 4 Smoking will be permitted outside of the building.
- 5 Students misusing the equipment or instrumental devices may be subject to dismissal and may be billed for damaged equipment.
- 6 Students must maintain a clean, organized, area at all times.
- 7 When leaving the area, all electrical devices, computers, and so forth, must be turned off.



17. LIBRARIES

The nearest Public Library is located at **630 W. 5th Street Los Angeles, CA 90071**. The hours are currently Monday and Wednesday from 10AM to 5:30PM and Tuesday and Thursday from 12:30PM to 8PM. To search for other Los Angeles locations, try this link: <http://www.lapl.org/branches>.

In addition to the many fine Los Angeles library branches conveniently located near our students, we also provide quiet places to study in our on campus library. The Shepherd Technology Training School DBA Sierra International College library is located on the first floor. Library hours are during weekdays are 9AM to 5PM. Times are posted outside of the Library entrance. The Shepherd Technology Training School DBA Sierra International College library contains a wide variety of resource materials for student use in addition to computer stations with Wi-fi internet access, and study tables. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends.

Student Library Rules of Conduct

To maintain a professional atmosphere, please maintain the same rules elsewhere in the catalog and the following additional behaviors while using the library:

- 1 Accept assigned duties and responsibilities.
- 2 An act of dishonesty is the most serious violation of student conduct.
- 3 Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
- 4 Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
- 5 Demonstrate initiative and productivity.
- 6 Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
- 7 Demonstrate strong ethical character.
- 8 Fabrication is the falsification or invention of any information in an academic setting.
- 9 Food or drink is NOT permitted in the classrooms, unless exception is granted by a member of management.
- 10 Maintain professional grooming and personal hygiene at all times.
- 11 Rules of conduct are based on the California Administrative Code.
- 12 Treat people as you would like to be treated.

Violation of the rules of conduct present in the catalog may lead to dismissal from the School and/or probation. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from the School. The School reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the School.



18. STUDENT SERVICES POLICIES

Shepherd Technology Training School DBA Sierra International College provides advisement and assistance to all students.

Students have access to the school and/or its instructors from 8:00 a.m. to 10:00 p.m. Monday through Friday. Our counselors are available to students 9:00 a.m. to 5:00 p.m. Monday through Friday.

The deans, faculty members, and advisors of the varied departments provide students with assistance in all matters such as important academic, financial and personal matters and concerns to ensure satisfactory progress through the program. The school coordinator also provides assistance to international students in adjusting to the school and to the new social environment and is available to provide counseling on immigration matters.

Students have access to the Computer Lab's internet, computer applications, reference software, educational software, and printers during school hours. Although the school does not provide on-campus housing, the staff can arrange a room, apartment, or home stay for students desiring to live near campus or in Los Angeles Downtown.

Student Orientation

Once a student is admitted to the program, he or she will be assigned to an academic advisor who will advise the student with academic planning. New students will be given an orientation of the school, rules and regulations, and its facilities before the start of the program

During orientation, a school administrator will familiarize the student with the School facilities, services, grading policies, graduation requirements, etc. as described in this catalog. Shepherd Technology Training School DBA Sierra International College welcomes any suggestions as to ways in which any aspect of the school can be improved. Suggestions should be directed to the school's Chief Executive Officer.

Academic Advisement

The Director of Admissions and Chief Academic Officer are available for academic counseling of the student. They are available during regular business hours for consultation with regard to academic or career planning. The scope of academic counseling includes: analyzing personal interests and goals, determining career paths, planning course loads, and developing an overall academic plan for course work and supplemental needs of the student

All students are provided with personal assistance regarding program requirements and scheduling. In addition, individual assistance and advising are readily available to students with special academic difficulties. Instructors and counselors are available for academic advising. Enrollees are encouraged to request an appointment with their instructor



immediately if any scholastic problems arise. All students are urged to take advantage of this valuable assistance.

By interacting with the students and academic progress, instructors will advise students to follow certain methodology, which he/she finds most suitable. Students are encouraged to seek help, or suggest any new ideas to the school.

Current Student Information

Students are responsible to notify any changes of the state of physical being, such as address or phone number. Current contact information is vital in cases of emergencies.

It is important that students notify the school be of any change in their residence or telephone numbers. Current and accurate personal information is necessary in the event of an emergency.

Telephone

Emergency calls will be forwarded to the student as received.

Student Activities and Programs

Shepherd Technology Training School DBA Sierra International College provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the School encourages students to include their families, friends, and significant others in the educational process. In addition, the School sponsors activities and organizations to foster integration of personal and professional development.

Study Groups

Students are encouraged to form study groups with other students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance, and understanding of course subject matter.

Tutorial Program

Shepherd Technology Training School DBA Sierra International College provides tutorial assistance to students who indicate a need for such service. The instructors are the primary source for this assistance. The purpose is to encourage in- depth discussions on lessons when necessary. All instructors are advised to allot an additional 1-1/2 hours after each class session if tutoring.

Medical, Dental, Psychological Care

Successful progression through a program of study requires sufficient sleep, exercise and a proper diet. If the student requires medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personnel psychological counseling, the Chief Executive Officer will provide a listing of services in the community.



Pregnancy

Upon confirmation of pregnancy, the student must provide the Chief Executive Officer with a written statement from her attending physician indicating approval for continuation of course of study without limitations.

Visitors

Students are not allowed to bring children into the classrooms/laboratories without approval from the administration. With appropriate notice to the school, families, friends and prospective employers, etc. are cordially invited to visit Shepherd Technology Training School DBA Sierra International College at any time during office hours. Special arrangements will be made for groups. However, those who disrupt the smooth operation of the school will be asked to leave promptly. Students are not allowed to bring children during time of lectures or discussion.

Child Care

Shepherd Technology Training School DBA Sierra International College does not provide childcare services.

19. HOUSING INFORMATION

While Shepherd Technology Training School DBA Sierra International College does not maintain dormitory facilities and has no responsibility to find or assist a student in finding housing, information on housing is available in the Admissions office. Costs vary for students as some live alone and others share housing with friends or relatives. Living modestly, one should expect to pay between \$1,500 and \$2,400 for living expenses including rent.

20. ENGLISH PROFICIENCY

All classes at Shepherd Technology Training School DBA Sierra International College are conducted in English. Persons who are limited in English proficiency are required to take the school's English proficiency test and, depending on their level of proficiency, may be required to take ESL courses while enrolled in technology-related classes.



21. STUDENT GRIEVANCE PROCEDURES

Shepherd Technology Training School DBA Sierra International College, in the administration of discipline, guarantees procedural fairness to an accused person, whether the person is a Shepherd Technology Training School DBA Sierra International College's student, or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, the institution provides established grievance procedures. The Chief Executive Officer shall maintain a file on each grievance reported, including the procedures followed, and the final disposition of the case.

Definition of Grievance

A grievance is a complaint arising out of any alleged, unauthorized, or unjustified act or decision by a student, faculty member, administrator, or staff person, which in any way adversely affects the status, rights or privileges of a member of the student body. The burden of proof shall rest with the complainant. If a student has a grievance, and wishes it to be recognized as such, a written complaint must be submitted to Shepherd Technology Training School DBA Sierra International College's petition form, or in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps toward Resolution

Based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions, headed by the Chief Executive Officer. Resolution shall be attempted at the lowest possible level.

Procedures for Official Hearings

If informal recourse fails to resolve the grievance within a reasonable time after filing, then the Chief Executive Officer will schedule a Student Grievance Committee meeting. The voting members of this committee shall be comprised of the Chief Executive Officer, the Chief Academic Officer, and one faculty member, who shall sit on the committee on a rotating basis.

A copy of the grievance shall be given in writing to the person(s) against whom the complaint is brought. The Committee shall review and consider documentary records, which relates to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such members may make recommendation, as appropriate, for disciplinary actions, or for changes in policy.



22. STUDENT RECORDS AND TRANSCRIPTS

The school maintains the privacy of student educational records and students' right to access their educational records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Students may review their educational records and request amendment of the records to ensure accuracy. Students may restrict release of personal information (the student's name, spouse's name, address, telephone number, program, year of study, dates of attendance, certificate(s) awarded, most recent school attended, and citizenship). Students seeking review, amendment, or restriction should submit a written request to the Main Office.

Student Records Retention Policy

Student records include grades, attendance, prior education and training, personal achievements, etc. Shepherd Technology Training School DBA Sierra International College maintains student records in accordance with the guidelines California State of Bureau of Private Postsecondary (BPPE). The Program Coordinator acts as the Custodian of Records and maintains student personal information, financial records, and transcripts in locked, fireproof files. Academic records are kept for an indefinite period of time. Other files may be purged after a minimum of five (5) years.

Name Changes in Students' School Records

The name of any currently enrolled, former, or graduated student, may be changed in the official school record to show a different name other than on used at matriculation time or during the term of enrollment at Sierra College. This change can only be made based upon the following:

1. A written, signed and notarized request submitted by current, former or graduate student to change the name on the official school record.
2. Submission of supportive credible evidence such as a certified copy of marriage certificate, or a name changed by a court decree.
3. For cross referencing purposes, the official transcript shall be modified to show the name in its entirety (First, Middle, Last), as well as to indicate the original name in its entirety (First, Middle, Last), immediately after the new name. The graduation diploma(s) and certificates shall be issued with the new name only.
4. Examples of transcripts: Jane Jones to change to: Jane Doe, A.K.A Jane Jones. Jane Smith to change to: Jane Smith-Doe, A.K.A Jane Smith
5. At no time shall the original name be removed from the official transcript or be replaced by the new name. The student is required to pay a processing fee as approved by the Executive Council and published in the "Name Change Notification Form"

Transcripts

The school retains academic transcripts indefinitely.

Shepherd Technology Training School DBA Sierra International College will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript.

An **official** copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "**unofficial**" stamped on the transcript. Transcripts issued to the student are marked "**Issued to Student.**"

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.



Family Educational Rights and Privacy Act of 1974, as amended

Shepherd Technology Training School DBA Sierra International College complies with the Family Educational Rights and Privacy Act (FERPA), which provide students certain rights related to their educational records. The following is a description of those rights:

- The right to inspect and review the student's educational records within 45 days of the day the Institution receives a written request for access. Students should submit to the School's Chief Academic Officer written requests that identify the record (s) they wish to inspect. The School's official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the School does not maintain the records, the official to whom the request was submitted shall advise the student of the correct official to whom the request should be addressed.
- The rights to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Student may ask the Institution to amend a record that they believe is inaccurate or misleading. They should write the institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution 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 to 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, which permits disclosure without consent, is disclosure to institution officials with legitimate educational interests. An institution official is a person employed by the institution in an administrative, supervisory, and academic or research, or support staff position (including law enforcement unit personnel and health staff). A person or company with whom the Institution has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution 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 Institution discloses educational records without consent to officials of another institution in which a student seeks or intends to enroll.
- Directory information is information that may be unconditionally released to third parties by the school without the consent of the student unless the student specifically requests that the information not be released. The school requests students to present such requests in writing within 10 days of the date of enrollment. Directory information includes the student's name, address(es), telephone number(s), birth date and place, program undertaken, dates of attendance and certificate or diploma awarded.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name of the Office that administers FERPA is Family Policy Compliance Office, which is part of the Department of Education. Its address is: 600 Independence Avenue, SW, Washington, DC 20202-4605.



23. PROGRAM DESCRIPTION DETAILS

IELTS Preparation 960 hours 48 weeks (pending to be approval)
(Stands alone and is its own program.)

English as a Second Language (ESL) Diploma Program
PROGRAM INFORMATION

Length Approximately 3 Trimesters
Total Credit Hours: 960

All three courses are required for the ESL program:

ESL Beginning	320 hours	16 weeks
ESL Intermediate	320	16 weeks
ESL Advanced	320	16 weeks
Total:	960 hours	48 weeks

ESL Beginning

This course provides beginning learners of English instruction in all language skills: listening, speaking, reading, writing, grammar and vocabulary. The student will learn to: achieve comprehension in basic communicative situations; read and understand simple informative materials; write basic sentences and simple pieces of writing; comprehend basic grammatical structures in natural context; develop knowledge of basic vocabulary.

ESL Intermediate

This course provides intermediate English learners instruction in all language skills. The student will learn to: understand and engage in conversation on everyday topics; read and understand medium-length selections; compose paragraphs and extensive pieces of writing; comprehend complex grammatical structures; develop vocabulary appropriate for academic tasks.

ESL Advanced

This course provides advanced learners of English instruction in all language skills. The student will learn to: engage in ordinary conversation; read and comprehend academic texts; compose advanced pieces of writing; analyze grammatical structures in academic settings; develop knowledge of advanced-level vocabulary.

IELTS Preparation

The students will be able to learn the specific linguistic and strategic skills necessary to complete the IELTS test. This course will give students an overview of the entire test as well as familiarize them with its reading, listening, speaking and writing components. They will be given intensive test simulations focused on each section of the test and they will be taught how to identify and approach the different question types within each the section of the test.



ESL and IELTS Program Objective

The School of Languages seeks to develop individuals through the promotion of learning by students and by faculty. The transmission of knowledge is central to preparing students with the attitudes, skills, and habits of lifelong learning and leadership skills, enabling them to be a useful member of the global society.

The School of Languages intends to judge itself by the most demanding standards to attract people of great ability from all backgrounds and provide the infrastructure to support teaching, scholarship, and service for present and future generations.

The English as Second Language (ESL) courses at Shepherd Technology Training School DBA Sierra International College are programmed to educate and inform students from basic to advanced English language skills

The International English Language Testing System (IELTS) courses at Shepherd Technology Training School DBA Sierra International College are programmed to learn specific linguistic and strategic skills necessary to complete the IELTS test

Shepherd Technology Training School DBA Sierra International College's School of Languages expands the educational efforts of the university and equips students with the knowledge, skills, and ideas for living and working successfully in an international world of rapid social and technical change.

Sequence and Frequency of Lessons or Class Sessions

Each Program Level (Beginning, Intermediate, and Advanced) last 16 weeks. Classes meet for four hours per day and 20 hours per week (M-F), for a total of 960 hours per year.

All potential students must take a level placement test to determine the proper level to start class. Students' skill level are assigned based on placement test results (reading, writing, grammar, listening).

ESL classes: Monday to Friday 9:30AM - 1:30PM, 2PM - 6PM And 6PM - 10PM

IELTS classes: Monday to Friday 9:30AM - 1:30PM, 2PM - 6PM And 6PM - 10PM

SYLLABUS AND APPROACH

Shepherd Technology Training School DBA Sierra International College uses high-interest themes to integrate speaking, grammar, vocabulary, pronunciation, listening, reading, and writing. There is a strong focus on both accuracy and fluency. The underlying philosophy of the course remains that language is best learned when it is used for meaningful communication

Classes are designed for overseas students to succeed in American English and is composed of a variety of subjects. Also, requiring them to stretch their English language skills and expand upon prior vocational education in their home countries, helps to prepare students to transfer to U.S. universities or professional employment.



Instructional Mode or Method

The Shepherd Technology Training School DBA Sierra International College's ESL Program believes that English is best learned when speaking and writing skills are combined. All classes are taught in a communicative and interactive way incorporating as much cultural content as possible. Thus the student is learning not only the skills needed to achieve the goal of mastering English, but also the appropriate context in which to use them while living in the United States. We offer intensive, academic-based ESL classes for students, who receive instruction 4 hours per day, 5 days a week.

The classroom activities include intensive discussions of English vocabulary, grammar, varied exercises, and the taking of sample tests in a standard classroom setting: Lecture, Demonstration, Internet, Question and Answer and Practice.

General Teaching Guidelines

1. Prepare the appropriate number of practice exercises and production activities for the target.
2. Review the previous days' material during or immediately following the warm-up.
3. Outline on the board what is going to be accomplished that day.
4. Focus on accuracy during the practice exercises and fluency during the production activities.
5. Summarize what was accomplished in class.
6. Assign homework to reinforce the target.

ESL Topics Covered / Skills to be Learned

The course covers contemporary, real-world topics that are relevant to students' lives. Students have background knowledge and experience with these topics, so they can share opinions and information productively. In addition, cultural information stimulates cross-cultural comparison and discussion. Shepherd Technology Training School DBA Sierra International College's students ability to listen to spoken English, read or write a composition are enhanced through drills, classroom discussions, and exercises. The measurement of the student's English progress is made each week by means of timed practice tests.

Speaking

Speaking skills are central focus of Shepherd Technology Training School DBA Sierra International College's ESL program. We emphasize natural, conversational language. Discussion, Role Play, and Speaking exercises, as well as activities, provide speaking opportunities that systematically build oral fluency. In addition, conversations illustrate different speaking strategies, such as how to open and close conversations, ask follow-up questions, take turns, and use filler words. Other exercises offer fun, personalized speaking practice and opportunities to share opinions.



Vocabulary

Vocabulary development plays a key role in English mastery. Productive vocabulary is vocabulary that students are encouraged to use. Receptive vocabulary is introduced primarily in Readings, and Listening. In Writing and speaking exercises, students typically categorize new vocabulary reflecting how the mind organizes new words. Then they internalize the new vocabulary by using it in a personalized way.

Pronunciation

Shepherd Technology Training School DBA Sierra International College students benefit most from practicing a little pronunciation on a regular basis. Pronunciation focuses on important features of spoken English, such as word stress, intonation, and linked sounds. In each unit, a pronunciation exercise requires students to notice and then practice a pronunciation feature linked to the new grammar or vocabulary.

Listening

The listening syllabus emphasizes task-based listening activities and incorporates both top-down processing skills and bottom-up processing skills. Listening exercises for all levels provide focus questions or tasks that give students, a purpose for listening, while graphic organizers such as charts provide note-taking support. Moreover, most Conversations provide follow-up listening tasks. Additional listening practice is provided for homework assignments.

Grammar

Shepherd Technology Training School DBA Sierra International College course syllabus reviews and expands on the basic grammar structures by viewing meaning, form, and use as the three interacting dimensions of language. First, students notice the new grammar in context in the Conversations or Perspectives. Second, they learn and practice using the grammar forms in a controlled way. Third, students soon move on to freer tasks that lead toward fluency. Throughout the course, Shepherd Technology Training School DBA Sierra International College students acquire new communicative competence by using grammar as a means to an end: such as how to introduce themselves, or agree and disagree.

Reading

Reading exercises require students to read a variety of text types for different purposes. For example, they skim the texts for main ideas, scan them for specific information, or read them carefully for details. Then they complete exercises that help develop reading strategies and skills, such as inference and guessing meaning from context. They also share and discuss their opinions.

Writing

Writing exercises require students to write on a variety of real-world subjects that review the themes, vocabulary, and grammar in each unit. Students typically look at writing models



before they begin writing; they use their experiences and ideas in their writing, and then share what they wrote with their classmates.

ESL Course Text Books

ESL (Basic Level)				
Name of Book	Author	Publisher	ISBN	Cost
American Headway 1 (student book) , 2 nd Ed.	Liz and John Soars	Oxford University Press	ISBN: 978-0-19-470451-9	\$25
Azar Basic Grammar (Red) 3 rd Ed.	Betty Schrampfers Azar and Stacy A. Hagen	Prentice Hall College Div	ISBN-13: 978-0-13-240966-7 ISBN-10: 0-13-240966-6	\$50
ESL (Intermediate Level) Text Books				
Name of Book	Author	Publisher	ISBN	Cost
American Headway 3 (student book) 2 nd Ed.	Liz and John Soars	Oxford University Press	ISBN: 978-0-19-472983-3	\$25
Azar Grammar (Black) 4 th Ed.	Betty Schrampfers Azar and Stacy A. Hagen	Prentice Hall College Div	ISBN-13:978-0-13-246932-6 ISBN-10: 0-13-246932-4	\$50
ESL (Advanced Level) Text Books				
Name of Book	Author	Publisher	ISBN	Cost
Focus on Vocabulary 1 Bridging Vocabulary	Diane Schmitt, Norbert Schmitt, David Mann	Pearson Longman	ISBN-13: 978-0-13-137619-9 ISBN-10: 0-13-137619-5	\$35
American Headway 5 (student book) 2 nd Ed.	Liz and John Soars	Oxford University Press	ISBN: 978-0-19-472921-5	\$25
Azar Grammar (Blue) 4 th Ed.	Betty Schrampfers Azar and Stacy A. Hagen	Prentice Hall College Div	ISBN-13: 978-0-13-233333-7 ISBN-10: 0-13-233333-3	\$50



ESL Equipment List				
Name	Used	Rented	Leased	Owned
White Board	7			YES
CD Player	5			YES
Fax Machine	1			YES
Scanner	1			YES
Televisions (with DVD Players)	4			YES
Projector	1			YES
Computers	23			YES
Printers	4			YES
Mouse	23			YES
Monitors	23			YES
Key Boards	23			YES



24. TRIMESTER ACADEMIC CALENDAR

320 hours in 16 weeks at 20 hrs per week (18 hours of lecture and hours of lab)

Spring TRIMESTER 2013	
Beginning of the term and first day of classes	Jan 2, 2013
Academic Holiday (Martin Luther King Day)	Jan 21, 2013
Academic Holiday (President's Day)	Feb 18
(Good Friday)	Mar 29

Summer TRIMESTER 2013	
Beginning of the term and first day of classes	May 1
Academic Holiday (Memorial Day)	May 27
(Independence Day)	July 4

Fall TRIMESTER 2013	
Beginning of the term and first day of classes	Sep 3
Academic Holiday (Labor Day)	Sep 2
(Columbus Day)	Oct 14
(Veteran's Day)	Nov 11