

2012 CATALOG

THIS CATALOG OFFICIALLY REPLACES, SUPPLEMENTS, AND AMENDS ANY PREVIOUSLY PUBLISHED VOLUMES, INCLUDING 10/17/11-12/31/12

Golden State College of Court Reporting & Captioning
6543 Regional Street
Dublin, California 94568
866-STENO56 // 866-783-6656
www.goldenstatecourtreporting.com // info@goldenstatecourtreporting.com

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.

OFFICIAL CATALOG: effective 01/01/12 - 12/31/12

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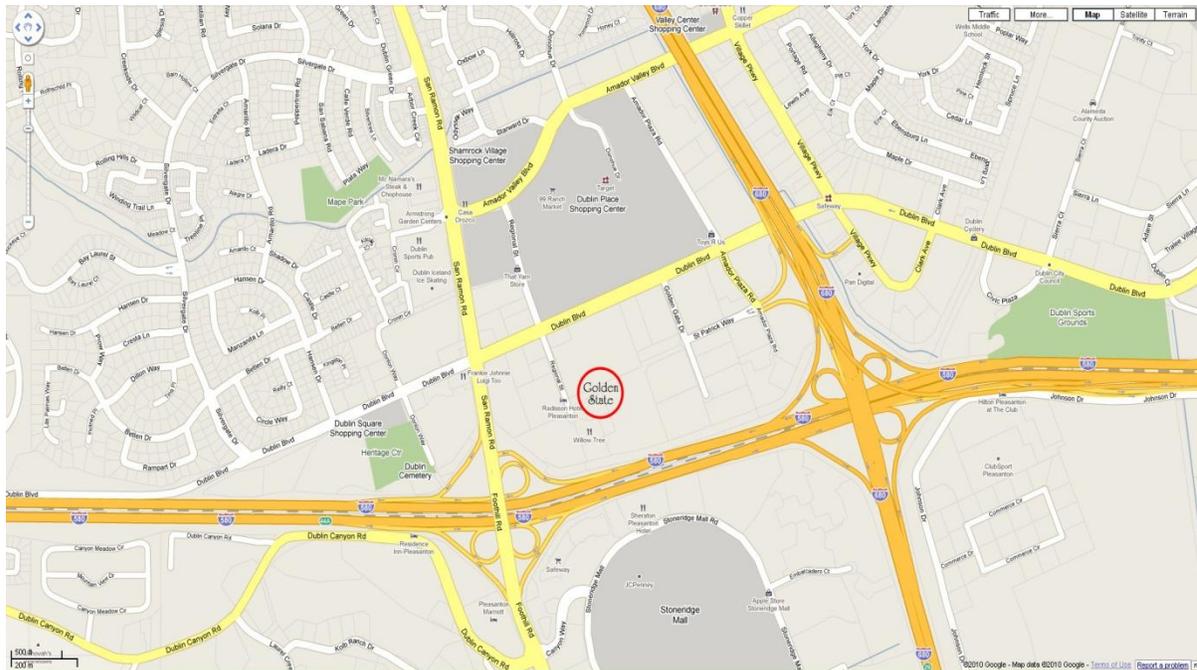
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Location

Golden State College of Court Reporting & Captioning is conveniently located at 6543 Regional Street in Dublin, California near the freeway interchange of 580E/W and 680 N/S. Take the "San Ramon Road" exit off 580.

It is BART-accessible from five counties utilizing the **West Dublin BART station**, a short walk to/from Golden State College. <http://www.goldenstatecourtreporting.com>



Licensure, Approval and Accreditation

ACICS - Golden State College of Court Reporting & Captioning is accredited by the **Accrediting Council for Independent Colleges and Schools (ACICS)** to award Certificates of Court Reporting.

ACICS is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

ACICS can be contacted as follows:

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
ph 202- 336-6780

NCRA- Golden State College is recognized as a Participating Program by the **National Court Reporters Association (NCRA)**. The curriculum of Golden State College is built upon standards and educational guidelines set by the NCRA, which is an institutional accrediting body recognized by the U.S. Department of Education. NCRA can be contacted as follows:

National Court Reporters Association
8224 Old Courthouse Road
Vienna, VA 22182-3808
ph 703-556-6272

CRB - California

Golden State complies with and meets the Criteria for Recognition of Court Reporting Schools set forth in the Professional And Vocational Regulations of the **Court Reporters Board of California**. (CCR, Title 16, Division 24, Article 2, Section 2411)

The mission and purpose of the Court Reporters Board of California is to provide users of the judicial system access, consumer education, and consumer protection through quality assurance in the qualifications, performance, and ethical behavior of court reporters.

IN ORDER FOR A PERSON TO QUALIFY FROM A SCHOOL TO TAKE THE STATE LICENSING EXAMINATION, THE PERSON SHALL COMPLETE A PROGRAM AT A RECOGNIZED SCHOOL. FOR INFORMATION CONCERNING THE MINIMUM REQUIREMENTS THAT A COURT REPORTING PROGRAM MUST MEET IN ORDER TO BE RECOGNIZED, CONTACT:

The Court Reporters Board of California
2535 Capitol Oaks Drive, Suite 230
Sacramento, California 95833
ph 916-263-3660

BPPE APPROVAL

The approval of Golden State College of Court Reporting & Captioning to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Golden State College under section 94802(b)(2) of CPPEA, will, by operation of law, be approved to operate through May 31, 2013. Although the institution was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the Bureau pursuant to this chapter. The Act is administered by the **Bureau for Private Postsecondary Education** under the Department of Consumer Affairs. The Bureau can be reached at:

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

VETERANS

Golden State College is also approved for funding by the **U.S. Department of Veterans Affairs**. The VA can be contacted as follows:

Department of Veterans Affairs
Regional Office, Education Services
8810 Rio San Diego Drive
San Diego, CA 92108
Ph 1-800-442-4551

MEMBER OF

National Association of Student Financial Aid Administrators (NASFAA)
California Association of Student Financial Aid Administrators (CASFAA)
California Court Reporters Association (CCRA)
Deposition Reporters Association (DRA)
California Association of Private Postsecondary Schools (CAPPS)
Dublin Chamber of Commerce

GOVERNANCE AND CONTROL

Golden State College of Court Reporting & Captioning
California S Corporation #2502496
Endorsed/Filed 3-14-03
EIN #59-3770508

Directors: Sandy K. Finch, CSR #3883
Kelly L. Emerick, CSR #3671

Officers: Sandy K. Finch, CEO
Kelly L. Emerick, CFO, Secretary

Bankruptcy

Golden State College has never filed for bankruptcy, does not now have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not 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.)

THE COLLEGE

HISTORY

Golden State College (GSC) was founded in 2003 by California CSRs Sandy Finch and Kelly Emerick. Co-owners of Emerick And Finch Deposition Reporting Services since 1985, Finch and Emerick experienced first-hand the shortage of licensed reporters in California, and realized the lack of training available in the San Francisco/East Bay region.

GSC was incorporated by the State of California March 14, 2003. The college was granted approval to operate by the Bureau for Private Postsecondary and Vocational Education (now the BPPE) in 2003. Meeting state curriculum standards, GSC was recognized by the Court Reporters Board of California in 2003, which allowed GSC graduates to attend the state certifying exam (CSR).

Golden State College of Court Reporting & Captioning opened its doors on September 8, 2003.

In 2008, GSC was accredited by the Accrediting Council for Independent Colleges and Schools to award certificates. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation.

On July 20, 2010, Golden State College of Court Reporting & Captioning was granted eligibility to participate in Federal Student Aid by the United States Department of Education.



FOUNDERS

Sandy K. Finch, *Certified Shorthand Reporter, (CSR#3883) 1977*
Certified Reporting Instructor, (CRI)
CEO/Campus Director, Golden State College of Court Reporting & Captioning
Owner, Emerick And Finch Court Reporting (1985-present)
Member CCRA, NCRA (National Court Reporters Association) #023489

Ms. Finch attended Argonaut School of Court Reporting, Sacramento 7/75 – 11/77, passing the California CSR exam in 11/77, launching her into a full-time reporting career including depositions, court, hearings and city-council meetings. In May 1985, the full-service reporting firm of Emerick And Finch opened in San Ramon.

With 35 years of court reporting experience, she has completed the course of study and has been certified by the National Court Reporters Association as a Certified Reporting Instructor, (CRI).

In addition to her experience, Ms. Finch brings to the college a passion to see others benefit from a career in the great profession of court reporting.



Kelly L. Emerick, *Certified Shorthand Reporter, (CSR #3671) 1977*
Certified Reporting Instructor, (CRI)
CFO/Theory Department Head, Golden State College of Court Reporting
Owner, Emerick And Finch Court Reporting (1985-present)
Member NCRA, CCRA (California Court Reporters Association)

Ms. Emerick attended Court Reporter Training Center, San Francisco, and Oakland College of Court Reporting between 1974 – 1977, passing the California CSR exam 11/77. In addition to 35 years of reporting experience, she has mastered the business etiquette that comes with the ownership/management of Emerick And Finch, which opened in May 1985.

Ms. Emerick attended the course of study to obtain her certificate as a Certified Reporting Instructor (CRI) from the National Court Reporters Association.

Ms. Emerick brings to the college extensive knowledge of court and deposition procedures, ethics and professional practice, and the cutting-edge technology embraced by court reporters today.

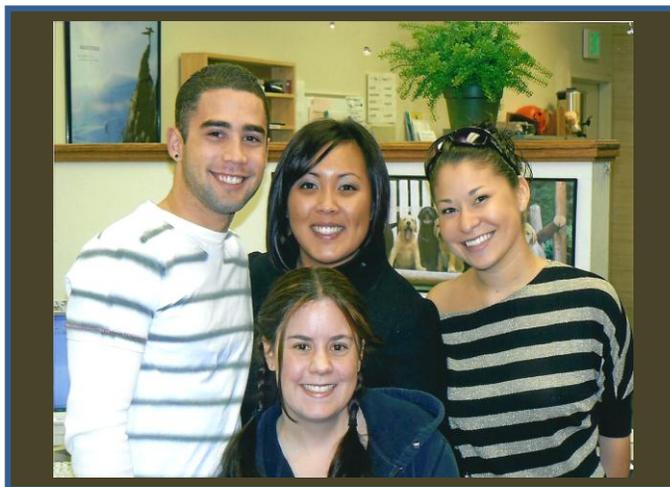
MISSION STATEMENT

The mission of Golden State College of Court Reporting & Captioning (GSC) is to provide an education of the highest quality in the field of shorthand reporting. As part of that commitment, the college faculty and staff are dedicated to the encouragement of students, providing resources for their continued growth within the field.

PROGRAM OBJECTIVES

The objectives of Golden State College of Court Reporting & Captioning are:

- Students will develop and achieve a personal education and career plan for success.
- Students will gain the skills and attitudes necessary to succeed in their chosen career of court reporting and/or captioning.
- Students will be trained to capture and preserve spoken information at a minimum rate of 200 words per minute by machine shorthand.
- Students will graduate in a reasonable time according to their plan.
- Students desiring to become a licensed California Certified Shorthand Reporter (CSR) will be equipped with the necessary skills to participate in the exam administered by the State of California.
- Students will gain competency in those areas in which a reporter is expected to demonstrate expertise; i.e., judicial settings, realtime writing, and knowledge of other technology that relates to the working reporter.
- Students will be provided courses pertinent to the profession.
- Professionalism and ethics vital to the vocation of court reporting shall be instilled in students.
- Graduates shall obtain gainful employment as a CSR or other employment requiring the ability to translate the spoken word into written text by means of machine shorthand.
- To provide the employers with high quality personnel who have a sound practical and technical, as well as theoretical, academic background and who are aware of their responsibilities in their chosen career.



APPROACH TO MISSION ACCOMPLISHMENT

To accomplish its mission, GSC continually seeks to improve the quality and attractiveness of its program. The primary emphasis at Golden State is on teaching. The college directors have established clear priorities in the recruitment of faculty who are dedicated to the task at hand and who are enthusiastic about sharing themselves with their students.

GSC directs its attention, focuses its resources and devises its pedagogical strategies to facilitate the development of students who are in pursuit of professional court reporting skills. Teaching often involves helping students to acquire research skills and to become themselves producers of knowledge. This can be done effectively only as faculty model research skills for students, and mentor them in the acquisition of those skills.

Dedicated to the attainment and realization of our Mission, Golden State College will do the following:

- ◇ Regarding Faculty-
 - Employ faculty members whose educational, professional, and philosophical qualifications provide assurance that they can contribute to the accomplishment of the overall mission of the school
 - Encourage professional growth and enhancement of teaching skills of its faculty members by encouraging active involvement in professional associations, especially those sponsored by NCRA, CCRA, DRA, and CAPPS, which offer updated field-specific instruction.
 - Encourage faculty members to seek and maintain the Certified Reporting Instructor (CRI) designation from NCRA.
 - Perform periodic classroom visits to evaluate the quality of instruction.
 - Provide opportunities to students to critique both the courses and the instructors at the end of a term and perform an analysis of students' written critiques of both the courses and the instructors.
 - Take corrective action as deemed necessary after examining the analysis of students' critiques.
 - Include all faculty members in school meetings.

- ◇ Regarding Staff-
 - Employ staff members who are trained in the areas in which they are required to function and whose attitudes and personal philosophies equip them to operate as members of a team in pursuit of common goals.
 - Provide staff with training opportunities at national, state-sponsored, and local workshops and seminars to ensure that staff personnel operate with current information and technology.
 - Include all staff members in school meetings.

- ◇ Regarding Students-
 - Maintain a low student/faculty ratio.
 - Maintain a student selection process designed to enroll only those students believed to be capable of completing the program offered; enroll "graduates," not just students.
 - Participate in federal student financial aid programs in order to offer a form of financial assistance to qualified candidates, including information on scholarships.
 - Explore extracurricular opportunities for students to enhance their professional development.

- Foster professional relationships with court officials and freelance reporting firms to ensure high-quality interning venues for all students.
 - Maintain or exceed target levels of retention and placement as noted in the Institutional Effectiveness Plan (IEP).
 - Maintain or exceed target levels of employer satisfaction with graduates' training as noted in the IEP.
- ◇ Regarding Facilities-
- Maintain a physical plant which is accessible, eye appealing, comfortable, safe, and which is spatially adequate and acoustically suited to its educational and training activities.
 - Provide appropriate, modern, and well-maintained equipment sufficient in quantity to accomplish the school's training and education mission.
 - Implement new technological developments pertaining to the fields of realtime reporting in a timely fashion.
 - Maintain a record and accounting system adequate and appropriate both for student files and for the efficient operation of school business.
 - Maintain a library of reference materials, available for student use at all times, related to the reporting fields.
- ◇ Regarding Compliance-
- Maintain compliance with requirements set forth by the
 1. U.S. Department of Education, Federal Student Aid,
 2. Accrediting Council for Independent Colleges and Schools,
 3. Court Reporters Board of California,
 4. Bureau for Private Postsecondary Education, and
 5. Veterans Affairs.
 - Maintain status as a Participating Program with the National Court Reporting Association.
 - Gather regular updates regarding current entry-level requirements for judicial reporters by obtaining information from the Court Reporters Board of California and members of the business community.
 - Maintain educationally sound curricula based on recommendations from the above-named entities.

All items and activities listed above are ongoing,
and all contribute significantly to the accomplishment of the school's mission.



ACADEMIC INFORMATION

Program Description:

Hours:

Weeks:

Machine Shorthand

2300 Hours***

***These hours may be reduced if a student is able to pass the qualifier exam defined in CCR Section 2412 before having completed these hours.

MS 40	Theory	600	25
MS 70	Bridging	20	1
MS 80	Speedbuilding 80 WPM	70	3
MS 100	Speedbuilding 100 WPM	90	8
MS 120	Speedbuilding 120 WPM	120	11
MS 140	Speedbuilding 140 WPM	300	15
MS 160	Speedbuilding 160 WPM	300	17
MS 180	Speedbuilding 180 WPM	350	20
MS 200	Speedbuilding 200 WPM	450	24

Court Reporting Academics

660 Hours

CRA 101	English I	20
CRA 102	English II	72
CRA 103	English III	38
CRA 201	English IV	110
CRA 202	Medical	120
CRA 203	Law and Legal Terminology	60
CRA 301	Transcript Preparation/Procedures/Ethics	120
CRA 302	Technology	60
CRA 303	Apprenticeship	60

Academics run concurrently during speed building.

2,960

A typing test must also be passed at 45wpm to complete the certificate program and qualify to take the CSR examination.

PROGRAM LENGTH

The program consists of 2960 contact hours.

Normal program length is 31 months (2.6 years) for a full-time student.

Normal program length for part-time students is 63 months (5.25 years).

See "Maximum Timeframe for Completion" under Academic Policies and Procedures.

LEVEL OF AWARD

Certificate of Achievement - A Certificate of Achievement is awarded for any student who completes the program **within the maximum timeframe** of 47 months.

Students who complete the program but **exceed the maximum timeframe** allowed of 47 months and/or do not meet the required minimum GPA of 2.0 cannot be issued the original certificate for which they enrolled. The student can be awarded a certificate of completion certifying to the California Court Reporters Board completion of the prescribed course of study defined by California Code of Regulations, Title 16, Division 24, Article 2, Section 2411.

STATE LICENSURE/QUALIFYING

OUR OBJECTIVE:

At Golden State College, our mission is to educate students for court reporting careers. The educational program shall be on a post-secondary or collegiate level. Further, our mission is to equip the student desiring to become a licensed California CSR with the necessary skills to participate in the exam administered by the State of California to become licensed as a Certified Shorthand Reporter.

QUALIFYING FOR THE CALIFORNIA CSR EXAM:

The decision to participate in the licensing exam administered by the State of California is entirely up to the student. As part of the exam, the Certified Shorthand Reporters Board of California will administer proficiency tests in English grammar, legal terminology and medical terminology, (the "written" portion.) The Board will also test the student on the verbatim transcription of dictated material, (the "machine" portion.)

To that end, students shall pass a "Qualifier Exam" provided and administered by the College:

CALIFORNIA CODE OF REGULATIONS

TITLE 16. Professional And Vocational Regulations

Division 24. Certified Shorthand Reporters Board

Section 2412. QUALIFIER EXAMS

Schools are prohibited from requiring more than one qualifier examination as defined:

- The qualifier exam shall consist of unfamiliar material.
- The material shall be 4-voice testimony of 10-minute duration, dictated at 200 wpm and graded at 97.5% accuracy, and in accordance with the method by which the board grades the licensing examination.
- Schools shall date and number each qualifier and announce such date and number to the students at the time of administering the qualifier.
- Schools shall record the following information for each qualifier, for each date on which it was administered:
 - 1) the actual duration of the dictated test,
 - 2) the number of students that took the test,
 - 3) the number of students that transcribed the test, and
 - 4) the number of students that passed the test.
- The school shall maintain the qualifier and catalogue the required information related to each qualifier test for a period of not less than three years for the purpose of inspection by the Board.
- Qualifiers shall not be dictated more than once in any twelve-month period.

Vocations Requiring License: Persons reporting a verbatim record of any oral court proceeding, deposition, or proceeding before any grand jury, referee, or court commissioner.

Fees: Exam: \$40; License: \$100; Renewal: \$100 annually.

Examination Frequency: Three times per year

Average Time to Process Application: 60 days

Examination Requirement: 18 years of age, high school graduate. Pass Board examination and in the last five immediate years before application have either: One year's experience taking verbatim records of judicial proceedings, by shorthand or by machine shorthand; or, verified certificate of satisfactory completion in a recognized California court reporting school and ability to make a verbatim record from dictated material; or, National Shorthand Reporters Association Certificate of Proficiency or Certificate of Merit; or, passing grade on the California State Hearing Reporters Examination; or, valid Certified Shorthand Reporters Certificate; or, license issued by another state which is approved by the Board.

Comments: The Court Reporters Board is required by the Legislature to establish and maintain a standard of competency in court and deposition reporting for the protection of litigants' rights to personal freedom and property, and the public in general.

"In order for a person to qualify from a school to take the state licensing examination, the person shall complete a program at a recognized school. For information concerning the minimum requirements that a court reporting program must meet in order to be recognized, contact: The Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, CA 95833. Telephone: (916) 263-3660."

To qualify at Golden State College to take the California Certified Shorthand Reporters examination, each student must pass all required academic courses, pass each required speedbuilding class with a minimum of 95 percent accuracy on all speed tests, and pass a typing test at 45 wpm. The student must also pass one 10-minute 4-voice test from unfamiliar material dictated at 200 wpm by Golden State College using his/her shorthand notes. The student is required to produce a transcript which is graded for verbatim testimony, spelling, punctuation, and English usage. This transcript must be passed with a minimum of 97.5 percent accuracy.

A student who has satisfied the academic and speedbuilding requirements in addition to passing one qualifying examination administered by Golden State College is then qualified to take the California Certified Shorthand Reporters examination. The examination tests the applicant's knowledge in the academic areas of legal and medical terminology, English usage, vocabulary, and court and deposition procedures. The machine portion entails the taking of a 12-minute test read by four speakers at 200 wpm from which 10 minutes must be transcribed at 97.5 percent accuracy.

Applicants are notified by mail by the CR Board as to their pass status. The court reporting program curriculum is specialized and intensive and is intended to prepare the student for the California Certified Shorthand Reporters examination. However, Golden State College cannot guarantee passage of the CSR examination. In addition to the criteria noted above, applicants are required to be at least 18 years of age and have a high school diploma or its equivalency.

Certain acts of crime may constitute grounds for denial of State licensure. Any concerns with regard to any unlawful acts or crime activity should be addressed directly to the Court Reporters Board of California, 2535 Capitol Oaks Drive, Suite 230, Sacramento, California 95833, (916) 263-3660.

JOBS

- **Judicial Reporting.** *This vocation requires a California CSR license.*
Report a verbatim record of any oral court proceeding, deposition, or proceeding before any grand jury, referee, or court commissioner.
- **Broadcast Captioning.**
Work for television stations or captioning companies from your home. People who are deaf or hard-of-hearing can see what is said through realtime translation.
- **CART Reporting.**
Work with deaf or hard-of-hearing students in high schools and colleges. Attend their classes and translate the lectures and classroom discussions into readable text so students with hearing problems can follow and participate. This service is called Communication Access Realtime Reporting. CART services are covered by the Americans with Disabilities Act, and the demand for CART services exceeds the capacity to provide them.
- **Scopists.**
Hired by judicial reporters to edit and proofread transcripts. Scopists understand the steno language and are able to read the stenotype-to-English translation to check for any "mistranslates." Scoping is an ideal career for a person who prefers to work at home.

COURSE DESCRIPTIONS

GENERAL INFORMATION

At Golden State College, our mission is to educate students for court reporting careers. The educational program, Court Reporting Certificate, is on a postsecondary and collegiate level. The program has been developed, and is delivered, with the intent to equip the student desiring to become a licensed California Certified Shorthand Reporter (CSR), with the necessary skills to participate in the exam administered by the State of California for licensure as a CSR.

The program is designed for students to develop the machine shorthand skills required to achieve the ability to write on a stenotype machine at 200 words per minute at 97.5 accuracy.

Readback and analysis of paper or electronic steno notes is inclusive.

Enrollment for all speedbuilding courses is open-ended. At the time that a student demonstrates satisfactory completion of required competencies, he/she will have earned all credits assigned to each particular speed level.

Students may attend either a "push" or "trail" class for additional live dictation opportunities, or they may practice dictation in the labs or on audio- or videotapes.

Speedbuilding skills are individual and self-paced, but are typically achieved in direct relation to the time spent on skill development.

All classes are held on campus at 6543 Regional Street, Dublin, California. ph: 925-829-0115

COURSE NUMBERING SYSTEM

The letters of the course numbering system refer to the type of course offered:

MS refers to Machine Shorthand and **CRA** refers to Court Reporting Academics.

Machine Shorthand courses are numbered referring to the speed at which a student writes on the stenograph machine upon completion of the course.

Courses in Academics are numbered sequentially: beginning level to advanced level courses.

MACHINE SHORTHAND SPEEDBUILDING COURSES

****Machine Shorthand Hours total 2300 Hours.**

****Because each person acquires this unique skill at a different pace, it is impossible to predict the length of time each person will find necessary to meet the requirements for course completion.**

****These hours may be reduced if a student is able to pass the qualifier exam defined in CCR Section 2412 before having completed these hours. See "State Licensure/Qualifying" in the Catalog.**

MS 120 SPEEDBUILDING 120 WPM 120 Hours

Speedbuilding MS 120 is a sequential course in the court reporting program. It is a transitional course between MS 100 and MS 140. Emphasis is placed on the mastery of increasingly difficult 2-voice testimony, both in courtroom and deposition format.

Four-voice dictation, along with the identification for multiple speakers, is introduced.

Increasingly difficult jury charge and literary material is introduced. Readback of numbers, names, retention drills, and reinforcement of briefs and phrases is provided.

Legal opinion, colloquy, opening statements and closing arguments are introduced. The use of the hyphen for compound nouns and verbs is also introduced, with emphasis on readback of sentences containing these compound structures.

Students participate in weekly assignments to reinforce vocabulary, machine, and research skills.

Emphasis is placed on the mastery of increasingly difficult 2-voice testimony, literary and jury charge. Student passes MS 120 writing 120 words per minute at a minimum of 95% accuracy.

Co-requisite: MS 100, MS 140

MS 140 SPEEDBUILDING 140 WPM 300 Hours

Speedbuilding MS 140 is a sequential course in the court reporting program. It is a transitional course between MS 120 and MS 160. Emphasis is placed on the mastery of colloquy, legal opinion and argument, hyphenation of compound words, jury charge, literary material, current events, names in the news, increasingly difficult vocabulary, and increasingly difficult 4-voice dictation, with increased proficiency of readback and transcription.

Legal citations are introduced. Reinforcement of medical and legal terms, technical terms from various areas of expertise, and readback of dollar amounts and of citations is provided.

Students participate in weekly assignments to reinforce vocabulary, machine, and research skills.

Emphasis is placed on the mastery of increasingly difficult 2-voice, 4-voice testimony, literary and jury charge.

Student passes MS 140 writing 140 words per minute at a minimum of 95% accuracy.

Co-requisite: MS 120, MS 160

MS 160 SPEEDBUILDING 160 WPM 300 Hours

Speedbuilding MS 160 is a sequential course in the court reporting program. It is a transitional course between MS 140 and MS 180. Emphasis is placed on the mastery of increasingly difficult and sustained 4-voice material. Latin terms, medical and legal terms, increasingly difficult vocabulary, legal opinion, jury charge, fluent readback, accurate transcription, and current events are also emphasized.

Terminology related to weapons, ammunition, narcotics, and prescription drugs is introduced. Skill development on abbreviations, acronyms, and correct usage for homonyms is also provided. Foreign words and phrases are introduced. Proper formatting of discovery testimony read into the trial record is addressed.

Reinforcement of punctuating discourse and other quoted material is provided.

Students participate in weekly assignments to reinforce vocabulary, machine, and research skills.

Emphasis is placed on the mastery of increasingly difficult 2-voice, 4-voice testimony, literary and jury charge.

Student passes MS 160 writing 160 words per minute at a minimum of 96% accuracy.

Co-requisite: MS 140, MS 180

MS 180 SPEEDBUILDING 180 WPM 350 Hours

Speedbuilding MS 180 is a sequential course in the court reporting program. It is a transitional course between MS 160 and MS 200. Emphasis is placed on the mastery of sustained 4-voice testimony and expert testimony, literary material, current events, jury charge, discharge summaries, legal and medical terminology, and *voir dire* examination.

Reinforcement of citations, pathology reports, grand jury proceedings, pronouncement of judgment, foreign words and phrases, and punctuating narrative answers is provided.

Focus is also placed on the mastery of Penal Code motions, Evidence Code motions, certified pleas and PC859(a), police reports, forensics, and effective use of research tools. A review of clothing descriptions and physical characteristics is provided.

Review of portions of California Rules of Court, preliminary hearings, grand jury hearings, motion *in limine*, and *in camera* motions are also emphasized.

Names of prominent nations and their leaders, along with the spelling of those names, are reviewed. Opening statements, closing arguments, and colloquy are reinforced. Quotes within quotes and the correct use of italics are addressed.

Students participate in weekly assignments to reinforce vocabulary, machine, and research skills.

Emphasis is placed on fluent readback and accurate transcription with the mastery of increasingly difficult 2-voice, 4-voice testimony, literary and jury charge.

Student passes MS 180 writing 180 words per minute at a minimum of 97% accuracy.

Co-requisite: MS 160, MS 200

MS 200 SPEEDBUILDING 200 WPM 450 Hours

Speedbuilding MS 200 is a sequential course in the court reporting program following MS 180. It is the final speedbuilding class with dictation provided in varying speeds up to 225wpm. Emphasis is placed on the mastery of sustained 4-voice testimony at 200 wpm, 402 hearings, the proper handling of readback to the jury during deliberations, and the proper treatment of testimony stricken by the judge.

Proficiency with numbers dictated from weather reports and stock quotations is also emphasized.

Reinforcement of foreign words and phrases, technical terms from various fields of expertise is offered. Emphasis is also placed on the mastery of pretrial motions, Points and Authorities, appeals, colloquy at increasingly difficult levels, legal argument, federal courts, fluent readback, accurate transcription, and ethics of court reporting. Students receive assistance in arranging sites, dates, and times for their required apprenticeship hours.

Students participate in weekly assignments to reinforce vocabulary, machine, and research skills.

Emphasis is placed on the mastery of increasingly difficult jury charge and 2-voice dictation at 95%, and the passing of the Qualifier: 10 minutes of 4-voice dictation at 200 wpm at an accuracy of 97.5%.

Co-requisite: MS 180

CHANGE AND REVISION POLICY

Golden State College reserves the right to make changes in class schedules, instructors, classrooms, and scheduled times of classes. Substitute teachers may be used and/or classes may be canceled for unforeseen circumstances.

ACADEMIC COURSES

CRA 101 ENGLISH I 20 Hours

Note: English I, II, III, & IV in combination require 240 hours of classroom time.

This **English** class addresses **WORD USAGE & SPELLING** and is designed to assist the court reporting student in developing a strong understanding of common word roots, homonyms, and words easily confused. Basic spelling rules are covered, with special emphasis on commonly misspelled words. The students will demonstrate their ability and understanding through systematic testing and/or projects. This course must be passed with a minimum score of 80 percent.

Prerequisite: None

CRA 102 ENGLISH II 72 Hours

Note: English I, II, III, & IV in combination require 240 hours of classroom time.

This **English** class covers the basic principles of **GRAMMAR**: noun plurals and possessives, pronoun case, pronoun-antecedent agreement, verbs/verbals, subject-verb agreement, modifiers, prepositions, and conjunctions. Instruction also includes one-word/two-word issues, affect/effect, and vocabulary development. Students will demonstrate their ability and understanding through systematic testing and/or projects. This course must be passed with a minimum score of 80 percent.

Prerequisite: MS40

CRA 103 ENGLISH III 38 Hours

Note: English I, II, III, & IV in combination require 240 hours of classroom time.

This **English** class focuses on **SENTENCE STRUCTURE**: connecting words, phrases, independent and dependent clauses, fragments, run-ons, comma splices, types of sentences, essential/nonessential elements, punctuation of clauses, and vocabulary development. The students will demonstrate their ability and understanding through systematic testing and/or projects. This course must be passed with a minimum score of 80 percent.

Prerequisite: CRA 102

CRA 201 ENGLISH IV 110 Hours

Note: English I, II, III, & IV in combination require 240 hours of classroom time.

This **English** class addresses **PUNCTUATION & PROOFREADING** for the court reporter and includes punctuating and proofreading transcripts. Issues surrounding capitalization, number forms, plurals and possessives, abbreviations and italics, paragraphs and parentheses, parentheticals, appositives, tag clauses, and series are covered. The students will demonstrate their ability and understanding through systematic testing and/or projects. This course must be passed with a minimum score of 80 percent.

Prerequisite: CRA 101, CRA 102, & CRA 103

CRA 202 **MEDICAL TERMINOLOGY/ANATOMY** **120 Hours**

This **Medical** course consists of lecture, independent homework, quizzes, midterm examination, and final examination surrounding the topics of human anatomy, including definitions of medical root words, prefixes, suffixes, abbreviations, sound-alike words, and terminology used in examinations, diagnoses, laboratory and clinical procedures, patient case histories, and various other medical reports and records.

Prerequisite: MS 40

CRA 203 **LAW and LEGAL TERMINOLOGY** **60 Hours**

This **Law** course is designed as a clear and simple introduction to the American legal system. It covers the main subjects found in the first year of law school and provides a basic understanding of the American legal tradition. The course includes instruction in civil and criminal law, the judicial system, and methods of researching legal citations. Students will be introduced to the general concepts of real and personal property law, torts, contracts, probate, family law, business law, and evidence. Developed especially for reporting students, heavy emphasis is placed on broadening the student's legal vocabulary, clarifying the meaning of terms.

Prerequisite: MS 40

CRA 301 **TRANSCRIPT PREPARATION/PROCEDURES/ETHICS** **120 Hours**

This course is designed for the advanced student and addresses the role of the reporter in the courtroom, depositions, and administrative hearings. This is the "How-To" course at Golden State College. It provides the student with information necessary to perform professionally and effectively while on the job.

The **Procedures** class covers topics such as marking and handling exhibits, swearing witnesses, and reporting techniques for handling both the most common and most difficult situations that arise while on the job.

Heavy emphasis is placed on current methods for preparing, producing and proofreading a complete transcript, including, but not limited to equipment, formatting standards, and methods of preparation. Focus is placed on development of proofreading skills in order to produce an accurate transcript. This section of **Procedures** fulfills the requirements for **Transcript Preparation** set forth by the Court Reporters Board of California.

During this course, students will learn about the management of pertinent records and will receive a copy of the

NCRA Code of Professional Ethics.

Prerequisite: MS 140

CRA 302 **TECHNOLOGY** **60 Hours**

The **Technology** course includes hands-on instruction in computer-aided transcription. Basic hardware care, maintenance, and setup of a realtime system are addressed in this class. Instruction will be provided regarding hardware and software technology available and required for the different reporting environments: Court, Depositions, CART/Captioning, and Broadcasting.

Prerequisite: MS 100

CRA 303 **APPRENTICESHIP** **60 Hours**

This **Apprenticeship** program is designed to equip the student with firsthand experience reporting in, at a minimum, a court and deposition setting. The course includes observation of licensed professionals, hands-on participation, and classroom work. It is meant to help the student make the transition from student to professional and prepare them for their future career as a realtime reporter.

Prerequisite: MS 160, or equivalent

CHALLENGING A COURSE

A comprehensive final examination is available in each academic subject to any student desiring to challenge an academic class in order to obtain credit towards certification for the state licensing examination.

Students wishing to exempt course work must contact the director prior to the start of classes.

An exemption examination in the discipline requested shall be given and monitored at a time appropriate to both parties.

- Students must obtain a passing score of 70% or higher to be considered exempt from the course, with the exception of English courses, which must be passed with a minimum score of 80%.
- The letter grade score received shall be calculated by the standards listed under "Grading System."
- The score will be calculated into their CGPA and into the satisfactory academic progress standards.
- There is a fee of \$75 for administration of the comprehensive final exam.

NOTE: The points required to pass a challenge examination shall not be higher than the minimum points required of other students completing the academic class.

See also "*Competency Examinations*" under **Policies and Terms Defining Program, Enrollment and Charges** in this catalog.

ADMISSIONS INFORMATION AND POLICIES

ORIENTATION

A comprehensive orientation program is conducted for all new students before classes begin in order to obtain detailed information about the program and policies, and tour the campus. Applicants may also schedule an appointment with the Financial Aid Administrator to discuss financial aid opportunities.

All new students (including transfers) must attend Orientation.

- See "*Admissions Requirements*" and "*Registration*" below.

NONDISCRIMINATION POLICY

Golden State College does not discriminate on the basis of race, sex, color, religion, age, veteran status, national or ethnic origin, or disability in its admissions policies or in the administration of its educational programs, including scholarship and loan programs, and other college-administered programs and activities. Golden State is a drug and alcohol-free campus for all employees and students. Inquiries regarding Golden State's policy and responsibilities should be addressed to the chief executive officer.

ENGLISH-AS-A-SECOND LANGUAGE POLICY

Because the skills of court reporting in the United States involve only the English language, Golden State College does not provide English-as-a-Second-Language instruction. All instruction occurs in English.

STUDENT VISAS

Golden State College does not provide services related to student visas, nor vouch for student enrollment status, nor charge fees related to either student visas or student verifications.

CLASS HOURS

- Full Time Hours are Monday-Friday **Doors are Open: 8:30am – 3:30pm.**
Classes are 8:30am–12:15pm; 1:00-3:30pm
Students shall vacate the premises other than these appointed times.
- Part Time Hours = 12 hrs/week: Tu/Th 8:30am- 2:30pm **OR** 9:30am-3:30pm **OR** Tu/Thr/F 8:30am-12:30am
Classes are 8:30am-12:15pm; 1:00-3:30pm
Part time students shall vacate the premises other than these appointed times.

ABILITY-TO-BENEFIT STUDENTS

Golden State College does not accept ability-to-benefit students.

ADMISSION REQUIREMENTS

- ❖ Applicant must be 18 years of age or older unless approved by the Campus Director.
- ❖ Applicant must be a high school graduate or the equivalent. A high school diploma, GED certificate, college transcript or college diploma must be submitted as proof of graduation. Home school education satisfies this requirement if the home school education meets the requirements of the state in which the student was home-schooled.
- ❖ Applicant must demonstrate performance by satisfying the requirements of a standardized evaluation examination.
Golden State College uses the Career Programs Assessment (CPAt) basic skills assessment examination. CPAt measures the entry-level skills of students planning to attend career schools and colleges and other postsecondary institutions offering specific job-related educational programs. The CPAt assesses students' current abilities in three basic skill areas:

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language usage, reading skills, and numerical skills. Skills in these areas have been identified as important to student success in most programs of study offered by career schools.

Minimum passing score:

Test score must equal or exceed 70% on the first 100 questions.

Failed tests can be retaken one time between start dates.

Golden State College may require proof of the above-mentioned admission requirements.

Prospective students are interviewed by the Campus Director who will explain the characteristics of a successful, employable professional in the court reporting field. Prospective students may also meet with the Financial Aid Administrator to discuss the financial plan that will best suit their needs.

Attending orientation, submission of an enrollment agreement, payment of the registration fees, and submission or self-certification of high school transcript or GED certificate completes the initial admission requirements. If a prospective student is selected for required submission of HS diploma or GED certificate, and that student has made a request for same but one is not available, the prospective student may submit a signed statement for verification of graduation to the Campus Director for approval before being admitted.

START DATES

New students may enroll in the program at start dates offered every other month, approximately every 8 weeks. There are six start dates throughout the year. Start dates and the school academic calendar are outlined in the back of this catalog.

REQUIRED TRANSCRIPTS for TRANSFER CREDIT

Prior to enrollment, transfer students are required to submit copies of transcripts from all postsecondary institutions attended for the evaluation of acceptability of credits for transfer. Golden State College expects UNOFFICIAL transcripts to be received within two weeks and OFFICIAL transcripts to be received within six weeks of the student's start date. **The Campus Director terminates the opportunity for transfer credit for students who have not complied with this requirement.**

For more detailed information, see the "Transfer of Credit" sections of this catalog under Policies and Terms Defining Program, Enrollment and Charges.

ENROLLMENT FEE

A nonrefundable fee of \$250 must be submitted when the student completes an Enrollment Agreement. The enrollment fee is refundable if the college does not accept the student for enrollment.

REGISTRATION

Students will be required to attend a formal Orientation prior to the first day of class. **Orientation is mandatory.** If a student is not able to attend due to unforeseen circumstances, the student must contact the college to reschedule before registration can take place.

READMISSION of FORMER STUDENTS

If the student should wish to reenter Golden State College of Court Reporting after a prior withdrawal, that student must meet the requirements as follows:

- Pay off any/all overdue balances
- Pay the current reentry fee and tuition
- Student must have been out of Golden State College for at least one term (4 months) in order to be eligible for reentry.
- Please note that reentry is at the discretion of the program director and is subject to close review.
- The reentering student will be given credit for successfully completed academic courses.
- Students who have been out for an extended period of time will be assessed on an individual basis.
- The reentering student will be subject to the catalog that is in use at the time of readmission.
- If, during the absence, the student was enrolled at other colleges, transcripts must be sent to GSC.

The administration reserves the right to take individual circumstances into consideration during any termination, appeal, and reentry processes.

ACADEMIC RESOURCES

ACADEMIC ADVISING

At Golden State College we desire to establish our students on a strong academic footing and to assist them in developing sound relationships with faculty and peers. The faculty is available to assist students with the development of their academic program and career development. In order for this relationship to be effective, students are encouraged to consult their teachers on a regular basis. Special consultations should be arranged for mutually convenient times.

At a minimum, Golden State College shall counsel each student one time within each 12-month period to identify the level of attendance and progress, and the prognosis for completing the requirements to become eligible to sit for the state licensing examination. If the student has not progressed in accordance with the board-approved benchmarks, the student shall be counseled a minimum of one additional time within that same 12-month period.

Though faculty and staff are available for advice and consultation, it is the student's responsibility to know and complete all requirements for the course. A student who is having difficulty should speak to the teacher and the Director about receiving supplemental instruction.

LIBRARY and INFORMATION SERVICES

Golden State maintains resource facilities, accessible for faculty and student use, which serves the needs of the court reporter education program. The following minimum reference materials are available in the front office:

Almanacs	Anatomy Books	Atlases
Religious References	Books of Quotations	Technical Dictionaries
City Directories	Local Street Atlas	Legal Dictionaries
Prescription and Nonprescription Reference Books (PDR)	Daily Newspaper	English Dictionaries
Practice Dictation Tapes	State Association Manual	Magazines- <i>JCR</i>
Grammar Books for Court Reporters		Slang Dictionaries
Thesaurus		Medical Dictionaries
Books of Local and Federal Rules of Court		Parkers Directory of Attorneys
Business & Professions Code, (Sections 8000 through 8047)		
California Code of Regulations (Title 16, Division 24, Sections 2400 through 2481)		
Code of Civil Procedures (Sections 2021 and 2025)		California Civil Code
Government Code (Chapter 5, Article 9, Section 69941...)		Evidence Code
<i>A Uniform System of Citation</i>		Penal Code

GRADUATION REQUIREMENTS AND POLICIES

REQUIREMENTS

The candidate for program completion must:

1. Complete all academic classes with a grade point average (GPA) of 2.0 or better.
2. Successfully complete a typing test at a minimum speed of 45 wpm net.
3. Transcribe a minimum of two 5-minute tests (jury charge and 2-voice) with a minimum of 97% accuracy dictated at 200 wpm.
4. Transcribe a minimum of one 10-minute test consisting of 4-voice testimony of unfamiliar material given as a "Qualifier" for the CSR exam, graded at 97.5% accuracy.
5. Complete apprenticeship requirements in both court and deposition.
6. Fulfill all financial obligations to the college prior to graduation.
 - See "*Discharge of Financial Obligations*" under Student Rights/Responsibilities in this catalog.

FINANCIAL INFORMATION AND POLICIES***Q: What will it cost to attend?******PAYMENT ARRANGEMENTS MUST BE COMPLETED PRIOR TO THE START OF CLASSES!*****STUDENT CHARGES**

- If student obtains a student loan, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If student has received federal student aid, the student is entitled to refund of moneys not paid from federal student aid programs.

TUITION

Mandatory Tuition: \$1,010/mo	(Full Time)	\$ 9,595.00/AY
\$800/mo	(Part Time)	\$ 7,600.00/AY

3.3 academic years (AY) program length	\$31,310.00 / Full Time (3.3 AY)
	\$50,000.00 / Part Time (6.6 AY)

Each student will complete the court reporting program at their own unique pace based on their own abilities. GSC cannot guarantee an exact completion date. Therefore, the following information is provided.

<u>Current Academic Year Program Costs</u>	<u>Full Time</u>	<u>Part Time</u>
Nonrefundable Application Fee:	\$ 250	\$ 250
Nonrefundable Mandatory STRF:	\$ 25	\$ 20
Tuition	\$9,595	\$7,600
TOTAL=	\$9,870	\$7,870

Total Tuition Charges for Entire Program:

	<u>Full Time</u>	<u>Part Time</u>
Completed in 24 months	\$ 24,240	\$ 19,200
Completed in 36 months	\$ 36,360	\$ 28,800
Completed in 48 months	\$ 48,480	\$ 38,400
Completed in 60 months	\$ 60,600	\$ 48,000

Tuition costs do not include stenotype machine, required textbooks, supplies or steno paper.

TEXTBOOKS/SUPPLIES

Mandatory Textbooks	<i>Estimated cost for entire 3.3 AY Program</i>	\$ 760.00
Optional Textbooks	<i>Estimated cost for entire 3.3 AY Program</i>	\$ 400.00
Optional Steno Machine Rental, as available (per month)		\$ 25.00
Miscellaneous costs may include, but are not limited to, the purchase of a stenotype machine, laptop, CAT software, steno paper, ink, ribbons, notebooks, pens and pencils.		

ADDITIONAL PROGRAM FEES

Mandatory Application Fee	<i>Nonrefundable</i>	\$ 250.00
Mandatory STRF:	<i>Nonrefundable</i>	\$ \$2.50 per every thousand of institutional charges rounded to nearest thousand
Challenge Examination Fee		\$ 75.00
Life Experience Assessment Fee		\$ 75.00
Transfer of Credit Assessment Fee		\$ 100.00
Late Fee		\$ 25.00
Returned Check Fee		\$ 30.00
Stop Payment Fee		\$ 30.00
Transcript Fee	<i>Copies or Originals</i>	\$ 5.00
Student Records Copied (per page)		\$ 1.00
Withdrawal Fee	<i>Payable upon withdrawal from the school</i>	\$ 75.00
Re-enrollment Fee	<i>Payable upon re-enrollment after withdrawal</i>	\$ 125.00
Lost, damaged or failure to return rented steno machine		\$ 300.00

Prices for tuition, books and supplies are subject to change.

STRF: Student Tuition Recovery Fund

"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 the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or 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.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the monies paid to the school. 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
Telephone (916) 431-6959 Toll Free: (888) 370-7589
Email: bppe@dca.ca.gov
www.bppe.ca.gov

LATE FEES

Payments five (5) days late shall include a late fee of \$25.00 in addition to the scheduled payment amount.

DELINQUENT STUDENT ACCOUNTS

Payment ten (10) days late shall result in a suspension of student attendance, and student shall not attend school until student's account is brought current, including late fee. Tuition continues to accrue during the student's absence, unless an official letter of withdrawal is submitted.

For all delinquent accounts, satisfactory payment arrangements must be made and approved by the administrative staff.

RETURNED CHECK FEE

A \$30.00 fee will be charged on all returned checks showing "Insufficient Funds" or "Account Closed." This fee is subject to change at the discretion of the Chief Executive Officer.

INDEBTEDNESS

GSC reserves the right to withhold transcripts, grades, and certificates from any student who has not met his/ her full financial obligations to GSC or to students who have failed to return rented steno machines in good working order with all accessories, as well as books, tapes, or CDs to any library used by GSC students.

Q: How will I finance my education?

FINANCIAL AID ASSISTANCE

The only federal student financial aid programs available at Golden State College are:

1. Pell Grant
2. Federal Direct Stafford Loan program (subsidized)
3. Federal Direct Stafford Loan program (unsubsidized)
4. Federal Direct PLUS loans

Golden State College does not have work-study programs or study-abroad programs.

All students wishing to participate in the federal student financial aid program must begin by filling out and submitting a FAFSA, a Free Application for Federal Student Aid (www.fafsa.ed.gov).

GOLDEN STATE COLLEGE - School Code Number : 041501

Before receiving federal student financial aid and upon graduation or withdrawal from Golden State College, students are required to attend a financial aid counseling session.

The Financial Aid Administrator coordinates financial assistance at Golden State College and can be reached at 6543 Regional Street, Dublin, California 94568, or by phone (925) 829-0115, ext. 12.

The following information is available from the Financial Aid office or from the College Web site, www.goldenstatecourtreporting.com:

1. The need-based and non-need-based federal financial aid that is available to students;
2. The need-based and non-need-based state and local aid programs, school aid programs, and other private aid programs that are available;
3. How students apply for aid and how eligibility is determined;
4. How the school distributes aid among students;
5. The rights and responsibilities of students receiving aid; how and when financial aid will be disbursed;
6. The terms and conditions of any employment that is part of the financial aid package;
7. The terms of, the schedules for, and the necessity of loan repayment and required loan exit counseling; and
8. The criteria for measuring satisfactory academic progress, and how a student who has failed to maintain satisfactory progress may reestablish eligibility for federal financial aid.

Maintaining Satisfactory Academic Progress

To continue to receive financial aid after it is awarded, students must maintain Satisfactory Academic Progress toward the timely completion of the program to be eligible for aid. You must maintain Satisfactory Academic Progress in courses completed and attempted by keeping up your grades and your overall progress in your program. See "Academic Policies: Standards of SAP" in this catalog for further detail.

Students placed on academic probation will remain eligible for federal aid during the probation period.

Withdrawals & Leaves of Absence

Students on financial aid who wish to withdraw or take a leave of absence from Golden State College will be required to meet with the financial aid administrator.

Return of Title IV Funds

A student who withdraws from Golden State College will have a financial aid refund calculated based upon the time attended and the date the student withdraws, in accordance with federal regulations.

The calculated amount of funds to be returned is independent of any college charges incurred by the student.

The Financial Aid Office will calculate the amount of Title IV assistance that the student has earned based on the student's date of withdrawal. If the student received more Title IV assistance than the amount earned, the student and/or the institution must return the unearned Title IV funds.

The student or parent PLUS borrower must return unearned assistance minus the amount returned by the college. The student or parent PLUS borrower must also return or repay the amount of Title IV aid as determined to loan programs according to the terms of the loan and grant programs as an overpayment, subject to repayment arrangements satisfactory to the college or overpayment collection procedures prescribed by the U.S. Department of Education.

If the student is required to return federal funds already disbursed, the college will notify the student of the amount required to be returned. Upon notification, the student has 45 days from date of notification to return the overpayment amount to the school. After 45 days, the student's obligation for the overpayment will be directly to the Department of Education. If the student fails to return the overpayment within the 45 days, the student will no longer be eligible for Title IV student aid until satisfactory arrangements are made with the Department of Education.

Under certain circumstances, the student may be entitled to an additional disbursement of student aid after withdrawal, called a post-withdrawal disbursement. If the student is entitled to a post-withdrawal disbursement, Golden State College will notify the student within 30 days from the date the college determines the student withdrew. The notice will list the options available to the student in regards to the post-withdrawal disbursement. The student has 14 days from the notification to alert the college of the action they want to take. If the student does not notify the college within the 14 days, the post-withdrawal funds will no longer be available for disbursement.

Title IV funds will be returned in the following order:

- Federal Direct Unsubsidized Stafford
- Federal Direct Subsidized Stafford
- Direct PLUS
- Federal Pell Grants for which a return of funds is required.

Changing Enrollment Status

Students who drop from full-time to part-time status during the add/drop period will have their financial aid revised as follows:

- Federal Pell Grant will be prorated as determined by the federal payment schedule based on enrollment status.
- Federal Stafford and PLUS loans will be reviewed for eligibility based on enrollment status. A student must maintain at least half-time enrollment for loan eligibility.

Refunds to tuition are credited to the student's account at the time of the schedule change.

No refunds will be made to students who are dismissed from the college because of disciplinary infractions.

Consumer Information from the Department

The Department of Education makes information available to students and their families through the Student Aid on the Web site and publications such as *Funding Your Education Beyond High School*.

(www.studentaid.ed.gov).

SCHOLARSHIPS

Golden State College also accepts scholarship aid sponsored by individuals and organizations. Students must seek scholarship aid independently. However, the school provides information regarding scholarships and methods to search for scholarships. Questions regarding any specific scholarship should be addressed to the Financial Aid Department.

SELF-PAY

Students not on financial aid may pay tuition out-of-pocket, which is referred to as "self-pay." Payments for each quarter are due in full the first week of each quarter unless the student makes arrangements to pay incrementally. Incremental payments would be one-third of the quarterly charges each month, due at the beginning of each month. Special arrangements must be made through the Financial Aid Department for incremental payments. A fee of \$30 will be applied to the student's account for any returned checks. Students who do not make their payments to the school on time are subject to termination from the school.

VETERANS' BENEFITS

The court reporting program at Golden State College of Court Reporting is approved by the California State Approving Agency for the training of veterans and eligible persons under the provisions of Title 38, United States Code.

If a student is eligible for veterans' benefits, application for benefits should be made at the U.S. Department of Veterans Affairs regional office nearest his or her home. The U.S. Department of Veterans Affairs will issue eligible Veterans a Certificate of Eligibility that is valid only at the institution named and valid only for the objective indicated. The Certificate of Eligibility will be required for registration. It is the student's responsibility to complete the process necessary for VA funding.

Before enrolling, Veterans should receive a copy of the current GSC catalog and the Veterans Information Bulletin, which together contain the rules, regulations, course completion requirements, and costs for the specific course. These materials are available from the Campus Director.

Addendum to Enrollment Agreement for Veterans

This school has and maintains a policy for the refund of the unused portion of tuition, fees and other charges in the event the veteran fails to enter the course or withdraws or is discontinued there from at any time prior to completion and provides that the amount charged to the veteran for tuition, fees and other charges for a portion of the course does not exceed approximate pro rata portion of the total charges for tuition, fees, and other charges that the length of the completed portion of the course should bear to its total length.

In accordance with Title 38, US Code, Golden State College of Court Reporting & Captioning limits the non-refundable registration for veterans to not more than \$10.00. Any registration fee in excess of \$10.00 is subject to pro ration.

Reimbursement to Veterans

For information or for resolution of specific payment problems, the veteran should call the DVA nationwide toll free number at **1-800-442-4551**.

Maximum Student Enrollment per Course:

The maximum student enrollment for the Golden State College Court Reporting Certificate Program is 180 students.

Prior Credit Evaluation Policy: ALL PRIOR CREDIT WILL BE EVALUATED.

Students receiving veteran's benefits must have all prior education and training evaluated upon enrollment.

Credits allowed will be recorded on enrollment record and the length of the course shortened proportionately.

Records of previous education and training become part of the veteran's record.

Records will clearly indicate that credit has been granted, if appropriate, and the training periods proportionately shortened, and notification sent to the Department of Veterans Affairs (DVA) and the veteran.

Progress Policy

A grade average of 2.0 and an attendance level of 70% must be maintained throughout the program for students receiving veteran's benefits.

If the student's GPA falls below 2.0 or if attendance falls below 70% at the end of any given evaluation period, the student will be placed on probation for the next evaluation period.

If the student's grade is not raised to above 2.0 or overall attendance is not raised to 70% by the end of the probation period, the Veteran's Administration will be notified and benefits will be interrupted.

Conditions for Re-Entry

If the Campus Director determines that the conditions which caused the interruption have been rectified, the student will be eligible to receive benefits.

Veterans Receiving an "F"

If a student who receives Veterans Educational benefits gets a letter grade of "F" for any course, administration will contact the appropriate instructor to discuss how the grade was determined.

- If the student earned the "F" based on poor academic performance, he/she will receive the veteran benefit as certified.
- If the student received the "F" based on non-attendance, the veteran benefits will be terminated for that class effective the last day of attendance.

Q: What if I change my mind?

CANCELLATION POLICY

A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later, as described in the Enrollment Agreement.

If the Enrollment Agreement is cancelled, the school will refund the student 100 percent of any money he/she paid, less a registration or administration fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received – if notice of cancellation is made through attendance at the first class session, or the seventh calendar day after enrollment.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund for the part of the course not taken. Your refund rights are described in the Enrollment Agreement.

If you have lost your contract, ask the school for a copy and a description of the refund policy.

How To Cancel:

1. Cancellation may occur when the student provides a written notice of cancellation at the following address:
Golden State College, 6543 Regional Street, Dublin, California 94568.
2. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage. Notification by e-mail is acceptable; send to sfinch@goldenstatecourtreporting.com.
3. The written notice need not take any particular form and, however expressed, is effective if it indicates the student no longer wishes to be bound by the Enrollment Agreement.

NON START POLICY

New Students Only-

If through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later, the student changes their mind and wishes to withdraw from the program, they may cancel their enrollment agreement without penalty or obligation.

They must notify the Campus Director and the Financial Aid Officer, as applicable.

The student's status will be changed from "enrolled" to "non-start" and tuition will be refunded in full.

However, if they notify the school of their decision after the first class session, or the seventh calendar day after enrollment, whichever is later, tuition and fees may be assessed.

EFFECTIVE DATE of REFUND

For refund purposes, the official date of termination for tuition charges is the last date of recorded attendance. This is referred to as the Last Date of Attendance (LDA).

APPLYING REFUNDS

The school must ensure that funds are applied to eliminate outstanding balances on loans and grants for the enrollment period in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans received on behalf of the student
- Federal Pell Grants awarded to the student
- Other Title IV assistance awarded to the student
- Other Federal, state, private, or institutional student financial assistance received by the student

TEXTBOOKS/SUPPLIES

Mandatory Textbooks <i>Estimated cost for entire program</i>	\$ 760.00
Optional Textbooks <i>Estimated cost for entire program</i>	\$ 400.00
Optional Steno Machine Rental, as available (per month)	\$ 25.00

Miscellaneous costs may include, but are not limited to, the personal decision to purchase a stenotype machine, laptop, CAT software, steno paper, ink, ribbons, notebooks, pens and pencils.

ADDITIONAL PROGRAM FEES

Mandatory Application Fee <i>Nonrefundable</i>	\$ 250.00
Mandatory STRF: <i>Nonrefundable</i>	\$2.50 per every thousand of institutional charges rounded to nearest thousand
Challenge Examination Fee	\$ 75.00
Life Experience Assessment Fee	\$ 75.00
Transfer of Credit Assessment Fee	\$ 100.00
Late Fee	\$ 25.00
Returned Check Fee	\$ 30.00
Stop Payment Fee	\$ 30.00
Transcript Fee Copies or Originals	\$ 5.00
Student Records Copied (per page)	\$ 1.00
Withdrawal Fee <i>Payable upon withdrawal from the school</i>	\$ 75.00
Re-enrollment Fee <i>Payable upon re-enrollment after withdrawal</i>	\$ 125.00
Lost, damaged or failure to return rented steno machine	\$ 300.00

Prices for tuition, books and supplies are subject to change.

**YOUR SCHEDULE OF CHARGES ... Based on an Academic Year (AY) of 38 weeks/900 hours
Tuition Each AY: FT= \$9,595; PT= \$7600**

Registration Fee:	\$ 250.00 (nonrefundable)
Tuition Payment Period 1:	\$ _____ due date _____ /wk# _____
Tuition Payment Period 2:	\$ _____ due date _____ /wk# _____
Tuition Payment Period 3:	\$ _____ due date _____ /wk# _____
Tuition Payment Period 4: (.3AY / .6AY)	\$ _____ due date _____ /wk # _____

Discounts per Payment Plan Option:	\$ _____
Textbooks and Supplies:	\$ _____
<i>(may fluctuate depending upon steno machine price, if purchased, and recent book editions & price changes by publisher)</i>	
Machine Rental, as needed/as available:	\$ _____

TOTAL CHARGES FOR CURRENT(1st) PERIOD OF ATTENDANCE: \$ _____

ESTIMATED TOTAL CHARGES DUE FOR THE ENTIRE PROGRAM: \$ _____ * * based on **entire** program length:
3.3 academic years = 124 Weeks Full Time;
6.6 academic years = 250 Weeks Part Time

STRF: \$ _____ (nonrefundable)
Nonrefundable/Mandatory: \$2.50 per every \$1000 of institutional charges rounded to nearest thousand

CHARGES DUE UPON ENROLLMENT: \$ _____

*** YOU ARE RESPONSIBLE FOR THIS AMOUNT.
IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN
AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

Signature of Applicant (and Parent if under 18 years of age) _____ Date _____

RECEIPT OF PAYMENT UPON ENROLLMENT Tuition is due no later than the first day of class, less deposit.	
Receipt of \$ _____ is hereby acknowledged.	
Date Paid: _____	Method of Payment: Cash _____ Check _____ Credit Card _____
School Representative: _____	Date: _____

DISCOUNTS

Golden State provides a discount to those students who process their financial documents in a timely manner and pay the academic year (AY) tuition in full each year. **An academic year equals 38 weeks/900 hours.**

- For Full Time, this discount is equal to 5% of \$ 9,595.00, or \$480.00.
- For Part Time, this discount is equal to 5% of \$ 7,600.00, or \$380.00.

This discount is offered and repeated each academic year.

PAYMENT PLAN OPTIONS
TUITION FOR 38 WEEKS/900 HOURS (One AY-Academic Year)

The portion the student owes for each academic year is **\$9,595/yr.** for Full Time or **\$7,600/yr.** for Part Time.

<i>2011-2012 Tuition Rates</i>	No. of Pymts	Monthly Pymt Amt.
1. Make one payment and take 5% discount.	1 (Full)	\$ 9,115.00
	(Part)	\$ 7,220.00
2. Make two payments: one by Week 1 and one by Week 19. Take 5% discount off second payment. (\$480/full; \$380/part) <i>Weeks 1 and 19 each academic year.</i>	2 (Full)	\$ 4,797.50
	(Part)	4,317.50
		3,800.00 3,420.00
3. Make 3 Payments Each Academic Year interest-free: <i>Weeks 1, 13, 25, each academic year.</i>	3 (Full)	\$ 3,198.33
	(Part)	2,533.33
4. Make monthly payments (every 4 weeks) and pay in full by graduation. Interest-free. <i>NOTE: 3.3 Academic Years = 31 months</i>	(Full)	\$ 1,010.00
	(Part)	800.00

Golden State College Accepts Mastercard, Visa, American Express, & Discover.

Student shall pay credit card company settlement fees when requesting refunds on tuition or purchases paid by credit.

EXTRA CHARGES AND INFORMATION

1. Should you change your schedule to attend Golden State following an increase in tuition or related costs, you will be responsible for the then current costs of attendance.
2. It is important that you keep copies of the enrollment agreement, receipts or any other information that documents the initial monies paid to the school.

B. REFUND POLICY

STUDENT'S RIGHT TO CANCEL

Cancellation of this agreement can occur up to: _____(DATE)

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) per cent or less of the scheduled days in the current payment period in your program through the last day of attendance.
2. If the Enrollment Agreement is cancelled, the school will refund the student 100 percent of any money he/she paid, less a registration or administration fee not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received – if notice of cancellation is made through attendance at the first class session, or the seventh calendar day after enrollment.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 per cent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less an application fee not to exceed \$250.00 within 45 days of withdrawal. The student has the right to withdraw from school at any time and receive a refund for that part of the program not taken for which the student has paid. The amount of that refund is to be pro-rated according to the not-completed portion of the program less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and a registration or administration fee not to exceed \$250.00. The refund is to be paid within 45 days of withdrawal.

How To Cancel or Withdraw:

1. Cancellation or Withdrawal may occur when the student provides a **written notice of cancellation or withdrawal** at the following address: Golden State College of Court Reporting & Captioning, 6543 Regional Street, Dublin, CA 94568.
2. The written notice of cancellation /withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
3. The written notice of cancellation/withdrawal need not take a particular form and, however expressed, is effective if it indicates the student no longer wishes to be bound by the Enrollment Agreement. Notification by e-mail is acceptable. Send to sfinch@goldenstatecourtreporting.com

BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

REFUNDS

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
- The student has failed to attend class for 20 days. The student shall be deemed to have withdrawn at the end of 20 days.
- The student does not return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party, or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

- If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

C. UNDERSTANDINGS

(NOTE: Each topic shall be INITIALED on the Enrollment Agreement .)

1. **CATALOG:** Information about Golden State College of Court Reporting & Captioning is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Golden State College maintains the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Golden State College of Court Reporting & Captioning, the Student agrees to abide by the terms stated in the catalog and all school policies.

2. I understand that I will be awarded a **CERTIFICATE OF ACHIEVEMENT** when I have completed all of the program requirements. A graduate must have a 2.0 grade point average, meet 70% attendance requirement, and have met all financial obligations.

3. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT**

OUR INSTITUTION: The transferability of credits you earn at Golden State College of Court Reporting and Captioning is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate you earn in Court Reporting 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 coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Golden State College of Court Reporting & Captioning to determine if your credits or Certificate will transfer.

4. **PLACEMENT:** Upon request, Golden State will prepare and send notice to courts and deposition firms with names and contact numbers made of those graduates who successfully pass the California Certified Shorthand Reporter Exam.

While Golden State College of Court Reporting & Captioning offers placement assistance for its graduates, no guarantee of placement is made by Golden State College.

5. **NONDISCRIMINATION POLICY:** No applicant shall be rejected from admission to the school on the basis of age, race, color, sex, disability or national origin nor be subjected to discrimination of any kind based on the above.

For information regarding nondiscrimination or to resolve complaints, contact the School Director.

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

7. **COMPLAINTS:** A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet Web site, www.bppe.ca.gov.

8. **STRF: These fees are nonrefundable.** You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer, unless you have a separate agreement to repay the third party.

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

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

9. **LOANS:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against the student including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

NOTICE: "YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATION PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."

THE TERMS AND CONDITION OF THIS AGREEMENT

I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE, I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG, AND SCHOOL PERFORMANCE FACT SHEET, AND FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

School Catalog
(Initial)

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

School Performance
Fact Sheet
(Initial)

I understand that this is a legally binding contract.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, that I have received a copy of this Enrollment Agreement, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Applicant (and Parent if under 18 years of age)

Date

The Golden State College of Court Reporting & Captioning hereby accepts this application for enrollment in the Court Reporting and Captioning Program.

Director

Date

BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.

Revision Date: October 17, 2011

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Financial Policy – Court Reporting Certificate Program

Tuition Payments

Initial

- Payments shall be on time.
- Payments five (5) days late shall include a late fee of \$25.00 in addition to the scheduled payment amount.
- Payment ten (10) days late shall result in a suspension of student attendance, and student shall not attend school until student’s account is brought current, including late fee. Tuition continues to accrue during the student’s absence, unless an official letter of withdrawal is submitted.

NO EXCEPTIONS SHALL BE MADE TO THE FOREGOING POLICY.

Tuition is based on an annual calculation. It is not an hourly, daily, or monthly rate, even though tuition is often paid on a monthly basis.

The decision to attend school is the sole responsibility of the student. Should the student not attend for any reason, tuition continues to accrue and remains due and owing. The school shall assume the student, while choosing not to attend, wishes to keep their enrollment active with tuition due and owing, unless an official letter of withdrawal is submitted.

Should a student abandon the program and drop all contact with the school, without submitting a letter of withdrawal, the school shall, after 20 days of no contact, drop the student from enrollment. The student shall be responsible for payment of tuition for those 20 days of abandonment and must re-enroll to attend.

NO EXCEPTIONS SHALL BE MADE TO THE FOREGOING POLICY.

An official letter of withdrawal is required to suspend the accrual of tuition.

It may be submitted in person, by mail, or e-mail. Upon receipt, the student shall be officially dropped from the program.

Should a student seek re-enrollment after a withdrawal/drop, student shall pay all registration, enrollment costs, and current tuition rate on the day of re-enrollment, in addition to any balances remaining unpaid on student’s previous account.

NO EXCEPTIONS SHALL BE MADE TO THE FOREGOING POLICY.

Attendance Policy – Court Reporting Certificate Program

School Hours

- Full Time Hours are Monday-Friday **Doors are Open: 8:30am – 3:30pm.**
Classes are 8:30am–12:15pm; 1:00-3:30pm
Students shall vacate the premises other than these appointed times.
- Part Time Hours are Tu/Th 8:30am- 2:30pm OR 9:30am-3:30pm OR Tu/Thr/F 8:30am-12:30am
Classes are 8:30am-12:15pm; 1:00-3:30pm
Part time students shall vacate the premises other than these appointed times.

NO EXCEPTIONS SHALL BE MADE TO THE FOREGOING POLICY.

The undersigned attests to having received, read and understood the aforementioned policies.

STUDENT

DATE

DISCLOSURES/NOTICES TO STUDENTS

In compliance with Business and Professions Code 8027 subdivision (o), Golden State College of Court Reporting & Captioning shall provide each prospective student with all of the following and have the prospective student sign a document that shall become part of that individual's permanent record, acknowledging receipt of each item:

- 1) A student consumer information brochure published by the board.
- 2) A list of the school's graduation requirements, including the number of tests, the pass point of each test, the speed of each test, and the type of test, such as jury charge or literary.
- 3) A list of requirements to qualify for the state certified shorthand reporter licensing examination, including the number of tests, the pass point of each test, the speed of each test, and the type of test, such as jury charge or literary, if different than those requirements listed in paragraph (2).
** At Golden State College, these requirements are the same as listed in paragraph (2).
- 4) A copy of the school's board-approved benchmarks for satisfactory progress as identified in subdivision (u).
"(u) The board has the authority to approve or disapprove benchmarks for satisfactory progress which each school shall develop for its court reporting program. Schools shall use only board-approved benchmarks to comply with the provisions of paragraph (4) of subdivision (o) and subdivision (u)."
- 5) A report showing the number of students from the school who qualified for each of the certified shorthand reporter licensing examinations within the preceding two years, the number of those students that passed each examination, the time, as of the date of qualification, that each student was enrolled in court reporting school, and the placement rate for all students that passed each examination.
- 6) The school shall also provide to prospective students the number of hours each currently enrolled student who has qualified to take the next licensing test, exclusive of transfer students, has attended court reporting classes.
- 7) 8027(n): If a school offers a course of instruction that exceeds the board's minimum requirements, the school shall disclose orally and in writing the board's minimum requirements and how the course of instruction differs from those criteria. The school shall make this disclosure before a prospective student executes an agreement obligating that person to pay any money to the school for the course of instruction.
**At Golden State College, courses do not exceed the minimum requirements of the Court Reporters Board of California: 660 Academic Hours/2300 Machine Shorthand Hours.(See Academic Information in the Catalog.)
- 8) 8027(q): Each enrolled student shall be provided written notification of any change in qualification or graduation requirements that is being implemented due to the requirements of any one of the school's oversight agencies. This notice shall be provided to each affected student at least 30 days before the effective date of the change and shall state the new requirement and the name, address, and telephone number of the agency that is requiring it of the school. Each student shall initial and date a document acknowledging receipt of that information and that document, or a copy thereof, shall be made part of the student's permanent file.
- 9) 8027(g): A school shall notify the board in writing immediately of the discontinuance or pending discontinuance of its court reporting program or any of the program's components. Within two years of the date this notice is sent to the board, the school shall discontinue its court reporting program in its entirety. The board may, for good cause shown, grant not more than two, one-year extensions of this period to a school.

If a student is to be enrolled after this notice is sent to the board, a school shall disclose to the student the fact of the discontinuance or pending discontinuance of its court reporting program or any of its program components.
- 10) STUDENT RECORDS: Records shall be kept and shall be maintained in a manner to render them safe from theft, fire, or other loss. The records shall indicate positive daily and clock-hour attendance of each student for all classes, apprenticeship and graduation reports, high school transcripts or the equivalent, or self-certification of high school graduation or the equivalent, transcripts of other education, and student progress to date, including all progress and counseling reports.

The undersigned attests to having received, read and understood the aforementioned Disclosures and Notices.

STUDENT

DATE

BE SURE TO READ ALL PAGES OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.
Revision Date: October 17, 2011

Page 7 of 7 _____(Initial)

STUDENT SERVICES

FACILITIES, SUPPLIES and EQUIPMENT

Golden State College of Court Reporting is located in an air-conditioned 7360 square-foot facility. The facility is comprised of two adjoining spaces in a small business park.

The East Wing (approx. 3280 sq ft) is home to reception, phone lines, and administrative staff. The West Wing (approx. 4080 sq ft) is used for theory instruction, academics, guest speakers, staff meetings, and student assemblies. Both wings include transcription lab areas and library reference resources. Speedbuilding classes are held throughout the facility. Classrooms are carpeted, air conditioned, and well lit.

Modern computer labs provide students with the opportunity to practice vital career skills. Each wing has a kitchen facility with microwave, refrigerator and sinks available for student and staff use.

Free parking is plentiful for the use of students and staff and is conveniently located around the entire building. The building and parking facility meet all requirements set forth by the American Disability Association.

GSC offers limited supplies and equipment, which students may purchase at the front desk. Every effort is made to offer students the best price available.

PLACEMENT POLICY

Upon request, Golden State will prepare and send notice to courts and deposition firms with names and contact numbers made of those graduates who successfully pass the California Certified Shorthand Reporter Exam. While Golden State College of Court Reporting & Captioning offers placement assistance for its graduates, no guarantee of placement is made by Golden State College.

STANDARDS OF APPEARANCE and CONDUCT

Studies have repeatedly shown that an environment of professionalism promotes excellence and improved performance. It is expected that a student's attire and grooming reflect respect for himself or herself, GSC, and the profession of court reporting.

Specifically, extremely short skirts and shorts, bare feet, excessively revealing and strapless tops are not permitted. It would be advisable to remember that the building is air conditioned and may be chilly. Wearing sparse clothing, even in the summer months, is *not* recommended.

Although GSC endeavors to provide a casual environment for learning, it must also promote professionalism. Therefore, the following code is enacted:

1. All students will maintain a reasonable level of hygiene.
2. Attire will be neat, orderly, clean, and conservative:
 - a. Presence or absence of underwear is not to be noticeable.
 - b. Cleavage or midriffs are not to be visible.
 - c. Torn, transparent, scant, or clinging fabrics are not appropriate.
 - d. Short shorts, jogging shorts, and extremely short skirts and dresses are not appropriate.
 - e. Women's tops that bare the shoulders, such as spaghetti-strap shirts, are not appropriate.
 - f. Men's tank tops and baggy pants are not appropriate. Belts should be worn.
3. In the event of internship or special events, professional attire is required.
4. Consumption of food or beverages in the classrooms **is not permitted**. At no time will food, eating utensils, or food or beverage containers be used and/or discarded in the classrooms.
5. Cooking on the premises is not permitted except in the microwaves provided in the kitchen areas.

Failure to comply with these expectations may result in being suspended from classes until compliance is made. Each student who enrolls in Golden State College of Court Reporting agrees, by the act of enrolling, to abide by all provisions of the Standards of Appearance and Conduct. This applies to actions on the premises, whether in the classroom or elsewhere, or while participating in school-sponsored activities off campus.

BEHAVIORAL EXPECTATIONS

The community of Golden State College of Court Reporting & Captioning chooses, freely and willingly, to impose upon itself rules for behavior which serve both the long-range interests of the institution and the immediate good of its individual members. We regard violations as a serious breach of integrity within the community.

The College establishes the following specific expectations for the board, administration, faculty, staff, and students of the Golden State community:

1. The College will not condone practices which include drunkenness, theft, profanity, dishonesty, and aggressive behavior toward students or staff.
 - Instructors will not jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class.
 - Conduct that is disruptive in classes, threatening, discourteous, or disrespectful toward staff or faculty, willfully damaging to property or equipment, or in any other way detrimental to staff, faculty, or student body is cause for immediate termination of student status at the discretion of the Director. All students are expected to adhere to school policies and abide by the direction of any staff or faculty member when on the campus or on an official school outing. Failure to do so will be considered a serious violation of the code of conduct.
2. Members are expected to take responsibility for their own violations of all behavioral guidelines and demonstrate commitment to the value of integrity in word and deed.
 - Character and integrity are to be exemplified at all times. Lack of honesty through speech or actions is unacceptable.
3. The College is committed to providing a learning and work environment free of harassment.
 - All students will conduct themselves in a professional manner; i.e., maintaining cordial and cooperative communications with all faculty, staff, and coworkers/students, regardless of personal feelings or preferences.
4. The College upholds the laws of the local community, the nation, and the state of California. Such laws include prohibitions against possession or use of illegal drugs or drug paraphernalia, against purchasing or consuming alcoholic beverages by persons under the age of 21, public intoxication, and driving under the influence of alcohol.
 - No type of weapon, alcohol, or illegal drug is permitted on campus at any time. A student found in possession of the above may be immediately withdrawn from school.
5. There are designated smoking areas outdoors for the comfort of all.

Golden State College reserves the right to terminate, at any time, the enrollment of a student whose continuation in the school is detrimental to himself or herself or to faculty, staff, or fellow students, or whose presence is disruptive to the learning environment or the orderly operation of the institution.

Depending on the severity of the violation, a student may or may not be permitted to appeal for re-enrollment to the school after termination for unacceptable conduct. The determination of whether a student may appeal for re-enrollment will be made by the Campus Director. If an appeal is permitted, it will also be at the sole discretion of the Director whether to approve the appeal and allow the student to re-enter.

ACADEMIC HONESTY

Your instructors are eager to help you succeed in your studies at Golden State College. But success means more than just receiving passing credit in a course. Success means that you have mastered the course content so that you may use that knowledge in the future, either to be successful on a job, or to continue on with your education in advanced classes.

Your success depends on a combination of the skill and knowledge of your instructors, and *your own hard work*. You will reach your future goals only if you gain new knowledge from every course you take. That knowledge becomes yours, and can be used by you, only if it is gained through your own personal efforts. Receiving credit in a course, without acquiring the knowledge that goes with it, diminishes your chances for future success.

While in college, you are also *shaping the principles which will guide you throughout the rest of your life*. Ethical behavior and integrity are a vital part of those principles. A reputation for honesty says more about you, and is more highly prized, than simply your academic skills.

For that reason, academic honesty is taken very seriously by the Golden State College faculty. The following guidelines have been prepared so that you will understand what is expected of you in maintaining academic honesty.

Academic Dishonesty is normally to be dealt with as an academic action by the instructor, reflected in the student's grade in the particular course, rather than through college disciplinary procedures.

Academic Dishonesty is defined as the act of obtaining or attempting to obtain credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of academic dishonesty would include, but not be limited to, the following:

- Copying, either in part or in whole, from another's test or examination;
- Discussion of answers or ideas relating to the answers, on examination or test when such discussion is prohibited by the instructor;
- Obtaining copies of an exam without the permission of the instructor;
- Using notes, "Cheat sheets," or otherwise utilizing information or devices not considered appropriate under the prescribed test conditions;
- Altering a grade or interfering with the grading procedures in any course;
- Allowing someone other than the officially enrolled student to represent the same;
- Plagiarism, which is defined as the act of taking the ideas, words or specific substantive material of another and offering them as one's own without giving credit to the source.

Options may be taken by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review – no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the Board of Directors for further administrative action, such as suspension or expulsion.

*All student work must be your **OWN WORK**. When working in groups, use common sense to stay within the boundaries of good ethics. **When working on shared computers, DO NOT get into other student's files** or take shortcuts that you *THINK* will make you look better when they are not a part of the instruction.*

Court Reporting, in particular, calls for good moral character. Demonstrate that now!!

The College may establish other rules and regulations necessary for orderly community life and will list them as appropriate.

ADVISORY SERVICES

The staff and faculty of GSC are committed to each student's successful completion of the program by being available as advisors regarding each student's academic needs. The following departments or persons are identified for specific areas of counseling or guidance:

Financial Aid Department
Academic Instructors
Reporting Instructors
Administrative Department
Administrative Department

Financial matters; Financial Aid; Scholarships
Academic issues, coaching, resources; attendance issues
Counseling in Theory & Speedbuilding
Enrollment, catalog, advertising & marketing information
Stenographic machine: Rent or Purchase

CAMPUS SECURITY

As of the printing of this catalog, there have been no crimes committed on the campus of Golden State College, either during the school day or after closing, since the opening of the school in 2003.

Criminal activity on our campus will be reported to students, faculty, staff, and prospective students annually by October 1 in Golden State's Annual Crime Statistics Report.

A copy of this report is available upon request and/or is available at www.goldenstatecourtreporting.com.

- All incidents requiring the attention of security should be reported to the Campus Director. In the event of an illegal activity, the Director will contact the proper law enforcement authorities.
- In the event of the Director's absence from campus, security matters should be reported to the Dublin Police Department: (925) 833-6670 or dial 9-1-1.

The Campus Security Policy is in compliance with the *Crime Awareness and Campus Security Act of 1990 (Clery Act)* and is found online at www.goldenstatecourtreporting.com or upon request from the director.

HOUSING

Golden State College does not provide dormitory facilities. Golden State College has no responsibility to find or assist a student in finding housing.

Apartments are available in Dublin near the school. 2011-2012 rental rates vary approximately between \$1300-\$2000/mo. for a one-bedroom apartment. However, each student must determine their own needs and budget, and Golden State College makes no representation of exact rental rates or availability.

The student shall be responsible for determining the current rental market and securing housing within their own budget. Useful Web sites: www.sfbay.craigslist.org or www.trulia.com.

PERSONAL PROPERTY

GSC and its faculty and staff are not responsible for any personal property left on the premises.

SMOKING ON PREMISES

Smoking inside the school building is not permitted at any time. This prohibition pertains to any and all persons inside the building and regardless of whether or not school is in session. Smoking is permitted outside the building but not within twenty (20) feet of the front and side entrances.

Smoking paraphernalia should be properly disposed of in the receptacles provided, NOT thrown on the ground.

PERSONAL ELECTRONIC COMMUNICATION DEVICES

Cellular telephones and other electronic devices are to be turned off in the building. Students should restrict the use of these devices to the outside of the building.

COMPUTER USE POLICY

A complete copy of GSC's "Acceptable Computer Use Policy" is available from the Campus Director.

Golden State College, as a private postsecondary institution is fully committed to the ideals of academic freedom, freedom of expression and multicultural diversity. Golden State College (GSC) provides access to technology resources (e.g., computing hardware, software, electronic information systems, networks, etc.,) for purposes related to its mission and to the responsibilities and necessary activities of its faculty, students and staff. These resources are vital for the fulfillment of the academic, research and business needs of the GSC community.

This policy exists within the framework of existing GSC policies and applicable state and federal laws that may be related to the use of technology resources and applies to all members of the college campus including students, faculty, staff, administrators, contractors, and guests visiting the campus.

POLICY

Golden State College students, faculty, staff, administrators, contractors, and visiting guests are prohibited from using Golden State College information resources for any unlawful, unethical or unprofessional purpose or activity.

GOOD JUDGMENT and REASONABLE CARE

Users are expected to use good judgment and reasonable care in order to protect and preserve the integrity of college equipment, its data and software, and its access.

Users are expected to comply with the following principles:

- **Prevent Viruses.**
- **Prevent Theft/Damage.**
- **Prevent Data Loss.**
- **Prevent Unnecessary Use.**
- **Prevent Personal Storage.**
- **Prevent Unauthorized Browsing.**

PROHIBITED USE: Obscene Material

Golden State College policy prohibits students, staff, faculty, administrators, contractors, and guests to knowingly use a GSC computer to access, view, download, or otherwise obtain obscene matter.

COMPLIANCE with Laws and Policies

Users are expected to comply with applicable laws and college policies concerning usage of college property, licensing, and copyright or intellectual property rights, and policies and laws covering individual privacy and confidentiality or harassment.

ILLEGAL USE

Golden State College does not condone unethical or illegal use of computer resources. Violation of applicable laws or college policy may result in suspension of computer privileges and/or in appropriate disciplinary or criminal action. GSC will not provide legal defense for illegal use of its computers or software.

ENFORCEMENT

Any student, faculty, staff or administrator found to be in violation the above provisions may be subject to disciplinary action. The college may temporarily or permanently suspend, block or restrict access to information technology resources when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of college resources or to protect the college from liability.

BRINGING CHILDREN/PETS TO SCHOOL

Primarily for reasons of school liability, but also for problems which might arise with distraction to other students, children and/or pets are not allowed on campus while classes or activities are in session. Visitors and prospective students who bring children to their appointment must accompany their child at all times while in the building. The only exception would be a service dog specifically assigned to assist a student or staff member.

ACADEMIC POLICIES and PROCEDURES

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

The Golden State College policy on evaluation of student learning outcomes includes the grades earned on tests and any other assigned project used to confirm the acquisition of skills and abilities required to assess acquired competency of course objectives. Students are expected and required to complete daily assignments as well as to complete all assignments with a grade point average that establishes the student is making satisfactory academic progress.

Satisfactory progress toward the completion of the program of study is expected of all students attending Golden State College of Court Reporting & Captioning. Satisfactory progress is defined as maintaining a 2.0 grade point average measured by passing examinations with a 70% or better accuracy, timely completion of assignments and acceptable performance of required skills.

The standards apply to all students, and it is an evaluation of quantitative progress (number of classes successfully completed) as well as qualitative (overall GPA).

Speedbuilding classes are taken on a credit/no credit basis. The student is considered "In Progress" until successful completion of a speed level at which time "Credit" is awarded.

Grade and credit transfers will not be used in the calculations for satisfactory academic progress.

Failure to achieve the required level of progress may result in academic probation and/or dismissal. A student will lose VA benefits for any course that has not been successfully passed after four attempts.

MINIMUM ACADEMIC ACHIEVEMENT

Students must achieve a minimum of the following cumulative grade point averages (CGPAs) at the specified evaluation points in order to remain enrolled as a regular student:

1. At 38 weeks (20% of the maximum timeframe), students must achieve a CGPA of 2.0 and successfully complete at least 77% of hours attempted; i.e., 600 hrs of 780 hrs attempted.
2. At 76 weeks (40% of the maximum timeframe), students must achieve a CGPA of 2.0 and successfully complete at least 83% of all hours attempted; i.e., 1180 hrs of 1480 hrs attempted.
3. At 114 weeks (60% of the maximum timeframe), students must achieve a CGPA of 2.0 and successfully complete 97% of all hours attempted; i.e., 2010 hrs of 2060 hrs attempted.
4. At 152 weeks (80% of the maximum timeframe), students must achieve a CGPA of 2.0 and successfully complete 98% of hours attempted: i.e., 2450 hrs of 2510 hrs attempted.
5. At 186 weeks (100% of the maximum timeframe) or graduation, whichever comes first, students must have completed all of the program requirements with a CGPA of 2.0 or higher, and must have completed 100% of hours attempted: i.e., 2960 completed of 2960 attempted.

For more information, see the School Director.

Any student who falls below the minimum CGPA and/or minimum standards for credit/no credit classes is not considered to be maintaining satisfactory progress unless there are mitigating circumstances. If a student fails to maintain the cumulative grade point average minimums or complete all program requirements, he/she cannot receive a certificate of achievement.

EVALUATION POINTS/MONITORING SAP

GSC is open year-round. During the calendar year (Jan-Dec), GSC operates within a 3-term format:

1. Winter Term = January - April
2. Summer Term = May - August
3. Fall Term = September - December

GSC checks the SAP of every student, (part-time and full-time), every 8 weeks, in the form of a mid-term progress report or a term report card. These reports also document that a student has re-established SAP after having been issued a Progress Warning or having been placed on Probation.

- March Mid-Term Progress Report
- May Report Card: January - April
- July Mid-Term Progress Report
- September Report Card: May - August
- November Mid-Term Progress Report
- January Report Card: September - December

Consistent application of standards is applied to both part-time and full-time students by making adjustments where possible and appropriate based on enrollment status.

MAXIMUM TIME FRAME FOR COMPLETION

Regardless of the student's rate of completion, the maximum timeframe that the student will be allowed to complete his/her educational objective is one and one-half (1.5) times the normal length of the course or program. For example, if a course or program requires 30 hours, the student must complete within a maximum of 45 hours. (1.5 x 30)

Students who do not complete the program within the allowable time frame will not be eligible for federal financial aid.

Students who do not complete the program within the allowable time frame cannot be issued the original certificate for which the student was enrolled: Certificate of Achievement.

However, that student can be awarded a certificate of completion certifying to the California Court Reporters Board (CRB) completion of the prescribed course of study defined by California Code of Regulations, Title 16, Division 24, Article 2, Section 2411.

SECOND YEAR CGPA REQUIREMENT

A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid.

However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.)

PACE (Quantitative)STANDARDS

You must successfully complete your SAP academic plan at the required Pace in order to meet SAP standards.

QUANTITATIVE STANDARDS

FULL-TIME ENROLLMENT

Because court reporting students usually speak in terms of Calendar Years vs. Academic Years, the Quantitative Standards have been converted to standard calendar months. Times are listed in terms of clock hours and weeks, as well, for FSA purposes.

Normal Time to Complete
2960 ck hrs / 124 weeks
32 months

Maximum Time to Complete (150%)
4440 ck hrs / 186 weeks
47 months

$$2960/24 = 124/48 = 2.58 \text{ (2.6 yrs)} = 32 \text{ mos.}$$

$$4440/24 = 186/48 = 3.87 \text{ (3.9 yrs)} = 3\text{yrs}, 11 \text{ mos.} = 47 \text{ mos}$$

Mandatory Increment = 900 ck hrs (AY) or less =
 38 weeks = End of One Academic Year (AY)

Mandatory Increment = 900 ck hrs (AY) or less =
 38 weeks = End of One Academic Year (AY)

MS 40 -THEORY	600 hrs	24 weeks	MS 40-THEORY	600 hrs	37 weeks
MS 70-BRIDGING	20 hrs	1 week	MS 70-BRIDGING	20 hrs	1.5 weeks
MS 80	70 hrs	3 weeks	MS 80	70 hrs	4.5 weeks
MS 100	90 hrs	8 weeks	MS 100	90 hrs	12 weeks
MS 120	120 hrs	11 weeks	MS 120	120 hrs	17 weeks
MS 140	300 hrs	15 weeks	MS 140	300 hrs	23 weeks
MS 160	300 hrs	17 weeks	MS 160	300 hrs	26 weeks
MS 180	350 hrs	20 weeks	MS 180	350 hrs	30 weeks
MS 200	450 hrs	24 weeks	MS 200	450 hrs	36 weeks
TOTALS =	(MS) 2300 hrs	124 weeks	TOTALS =	(MS) 2300 hrs	186 weeks

ACADEMICS (660 clock hours) RUN CONCURRENTLY WITH SPEED BUILDING CLASSES.

SAP STATUS

Financial Aid Warning Status

For the first occurrence of not meeting SAP standards, you will be placed in a Financial Aid Warning status, which means you are one term away from losing your financial aid eligibility. Your SAP academic plan is at risk! You are still eligible for financial aid; however, should you not meet SAP standards again, your financial aid will be suspended.

Financial Aid Suspension Status

For the second occurrence of not meeting SAP standards, you are immediately placed on Financial Aid Suspension. As long as you are in suspension, you are not eligible for federal or institutional financial aid. You may appeal this status.

QUANTITATIVE STANDARDS

PART-TIME ENROLLMENT

Because court reporting students usually speak in terms of Calendar Years vs. Academic Years, the Quantitative Standards have been converted to standard calendar months. Times are listed in terms of clock hours and weeks, as well, for FSA purposes.

<u>Normal Time to Complete</u>			<u>Maximum Time to Complete (150%)</u>		
2960 ck hrs / 250 weeks			4440 ck hrs / 375 weeks		
64 months			94 months		
2960/12 = 250/48 = 5.2 yrs = 64 mos.			4440/12 = 375/48 = 7.8 yrs = 7yrs,10 mos. = 94 mos.		
Mandatory Increment = 900 ck hrs (AY) or less = 38 weeks = End of One Academic Year (AY)			Mandatory Increment = 900 ck hrs (AY) or less = 38 weeks = End of One Academic Year (AY)		
MS 40 -THEORY	600 hrs	50 weeks	MS 40-THEORY	600 hrs	75 weeks
MS 70-BRIDGING	20 hrs	3 weeks	MS 70-BRIDGING	20 hrs	5 weeks
MS 80	70 hrs	6 weeks	MS 80	70 hrs	9 weeks
MS 100	90 hrs	16 weeks	MS 100	90 hrs	24 weeks
MS 120	120 hrs	22 weeks	MS 120	120 hrs	33 weeks
MS 140	300 hrs	30 weeks	MS 140	300 hrs	45 weeks
MS 160	300 hrs	34 weeks	MS 160	300 hrs	52 weeks
MS 180	350 hrs	40 weeks	MS 180	350 hrs	60 weeks
MS 200	450 hrs	49 weeks	MS 200	450 hrs	72 weeks
TOTALS =	(MS) 2300 hrs	250 weeks	TOTALS =	(MS) 2300 hrs	375 weeks
ACADEMICS (660 clock hours) RUN CONCURRENTLY WITH SPEED BUILDING CLASSES.					

REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

If you lose federal aid eligibility because you are not meeting SAP standards, you may regain eligibility in one of the following ways:

1. By successfully appealing loss of eligibility. To appeal, you must submit a Satisfactory Academic Progress (SAP) Appeal Form with supporting documentation. That form provides a non-exhaustive list of circumstances that may give rise to an appeal.
2. By completing one term using your own resources at GSC with at least part-time enrollment. Courses taken must be chosen in consultation with the Campus Director. You must advance toward attaining a certificate and show progress within your SAP academic plan for graduation. You must submit a Satisfactory Academic Progress (SAP) Appeal Form at the end of the term, after the grades have been posted by the Student Records' office onto your official record.

Once you regain eligibility, you will be awarded financial aid for the following term subject to the availability of funds.

GRADING SYSTEM

The grading system outlined below is used for all courses as of January 2008. Only letter grades are posted to the student's official college transcript. Credit is awarded with a cumulative minimum score of 2.0.

A	=	90 – 100%	4.0	Excellent
B	=	80 – 89%	3.0	Good
C	=	70 – 79%	2.0	Satisfactory
D	=	60 – 69%	1.0	Passing, less than Satisfactory
F	=	below 60%	0.0	Failing
P	=	Average or Above		Credit awarded; Not counted in GPA
CR	=	Credit (at least Satisfactory)		Credit awarded; Not counted in GPA
NC	=	No Credit (less than Satisfactory or Failing)		No credit awarded; Not counted in GPA Used to determine progress, probation
I	=	Incomplete		No credit awarded; Not counted in GPA Used to determine progress, probation, and dismissal.
IP	=	In Progress		No credit awarded; Not counted in GPA Not used to determine progress / academic probation or disqualification (dismissal).
W	=	Withdrawal		No credit awarded; Not counted in GPA Used to determine progress, probation, and dismissal.

Course withdrawal will not affect a student's grade point average (GPA).

Speedbuilding classes are taken on a credit/no credit basis. The student is considered "In Progress" until successful completion of a speed level at which time "Credit" is awarded.

"Incomplete" or "I" will be given to any student who does not completely fulfill the requirements of a course. A grade may be substituted for the "I" if the student successfully completes the unfinished work within one academic term. Failure to complete the work required for a course in the period required above will result in the letter grade of "F."

"Incomplete" grades will be calculated as credit attempted in the calculation of successful course completion percentage.

In the event the student does not agree with the instructor-assigned grade in a course, the College has an established policy for both Appeal and Grievance.

ATTENDANCE, TARDINESS, and MAKE-UP STANDARDS

Attendance is one criterion that contributes to demonstration of satisfactory academic progress. Students are expected to attend classes regularly and to conduct themselves in a manner which is conducive to learning and is not disruptive to other students. Golden State College maintains an evaluation program, and students whose conduct and/or attendance is unsatisfactory may be placed on warning, probation, terminated from the College for a period of time, or terminated from the training program entirely.

Academic courses allow a set number of absences (set out in each course syllabus) during each course. Attendance is a component of the grading scale. Tardiness (arriving after class begins) is disruptive to the class and affects the learning process. Tardiness must be kept to a minimum.

Students are expected to be in the classroom for at least 70 percent of the time of any course or term. Without a pre-approved leave of absence, students absent from all of their scheduled classes for 20 consecutive school days, not including scheduled school holidays, will be dropped from the program. These students must successfully appeal their termination within three school days in order to continue their training. If their termination is not successfully appealed, they will be dropped from the program.

The administration realizes that there may be situations where students' attendance may be affected by circumstances beyond their control (extended serious illness requiring a doctor's attention, inclement weather, etc.) and these instances will be taken into consideration in evaluating students' attendance.

Students are required to make up all assignments and work missed as a result of absence. Arrangements must be made in advance with the instructor and approved by the school administration to take any test missed because of an absence.

Students who do not maintain satisfactory attendance will be counseled by the Director to determine whether the student should continue enrollment.

Reentry policy for students who have been terminated for violating the attendance policy may be readmitted through the appeals process. Normally approval for reentry will be granted only once; however, in those instances where extenuating circumstances exist, a student may be allowed to reenter more than once with appropriate documentation and the approval of the School Director.

PROBATION

Any student who fails an academic class or has excessive absences or does not progress in the machine speedbuilding courses is in jeopardy of not meeting satisfactory progress standards. That student shall be counseled, presented with a Progress Warning, and may ultimately be placed on probation for the duration of the next school term. Students placed on probation must satisfy the specific probationary requirements by the end of the probationary period in order to remain in the program. However, that student must meet with the School Director who will determine the specific probation requirements.

If the student fails to meet the probationary requirements by the end of the probationary period, the student will be dismissed unless there are mitigating circumstances. If there are mitigating circumstances which can be demonstrated affected the student's academic achievement, the student may continue on probation for the next term, during which it must be demonstrated that the mitigating circumstances have been resolved and did, in fact, affect the student's academic achievement and significant improvement has been achieved.

The student will remain eligible for federal aid during the probation period.

Course work performed during a probation period will be calculated into the student's CGPA.

- Should a student disagree with the application of the Satisfactory Academic Progress Standards, he/she must first discuss the problem with the Director. If still unsatisfied, the student may then proceed through the College's grievance procedure set forth elsewhere in the catalog.

SUSPENSION

Suspension is a forced, temporary leave from GSC. There are three types of suspension:

1. Academic suspension is the result of poor academic performance or violation of academic regulations.
2. Disciplinary suspension is the result of serious personal misconduct.
3. Administrative suspension is the result of failure to meet GSC's financial obligations or failure to comply with federal, state, or local health regulations.

Suspended students may not:

- Register for courses
- Attend classes
- Use campus facilities
- Participate in student activities

Should a student disagree with the application of the Suspension Standards, he/she must first discuss the problem with the Director. If still unsatisfied, the student may then proceed through the College's grievance procedure set forth elsewhere in the catalog.

GROUNDS FOR DISMISSAL

Golden State College of Court Reporting & Captioning reserves the right to require withdrawal at any time of any student whose attitude or conduct is not in accordance with the ideals and standards of the College. The College does not wish to terminate any student, but such action will be necessitated in cases where the following problems are not resolved:

- Non-payment of tuition
- Aggressive or disrespectful behavior toward students/staff
- Extended absences
- Unsatisfactory progress
- Dishonesty in any academic or speed building pursuit
- Destruction or theft of student or college property
- Any other violations of standards set forth in the catalog under "Student Services: Behavioral Expectations."

Golden State is a learning environment, and all students should respect the rights of the other students as they pursue their course of study. Common courtesy is expected from students and staff alike.

Any student that is physically abusive or threatens physical abuse to an instructor and/or student will automatically be terminated without recourse.

Any student that exhibits poor conduct or poor attitude will be first warned by the instructor of this inappropriate behavior. If that student exhibits poor conduct or poor attitude again whether that same day or another day, the student may be asked by the Director to leave the College. If the student fails to leave when asked by the Director, this will be grounds for termination.

Any student that has been asked to leave the campus and complies, but again exhibits poor conduct or poor attitude upon his/her return, that student must then meet again with the Director to assess the situation. The Director will have authority to allow the student to return to class. The purpose for this consultation will be to assist the student in making the necessary changes which will be in harmony with the College's standards. If it is determined during this conference that the student may continue enrollment at the College, the student must exhibit significant improvement or the student will be terminated.

- As in any institution of higher learning, the college teachers will have the final authority in a classroom setting and course of study, and appropriate respect will be expected from students.

Golden State College of Court Reporting & Captioning, in keeping with the local, state and federal laws, prohibits the possession, use, or distribution of drugs or alcohol by students, faculty, or staff while on college property or when involved in any college-sponsored activity.

There are designated areas for smoking for the comfort of all.

Students who do not maintain satisfactory attendance will be counseled by the Director to determine whether the student should continue enrollment.

If the student feels he/she has been unjustifiably terminated, the student may request an appeal in writing within one week of the termination. If the student should wish to re-enter the College at a later date, he/she must meet the requirements of the re-entry policy.

Students who do not maintain satisfactory academic progress must follow the guidelines set forth in the College catalog.

In any one of these cases, an advisory conference with the College Director and the student will be held, and at that time it will be determined whether extenuating circumstances need to be considered. The purpose of this conference will be to assist the student in making the necessary changes which will be in harmony with the College's standards. It is the policy of the college that any student may be terminated following this initial conference if significant improvement has not been evidenced.

The administration reserves the right to take individual circumstances into consideration during termination, appeal, and the re-entry process.

MITIGATING CIRCUMSTANCES

Upon termination of enrollment due to failure to maintain satisfactory academic progress, a student that has mitigating circumstances that have affected the student's progress may appeal to the Director, in writing, explaining the mitigating circumstances that brought about the unsatisfactory academic progress and which circumstances could justify reinstatement. Upon approval by the Director, the student would be allowed to remain enrolled for one additional term, but will not be allowed to receive Title IV funding.

The student's progress is evaluated at the end of the additional term. If the student successfully completes the required hour minimums and the cumulative grade point average is at least 2.0, the student is reinstated as a regular student and can once again receive Title IV funding at the beginning of the following term.

If the student is unable to regain reinstatement as a regular student by the end of the additional term and fails again to meet the minimum requirement of successfully completed hours or the cumulative grade point average of at least 2.0, the student's enrollment is terminated.

If it is determined by the Director that mitigating circumstances are not approved, within one week the student may then seek recourse through the grievance procedure, which is set forth elsewhere in this catalog.

It should be noted that any decision will be greatly influenced by the student's past attendance and academic achievements.

APPEALS /REINSTATEMENT PROCEDURE

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the college due to failure to meet satisfactory academic progress standards or any other reason, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program.

A student that has been dismissed because of unsuccessful academic progress will not be allowed to return for at least one term. Upon return, the student will be on probation for that term and must meet all satisfactory academic progress requirements.

REINSTATEMENT OF FUNDING AFTER PROBATION

A student will be reinstated as a regular student if the minimum of satisfactory progress requirements have been reached at the end of the probationary period. The Director of Financial Aid, in consultation with the Campus Director, will make the determination if the student will again be eligible for financial aid.

LEAVE OF ABSENCE

In case of serious illness, family bereavement, short-term military obligation, or other emergency circumstances, a student may apply for a Leave of Absence. The School Director may grant a Leave of Absence and/or waive interim satisfactory standards for mitigating circumstances outside the control of the student. These circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's satisfactory progress in the academic program.

If it is determined by the Director that mitigating circumstances are not approved, within one week the student may then seek recourse through the grievance procedure, which is set forth elsewhere in this catalog.

It should be noted that any decision will be greatly influenced by the student's past attendance and academic achievements.

In addition, the following leave-of-absence guidelines apply:

- The student must request a leave of absence in writing stating the reason for the request.
- The request must be signed and dated.
- The leave must be approved by an official school representative prior to commencement of the absence period.
- A leave of absence may not exceed one hundred eighty (180) calendar days.
- Only one leave of absence may be granted to a student during each 12-month period.
- The student will not receive credit while on a leave of absence.
- No waivers will be granted for graduation requirements.
- Students making tuition payments for courses completed must continue to do so during a leave of absence.
- A student who fails to return to class on the date scheduled without contacting the school administration will be dropped from the college.
- A leave of absence may affect the availability of class scheduling for the individual student which may result in an inability to complete the program within the maximum time frame.

DROPPING A COURSE or WITHDRAWAL FROM COLLEGE

There are occasionally unforeseen circumstances, which require that the student drop a course or withdraw from the college. Students who drop a course or withdraw from the college prior to the completion of their program must follow the steps listed:

- Dropping a Course: Meet with lead instructor and School Director concerning dropping a course to ensure all options for continued enrollment and course repeat, if applicable, are clearly understood.
- Withdrawing from the College: Meet with the School Director to discuss the decision to withdraw. Golden State College will make every effort to assist the student to continue his/her education.
 1. Withdrawal may occur when the student provides a **written notice of withdrawal** at the following address:
Golden State College of Court Reporting & Captioning, 6543 Regional Street, Dublin, CA 94568.
 2. The written notice of withdrawal, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
 3. The written notice of withdrawal need not take a particular form and, however expressed, is effective if it indicates the student no longer wishes to be bound by the Enrollment Agreement. Notification by e-mail acceptable. Send to sfinch@goldenstatecourtreporting.com.
- Meet with the School Director regarding any financial obligations to the College. The amount of refund and final grade determinations are based upon the student's last date of attendance (LDA).
- After an exit interview, a formal notice of withdrawal shall be signed by student.

For more information, refer to [Exit Interview](#) and [Withdrawal/Notification of Withdrawal](#) in the Catalog.

Q: What if I want to come back?

If the student should wish to reenter Golden State College of Court Reporting at a later date, that student must meet the requirements as follows:

- Pay off all overdue balances
- Pay the current reentry fee and tuition
- Student must have been out of Golden State College for at least one term in order to be eligible for reentry.
- Please note that reentry is at the discretion of the program director and is subject to close review.

The administration reserves the right to take individual circumstances into consideration during any termination, appeal, and reentry processes.

ACADEMIC AND PROFESSIONAL CONDUCT

Students have a responsibility to maintain both the academic and professional integrity of Golden State College of Court Reporting and to meet the highest standards of academic and professional conduct.

Students are expected to do their own work on examinations, class preparation and assignments, and conduct themselves professionally when interacting with fellow students, faculty, and staff. Students must also make equitable contributions to both the quality and quantity of work performed on group projects. Academic and/or professional misconduct is *subject to disciplinary action* including course failure, probation, or dismissal. Academic dishonesty includes, but is not limited to, cheating on examinations, plagiarism, bribery, falsification of student records, and improper attempts to influence instructors or staff. Proper protocol must be maintained. If an incident of improper protocol occurs, the Administration will take action.

Refer also to "*Behavioral Expectations*" and "*Standards of Appearance/Conduct*" under Student Services.

POLICIES and TERMS DEFINING SAP

ACADEMIC YEAR

An academic year is defined as 38 weeks and 900 hours, compared to GSC's calendar year with is 48 weeks.

AUDITING CLASSES

An audited class is a course which a student chooses to attend or repeat voluntarily but the clock hours pertaining to the course are not included in the calculation of the cumulative grade point average. The clock hours are not included in the cumulative clock hours attempted nor in the cumulative clock hours successfully completed. The clock hours for the course being audited are not included in the enrollment status. In speed classes, tests may not be taken.

COURSE ADD/DROP PERIOD

Upon approval of the Campus Director, a student has one week from the first day of classes to add and/or drop a course. It should be noted that non-adherence to the planned schedule of classes may result in changes in the student's financial aid eligibility and/or timely completion of the program. This time frame is also the time during which an Incomplete Course must be completed. See "Grade of Incomplete" for more information.

CLOCK HOUR DEFINED

One clock hour is granted for every fifty (50) minutes of classroom instruction with a ten (10) minute break.

CUMULATIVE CLOCK HOURS ATTEMPTED

The cumulative total of all the clock hours for which the student has enrolled and attended during the student's enrollment history, excluding those clock hours defined by the designation "withdrawn" is the Cumulative Clock Hours Attempted.

CUMULATIVE CLOCK HOURS COMPLETED

Refers to the cumulative total of all the clock hours for which a student has earned a passing grade during the student's enrollment history. If the student earned a passing grade for a course, but the passing grade was not the required minimum grade acceptable for that course as outlined in the catalog, the clock hours pertaining to that course are not included in the cumulative clock hours successfully completed until those minimum acceptable grades are earned.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

The CGPA is determined by multiplying the number of clock hours for each course taken by the grade point value corresponding to the letter grade earned for that course. The cumulative total of all such grade points for the entire period of the student's enrollment is then divided by the cumulative total of clock hours attempted to determine the cumulative grade point average.

GRADE OF INCOMPLETE

"Incomplete" or "I" will be given to any student who does not completely fulfill the requirements of a course. A grade may be substituted for the "I" if the student successfully completes the unfinished work within one academic term. Failure to complete the work required for a course in the period required above will result in the letter grade of "F."

"Incomplete" grades will be calculated as credit attempted in the calculation of successful course completion percentage.

REPEATING COURSES

A student who fails a course will be required to repeat it. Unless special circumstances apply, a course may be attempted a maximum of four times. The grade received on the repeated course replaces any other grade for that course in the calculation of the GPA. All final course grades will be recorded and appear on the student's transcript.

In no case may the student extend as a regular student beyond one and one-half times the normal program length in order to complete the program.



POLICIES and TERMS DEFINING PROGRAM, ENROLLMENT and CHARGES

FULL-TIME/PART-TIME TRANSFERS

Transferring between full-time and part-time status is permitted only during the first week of each start date. The student must make the request for review and approval by the Director. The current satisfactory progress status will transfer with the student.

Any student transferring with time remaining on his/her enrollment agreement will be charged tuition at the rate stated in his/her agreement, until the end of that enrollment agreement.

EXEMPTION from COURSES

A student may be exempt from a course as a result of placement testing, transfer credits, competency examination, or other condition. Exemptions must be approved by the Campus Director. The clock hours pertaining to any exempt course are not counted in the enrollment status. The clock hours pertaining to the course are not included in the calculation of the cumulative grade point average. The clock hours are included in the cumulative credit hours attempted and in the cumulative clock hours successfully completed.

EXIT INTERVIEW

Students withdrawing from Golden State College of Court Reporting will be required to schedule and conduct an exit interview with the Campus Director and/or the financial aid department, if appropriate.

This requirement applies to all students, including those who transfer to another school or graduate and those who are not on financial aid. The purpose for the Interview is to get the student's account current, update their balances, determine the student's official date of withdrawal, and return any equipment or supplies the student may have been loaned.

LIFE EXPERIENCE CREDIT

Student exemptions for specific courses may be allowed by verified life experience credit. The purpose of life experience credit is to enable students to utilize past experience to earn credit toward their program objectives. Golden State College may grant credit/hours to a student for prior experiential learning only if:

- A. The prior learning is equivalent to a college or university level of learning;
- B. The learning experience demonstrates a balance between theory and practice, and;
- C. The credit awarded for the prior learning experience directly relates to the student's certificate program and is applied in satisfaction of some of the program's certificate requirements.

Students applying for life experience credit must submit all necessary and relevant documentation including, but not limited to:

1. A written letter from the student outlining the request.
2. A formal resume, which includes the experience relevant to the subjects for which the student is seeking credit.
3. Letters of verification from employers verifying a minimum of two years' work experience and/or from volunteer agencies outlining volunteer activities in the subject area for which the student is seeking credit.
4. An assessment fee of \$75.00.

Students must authorize GSC to contact employers and/or volunteer agencies in order to verify the submitted material. Each college or university level learning experience for which credit/hours is sought shall be evaluated by the Campus Director and faculty qualified in that specific subject area who shall ascertain (1) to what college or university level learning the student's prior experience is equivalent, and (2) how many credits/hours toward a certificate may be granted for that experience.

In the event a student is denied life experience credit, the student may appeal to the Campus Director in writing stating reasons why the decision should be reconsidered. Additional information may be requested of the student from the Campus Director for verification, or, as an alternative, the Campus Director may suggest challenging the course through a competency examination described below.

REGULAR STUDENT STATUS

A "regular student" is a student who is making satisfactory academic progress as defined in this catalog.

COMPETENCY EXAMINATIONS

If a student enrolling in GSC has postsecondary credit that was obtained more than ten (10) years ago, or related field experience for the classes listed above that are eligible for transfer credit, he/she may be eligible to challenge GSC courses by Competency Examination.

A student who believes that he/she may be eligible for an exemption must submit a written request to the Campus Director for consideration, and pay a fee of \$75 per examination request. If the request is approved, the instructor of the course(s) will be directed to administer the appropriate examination(s).

It is the student's responsibility to contact the instructor to schedule the examination and to pick up whatever preparation materials may be available. It is also the responsibility of the student to contact the instructor later to determine the outcome of the exam and to assure that the Campus Director and/or administrative staff has been notified and the exemption credit has been placed on their transcript.

As a rule, a grade of 70% on the examination would qualify for course exemption, with the exception of English courses, which must be passed with a minimum score of 80%. In all cases, the examination results will be reviewed by the instructor and the Campus Director to determine if exemption will be granted.

All exemption examinations must be taken within the first term of the student's enrollment. Exemptions will be granted at the discretion of the Campus Director working in conjunction with the course instructor.

See also "*Challenging A Course*" under Course Descriptions in this catalog.

TRANSFER OF CREDITS TO OTHER COLLEGES

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS"

The transferability of credits you earn at Golden State College of Court Reporting & Captioning is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Court Reporting 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 is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Golden State College to determine if your credits or certificate will transfer.

- Golden State College has not entered into an articulation or transfer agreement with any other institutions.

TRANSFER OF CREDITS FROM OTHER COLLEGES

Students may transfer up to 85% of their program of courses, or 2510 clock hours. GSC Administration will evaluate and award full transfer credit for comparable program courses based on the following criteria:

For All Courses:

1. Courses will **NOT** be evaluated for acceptance of full transfer credit until official transcripts from the previously attended institution are received by GSC.
2. Evaluation and awarding of transfer credit may take up to three weeks after official transcripts are received by GSC.
3. If course is determined to be equivalent to course offered in the GSC program, and all other criteria is met, student will be informed and maximum course credit entered onto the student's transcript.
4. Accepted transfer credit will apply to required contact hours for credit, but no grade will be entered or used in determining GPA or CGPA.
5. If transfer credit is not accepted, student will be informed.
6. Transfer credit will be converted as follows:

Quarter credit hour	=	20 clock hours of instruction
Semester credit hour	=	30 clock hours of instruction

For more information, see also "*Required Transcripts for Transfer Credit*" under Admissions Information in this catalog.

TRANSFER CREDIT CRITERIA

Academic Courses:

1. For courses to be accepted for full transfer credit, the student must have received a grade of "C" or higher, with the exception of English courses, which must reflect a minimum score of 80% (B).
2. Courses must be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education as an accrediting body.

Machine Shorthand Courses:

1. Full transfer credit for machine courses will only be accepted upon receipt of official transcript from previous institution showing successful completion of speed level.

TRANSFER OF CREDIT ASSESSMENT FEE

In addition to submitting all necessary and relevant documentation related to a transfer of credit, students applying for a transfer of credit shall pay an assessment fee of \$100.00 to cover administrative costs.

WITHDRAWAL

You may withdraw from the school at any time after the cancellation period (described above and in your Enrollment Agreement) and receive a pro rata refund if you have completed 60 per cent or less of the period of attendance.

The student has the right to withdraw from school at any time and receive a refund for that part of the program not taken for which the student has paid. The amount of that refund is to be pro-rated according to the not-completed portion of the program less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and a registration or administration fee not to exceed \$250.00. The refund is to be paid within 45 days of withdrawal.

A student shall be deemed to have withdrawn from the program when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the school.
3. The student has failed to attend classes for 20 consecutive school days. The date of the student's withdrawal shall be deemed to be the last date of recorded attendance. The student shall be deemed to have withdrawn at the end of the 20-day period.
4. Failure to return from a leave of absence.
 - Review the Financial Policy of the Enrollment Agreement and Academic Policies described in the Catalog.

NOTIFICATION OF WITHDRAWAL

A student is a withdrawal when they are no longer enrolled in their course of study at GSC. A student may voluntarily withdraw or terminate at any time. However, there is a process for withdrawal just as there is a process for enrollment. The process of withdrawal is extensive, so there is an **administrative fee of \$75** for this action. The student shall meet with the Campus Director, who will assist the student to calculate the impact withdrawal will have on their satisfactory progress.

If the student were to determine that withdrawal is still their best course of action, they must then provide **written notification** to the Campus Director. Such notification will be entered in the student's record, and the student will be scheduled for their final step: the Exit Interview.

Failure to withdraw/terminate properly may result in the assignment of failing grades that become part of the student's permanent record.

Upon withdrawal/termination, the GSC refund policy becomes applicable. Refunds will be calculated from the last day of attendance and disbursed within 45 calendar days.

STUDENT RIGHTS and RESPONSIBILITIES

LIVING IN COMMUNITY

On a college campus, all must take into consideration the relationship between learning and community.

Of course we understand that a college will give priority and honor to the wise development of the mind and building of professional skills. This focus should be complemented, however, by a commitment to good will and graciousness. Personal discipline is required. For example, civility is basic to all types of community, while academic honesty and respect for education are fundamental to an instructional environment.

Certain choices make for greater peace: a respect for others as they make decisions contrary to ours, a readiness to listen carefully to those who represent situations or cultures unfamiliar to us, and a concern for how our preferences affect the lives of those around us.

EXAMINATION OF STUDENT RECORDS

Under the authority of the Family Education Rights and Privacy Act of 1974, students have the right to examine certain files: academic records, including grades; attendance and counseling records; and documents retained by Golden State College of Court Reporting which pertain to them (parental financial information excepted). Golden State College of Court Reporting maintains all student records according to the Family Education Rights and Privacy Act of 1974.

- A copy of the records may be obtained for a \$1 fee for each page.
- When grades are included, the transcript fee applies.

Students may request that Golden State College amend their educational records on the grounds that they are inaccurate, misleading, or in violation of their right of privacy. Challenging the record for purposes of correcting or deleting any of the contents must be done in writing, with the reason fully stated; however, grades and course evaluations can be challenged only on the grounds that they are improperly recorded. Challenges must be made within 90 days of the last day of recorded attendance.

Golden State College of Court Reporting shall obtain written consent of the student prior to release of student information to any person or organization, except where the Act provides for the release of such information without written consent.

- Parental access to student records will be allowed without prior consent if the student is a dependent for tax purposes, (34 CFR Section 99.31(a)(8).);(Section 152 of the Internal Revenue Code of 1986).

GRIEVANCE POLICY

Sandy Finch and Kelly Emerick have been designated to receive and resolve student complaints.

Contact can be made before or after class sessions, during regular school hours, or by appointment.

A student may lodge a complaint orally or in writing to any teacher, who shall transmit it as soon as possible to Ms. Finch and/or Ms. Emerick. Upon receipt of a complaint or grievance, the following will occur:

1. Investigate the complaint thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;
2. Reject the complaint if, after investigation, it is determined to be unfounded or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund;
3. Record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the log of student complaints;
4. If the complaint is valid, determine what other students, if any, may have been affected and provide appropriate remedy for those students;
5. Implement reasonable policies or procedures to avoid similar complaints in the future.

ACICS

If a student feels that their concern is still not addressed, they may also submit a grievance to Golden State College's accrediting agency: The Accrediting Council for Independent Colleges and Schools (ACICS)
750 First Street, NE, Suite 980
Washington, DC 20002-4241
phone: (202) 336-6780

BPPE

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet Web site: www.bppe.ca.gov.

DISCHARGE OF FINANCIAL OBLIGATIONS

To be awarded a certificate of graduation from Golden State College, students must have discharged all financial obligations to Golden State College prior to the date of this event.

Students will not be awarded a certificate of achievement or certificate of completion from Golden State College if there are financial obligations pending.

- See "Graduation Requirements and Policies."

REFRESHING YOUR SKILLS AFTER GRADUATION

Another benefit of being a GSC student is that any graduate of our institution is welcome to come back and refresh or update his/her skills or knowledge. Please contact the Campus Director for more details on this opportunity. All school policies must be followed. **Arrangements must be made with the Campus Director and the graduate must have approval before they can audit the class.**

**Precedence will be given to students officially enrolled in that course if the course is full.*

TRANSCRIPT REQUESTS

Transcripts, full and complete records of every course for which a student registers, are maintained for any previously or currently enrolled students. A record of all hours attempted and earned is posted on this record concurrent with the issuing of grade reports to the students.

In compliance with the Family Educational Rights and Privacy Act (FERPA), the Institution does not release transcripts of a student's work except upon the student's written request.

An official transcript is one that bears the official institution seal and is issued by the institution. It reflects all transferred credit accepted, nontraditional credit accepted, and courses taken at Golden State College.

Official transcripts are sent to institutions, agencies, companies, etc, after the student's written request has been received. Golden State College honors FAX requests to send official transcripts to third parties; however, transcripts will not be faxed or e-mailed to those third parties.

To receive an official transcript, a student must:

1. Clear all outstanding financial obligations to Golden State College.
2. Prepare a written request.
3. Submit the appropriate fee.

NOTE: Official copies are mailed from one institution to another. Student copies are stamped, "Issued to Student."

Golden State College does not issue or reproduce transcripts from other institutions. Requests for transcripts or courses taken at other institutions must be directed to the institution concerned.

STATE AND NATIONAL ASSOCIATIONS

Many GSC employees are members of the California Court Reporters Association, Deposition Reporters Association, and/or the National Court Reporters Association. Students are encouraged to become members of these associations also and to attend conferences and conventions sponsored by them.

STUDENT RIGHT-TO-KNOW/CONSUMER INFORMATION

Golden State College of Court Reporting & Captioning participates in federal financial aid (Title IV) programs. In compliance with Title IV regulations, various topics of information are made available to the students and staff every year. Consumer information related to Golden State College is accessible either through the school catalog, the Web site www.goldenstatecourtreporting.com, or a paper copy may be obtained from the Campus Director.

- **School Performance Fact Sheet**

In compliance with the Student Right-to-Know Act of 1990, information on withdrawal rates, placement rates, and graduation rates is available online at www.goldenstatecourtreporting.com, or upon request from the Campus Director, and is always provided to students prior to the time of enrollment.

- **Constitution Day**

Golden State College of Court Reporting observes Constitution Day each year. If this date falls on a weekend, the school observes Constitution Day either the week prior or the week after September 17.

- **Copyright Policy**

Golden State College of Court Reporting & Captioning (GSC) makes every attempt to prevent the use and distribution of unauthorized copyrighted material and is obligated to ensure that students and other users of the GSC computer network do not violate federal copyright laws and the Digital Millennium Copyright Act (DMCA). The number one violation of copyright law by students is illegal file sharing of copyrighted material (music and video files) over peer-to-peer (P2P) networks, such as BitTorrent, Kazaa, Limewire, and others. While there are legitimate reasons to sometimes use P2P networks, there are no legitimate reasons known that would require GSC students or staff to use them.

Therefore, any P2P software is prohibited on any Golden State College computer.

Golden State College computer and network access is made available to students for completion of work assignments, research, transcripts, etc., needed to successfully complete the GSC program. Unauthorized downloading and distribution of copyrighted material, in violation of this policy, will result in disciplinary measures.

Q: WHAT IS COPYRIGHTED MATERIAL?

If you are downloading for free something you would normally be required to pay for, chances are very good it is copyrighted material. There are numerous Web sites where legal downloading may be done, for students who wish to download and share files at home. Be aware, however, that P2P software allows not just the sharing of files you want to share, but depending on how your computer's settings are arranged, may make anything on your hard drive available for sharing, including financial information and passwords. P2P software also has been known to frequently infect the computers it is installed on with viruses, Trojan horses, and malware.

- **FERPA: Family Educational Rights and Privacy Act of 1974**

Student Records

The Family Educational Rights and Privacy Act (FERPA) gives students certain rights with respect to their education records. These rights include:

1. The right to inspect and review your education records within 45 days of the day Golden State College of Court Reporting & Captioning (GSC) receives a request for access.

2. The right to request the amendment of student's record(s) that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before GSC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the Family Policy Compliance Office concerning alleged failures by GSC to comply with the requirements of the FERPA Act.

GSC discloses education records without a student's prior written consent under the following FERPA exceptions:

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

GSC may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, GSC will inform parents and /or eligible students about directory information and allow parents and /or eligible students a reasonable amount of time to request that the school not disclose directory information about them.

PROCEDURE TO REQUEST ACCESS TO YOUR EDUCATION RECORDS:

If you wish to request access to your education records, you must submit a written request to the Director. The written request must include the date of submission and your name. You will be notified when a date is scheduled for you to review and inspect your education records. The date will be scheduled within 45 days from the date of the submission of your request. There is a fee of \$8.00 if you require a copy of your records.

PROCEDURE FOR REQUESTING AMENDMENT OF RECORDS:

If a student believes the education records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may ask GSC, in writing, to amend the record. GSC will make a decision within 45 days on whether to amend the record and inform the student of the decision. If GSC decides not to amend the record, the student may submit a written request for a hearing on the decision.

Upon receiving a written request, GSC will schedule a hearing and provide reasonably advanced notification to the student of the date, time, and place of the hearing.

Within a reasonable time after the hearing, GSC will make its decision in writing, including a summary of the evidence and the reasons for the decision.

If the decision to amend the records is denied, the student may submit a written statement explaining why they think the records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy for placement in their records. GSC will provide the student's statement with the records at all times.

TO FILE A COMPLAINT WITH THE FAMILY POLICY COMPLIANCE OFFICE:

To file a complaint, follow the requirements under Title 34, Part 99, Sections 99.63 and 99.64 of the Code of Federal Regulations and submit to:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

- **RETENTION OF STUDENT RECORDS**

A permanent academic record (transcript) of the student's progress is maintained. Compatible with the institution's mission, the transcript indicates student accomplishment in terms of clock hours. The grading system used is fully explained on the transcript and is consistent with that appearing in this catalog.

All basic records and reports pertaining to the students are safely protected in fire-rated file cabinets.

Student Transcripts are kept indefinitely.

Admissions data and other records are kept for at least five years from the last day of attendance.

Financial aid records are maintained according to the guidelines established by the funding source.

- **PRIVACY OF STUDENT RECORDS**

Golden State College is committed to respecting and protecting the security and privacy of information assets entrusted to the college. All personal information regarding students, faculty, staff or other members of the college campus is protected by several federal and state laws, and procedures and protocols are in place to prevent violation of individual rights to privacy. A copy of the Information Security Policy containing more information is available from the Campus Director.

- **ILLEGAL DRUG and SUBSTANCE ABUSE**

The Drug-Free Schools and Communities Act Amendments - The school will not knowingly permit a student or employee to unlawfully possess, use, or distribute drugs, including alcohol, on the school's property or at any other place where an official function of the school is being carried on. Any person demonstrating such unlawful behavior will be reported to such authorities as are equipped to deal with these matters. If that person is then determined by law to be guilty of drug abuse, then that person will be expelled or employment will be terminated. If a student or employee is suspected of such unlawful behavior but that person's behavior has not been conclusively shown to be unlawful, then that person will be given the opportunity to dispel such suspicion, or that person will be warned and informed regarding various sources of help, if those measures appear to be indicated.

- **VACCINATION POLICY**

Golden State College does not require vaccinations prior to enrolling into its program.

- **STUDENT BODY STATISTICS**

Information regarding the student demographic breakdown at Golden State College is collected annually in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education amendments of 1972 and Sec. 421 (a)(1) of the Carl D. Perkin Vocational Education Act.

This information is reported annually to the Integrated Postsecondary Education Data System (IPEDS), and is accessible either through the Website www.goldenstatecourtreporting.com, or from the Campus Director.

- **EMERGENCY EVACUATION PROCEDURES**

Golden State College has in place emergency response and evacuation procedures, which are tested at least one time per calendar year. Fire extinguishers were placed by the Dublin Fire Department and are inspected for safety compliance annually. More information is available from the Campus Director.

UNANSWERED QUESTIONS

Bureau for Private Postsecondary Education:

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

SIGNATURE PAGE



GOLDEN STATE COLLEGE OF COURT REPORTING (GSC)

PLEASE RETURN THIS SIGNED PAGE TO THE ADMINISTRATIVE STAFF

ACKNOWLEDGEMENT

I have read the foregoing pages, including any and all attached addendum, regarding the explanation of terms and policies relating to students while in attendance at GSC.

By signing below, I am stating that I agree with and will adhere to the policies set forth in this catalog.

Print Student Name

Student's Signature

Date

Parent's Signature (if under 18 years of age)

Date

2012 ACADEMIC CALENDAR

START DATES

- | | | |
|---------------|---------------|----------------|
| <i>Winter</i> | <i>Summer</i> | <i>Fall</i> |
| 1. January 3 | 3. April 30 | 5. September 4 |
| 2. March 5 | 4. July 9 | 6. November 5 |

<p><u>Winter Term - 2012</u> January - April</p> <p>Module 1 Begins <i>Last Day to Enroll in Module 1</i> CRA 101: <u>English I</u> reconvenes T CRA 201: <u>English IV</u> reconvenes T/Th CRA 301: <u>Procedures</u> Begins W CRA 302: <u>Technology</u> Begins W</p> <p>Module 2 Begins <i>Last Day to Enroll in Module 2</i> CRA 301: <u>Procedures</u> <u>Final Exam</u> CRA 302: <u>Technology</u> <u>Final Exam</u></p> <p>Winter Term Ends</p> <p>77 Instructional Days</p>	<p>Tuesday, January 3 <i>Monday, January 9</i> Tuesday, January 3 Tuesday, January 3 Wednesday, January 18 Wednesday, January 4 Monday, March 5 <i>Monday, March 12</i> Wednesday, April 25 Wednesday, April 18 Friday, April 27</p>	<p><u>2012 Official Holidays:</u> Golden State College facilities will be closed:</p> <table border="0"> <tr> <td></td> <td style="text-align: right;"><u>2012</u></td> </tr> <tr> <td>Martin Luther King, Jr's Birthday</td> <td style="text-align: right;">1/16</td> </tr> <tr> <td>President's Day</td> <td style="text-align: right;">2/17-20</td> </tr> <tr> <td>Easter Week/Spring Break</td> <td style="text-align: right;">4/9-13</td> </tr> <tr> <td>Memorial Day</td> <td style="text-align: right;">5/28</td> </tr> <tr> <td>Independence Day – 1 week</td> <td style="text-align: right;">7/2-6</td> </tr> <tr> <td>Labor Day</td> <td style="text-align: right;">9/3</td> </tr> <tr> <td>Columbus Day</td> <td style="text-align: right;">10/8</td> </tr> <tr> <td>Veteran's Day</td> <td style="text-align: right;">11/12</td> </tr> <tr> <td>Thanksgiving</td> <td style="text-align: right;">11/21-23</td> </tr> <tr> <td>Christmas – 2 weeks</td> <td style="text-align: right;">12/14-31</td> </tr> <tr> <td>New Year's Day</td> <td style="text-align: right;">2013: 1/1</td> </tr> </table>		<u>2012</u>	Martin Luther King, Jr's Birthday	1/16	President's Day	2/17-20	Easter Week/Spring Break	4/9-13	Memorial Day	5/28	Independence Day – 1 week	7/2-6	Labor Day	9/3	Columbus Day	10/8	Veteran's Day	11/12	Thanksgiving	11/21-23	Christmas – 2 weeks	12/14-31	New Year's Day	2013: 1/1
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<p><u>Summer Term – 2012</u> May - August</p> <p>Module 3 Begins <i>Last Day to Enroll in Module 3</i> CRA 101: <u>English I</u> <u>Final Exam</u> CRA 201: <u>English IV</u> <u>Final Exam</u> CRA 202: <u>Medical</u> Begins W</p> <p>Module 4 Begins <i>Last Day to Enroll in Module 4</i> CRA 102: <u>English II</u> Begins T/Th CRA 202: <u>Medical</u> <u>Final Exam</u></p> <p>Summer Term Ends</p> <p>84 Instructional Days</p>	<p>Monday, April 30 <i>Monday, May 7</i> Tuesday, May 8 Thursday, May 31 Wednesday, May 2 Monday, July 9 <i>Monday, July 16</i> Tuesday, July 10 Wednesday, August 29 Friday, August 31</p>																									
<p><u>Fall Term – 2012</u> September - December</p> <p>Module 5 Begins <i>Last Day to Enroll in Module 5</i> CRA 203: <u>Law</u> Begins W CRA 102: <u>English II</u> <u>Final Exam</u> CRA 103: <u>English III</u> Begins T/Th</p> <p>Module 6 Begins <i>Last Day to Enroll in Module 6</i> CRA 203: <u>Law</u> <u>Final Exam</u> CRA 103: <u>English III</u> <u>Final Exam</u></p> <p>Fall Term Ends</p> <p>68 Instructional Days</p>	<p>Tuesday, September 4 <i>Tuesday, September 11</i> Wednesday, September 12 Thursday, October 4 Tuesday, October 9 Monday, November 5 <i>Tuesday, November 13</i> Wednesday, December 12 Thursday, December 13 Thursday, December 13</p>																									

THESE DATES ARE SUBJECT TO CHANGE. FINAL DATES WILL BE POSTED WITH STUDENT ROSTERS.