



# catalog

**NEW TECHNOLOGY TRAINING INSTITUTE**  
2965 Glendale Boulevard • Los Angeles, CA 90039  
818-247-0989 • FAX 818-247-0133

## GENERAL INFORMATION

### FACILITY

The institution is located in an office building 2965 Glendale Blvd., Los Angeles, California 90039. The facility consists of three class rooms, 1 storage areas, office, lab, library and testing center. It is conveniently located near public transportation and is accessible from Freeway 5 and 2.

The facility is compliant with the Americans with Disability Act and with all state ordinances and regulations, including fire safety, building safety and health standards.

### HISTORY

New Technology Training Institute, a private institution, was founded in the fall of 1999 and started computer training in the beginning of 2000. Our computer training has concentrated on advanced computer networking and internetworking technologies. During this period New Technology Training Institute has trained hundreds of professionals in these fields. New Technology Training Institute is licensed to operate by Bureau for Private Postsecondary Education.

In November 2006 NTTI became an accredited educational institution by Council on Occupational Education (COE) recognized by U.S. Department of Education. In September 17, 2013 NTTI received approval to offer Associate Degree in Science in renewable energy by Council on Occupational Education (COE).

In addition to Associate Degree in Science, NTTI continues to offer Vocational training Solar Energies.

### PHILOSOPHY

New Technology Training Institute is devoted to provide in depth knowledge of the fields of study. Our training programs are job and market oriented and are aimed at preparing students to meet market requirements and demands.

New Technology Training Institute is dedicated to development of students' intellectual, analytical and critical thinking and encouragement of all students to reach their potentials within the framework of their individual needs, interests and capabilities.

### MISSION STATEMENT

New Technology Training Institute is an institution of higher learning dedicated to providing high quality of education that integrates the curriculum with professional skill development enabling students to achieve knowledge and skills relevant to job requirements and market demands of their field of study.

New Technology Training Institute provides training for those interested in pursuing a career in Associate Degree in Science in renewable energy and in solar and wind energies related fields. Programs of study will foster critical thinking, communication and teamwork skills. Students will acquire and develop important skills which are critical for success in the work place.

As part of its mission, New Technology Training Institute considers the following to be particularly important:

- To Provide a rich and rigorous curriculum that help students understand scientific and technological concepts in the field of their study;
- To help students develop important skills that are critical for success in the modern workplace, such as verbal and written communication, mathematics, effective use of technology for work and research, information analysis and evaluation, problem solving, and ability to work with others and conduct their lives with responsibility;
- To provide an extensive array of student services and learning tools, to assist students in all aspects of their school experience.

For this purpose New Technology Training Institute maintains supportive, non-discriminatory environments which enable students to reach their educational goals in an efficient and timely manner.

## **EDUCATIONAL PROGRAMS**

Pursuant to its stated mission, NTTI has following programs to support its mission:

- a. Associate Degree in Science: Education toward the granting of AS degree is provided in accordance with approved graduation requirements. General education and major coursework form the core of the required curriculum.
- b. Continuing education: Education beyond the high school level for vocational competence and /or occupational certification. Training programs are offered for different occupations. Certifications are awarded upon completion of the requirements for the occupation-centered curriculums and passing of certification exam (s). Courses offered in these programs serve three groups of students: those training for entry-level positions; those preparing for advancement on the job; and those seeking to improve skills to meet new job requirements. New Technology Training Institute offers non-credit training programs in renewable energy field leading to industry-recognized Certifications.  
New Technology Training Institute collaborates with local Work Source centers, Veteran representative, Employment Training Panel, and other State agencies to provide potential students with opportunity to obtain government funding to cover their training cost if they qualify.
- c. Veteran education: New Technology Training Institute is approved by Department of Veterans Affairs for the attendance of veterans and veteran's spouses entitled to educational assistance. After filing an application for admission, a veteran wishing to attend one of VA assistance bills such as GI Bill and VEAP program, should complete all necessary forms with the school's administration.
- d. Evening programs: New Technology Training Institute recognizes the need to provide comprehensive programs for students who work during the day. The school offers a full range of classes in the

evenings and on Saturdays. Usually classes meet once or twice a week for sessions of four to eight hours. Many programs of the school may be completed while attending only during the evening hours or on Saturdays.

## **APPROVAL AND DISCLOSURES**

New Technology Training Institute is licensed to operate by Bureau for Private Postsecondary Education and is accredited by Council on Occupational Education recognized by U.S. Department of education.

Any question 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. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by completing a complaint form, which can be obtained on the Bureau's internet website ([www.bppe.ca.gov](http://www.bppe.ca.gov)) or by contacting BPPE and Council on Occupational Education (COE)

*BPPE: Phone: (888) 370-7589, fax (916) 263-1897, address: 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833*

*COE: Phone: (800) 917-2081, address: 7840 Roswell Rd. Building 300, Suite 325, Atlanta, GA 30350 website ([www.council.org](http://www.council.org))*

## **ADMINISTRATION AND FACULTY**

New Technology Training Institute has carefully selected staff and faculty with experience and specialization in their field of administrative and instructional duties.

## **ADVISORY COMMITTEES**

New Technology Training Institute seeks advice about the programs and goals of the institutions. Individual citizens representing organizations and industries contribute their time to ensure that the school is meeting student, industry, and community needs.

## **ALCOHOL/DRUG ABUSE NOTIFICATION**

The school is committed to achieving and maintaining a campus Community that fosters personal and institutional excellence and strives to provide conditions under which the work of the school can proceed freely, with the highest standards of quality institutional integrity. The harmful effects of substance abuse diminish the quality of our campus life.

To assist in achieving a campus free from the problems of substance abuse, the school has adopted policies prohibiting the sale, distribution, possession, or use of controlled substances and alcohol. Any member or group of the campus Community violating these policies

and regulations will be subject to disciplinary action.

### **NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY**

New Technology Training Institute is multicultural community of people from diverse racial, ethnic, linguistic and class backgrounds, national origins, religious and political beliefs, physical and mental abilities, and sexual orientations.

NTTI recognizes the right of each person to live, study, teach, and work free from harassment or denigration on the basis of race, age, religious preference, gender, sexual orientation, color, national origin, or disability. Any violation of this right-verbal or written abuse, threats, harassment, intimidation, or violence against person or property-will be considered a violation of the principles of community that are an integral part of the focus, goals, and mission of the New Technology Training Institute.

New Technology Training Institute is committed to providing an equal opportunity for admissions, student financing, student support programs and activities, and employment regardless of race, religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, or disability in accordance with federal, state, and local regulations. This Non-discrimination and equal Opportunity Policy is strictly adhered to and any individual who feels that he or she has been unlawfully discriminated against should, at the earliest possible time, discuss the matter with the school administration.

### **HEALTH AND SAFETY**

- Campus building occupants are required to evacuate building when a fire alarm activates. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy while receiving instructions. The nearest exit door may not be the door you used when entering the building.
- Students requiring evacuation assistance should inform the instructor during the first week of class.
- In the event of evacuation, follow the administrator's or class instructor's instructions.

***Do Not*** re-enter the building unless given instructions by the Fire Department, or Local Police.

### **EMERGENCY REPORTING**

New Technology Training Institute strongly encourages all staff and students to immediately report any criminal activities and any emergency situation to the administration of the institution.

## STUDENT SERVICES

### MISSION AND PHILOSOPHY OF STUDENT SERVICES

The primary mission of all educational institutions is learning. New Technology Training Institute recognizes that there are many activities and programs outside of the classroom which enhance the learning process.

Consequently, numerous student services have been established to help students move toward the attainment of their goals.

Student Services, by contributing to the overall educational process at the school, serve the special needs of a diverse student population. Thus, the variety and comprehensive nature of student services at the school is intended to support a multitude of concerns.

The program offered by Student Services are designed to assist students in the decision-making process by helping them identify and clarify personal, career, and educational goals. The intent is to help students select options for improving the quality of their career and academic choices.

### MAJOR STUDENT SUPPORT PROGRAM:

#### Enrollment Services

Enrollment services are provided to all students prior to registration including tour of the facility and orientation covering programs of study; the length of time for each program; all costs involved and the policies of the institution. Listed below are the basic components of enrollment services shared between NTTI and student:

- An admission application process.
- An orientation to the school's programs and services.
- Counseling and advisement to develop an educational plan.
- Follow-up evaluation of each student's progress in achieving an educational goal. The student agrees to:
  - Express at least a broad educational intent upon admission.
  - Declare an educational goal before or during the term after which the student completes 15 units.
- Attend classes.

- Work diligently to complete assignments.
- Demonstrate an effort to attain an educational goal.

#### Counseling

Counseling: Counseling services are available to help students have a successful school experience. Counselors are available to assist students in dealing with concerns related to many aspects of their lives, including academic planning and career decision-making. Counselors provide a climate in which students make thoughtful decisions for educational and vocational goals. Working through individual interviews with students, they help students to become aware of their capabilities and to plan appropriately.

#### Library

Students are encouraged to use institution's library and Internet access for additional sources of information.

Computers in library and class rooms all have a standard installation of operating systems, applications, and Internet access.

#### Housing Information

NTTI does not have a dormitory facility under its control. However there is housing available near the institution's facility ranging from \$700-\$1200 per month for one bed room apartment. NTTI does not provide assistance to students in finding housing.

#### Matriculation Services:

##### Admission

For new students the first step is applying for admission to New Technology Training Institute. Students will be asked to provide the school with information about themselves so the staff can provide them with the types of services needed to help them achieve their goals and objectives. It is required to submit copies of high school transcripts and transcripts of any previous school work at the time of admission

##### Academic Orientation

Academic Orientation is offered throughout the year. The orientation provides students with important information regarding the services and courses available at the school. All new students are encouraged to participate in orientation.

### **Educational Planning**

One of the most important activities involved in the enrollment process is educational planning to assist each new student in several areas:

1. Deciding upon an educational objective;
2. Determining the courses required to achieve this objective;
3. Determining the services needed to assist students in achieving their objective;
4. Assisting students in course selection appropriate to their goals.

### **Follow-up**

Administration and teaching faculty provide a number of follow-up services to students. These services are designed to provide information regarding the students' academic progress. Special services are provided to students on academic and/or progress probation and students who are undecided about their educational goal.

### **Career Counseling**

The administration office assists students in determining their academic majors, vocational or career goals. Most students require specific information about certificate, vocational and/or school preparation and career or job requirements. Often students need specialized counseling in seeing how their interests, skills, personal styles and values relate to an academic course of study.

### **Students Directory Information Policy**

Certain categories of student information are considered "open" or directory information. The school policy on the sharing of directory information to outside agencies and individuals (including parents and spouses of enrolled students) is limited to: name, e-mail address; major field of study; dates of attendance; degrees, honors and awards received; and the most recent previous institution attended. A student may request that directory information not be released by signing a request form at the time of registration. In that case, this information will not be disclosed except with the consent of the student.

### **Student Record**

Student record and information are securely maintained and will be kept confidential. The institution shall maintain all students records for a period of 5 years and shall permanently retain transcripts at its office. They will be accessible only by authorized staff and available to

individual student to obtain information from his/her file.

### **Placement Services**

Even though NTTI does not make any explicit or implicit promise for employment after graduation, job placement assistance is provided to all students who request it. During the course of the program, advisors provide instruction on how to look for jobs and how to be successful during interviews. Students are provided assistance in the development of resumes as needed. Students are provided job leads through newspapers and through Internet searches. Students enrolling in the institution do so with the understanding that they will seek employment after completion of the program. Students also understand that the institution is required to track placement of its students and therefore will contact student employers to seek employment verification. Students are required to provide the institution with information regarding their employment after graduation.

### **Financial Services and Information**

NTTI does not participate in federal and state financial aid programs. However, it does provide different financial services such as special government funding like WIA, VEAP, and ETP funding for those who qualify. It is also approved to receive GI Bill funding for veterans who are interested in its programs of study. If student obtains a loan to pay for an educational program, the student will have the responsibility to pay a full amount of the loan plus interest, less the amount of any refund, and that, if the student has received Federal Student Financial Aid funds, the student is entitled to a refund of the moneys not paid from Federal Student Financial Aid program funds.

NTTI does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding 5 years or has not had a petition in bankruptcy filed against it within the preceding 5 years.

### **Fees**

New Technology Training Institute tuition and fees are as follows:

AS degree (4 Semesters 60 Units)	
• Tuition and fees for AS degree	
\$300	Per Unit
\$75	Registration Fee

\$15	Transcript Fee
\$10	Student Photo I.D. Fee
• Tuition and fees for vocational programs:	
Solar Energy Practitioner I (100 clock hours)	
\$3,795	Enrollment Fee
\$125	Expenses
\$75	Registration Fee
Solar energy Practitioner II (180 clock hours)	
\$6,595	Enrollment Fee
\$210	Expenses
\$75	Registration Fee

**Student Tuition Recovery Funds (STRF)**

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

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

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third part for licenses 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 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.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of your tuition either by cash, guaranteed student loan, or personal loans, and
2. Your total charges are not paid by any third-party such as an employer, government program or other payer unless you have a separate 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 California Resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third part, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

**Clearance of Obligation**

Students or former students are expected to meet proper financial obligations. School services such as grades, transcripts, diplomas, registration privileges or any combination thereof may be denied or delayed to student or former student who has not made satisfactory arrangements to meet his or her financial obligation. When the financial obligation has been satisfied, school services will be reinstated.

## **ADMISSION - REGISTRATION**

### **ADMISSION REQUIREMENTS AND PROCEDURES**

In order for a student to be admitted to New Technology Training Institute:

1. The student must have high school diploma or equivalent.
2. The potential student must first submit a completed application.
3. Receive a tour of the facility and be informed about the parking and public transportation.
4. Be given an orientation regarding the programs of study, all the costs involved and the policies of the institution prior to registration. Following Subjects should be covered with the student:
  - a) Program of study, program description, subject matters covered, their content, and course objectives;
  - b) Standards of satisfactory progress, class attendance, performance objectives and completion requirements;
  - c) Student services available and personal situations concerning transportation and his/her financial situation;
  - d) Student conducts, suspension and dismissal from school;
  - e) All costs involved and refund policy.
5. Evidence of high school graduation or GED must be presented to New Technology Training Institute staff member.
6. All students will be required to sign an enrollment agreement prior to starting classes.
7. WIA and Rehabilitation students will also go through the same admission procedures and sign an enrollment agreement but the agreement will indicate the third party is responsible for paying the entire student's training costs. WIA and Rehabilitation students are not responsible for payment of costs associated with their training program. This also applies to students using other government funding sources.
8. Students who furnish false information upon enrollment will be terminated from the program.
9. As a prospective student, you are encouraged to review the 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.

10. State, some state agency and employers may require criminal background check before student can take some licensing or certification exam or be placed in externship. It is the responsibility of student to inquire about these provisions before enrollment.
11. ESL program is open for the enrollment of only those students who need ESL for continuation into A.S. degree program.
12. NTTI offers instruction in English language only.
13. NTTI does not admit students from other countries and does not provide visa services.

### **ABILITY TO BENEFIT**

NTTI does not accept any students without a high school diploma or equivalent.

### **APPLICATION**

An applicant may apply for admission to the School by doing one of the following:

- Submitting a completed application at the Administration Office.
- Mailing a completed application to:  
New Technology Training Institute  
2965 Glendale Boulevard.  
Los Angeles, CA 90039

An applicant need only submit one application per academic year.

### **ELIGIBILITY FOR COURSES**

It is the policy of the New Technology Training Institute that every class offered, unless otherwise indicated in the official catalog and schedule of classes, shall be fully open to enrollment and participation by anyone who meets the academic prerequisites of such class, and who is otherwise eligible for admission to and enrollment in the school. Credit for lower level courses will not be granted if credits have been earned in higher level courses.

### **REGISTRATION**

Each student must officially register in classes. These classes constitute the official program of the student. All students register according to the

dates and times assigned to them. To be a continuing student, the registrant must have been enrolled in the immediately prior semester. New and returning students who submit applications during the current academic year are considered active and eligible for registration for the entire academic year.

After the beginning of the semester, students may:

- Enroll through the first week of the semester without the permission of the instructor;
- Enroll through the second week of instruction with the permission of the instructor.

### **LEAVE OF ABSENCE**

Student can ask for approval of leave of absence for up to six months from administration of the Institution.

### **WITHDRAWAL FROM DEGREE PROGRAM**

Students can drop a course by filing Add/Drop Form in the administration office. A grade of “W” will not be made on the permanent academic record of a student who drop or is dropped from the course during the first two weeks of a semester.

Students who drop or are dropped from the course after the second week and prior to the end of the 12<sup>th</sup> week will receive grade of “W” on their permanent academic records.

Upon petition, students may drop or be dropped after the designated final drop deadlines for extenuating circumstances.

Students not dropped or withdrawn from courses during the periods and circumstances described above will not be eligible for a notation of “W” and must be assigned a letter grade in the “A” through “F” category.

### **CANCELLATION OF AGREEMENT AND REFUND POLICY**

You have the RIGHT TO CANCEL this agreement for a course of instruction until seventh day after enrollment or after the first class session whichever is later for the full refund of your tuition.

Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of this

Agreement. You can do this by certified mail, or telegram. If notice of cancellation is hand delivered, it is valid only if the student receives a signed copy of the notice from the school.

If the School has given you any equipment, including books or other materials, you shall return it to school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel the course until midnight of the 5<sup>th</sup> business day following the first class you attended the school will refund any money that you paid, less the registration fee and cost of books and equipments if applicable, within 30 days after your notice of cancellation is received.

### **WITHDRAWAL FROM PROGRAM and REFUND POLICY**

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the fifth business day following the first class you attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books and equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received, but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the prorated refund amount.

*IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGMENTS TO PAY IT.*

**HYPOTHETICAL REFUND EXAMPLE**

The following information is provided to the student as required by California Education Code.

Sample of refund:

Program cost: \$495.00

Course registration fee: \$75.00

10%	25%	50%	60%	75%
\$445.50	371.25	247.50	198	123.75

Assume that a student, upon enrollment in a 400-hour course, pays \$2,000.00 for tuition and withdraws after completing 100 hours.

The Pro-rata refund to the student would be \$1,500.00 based on the calculation stated below.

Total refund due  $300 \times 5 = \$1,500.00$

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

- a. You notify the school of your withdrawal or the actual date of withdrawal in writing
- b. The school terminates your enrollment
- c. You fail to attend classes for a three-week period. In this case the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. You fail to submit three consecutive lessons or you fail to submit completed lesson required for home study or correspondence within 60 days of its due date.

## ACADEMIC INFORMATION

### ATTENDANCE AND DROP POLICY

Students are expected to attend all class meetings. There are no authorized absences from class and irregular attendance may result in exclusion from classes.

It is the student's responsibility to register properly for classes. A student who fails to enroll officially in a class will not be given credit for that class.

Students have the responsibility of officially withdrawing from school or dropping from class when they stop attending. Otherwise, "F" grade may be assigned.

It is the responsibility of each student to know the attendance and absence policy of each class in which he or she is enrolled. It is responsibility of each instructor to inform his or her class of the attendance and absence policies at the beginning of each semester.

Students may be dropped from class for failure to attend all class meetings during the first week of instruction if they have not made prior arrangements with the faculty member.

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

Students will be given transfer hours/credits for approved curriculum or courses taken at another licensed school, or a program at a degree-granting institution similar to courses being offered at New Technology Training Institute for maximum of 30 units for AS program. A student given transfer hours/credit has only to complete the number of approved institutional hours/credit for the curriculum minus the number of transfer hours/credit granted. An official transcript is required indicating that the student has received a "C" grade or better for the course in question. It is required that the student submit course descriptions from the prior school in order to evaluate course content. Transfer of hours/credit between identical programs within the school is permitted. Same policy and condition applies to transfer of student within New Technology Training Institute.

The transferability of credits you earn at NTTI is at the complete discretion of an institution to

which you may seek to transfer. Acceptance of Credits from AS program or Certifications of Solar Energy Practitioners I and II you earn in NTTI is also at the complete discretion of the institution to which you may seek to transfer. If credits or Certification 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 NTTI to determine if your Credit or Certification will transfer. At The present, NTTI has no articulation with any college or university for transfer of Credits or Certification earned at NTTI.

### TRANSCRIPTS

Transcripts should be sent directly from the high school or college to New Technology Training Institute. All transcripts become the property of New Technology Training institute and will not be returned.

New Technology Training Institute reserves the right to evaluate work completed in other colleges or universities. Transfers with acceptable grades will be granted in-so-far as the work completely corresponds with that of New Technology Training Institute.

Upon the written request of a student, a transcript of the student's record at New Technology Training Institute will be forwarded to individuals, firm, companies, etc. providing that such student has no outstanding financial obligation to the school.

### CHANGE OF GRADES

The school recognizes the long-standing prerogative of faculty to set standards of performance and to apply them to individual students. Therefore, the instructor is considered to be the final authority in determining grades that are assigned to students and that appear on their permanent academic records. The following

policies apply to changes of grades except for changes of Incomplete (I) and Withdrawal (W) grades.

1. In general, all course grades are final when filed by the instructor at the end of the term. These grades become part of the student’s permanent record.
2. A change of grade shall occur in case of clerical error, administrative error, or when the instructor re-evaluates the student’s performance and discovers an error in the original evaluation. A clerical error is an error made by the instructor or administration in calculating or recording the grade. A change of grade shall not occur as a consequence of the acceptance of additional work or re-examination beyond the specified course requirements.
3. A request for a grade change shall be initiated by the student affected or by the instructor within the next regular semester following the award of the original grade. If the instructor determines that there is a valid basis for the change, a Change of Grade Form shall be used to notify the Administration Office. If the instructor determines that there is not a valid basis for the change and denies the student’s request, the instructor’s decision, subject to the appeals process described below, is final.

Students have the right to formally appeal the final grade in a course. Appeals are limited to situations in which the student believes the grade was prejudicially, capriciously, or arbitrarily assigned. Appeal must first be directed to the instructor of the course, orally or in writing. If further action is necessary, the student should appeal in writing to administration.

**CLASSIFICATION OF STUDENTS**

Students are classified as follows: *Full time* – enrolled in twelve (12) or more units in a semester. *Part time* – enrolled in less than twelve (12) units during a semester. *Freshman* – one who has completed less than 30 units; *Sophomore* – one who has completed 30 units or more.

**UNIT OF WORK**

The credit value in semester units of each course is indicated after the title of the course under “Course Descriptions”. Each unit represents one

hour of lecture, two hours of laboratory time, and three hours of externship per week throughout the semester. For each hour of lecture, two hours of preparation are assumed

**COURSE REPETITION**

Students may NOT enroll for two sections of the same course in any one semester. Repetition of courses is subject to the following conditions:

1. A course may be repeated only once to alleviate substandard work or when a “W” has been recorded on the student’s record. The term “substandard” is defined as course work for which the grading symbol “D” or “F” was recorded.
2. Students may repeat courses in which they received grades of “A” , “B” or “C” if it has been determined by the school administration that a significant lapse of time has occurred since the student previously took the course or course content has been revised. No additional units or grade points are allowed for the repeated course.

**FINAL EXAMINATIONS**

At the end of each semester a final examination is scheduled. Students must attend all classes in accordance with the schedule for that period. This arrangement permits the giving of final examinations in those classes which require them and the completion of the instructional program in the other classes. No student shall be excused from taking a final examination where such is required as part of a course.

**GRADE, GRADE POINT, AND GRADE-POINT AVERAGE**

The standing of students in each course will be determined by class work and examinations. Grade will be reported and grade points allowed as follow:

A – Excellent .....	4 grade points per unit
B – Good.....	3 grade points per unit
C – Satisfactory.....	2 grade points per unit
D – Passing (less than satisfactory).....	1 grade point per unit
F – Failing.....	0 Grade points

**Grade-Point Average**

The grade-point average is computed by dividing the total number of grade points earned by the numbers of units attempted. A “W” notation does not enter into computation of the grade-point average.

**Non-Evaluation Symbols**

Units for which the following grading symbols have been assigned will not be counted in the computation of the grade-point average.

- I- Incomplete (Included in the computation of progress probation)
- W- Withdrawn (Included in computation of progress probation)
- IP- In Progress-To be used when class extends beyond the normal end-of an academic term
- RD- Report Delayed

An incomplete grade may only be given when an unforeseen emergency prevents a student from completing work in a course. The incomplete grade must be removed by the end of the sixth week of the following semester regardless of whether or not the student is registered for classes at the school. The nature of the unforeseen emergency and the conditions for removal of the "I" shall be stated by the instructor and it shall include the grade to be assigned if the course work is not completed. Once the work stipulated has been completed and evaluated, or once the time limit for completing the work has passed, a final grade shall be assigned.

A student may file a petition for a time extension due to unusual circumstances.

### **GRIEVANCE PROCEDURES**

New Technology Training Institute is committed to providing a prompt and equitable means of resolving student complaints against actions taken by the school and its employees. The institute maintains grievance procedures that are available to any student who reasonably believes a school decision or action has adversely affected his or her status, rights, or privileges as a student.

#### **Non-Grade Grievances**

A student may address a complaint about an action taken by school employee that does not involve course grades through the grievance process. Informal meetings and discussions between persons directly involved in a non-grade grievance are essential at the outset of the dispute and are encouraged at all stages. If a student cannot resolve a non-grade grievance directly with the involved employee, the student may request a meeting with the appropriate administrator. The administrator shall meet with the student and the employee in an attempt to resolve the issue and may meet with the student and employee either jointly or separately. If no resolution is reached with the administrator that

is satisfactory to the student, the student may request an administrative hearing with the director.

*If the grievance or complaint cannot be worked out with school, student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by completing a complaint form, which can be obtained on the Bureau's internet website ([www.bppe.ca.gov](http://www.bppe.ca.gov)) or by contacting BPPE and Council on Occupational Education (COE)*

*BPPE: Phone: (888) 370-7589, fax (916) 263-1897, address: 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833*

*COE: Phone: (800) 917-2081, address: 7840 Roswell Rd. Building 300, Suite 325, Atlanta, GA 30350*

### **Grade Appeals**

This Procedure provide a means of resolving a student's dispute of an academic decision (such as temporary removal from a lab or classroom setting) or the assigned final grade for a course . A student has the right initially to an informal review and explanation of his or her grade by the instructor who in turn is obligated to provide such a review. However, a student may only appeal a grade or academic decision if he or she is prepared to carry the burden of proving one or more of the following conditions: a mistake in the assigning of the grade or in the process of its recording, fraud, bad faith, or incompetence. A student shall initiate the process by filing a grade appeal with the instructor within the next regular semester following the award of the original grade. The student is expected to make a reasonable effort to resolve the matter on an informal basis with the instructor. If the student and instructor cannot settle the grade appeal then student may request a meeting with the appropriate administrative staff. The administrative person will then meet with the student and the instructor either jointly or separately to attempt to work out the grievance. If the student cannot resolve the grade appeal with the instructor and administrative staff then the student may request a conference with the director. The director will meet with the student and instructor either jointly or separately to resolve the grade appeal through compromise, negotiated settlement, or a recommendation that is satisfactory to all involved parties.

### **PETITIONS PROCEDURE**

Students feeling that there are circumstances warranting special consideration for adjustment or deviation from established procedures and policies of the institution may file petition with the Administration Office.

### **POLICY ON ACADEMIC HONESTY**

All students are expected to do their own work. All forms of cheating and plagiarism are

absolutely forbidden. The following behaviors serve as an operational description of student violations of academic honesty:

1. The student takes or copies answers from another student or source or uses unauthorized materials during a test.
2. The student turns in an assignment which is not his/her own.
3. The student uses words or ideas which are not his/her own without acknowledgement of the source (plagiarism).
4. The student knowingly deceives an instructor with the intent to improve his/her standing in class.
5. The student submits the same paper or project previously submitted in another class without the permission of the current instructor.
6. The student depends upon tools or assistance prohibited by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
7. The student acquires, without permission, tests or other academic materials belonging to a member of the NTTI faculty or staff.

When a student engages in academic dishonesty, faculty has the option of requiring the student to see a college advisor, assigning a lower or failing (F) final grade in the course.

Violations of this policy will be reported to the Director of Institution and will become part of the New Technology Training Institute Cheating Incident file, unless the instructor finds compelling reasons not to report a violation.

### **ACADEMIC STANDARD**

New Technology Training Institute interprets a “C” average as a satisfactory academic standard. Students who fail to maintain satisfactory academic standard may be placed on academic or progress probation and may be dismissed.

#### **1. Academic Probation**

A student will be placed on academic probation if the student’s cumulative grade-point average for all units attempted at accredited postsecondary institutions is less than 2.0. New Technology Training Institute recognizes academic probationary status assigned by another college or university.

#### **2. Progress Probation**

A student who has enrolled in a cumulative total of at least nine (9) units shall be placed on progress probation if the percentage of all units

in which a student has enrolled at accredited postsecondary institutions for which grades of “W” and “I” are recorded reaches or exceeds fifty percent (50%). New Technology Training Institute recognizes progress probationary status assigned by another college or university.

#### **3. Dismissal**

A student on probation (academic, progress or a combination of both) who earn any form of probationary status during enrollment in two consecutive sessions of attendance shall be dismissed and shall not be reinstated until at least one semester has elapsed after the dismissal.

#### **4. Appeal for Reinstatement**

Following the notification of dismissal from the school students may appeal to the admissions office for reinstatement if unusual and verifiable circumstances caused dismissal. These circumstances could be, but are not limited to: family emergency, health problems, or extreme financial difficulty.

## **STANDARD OF STUDENT CONDUCT AND STUDENTS RIGHTS**

### **NOTICE OF STUDENT'S RIGHTS**

1. You may cancel your contract with school without any penalty or obligation on the fifth business day following your first class session.
2. 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 refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.  
BPPE 2535 Capitol Oaks Drive, Suite 400,  
Sacramento, CA 95833, PH (916) 431-6959.
4. No disciplinary sanctions may be taken against any student without regard for due process.
5. Students should be given full disclosure of all fees and financial obligation to the Institution.
6. Students have the right to participate in evaluation of the institution administration, faculty, books and course material and equipments.
7. Students have the right to receive good quality of education that include, but is not limited to, quality programs, appropriate instructional material and qualified instructors.
8. Students have the right to take exception to views offered in any program and have their own opinion; however, they are responsible for learning the academic content of the programs of study.

### **STUDENT RESPONSIBILITY**

The school establishes certain academic policies and requirements which must be completed before a degree or certificate can be granted. These include major and unit requirements, as well as verification of satisfying course prerequisites. While advisers, faculty,

administrators and staff will provide students with information and assistance, responsibility for meeting these requirements remains with the students.

To insure timely information from the school, students must inform the Administration Office of changes in personal data, including change of name and address. It is the student's responsibility to enroll properly for classes. A student who fails to enroll officially in a class will not be given credit for that class. It is the student's responsibility to withdraw officially from the school or drop classes when he or she stops attending. Otherwise, "F" grade may be assigned.

### **STANDARDS OF CONDUCT**

The Standards of Student Conduct provide a prompt and equitable means to address alleged student violations of the school's behavioral regulations. Students who violate school policies and behavioral regulations shall be subject to the disciplinary procedures. These procedures are not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

Prohibited conduct that may subject student to disciplinary sanctions includes, but is not limited to, the following:

1. Disruption of the orderly operation of the school, including but not limited to the delivery of NTTI instructional, administrative, or student services and functions.
2. Violation of published NTTI rules, and administrative regulations.
3. Knowingly furnishing false information to any employee or campus office for the purpose of completing NTTI documents, applications, or forms processed by the school.
4. Forgery, alteration, or other unauthorized use of NTTI documents, applications, records, identification, or forms processed by the school.
5. Unauthorized possession or duplication of keys to any NTTI premises, unauthorized entry into or use of any NTTI premises, or use of NTTI supplies and equipment.

6. Cheating, plagiarism, or other violations of NTTI policies and administrative regulations governing academic honesty.
7. Gaming, gambling, or participating in other activities for the purposes of betting funds.
8. Soliciting or assisting another to perform any act that would violate the *Standards of Student Conduct* and subject a student to disciplinary sanctions.
9. Violation of Judicial and statutory standards of obscenity; engaging in lewd or indecent behavior on campus or at a campus function.
10. Violation of federal, state, or local law on NTTI premises.
11. Use, possession, or distribution of narcotics, other legally controlled substances, or alcoholic beverages.
12. Failure to comply with direction of NTTI employees; failure to identify oneself or provide identification to these persons when requested to do so.
13. Presence on campus or at a school-sponsored function while under the influence of narcotics, other legally controlled substances, or alcoholic beverages.
14. Abusive behavior directed toward a member of the campus community or a campus visitor.
15. Illegal or unauthorized possession or use of firearms, explosives, other weapons, or dangerous chemicals.
16. Sexual harassment of members of the campus community or a campus visitor including, but not limited to unwelcome sexual advances; requests for sexual favors; other verbal, non verbal or physical conduct of a sexual nature.
17. Verbal abuse, threats, intimidation, harassment, coercion or other conduct that threatens or endangers the health and safety of a member of the campus community or a school visitor.
18. Assault, battery, or any other physically abusive behavior that threatens or endangers the health and safety of a member of the campus community or campus visitor.
19. Theft or attempted theft of NTTI property, or property of a member of the campus community or campus visitor.
20. Actual or attempted vandalism or destruction of NTT property, or property of a member of the campus community or campus visitor.

Authorized disciplinary sanctions for violations of student behavioral regulations include, but are not limited to written reprimand, loss of privileges, restitution, and temporary removal from class, suspension, and permanent expulsion. The school administers these sanctions and provides involved students with their due process rights guaranteed by State and Federal constitutional protections.

#### **STUDENT DRESS CODE**

Students are expected to dress for class as if they were working in the professional environment. Since potential employers might attend the institution, the student must be ready to make a good first impression at all times. Professional dress codes not include clothes that are recreational in nature or that resemble anti social groups such as gangs. Indecent styles of dress will not be acceptable. Students who are deemed to have excessively missed professional dress standards may be sent home at the discretion of the school administration. Students who continually fail to dress in a professional manner could be dropped from the program.



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