



FREMONT COLLEGE®

GENERAL CATALOG

January 1, 2017 – December 31, 2017

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Visit us on the web
www.fremont.edu

Note: The College reserves the right to change or modify policies, regulations, curricula, courses, tuition and fees, or any other aspect of its programs described in this catalog at any time.

Not all courses or programs listed in this catalog will be available at every campus or online.

Not all facilities, equipment and other resources will be available at every campus.

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Board of Governors

Ambassador Frank E. Baxter

Chairman of the Board of Governors, Fremont College; Former Ambassador to Uruguay; and Chairman Emeritus of Jefferies and Company, Inc.

Dr. Sabrina Kay

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

Sandy Berg

President & CEO, Ellis Paint Company

Andrew Cherng

Founder and Chairman, Panda Restaurant Group

Dr. Bernie Luskin

Chairman & CEO, Luskin International

Kathryn S. Schloessman

President, LA Sports and Entertainment Commission

Chancellor's Welcome



Welcome to Fremont College and congratulations on taking the first step toward your great transformation. We applaud your courage and offer the support you will need to bring your personal aspiration to fruition. Fremont College will help you acquire the knowledge, discipline, and ethics needed to succeed in your chosen field. We ask that you give your best effort and honest commitment to completing the program.

Investing in your higher education may be one of the wisest decisions you can make to create a bright future for you and the ones you love. We are privileged to be a part of your decision. The staff and faculty at Fremont College are passionately committed to the success of your journey as a professional making a positive contribution to your community.

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

Best Regards,

A handwritten signature in blue ink, which appears to read "Sabrina Kay". The signature is fluid and stylized, with a long horizontal line extending to the right.

Dr. Sabrina Kay
Chancellor
Fremont College

Introduction

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

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

Accreditation and Approvals

Fremont College is accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) to award Bachelor of Arts degrees (BA), Bachelor of Science degrees (BS), Associate of Arts degrees (AA), Associate of Science degrees (AS), and Diplomas via distance education, on-ground, or a combination of both (blended). ACCSC is listed as a nationally recognized accrediting agency by the U.S. Department of Education. This accreditation qualifies Fremont to participate in several Federal Financial Aid Programs, which provide grants and loans to eligible students.

Fremont College is approved by the California State Approving Agency for Veterans Education (CSAAVE) to enroll veterans and other eligible persons.

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

On July 18, 2016, the California Massage Therapy Council has approved the following Fremont College massage programs.

Approved Programs:

- Massage Therapy – 740 hours
- Sports and Rehabilitation Therapy – 1120 hours

Approved Locations:

- Fremont College Main Campus (Cerritos): CAMTC School Approval Code, SCH0063
- Fremont College Branch Campus (Los Angeles): CAMTC School Approval Code, SCH0064

Approval Disclosure Statement

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. The Bureau can be reached at P.O. Box 2535 Capitol Oaks Drive, Suite 400, Sacramento California 95833; Toll Free Phone 888-370-7589; Fax 916-263-1894

Legal Control

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

Mission

Our mission is to close the gap between the traditional classroom and the 21st-century workplace and empower our graduates to contribute to the community by providing an effective educational experience based on innovative instructional methods.

Purpose

Fremont College's purpose is to educate its students and provide them with opportunities to develop the thought processes, knowledge, and 21st century skills needed to succeed in today's evolving job market, as well as the lifelong learning skills that will enable them to continuously adapt to a changing environment.

Objectives

The College's objectives are to:

- Implement a collaborative learning model to engage diverse learners
- Continuously improve our instructional methods to integrate from pedagogy to andragogy
- Promote entrepreneurship and technological innovation
- Ensure relevance to our corporate partners' skill requirements

Vision

Anyone with focus, discipline, and desire to excel deserves a world-class education and better life.

Programs Offered

The following programs are currently offered by the College:

Program	Credential	Quarter Credit Hours	Months	Campus
Business Leadership	Bachelor of Arts Degree Completion	180	15	Cerritos (Online Only)
Healthcare Management	Bachelor of Science Degree Completion	180	15	Cerritos (Online Only)
Digital Marketing	Associate of Science Degree	90	15	Cerritos
Health Information Technology	Associate of Science Degree	90	15	Cerritos (Online Only)
Paralegal Studies	Associate of Arts Degree	90	15	Cerritos
Sports & Rehabilitation Therapy	Associate of Science Degree	90	15	Cerritos
Massage Therapy	Diploma	60	9	Cerritos
Health Administration	Certificate	45	7	Cerritos
Web and Mobile Marketing	Certificate	45	7	Cerritos

The *Business Leadership* and *Healthcare Management* bachelor's degree completion programs require students to have already earned an associate or higher level degree upon entry. Students earn 90 additional quarter credits during the 15 months of the program, totaling 180 credits, to complete their bachelor's degree.

All residential courses are taught at either:

Main Campus (Cerritos)
18000 Studebaker Road, Suite 900A
Cerritos, CA 90703

Branch Campus (Los Angeles) **Closing July 2017** (Teach out: Paralegal Studies, Sports & Rehabilitation Therapy, and Massage Therapy programs)
3440 Wilshire Blvd., 10th Floor
Los Angeles, CA 90010

Distance education coursework is completed at a location determined by the student.

Fremont College's academic programs are specifically designed to align with the College's mission and purpose, which is to "close the gap between the traditional classroom and the 21st-century workplace by providing an effective and innovative educational experience to our students."

Research has revealed that American employers consistently require graduates to have the following skills, which are the five important Institutional Student Learning Outcomes (SLOs) at Fremont College:

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

Fremont College seeks to ensure that its graduates will demonstrate:

- Comprehension of structures of intellectual inquiry through critical awareness of multiple approaches, methods, and assumptions of different academic disciplines and how these are applied to social and professional problems
- Personal accountability and effective work habits (i.e., punctuality, working optimally with others, and effectively managing time and work responsibilities)
- The ability to make decisions based on commonly accepted ethical standards and practices
- The ability to collaborate effectively with others to achieve a common goal
- The ability to work and collaborate with others asynchronously and via distance
- Communication competence through language expression (oral and written)

Professional Action Learning® Method

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

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

This six-step methodology involves:

1. **Content Delivery** - The instructor presents a concept for the students to learn via lecture, reading, or multimedia presentation
2. **Burning Questions** – The instructor moves forward into questioning dialogue by asking questions of the students, either asking for volunteers or using a “cold-calling” model. Students are expected to be active participants in the dialogue, using critical thinking to respond and probe with further questions to either the instructor or each other
3. **Group Discussions** – Students are divided into teams to complete an assignment or answer a set of questions posed by the instructor. Through teamwork, students learn to work and communicate effectively with others in preparation for the office environment
4. **Debrief / Teachback** – Student teams are expected to present their findings / answers from their Group Discussion to the rest of the class, in doing so “teaching back” what they learned during Phase III. These short presentations encourage students to practice oral communication and public speaking

5. **Reflective Summary** – At the end of a class, students will be expected to collect their learnings and complete a reflective summary paper, project, or comprehensive exam. By completing these projects in a systematic fashion, students will learn time and project management skills
6. **Learning Archive** – In the concluding learning segment, presentations, questions, and key insights are archived for future reference and used to improve future classes

Our curriculum was developed by leaders in each field we teach, and our faculty members are experienced professionals who share with our students their knowledge and the real-world lessons that they have gained through years of practice. Combining the best minds, concepts, and experiences in the fields of business, law, design, and healthcare, we challenge our students to contribute to the active learning process. Our students are taught to synthesize diverse theories and present the results to each other in order to cultivate a deeper learning environment. They are encouraged to participate in teams to complete challenging projects. Then, our students put their new knowledge and skills into action by immediately practicing in a real-world environment. Most courses include distance-learning components so that students learn how to work with others in a manner expected in the 21st-century workforce. Some courses are taught in blended learning methodology, utilizing both online and on-ground methods, while other courses are taught 100 percent online using a high-touch collaborative teaching method. At Fremont College, each student's learning process is stimulated by participating, questioning, sharing, teaching back, and reflecting.

Distance Learning

Fremont College offers certain courses and programs via distance learning using an online format. The Cerritos campus is approved by ACCSC to offer distance education for the programs noted in the chart above. General Education courses are offered online for all programs.

General education courses have the same course descriptions, expected learning outcomes and general topics whether offered on ground or via distance education using an online format. For online courses, approximately one week may elapse between receipt of student coursework submissions and the electronic response or evaluation. To be eligible to take classes via Fremont's distance education program, students must complete a Distance Learning Orientation and confirm that they have access to technology that will enable them to complete their coursework. Fremont College reserves the right to adjust course delivery to include online or blended delivery formats.

Fremont College Faculty

College of Business and Marketing

Barbara Ingle

Adjunct Faculty of Business Leadership and General Education

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

M.A. Management, 1993

Jose Romero

Adjunct Faculty of Digital Marketing and Web & Mobile Marketing

A.S. Graphic Design, Art Institute of Los Angeles, 2002

B.A. Graphic Design, California State University, Dominguez Hills, 2011

Master of Communication Management, University of Southern California, 2013

College of Healthcare

Shavonda Greene

Lead Faculty for Healthcare Programs

B.S. Business/Management, University of Phoenix, 2003

M.H.A. Master of Health Administration, West Coast University, 2014

Mitzie Garcia

Adjunct Faculty of Health Information Technology and Health Administration

Diploma Medical Assisting, Bryman College, 1989

A.S. Business Administration, Everest College 2003

B.S. Business Administration, Kaplan University, 2012

College of Legal Studies

Gregory Tardiff

Dean of Paralegal Studies Program and General Education

B.A. History, University of California Los Angeles, 1989

J.D. Michigan State University, 1995

Angelo Roman

Adjunct Faculty of Paralegal Studies

A.A. Liberal Arts, Mt. San Antonio College, 1979

UCLA Extension School of Law Attorney Assistant Training Program with specialty in Litigation, 1990

Bobby Rimas

Adjunct Faculty of Paralegal Studies

B.A. History, UCLA, 1994

Certificate in Litigation/Corporations, UCLA, 1996

Carina Aguirre

Adjunct Faculty of Paralegal Studies and General Education

B.A. Journalism, Texas A&M University, 2000

J.D. Texas Tech University School of Law, 2003

Jack Sorokin, Esq.

Adjunct Faculty of Paralegal Studies

B.A. English Literature, University of California, Irvine, 1972

J.D. University of California School of Law, 1975

James Harrington

Adjunct Faculty of Paralegal Studies

B.A. Political Science, State University, New York, 1978

M.A. Public Administration, Lehigh University, 1981

J.D. Lincoln Law School, 1998

John Neimes

Adjunct Faculty of Paralegal Studies

A.A. Business, Los Angeles City College, 1984

B.S. & J.D. University of West Los Angeles School of Law, 1989

Jonathan Ibanez

Adjunct Faculty of Paralegal Studies

B.A. Psychology, Minor in Legal Studies, University of California Santa Cruz, 2004

J.D. Western State University College of Law, 2008

Julie Hallsted, PHR

Adjunct Faculty of Paralegal Studies

A.A. Business – Human Resources, Coastline Community College

B.A. Organizational Administration / Organizational Leadership, Chapman University, 2012

Mark Rebernik, J.D.

Adjunct Faculty of Paralegal Studies

B.A. Paralegal Studies, New York University, 1975

J.D. Pace University School of Law, 1979

Shyreen Martin Hancock

Adjunct Faculty of Paralegal Studies

B.A. Communication Arts, Johnson Smith University, 1987

J.D. University of West Los Angeles School of Law, 1999

Mediation Certification, Pepperdine University School of Law, 1999

William Tortu, Esq.

Adjunct Faculty of Paralegal Studies
B.A. History, University of Pennsylvania, 1972
J.D. George Washington University, 1975

College of Wellness**Lance Followell, CMT**

Lead Faculty for Wellness Programs
A.A. Liberal Studies, Long Beach City College, 1984
Massage Therapy Diploma, Platt College, 2004
B.S. Kinesiology / Athletic Training, California State University, Long Beach, 2006

Brandon Rowe

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy
A.A. Humanities, Harry S. Truman College, 2006
Esthetics, Kin Care and Spa Institute, 2008
Massage Therapy, European Massage Therapy School, 2009

Dagmar Pechmann, CMT

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy
Massage School of Santa Monica, 1986

Jamerie Michalek

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy
A.S. Sports Therapy & Rehabilitation, Fremont College, 2008
B.S. Healthcare Management, Fremont College, 2015

Marcelo Quinonez

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy
Massage, Seattle Massage School, 1998

Ricardo Brambila

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy
A.A. General Education, Santiago Canyon College, 1999
B.S. Kinesiology, California State University, Fullerton, 2003
American Institute of Massage Therapy, 2007

Robert Holt

Adjunct Faculty of Sports & Rehabilitation Therapy and Massage Therapy
B.S. Exercise Science, Springfield College, 2001
M.S. Exercise Physiology, East Stroudsburg University, 2003

Walter Cortez

Adjunct Faculty of Sports & Rehabilitation Therapy, Massage Therapy, and General Education
B.S. Kinesiology with an emphasis in Exercise Science, California State University, Los Angeles, 2004
M.S. Exercise and Sport Science, University of Utah, 2011

College of General Education**Gregory Tardiff**

Dean of Paralegal Studies Program and General Education
B.A. History, University of California Los Angeles, 1989
J.D. Michigan State University, 1995

Azar Asgari

Adjunct Faculty of General Education
B.A. Pure Mathematics, Al-Zahra University, 1986
M.A. Business Management, Azad University, 1996
M.A. Mathematics, California State University, Long Beach, 2013

Barbara Ingle

Adjunct Faculty of Business Leadership and General Education
B.S. Business Administration, City College of Seattle, 1991
M.A. Management, 1993

Carina Aguirre

Adjunct Faculty of Paralegal Studies and General Education
B.A. Journalism, Texas A&M University, 2000
J.D. Texas Tech University School of Law, 2003

Don Hickey

Adjunct Faculty of General Education
B.A. History, George Washington University, 2001
M.A. History, California State University, Fullerton, 2013

Emily Frydrych

Adjunct Faculty of General Education
B.A. Women Studies, University of Michigan, 2000
M.A. Social Science, University of Chicago, 2001

Gabriel Rodenborn

Adjunct Faculty of General Education
B.A. Flute Performance, Humboldt State University, 2011
M.A. Flute Performance, California State University, Los Angeles, 2015

Rumaldo Marquez

Adjunct Faculty of General Education
B.A. Mass Communication, California State University
San Bernardino, 1993
M.S. Counseling Guidance, California State University
San Bernardino, 1995
M.A. Communication and Leadership, Gonzaga
University, 2015

Samuel Mattioli

Adjunct Faculty of General Education
Diploma in Training and Development, University of
Leicester, 2003
M.S. Performance Management, University of
Leicester, 2008

Stefanie Pelosi

Adjunct Faculty of General Education
B.A. Philosophy and Religion, Western Carolina
University, 1997
J.D. Rutgers Law School, 2002

Tim Short

Adjunct Faculty of General Education
B.S. California State University San Bernardino, 1998
M.A. Psychology, California State University, San
Bernardino, 2000

Walter Cortez

Adjunct Faculty of Sports & Rehabilitation Therapy
and Massage Therapy and General Education
B.S. Kinesiology with an emphasis in Exercise Science,
California State University, Los Angeles, 2004
M.S. Exercise and Sport Science, University of Utah,
2011

Academic Calendar 2017

Themes	Start Date	End Date
Theme 1	1/3/2017	2/5/2017
Theme 2	2/6/2017	3/12/2017
Theme 3	3/13/2017	4/16/2017
Theme 4	4/17/2017	5/21/2017
Theme 5	5/22/2017	6/25/2017
Theme 6	6/26/2017	7/30/2017
Theme 7	7/31/2017	9/3/2017
Theme 8	9/5/2017	10/8/2017
Theme 9	10/9/2017	11/12/2017
Theme 10	11/13/2017	12/17/2017

* Each theme represents a five week time period during which courses are offered.

Holiday Schedule 2017

Fremont College will observe the following holidays:

Monday	January 2 (observed)	New Year's Day
Monday	May 29	Memorial Day
Tuesday	July 4	Independence Day
Monday	September 4	Labor Day
Thursday	November 23	Thanksgiving Day
Friday	November 24	Day after Thanksgiving
Monday	December 25	Christmas Eve (Substitute holiday)
Tuesday	December 26	Christmas Day (Substitute holiday)

Classes falling on holidays will be made up at a date and time scheduled by the instructor.

Campus Business Hours

Monday – Thursday: 7:30 a.m. – 8:00 p.m.

Friday: 7:30 a.m. – 6:00 p.m.

Saturday: Closed

Sunday: Closed

- *The campus may be open from 10:00 a.m. – 2:00 p.m. on some Saturdays*
- *Please contact Student Affairs for a current schedule*

Campus Locations

Cerritos

MAIN CAMPUS

18000 Studebaker Road, Suite 900A

Cerritos, CA 90703

Phone: 562-809-5100

Fax: 562-809-7100

Los Angeles (Closing July 2017)

BRANCH CAMPUS

3440 Wilshire Blvd., 10th Floor

Los Angeles, CA 90010

Phone: 213-355-7777

Fax: 213-355-8088

Definitions

Definition of a Credit Hour

One semester credit hour equals 45 units (and one quarter credit hour equals 30 units) comprised of the following academic activities:

- One clock hour in a didactic learning environment = 2 units
- One clock hour in a supervised laboratory setting of instruction = 1.5 units
- One hour of out-of-class work and/or preparation for the didactic learning environment or supervised laboratory setting of instruction that are designed to measure the student's achieved competency relative to the required subject matter objectives = 0.5 unit

A **didactic learning environment** is one that is led by a qualified faculty member for the intention of teaching and learning and can be in a classroom or laboratory setting of instruction.

A **supervised laboratory setting of instruction** is one where students engage in discussion and/or the practical application of information presented in the didactic portion of the program or discovered through out-of-class work/preparation (e.g., practical application settings, clinical settings, etc.) under the supervision of a qualified school faculty member.

Out-of-class work/preparation is that which students engage in as a means to prepare for the didactic learning environment or supervised laboratory setting of instruction and must be articulated through a course syllabus. An institution must be able to justify the number of hours estimated for that outside-of-class work. The student's work outside of class must be consistent with course educational goals and objectives; documented, assessed/graded; and serve as an integral part of the structured, sequenced educational program as described in the syllabus.

Note:

- Clock hours consist of 50 minutes of instruction or lab in all non-paralegal courses.
- Per ABA requirements, clock hours in the Paralegal Studies program consist of 60 minutes

Catalog Copies and Revisions

Each prospective student is provided a link to the Fremont College catalog:

<http://www.fremont.edu/catalog>.

Students are required to read and comply with the policies of this catalog. The catalog may include an addendum, which contains important information and changes to the catalog since the last publishing. Fremont College will provide a paper copy of the catalog, or a soft copy on CD or flash drive, along with its addendum(s).

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

Tuition and Fee Schedule

Program	Program Tuition	*Est. Books and Supplies	*STRF	*Application Fee	*Registration Fee	Testing Fee	Graduation Fee	**Total Est. Program Charges
BA in Business Leadership (Degree Completion)	\$35,225	\$585	\$0	\$10	\$75	N/A	\$100	\$35,995
BS in Healthcare Management (Degree Completion)	\$35,360	\$450	\$0	\$10	\$75	N/A	\$100	\$35,995
AS in Health Information Technology	\$34,455	\$545	\$0	\$10	\$75	N/A	\$100	\$35,185
AS in Digital Marketing	\$35,520	\$290	\$0	\$10	\$75	N/A	\$100	\$35,995
AA in Paralegal Studies	\$34,250	\$1,560	\$0	\$10	\$75	N/A	\$100	\$35,995
AS in Sports & Rehabilitation Therapy	\$33,200	\$900	\$0	\$10	\$75	\$300	\$100	\$34,585
Diploma in Massage Therapy	\$22,180	\$720	\$0	\$10	\$75	\$300	\$100	\$23,385
Certificate in Web & Mobile Marketing	\$18,010	\$190	\$0	\$10	\$75	N/A	\$100	\$18,385
Certificate in Health Administration	\$17,478	\$445	\$0	\$10	\$75	N/A	\$100	\$18,108

* Non-Refundable

** Estimated charges for the entire education degree.

- **Student Tuition Recovery Fund (STRF) Fee:** \$0 for every \$1,000 rounded to the nearest \$1,000.
- **Estimated Books and Supplies** – these are estimated charges of which students have the opportunity to opt-out of purchasing books and supplies from the college.
- Tuition based on full-time study
- Charges reflect costs for students who are not required to repeat courses
- Program Tuition Charges for Massage Therapy and Sports Rehabilitation includes: 2 sets of scrubs, 1 polo, application fee for California Massage Therapy Council certification, background check, and fingerprints

Additional fees, if applicable:

- Transcript Fee: First official copy - no charge. Additional copies - \$5.00
- Course Repeats: Students will be charged the full tuition cost for any course retaken
- Returned Checks: Returned checks will be subject to a \$20 fee

Tuition and Other Costs

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

For further details, please see the Financial Aid Department at the College.

The catalog shall contain a schedule of student charges that include specific required language related to the Student Tuition Recovery Fund (STRF). (Ed. Code §94909(a)(14)), (5 CCR §76215(a)) and (5 CCR §76215(b))

Student Tuition Recovery Fund (STRF)

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

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

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

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Admission Requirements

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

1. An initial interview with a Fremont Admissions Associate
2. Proof of graduation from an accredited high school or its equivalent that must be demonstrated by one of the following criteria:
 - a. Copy or original of applicant's high school or college transcript indicating that the applicant fulfilled the requirements for graduation from an accredited high school.
 - b. Copy or original of applicant's recognized equivalency certificate, such as the General Equivalency Diploma (GED), or copy or original of the GED transcript showing fulfillment of the requirements for a GED
 - c. Copy of applicant's high school diploma
 - d. Copy of applicant's Certificate of Release or Discharge from Active Duty (DD214) that confirms that the applicant fulfilled the high school graduation or GED requirement

Fremont College does not admit ability-to-benefit students.

3. A letter of recommendation
4. An entrance essay
5. A completed Fremont Admissions Application and Enrollment Agreement
6. Completion of the Paralegal Program Admissions Test with a minimum score of 80, for candidates applying to the Paralegal program
7. Acceptance interview conducted by a designated school official
8. \$10 application fee
9. A computer with Internet connectivity, meeting the following minimum specifications:
 - a. Windows Computers
 - i. Windows XP, Vista, or 7 or higher
 - ii. Continuous, reliable Internet access with at least a 12 kbps connection. Soundcard and speakers
 - iii. Internet Explorer 8.0 or higher
 - iv. Webcam and microphone
 - b. Apple Computers (recommended for design students)
 - i. Mac OS X or higher (in classic mode)
 - ii. 28.8 kbps modem (56K recommended)
 - iii. Soundcard and speakers
 - iv. Safari 4.0
 - v. Webcam and microphone

10. For admission to the Bachelor of Arts in Business Leadership degree completion program or the Bachelor of Science in Healthcare Management degree completion program, students must demonstrate proof of graduation from an accredited college with an associate or higher level degree.
11. Each candidate for admission is evaluated on the basis of individual merit and potential and will be considered without regard to race, color, religion, national origin, sex, age, or disability.

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

Admissions Procedure

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

Re-Entry Policy

Students who have previously dropped from Fremont College and wish to return to the same program from a prior enrollment within 180 days of their last date of attendance are allowed to apply for re-entry. Students wishing to re-enter are to contact the Admissions department. Students may be required to meet with a re-entry committee consisting of the Program Dean or Lead Faculty, Student Affairs Representative, Financial Aid, and Student Accounts to explain the circumstances of their drop and what has changed that will lead to successful completion of the program. The decision of the re-entry committee is final.

Re-Start Policy

After 180 days of his/her last date of attendance, a student may apply as a re-start. Students wishing to re-start are to contact the Admissions department. Students will be required to meet with their Program Dean or Lead Faculty. Once accepted by the Program Dean/Lead Faculty, students are evaluated for re-start by a committee consisting of the Campus Director, Assistant Director of Student Affairs, Financial Aid, and Student Accounts to explain the circumstances of their drop and what has changed that will lead to successful completion of the program. The decision of the committee is final.

Eligibility of Grandfathered ATB Test Takers (Exception to Policy)

A student without a high school diploma (or its recognized equivalent) who attended or who was registered to attend an eligible program at a Title IV institution prior to July 1, 2012, may establish eligibility at the same Title IV institution or a different Title IV institution using all of the ATB alternatives listed below. These eligible students are referred to as having been "grandfathered." So long as the student previously attended an eligible program at an eligible Title IV institution, it does not matter whether the student received Title IV assistance prior to July 1, 2012.

"Grandfathered" students may be eligible to receive Title IV aid if the student meets one of the following ability-to-benefit (ATB) alternatives:

- Passed an independently administered, Department of Education approved ATB test

- Completed at least six credit hours, or the equivalent coursework (225 clock hours), that are applicable toward a degree or certificate offered by the postsecondary institution
- Completed a State process approved by the Secretary of Education

International Students

Foreign Transcripts

Applicants with high school transcripts that are not in English will be required to have their transcripts translated and evaluated by an approved authority at the applicant's expense. Fremont College will provide the name(s) of approved companies that provide such a service.

Confirmation of Proof of Graduation

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

Fremont College does not offer visa services to prospective students from other countries or English language services. Fremont College does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy

Transfer Policies

Transfer of Credit Policies

Students with previous postsecondary education from a regionally or nationally accredited school may be eligible to receive credit for previous courses. Courses will be eligible for transfer only if they were completed with a grade of C- or higher. Courses completed at Fremont College or its predecessors, Western College or Platt College, Cerritos, are eligible for transfer if completed with a D or better.

Students requesting a transfer evaluation must submit the following:

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

VA applicants must submit official transcripts from all previously attended postsecondary education and training institutions before the start date of the course, or within 30 days of the student's enrollment start date, whichever comes first.

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

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

The Program Dean or Lead Faculty evaluates the units completed by the student at other institutions and will submit a decision regarding the award of transfer credits. Students will receive results of the evaluation from the Registrar's office within 30 business days of the receipt of the official transcript.

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

The following types of units may be accepted for credit:

1. Units earned at public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education; or foreign institutions, if the institution offering the undergraduate program documents that the institution of higher learning at which the units were earned offers degree programs accredited by an accrediting association recognized by the U.S. Department of Education
2. Challenge examinations and standardized tests such as the College Level Examination Program (CLEP) tests for specific academic disciplines
3. Advanced Placement (AP) tests on which a student receives a score of 3 or higher from the College Board

4. Fremont College does not accept hours or credit earned through achievement tests other than those listed above

Transfer of Credit Policies for Legal Specialty Courses

Students who have completed equivalent legal specialty courses from an ABA-approved program of study may obtain transfer credit to fulfill the program requirements in comparable legal specialty courses subject to the minimum residency requirements, provided that the student provides official transcripts verifying the successful completion of this coursework to the Registrar prior to commencing any legal specialty courses at Fremont College. Courses will be eligible for transfer only if they were completed with a grade of C- or higher. Students must fulfill a minimum 15 quarter credits of legal specialty courses at Fremont College.

Credit for Experiential Learning

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

Change of Program

Students are allowed to change their program. Changing from a day program to an evening program of the same major is not considered a change of program. Upgrading from a diploma program to an associate's program in the same discipline is not considered a change of program. Downgrading from an associate's program to a diploma program is considered a change of program.

Courses that apply to the second program will be recorded as earned credit and may affect the student's CGPA and could be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement, which must be filed in the student's academic file.

Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first program, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, and have the appeal granted based on mitigating circumstances before transferring to the new program. A program change will not circumvent a dismissal due to Satisfactory Academic Progress unless the appeal process is completed successfully.

Courses taken in one program that are applicable to the second program will be recorded accordingly. If the student has taken a course more than once, only the passing grade will be recorded to that new program. All grades earned in the original program that apply to the new program will count towards the student's CGPA. For completion rate purposes only, those courses transferred that apply to the second program will be considered.

In cases in which a student has graduated from one program at Fremont College and subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Completion Rate as credits attempted and credits earned.

Transfer of Fremont College Credits

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

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

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

Transfer or Articulation Agreements

Fremont College has entered into articulation agreements with the following institutions for graduates of the Associate of Arts Degree Program in Paralegal Studies:

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

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

Facilities

Instructional Facilities

The Cerritos campus of Fremont College is made up of approximately 12,000 square feet of classrooms, laboratories, and administrative and student affairs offices. The computer laboratory setting of instruction will accommodate a maximum of 30 students. Computer laboratories are equipped with features to include Internet technology and Microsoft Office applications, as well as additional legal and case management software. Healthcare classrooms are equipped with full-sized massage tables, lotions, anatomical models, and audiovisual equipment. Lecture and laboratory classrooms will accommodate a maximum of 35 students. Special parking, sidewalks, and restrooms are available for disabled persons.

Online students also have access to learning resources and department contacts through their personal student home page. Textbooks may be provided either as physical volumes or electronic books. Students may purchase alternate versions at an additional cost.

Library & Learning Resource System

Fremont College has an integrated learning resource system that offers students access to both physical and digital library materials. The library located at the Cerritos campus has reference books, instructional books, and industry periodicals, as well as a computer lab. Students have access to the online Library and Information Resources Network (LIRN), which contains millions of articles, encyclopedias, reference titles, and other library resources.

Library resources available for use include multimedia resources as well as current magazine publications, legal references, and fine arts books. Resources are accessible on campus in the library. Students may access the on-campus library during regular campus operating hours. There is a check-in/check-out system for removing resources from the library.

The Paralegal Studies library consists of federal and California state code books, case reporters, and digests, as well as legal periodicals and practice guides in specialized areas of law. In addition, all qualified Paralegal Studies students have access to Westlaw, which provides more than 40,000 databases of cases, statutes, administrative codes, legal articles, public records, law journals, legal forms and other resources.

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

Housing

Fremont College does not assume responsibility for student housing, have dormitory facilities under its control, or offer student housing assistance. According to rentals.com, rental properties in Cerritos start at approximately \$945 per month. Any student requiring housing assistance is encouraged to contact the school prior to beginning classes for information on local apartment availability.

Financial Aid and Scholarships

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

The Cerritos and Los Angeles campus (until closure in July 2017) are eligible to participate in the following Department of Veteran Affairs, Veterans' Benefit programs: Montgomery GI Bill® – Chapter 30; Vocational Rehabilitation – Chapter 31; Post-9/11 GI Bill® – Chapter 33; Dependents Educational Assistance – Chapter 35; Reserve GI Bill® – Chapter 1606; Yellow Ribbon Program. Fremont College also participates in the U.S. Department of Defense (DoD) Tuition Assistance (TA) program.

Scholarships

Visit Fremont College website for more information about current scholarships, if applicable. Fremont College will also provide third party resources to program related scholarships if available.

California Cancellation and Refund Policies

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

Student's Right to Cancel:

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

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund for the current term if you have completed less than 60 percent of the scheduled days through the last day of attendance in that term. The refund will be less a registration

or administration fee, not to exceed \$250, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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:

1. The student notifies the institution of the student's withdrawal or as 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, absences 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 class for 14 consecutive calendar days from the student's last date of attendance.
4. The student fails to return from a leave of absence.

For the purpose of determining the amount of the refund, the student's last date of attendance will be 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 the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 14 days.

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. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

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

Federal Return to Title IV Policy

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

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

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

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

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grants
5. Federal Supplemental Educational Opportunity Grants (FSEOG)
6. Other Title IV Programs
7. Student

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

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

Student Services

Student Success Center

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

Advising and Guidance

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

Referral Services

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

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

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

Tutoring

Students in need of extra assistance because of academic difficulties may arrange for tutoring through their instructor, the librarian, the Program Dean or Lead Faculty, or Student Affairs. Students in online courses can also request online student tutoring through student affairs. Tutoring is available by appointment only and can be coordinated directly with Student Affairs. There is no cost to the student for tutoring.

Placement Services

In order to accomplish our mission, the College is committed to emphasizing the importance of education and assisting graduates in finding employment in the field for which they have been trained. The College maintains an active career-planning assistance program for qualified graduates. However, the College cannot guarantee employment. The on-campus Career Development Department strives to see that each graduate is trained in the job-seeking process. Career planning begins at orientation, at which time the importance of student attendance and participation in class is stressed. Online students are supported by the on-campus Career Development Department for the campus to which he or she is enrolled.

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

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

Academic Policies and Procedures

Attendance Policy

Each student is required to regularly attend each class in the program in which the student is enrolled. Attendance is directly tied to academic performance; therefore, attendance is required for lecture and lab sessions, and attendance is recorded for each class session. Fremont College does not differentiate between an excused and a non-excused absence. Except in unusual instances, students will be automatically withdrawn after missing 14 consecutive calendar days. Each student is directly responsible to the individual instructor and/or Program Dean for absences and for making up work missed. Hours of makeup work will not be accepted as hours of class time. Online course attendance is achieved when the student has submitted an academic related activity within the online classroom (discussion board postings, written assignments, group work, quizzes, and exams). These submissions are automatically recorded in the College's online learning management system.

Online Participation Statement

To be successful in an online course, students should expect to log into the online classroom a minimum of 3 days per week and spend at least 15 hours per week on course work. This includes reading, hearing or viewing instructional content, attending the synchronous session, posting to discussion forums, submitting projects and writing assignments and journal entries, and taking assessments. Most but not all weekly assignments are due on Sundays by 11:59 pm Pacific Standard Time.

Synchronous Sessions

Each week, students are required to attend a synchronous session in each online class, or to view the recording of the session sometime after it is conducted. Instructors will announce the dates and times of synchronous sessions within the online course. Sessions are sometimes held on campus but always webcast to allow remote participation. Students can fulfill this requirement by either attending the synchronous session at the time it is held (recommended), or by watching the recording of the synchronous session and submitting a written summary.

Add/Drop Period

The institution shall have an Add/Drop period in which students will have the opportunity to make changes to their term schedule. The Add/Drop period shall commence the first day of each term, which is typically a Monday, and shall end on ***midnight Wednesday of the second week of the theme.*** Students who would like to make changes to their schedule must do so in writing. Students who make changes to their schedule after the Add/Drop period may be subject to the Withdrawal Policy stated in the catalog.

Repeated/Failed Courses

In the event that a student received a failing grade or withdraws from any course, the student must repeat the course or complete an equivalent course with a passing grade in order to graduate. Students will be charged the actual course cost for any course that must be retaken.

Independent Study

Independent study is reserved for rare circumstances in which a student's program sequence is disrupted and a specific course is needed to graduate or progress timely. An independent study contract must be completed by the faculty and the student and specifically address the course objectives, expected outcomes, assignments to be completed, hours expected to be completed with the faculty, and hours expected to be completed independently. Independent study contracts must be approved by the Program Dean or Lead Faculty. Independent study is not an option for legal specialty courses in the Paralegal Studies program.

Leave of Absence

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

Grading Policy

The College's grading system for each class is:

Excellent	92.5 – 100	A	4.00
	89.5 – 92.49	A-	3.75
	86.5 – 89.49	B+	3.50
Above Average	82.5 – 86.49	B	3.00
	79.5 – 82.49	B-	2.75
	76.5 – 79.49	C+	2.50
Average	72.5 – 76.49	C	2.00
	69.5 – 72.49	C-	1.75
	66.5 – 69.49	D+	1.50
Below Average	60.0 – 66.49	D	1.00
	59.99 or below	F	0.00
Unsatisfactory		RT	0.00
Retake		EQ	0.00
Equivalent		W	N/A
Withdrawal		CR	N/A
Credit		NC	N/A
No Credit		X	N/A
Not Attempted		I	N/A
Incomplete		TC	N/A
Transfer Credit			

The grade point average required for completion of a program is a minimum average passing grade of 2.0 with no grade lower than a 1.0 for any course. Grades "TC", "EQ", "X" and "I" do not count toward either completion or GPA calculations. Grades of "W", "CR", "NC", and "RT" do not count toward your GPA calculations.

Incomplete academic work for unforeseeable, emergency, and justifiable reasons at the end of an academic term may result in an incomplete ("I") being entered in the student's record. With the approval of the instructor and Program Dean or Lead Faculty, a student will have up to four weeks to amend the incomplete grade. In the event a new grade is not received by the Registrar's office by the due date of the incomplete agreement, unless extended by the Program Dean or Lead Faculty, the incomplete grade will become a failing grade. Program Deans or Lead Faculty have the discretion to grant an exception to the policy for an extended incomplete.

It shall be the policy of Fremont College that students may have the opportunity to withdraw from an individual class or classes prior to the end of week 5. The student must contact Academic Affairs prior to the close of business on the Friday of week 5 of the given term he/she is in. Close of business is defined as 6 p.m. Pacific Time. Although the student will be charged for the class, the opportunity to withdraw from class will allow him/her to receive a "W" instead of a grade. The "W" will not affect the student's GPA. However, it will affect the completion rate. Please see the section regarding Satisfactory Academic Progress (SAP) in the catalog. To ensure the withdrawal of class is properly documented, the student will fill out the appropriate form which can be found in the Academic Affairs office.

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

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

Change of Grade

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

Missed Assignments

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

Satisfactory Academic Progress (SAP) Policy

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

At the end of each 10-week evaluation period, if the student has less than the cumulative grade point average and/or does not meet the completion rate as specified in the following chart, he or she will be placed on Academic Warning. The student may receive financial aid while on Academic Warning. If the

student fails to achieve satisfactory progress by the end of the warning period, the student will lose their financial aid eligibility unless they successfully appeal and are placed on probation. The Satisfactory Academic Progress policy also applies to students who are not utilizing Title IV. Each student on Academic Warning will prepare an academic plan with his or her Program Dean or Lead Faculty that the student must follow.

Number of Weeks in Attendance	Required GPA at End of Period	Required Completion Rate
10	1.00	33.33%
20	1.50	50.00%
30	1.75	66.67%
40	2.00	66.67%
50	2.00	66.67%
60	2.00	66.67%

Quarter units attempted include all courses for which the student earned or received a grade from the College (including RT or W). Transfer credits are included as units attempted and completed. An “X” grade, which is assigned for courses scheduled but not attempted or charged, are not included as units attempted or completed. Assigned grades of RT, W, X, CR, EQ, or TC are not included in the CGPA calculation.

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

Satisfactory Academic Progress Appeals, Financial Aid Probation, and Academic Plans

Students who complete their first term with a 0.00 GPA (fail or withdraw for all attempted courses) will be dropped from the program unless they appeal for Academic Probation with the Program Dean or Lead Faculty.

If a student loses FSA eligibility because he/she failed to make SAP during the warning period, he/she may appeal that result to the Program Dean or Lead Faculty based upon special circumstances which might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student’s appeal must be received on or before the close of business on Wednesday of the second week of the new term.

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

The Program Dean or Lead Faculty will review the information submitted in the context of the student's entire academic record and notify the student of his/her decision. This decision is final.

If the appeal is approved, the Program Dean or Lead Faculty and student will collectively prepare an academic plan that the student must follow. The student will be on academic probation the subsequent term and will be eligible for financial aid.

At the end of the probationary term, the student's progress will be evaluated based upon the academic plan. The student will be removed from Academic Probation when he or she meets the SAP standards

stated in the catalog. If the student fails to meet the academic plan at the end of the probationary term, the student's financial aid eligibility is terminated. Students would be dismissed at this point. Second appeals in this situation will only be granted at the discretion of the Program Dean or Lead Faculty and Campus Director, and determined on a case-by-case basis. When a student on academic warning or probation meets the requirements of his or her academic plan, he or she will have met the SAP standards stated in the catalog and will be considered to have achieved satisfactory academic progress and will be eligible for financial aid. If the student fails to meet the academic plan while on a second appeal the student's financial aid eligibility is terminated. Students would be dismissed and all Title IV refund policies would apply.

Re-Entry for Students Dismissed Due to Failure to Meet SAP

Students who are dismissed due to failure to make SAP are not eligible to apply to return to school for at least 6 months after their withdraw date. The withdraw date is the last day of the students theme where they failed to meet SAP. Students are then allowed to reapply to the college in accordance with the Re-Start Policy stated in the catalog and may follow a specific academic success plan. Failure to meet this academic success plan may result in cancellation of enrollment.

Termination Policy

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

- A student fails to abide by the student code of conduct or the rules and regulations of the school.
- A student engages in lewd or lascivious conduct.
- A student is abusive to any member of the staff, faculty, or student body.
- A student fails to attend classes on a regular basis.
- A student is excessively absent.
- A student has engaged in plagiarism or has exhibited academic dishonesty.
- A student is found to be using alcohol or any illegal or illicit substance on campus.
- A student fails to maintain the minimum GPA and/or required completion rate.
- A student fails to meet his/her financial obligations to the College.
- The College determines that a student's conduct or performance demonstrates an unwillingness or inability to understand the subject matter being taught.

Graduation Requirements

A minimum GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the diploma or degree, is required to receive a diploma or degree. Fremont College does not have a cumulative final test or examination required for the completion of any of the programs offered. Upon successful completion of all required courses in a program, the graduate will be awarded a Bachelor of Science Degree, Bachelor of Arts Degree, Associate of Arts Degree, Associate of Science Degree, or Diploma. Students who fail to meet their financial obligations may have their official transcripts and/or diploma withheld.

Graduation Ceremonies

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

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

Student Conduct and Behavior

Academic Integrity

Fremont College expects that all work that you submit was created by you. Copying information that is not your own without indicating the source is never acceptable under any circumstances. Anything that you submit that was not your original idea must be in your own words and you must give credit to the original author. Failure to do so is called plagiarism.

Plagiarism and cheating of any kind, including copying, lying, bribing, inventing false information or citations, helping someone cheat or plagiarize, turning in someone else's work as your own, failing to put a quotation in quotation marks, changing words but copying the sentence structure of a source without giving credit, having access to test answers during a test, or leaving class during a test without permission will all have serious consequences.

Cell phones, text messaging devices, iPods, and other similar equipment may not be used during class time unless otherwise approved by the instructor.

All instances of cheating and plagiarism will be reported to the appropriate Program Dean or Lead Faculty. Consequences may include a grade of zero on the assignment, failing a course, suspension, expulsion from Fremont College, or other sanctions as deemed appropriate by the Program Dean or Lead Faculty.

To learn more about plagiarism, please visit: Plagiarism: What It is and How to Recognize and Avoid It at <http://www.plagiarism.org>.

Student Conduct Policy

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

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

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

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

Elements/Violations of Student Conduct Policy

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

1. Persistent or gross acts of willful disobedience or defiance toward school personnel.
2. Assault, battery, or any other form of physical abuse of a student or school employee.
3. Fighting.
4. Verbal abuse of a student or school employee.
5. Conveyance of threats by any means of communication, including but not limited to threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees.
6. Any conduct that threatens the health or safety of oneself or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
7. Harassment or bullying by any means of any individual, including coercion and personal abuse. Harassment or bullying includes but is not limited to written or verbal acts or uses of technology that have the effect of harassing or intimidating a person.
8. Any form of unwanted sexual attention or unwanted sexual contact.
9. Violations by a guest of a student on school property. Students are responsible for the actions of their guests.
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty, or staff member.
11. Interference with the normal operations of the school (e.g., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities).
12. Use of cell phones and pagers during scheduled classroom times.
13. Unauthorized entry into, or use of, school facilities.
14. Forgery, falsification, alteration, or misuse of school documents, records, or identification.
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials.
16. Disorderly, lewd, indecent, or obscene conduct, including but not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent, or obscene as determined by school officials.
17. Extortion.
18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, or turning in false fire alarms and bomb threats.
19. Breach of peace on school property or at any school-sponsored or supervised program.
20. Use, sale, possession, or distribution of illegal or controlled substances, drugs, or drug paraphernalia on school property or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property or at any school function is also prohibited.
21. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited.
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school-sponsored functions.
23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area.
24. Failure to satisfy school financial obligations.
25. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties.
26. Failure to identify oneself when on school property.

27. Violation of federal, state, or local laws and school rules and regulations on school property or at school-sanctioned or school-sponsored functions.
28. Any form of “hazing” and any act that endangers the safety of a student or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. “Hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending the school.
29. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of Fremont College and/or its reputation.
30. Any violation of the institution’s policies on the responsible use of technology, including but not limited to:
 - The theft or abuse of a computer, email, Internet, or Intranet resources
 - Unauthorized entry into a file to use, read, or change the contents of or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of the law
 - Unauthorized use of another individual’s identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school’s computing system
31. Abuse of the Fremont College disciplinary system, including but not limited to:
 - Failure to obey the summons of a disciplinary body or school official
 - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
 - Disruption or interference with the orderly conduct of a disciplinary proceeding
 - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - Failure to comply with the sanction(s) imposed under the student conduct policy
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
32. Harassment or bullying based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

Disciplinary Procedures

Complaint

1. Any member of Fremont College (e.g., faculty, staff, or student) may file a complaint against any student for misconduct or for otherwise being in violation of Fremont College policies. The complaint shall be prepared in writing and directed to the Assistant Director of Student Affairs, or designee. Complaints should be submitted as soon as possible after the alleged violation occurred.
2. The Assistant Director of Student Affairs or a designee shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

3. Unless otherwise provided by law, Fremont College generally will not disclose the name of the person making the complaint to the accused student (“student”) unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

1. Within a reasonable period of time after the complaint is received, the Assistant Director of Student Affairs or his or her designee will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Assistant Director of Student Affairs or his or her designee to discuss the complaint and alleged violation. The Assistant Director of Student Affairs or his or her designee will render and communicate the decision to the student.
2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Assistant Director of Student Affairs or his or her designee may make a determination of violations of Fremont College policies on the basis of the information available and impose sanctions for such violations. This decision shall be communicated to the student.
3. The Assistant Director of Student Affairs or his or her designee’s determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of Fremont College.

Procedures Regarding Student Dismissals

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

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

- violation has occurred, the hearing officer's determination will also address whether dismissal from Fremont College is an appropriate sanction for the offense(s).
- The hearing officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation, or policy of Fremont College
 - The hearing officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal therefrom.

Interim Suspension

Fremont College may immediately remove or suspend a student from school without applying or exhausting these procedures when, in Fremont College's sole judgment, the student poses a threat of harm to himself or herself, to others, or to property of Fremont College or a member of Fremont College.

During the interim suspension, students shall be denied access to the school (including classes, labs, and library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Assistant Director of Student Affairs or designee may determine to be appropriate.

Student Involvement in Conduct Proceedings

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

Violations of Law

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

Search of Student's Property

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

Sanctions

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

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

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

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

Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to Fremont College policies and procedures.

- The student must initially obey the terms of the decision (e.g., a student who has been suspended from school may not be on school property in accordance with the directions indicated in the decision).
- The student must write a letter of appeal in the student's own words, addressed to the Director of Operations of Fremont College or his or her designee. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to Fremont College policies and procedures. It must be delivered to the Director of Operations or his or her designee within seven calendar days following the student's receipt of the decision.
- The Director of Operations or his or her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be composed of faculty or staff members not involved in making the initial disciplinary decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the Director of Operations or his or her designee with its recommendation following its review of the appeal. The Director of Operations or his or her designee will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The decision will be final.

Student Complaint/Grievance Procedures

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

1. Make a signed, written complaint to a school official describing the basis of the complaint in sufficient detail to allow the Program Dean or Lead Faculty to begin an investigation.
2. The Program Dean/Lead Faculty or designee will schedule an appointment with the student within three working days to discuss the complaint.
3. The Program Dean/Lead Faculty or designee will confirm the completion of the investigation with a written report of the disposition of the complaint mailed to the student within five working days of the meeting with the student.
4. If the student is not satisfied with the Program Dean/Lead Faculty or designee's report of disposition of the complaint, the student may appeal this result in writing to the Director of Operations within 10 working days of receipt. The appeal letter must include a copy of the written disposition report and an explanation of why the student is not satisfied with that outcome.
5. The Director of Operations will review the written disposition report and the student's appeal letter and will conduct any further investigation necessary, including requesting additional information from the student or Dean.
6. The Director of Operations will provide both the student and the Dean with a written appeal finding mailed within 10 working days of the receipt of the appeal letter. This written decision is the final disposition of the complaint.
7. Students not satisfied with the final disposition of the grievance process may contact the BPPE or ACCSC.

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

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

Please direct all inquiries to:

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

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

Responsible Use of Technology Policy

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

Dress Code

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

Campus Safety and Security

The College recognizes that effective learning requires a safe environment, and to this end, complies with the Crime Awareness and Campus Security Act of 1990, Jeanne Clery Disclosures of Campus Security Policies and the Campus Crimes Statistics Act (Clery Act), and the Higher Education Opportunity Act of 1965 and the Safe and Drug Free Colleges and Communities Act and Amendments of 1989.

Crime Awareness

The College's annual security report is available to any current or prospective student and employees of the college, and may be obtained from the Career Services Department upon request. The security report details any crimes that have occurred on or adjacent to the campus over the past 3 years. The report also contains the College's policies and procedures regarding campus security, crime reporting, crime prevention, sexual misconduct, emergency response and campus evacuation plans.

Students and employees are encouraged to report any criminal activity or other emergency situations to the onsite campus administrator. Reports can be written or verbal, depending on the severity of the situation. Crimes may be reported confidentially. The onsite administrator is responsible for investigating all crimes reported and for taking appropriate action. The College will cooperate with local, state, and federal law enforcement agencies as needed.

Drug Abuse Policy

It is the policy of Fremont College to comply with the Drug-Free Schools and Community Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. Accordingly, the following information regarding the use of illegal drugs and the abuse of alcohol on the campus or in facilities controlled by Fremont College are prohibited by college regulations and are incompatible with the goal of providing a healthy educational environment for students, faculty, staff and guests. Informative materials on controlled substance use and effects, counseling, treatment and rehabilitation programs, and hot-line telephone numbers in the area are provided to students and staff annually. Information on the laws regarding California drug and alcohol penalties for possession and trafficking is available from the Career Services Department.

Sanctions

Fremont College Sanctions

Fremont College, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, Fremont College will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of the Fremont College standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

State and Federal Sanctions

State Drug Laws considers the illegal use of drugs and alcohol serious crimes. The sanctions for first-time violations of these laws range from fines to lengthy terms of incarceration, or both. There may also be civil consequences that result from violating state statutes. Property associated with the criminal acts, including homes and vehicles, can be confiscated by the government. Persons convicted of felonies may be barred from government employment, and lose the right to vote.

Federal law considers the manufacture, distribution, dispensation, possession or use of illegal drugs, or any controlled substance, a serious crime. For the most current Federal Trafficking Penalties, please visit the U.S. Drug Enforcement Administration website at <http://www.deadiversion.usdoj.gov/21cfr/21usc/841.htm>.

Disabled Students

Fremont College provides reasonable accommodations to self-identified students with disabilities. To receive accommodations, students must provide appropriate documentation from a licensed healthcare provider. The Disability Services Coordinator assists qualified students with disabilities to acquire reasonable and appropriate educational accommodations to support their success at Fremont College.

Fremont College is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities in compliance with the Americans with Disabilities Act and Section 504 of the rehabilitation act of 1973.

Students who believe they are in need of accommodations should contact the Student Affairs office. Accommodations are not provided retroactively.

Student Records and Right of Privacy

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

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

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

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

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their educational records. They are:

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

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

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

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

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

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

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

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

A College official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the College discloses education records without consent to an official of another school in which a student seeks or intends to enroll.

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW

FERPA Release of Information

Directory Information

In compliance with the Family Educational Rights and Privacy Act, the College treats the following student information as directory information, which can be disclosed without a specific release of information from the student: student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. Students may restrict the release of directory information by written request to the Registrar.

Non-directory Information

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

Electronic Files

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

Fremont College Statement on Diversity

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

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

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

Business Leadership Bachelor of Arts Degree Completion

The College of Business seeks to produce capable and knowledgeable students who combine an understanding of work and careers with an ability to adapt quickly to the expectations of employers and the work environment. This bachelor of arts program is designed to provide graduates with the business, technical, and legal skills necessary to begin or advance a career in business leadership. Students will develop the quantitative, qualitative, interpersonal, technical, and legal skills required to lead in today's complicated business climate. The normal completion time for this program is 15 months.

Vocational Objective

Graduates of the Business Leadership program are eligible for positions in public and private sector organizations including, but not limited to, financial institutions, insurance companies, consumer goods, retailers; telecommunications; entertainment; legal firms; healthcare organizations; non-profits; federal, state, and local governments. Specific jobs with these employers include Business Analyst, Financial Analyst, Sales Trainee, Accountant, Account Manager, Human Resources Manager, Sales Manager, Marketing Manager, Sales Support, Sales Representative.

Learning Outcomes

1. Develop students' abilities to understand business concepts, terms and theories.
2. Prepare students for jobs in the fields of management, marketing, human resources international business, and finance.
3. Assist students in becoming more proficient in analysis, decision making, and management.
4. Develop students' understanding of international business and the effects of globalization.
5. Appreciate the benefits of experiential learning by displaying good work habits, time management, and self-discipline.
6. Work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender, and other backgrounds and with people with different organizational roles, social affiliations, and personalities.
7. Recognize entrepreneurial opportunities for new business ventures; evaluate potential for business success; and consider implementation issues including financial, legal, operational, and administrative procedures involved in starting new business ventures.
8. Use quantitative and qualitative tools and methodologies to support organizational decision making.
9. Analyze the information content of organizational processes and use web-based techniques, skills, and knowledge of information technology to enhance individual productivity.
10. Apply accounting and finance concepts and methods for evaluating the financial position and performance of organizations.

Graduation Requirements

To earn a Bachelor of Arts Degree in Business Leadership, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 50 quarter credit hours in core classes and a minimum of 40 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

Course Type**Quarter Credit Hours**

Business Leadership Core Courses	50
General Education Courses	40
All Courses	90

Business Leadership Core Courses

Course ID	Course Title	Quarter Credit Hours
BA310	Business Law	5.0
BA320	Human Resources Management	5.0
BA330	Leadership and Human Capital Development	5.0
BA331	Internet Marketing	5.0
BA370	Business Development and Sales Techniques	5.0
BA400	Bachelor Capstone	5.0
BA411	Financial and Managerial Accounting	5.0
BA420	Information Systems	5.0
BA430	Project and Quality Management	5.0
BA432	Entrepreneurship	5.0

General Education Courses

Course ID	Course Title	Quarter Credit Hours
GE310	Business Communications	5.0
GE326	Philosophy and Ethics A	2.5
GE329	Philosophy and Ethics B	2.5
GE331	Information Literacy	2.5
GE339	Mythology and Pop Culture	2.5
GE345	Modern U.S. History A	2.5
GE350	Modern U.S. History B	2.5
GE410	Advanced Career Management A	2.5
GE420	Psychology A	2.5
GE429	Psychology B	2.5
GE435	The Art of Persuasion	5.0
GE440	Advanced Career Management B	2.5
GE450	The American Economy A	2.5
GE459	The American Economy B	2.5

Healthcare Management Bachelor of Science Degree Completion

The Healthcare Management program seeks to produce capable and knowledgeable graduates who understand the theory and practice of healthcare in an administrative environment. This bachelor of science degree completion program is designed to provide students with training in economics, financial management, human resources management, quantitative methods, planning, leadership, organizational behavior, law, cultural and global care, and ethics in healthcare. The normal completion time for the program is 15 months.

Vocational Objective

Graduates of the Healthcare Management program are eligible for positions in various healthcare related institutions including state, local and private hospitals, ambulatory healthcare services, nursing and residential care facilities; and in the government. Specific jobs with these employers include Medical Office Manager, Patient Care Manager, Medical Records Manager, Rehabilitation Center Manager, Healthcare Project Manager, and Health Services Manager.

Learning Outcomes

Graduates of the program will be able to:

1. Express and demonstrate a theoretical and practical understanding of the rapidly changing healthcare environments and the demands associated with the many facets of healthcare.
2. Demonstrate the quantitative and qualitative skills necessary to assess, plan, direct, create, organize, and coordinate financial and human resources needed in healthcare settings.
3. Utilize knowledge about regulations and legal, cultural, and ethical issues to make informed decisions and provide directives that promote maximum healthcare initiatives for the individual, family, and society.
4. Manage patient care services in a variety of settings that promote dignity and respect for the individual from various ethnic and cultural backgrounds.
5. Be educationally positioned for employment in a position of their choice and to continue their studies toward a graduate degree, if they choose.

Graduation Requirements

To earn a Bachelor of Science Degree in Healthcare Management, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 50 quarter credit hours in core classes and a minimum of 40 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

Course Type**Quarter Credit Hours**

Healthcare Management Core Courses

50

General Education Courses

40

All Courses

90

Healthcare Management Core Courses**General Education Courses**

Course ID	Course Title	Quarter Credit Hours
BA320	Human Resources Management	5.0
BA400	Bachelor Capstone	5.0
BA420	Information Systems	5.0
HM311	Managed Care and Healthcare Policies	5.0
HM315	Anatomy and Medical Terminology	5.0
HM331	Epidemiology and Global Health	5.0
HM340	Electronic Health Records Management	5.0
HM350	Medical Coding and Billing	5.0
HM430	Long Term Care and Issues of Aging and Disability	5.0
HM431	Quality Management and Patient Safety	5.0

Course ID	Course Title	Quarter Credit Hours
GE310	Business Communications	5.0
GE326	Philosophy and Ethics A	2.5
GE329	Philosophy and Ethics B	2.5
GE331	Information Literacy	2.5
GE339	Mythology and Pop Culture	2.5
GE345	Modern U.S. History A	2.5
GE350	Modern U.S. History B	2.5
GE410	Advanced Career Management A	2.5
GE420	Psychology A	2.5
GE429	Psychology B	2.5
GE435	The Art of Persuasion	5.0
GE440	Advanced Career Management B	2.5
GE450	The American Economy A	2.5
GE459	The American Economy B	2.5

Digital Marketing Associate of Science Degree

The Digital Marketing program at Fremont College takes a comprehensive approach to instruction to ensure that the student graduates with the skills and experience to be ready “day one” in a new employment situation. This Digital Marketing Associate of Science Degree program provides training in creating compelling content for social media channels, email campaigns, sales lead capture landing pages, website popups, email auto-responder series, email sales funnels, target audience identification and segmentation, online advertising campaigns, SEO rich content for websites, backlink building, monitoring online presence and performance, data analysis and reporting. The normal completion time for this program is 15 months.

Vocational Objective

Graduates of the Digital Marketing program are eligible for entry-level positions in various types of marketing agencies. These include, but are not limited to, advertising, public relations, entertainment, sports, business, healthcare, finance and other industry specific organizations. Specific jobs with these employers include SEO Specialist, SEM Analyst, SEM Manager, Social Media Planner, Interactive Project Manager, Social Media Coordinator, and Marketing Specialist.

Learning Outcomes

Graduates of the program will be able to:

1. Explain the general principles of Digital Marketing.
2. Create content for digital assets.
3. Develop email sales funnels.
4. Conduct Search Engine Optimization (SEO) for online advertising campaigns.
5. Create comprehensive Digital Marketing strategies for various products and services.

Graduation Requirements

To earn an Associate of Science Degree in Digital Marketing, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

Course Type**Quarter Credit Hours**

Digital Marketing Core Courses	60
General Education Courses	30
All Courses	90

Digital Marketing Core Courses

Course ID	Course Title	Quarter Credit Hours
DM101	Developing Your Marketplace	5.0
DM102	Digital Marketing Best Practices	5.0
DM103	Search Engine Optimization	5.0
DM104	Leveraging Social Media	5.0
DM105	Content Marketing, PR, and Brand Management	5.0
DM106	Mobile Marketing	5.0
DM201	Landing Page Essentials	5.0
DM202	Email Marketing	5.0
DM203	Conversion Optimization	5.0
DM204	User Acquisition and Retention Strategies	5.0
DM205	Pay Per Click Principles	5.0
DM206	Measurement and Data Analytics	5.0

General Education Courses

Course ID	Course Title	Quarter Credit Hours
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5
GE259	Introduction to Mythology and Modern Media	2.5

Health Information Technology Associate of Science Degree

The Healthcare Information Technology program is designed to address the changing landscape of federal healthcare initiatives, billing and coding in an expanding health care environment. This Health Information Technology Associate of Science Degree program provides instruction in healthcare data and coding, computer software applications, and ICD-9, ICD-10, and CPT/HCPS coding guidelines. Health information technicians are members of the healthcare team who assure that healthcare documentation is consistent with professional standards. Students will learn elements of medical documentation including the medical history, physical examination, progress notes reflecting treatment, laboratory values, and radiology reports. The normal completion time for this program is 15 months.

Vocational Objective

Graduates of the Health Information Technology program will be equipped to apply for certification in Health Information Technology. Graduates are eligible for entry-level positions in various healthcare related institutions including state, local, and private hospitals, ambulatory healthcare services, nursing and residential care facilities, and in the government. Specific jobs with these employers include Health Information Technician, Medical Records Technician, Medical Coder, Health Information Manager, Medical Secretary, and Medical Transcriptionist.

Learning Outcomes

1. Develop students' abilities to understand health information technology and perform skills associated with positions in this industry.
2. Prepare students for jobs in the fields of health information technology (HIT) and Health Information Management (HIM) in medical offices and groups, insurance companies, government agencies, health maintenance organizations, companies that design, supply, or maintain medical records or information systems and healthcare vendors.
3. Assist students in becoming more proficient in patient communication and interaction, analysis, decision making, and management.
4. Develop students' understanding of health information technology, billing and coding, and electronic record keeping and the impact on healthcare management of resources.
5. Help students to appreciate the benefits of experiential learning by developing good work habits, time management, and self-discipline.
6. Develop students' ability to work effectively, respectfully, ethically, and professionally with people of diverse ethnic, cultural, gender, and other backgrounds and with people with different organizational roles, social affiliations, and personalities.

Graduation Requirements

To earn an Associate of Science Degree in Health Information Technology, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

Course Type

Health Information Technology Core Courses
 General Education Courses
 All Courses

Quarter Credit Hours

60
 30
 90

Health Information Tech. Core Courses

Course ID	Course Title	Quarter Credit Hours
AA200	Associate Capstone	5.0
HT110	Introduction to Medical Insurance and Billing	5.0
HT111	Medical Terminology	5.0
HT121	Disease Classification (ICD-10)	5.0
HT130	Introduction to Electronic Health Records	5.0
HT131	Healthcare Procedural Codes (CPT/HCPSCS)	5.0
HT210	Medical Office Management	5.0
HT220	Introduction to Microsoft Office	5.0
HT230	Health Information Technology	5.0
HT240	Introduction to Medical Accounting	5.0
HT250	U.S. Healthcare System	5.0
HT251	Healthcare Law and Ethics	5.0

General Education Courses

Course ID	Course Title	Quarter Credit Hours
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5
GE259	Introduction to Mythology and Modern Media	2.5

Paralegal Studies Associate of Arts Degree

Paralegal Studies encompasses many facets of the law and includes, but is not limited to, property, employment law, family law, torts, civil procedures, contracts, and legal research and writing. This ABA-approved Paralegal Studies Associate of Arts Degree program provides training in conducting research on relevant laws, regulations, and legal articles; drafting correspondence and legal documents; gathering evidence and legal documents for attorney review and case preparation; report writing; and processes for obtaining affidavits and other formal statements that may be used as evidence in court. The expected completion time for this program is 15 months.

Vocational Objective

Graduates of the Paralegal Studies program are eligible for entry-level positions in local, state, and federal government agencies and departments, as well as law firms, legal aid services, finance and insurance companies. Specific jobs with these employers include corporate paralegal, litigation paralegal, family law paralegal, law clerk, and litigation support analyst. (Note: Paralegals may not provide legal services directly to the public except as permitted by law.)

Learning Outcomes

Graduates of the program will be able to:

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

Graduation Requirements

To earn an Associate of Arts Degree in Paralegal Studies, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses, including GE120, GE129, GE133 and GE139 (or equivalent).
- Legal Specialty Requirement: Students must complete a minimum of 60 quarter units in PA courses. Students must fulfill a minimum 15 quarter credits of legal specialty courses at Fremont College.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

Course Type**Quarter Credit Hours**

Paralegal Core Courses	60
General Education Courses	30
All Courses	90

Paralegal Studies Core Courses

Course ID	Course Title	Quarter Credit Hours	Prerequisites
PA120	Introduction to Law & Ethics	5.0	GE120/129, GE133/139
PA125	Civil Procedure	5.0	GE120/129, GE133/139
PA130	Legal Research & Writing	5.0	GE120/129, GE133/139
PA140	Criminal Law & Procedure	5.0	PA120, PA125, PA130, GE120/129, GE133/139
PA145	Torts	5.0	PA120, PA125, PA130, GE120/129, GE133/139
PA150	Advanced Legal Research & Writing	5.0	PA120, PA125, PA130, GE120/129, GE133/139
PA220	Legal Practice Technology	5.0	PA120, PA125, PA130, GE120/129, GE133/139
PA225	Family Law	5.0	PA120, PA125, PA130, GE120/129, GE133/139
PA230	Real Property Law	5.0	PA120, PA125, PA130, GE120/129, GE133/139
PA240	Employment Law	5.0	PA120, PA125, PA130, GE120/129, GE133/139
PA245	Contracts	5.0	PA120, PA125, PA130, GE120/129, GE133/139
PA250	Business Organizations	5.0	PA120, PA125, PA130, GE120/129, GE133/139

General Education Courses

Course ID	Course Title	Quarter Credit Hours
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5

GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5
GE259	Introduction to Mythology and Modern Media	2.5

Sports & Rehabilitation Therapy Associate of Science Degree

Sports and Rehabilitation Therapy is a growing field for students interested in helping athletes work through injuries and enhancing performance. This Sports & Rehabilitation Therapy Associate of Science Degree program provides training in the basic techniques used by sports therapists to provide services to athletes for conditioning, improving performance, and rehabilitating injuries. The program courses provide students with an understanding of the human skeletal, muscular, and nervous systems; physical assessment through various means of testing and the application of sports therapy theories. The normal completion time for this program is 15 months.

Vocational Objective

Graduates of the Sports & Rehabilitation Therapy program are eligible for entry-level positions in colleges and universities, elementary and secondary schools, fitness and recreational centers, physician offices and sports injury clinics. Specific jobs with these employers include Rehabilitation Therapist, Medical Massage Therapist, Team Sports Therapist, Health Club Trainer, and Physical Therapist Aide.

Learning Outcomes

Graduates of the program will be able to:

1. Explain the biomechanics, structure, and function of soft tissue and body systems.
2. Relate the integration of body systems to support athletic performance.
3. Recognize, assess, and evaluate sports-related injuries.
4. Perform advanced therapeutic techniques including deep tissue, shiatsu, sports, and positional release.
5. Practice skills in a professional and ethical way as part of the sports medicine team.
6. Collaborate with healthcare professionals to create a treatment plan for athletes.
7. Describe the physiological effects of massage on the human body and how it can enhance athletic performance.
8. Conduct a variety of orthopedic assessment procedures in order to determine specific sports injuries.
9. Use theoretical evidence to justify the techniques they use.
10. Record SOAP notes and intake forms to relay information to other healthcare professionals.
11. Interpret and integrate SOAP notes into treatment planning.
12. Provide services to the athletic community.

Graduation Requirements

To earn an Associate of Science Degree in Sports & Rehabilitation Therapy, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 90 quarter credit hours, comprised of a minimum of 60 quarter credit hours in core classes and a minimum of 30 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

Supervised Hours

Students enrolled in the Massage Therapy and Sports & Rehabilitation programs are required by CAMTC to attend at least 500 supervised hours of the program. Therefore, all absences during the first 500 hours of the supervised core courses must be made-up by the student (this does not include general education courses). Course work will be made up in a timely manner. The make-up sessions should occur during the college's regular business hours and only when an instructor is available. Make-up work must be documented by the instructor as being completed and should include the date, time and duration of the make-up session. In addition, students enrolled in the Sports & Rehabilitation program are required to attend a minimum of 70% of the supervised 840 clock hours.

Hygiene

Personal Hygiene: Students are responsible for maintaining appropriate levels of personal hygiene. **Fingernails:** Students are to keep fingernails neatly manicured and of a length that allows for the safe delivery of massage techniques.

Fragrance Control: Students should avoid wearing any product that produces a scent that is strong enough to be perceived by others including, but not limited to, colognes, perfumes, after-shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

Dress code

Students are required to wear either institutional polo shirts or scrubs (for core classes) at all times when on campus or at other Fremont sponsored events. Shoes must provide safe, secure footing against all hazards and should be appropriate for a professional work environment. Sandals and open-toed shoes are unacceptable due to potential safety hazard.

Draping

Fremont College's Massage Therapy and Sports & Rehabilitation Therapy programs utilize full sheet draping procedures at all times.

Course Type**Quarter Credit Hours**

Sports & Rehabilitation Therapy Core Courses	60
General Education Courses	30
All Courses	90

Sports & Rehabilitation Therapy Core Courses

Course ID	Course Title	Quarter Credit Hours
SR110	Massage Therapy Techniques	5.0
SR111	Anatomy and Physiology - Systems of the Body	5.0
SR120	Swedish Massage Techniques	5.0
SR121	Somatic Tissues and Biomechanics	5.0
SR130	Deep Tissue and Neuromuscular Therapy	5.0
SR140	Business, Ethics and MBLEx Prep	5.0
SR210	Sports and Specialized Massage	5.0
SR211	Eastern Theory and Practice	5.0
SR220	Therapeutic Exercise & Procedures	5.0
SR221	Advanced Biomechanics and Assessment	5.0
SR230	Applications of Sports Therapy	5.0
SR231	Personal Training	5.0

General Education Courses

Course ID	Course Title	Quarter Credit Hours
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5
GE259	Introduction to Mythology and Modern Media	2.5

Transfer Credit Policy

Pursuant to Business and Professions Code section 4604, California Massage Therapy Council (CAMTC) can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

Disclosures

Publication of CAMTC's Law related to unfair business practices as related to massage:

1. Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:
 - a. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
 - b. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq."

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Programs Requiring Licensure: List of Requirements

Fremont College offers the following programs that lead to positions requiring licensure in the State of California:

- Massage Therapy - Diploma
- Sports and Rehabilitation Therapy –Associate of Science

In order to obtain certification as a massage therapist in the State of California, as established by the California Massage Therapy Council (CAMTC), an applicant shall submit a written application and provide the CAMTC with satisfactory evidence that he or she meets all of the following requirements:

1. The applicant is 18 years of age or older.
2. The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, that incorporates appropriate school assessment of student knowledge and skills.
 - a. Of the 500 hours, a minimum of 100 hours of instruction shall address anatomy and physiology (*minimum 64 hours*), contraindications (*minimum 13 hours*), health and hygiene (*minimum 5 hours*), and business and ethics (*minimum 18 hours*).
 - b. All of the 500 hours shall be from schools approved by the council.
3. The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates.
4. The applicant has successfully passed a background investigation pursuant to Section 4606, and has not violated any of the provisions of this chapter.
5. All fees required by the council have been paid.
6. The council may issue a certificate to an applicant who meets the qualifications of this chapter if he or she holds a current and valid registration, certification, or license from any other state whose licensure requirements meet or exceed those defined within this chapter. If an applicant has received education at a school that is not approved by the council, the council shall have the discretion to give credit for comparable academic work completed by an applicant in a program outside of California.
7. A certificate issued pursuant to this chapter and any identification card issued by the council shall be surrendered to the council by any certificate holder whose certificate is suspended or revoked.

Massage Therapy Diploma

Massage therapy is one of the most popular branches of alternative medicine. This Massage Therapy Diploma program is designed to provide students with didactic and clinical training. Included in the training are courses in anatomy, physiology, and kinesiology as well as several specialized massage techniques, such as deep tissue, sports, shiatsu, Swedish, and seated massage. The normal completion time for this program is 9 months.

Vocational Objective

Graduates of the Massage Therapy program will be equipped to apply for state certification in California and to take the NCBTMB examinations, which are used or recognized in statute or rule in 38 states plus the District of Columbia. Graduates are eligible for entry-level positions in a variety of professional environments, including clinics, chiropractic offices, sports facilities, spas, and private practice. Specific jobs with these employers include Spa Masseur/Masseuse, Spa Body Therapy, Resort/Cruise Ship Massage Therapist, Hotel Massage Therapist and Special Event Massage Therapist.

The program exceeds the 500 hours required for graduates to become California Certified Massage Therapists. Fremont College provides assistance with the certification process during the course of the student's program. Massage therapy graduates may be denied licensure and/or certification if they have been convicted of specific felonies or misdemeanors. Fremont College is not responsible for students who are denied licensure or certification due to an adverse background check.

Learning Outcomes

Graduates of the program will be able to:

1. Explain the structure and function of soft tissue and body system impairments.
2. Perform Eastern and Western massage techniques such as Swedish, deep tissue, shiatsu, sports, and chair massage.
3. Practice massage therapy in a professional and ethical way.
4. Construct and apply an appropriate treatment plan for individual clients.
5. Demonstrate massage techniques using proper body mechanics.
6. Describe the physiological effects of massage on the human body.
7. Conduct a variety of assessment procedures in order to determine appropriate treatments.
8. Use theoretical evidence to justify the techniques they use.
9. Record SOAP notes and intake forms to relay information to other healthcare professionals.
10. Interpret and integrate SOAP notes into treatment planning.
11. Provide services to a diverse population.

Course Sequence

The Massage Therapy Diploma program is comprised of eight core courses and eight general education courses from the Sports & Rehabilitation Therapy Associate of Science Degree program. To earn the Massage Therapy Diploma, students must complete:

- Eight (8) specific core courses (for a total of 40 credits) and;
- Eight (8) of the twelve GE courses (for a total of 20 credits), creating a 60 credit diploma.

Typically, one core and one GE course is offered every five weeks. The specific GE courses that a student will take as part of this diploma program are dependent on the schedule in effect at the time that the student enrolls in the program.

Graduation Requirements

To earn a Diploma in Massage Therapy, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 60 quarter credit hours, comprised of a minimum of 40 quarter credit hours in core classes and a minimum of 20 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

Supervised Hours

Students enrolled in the Massage Therapy and Sports & Rehabilitation programs are required by CAMTC to attend at least 500 supervised hours of the program. Therefore, all absences during the first 500 hours of the supervised core courses must be made-up by the student (this does not include general education courses). Course work will be made up in a timely manner. The make-up sessions should occur during the college's regular business hours and only when an instructor is available. Make-up work must be documented by the instructor as being completed and should include the date, time and duration of the make-up session. In addition, students enrolled in the Sports & Rehabilitation program are required to attend a minimum of 70% of the supervised 840 clock hours.

Hygiene

Personal Hygiene: Students are responsible for maintaining appropriate levels of personal hygiene.

Fingernails: Students are to keep fingernails neatly manicured and of a length that allows for the safe delivery of massage techniques.

Fragrance Control: Students should avoid wearing any product that produces a scent that is strong enough to be perceived by others including, but not limited to, colognes, perfumes, after-shave products, lotions, powders, deodorants, hair sprays and other hair products, and other personal products.

Dress code

Students are required to wear either institutional polo shirts or scrubs (for core classes) at all times when on campus or at other Fremont sponsored events. Shoes must provide safe, secure footing against all hazards and should be appropriate for a professional work environment. Sandals and open-toed shoes are unacceptable due to potential safety hazard.

Draping

Fremont College's Massage Therapy and Sports & Rehabilitation Therapy programs utilize full sheet draping procedures at all times.

Course Type**Quarter Credit Hours**

Massage Therapy Core Courses	40
General Education Courses	20
All Courses	60

Massage Therapy Core Courses

Course ID	Course Title	Quarter Credit Hours
SR110	Massage Therapy Techniques	5.0
SR111	Anatomy and Physiology - Systems of the Body	5.0
SR120	Swedish Massage Techniques	5.0
SR121	Somatic Tissues and Biomechanics	5.0
SR130	Deep Tissue and Neuromuscular Therapy	5.0
SR140	Business, Ethics and MBLEx Prep	5.0
SR210	Sports and Specialized Massage	5.0
SR211	Eastern Theory and Practice	5.0

General Education Courses*(students take eight of the following courses)*

Course ID	Course Title	Quarter Credit Hours
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5
GE259	Introduction to Mythology and Modern Media	2.5

Transfer Credit Policy

Pursuant to Business and Professions Code section 4604, California Massage Therapy Council (CAMTC) can only consider transfer hours from CAMTC approved schools. Transcripts shall clearly identify transfer hours, including but not limited to name, CAMTC School Approval Code, address, telephone, and website of other school(s); number of hours transferred; class requirements met by transfer hours; reason(s) for transfer; and attached copy of transcript(s) from other school(s). Transfer hours may not make up more than 50% of the 500 hours required for certification. CAMTC reserves the right, in its sole discretion, to not accept transfer hours.

Disclosures

Publication of CAMTC's Law related to unfair business practices as related to massage:

2. Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:
 - a. To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.
 - b. To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq."

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 320, Sacramento, CA 95814, www.camtc.org, phone (916) 669-5336, or fax (916) 669-5337.

Programs Requiring Licensure: List of Requirements

Fremont College offers the following programs that lead to positions requiring licensure in the State of California:

- Massage Therapy - Diploma
- Sports and Rehabilitation Therapy –Associate of Science

In order to obtain certification as a massage therapist in the State of California, as established by the California Massage Therapy Council (CAMTC), an applicant shall submit a written application and provide the CAMTC with satisfactory evidence that he or she meets all of the following requirements:

1. The applicant is 18 years of age or older.
2. The applicant has successfully completed the curricula in massage and related subjects totaling a minimum of 500 hours, or the credit unit equivalent, that incorporates appropriate school assessment of student knowledge and skills.
 - a. Of the 500 hours, a minimum of 100 hours of instruction shall address anatomy and physiology (*minimum 64 hours*), contraindications (*minimum 13 hours*), health and hygiene (*minimum 5 hours*), and business and ethics (*minimum 18 hours*).
 - b. All of the 500 hours shall be from schools approved by the council.
3. The applicant has passed a massage and bodywork competency assessment examination that meets generally recognized psychometric principles and standards and that is approved by the council. The successful completion of this examination may have been accomplished before the date the council is authorized by this chapter to begin issuing certificates.
4. The applicant has successfully passed a background investigation pursuant to Section 4606, and has not violated any of the provisions of this chapter.
5. All fees required by the council have been paid.
6. The council may issue a certificate to an applicant who meets the qualifications of this chapter if he or she holds a current and valid registration, certification, or license from any other state whose licensure requirements meet or exceed those defined within this chapter. If an applicant has received education at a school that is not approved by the council, the council shall have the discretion to give credit for comparable academic work completed by an applicant in a program outside of California.
7. A certificate issued pursuant to this chapter and any identification card issued by the council shall be surrendered to the council by any certificate holder whose certificate is suspended or revoked.

Health Administration Certificate

Healthcare administration personnel contribute to the daily maintenance and management of the operational aspects of hospitals, clinics, and other institutions. This Health Administration diploma program provides training in medical insurance billing, medical accounting, electronic health records, and basic health information technology. The normal completion time for this program is 7 months.

Vocational Objective

Graduates of the Health Administration program are eligible for entry-level positions in various healthcare related institutions including state, local and private hospitals, ambulatory healthcare services, nursing and residential care facilities, and in the government. Specific jobs with these employers include Claims Processors, Medical Insurance Billers, Accounting Assistants, and Information Management Coordinators.

Learning Outcomes

Graduates of the program will be able to:

1. Understand health administration and perform skills associated with positions in this industry.
2. Learn the essential security and processing requirements of medical records management.
3. Develop a basic understanding of health administration, insurance, billing and coding.
4. Experience growth in professionalism and work ethic.

Course Sequence

The Health Administration Certificate program is comprised of six core courses and six general education courses from the Health Information Technology Associate of Science Degree program. To earn the Health Administration Certificate, students must complete:

- Six (6) of the twelve core courses (for a total of 30 credits) and;
- Six (6) of the twelve GE courses (for a total of 15 credits), creating a 45 credit certificate.

Typically, one core and one GE course is offered every five weeks. The specific core and GE courses that a student will take as part of this certificate program are dependent on the schedule in effect at the time that the student enrolls in the program.

Graduation Requirements

To earn a Certificate in Health Administration, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours, comprised of a minimum of 30 quarter credit hours in core classes and a minimum of 15 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

Course Type**Quarter Credit Hours**

Health Administration Core Courses	30
General Education Courses	15
All Courses	45

Health Administration Core Courses*(students take six of the following courses)*

Course ID	Course Title	Quarter Credit Hours
AA200	Associate Capstone	5.0
HT110	Introduction to Medical Insurance and Billing	5.0
HT111	Medical Terminology	5.0
HT121	Disease Classification (ICD-10)	5.0
HT130	Introduction to Electronic Health Records	5.0
HT131	Healthcare Procedural Codes (CPT/HCPSCS)	5.0
HT210	Medical Office Management	5.0
HT220	Introduction to Microsoft Office	5.0
HT230	Health Information Technology	5.0
HT240	Introduction to Medical Accounting	5.0
HT250	U.S. Healthcare System	5.0
HT251	Healthcare Law and Ethics	5.0

General Education Courses*(students take six of the following courses)*

Course ID	Course Title	Quarter Credit Hours
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5
GE259	Introduction to Mythology and Modern Media	2.5

Web and Mobile Marketing Certificate

The Web and Mobile Marketing program at Fremont College will provide the student with the skills and training to pursue an entry-level position in marketing web and mobile applications. This Web and Mobile Marketing Diploma program provides training in various software applications for creating illustrations and digital graphics, designing content across social media channels, creating SEO content, improving design of web and mobile applications, creating landing page designs, improving application user interfaces, and developing SMS messaging. The normal completion time for this program is 7 months.

Vocational Objective

Graduates of the Web and Mobile Marketing program are eligible for entry-level positions in various types of marketing agencies including advertising, public relations, entertainment PR, sports public, business public relations, healthcare public relations and financial public. Specific jobs with these employers include Website Manager, Mobile Marketing Coordinator, Interactive Project Coordinator, and Marketing Specialist.

Learning Outcomes

Graduates of the program will be able to:

1. Understand the technical aspects of web and mobile marketing.
2. Create graphics and illustrations for use on web and mobile applications and landing pages, and across social media channels.
3. Improve design layout of web and mobile applications.
4. Develop content for SMS messaging.
5. Generate SEO content for use on web and mobile applications.

Course Sequence

The Web and Mobile Marketing Certificate program is comprised of six core courses and six general education courses from the Digital Marketing Associate of Science Degree program. To earn the Web and Mobile Marketing Certificate, students must complete:

- DM101 Developing Your Marketplace (5 credits) and;
- Five (5) of the eleven core courses (for a total of 25 credits) and;
- Six (6) of the twelve GE courses (for a total of 15 credits), creating a 45 credit certificate.

Typically, one core and one GE course is offered every five weeks. The specific core and GE courses that a student will take as part of this certificate program are dependent on the schedule in effect at the time that the student enrolls in the program.

Graduation Requirements

To earn a Certificate in Web and Mobile Marketing, students must:

- Achieve a minimum cumulative GPA of 2.00, with no grade lower than a 1.00 for any course that applies to the program.
- Complete a minimum of 45 quarter credit hours, comprised of a minimum of 30 quarter credit hours in core classes and a minimum of 15 quarter credit hours in general education courses.
- Meet their financial obligations. Students who fail to meet these obligations may have their official transcripts and/or diploma withheld.

Fremont College does not require a cumulative final test or examination for the completion of this program.

Course Type**Quarter Credit Hours**

Web and Mobile Marketing Core Courses
 General Education Courses
 All Courses

30
 15
 45

Web and Mobile Mktg. Core Courses
(students take six of the following courses)

Course ID	Course Title	Quarter Credit Hours
DM101	Developing Your Marketplace	5.0
DM102	Digital Marketing Best Practices	5.0
DM103	Search Engine Optimization	5.0
DM104	Leveraging Social Media	5.0
DM105	Content Marketing, PR, and Brand Management	5.0
DM106	Mobile Marketing	5.0
DM201	Landing Page Essentials	5.0
DM202	Email Marketing	5.0
DM203	Conversion Optimization	5.0
DM204	User Acquisition and Retention Strategies	5.0
DM205	Pay Per Click Principles	5.0
DM206	Measurement and Data Analytics	5.0

General Education Courses
(students take six of the following courses)

Course ID	Course Title	Quarter Credit Hours
GE120	Public Speaking A	2.5
GE129	Public Speaking B	2.5
GE133	English Composition A	2.5
GE139	English Composition B	2.5
GE210	Natural Science A	2.5
GE218	Natural Science B	2.5
GE230	College Math A	2.5
GE239	College Math B	2.5
GE240	Career Development	2.5
GE249	Sociology of Sex and Gender	2.5
GE250	Modern Music	2.5
GE259	Introduction to Mythology and Modern Media	2.5

Course Descriptions

Business Leadership Courses

BA310 Business Law

5.0 Quarter Credits

This course will provide business students with a survey of the principal areas of business law. It will explore the relationship between business and the law with respect to the following topics: torts, crimes, intellectual property, contracts, negotiable instruments, agency, employment, and forms of business organization. Students will also explore the relationship between business and the law with respect to ethics and social responsibility, government regulation, personal property, real property, and international trade. Students will gain a working knowledge of practical rules of law and legal terminology, as well as legal solutions for business-related issues.

BA320 Human Resources Management

5.0 Quarter Credits

This course focuses on human resource management skills used by business managers in day-to-day operations. While focusing on the different aspects of human resource management and practices, problem solving and critical thinking skills are applied.

BA330 Leadership and Human Capital Development

5.0 Quarter Credits

This course introduces students to the challenges and opportunities of leadership. It includes sound academic theory, success stories, case studies, and exercises in critical thinking to help students develop the understanding, skills, and plans needed to manage people.

BA331 Internet Marketing

5.0 Quarter Credits

This course covers advertising, marketing, and communications strategies in the new media landscape where traditional and social media co-exist. The course will focus on how social media strategies can be used effectively in marketing programs; when they should/should not be used, how to build them; and how to measure, track, and evaluate their performance and effectiveness. This marketing strategy course will focus on analyzing, developing, implementing, and evaluating media strategies as an integral part of overall marketing strategy.

BA370 Business Development and Sales Techniques

5.0 Quarter Credits

Business Development and Sales Techniques will provide students with the skills necessary to manage a territory or account base and use a five-step sales process to gain appointments, present to clients, and manage objections when selling. This course will examine how to uncover the needs of a client, develop and present solutions, and negotiate to gain commitment. It will also discuss the psychology of selling behind the process.

BA400 Bachelor Capstone**5.0 Quarter Credits**

Bachelor Capstone will provide students with the opportunity to apply their degree program knowledge to test the feasibility of a new career. In this course, students will be developing a comprehensive career plan, a start-up non-profit or for-profit business plan, or a company proposal. Students will choose the individual track they want to pursue, and will be guided through the steps to produce a plan that will open doors in their future career.

BA411 Financial and Managerial Accounting**5.0 Quarter Credits**

In Financial and Managerial Accounting, students will learn the major accounting concepts needed to understand the financial view of how an organization operates. One or more popular accounting software applications will be taught to allow students to apply their accounting knowledge to a fictitious company.

BA420 Information Systems**5.0 Quarter Credits**

This course will prepare students to work with commonly used office packages in order to meet organizational and management needs within a professional office. Students will learn about information systems used within the workplace such as Microsoft Office and Google Docs.

BA430 Project and Quality Management**5.0 Quarter Credits**

This course will identify and describe practical ways to use project management skills, whether the project is large or small. Students will learn how to develop and keep timelines and budgets for projects while managing the quality and effectiveness of team members. They will also learn how to create an effective project plan, including scheduling tasks, assessing project risk and controlling scope.

BA432 Entrepreneurship**5.0 Quarter Credits**

This course examines entrepreneurship, the essential components of business building, and growth. Students will identify business opportunities and will learn how to determine if a business idea is feasible. Students will also learn the advantages and disadvantages of purchasing a franchise company.

Healthcare Management Courses

HM311 Managed Care and Healthcare Policies

5.0 Quarter Credits

In this course, students learn about the major concepts and operational principles behind managed care, which limits access to care in order to reduce cost and is exerting a growing influence on healthcare delivery in the United States. This course also examines regulation of managed care practices and how the managed care model affects the doctor–patient relationship. Rapidly changing health policy on the federal level, including efforts to reform health care financing and delivery, has tremendous implications for all segments of the healthcare industry. In this course, students review major trends and players in healthcare policy, the policymaking process, and the economic, social, and political impact of policy decisions.

HM315 Anatomy and Medical Terminology

5.0 Quarter Credits

This course includes an overview of terminology including word analysis and word forms related to the human body. It includes a survey of medical terminology of the body systems, anatomical and physiological terminology, diagnostic terms, clinical and surgical procedures, and laboratory tests.

HM331 Epidemiology and Global Health

5.0 Quarter Credits

In this course, students gain a fundamental understanding of epidemiology, which identifies diseases, determines how they are spread, and how they are measured in the distribution of human populations. Students will explore the social determinants of health and the role of epidemiology in the planning and administration of health services, and prevention of disease. Topics include public health, communicable diseases, epidemiological study methods, prevention of disease, and cultural wellness. Through a broad review and case studies, this course examines health challenges and solutions on a community and global level and the economic, social, and political forces that have shaped wellness and healthcare.

HM340 Electronic Health Records Management

5.0 Quarter Credits

This course is designed to provide students with advanced information and skills necessary to use electronic health record (EHR) systems in the healthcare setting. Students will have the opportunity to work with an existing EHR for hands-on training.

HM350 Medical Billing and Coding

5.0 Quarter Credits

This course will acclimate learners to medical coding and billing in order to prepare them for this common administrative duty within medical organizations. Common medical terms, conditions, diseases, and disorders will be utilized in coding, which will ensure accurate claims processing, thus stabilizing revolving revenue upon disbursement of payments from insurance carriers. Upon completion of this course, the learner will be able to comprehend the work day for coders and billers within a medical organization.

HM430 Long Term Care and Issues of Aging and Disability**5.0 Quarter Credits**

This course evaluates the continuum of long term care and provides an overview of the management and administration of long term facilities and services. It examines special economic, cultural, and social considerations, as well as certain laws and regulations, as they apply to patients in long term care. This course examines administrative and staffing functions and the essential skills necessary to manage long – term care patients and employees. A sub-component of long care, mental health, is integrated into the coverage of working with the community, programming, public policy, marketing, and financing.

HM431 Quality Management and Patient Safety**5.0 Quarter Credits**

This course explores the development and evolution of quality in healthcare and the development of a quality assurance/quality improvement plan, team, and ongoing process. Various methods of providing high-quality care, such as the use of clinical practice guidelines, are reviewed for their impact on patient outcomes and safety. This course presents the basic principles of quality management, including establishing benchmarks and improving patient safety, measuring health outcomes and patient satisfaction, and reviewing the regulations and accreditation requirements that apply in healthcare settings.

Digital Marketing / Web and Mobile Marketing Courses

DM101 Developing Your Marketplace

5.0 Quarter Credits

It is everyone's goal to enjoy what he or she does for a living; this course will get students one step closer to that goal. This course will help students identify their skills and passions and see how these align with the current job market. Students will also learn how to market these skills to potential employers and create a brand that conveys students' passions to others.

DM102 Digital Marketing Best Practices

5.0 Quarter Credits

This course will offer an overview of digital marketing. It will cover the basics of marketing analytics, quantitative analysis, marketing research techniques, and marketing management, but will also touch on more advanced aspects such as how to utilize social media for business, to nurture leads, to develop technical skills, and to optimize content for search engines.

DM103 Search Engine Optimization

5.0 Quarter Credits

In this course, students will learn how to get content to the top of search engines by identifying buzz-worthy content, incorporating aspects of public relations that deal with link-building, and creating visually stimulating infographics and video.

DM104 Leveraging Social Media

5.0 Quarter Credits

This course will examine various social media channels, provide information on the user trends, and teach students how to best position a brand and promote the value it offers the marketplace.

DM105 Content Marketing, PR, and Brand Management

5.0 Quarter Credits

This course will teach students the basics of public relation strategies in a digital world, and how to engage the journalism landscape and craft content compelling for the marketplace as well as for journalists and bloggers.

DM106 Mobile Marketing

5.0 Quarter Credits

Students will learn how to create mobile marketing content that is engaging and induces user action. From integrating a multi-channel campaign, to learning the nuances of SMS messaging, to designing SEO content that works, this course will cover both the basics and more advanced methods of mobile marketing.

DM201 Landing Page Essentials

5.0 Quarter Credits

This course will teach best practices in designing landing pages that effectively capture visitors' information through slick design, specific messaging, and user-friendly navigation.

DM202 Email Marketing**5.0 Quarter Credits**

In this course, students will be able to identify best practices in creating email autoresponder messages, broadcast emails, and funnel communication. Learning how to nurture an email list will serve as the underlying theme throughout this course.

DM203 Conversion Optimization**5.0 Quarter Credits**

Students will learn how to create an optimal website experience that increases the percentage of visitors converting into customers. The course will cover data mining A/B testing.

DM204 User Acquisition and Retention Strategies**5.0 Quarter Credits**

Acquiring users and keeping them is the bottom line goal for companies. In this course, students will learn various methods of acquiring users, how to measure the methods, and then learn how to analyze the user to effectively create a retention plan.

DM205 Pay Per Click Principles**5.0 Quarter Credits**

This course will cover in detail how to manage Internet advertising campaigns by creating an effective landing page, split testing, analyzing keyword optimization, and analyzing data to minimize PPC costs.

DM206 Measurement and Data Analytics**5.0 Quarter Credits**

This course will teach students how to analyze website traffic, landing page funnels and Google Analytics, and properly optimize websites. Students will learn to use a variety of tools to dig deeper into optimization metrics to inform an execution plan.

Healthcare Information Technology / Health Administration Courses

HT110 Introduction to Medical Insurance and Billing

5.0 Quarter Credits

This course is an overview of health information systems in ambulatory care and the concepts of confidentiality, ethics, and healthcare legislation at various levels. It also introduces regulations relating to maintenance, release, and use of health information and guidelines for access to records according to the Health Information Portability and Accountability Act (HIPAA/AS) and regulatory agencies.

HT111 Medical Terminology

5.0 Quarter Credits

This course includes an overview of terminology including word analysis and word forms related to the human body. It also includes a survey of medical terminology of the body systems, anatomical and physiologic terminology, diagnostic terms, clinical and surgical procedures, and laboratory tests.

HT121 Disease Classification (ICD-10)

5.0 Quarter Credits

ICD-10 represents the newest coding system for medical diseases and health problems, which results in additional precision and complexity for medical billing and coding professionals. This course provides a primer and overview of the new coding system and the differences between ICD-9 and ICD-10.

HT130 Introduction to Electronic Health Records

5.0 Quarter Credits

This course is designed to provide the basic knowledge and skills necessary to use electronic health record (EHR) systems in the healthcare setting. Students will learn how to complete and itemize statements using computer software applications for HCFA 1500 and UB92 forms.

HT131 Healthcare Procedural Codes (CPT/HCPCS)

5.0 Quarter Credits

This course assists the student to develop advanced coding skills, understand the concepts presented in ICD-9-CM/ICD-10-CM, ICD-10-PCS, and the Healthcare Common Procedure Coding System (HCPCS), and to use applications in the prospective payment system. Areas of instruction include the Medicare Severity diagnostic related groups, interpretation of laboratory and radiologic findings, basic pharmacology, and Coding Clinic guidelines.

HT210 Medical Office Management

5.0 Quarter Credits

This course introduces students to the basic principles of medical office management. This course will familiarize students with the office protocols and requirements associated with various nursing and healthcare procedures.

HT220 Introduction to Microsoft Office**5.0 Quarter Credits**

This course is an introduction to basic software applications used in the medical office environment. Students will learn the purposes as well as the practical uses of popular products in this space.

HT230 Health Information Technology**5.0 Quarter Credits**

This course introduces the organizational management of health information services. The roles and functions of healthcare leadership are reviewed as they are applied to communication and interpersonal skills, development of policies and procedures, job descriptions, training programs, workflow management, performance standards, risk management, revenue cycles, and organizational resources.

HT240 Introduction to Medical Accounting**5.0 Quarter Credits**

This course is an introduction to the principles governing how private-sector health care organizations report standardized financial information to parties external to the organization. The course will emphasize reporting of an organizational fiscal posture, organizational activity and performance, and basic interpretation and analysis of the fiscal information reported. The course assumes students have no prior knowledge of or experience in accounting or finance.

HT250 U.S. Healthcare System**5.0 Quarter Credits**

This course provides a broad overview of the United States health care system. The historical evolution of the business of health care is examined. The student will explore management concepts and workforce opportunities within the health care industry.

HT251 Healthcare Law and Ethics**5.0 Quarter Credits**

This course is an introduction to the laws and ethics of providing health care services. The course is intended to familiarize the student with state and federal health regulations. Because ethics and laws are both dynamic, emphasis is placed on discussing some of the dramatic changes in health care delivery, such as managed care, patient self-determination, medical record keeping, and various laws that impact health care employment.

Paralegal Studies Courses

PA120 Introduction to Law & Ethics

5.0 Quarter Credits

This course provides an introductory survey of American law and jurisprudence, the federal and state judicial systems, and various substantive legal fields. Additional topics of coverage will include client intake interviews, the doctrine of confidentiality and ethical concerns, and the inner workings of a law firm. This course will also provide a review of the professional rules of conduct, and common and specialty areas of practice, in both the private, public, and non-profit sectors.

PA125 Civil Procedure

5.0 Quarter Credits

Presents a foundational overview of civil procedure while discussing the litigation process and evaluating topics including summary judgments, discovery, interrogatories, depositions, and various components of trial preparation. Introduces the student to the concepts and mechanics of litigation and how to navigate a civil lawsuit from inception through the appeal process. This course will also cover pertinent topics such as sources of American law, informal fact gathering and investigation, case evaluation and strategy, and parties and jurisdiction. Students will be introduced to pleadings, including analysis and practical exercises in motions, including complaints, answers and cross-complaints.

PA240 Employment Law

5.0 Quarter Credits

This course surveys employment law and covers the employer/employee relationship, at will status, employee testing, whistle blowing lawsuits, wage and hour concerns, and benefits. This course will discuss alternative dispute resolution, the civil rights act and affirmative action programs. The students will review other topics in employment law including the FMLA, OSHA, collective bargaining agreements and applicable labor codes and regulations. The class will provide the student with instruction concerning topics including race, age, sexual, disability, gender and wage/hour discrimination, as well as workers' compensation laws.

PA245 Contracts

5.0 Quarter Credits

This course provides a general introduction to the fundamentals of contract law and addresses the necessary formalities to create binding contractual obligations, including the requirements of mutual assent (offer, acceptance), consideration and the statute of frauds. This course will also provide instruction covering capacity, legality and the effect they can have in relation to the validity of a contract, as well as specific conditions that may be included in a contract. The students will cover topics including breach of contract and the associated remedies that may apply. In addition, the student will be introduced to the Uniform Commercial Code and third party contracts, as well as how to draft a contract.

PA250 Business Organizations

5.0 Quarter Credits

This course will include an examination of business organizations, including sole proprietorships and general and limited partnerships. The student will also be introduced to the Corporations Code, as well as state and federal securities laws. Other topics that will be covered, include the

paralegal's role regarding business enterprises, particularly in the area of facilitating filings with the Secretary of State. The students will review business organizations, corporate structure, management, shareholders, annual and special meetings, and dividends. The course will review what happens when a corporation changes its structure, dissolves/winds-up and what the qualifications are to establish a foreign corporation.

PA220 Legal Practice Technology

5.0 Quarter Credits

This course introduces the student to various types of technology that are commonly used in the legal field. The students will receive an overview of computers, word processing, PDF file creation and document assembly. This course will also introduce the student to databases and case management software, as well as spreadsheet, legal timekeeping and billing software. The students will receive instruction on how to utilize the internet and computer-assisted legal research with legal search engines such as Westlaw. In addition, the students will receive training in litigation support software and electronic discovery.

PA230 Real Property Law

5.0 Quarter Credits

This class provides an overview of real property law including estates in real property, various forms and classifications of ownership, and marketability of title. Additional topics include the rights and duties of landowners, property disputes between neighbors, involuntary liens, and foreclosures. The students will receive instruction in topics including landlord/tenant law, deeds and the transfer of real estate interests, as well as mortgages, title searches and title insurance. This course provides instruction on developing practical skills, including how to research deeds and title, decipher mortgage clauses, and the ethical issues facing legal practitioners in the field.

PA225 Family Law

5.0 Quarter Credits

This course provides an introduction of the legal theories and research materials related to the field of family law and associated matters such as dissolution, legal separation, OSC motions to establish and modify child custody, visitation, child support, spousal support, and the notice and enforcement of those orders. In this course the students will be introduced to the family code, and how to access and analyze pertinent components of the code. The course will review the principals of community and separate property, as well as the associated property rights and obligations that arise in a marital or domestic partnership. The students will cover how to access judicial council forms, and techniques and practice in preparing those forms which are commonly required in typical family law proceedings.

PA130 Legal Research and Writing

5.0 Quarter Credits

This course introduces students to the skills necessary to analyze the facts of a case and conduct the requisite legal research, including searching for case and statutory law, and analyzing and presenting those primary sources once located. This course will also introduce the students to the federal and state court systems, and legal authorities such as practice guides, digests and annotated law reports. The students will receive instruction in research skills so the students can produce comprehensive written memorandums, including inter-office memorandums, legal research memorandums and case briefs. Students will also receive training in reference to secondary sources such as legal encyclopedias, periodicals, restatements and treatises.

PA140 Criminal Law and Procedure**5.0 Quarter Credits**

This course presents a foundational overview of criminal law and procedure, and introduces the student to the penal code, crimes and the criminal justice system. The student will learn to differentiate between criminal and civil standards of proof, and how they're applied. This course will illustrate the distinction between criminal law and criminal procedure, principals of criminal jurisdiction, as well as constitutional limits related to criminal procedure. This course provides a review of criminal law and procedure, and will cover pertinent topics, including types of criminal offenses, defenses to crimes, intent and the result of not meeting the applicable standard of proof. The students will also discuss the components of criminal procedure and how it affects the investigative stages of a case, including the pre-trial and charging stages.

PA145 Torts**5.0 Quarter Credits**

This course will cover the basic principles of civil liability in tort, including a comprehensive review of intentional torts and the elements of negligence. The student will learn how to effectively apply those elements to establish a prima facie case. This course will present the defenses that a defendant may raise, and the underlying principals and policies justifying and limiting liability. This course will cover the topic of negligence, including the primary defenses to negligence and the effect that they may have on a tort claim. This course will also introduce the student to the concepts of strict and products liability, malpractice, fraud, misrepresentation, and business torts.

PA150 Advanced Legal Research & Writing**5.0 Quarter Credits**

This course introduces the student to advanced legal research and writing, which builds on skills formulated in the introductory courses. This course focuses on legal correspondence, opinion letters, keeping the client advised, the need for clarity and maintaining client files. The student will learn how to gather pertinent and tangible facts, how they relate to hearsay, and evidentiary rules that may have an effect in reference to the admissibility of facts. The student will also learn how to draft a persuasive memorandum in accordance with applicable rules. This course will also cover the drafting legal motions, weaving factual declarations into a legal argument, and preparing captions, and points and authorities. The students will receive enhanced training on notice requirements, filing, e-filing, and proof of service requirements. In addition the student will receive enhanced training in computerized legal research, and how to organize the material they find in a concise and professional manner.

Sports & Rehabilitation Therapy / Massage Therapy Courses

SR110 Massage Therapy Techniques

5.0 Quarter Credits

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

SR111 Anatomy and Physiology – Systems of the Body

5.0 Quarter Credits

This course covers the fundamentals of anatomy and physiology, including the levels of organization of the body. The anatomy and physiology of the circulatory, immune, respiratory, digestive, nervous and endocrine systems will be covered. Students will learn the structure, function, and effects of massage on each of these systems. Students will also be able to name and describe pathologies of these systems. Students will also learn how to perform seated/chair massage.

SR120 Swedish Massage Techniques

5.0 Quarter Credits

Development of efficient Swedish massage skills is the objective of this class. Students will learn how to perform an entire massage session using multiple massage tools and techniques. Maintaining proper body mechanics while giving massage will be stressed throughout the module. Students will learn and practice the SOAP method of charting. Pathologies and contraindications will also be covered.

SR121 Somatic Tissues and Biomechanics

5.0 Quarter Credits

This course covers the structures and functions of the skeletal and muscular systems. Students completing this course will be able identify and explain the structures, functions, and pathologies of the skeletal and muscular systems. Students will also be able to identify and explain joint structure, kinesiology, and pathologies. Students will be introduced to biomechanics as it relates to joint function and range of motion.

SR130 Deep Tissue and Neuromuscular Therapy

5.0 Quarter Credits

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

SR140 Business, Ethics and MBLEx Prep

5.0 Quarter Credits

This course will provide students with pertinent business knowledge related to their field. Students will learn about business and financial management, professionalism, ethics, standards of practice and goal setting. The different foundations of successful businesses will be identified,

as will various marketing tools, such as flyers and business cards. The rules and regulations about California Massage Therapy Council (CAMTC) certification will also be examined. Finally, students will prepare for the MBLEx by reviewing the eight content areas, which include anatomy and physiology; kinesiology; pathology, contraindications, areas of caution, special populations; benefits and physiological effects of techniques that manipulate soft tissue; client assessment, reassessment and treatment planning; overview of massage and bodywork modalities/ culture/history; ethics, boundaries, laws, regulations; and guidelines for professional practice.

SR210 Sports and Specialized Massage

5.0 Quarter Credits

This course covers the theory and application of sports massage and other modalities used in sports rehabilitation. Students completing this course can apply manual lymphatic drainage massage, positional release, stretching, and hydrotherapy. In addition, students will be introduced to the practice of hot stone therapy.

SR211 Eastern Theory and Practice

5.0 Quarter Credits

This course introduces students to the principles associated with Chi, meridians, yin and yang, fundamental substances, and five-element theory. Students will also learn the practical application of shiatsu and acupressure. Students will also be introduced to the theory and practice of reflexology.

SR220 Therapeutic Exercise and Procedures

5.0 Quarter Credits

This course addresses the proper use of therapeutic exercise in the rehabilitation process. Students will have hands-on experience in the proper application of therapeutic exercises that support the improvement and/or maintenance of specific conditions of the body. The course will discuss isometric, isotonic, concentric, and eccentric muscle actions, in addition to flexibility and stretching exercises and ways to integrate them into a rehab program. It will also provide students with knowledge and understanding of working with an athletic demographic in a rehabilitation environment.

SR221 Advanced Biomechanics and Assessment

5.0 Quarter Credits

This course discusses the comprehensive assessment process and its utilization in sports rehabilitation. Students will have a basic understanding of biomechanical dysfunctional patterns for various areas of the body and will learn how to properly assess athletes and interpret collected data for these conditions. Students will gain skills and practice in history taking, observation, palpation, special testing and SOAP charting.

SR230 Applications of Sports Therapy

5.0 Quarter Credits

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

injuries. Students will develop and implement advanced treatment protocols for various pathologies of the body.

SR231 Personal Training

5.0 Quarter Credits

This course covers fitness assessment, exercise prescription, and exercise leadership along with discussions of anatomy and physiology, injury prevention, psychology, emergency techniques, exercise leadership programs, and legal issues. Students gain the fundamental knowledge, skills, and abilities used to improve, maintain, and/or optimize health-related components of physical fitness and performance. The course also includes information on writing appropriate exercise recommendations, leading and demonstrating safe and effective methods of exercise, and motivating individuals.

Capstone Courses

AA200 Associate Capstone

5.0 Quarter Credits

This course will equip students to contribute effectively in the field of their choosing through an understanding of models and concepts used in modern commerce. Students will study cases in modern entrepreneurship, ethics, and personal marketing to prepare themselves for future careers. Final deliverables include an individual feasibility and career progression plan.

BA400 Bachelor Capstone

5.0 Quarter Credits

Bachelor Capstone will provide students with the opportunity to apply their degree program knowledge to test the feasibility of a new career. In this course students will be developing a comprehensive career plan, a start-up non-profit or for-profit business plan, or a company proposal. Students will choose the individual track they want to pursue, and will be guided through the steps to produce a plan that will open doors in their future career.

General Education Courses

GE120 Public Speaking A

2.5 Quarter Credits

This course provides the student with a basic understanding of public speaking. Students will learn how to apply public speaking concepts to create a basic speech. Students will prepare a persuasive and informative speech with supporting materials.

GE129 Public Speaking B

2.5 Quarter Credits

This course will provide students with the information necessary to evaluate speeches and find supporting materials. Students will prepare a demonstration and tribute speech.

GE133 English Composition A

2.5 Quarter Credits

This course develops written communication skills with an emphasis on understanding the writing process, analyzing readings, and practicing writing for personal and professional applications. Emphasis is placed on developing individual writing skills and developing strategies for collaborative writing in learning teams.

GE139 English Composition B**2.5 Quarter Credits**

This English composition course will provide students with an opportunity to sharpen their writing skills in order to prepare for professional environments. This course will identify various types of professional written documents such as letters, emails, and memos. Students will learn how to organize their thoughts clearly and use tone and word choice appropriately depending on audience.

GE210 Natural Science A**2.5 Quarter Credits**

This course explores the relationship between man and the environment. Students examine the balance between natural resources and the needs of mankind. They will also explore the scientific, political, economic, and social implications of environmental science.

GE218 Natural Science B**2.5 Quarter Credits**

This course will provide students with practical information pertaining to environmental science. Students will learn how certain changes impact the environment. Through the application of information learned within the course, students will be able to lower their carbon footprints.

GE230 College Math A**2.5 Quarter Credits**

This course presents the fundamental concepts of a pre-algebra course. Students will be introduced to whole numbers, fractions and decimals, integers, order of operations, percents, signed numbers, measurements, and geometry.

GE239 College Math B**2.5 Quarter Credits**

This course uses math concepts to introduce students to the fundamental issues of personal financial planning. It is designed to provide students with the math concepts needed to understand the financial planning process, credit, and managing debt. The math concepts presented include computing gross and net pay, budgets and credit card interest, as well as home and car loans. Identity theft will also be discussed.

GE240 Career Development**2.5 Quarter Credits**

This course provides the foundation for developing long-term career management skills. Students will receive tips for producing quality resumes and cover letters and interactive techniques for interviewing success. Upon successful completion of this course, students will be able to research job leads, write a resume, prepare for a job interview, follow up on a job interview, and apply strategies to keep a job and advance in a career.

GE249 Sociology of Sex and Gender**2.5 Quarter Credits**

This course will analyze sex and gender within contemporary society. Students will learn about the history of sex and gender and their evolving roles within societal institutions, such as language, economics, politics, education, law, medicine, and family.

GE250 Modern Music**2.5 Quarter Credits**

This course will focus on modern music within our society by focusing on various genres and the evolution of the styles. Music will be placed within context, and the impact of culture, including technology, upon music will be discussed.

GE259 Introduction to Mythology and Modern Media**2.5 Quarter Credits**

Mythology is a part of every society and every person's life. These myths help to explain who we are, how we are connected, and the world around us. During this course, students will be introduced to myths and mythological concepts as well as different forms of modern media that adapt or create mythology. This course will specifically analyze plays, movies, video games, and comics.

GE310 Business Communications**5.0 Quarter Credits**

This course will focus on effective business communications across various channels, age groups, leadership cultures and leadership profiles. It will also provide tools used to manage humanistic qualities in the work place based on profiles of individuals. Finally, it will teach students how to motivate and maximize others' performance levels.

GE326 Philosophy and Ethics A**2.5 Quarter Credits**

This course examines the dynamic role of ethics in modern society. Students analyze ethical standards through philosophical beliefs and values in personal and professional settings.

GE329 Philosophy and Ethics B**2.5 Quarter Credits**

This course will explain various philosophical theories and beliefs and their impact on human and societal behavior. It will also connect these theories to ethics and explain how philosophy and ethics influence each other and society as a whole.

GE331 Information Literacy**2.5 Quarter Credits**

This course will identify a variety of types and formats of potential sources of information and instruct students on the practical application of digital tools, technologies, and resources. Students will learn how to use these tools to research and analyze information related to their chosen field of study and use this information to solve problems and make decisions. This course will also emphasize information literacy's importance in information sharing, community development, and education.

GE339 Mythology and Pop Culture 2.5 Quarter Credits

Every civilization has created myths or folklore to explain human existence and our place in the world. Within all of these myths, similar archetypes can be found that are connected to human traits. These archetypes and the myths from which they are derived will be explained in this course. Students will analyze current pop culture, including video games, movies, and television, to find instances of these archetypes. This course aims to connect history, culture, and humanity through common mythology.

GE345 Modern U.S. History A 2.5 Quarter Credits

This course will discuss modern United States history from 1960 to 2010. Major events and policies will be discussed and explained, and students will understand the effects these events have had on their lives and our country as a whole.

GE350 Modern U.S. History B 2.5 Quarter Credits

This course will discuss modern United States history from 1920 to 1960. Major events and policies will be discussed and explained including the Great Depression, the New Deal, World War II, the Cold War, and the Fair Deal. Students will understand the effects these events have had on their lives and our country as a whole.

GE410 Advanced Career Management A 2.5 Quarter Credits

This course builds upon student's current job search skills in order to develop long-term career management skills. Students will deepen their understanding of vital career management skills by continuing to develop their abilities to create resumes and cover letters and have interview and networking success. Students will also learn about goal setting and personal development.

GE420 Psychology A 2.5 Quarter Credits

This psychology course introduces human behavior and explains from a biological perspective why humans behave the way they do. It includes the study of the theories and concepts of psychology including the scope of psychology, biological foundations and the brain, sensation, perception, cognition, learning and memory, and motivation.

GE429 Psychology B 2.5 Quarter Credits

This psychology course looks at human behavior and explains the things that influence it. This course includes the study of the theories and concepts of psychology that focus on emotion, states of consciousness, personality theories, life-span development, sexuality and applied psychology.

GE435 The Art of Persuasion**5.0 Quarter Credits**

People respond in different ways depending on how they are approached and treated during an interaction. This course will identify how to have positive and influential encounters with others just by making simple changes such as adjusting body language, tone of voice, and levels of encouragement as these can determine how people will respond. This course will also discuss how to communicate and interact with others to manage goals and perspectives and motivate changes in behavior and beliefs.

GE440 Advanced Career Management B**2.5 Quarter Credits**

This course teaches students how to effectively function as a professional in the workplace. Business etiquette, effective written and oral communications, and employer expectations are covered.

GE450 The American Economy A**2.5 Quarter Credits**

This course will focus on the history of the American economic system. Starting with the founding of this country, students will learn about the creation and evolution of the economy within the United States. In order to fully understand this system, students will develop a conceptual understanding of several economic principles.

GE459 The American Economy B**2.5 Quarter Credits**

This course will focus on the current American economic system and how this system is structured and functions. Several economic principles will be explained and discussed so students will be able to fully grasp the forces at play within the current marketplace.

Consumer Disclosures

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

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

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

<http://fremont.edu/programs/gainful-employment/>



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