



**24-7 CLASSROOM CATALOG
2013 - 2014 ACADEMIC YEAR**

106 W. 4TH STREET , SUITE # 303

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CLASSROOM.COM

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DISCLAIMER

24-7 Classroom has never filed for bankruptcy

petition, operated as a debtor in possession, or had a petition of bankruptcy filed against it under Federal law.

Also, 24-7 Classroom reserves the right to make changes to the content of the programs listed in this Catalog in order to reflect changes in current business environments.

Finally, 24-7 Classroom fees and tuition prices are subject to change according to each academic year.

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:
1625 North Market Boulevard, Suite S-202,
Sacramento, CA, 95834
Phone (916) 574-7720 ,Fax (916) 574-8648

www.bppe.ca.gov

INTRODUCTION

24-7 Classroom was established in 2006 in direct response to the tremendous growth in management, education, and technology career fields. These programs were developed to serve working adults who are seeking higher-

Education and training opportunities for professional development and personal growth. The philosophy in developing these programs is based on global market demands for these areas, as students are finding that professional degrees are needed to advance their careers. To fulfill this desire for advancement, 24-7 Classroom's programs have been developed via distance learning in the areas that are most in demand for today's global economy, namely:

- Certificate in Business Management
- Certificate in Human Resource Technician
- ENGLISH AS A SECOND LANGUAGE

INSTITUTIONAL MISSION AND PURPOSE

The mission of 24-7 Classroom is to enrich local and global communities by providing educational opportunities, intellectual stimulation, and services of high quality to professionals striving to succeed in a diverse and dynamic society. 24-7 Classroom's programs are rooted in the concepts of quality education and service as well as the

commitment to purpose graduates for a leadership position in their field of choice. To accomplish this mission, 24-7 Classroom is committed to enhance student competencies by providing them with:

- Higher-education and training opportunities that are flexible and accessible.
- Higher-education and training opportunities that are current with technology and career demands.
- Faculty members that have demonstrated expertise in their respective domain, both professionally and academically.
- An educational process that gives students a better understanding of cultural diversity needs.
- Educational support services that meets students' life demands and schedules.
- The appreciation for life-long learning and education.
- The tools to evaluate, analyze, and synthesize information in order to become more skillful at creating solutions in a professional environment.
- Educational resources in a manner that effectively uses current technology.
- Programs those are accessible to anyone who can access online facilities for distance learning.

ACCREDITATION AND APPROVAL

24-7 Classroom's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. 24-7 Classroom under section 94802 (b) (1) or (2) of CPPEA, will by operation of law, be approved to operate through December 31, 2017.

AFFILIATIONS

24-7 Classroom has an affiliation, through institutional membership, with the following organizations:

- California Association of Private Postsecondary Schools
- Career College Association

OPERATING SCHEDULE

24-7 Classroom's administrative facility is open from 8:00 a.m. Until 7:00 p.m., Monday through Friday, and Saturdays from 8:00 a.m. Until 5:00 p.m. Administrative staff members are available weekday evenings and Saturdays by appointment only. All 24-7 Classroom, courses are both onsite as well as distance education and through the Internet. Most 24-7 Classroom classes are three to four hours in length in each session.

OWNERSHIP AND MANAGEMENT

24-7 Classroom is a private (non-public) post secondary educational institution and is a California Corporation.

24-7 Classroom is managed by the following corporate personnel:

Abdi Lajevardi, Chief Executive Officer
Dr. William Vega, President
Dr. Amer Elahraf, Vice-President
Sohayla Meknat, Director of Admissions

EQUAL OPPORTUNITY STATEMENT

24-7 Classroom policy insists that all admission, employment, and promotion processes be at all times free from conscious or inadvertent discrimination because of race, age, sex, religion, creed, color, national origin, physical handicap, political affiliation, sexual orientation, or beliefs. This policy applies to the hiring practices for all positions and to the policy for the admission of students for all programs.

FACILITIES

24-7 CLASSROOM COURSES ARE OFFERED

**ONLINE
AS WELL AS
IT'S MAIN CAMPUS
106 W. 4TH STREET, SUITE # 303, SANTA
ANA, CA, 92701**

***24-7 CLASSROOM IS IN FULL COMPLIANCE
WITH ALL FEDERAL, STATE, AND LOCAL
ORDINANCES AND REGULATIONS INCLUDING
THOSE REQUIREMENTS REGARDING FIRE,
BUILDING SAFETY, AND HEALTH.***

LIBRARIES

24-7 Classroom online libraries are available to all students online.

ADMISSION PROCEDURES

Interested, potential applicants should schedule an interview with a 24-7 Classroom Admissions representative. At this interview, the representative will provide a complete tour of 24-7 Classroom's campus, provide detailed information on 24-7 Classroom's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objective. The applicant will also be scheduled to meet with a Financial Planning Representative to discuss potential tuition financing programs.

The transferability of credits you earn at 24-7 Classroom is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma, or certificate) you earn in 24-7 Classroom is also at the complete discretion of the institution to which you may seek to transfer. If the (credits, diploma, or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending 24-7 Classroom to determine if your (credits , diploma or certificate) will transfer."

FINANCIAL ASSISTANCE

24-7 Classroom's statement of policies, practices, and disclosures, with regard to Financial Assistance, is set forth in this Catalog's Policies and Procedures Manual in the chapter on Financial Planning Policies and Procedures. 24-7 Classroom Financial-Assistance Programs are available through various private lending institutions that offer loans to help cover the cost of education. A co-signer may be required to meet the program's credit criteria. Interest rates are variable and are typically based on the prime rate or the Treasury Bill. Program availability varies by student. Representatives from our Financial Planning Department will review options with each student and provide detailed program information as part of that process. Students must meet the eligibility

requirements of these programs in order to participate. 24-7 Classroom administers its finance programs in accordance with prevailing federal and state laws and its own institutional policies. Students are responsible for providing all requested documentation in a timely manner. Failure to do so could jeopardize the student's financial assistance eligibility. In order to remain eligible for financial assistance, a student must maintain satisfactory academic progress as defined in 24-7 Classroom's Catalog. Satisfactory progress is checked at the end of each term of study when official transcripts of grades earned are prepared and reviewed. Students who fail to meet the standards of Satisfactory Academic Progress at the end of a term will be placed on Academic Probation. A detailed explanation of 24-7 Classroom's satisfactory progress policy is available from 24-7 Classroom's Catalog. Students may also finance their education through a private credit company utilizing a variety of payment schedules with varying interest rates. 24-7 Classroom also makes scholarship information available to students as these opportunities arise. Further information on financial assistance may be obtained from 24-7 Classroom's Financial Services. **24-7 Classroom does not participate in federal and state financial aid program.**

CERTIFICATE IN BUSINESS MANAGEMENT

This program provides an overview of business and an introduction to the four major branches of the industry: management, marketing, information technology, and finance. A final elective allows for more specialization in one of these fields. This credential is useful for those recently entering or reentering the business world, or those with skills obtained in a foreign market who need to familiarize themselves with US business practices. Upon completion of the program, students have an understanding of:

- Business management practices.
- Introductory marketing.
- Fundamentals of information technology.
- Basics of finance.

This certificate is awarded to students who successfully complete five courses—four required and one elective.

PROGRAM PREREQUISITES

Students must submit copies of a high school diploma or an equivalent degree through either the

Tests of General Educational Development (GED) or the California High School Proficiency Examination.

CERTIFICATE IN BUSINESS MANAGEMENT COURSE DESCRIPTIONS

REQUIRED COURSES (All four of these courses are required.)

BIZ 222 PRINCIPLES OF MANAGEMENT AND ORGANIZATION I (3): New managers and supervisors benefit from a thorough understanding of the management concepts, processes, and techniques practiced today in business, industry, and government. This course examines the basic structure of an organization, its essential managerial functions—planning, organizing, motivating, directing, controlling, leading—and how they relate to one another. Learn how effective managers orchestrate human resources along with their own energies to contribute to an organization's achievement of its mission and bottom-line goals.

BIZ 225 MARKETING PRINCIPLES AND PRACTICES (3): Study the fundamental marketing concepts at work in today's business environment. Explore the most relevant areas of consumer marketing, including situation analysis, the development of marketing objectives and strategies, the marketing mix, research, target marketing and segmentation, product development, as well as forecasting and budgeting. Discuss marketing language, retailing, wholesaling, promotion, and advertising functions, examine their interplay and timing, and learn how they propel a business. Consider the role of the consumer, changing lifestyles, current developments in the global market, and laws that affect marketing. This course features case studies and guest speakers.

BIZ 230 FUNDAMENTALS OF CORPORATE FINANCE (3): Learn to analyze methods of financing using internal and external funds. This introduction to corporate finance emphasizes the use of long-term debt, preferred stock, common stock, and convertibles in the financial structure of a corporation. Topics include financial management, corporate growth, business failures, return on investment, risk leverage, the time value of money, dividend policy, debt policy, and leasing.

BIZ 250 INTERNET TECHNOLOGIES FOR BUSINESS (3): Online technologies provide opportunities to manage businesses more cost effectively and solve business problems more efficiently. This course introduces managers to the

full range of Internet technologies and their impact on business. Understand how to conduct commerce, provide content, create communities, work collaboratively, train employees, and manage workers remotely—all online. Become familiar with online security issues and learn to analyze the costs and benefits of implementing online solutions.

ELECTIVE COURSES (Only one of these courses is required.)

BIZ 300 INTERPERSONAL COMMUNICATION SKILLS (3): Learn specific strategies and techniques to improve your effectiveness when communicating with others. Develop an awareness of your own communication patterns and those around you. These methods can enhance your ability to build and strengthen both professional and personal relationships. Examine how to create a rapport with anyone, gain trust quickly, apply key nonverbal communication concepts and strategies that empower others to make decisions on their own, and achieve a peak mental and emotional state.

BIZ 305 MANAGEMENT TECHNIQUES FOR NEW SUPERVISORS (3): New supervisors gain the tools and techniques to successfully manage others in this two-day seminar. Learn the roles, responsibilities, and functions of a supervisor, as well as basic supervision techniques, communication and leadership skills, and how to use action plans.

BIZ 310 LEADERSHIP AND MANAGEMENT (3): Managers who excel are not only skilled at managing others; they are also exceptional leaders. Examine the difference between management and leadership skills and learn to recognize which to use in different situations. In this interactive seminar, participants compare and contrast management and leadership, examine five fundamental practices of exemplary leadership, and discover a natural approach to leadership that works for them. Develop a personal action plan based on your strengths, and explore techniques to develop leadership skills in others. Benefit from a combination of lectures, learning assessment exercises, small-group interaction, and case studies.

BIZ 315 CRITICAL THINKING (3): Managers are continually called on to analyze facts, give their opinions, and offer advice in an effort to solve problems, maximize productivity, and reach business goals. Gain insight into your own thinking styles and those of others to contribute in a

disciplined, objective manner, and learn how to identify and challenge the assumptions and biases that influence the thinking of others. Students learn techniques to help expand the way situations are perceived and described, solve the right problem, and gain support for innovative solutions.

**CERTIFICATE IN HUMAN RESOURCES
TECHNICIAN**

The Certificate in Human Resources is designed for individuals interested in maintaining or pursuing a career in the human resources area. The certificate provides updating and/or broadening the knowledge of employees in the field of human resources and for individuals desiring to enter the field.

PROGRAM PREREQUISITES

Students must submit copies of a high school diploma or an equivalent degree through either the Tests of General Educational Development (GED) or the California High School Proficiency Examination.

**CERTIFICATE IN HUMAN RESOURCES
TECHNICIAN COURSE DESCRIPTIONS**

HRT 115 INTRODUCTION TO HUMAN RESOURCES (3): Topics include: the nature of human management, strategic human resource planning, issues in human resources, planning, equal employment opportunity, analyzing and staffing jobs, training and developing human resources.

HRT 120: INTRODUCTION TO HUMAN RESOURCES/ACCEL. (3): Introduction to Human Resources scheduled in accelerated format.

HRT 122: WAGE, SALARY & BENEFITS ADMIN. (3): Topics include: Basic systems and plans of compensating employees, incentives and executive compensation, principles and techniques in the administration of employee benefit programs.

HRT 150 LABOR RELATIONS (3): Topics include employee rights and discipline; union-management relations; collective bargaining and grievance management; and assessment systems.

HRT 155: EMPLOYMENT LAW (3): Topics include: unemployment compensation laws; workers' compensation laws; hiring and firing practices; sexual harassment in the workplace; the Americans with Disabilities Act; and labor law basics under the National Labor Relations Act. Course examines current "black letter law" together with case decisions. Content is appropriate for persons whose

career plans involve employee management.

REGISTRATION PROCESSING:

Class registration will be handled on a first-come, first-served basis, prioritized by the date and time received by 24-7 Classroom. Some classes each term quickly become full and are subsequently closed to further registration, so all students should submit registration forms as soon as possible. Schedule confirmations will be provided after processing is completed and prior to the beginning of a new term. Schedule confirmations are given to newly enrolled students online at the New Student Orientation along with the Tuition Billing Statements. Students must be in good standing with the Financial Planning Department in order for registration to be processed.

CLOSED CLASSES:

When enrollment in a class or section reaches maximum seating capacity, the class will be considered closed. Students who register for the class after the closing date will be placed on a waiting list for the class, if one is available. If no alternate section is available, students will be notified and requested to select an alternate class.

CANCELED CLASSES:

When insufficient enrollment (normally fewer than 10 students) causes a class to be canceled after registration, students will be notified promptly.

SCHEDULE CHANGES:

All 24-7 Classroom students register for a certain specific number of classes (and units) for each semester based upon their individual programs and Enrollment Status.

IMPLICATIONS OF SCHEDULE CHANGES FOR STUDENTS WITH FINANCIAL ASSISTANCE:

Before requesting a schedule change, students should contact the Financial Planning Department to discuss the impact of the proposed change upon financial-assistance eligibility.

IMPLICATIONS OF SCHEDULE CHANGES ON ENROLLMENT STATUS:

Students should be aware that if dropping the class(es) from his/her active schedule reduces the number of units he/she is currently registered for is below the minimum threshold of his/her Enrollment Status, the Enrollment Status will be changed. Changes in Enrollment Status may hinder a

student's ability to comply with the Program of Study Schedule, and may postpone graduation from the program. 24-7 Classroom, therefore, strongly advises students to maintain the minimum number of units required by his/her Enrollment Status.

CREDIT EVALUATION:

Students are required to submit official transcripts from all postsecondary institutions attended **PRIOR** to formal admission to 24-7 Classroom. If students have completed classes at recognized institutions and the courses are equivalent to those offered by 24-7 Classroom, they may request for Transfer Credit for the courses by filing a petition with the Prior Learning and Assessment.

TRANSFERABILITY OF 24-7 CLASSROOM CREDIT:

24-7 Classroom has no control over the credit transfer determinations made by other colleges and therefore cannot guarantee the transfer of its credits to other institutions. Students interested in furthering their education at another institution subsequent to attending 24-7 Classroom should contact the institution(s) to determine the acceptability of units earned at 24-7 Classroom.

CLASS SIZE AND FACULTY/STUDENT RATIO:

The average class size for 24-7 Classroom classes is twenty to twenty-five students. The maximum class size allowable in any class is 25 students.

STUDY GROUPS:

Students are encouraged to form study groups with other 24-7 Classroom students enrolled in the same program. Study groups strongly aid in the learning process through group discussion and exam preparation. Experience has shown that students who participate in study groups improve their overall academic performance and understanding of course subject matter. Students are cautioned that all 24-7 Classroom instructors require that each student submit his/her own original work. Any student(s) violating this policy by turning in work copied from another student may be subject to the consequences of unethical practices set forth in this Catalog under Consequences of Unethical Student Conduct.

GRADING

24-7 Classroom utilizes the 4.00 numerical grading system, as set forth below:

Rating	Letter Grade	Points
Excellent	A	4.00
Above Average	B	3.00
Average	C	2.00
Below Average	D	1.00
Failing*	F	0.00*

FAILING GRADES:

Numeric class grades below 1.00 are considered failing ("F"), and no units will be credited toward program completion. All repeated courses will be considered in the calculation of the course completion requirements when evaluating the student's satisfactory progress.

GRADES IN REPEATED COURSES:

When a student repeats a class which has previously been failed, the grade achieved on the repeat and the failing grade will be calculated into the cumulative Grade Point Average. The transcript will list both grades.

REQUIREMENTS FOR PROGRAMS:

The minimum cumulative Grade Point Average required for certifying program completion and earning the is 2.00 ("C") or better and according to 24-7 Classroom's grading scale.

GRADE REPORTS, STUDENT EVALUATION:

Official Grade Reports are issued to students after the end of each semester at 24-7 Classroom. The Grade Report shows grades earned for the semester in all registered courses and provides a cumulative record of progress. The Grade Report is normally provided to students within two weeks after the end of the semester.

GRADE HONORS FOR CONTINUING STUDENTS:

24-7 Classroom students may qualify for Grade Point Average honors based upon semester grade point averages as follows:

HONOR ROLL:

If a student earns a semester Grade Point Average of 3.80 to 3.94, he/she qualifies for 24-7 Classroom's Honor Roll for that term. The student will be notified of this achievement after Grade Reports have been generated and mailed. This honor is noted on the official transcript.

HIGH HONORS:

If a student earns a semester Grade Point Average of 3.95 or above, he/she qualifies for 24-7 Classroom's High Honors List for that term. The

student will be notified of this achievement after Grade Reports have been generated and mailed. This honor is noted on the official transcript.

ACADEMIC HONORS:

At graduation, Academic Honors are based upon a student's cumulative Grade Point Average after completing all of the units required for the program and are as follows:

- **Graduation with Honors:** For students with a cumulative Grade Point Average of 3.80 to 3.94 at completion of the program.
- **Graduation with High Honors:** For students with a cumulative Grade Point Average of 3.95 or above at completion of the program.

DISTINGUISHED STUDENT AWARD:

Each year, 24-7 Classroom Faculty selects the student who, through academic success, has distinguished himself/herself as a scholar. The Distinguished Student Award is an academic award, which seeks to recognize intelligence, dedication to academic tasks, and superior academic performance.

SATISFACTORY PROGRESS

In order to remain enrolled at 24-7 Classroom, all students must maintain Satisfactory Progress towards completing their course of study. Satisfactory Progress involves two criteria: quantitative (time-frame) progress and qualitative (academic) progress. The conditions for meeting both criteria are outlined below and must be maintained in order to maintain Satisfactory Progress at 24-7 Classroom.

APPLICATION OF SATISFACTORY PROGRESS STANDARDS:

24-7 Classroom's Satisfactory Progress standards apply to all students—part-time, full-time, or other enrollment status—who are enrolled in any program.

ACADEMIC PROGRESS:

In addition to the Satisfactory Progress determinations made at various points in a student's program, 24-7 Classroom evaluates academic progress at the end of each academic term (semester). Official transcripts of all grades earned by a student are prepared for each student at the end of each term. If a student earns grades which cause his/her cumulative Grade Point Average to fall below 2.00 ("C"), he/she is no longer

maintaining satisfactory academic progress and will either be placed on probation (as outlined below) or academically dismissed from the program depending on the actual cumulative Grade Point Average earned and the time-frame point in the program.

PROBATION:

If a student fails to meet the minimum standards for Satisfactory Progress for any of the reasons described above, he/she will be placed on "Probation" as outlined below. All students placed on Probation will be counseled by 24-7 Classroom's academic staff and will be offered remedial assistance if necessary.

Probation for Failure to Meet Course Completion Standards:

If students fail to meet the conditions set forth for minimum course completion percentages in the charts above and are eligible for probation rather than dismissal, they will be placed on Progress Probation for a maximum period of one academic term. At the end of the probationary term, they must have completed the minimum percentage of the total units attempted in their program as set forth in the preceding chart. Failure to meet this condition at the end of the probationary term will result in academic dismissal from the program.

MITIGATING CIRCUMSTANCES:

Should a student who has been academically dismissed from 24-7 Classroom feel that there are mitigating circumstances which caused or contributed to dismissal, the circumstances should be described in detail in a petition to 24-7 Classroom's Academic Department. If it is determined that the circumstances contributed to dismissal, the student may be reinstated in the program.

APPEAL OF PROBATIONARY STATUS OR ACADEMIC DISMISSAL:

Should students placed on probationary status and/or academically dismissed disagree with the application of these satisfactory progress standards (either the decision to be placed on probation or the determination to be academically dismissed), students should first discuss any grade problems with their instructor(s). Otherwise, students must submit a written appeal to 24-7 Classroom's Academic Department. All such requests will be evaluated and acted upon promptly by 24-7 Classroom. The decision of 24-7 Classroom upon such appeal is final and may not be appealed.

REINSTATEMENT AFTER ACADEMIC DISMISSAL:

If in a written petition, students can demonstrate, after retaking courses or practicing skills, that they are academically and motivationally prepared to continue in the program; they may be reinstated and will have a probationary status for a semester. However, the Dean must approve reinstatement, and the conditions for reinstatement will be based upon evaluations made by instructors who are familiar with the work of the students. All courses in which students received a grade of less 2.00 ("C") for masters' degree will have to be repeated and must be paid for at the tuition rate in effect at the time of readmission. Evidence must be shown to the Academic Department's satisfaction that conditions causing the dismissal have been rectified.

GRADE POINT AVERAGES:

All numerical grades issued to students are counted in the cumulative GPA.

ATTENDANCE

24-7 Classroom's attendance policy is designed to ensure that students maintain satisfactory academic progress in all of the courses required in their program of study. Students are expected to regularly and consistently attend classes. Regular class attendance is necessary to ensure that the students receive a meaningful educational experience at 24-7 Classroom.

The student is responsible for all assignments, tests, quizzes, etc., required for the satisfactory completion of a particular course. Absences do not excuse the student from fulfilling any of the course requirements. Attendance will be documented on a daily basis, and student absences will be documented from the date of the first meeting of the class day, regardless of when the student registers for the class. 24-7 Classroom will continue to consistently monitor the student's attendance in accordance with the following procedure:

1. The faculty member shall report each absence to the Academic Counselor or Dean by submitting the electronic daily class .
2. Once a student has missed two (2) classes, the faculty member shall immediately contact the students to remind them of 24-7 Classroom's attendance policy.
3. The Academic Counselor will send email or a letter to all students who have missed two (2)

classes reminding the student of 24-7 Classroom's attendance policy.

4. Any student who does not attend at least 70% of the scheduled class time will be placed on academic probation for the semester. If it is apparent that the student does not have any interest in continuing the program, he/she will be dropped from the Program. Otherwise, one of the following actions may be taken:
 - a. It may be determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the semester.
 - b. It also may be determine that the student is not maintaining academic progress and the student will be withdrawn from the course.
5. Notwithstanding the policy enumerated in section number four (4), any student who misses two weeks of consecutive class meetings for any individual course shall be automatically dropped from that course. The instructor will assign a grade of "W" or "F" based upon the student's academic standing as of the last date of attendance.
6. LEAVE OF ABSENCE

In accordance with federal regulations, students are allowed to take a Leave of Absence (LOA) during their course of study to a maximum leave period of sixty (60) days. No more than one Leave of Absence may be granted for the same student in any 12-month period. Leaves of Absences can be no longer than sixty days of scheduled instructional time. Students must file a formal written petition requesting for the Leave of Absence.

STUDENT CONDUCT

Students are expected to exercise respect and self-discipline at 24-7 Classroom. The following behaviors may result in dismissal from 24-7 Classroom:

- Defacing, stealing, or mutilating any 24-7 Classroom property.
- Falsification or misrepresentation of material information in any records, or financial assistance documents, whether inadvertent or deliberate.
- Unethical conduct as discussed later in this section.
- Activities creating a safety hazard to other persons
- Disobedience or disrespect towards another

student, an administrator, a faculty member, or a staff member.

- A single serious incident or repeated less-serious incidents of intoxication from any substance as well as possession of drugs or alcohol on 24-7 Classroom's premises.

ETHICAL PRINCIPLES AND PRACTICES

24-7 Classroom requires each student to present his/her own work and considers any form of cheating to be an unethical practice. 24-7 has established the following procedure for handling claims or allegations against students for unethical student activities such as plagiarism; selling of exams, term papers, and projects; or copying of other student's work:

PROCEDURE & APPEAL PROCESS FOR UNETHICAL STUDENT CONDUCT:

Should a student be charged by an instructor with unethical conduct, the student may make an appeal of this determination, within 30 days, in the following manner:

1. The student should meet with the instructor who made the allegation to discuss and hopefully resolve the problem.
2. If a satisfactory resolution is not reached, the instructor or student can petition for a meeting with the Executive VP of Education for review and resolution. The Petition Request must be made in writing by either the student or the instructor to the Academic.
3. If after review by the Executive VP of Education, a satisfactory resolution has still not been reached, the matter may be appealed to the Arbitration Review Committee. This Committee consists of a member of the faculty, and a member from the administration. The Committee reviews all materials and prior decisions and comes to a resolution on the matter. The decision of the Arbitration Review Committee is final.

CONSEQUENCES OF UNETHICAL STUDENT CONDUCT:

Should it be determined that a student has behaved in an unethical manner, the student may be subject to the following disciplinary actions dependent upon the nature and scope of the offense as determined by the Committee:

1. The student may not receive credit for the work completed.
2. The student may not receive credit for the class.

- The student may be administratively disenrolled from the program.

STUDENT SERVICES

NEW STUDENT ORIENTATION:

Incoming students are introduced to 24-7 Classroom by a formal online or onsite class orientation program. During this time, students are given an opportunity to familiarize themselves with the (virtual) campus and to get acquainted with fellow classmates, faculty, and staff. New student orientation is normally held during the first week of a new term. All new students are informed of the orientation's time and place.

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. Any questions students may have regarding this catalog that have not been satisfactorily answered by 24-7 Classroom may be directed to:

Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov
Phone: (888) 370-7589
Fax: (916) 574-8648

ADVISEMENT:

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. 24-7 Classroom's Faculty, Administrative Staff, and Campus Administrator/Dean have sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

HOUSING:

24-7 Classroom does not maintain any housing facilities.

STUDENT ACTIVITIES AND PROGRAMS:

24-7 Classroom provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, 24-7 Classroom encourages students to include their families, friends, and significant others in the educational process. In addition, 24-7 Classroom sponsors activities and organizations to foster integration of personal and professional development.

CAREER SERVICES:

At 24-7 Classroom, job placement counseling is considered to be of paramount importance for both the students' success and 24-7 Classroom's

reputation. Accordingly, 24-7 Classroom offers extensive assistance through placement workshops as well as counseling to students seeking jobs at the completion of the programs. The Career Services offers assistance in resume portfolio development, techniques and strategies in the job search, interviewing skills development, and career planning guidance to determine optimum career path and to ensure students' ultimate success in their chosen disciplines. While 24-7 Classroom provides assistance to graduates in finding suitable employment, it **offers no guarantee of employment.**

STUDENT RECORDS:

24-7 Classroom maintains all educational records of students in accordance with the provisions of the Family Right and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended. All information retained in a student's file at 24-7 Classroom is available for inspection and review by that student upon request in writing (petition form) for such review. An appointment will be scheduled through the Academic Administration Office for the student to review the file with a representative from 24-7 Classroom. Enrollees are advised and cautioned that state law requires the educational institution to maintain 24-7 Classroom and student records for only a five-year period. However, 24-7 Classroom's policy is to retain all student academic records **for THREE YEARS AFTER GRADUATION.**

STUDENT GRIEVANCE PROCEDURE

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

Please include the following information in your complaint: 1.) The nature of the problem; 2.) The approximate date(s) that the problem(s) occurred; 3.) The name(s) of the individual(s) involved in the problem(s) (within the institutions or other students who were involved), and 4.) Copies of important information regarding the problem(s). (Facts, not rumors, lead to solutions.)

24-7 Classroom provides enforcement of student rights by addressing student grievances through its Student Grievance Procedure, which is set forth in 24-7 Classroom's Catalog as follows:

STUDENT GRIEVANCE PROCEDURE:

24-7 Classroom, in the admission of discipline, guarantees procedural fairness to an accused

person, whether the person is an 24-7 student or staff/faculty member. In pursuit of its policy of openness, accountability, and responsiveness to students, 24-7 Classroom's administration provides established grievance procedures.

PROCEDURES FOR OFFICIAL HEARINGS:

If informal recourse fails to resolve the grievance within a reasonable time after filing, the Executive VP of Education & Training will schedule a Student Grievance Committee meeting. The voting members of this Committee shall be comprised of the Executive VP of Education & Training, the Director of Financial Planning & Student Services, and two 24-7 faculty members who shall sit on the Committee on a rotating basis. A copy of the grievance shall be given in writing, to the person(s) against whom the complaint is brought. The committee shall review and consider documentary records that relate to the case, including the grievance and its supporting documentation, and any documentary evidence or statement by the person(s) against whom the complaint was filed. Committee members shall arrive at a judgment in consultation among themselves. A majority vote of such qualified members may make recommendation as appropriate for disciplinary actions or for changes in policy to the appropriate administrative officials.

SEXUAL HARASSMENT:

Sexual harassment has been defined to include unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact carried out in the workplace or in the educational environment. Coercive behavior including suggestions that academic or employment rewards or reprisals will follow the granting or refusing of sexual favors constitutes intolerable conduct. Sexual assault has been defined to include rape, acquaintance rape, and other forms of forcible and non-forcible sex offenses. All such kinds of assault are absolutely intolerable. An allegation of such action is sufficient grounds for investigation and may result in discipline and/or discharge or expulsion. All persons subjected to offensive sexual behavior should pursue the matter through the following procedures.

A complainant should report the incident to the administrator. If the complainant requests that the complaint be kept private, the site administrator will do so if there is no potential of criminal action. The institution will investigate all complaints and will

make a determination if reporting to a police authority is required. If the complainant claims that sexual assault has occurred, police authorities will be notified. Administration, staff and faculty found guilty of a sex crime will immediately be dismissed. Students found guilty of a sex crime will immediately be dismissed from the institution. The institution will keep a record of all sex crimes occurring on the institution and will divulge to any student, staff or faculty person at any time the number of sex crimes that occurred on the administrative offices as well as virtual campus during the previous year.

24-7 Classroom's policy regarding sexual assault on institution or virtual campus and implementation procedures are set forth in 24-7 Classroom's Catalog as follows:

SAFETY AND SEXUAL ASSAULT ON INSTITUTION:

In an effort to maintain a safe and comfortable educational and working environment, the administration of 24-7 Classroom has adopted and hereby maintains the following Policy with respect to safety and sexual assault:

1. 24-7 Classroom shall operate its administrative facility and virtual campus with the goal of providing a safe environment to its visitors, students, faculty and staff. 24-7 Classroom shall implement a notification process through which students, faculty and staff members may notify the institution of conditions, events, or individuals which may pose a threat to the safety of the individuals who use and/or occupy this facility online.
2. 24-7 Classroom shall provide for monetary resources necessary to maintain the virtual campus in a condition to reasonably provide for the safety of the visitors, students, faculty, and staff members.
3. 24-7 Classroom shall make timely repairs of any and all objects and conditions known to pose a threat to the safety and security of the individuals who use and/or occupy the premises operated by 24-7 Classroom /(online).
4. 24-7 Classroom shall report to the appropriate emergency personnel (such as the Police Department, Fire Department, or Sexual Assault Services) any activity of any individual if such activity is deemed to be a treat to the safety of the visitors, students, faculty or staff members of 24-7 Classroom.

5. Faculty and staff members shall report any breach of security to a member of the Administrative Offices. A breach of security includes, but is not limited to trespass, theft, loitering, embezzlement, sexual harassment, assault, battery, rape, and any other act, criminal or otherwise, which poses a threat to the security of the property of 24-7 Classroom and the individuals who occupy and/or use the premises operated by 24-7 Classroom online.
6. 24-7 Classroom shall educate its students and employees regarding sexual assault on administrative offices as well as virtual campus and shall present to them information regarding the signs, dangers, and avoidance of sexual assault and the legal, medical and psychological help available to victims of sexual assault. Such information shall be presented through online literature and Webinars.
7. 24-7 Classroom shall maintain strict confidentiality of all matters relating to any assault that occurs on this institution or that involves a student or employees of 24-7 Classroom, except as otherwise set forth in this policy statement. Information may be released to emergency personnel and law enforcement personnel in an effort to assist victims, and shall, whenever possible, be released with the victim's consent. No employee of 24-7 Classroom shall release any information pertaining to a sexual assault on virtual campus to members of the press, students, faculty or any disinterested third party unless the victim has given his/her written consent authorizing such disclosure, except as set forth above. 24-7 Classroom shall make a reasonable effort to have those individuals who are present at the time of the incident sign a statement, which provides for their agreement to maintain such matters in confidence as outlined herein. Employees of 24-7 Classroom shall also sign such a statement.

SAFETY PROCEDURES NOTIFICATION PROCESS:

The following is the process by which visitors, students, faculty and staff members may notify the institution of conditions, events, or individuals that may pose a threat to the safety of the individuals who use and/or occupy this facility online.

INSTITUTE MAINTENANCE:

Should a visitor, student, faculty or staff member find a condition in the building or on institution

grounds as well as on-line which poses a safety threat, they should notify the Administrative Office, in writing, of the condition immediately.

EMERGENCY CONDITIONS:

Should an emergency condition exist such as criminal conduct, fire or accident, visitors, students, faculty, and staff members should telephone the Police Department and/or Fire Department. In addition, the Administrative Office should be notified of all emergency conditions. In cases of emergency where staff member must be taken to the hospital, the receptionist will dial for emergency transportation by paramedics.

SUSPICIOUS ACTIVITIES:

Students, faculty and staff members should notify the Police Department of any suspicious activity that may pose a threat to the safety of individuals who use and/or occupy the premises operated by 24-7 Classroom /(online).

SEXUAL ASSAULT:

Incidents of rape or sexual assault on facility should be referred to the Sexual Assault Victim Services Emergency 24-Hour Hotline for immediate emergency assistance, crisis intervention, counseling services, accompaniment and advocacy services, legal counseling, and community education. Sexual assault includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

The victim of sexual assault will be kept informed of the status of any disciplinary proceedings in connection with the sexual assault, and the results of any disciplinary action or appeal. Should the victim have academic difficulties, which may arise because of the victimization and its impact, the following options will be available to the student; leave of absence, tutoring services, make-up work, or other options consistent with the mission of 24-7 Classroom reasonably suited to the needs of the victim. The Executive Vice President of Education will work with the victim in making these arrangements.

POLICY ON TUITION AND FEES

TUITION AND FEES POLICY FOR ALL PROGRAMS:

The student Enrollment Agreement indicates both the total tuition for the student's chosen program and the per unit tuition rate for the student's enrollment. 24-7 Classroom charges and earns

student tuition throughout each student's program on a strict pro rata basis up to the sixty-percent (60%) point of each term the student attends, based upon the total number of units each student attempts. After the student has reached the 60% point which he/she is registered, 24-7 Classroom has earned the full tuition charges.

A complete Schedule of Tuition and Fees outlining all potential charges/fees is enclosed at the back of this Catalog

CANCELLATION POLICY :

Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first week of the class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when the student gives written notice of cancellation to the Registrar at the address of 24-7 Classroom shown in this Catalog and on the student's Enrollment Agreement. Students who wish to cancel must do so by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. 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.

If 24-7 Classroom has given the student any equipment, including books or other materials, the student shall return it to 24-7 Classroom within thirty (30) days following the day of the notice of cancellation. If a student fails to return any equipment, including books or other materials, in good condition within the 45-day period, 24-7 Classroom may deduct its documented cost from any refund that may be due to the student. Once the student pays for the equipment (including books or materials), it is his or hers to keep without further obligation.

If a student cancels his/her Enrollment Agreement, 24-7 Classroom will refund any money that the student paid, less any deduction for equipment, books, and materials not returned in good condition in a timely manner, within thirty days, after the Notice of Cancellation is received.

REFUND POLICY:

Students have the right to withdraw from a course of instruction at any time. If a student withdraws from the course of instruction after the period allowed for cancellation and prior to having completed 60% of his/her program, 24-7 Classroom will remit a refund, if applicable, less a registration

fee not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), copy machine usage, and unreturned books, materials, or equipment. A student will be charged tuition based on the number of hours he/she attended as shown on the student's Enrollment Agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Photocopy charges and charges for unreturned books, materials, and equipment will be deducted from the amount of the refund.

If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty (30) days of withdrawal. If the amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with 24-7 Classroom to pay it.

Tuition Charges by Certificate Program:

Certificate Programs	Tuition
Cert. in Business Management	\$5900
Cert. in HR Technician	\$5900

TUITION/REFUND POLICIES APPLICABLE TO ALL PROGRAMS

WITHDRAWAL DATE DETERMINATION:

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

1. The student notifies 24-7 Classroom of his/her withdrawal or the actual date of the student's withdrawal.
2. 24-7 Classroom terminates the student's enrollment as provided in the Enrollment Agreement.
3. The student fails to attend classes for a consecutive period of time, which exceeds the maximum allowable by state law for the student's program.

CHANGES:

24-7 Classroom shall have the right, at its discretion, and in the interest of improving training, to make reasonable changes in course content material or schedule. Any such changes shall be without additional charge to students. In the event, a course is canceled or postponed for more than

one month due to equipment considerations or insufficient class size, students shall be entitled to a refund of all monies paid.

TEXTBOOKS AND MATERIALS:

If students purchased any textbooks or materials and then cancel enrollment, students must return the textbooks or materials within ten (10) business days of the date of cancellation or formal notice of withdrawal/disenrollment in order to receive a full refund of 24-7 Classroom's documented cost.

COLLECTION POLICY:

Students who owe 24-7 Classroom an outstanding balance at the time of withdrawal or program completion will be subject to reasonable collection costs if they fail to pay their obligation when due.

STUDENT TUITION RECOVERY FUND (STRF)

Students must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to the student: 1.) You are a student, who is a California resident and prepays 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.

The STRF has been put in place to reimburse students who might otherwise experience a financial loss as a result of (a) the closure of the institution, (b) the institution's breach or anticipatory breach of the agreement for the course of instruction, or (c) a decline in the quality or value of the course of instruction within the 30-day period before the institution's closure. The Fund protects only California students. Institutional participation is mandatory. The STRF is a special fund established by the California Legislature, and this non-refundable fee is \$.50 for every \$1,000, rounded to the nearest \$1,000.

It is important that enrollees keep a copy of any Enrollment Agreement, contract, or application to document enrollment and tuition receipts or canceled checks to document the total amount of tuition paid. Such information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student of his/her rights under the STRF, or if no notice of rights is served upon the student, within four years of the institution's closure. For further information or instructions contact:

Bureau for Private Postsecondary Education

P.O. Box 980818
West Sacramento, CA 95798-0818
(916) 574-7720

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 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.

PAYMENT OPTIONS:

Several different payment plan options exist. Two of the payment plan options—the No Interest Payment Plan and the Private Financial Assistance programs are available to students who qualify. All students must pay the required application fee and make a tuition deposit by the first day of classes regardless of the payment option chosen.

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COURSE CHALLENGE FEE:

A \$100 fee per course will be charged for any courses challenged by students. If the challenge test is not passed, the student will be required to take the course for credit and the fee paid for the challenge test will be applied toward the tuition of the class.

RETURNED CHECK AND DECLINED CREDIT CARD FEE:

A \$20 fee will be charged if a check is returned unpaid or credit card is declined to 24-7 Classroom. This fee is added to the amount of the bounced check, and the total payment must be paid by cashier's check or money order.

LATE PAYMENT FEE:

A \$10 fee will be charged for late payments, ten or more days delinquent on agreed to tuition installments, unless students have made prior arrangements with the administrative office.

TRANSCRIPT FEE:

A \$25 per transcript fee will be charged for any transcript request. This enables 24-7 Classroom to send an official copy to another educational institution or an employer and covers postage and handling. Transcript request must be in writing and will be processed within seven (7) business days of receipt. If a student needs a transcript on a rush

basis (less than 7 days), the administrative fee will be \$35, and the transcript will be produced and mailed within two (2) business days of receipt of written request.

INTERNATIONAL STUDENTS:

Visa services are not provided by 24-7 Classroom.

All programs are taught in English language, therefore international students interested in enrolling in 24-7 Classroom must have a minimum TOFEL score of 500 or pass a English proficiency test, students may be required to take a ESL program first before they can enroll in any 24-7 Classroom academic programs.

ADMINISTRATION, STAFF, AND FACULTY

All 24-7 Classroom Programs are taught by faculty members who have credential in their field as well as five years of experience in business and/or education.

Faculty members who teach 24-7 Classroom's have a minimum qualification of a BS or BA Degree in addition to their five years of experience in business and/or education.

ADMINISTRATORS/DEANS

William Vega, Ed.D.
President

Amer Elahraf, Ph.D.
Executive Vice-President/Dean of Education

Abdi Lajevardi, MS
CEO

ADMISSIONS DEPARTMENT

Sohayla Meknat, BSEE
Director of Admissions

**FINANCIAL PLANNING DEPARTMENT &
STUDENT SERVICES DEPARTMENT**

Martha Hernandez, BA
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FACULTY

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