



HUBBARD COLLEGE
OF ADMINISTRATION
INTERNATIONAL

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**Associate of Applied Science Degree
Management and Administration**

Catalog January 2011 – December 2011



HUBBARD COLLEGE OF ADMINISTRATION INTERNATIONAL

Hubbard College of Administration is 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. Hubbard College of Administration under section 94802 (a) of CPPEA, will by operation of law be approved until June 30th, 2011. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, Sacramento, CA. 95798-0818 (916) 574-7774.

Hubbard College of Administration is a member of the California Association of Private Postsecondary Schools.

Hubbard College of Administration is a member of the International Association for Continuing Education and Training.

Hubbard College of Administration has been reviewed and approved as an Authorized Provider of continuing education and training programs by the International Association for Continuing Education and Training. Authorized Provider #1202

The provisions of this publication are not to be regarded as an irrevocable contract between the student and Hubbard College of Administration. Changes are affected from time to time in the general regulations and in the academic requirements. There are, of course, established procedures for making such changes that protect the individual student's interests and the integrity of the school. A curriculum or graduation requirement, when altered, is not made retroactive unless the alteration is to the student's advantage and can be accomplished within the span of time normally required for graduation.

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

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School Holiday Schedule January 2011 – December 2011

January 1st, 2012– New Year’s Day – January 2, 2012

January 17th, 2011 – Martin Luther King Day

February 21st, 2011 – Presidents Day

May 30th, 2011– Memorial Day

July 4th, 2011– Independence Day

September 5th, 2011– Labor Day

November 24th, 2011– Thanksgiving Day through November 27th, 2011

December 24th, 2011– Christmas Eve through December 30th, 2011

HUBBARD COLLEGE OF ADMINISTRATION

Purpose, Mission and Objectives

The purpose of Hubbard College of Administration is to conduct educational programs based on principles developed by L. Ron Hubbard in management and administration of organizations.

We are a non-term institution, which allows the individual to enroll and begin study at any time. Hubbard College of Administration offers self-paced instruction and flexible scheduling to meet the needs of both full-time and part-time students, whether they are recent high school graduates or working adults.

Programs offered include an Associate of Applied Science: Management and Administration, Continuing Education certificate programs, individual courses and workshops. Each program consists of theory, practical and apprenticeships or internships. Learning outcomes are measured by testing on materials studied but most importantly by whether or not the individual can produce the results expected from the application of what he has learned in real life situations.

Hubbard College of Administration programs includes the following areas of emphasis:

1. Developing lifelong learning skills and putting the individual at cause over his or her ability to learn and apply any subject through mastery of effective methods of study.
2. Increasing the responsibility, self-respect and ethics level of the individual through the study and daily application of principles of ethics conduct to enable one to improve conditions in all areas of life, as well as, in organizations.
3. Improving the communications skills of the individual so that he is able to effectively deal with all kinds of people and situations in both business and personal matters.
4. Teaching the individual how to evaluate and predict human behavior. An understanding of why people behave the way they do, and what they are likely to do in the future will improve all aspects of one's life both personal and professional.
5. Teaching the individual the basic laws governing the survival and expansion of all organizations and groups and the technology based on these laws. The focus is on *application* of basic laws. *Technology* means the *methods of application* of the principles of something, as opposed to mere theoretical knowledge of the thing. Technology is for use. Its application brings results.
6. Developing the individual's ability to think logically. The business owner, administrator, manager, or anyone in the workplace has a considerable use for logic. If they cannot reason, they make costly and time-consuming errors. If one can think logically he or she can correctly observe data and situations and think their way through to reach correct conclusions and take correct actions.
7. Developing the individual's leadership skills.
8. Ensuring that the individual can apply what he or she has learned to produce the intended results.

History

Hubbard College of Administration was registered as a nonprofit corporation in the state of California in December of 1990. The Internal Revenue Service of the United States granted it tax-exempt status in October of 1993.

Since 1991, Hubbard College of Administration has licensed Hubbard Colleges of Administration in the California, Florida, Australia, Europe, Asia, Russia, the Ukraine, and Latin America.

The College has also delivered courses, workshops and seminars to people who desired specialized business and organizational training. Students come to the College from the Los Angeles area, from all over the United States, and from many countries throughout the world. The demand for persons with the knowledge and skills that Hubbard College of Administration International provides will continue to grow in a service-oriented, international economy.

Facilities

Hubbard College of Administration is located at 320 North Vermont Avenue in Los Angeles, California. The facility is a four-story newly renovated building with more than 20,000 square feet of very modern space, including a deck, café and ample parking.

The college is located near a major freeway exit as well as bus routes and a metro train station.

Library

The library facility has extensive reference materials and course packs for each course at the college available for use by students. It also has eight high tech computers with email and Internet access available to the students where the students can access the Library of Congress. The library is available to students from 9:00am to 9:30pm Monday through Thursday, and from 9:30am to 6:00pm on Friday and Saturday.

Associate of Applied Science Degree: In Management and Administration

Management and administration are vital functions in any type of organization. These functions involve coordinating the activities of people and resources to perform useful work and to achieve organizational objectives and goals. Managers and administrators must understand people, the nature of organizations and how they function, how to provide leadership, how to plan and how to control organizational operations. Career opportunities in management and administration are as diverse as the world of business and organization.

The following people could benefit from this program:

A) People who wish to prepare for entry-level management positions in business or industry.

B) People who have acquired occupational or professional training who can combine their backgrounds from occupational or professional programs with sound business education to enable them to obtain advancement in the management areas associated with their specialty fields.

C) Business owners, professionals, executives, managers and supervisors who want to learn and apply new skills to their existing organizations.

This program covers study skills, interpersonal relationship skills, communication skills, how to predict and evaluate human behavior, business ethics, management by statistics, basic organization, organizational design and structure, interoffice communication systems, executive basics, leadership, planning and writing programs, increasing efficiency, basic non-accounting financial planning for cash flow management, how to write effective company policy, marketing and public relations surveys, public relations, marketing and sales.

It develops the skills, attitudes and knowledge appropriate for the efficient and effective operation of both businesses and nonprofit organizations. It combines theoretical knowledge with practical application of principles and techniques. The program focuses on application in real business situations.

Many courses are followed by faculty-supervised apprenticeships in which the student must go into a business or organization and directly apply the knowledge and skills learned on the course. A final internship in a business or organization requires the student to apply all the knowledge and skills learned in a variety of ways.

Total Credit Hours: 60

Total Instructional Clock Hours: 1800

Approximate Time to Complete:

- **Full Time: 48 weeks**
- **Half Time: 94 weeks**
- **Part Time: 188 weeks**

CATALOG DESCRIPTION OF COURSE NUMBERING SYSTEM

COURSE NUMBERING SYSTEM

Hubbard College uses an alphanumeric course numbering system in which the first several characters represent the subject area and the digits represent the level of the course. 100/200 levels are lower division courses as part of diploma or associate degree programs.

Required Courses and Course Descriptions

General Education

GE100 Basic Study Manual

This course teaches the student basic information and skills on how to learn and how to apply what he has studied in life. This practical knowledge on how to study can be used by adults, college or high school students, teachers, parents and trainers in industry.

Prerequisite: None

1 Credit

GE110 How to Achieve Effective Learning

Employees too often come to the business world unprepared and untrained. They also come with poor learning skills as they have never been taught how to study, how to learn and how to apply what they have learned. This course teaches the student how to handle the barriers to study and the phenomena of misunderstood words. With this information, the student will not only be able to grasp fully what he is studying, but will be able to apply proficiently what he has studied in work and in life.

Prerequisite: None

3 Credits

GE120 How to Get Along With Others

In any workplace, excellent communication and relations among employees is key; it is the oil that lubricates the workings and allows for coordination. Without excellent communication, lines jam and production slows. This course teaches the basics of human relations.

Prerequisite: None

1/3 Credit

GE120A How to Get Along With Others Apprenticeship

This faculty-supervised apprenticeship requires the student to apply what he has learned on the How to Get Along With Others course in a real workplace environment.

Prerequisite: How to Get Along With Others Course

1/3 Credit

GE130 Handling the Ups and Downs in Life

Personal problems, whether personal or work-related, can take their toll on one's performance at work. This course addresses the influences in a person's life, which cause him to go up and down in life and become a source of trouble to himself and others.

Prerequisite: None

½ Credit

GE130A Handling the Ups and Downs in Life Apprenticeship

This faculty-supervised apprenticeship requires the student to apply what he has learned on the Handling the Ups and Downs in Life course to help himself or another person to handle influences in life that cause him stress.

Prerequisite: Handling the Ups and Downs in Life Course

½ Credit

GE140 Personal Values and Integrity

Compromising one's personal integrity, because of social and economic pressure leads to failure and loss. This course addresses the basics of honesty and personal integrity not just in the world of work, but in life as well.

Prerequisite: None

½ Credit

GE 140 Personal Values and Integrity Apprenticeship

This faculty-supervised apprenticeship requires the student to apply what he has learned on the Personal Values and Integrity course in real workplace situations.

Prerequisite: Personal Values and Integrity Course

½ Credit

GE150 Improving Business Through Communication

The inability to communicate can destroy a career, a business relationship, or a sale. The greater a person's ability to communicate, the greater his potential for success. The ability to professionally handle communication plays no small role in the demonstration of competence. The ability to communicate can be learned and developed. This course teaches the student to be able to communicate without tension or nervousness, how to get ideas across clearly and distinctly and how to guide and control communication in business or any situation. This course includes a series of eighteen practical drills on the fundamentals of successful communication.

Prerequisite: None

1 1/3 Credits

GE160 How to Evaluate and Predict Human Behavior

This course teaches tools to help the student understand people and their behavior and to predict what they are likely to do--on and off the job. It teaches how to observe, evaluate and predict human behavior.

Prerequisite: None

1 2/3 Credits

GE160A How to Evaluate and Predict Human Behavior Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the How to Evaluate and Predict Human Behavior Course to complete a project in a real business or organizational environment.

Prerequisite: How to Evaluate and Predict Human Behavior Course

2/3 Credit

Occupational Area Training

GE170 How to Effectively Handle Work

This course addresses the day-to-day problems of work. It addresses areas such as how to handle one's job, how to keep a job, and how to maintain productivity and efficiency and how to handle confusions in the workplace. It also addresses the most common problems encountered in the workplace including stress, exhaustion, and burnout.

Prerequisite: None

1 1/3 Credits

GE170A How to Effectively Handle Work Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the How to Effectively Handle Work course in a real business or organizational environment. The student, while working in an organization, must undertake projects to help themselves and others using the information learned on the course.

Prerequisite: How to Effectively Handle Work Course

1 Credit

Requirement for:

- Associate of Applied Science: Management and Administration
- Administrative Management Certificate Program

ETH100 Ethics for Business Survival

Surviving in the business world can often be a challenge. Although some view business as a dog-eat-dog world, one of the more challenging aspects is the recurring necessity to decide what is right or wrong, good or bad, moral or immoral. These are often complex and difficult decisions to face. The subject of ethics encompasses this aspect of business. This course shows the negative consequences of unethical behavior in business, what ethics really are, how to apply ethics on a day-to-day basis, and how to improve the workplace through the use of ethics.

Prerequisite: None

1 2/3 Credits

ETH100A Ethics for Business Survival Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Ethics for Business Survival course in a real business or organizational environment. The student must undertake a project in which he recognizes an ethics situation that needs correction and devises and implements a workable solution.

Prerequisite: Ethics for Business Survival Course

1 Credit

ETH200 Formulas for Business Success

This course teaches the exact operating states or conditions of any business or organizational activity and the steps to take based on the operating state or condition to improve the business or organizational activity.

Prerequisite: None

1 1/3 Credit

ETH300 Management by Statistics

This course teaches how to use statistics and graphs to show how much any business or organizational area is producing. It also shows how to use statistics to analyze the operations of an organization and how to use statistics for management decision-making.

Prerequisite: Formulas for Business Success Course

1 1/3 Credits

ETH300Ar Formulas for Business Success and Management by Statistics Apprenticeship

This faculty supervised apprenticeship requires the student to apply the knowledge and skills learned on the Formulas for Business Success course and the Management by Statistics course in a real business or organizational environment. The student must go into a business or organizational situation, determine the correct operating state or condition of the organization or one of its activities, determine the steps needed to improve the condition, and get the steps carried out. It also teaches how to use statistics and graphs to show how much any business or organizational area is producing. In addition it shows how to use statistics to analyze the operations of an organization and how to use statistics for management decision-making.

Prerequisite: Formulas for Business Success and Management by Statistics courses.

1 2/3 Credits

MAN100 Executive Basics

This course teaches the fundamentals of holding a position of managerial or administrative responsibility in an organization. It covers the topics of management functions, leadership and the duties and skills of an executive.

Prerequisite: Formulas for Business Success and Management by Statistics courses.

1 1/3 Credits

MAN100A Executive Basics Apprenticeship

This faculty supervised apprenticeship requires the student to apply the knowledge and skills learned on the Executive Basics course by carrying out executive duties in a business or organization. The student must work under an executive in the organization to get familiar with the functions and the organization. The student then must carry out some basic executive duties such as writing and getting compliance to orders, conducting a staff meeting, and other actions to be agreed upon by the executive in the organization, the faculty supervisor and the student.

Prerequisite: Executive Basics Course

1 Credit

MAN200 Effective Leadership

An effective leader is very valuable in our society. The importance of leadership cannot be downplayed. This course identifies the elements of effective leadership and how to achieve them.

Prerequisite: None

1 1/3 Credits

MAN200A Effective Leadership Apprenticeship

This faculty supervised apprenticeship requires the student to apply the knowledge and skills learned on the Effective Leadership course by heading a project team to accomplish a specific task, project or objective in a business or organization. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: Effective Leadership Course

2/3 Credit

ORG100 Basic Organization

This course teaches the primary functions of any organization, the basic laws of organization and administration, and how to design and set up an organization so that it runs effectively.

Prerequisite: Formulas for Business Success Course, Management by Statistics Course 2 Credits

ORG100A Basic Organization Apprenticeship

This faculty-supervised apprenticeship requires the student to go into a business or organization, do an analysis of the organizational functions and structure, and use the knowledge and skills learned on the Basic Organization course to write and present recommendations to improve the organizational functions and structure. Students who are currently employed may complete this apprenticeship in their own organizations.

Prerequisite: Basic Organization Course

2 Credits

PROG100 How to Make Planning Become an Actuality

Planning is working out how one is going to accomplish set objectives. A properly written plan is a road map to success. This course teaches the student workable techniques for formulating plans and programs. It teaches how to get programs carried out and moving to achieve business or organizational goals and objectives. The elements of successful plans and programs are defined and taught.

Prerequisite: None

1 2/3 Credits

PROG100A How to Make Planning Become an Actuality Apprenticeship

This faculty supervised apprenticeship requires the student to apply the knowledge and skills learned on the Planning Course by writing and carrying out a plan to accomplish a goal or objective in a business or organization. The plan must include targets to be done by a number of people. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: How to Make Planning Become an Actuality Course

1 1/3 Credits

MAN250 How to Get Things Done

An executive or an administrator must be someone who can get things done through others. Getting compliance with administrative actions or orders can be frustrating due to the barriers and procrastination of others. It contains 22 practical drills that teach the student how to get others to get things done and how to get compliance.

Prerequisite: Improving Business Through Communication Course

1 1/3 Credits

ORG200 How to Increase Efficiency in Your Company

This course teaches the student how to recognize and handle areas of inefficiency, which waste man-hours and income in an organization. It also addresses areas of written communication, interoffice communication systems, delegation skills, and other ways to increase efficiency.

Prerequisite: None

1 1/3 Credits

ORG200A How to Increase Efficiency in Your Company Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Efficiency course in a business or organization. The student must design a project that identifies an area of inefficiency, and identifies the steps to be taken to increase efficiency. The student must then carry out these steps to a successful result. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: How to Increase Efficiency in Your Company Course

1 Credit

FP200 How to Increase Profits Through Proper Financial Planning

This course covers how to manage financial resources to increase cash flow and solvency, build reserves, and correctly allocate financial resources for increased organizational production.

Prerequisite: Formulas for Business Success

1 1/3 Credits

FP200A How to Increase Profits Through Proper Financial Planning Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Financial Planning course in a business or organization. The student must design and carry out a project to improve the financial situation of the business. Students who are currently employed can complete the apprenticeship in their own organization.

Prerequisite: How to Increase Profits Through Proper Financial Planning Course 2 Credits

POL100 How to Write Effective Company Policy

This course teaches the importance of establishing policy, how to write and issue organizational policy, how and when to implement policy and how policy can be used to expand an organization.

Prerequisite: None 2/3 Credits

POL100A How to Write Effective Company Policy Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Policy course in a business or organization. The student must study the existing policies of the organization, determine areas in which policy needs to be developed, develop and present the needed policy and get it issued correctly in the organization. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: How to Write Effective Company Policy Course 1 1/3 Credits

PR100 Marketing and Public Relations Surveys

Surveys are the tools by which one finds out what customers and potential customers think and feel. Surveys give the information that is vital to effective marketing, promotion and public relations activities and campaigns. This course teaches the basics of how to use surveys for marketing and public relations.

Prerequisite: How to Get Along With Others Course, or How to Evaluate and Predict Human Behavior Course 1 2/3 Credits

PR100A Marketing and Public Relations Surveys Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Survey course in a business or organization. The apprenticeship may be done by assisting a professional market researcher on a project for a client or it may be done by the student working directly to conduct surveys for a business or organization. Students who are currently employed may complete this apprenticeship for their own organization.

Prerequisite: Marketing and Public Relations Surveys Course 1 2/3 Credits

PR200 Public Relations

Good public relations are vital to the expansion of any business or organization. This course teaches the basic duties and purposes of the public relations professional, the elements of public relations and the basic tools of public relations.

Prerequisite: Marketing and Public Relations Surveys Course 2 Credits

PR200A Public Relations Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Public Relations course in a business or organization. The student must identify a public relations situation, design a campaign or program to handle the situation and carry out the steps of the program to achieve a successful result. Students who are currently employed can complete this apprenticeship in their own organization.

Prerequisite: Public Relations Course

1 2/3 Credits

MAR100 Marketing

Marketing is an important function in any business. This course teaches the basic elements and tools of marketing and how to plan marketing strategy and devise marketing and promotional campaigns.

Prerequisites: Marketing and Public Relations Surveys Course and Public Relations Course

1 1/3 Credits

MAR100A Marketing Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Marketing course. This apprenticeship may be done by assisting a marketing professional in the design and implementation of a project for a client or it may be done by the student working directly with a business or organization to design and carry out a marketing project.

Prerequisite: Marketing Course

1 2/3 Credits

SA100 How to Create Want for Your Products Through Effective Sales Techniques

Effective salesmanship can be learned. This course teaches the fundamentals of personal selling. It includes many practical drills on the various elements of personal selling and sales situations.

Prerequisites: Improving Business Through Communication (Public Relations Course and Marketing Course are recommended)

1 2/3 Credits

SA100A Sales Apprenticeship

This faculty-supervised apprenticeship requires the student to apply the knowledge and skills learned on the Sales course in real personal selling situations. The student must work in a business or organization in personal selling to prospect customers, make sales presentations, and close sales. Students who are currently employed may complete this apprenticeship in their own organizations.

Prerequisite: Sales Course

1 2/3 Credits

INTAAS Internship

This faculty-supervised internship requires the student to apply all the knowledge and skills learned by working in a business or organization as a management or administrative intern. The student must sign an internship contract with his faculty supervisor and a representative of the organization that states exactly what the student will be required to do and the evidence and documentation of actions and results required for satisfactory completion of the internship.

Prerequisite: Associate of Applied Science Degree courses & apprenticeships.

6 2/3 Credits

Admissions Information

The College Year

Hubbard College of Administration is a non-term institution that operates year round. The courses offered are self-paced to allow students to enroll and begin courses on any day of the week (with the exception of Sunday), anytime of the year.

Motivation to Learn

Hubbard College of Administration believes that any individual who is highly motivated to learn should be given the opportunity to study. All individuals who have the desire to further their education and have the potential to succeed should have the opportunity to develop their knowledge and competence. Maturity and a desire for further education are considered as more important than quantitative measures of past school performance.

Self-determined Enrollment

No applicant will be accepted by Hubbard College of Administration who is not there on his or her own desire, but who has been ordered to do a program or courses by his company or organization or who has been compelled to undergo study by a manager, judge, relative or anyone other than the applicant.

Non-Discrimination Statement

Hubbard College of Administration admits students of any race, color, creed, sex, handicap, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, sex, handicap, religion, national, or ethnic origin in administration of its educational policies, admission policies or other school administrative programs.

Student Classification

1. Degree Status

Students in this category are those enrolled in the Associate of Applied Science Degree in Applied Management and Administration.

2. Special Status

Students in this category are students with specific academic needs and who may not meet the college admissions requirements. They will be assigned an advisor who will monitor their progress. Special students in good standing may apply for admission to the associate degree program or a certificate program.

Notice Concerning Transferability of Credits and Credentials

The transferability of credits you earn at the Hubbard College of Administration International is at the complete discretion of an institution to which you may seek to transfer. If the (credits, or degree, 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 the Hubbard College of Administration to determine if your (credits, or degree, diploma or certificate will transfer.

Admissions Procedure

Applications are accepted anytime of the year and you may begin your studies anytime during the year. We encourage students with other forms of academic preparation to apply for admission, but they must submit evidence of their ability to succeed academically. Applicants will be considered for admission according to their potential ability to benefit from instruction and to succeed in course work at Hubbard College of Administration.

Students who do not meet all the admissions requirements may be admitted as Special Status students and be allowed to do courses and if they show ability to benefit from a program and are in good standing, may then apply for admission to the associate degree program.

Many factors are considered during the application review process. Your personal qualities, achievement and motivation for learning are all considered.

Associate Degree Admissions Procedure:

1. Forward a completed application for admission form to the Hubbard College of Administration with application fee (\$115 Domestic applicants, \$200 foreign applicants).
2. Provide evidence or attest of high school completion or a record of a satisfactory high school equivalency score.
3. Request and forward references and 3 letters of recommendation. These may be from relatives, neighbors, clergymen, coaches, teachers, employers, employees, or others who are personally acquainted with the applicant.
4. Arrange a personal interview and testing session by contacting the Office of Admission at (323)-660-8685.

Interviews and Campus Visits

Personal interviews are highly recommended for all applicants to the Hubbard College of Administration. An interview will allow you to personally get acquainted with the opportunities offered. Interviews will also help us to better understand your needs and help you to obtain your goals.

Appointments for interviews can be made by calling (323)-660-8685. We accommodate visitors anytime of the year and any day of the week by appointment.

Adult Students

Hubbard College of Administration encourages returning adults. Day, evening and weekend schedules provide the flexibility adults need to work classes into their busy schedules.

Early Entry

We will consider students for admission if they have not yet graduated from high school. To qualify for admission under the Early Entry program, a student should submit a recommendation from the high school guidance office and a letter of permission from parents or guardian. The high school principal must send written confirmation that the high school will accept Hubbard College of Administration credits toward the student's high school graduation. A personal interview with a member of the Admissions staff is also required.

International Students

Hubbard College of Administration welcomes international students. The College does provide student visa services. International students are eligible for admission based on English proficiency, academic achievement and financial solvency. Applicants whose native language is not English must demonstrate English language proficiency by passing the test of English proficiency at a minimum score of 46. This test can be done from where you are living as long

as you have access to a telephone. The taking of the test will be set up during the enrollment process by the admissions office.

Students that have already taken an English test such as TOEFL can provide evidence of this to the admissions office and it will be evaluated for acceptance into a program.

Readmission Procedures

If you were previously dismissed, you must obtain the signature of the Education Committee and clarify any readmission requirements.

Testing Program

All students applying for admission to programs must complete the following tests:

- a. Oxford Capacity Analysis Test
- b. IQ test
- c. Leadership Test
- e. Reading Level Test

Any student whose reading level is below 12th grade must bring up his reading level before being admitted to the program. The student may however enroll in courses as a Special Status student.

Revocation of Admission

Admission to study at Hubbard College of Administration is a privilege. The College reserves the right to withdraw this privilege at any time it may appear to be in the best interest of the student or the College to do so.

Hubbard College of Administration does not accept credits from other educational institutions. A student who has previous relevant education from another educational institution may apply for Credit by Examination. To be eligible to apply for Credits by Examination, applicants must enroll in a program through the standard enrollment process. Students who want the College to accept their previously taken course(s) for credit, must take the examination(s) before starting the course. The school cannot fairly assess the applicant once that student begins his or her educational program.

The following criteria must be met for Credit by Examination:

1. A student applying for a transfer of credit must pass a comprehensive examination covering the course material.
2. The comprehensive examination may only be taken only once and must be passed with a score of 85% or higher in order to receive credit. The student does not have to retake the course with a score of 85% but must restudy the areas missed on the exam. There will not be a tuition charge for restudying these areas. An examination fee of \$50.00 is charged for each examination administered.
3. If the exam score is less than 85%, the student must retake the course and is charged the full tuition rate for the course.
4. Credits by Examination are not included in the calculation of the Cumulative Quality Point Average but are included in the credits necessary for graduation.

5. Credit by Examination evaluations will be given during the pre-scheduled examination time established by the Qualifications Division.
6. Credit by Examination is a comprehensive examination and will cover all aspects of the subject.
7. The student's academic record will be clearly annotated to reflect that credit was earned by examination.
8. The maximum amount of credit by examination which Hubbard College of Administration will accept towards graduation is 25% of the theory courses in a program. If a student feels he/she has enough knowledge or practical experience on the subject being examined for credit then he or she can attempt to test their knowledge and receive credit for the course pursuant to the criteria indicated. However, no practical application course (apprenticeship, internship or final practical application) shall be credited by an examination only.

Tuition and Fees

The Hubbard College of Administration is a nonprofit institution and tuition and other fees must cover the instructional and operating costs of the college. Every attempt is made to keep the costs as low as possible without sacrificing adequate facilities and instruction. The college may adjust fees charged at any time. When practicable, advance notice of any change will be given. However, fees are subject to change without prior notice.

Tuition

Tuition paid quarterly (3 month period) must be paid in advance.

Textbooks

Hubbard College of Administration provides a complete library of all course materials and references. This library is not a substitute for students buying their own textbooks and course packs. Students are required to buy their own textbooks and course packs for their courses. Students will do better if they own their own textbooks and course packs as, naturally, they will need them for reference. The student must buy any book, course pack or recorded lectures required for a course.

General Regulations

Regardless of the method of payment selected, other conditions and requirements that apply to all college bills are as follows:

1. If a student is paying quarterly, all quarterly payments are due and payable in advance.
2. If any payments are due to Hubbard College of Administration, the student will receive no grades; be given no transcripts, degrees, or letters of recommendation; nor will the student be permitted to register for the next course until all financial obligations have been settled in the Treasurer's office.
3. Hubbard College of Administration assumes no responsibility for the personal property of the student.

Fees

Application Fee (Non-Refundable)	
<i>US residents</i>	\$115.00
<i>Foreign residents</i>	\$200.00

Student Tuition Recovery Fund Fee (STRF) (\$2.50 per thousand dollars of tuition)
(Non-Refundable)

**There will be an additional \$50 charge for mailing I-20 Visa paperwork and a \$100 renewal processing fee for all renewals done by College Personnel. These fees are Non-Refundable and are subject to change at any time in relation to postage costs or process time for Visa Renewals.*

**Foreign applicants may also be subject to an increased administrative fee due to additional requirements for testing and any changes in governmental requirements to enroll. HCA will make every attempt to notify new applicants of such increases as soon as possible in the application process.*

- Credit by Examination Testing Fee per Examination (Non-Refundable) \$50.00
- Student Activity Fee Per Week (Non-Refundable) \$10.00
- Student Consultation Fees – (One on one Qual Academic Assistance, Student Consultation Services, Tutoring or Ethics Handling) (Non-Refundable) \$25.00per hour

Repeating a Course (The cost of repeating a course is 50% of the normal tuition)

Student Parking Fee: (Optional for students without a car)	\$50.00
Transcripts per copy	\$5.00
Returned Check Fee	\$20.00

Associate of Applied Science: Management and Administration Degree Program Tuition and Fees

Student Activity Fee (Non-refundable)	\$40.00/month
Tuition	\$36,000.00
Books and Supplies	(Sales tax not included) <u>\$2,322.95</u>

Total **\$38,322.95**(plus Student Activity Fees)

Payment Plans

Payment Plans

Students can pay in advance for programs or they can make quarterly payments.

Payment in Advance

To enroll in the associate degree program a student must sign an enrollment agreement for the entire program and work out his or her payment plan for the program. A student who enrolls in the entire program will not be subject to price increases in the program although he or she may be subject to payment of additional weeks if he or she does not complete within the estimated time or if he or she exceeds the additional weeks “grace period” for completion.

Paying quarterly, the total amount of the tuition is divided by the number of quarters the student is expected to be on the program. Interest is charged on any overdue balance at 1.5% per month or 18% per year.

Tuition Reduction for Advance Payment

A student who pays for all of program enrollment period in advance will receive a 15% tuition reduction.

Loss of All Tuition Reductions for Attendance Probation, Academic Probation or Withdrawal from Program

A student who is placed on academic probation or attendance probation or who is withdrawn from the program will lose all tuition reduction received and the full tuition amount applies.

Cancellation, Withdrawal and Refund Information

Student Rights Under the Student Tuition Recovery Fund

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

To be eligible for STRF, you must be a “California resident” and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a “California resident.” In addition, if you are

- a. A recipient of third-party payer tuition and course costs and you are not eligible for protections under STRF.
- b. The student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund (STRF).

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Council that the school is closed. If you do not receive notice from the Council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814-3517, (916) 445-3427.

Cancellation Information

You have a right to cancel this enrollment agreement, without any penalty or obligations, through the first day of attendance, or the seventh day after enrollment, whichever is later and obtain a “cancellation re-payment”. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed sixty (60) percent or less of the program. A written notice of withdrawal and a written request for cancellation payment should be delivered to the College Treasury Secretary at 320 N. Vermont, Los Angeles, CA 90004. This can be done by mail or by hand delivery. Repayments are made within 45 days after the notice of cancellation is received. The written request for refund will be confirmed as complete and accurate and thus approved by the Executive Council of the College or its delegate Claims Verification Board. An administrative process fee of \$250 will be deducted from all cancellation payments. It is the policy of the college not to re-enroll the student in any program(s) once he/she has canceled.

Enrollment Period Definition

Since Hubbard College of Administration is a non-term institution which allows the individual to enroll and begin study at any time and offers self-paced course room instruction and flexible scheduling including evening and week hours to meet the needs of both full-time and part-time students, an enrollment period is defined as the number of hours estimated for each course or program with a grace period time extension. The enrollment period for each course or program is listed in the catalog.

Withdrawal and Pro Rata Refund Policy

You have the right to withdraw from a course at any time after the cancellation period described above and receive a pro-rata refund if you have completed 60 percent or less of the period of attendance. You will receive a pro-rata refund of the unused portion of your tuition and other refundable charges if you deliver proper written notice of your withdrawal and a written request for a refund to the College Treasury Secretary after the first day of attendance or prior to completing 60% of your course of study. Refunds are made within 45 days of withdrawal. The written request for such payment will be confirmed as complete and accurate and approved by the College’s Executive Council or its delegated Claims Verification Board. An administrative processing fee of \$250.00 will be deducted from your refund. Refunds must be calculated from the last date of recorded attendance. The refund policy is for students who have completed 60 percent or less of their program. A student who has completed greater than 60% of the course or program will not be entitled to a refund.

In the case of withdrawal from a repeated course for which you have been separately charged, you will be entitled to a refund on the same terms as indicated above.

Cancellation payments and refunds payments confirmed as valid will be paid within 45 days of delivery of the written notice of the cancellation or withdrawal and the written request for a refund to the Treasury Secretary, or the date the college determines the student has withdrawn. The date of the student’s withdrawal shall be deemed the last date of recorded attendance.

If you receive a student loan(s) to cover the cost of the program, any refund you receive will be returned to your lender to reduce your loan debt. If the amount of your refund exceeds the unpaid balance of the student loan(s) you received, the excess will first be applied to any other aid programs from which you received funding, and any remaining balance will be returned to you.

In the event of a withdrawal or dismissal from the College, all books and supplies furnished by the College must be returned immediately. Failure to return the books or supplies in resalable condition (as determined by the College) within thirty (30) days following the date

of withdrawal or dismissal will result in a reduction in the refund owed to you in accordance with the terms set forth herein.

If the College cancels or discontinues a course or educational program, the College will make a full refund of all charges.

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Academic Information

Language

All courses are delivered in English. Hubbard College of Administration does not provide English-as-a-Second-Language programs. All students must be able to read at a 12th grade reading level as measured by an English language reading test administered in our testing program. Students whose reading test scores are below 12th grade level may not be admitted at the discretion of the Education Secretary as Conditional Status students for whom a longer time may be required to complete a program than is shown in the catalog. These students will be responsible for paying for the additional hours needed to complete the program.

Such students may also be admitted as Special Status students and be allowed to undertake individual courses in order to determine their ability to benefit and if in good standing may apply for a degree or certificate program as Conditional Status students.

Method of Instruction

Students study the course materials at their own pace in the course room. The Course Supervisor/Faculty member helps the student grasp the materials, always stressing understanding and application.

Once the student completes the theory section of the course, he moves into the Apprenticeship section where he is assisted and supervised in applying what he has learned by faculty members who are working professionals with demonstrated competence and expertise in their areas of instruction.

Practical Experience

Practical experience and application are an integral part of Hubbard College of Administration curriculum. After the completion of the theory study in the course room, the student must now learn to apply the knowledge and skills learned to produce results in a real business or organizational situation.

Apprenticeships

Experience and production records matter. Real-life experience and demonstration of competence by producing results prepare students to start new jobs, improve skills in existing jobs, or start new endeavors with firsthand knowledge of what is required.

Students learn from experiencing and producing results in the world of work through faculty-supervised apprenticeships. Hubbard College of Administration has relationships with businesses that are happy to provide apprenticeship opportunities to our students.

An Apprenticeship Contract is signed by the student, the faculty supervisor, and a representative of the organization in which the student is completing the apprenticeship that specifies the exact requirements the student must meet, the standards of performance, and the means of documenting and providing evidence that the requirements for satisfactory completion have been met.

Internship

Internships provide the student with on-the-job experience in varied aspects of management and administration. Hours and work assignments will be arranged on an individual basis with the student. An Internship Contract is signed by the student, the faculty supervisor, and representative of the organization in which the student is completing the internship that specifies the details of the internship.

Course Room Hours

Hubbard College of Administration course room hours are from 9:30 a.m. to 9:30 p.m. Monday through Thursday and from 9:30 a.m. to 6:00 p.m. Friday and Saturday.

Student Scheduling

- Weekday course hours are:
 - 9:30 a.m. to 6:00 p.m. Monday through Friday.
- Evening course hours are:
 - 7:00 p.m. to 9:30 p.m. Monday through Thursday.
- Weekend course hours are:
 - 9:30 a.m. to 4:00 p.m. Saturday

Full Time Students are expected to spend a minimum of 37.5 hours per week on course.

Half Time Students are expected to spend 20 hours per week on course.

Part Time Students are expected to spend a minimum of 10 hours per week on course.

Note: Students with student loan(s) must be at least half time; the definition of half time for this purpose is 12.5 to 20 hours on course a week.

Note: Foreign Students with I-20 Visas must be full time and attend a minimum of 37.5 hours per week on course.

Note: Students must decide on a schedule and keep to their scheduled course times each week.

Accelerated Programs

Hubbard College of Administration courses and programs are self-paced to allow the student to progress at his or her own rate. All hours given are the times estimated for the average student to complete. Some students may need more time to complete a course or program of study and some students may complete in less time. The factors that determine whether a student may complete a course of study in a shorter time are:

- a) regular attendance per the student's agreed upon schedule
- b) hours per week spent in the course room
- c) time the student spends working on assignments outside the course room
- d) the rate at which the student can read and understand the materials
- e) the rate at which the student can complete the given assignments

Due to these factors, it is possible for the student to complete a course or program of study in less than the estimated time.

Prerequisites

Before some courses are taken, another course may be required first--the first course then becomes a prerequisite for the second.

Continuous Enrollment Requirements

Students must be continuously enrolled in the program from the time of entrance through graduation. Students who must take time off due to medical or other significant reasons may apply for a temporary leave from Hubbard College of Administration. Students seeking temporary withdrawal status must provide an expected date of return and receive approval from the Education Committee. Students approved for temporary withdrawal may re-enter their program at any time prior to the anticipated return date without approval.

Students who fail to remain continuously enrolled and fail to provide an expected date of return will require approval in order to re-enter their program.

Attendance Policy

Students are expected to attend courses according to the schedule upon which they have agreed. All Course Supervisors/Faculty keep daily records of attendance. It is the student's responsibility to inform his or her course supervisor of an unavoidable absence. The course supervisor may refuse to admit a student on course that is chronically absent or tardy.

Excused Absence: An absence will be considered excused only if the time is made up during another regular course slot that is supervised by the Course Supervisor/Faculty member. Attendance is recorded. All other absences will be considered unexcused.

Unexcused Absence: All absences that are not made up during normal course time hours under supervision of the course supervisor/faculty member are unexcused absences.

No absence will be removed from a student's record but will be recorded as excused or unexcused per the above definitions.

Attendance Probation

Students with excessive absenteeism, which is defined as 3 unexcused absences in a month, will be placed on attendance probation unless the student has a medical condition, which will require a doctor's note. During the attendance probation if the student continues to have unexcused absences exceeding three he or she will be dismissed. Attendance probation will last for a period of one month. If the student demonstrates good attendance within the attendance policy, the probation will be removed.

Re-Enrollment: will be considered by the Executive Council only after evidence is shown that the condition which caused the interruption for unsatisfactory attendance has been rectified.

Dropout Policy

Any student wishing to terminate a course must first receive an interview with the Qualifications Secretary.

Student's Guide to Acceptable Behavior

The Student's Guide to Acceptable Behavior lists out the basic things a student must do to gain the most benefit from his or her studies. In order for any course to function smoothly, there have to be some rules or agreements. The rules for the courses delivered by the Hubbard College of Administration are:

Be on time for course. If, for some very urgent reason, you are unable to attend course on the date or time that you have scheduled yourself for, let the Supervisor know as far as possible in advance.

Get sufficient food and sleep while you are doing the course.

- Do not consume any drugs or alcohol during the period you are on course without the express permission of your Supervisor. (If you are taking medically prescribed drugs under the care of a doctor, please inform your Supervisor.)
- You are allowed to smoke on breaks only and only outside the course room.
- Do not eat or store food in the course room.
- If you have any problem understanding any of your materials or if something seems confusing to you, tell the Supervisor right away so he can help you. Don't ask another student because he or she may have the same question. Always ask your Supervisor. This is very important.

Suspension and Dismissal Policy

Conditions considered for possible dismissal are:

- Excessive tardiness
- Class cuts
- Any type of dishonesty (cheating, plagiarism, knowingly furnishing false information to the institution)
- Intentional disruption or obstruction in the course room, public meetings or other school activities
- Physical or verbal abuse of any person on school premises
- Drug Abuse
- Theft or damage to school property
- Failure to comply with directions of school officials acting in the performance of their duties.

A student who is disruptive and acts contrary to the policies of the Hubbard College of Administration will be routed to the Student Ethics Officer. The routine action of Ethics is to request a reappraisal of behavior and a signed promise of good behavior for a specified time. If the student refuses to so promise then the Ethics Officer would then undertake an investigation to determine whether or not the student should be allowed to continue.

Maximum Allowable Time To Complete

Degree and certificate program students must successfully complete all program requirements within 150 percent of the program length. Credits awarded by Examination will reduce the maximum allowable time frame.

Grading Standards

Pass With Honors (PH)

The student completes all course work within the expected time period and receives 100% on the examination and a "pass with no correction" on all Apprenticeship and Internship assignments.

Pass (P)

The student has completed all course work and received a score of 85% or higher on the examination and a "pass" on all Apprenticeship and Internship assignments.

Credit by Examination (CE)

A student who has received credit for a course by taking the examination and receiving a score of 85% or higher will have this credit applied toward his program. The transcript will reflect that this credit was awarded by examination.

Failure (F)

The student receives a score of 84% or lower on the examination and/or a “no pass” on Apprenticeship and Internship assignments. The course must be repeated in order to complete a program.

Incomplete (I)

The student did not complete all requirements of the course at the time of grading. Incomplete grades will be given only when unusual circumstances beyond the student’s control prevent completion of the work in a particular course. Incomplete grades and arranging for the completion of course work must be approved by the course supervisor. In the absence of extenuating circumstances, remaining course work must be completed within three weeks of the targeted completion date or the incomplete grade automatically becomes a “Failure.”

Withdrawal (W)

The student voluntarily withdrew from the course or was dropped from the course.

Students will be informed of their progress in each course on a regular basis by marks given on examinations, papers and other assignments.

Repeating Courses

Any course may be repeated regardless of the grade earned. If a course is repeated, the transcript will note that the course was repeated.

Change of Grades

Grades submitted by the Examiner in the Department of Validity at the end of each course are not subject to revision on the basis of additional work or a new examination. If a student questions a final grade, the student should first discuss the grade with the Qualifications Secretary. If the student still feels the grade is not appropriate, the student may request a hearing before the Grade Review Committee in the Qualifications Division.

Quality-Points

Credits -- a credit represents the work of at least 30 course, apprenticeship or internship hours.

Grades and Quality Points-- grades are given for each course attempted, based on the following numerical value and quality-point rating.

GRADE	QUALITY POINTS
PH Pass With Honors (Excellent)	4.00
P Pass (Good)	3.33
CE Credit by Examination (No Quality Points Computed)	
F (Failing)	0.00
I (Incomplete)	0.00
W (Withdrawal)	0.00

Quality-Point Computation

Quality points are computed by multiplying the credits allotted to the course by the quality points assigned to each letter grade. The quality-point average is computed by dividing the total quality points earned by the number of credits attempted. The quality-point average is used as the standard for determining honors, scholastic class rank, and academic standing.

The cumulative quality-point average is a measure of the student's total course work attempted at Hubbard College of Administration. To figure the cumulative quality-point average the total number of quality points (the sum of all course grades multiplied by their quality point values) is divided by the total number of credit hours attempted.

Quality Point Average

A minimum quality point average of 3.33 is required for graduation. Although the credits allowed for by examination count toward fulfillment of graduation requirements, the grades earned in such courses are not included in quality-point computation.

Grade Reports

Grade reports are mailed or given to the student within ten days after the completion of each course to each student who has fulfilled all financial obligations. This report shows the grade received in each course, the total credits attempted, the total credits earned, and the quality point computations. If a student repeats a course, the grade from the repeated course is recorded and computed in the quality-point average. However, the fact that the course was repeated is noted on the transcript.

Satisfactory Progress Policy

All Hubbard College of Administration degree and certificate program students must maintain satisfactory academic progress toward their educational objective. Satisfactory progress is measured as follows:

1. The student is consistently meeting or exceeding the targets for reading and assignment set for him or her by his or her Course Supervisor.
2. The student is progressing through his course within the expected time period and does not exceed 1.5 times the normal program length.
3. The student maintains a minimum cumulative Quality Point Average of 3.33 or higher.
 - Good Standing Status 3.33 or higher
 - Student in Trouble Below 3.33*

*Student in trouble is notified immediately by the Course Supervisor/Faculty member and routed to the Qualifications Secretary for assistance. If a student receives a score of 84% or lower or a no pass on apprenticeship or internship assignments the course **must** be repeated.

Evaluation Points

Degree and Certificate Program students will be evaluated at the completion of each course, at the end of each academic year, at 25% of the Maximum Program Length, and at 50% of the Maximum Program Length. Maximum Program Length is defined as 1.5 times the normal program length.

Academic Probation

Degree and certificate program students must maintain a cumulative quality point average of 3.33 or higher and an acceptable course completion percentage or be placed on academic probation. The programs provide self-paced instruction in the course room with a course supervisor/faculty member and therefore the course completion percentage is the number of credits a student must have earned at the evaluation point in order to successfully complete the program in the 1.5 maximum program length.

The student will remain on academic probation until the next evaluation point, which is at the completion of the next course. If the cumulative quality point average is 3.33 or higher and the course completion percentage is acceptable, academic probation status will be removed. If he or she does not achieve these minimum standards he or she will remain on academic probation through the next course.

Dismissal Points

Students will be dismissed if at the 50% point in the maximum program length or any other subsequent evaluation points thereafter, the cumulative quality point average falls below 3.33 or the course completion percentage falls below the acceptable standards in the chart below.

Evaluation Standards

	Required Evaluation Point	Minimum GPA	Credits Earned	Sample AAS Degree Credits Earned
**	25% maximum normal program length	3.33		N/A
**	25% maximum program length	3.33	25% of total credits in the program	15
**	50% of normal program	3.33		N/A
*	50% maximum program length	3.33	50% of total credits in the program	30
**	100% normal program length	3.33		N/A
*	100% maximum program length	3.33	Must have completed all courses and earned all credits.	60

** Students not meeting these standards do not have to be dismissed, probation required.

*Student not meeting these standards may not be placed on probation and must be dismissed.

Academic Dismissal

At the end of the academic probationary period, those students who have not met the minimum standards for academic progress will be dismissed. Please note that students may be dismissed for academic reasons without previous academic actions, including failure to complete all program requirements within the maximum allowable time frame.

Student Appeal

A student who is subject to dismissal may appeal the decision to the Education Committee in writing. The appeal must be received within five business days of being notified of dismissal. The appeal must contain the mitigating circumstance(s), which were outside the control of the student. The Executive Council will review the appeal and a decision will be made in writing to the student within 10 business days.

Reinstatement

Once a student is academically dismissed he or she cannot be reinstated unless approved by the Education Committee. The student would have to repeat each course necessary to bring them into good standing. The student must pay for each course repeat. If the Quality-Point Average and course completion percentage return to satisfactory standards the student may be reinstated under academic probation status through the completion of the next course. If the

student has returned to good standing (Quality-Point Average and course completion percentage are satisfactory) academic probation will be removed.

Course Repeats

Students will be required to repeat a course in which the fail to score on examination 85% or higher. The student will also be required to pay for the repeat of the course. Every course repeated is counted towards the total credits attempted and counts against the maximum program length. In the event a course is repeated, the grade used to calculate the cumulative Quality Point Average is the last grade received, which replaces the original grade (even if the original grade was higher).

Program Withdrawal and Re-entry

Conditions may arise that require a student to withdraw from school. A student who withdraws from a course, but does not satisfactorily complete it will receive a grade of “W”. (zero quality points). The “W” has no effect on the Quality-Point Average. The “W” course is considered a course attempted and does count toward the Maximum Program Length. If a “W” grade was issued a student must retake the course to receive a passing grade. A student who has withdrawn may request to re-enter. Re-entry must be requested in writing and submitted to the Education Committee for approval.

Leave of Absence

There may be time due to special circumstances that a student may require a leave of absence. A leave of absence must be requested in writing and approved by the Executive Council. A student absence of less than five days can be approved by the course supervisor and will not be considered a leave of absence. A leave of absence can be up to, but not more than 60 days.

Examination Disclosure Policy

A student must not discuss any examination with anyone outside the Qualifications Division. A student should pass an examination on the basis that he does know and can apply the information, not on the basis that he knows and can pass the examination. Only by being able to know and apply the information can a student be accomplished at any level.

A significant aspect of academic integrity is to encourage honesty on the part of students and to assist in the development of high standards of honesty and integrity for students and graduates.

Academic dishonesty includes cheating on tests and projects, plagiarism, or assisting in these. Dishonesty on the part of the student will be considered in the context of the college’s policy on student conduct.

Transcripts of Records

Transcripts may be withheld because of indebtedness to the college. All student records and transcripts will be kept for a minimum of 55 years.

Graduation Requirements

Conferring of Degree or Certificates

The degree or certificate is granted from Hubbard College of Administration upon completion of all requirements for the degree or certificate program. To be eligible for graduation, a student must earn an overall average of 3.33 or better and have passed all courses included in the program of study. A student earning less than a 3.33 quality point average is not eligible for graduation. Students may be required to repeat a course in order to achieve the requirements of graduation.

Associate of Applied Science Degree and Certificates are awarded to students who fulfill all educational, financial, and administrative requirements of the program.

Credit Units

1 Credit Unit at Hubbard College of Administration is equal to:

30 hours of course room theory study

30 hours of course room practical study

30 hours of apprenticeship

30 hours of internship

1 Credit Unit at Hubbard College of Administration is equal to:

1 semester credit unit

This is equivalent to the State regulation that 15 hours of instruction equals 1 credit and the Federal regulation that 30 hours of instruction equals 1 credit.

Graduation Requirements Associate Degree Program

Program	Credits Earned	QPA	Awarded
Associate of Applied Science: Management and Administration	60	3.33	Associate of Applied Science

Student Services

New Student Orientation

Orientation sessions are scheduled for each new student. The purpose of the sessions is to acquaint new students with the College, its programs, policies, personnel and facilities.

Bookstore

The bookstore inventory includes textbooks, school supplies and an assortment of college logo items. All book purchases must be paid for by cash, check, Master Card, Visa or American Express.

Student Consulting Services

Hubbard College of Administration recognizes that personalized service is an important part of education.

Student Consulting Services assist students with personal and academic problems that might affect their progress. Students are encouraged to use these consulting services. This service is provided to the student at an additional cost of \$25.00 per hour.

A referral program is also available for serious mental health or personal problems.

Individual Academic Assistance

Sometimes students who are having difficulty with their courses may need special individual assistance. This assistance is provided through the Qualifications Division at a cost of \$25.00 per hour.

Substance Abuse Services

Services include preliminary interview, education and referral. Services are offered to students who are concerned about their own alcohol or other drug use and to any student concerned about the use of chemicals by someone in their lives.

Career Development

The College offers a broad range of career development services including workshops and seminars. Students are encouraged to use these resources on a continuing basis during their course of studies and after graduation as alumni. The College encourages interaction between students and the business community by sponsoring dinners and career seminars.

All students and alumni are encouraged to take advantage of the campus-recruiting program in which representatives from businesses visit the College to interview candidates.

Student Activities

Student activities are funded by the monthly student activities fees. Student activities are a valuable part of the total learning experience and are an opportunity for student interaction and participation.

Student Groups and Organizations

Student groups and organizations will be established based on the specific common interests and goals of the students.

Seminars and Workshops

Hubbard College of Administration hosts numerous workshops and seminars led by working professionals and business people addressing various topics of interest to the students.

Graduation Ceremonies

Graduation ceremonies. See schedule.

Volunteer Services for the Community

Hubbard College of Administration students are encouraged to gain practical experience through providing volunteer services to the community. These include student run services such as business analysis services, seminars and workshops, a free business consultation center and other projects as the need arises in the community.

Student Affairs

Dress Code

Hubbard College of Administration has established a student dress code in recognizing that appropriate dress is an essential ingredient of success in the business community. Students' dress must be neat, clean, decent and in good taste.

Dress for evening events and other special events would include a coat and tie for men, and a dinner dress or pants outfit for women.

Course Supervisors and staff members may require a more stringent code in some cases. From time to time, the dress code may be changed or modified by the College.

Housing

Hubbard College of Administration does not have dormitory facilities. Students are responsible for their own accommodations and housing while attending courses at the College. Living accommodations near the College start at approximately \$500.00 per month. The Director of Technical Services will provide students with lists of housing facilities to assist students with finding living accommodations that are located conveniently near the College.

Parking

The college has a parking lot for the students use. See fee schedule for parking fees.

Security

The building in which the college is has a security system which monitors the parking lot and other areas of the building 24 hours a day. Report any matters to the receptionist on the first floor.

Process for Addressing Student Grievances

Any student who has a complaint should direct his or her complaint to the Qualifications Secretary at Hubbard College of Administration either in person or in writing. The Qualifications Secretary will have the authority to investigate the complaint, make a determination as to the appropriate handling required, and see that the appropriate handling is carried out.

If the student feels that he or she isn't getting a satisfactory resolution of his or her complaint from the Qualifications Secretary he or she may always directly communicate with the President of Hubbard College of Administration in person or in writing.

Any questions or problems concerning this school that have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education, 400 R Street, Suite 5000, Sacramento, California 95184, (916) 445-3427.

Student's Right to Privacy

The Family Educational Rights and Privacy Act of 1974 is a federal law that states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of each student's educational records.

Hubbard College of Administration accords all rights under the law to students who are declared independent. Students who are minors are still accorded the protection of the law with the exception that a parent or guardian will have the right to information in the student's file. No individual organization outside the institution shall have access nor will the institution disclose any information from students' educational records without the written consent of students, except to personnel within the institution or officials of other institutions in which students seek to enroll. Persons or organizations providing students' financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in an emergency, seek to protect the health or safety of students or other persons may also have access. Within the College, only those members of the instructional staff or staff individually or collectively acting in the students' educational interests are allowed access to student records.

At its discretion, the College may provide directory information in accordance with the provision of the Act to include: student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees or awards received, the most recent previous educational agency or institution attended by the student and participation in officially recognized activities. A student may withhold directory information by notifying the office of the Registrar or the office in writing no later than the fifteenth day after registering for courses.

Student Conduct

The Way to Happiness

The Way to Happiness is a nonreligious, common sense moral code written by L. Ron Hubbard. This code is contained in a 95-page book that includes for each of the 21 precepts a note on application. This code has been adopted as a guideline for all staff and students of Hubbard College of Administration.

Moral Precepts from

THE WAY TO HAPPINESS

1. Take Care of Yourself.
2. Be Temperate.
3. Don't Be Promiscuous.
4. Love and Help Children.
5. Honor and Help Your Parents.
6. Set a Good Example.
7. Seek to Live with the Truth.
8. Do Not Murder.
9. Don't Do Anything Illegal.
10. Support a Government Designed and Run for All the People.
11. Do Not Harm a Person of Goodwill.
12. Safeguard and Improve Your Environment.
13. Do Not Steal.
14. Be Worthy of Trust.
15. Fulfill Your Obligations.
16. Be Industrious.
17. Be Competent.
18. Respect the Religious Beliefs of Others.
19. Try Not to Do Things to Others That You Would Not Like Them to Do to You.
20. Try to Treat Others As You Would Want Them to Treat You.
21. Flourish and Prosper.

Suspension and Dismissal Policy

A student who is disruptive and acts contrary to the policies Hubbard College of Administration will be routed to the Student Ethics Officer. The routine action of Ethics is to request a reappraisal of behavior and a signed promise of good behavior for a specified time. If the student refuses to so promise then the Ethics Officer would then undertake an investigation to determine whether or not the student should be allowed to continue.

BOARD OF DIRECTORS, ADMINISTRATORS, FACULTY AND STAFF

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